



**Australian Government**

**Assessment Requirements for MEM22012  
Coordinate resources for an engineering  
project or operation**

**Release: 1**

# Assessment Requirements for MEM22012 Coordinate resources for an engineering project or operation

## Modification History

Release 1. Supersedes and is equivalent to MEM22012A Coordinate resources for an engineering project or operation.

## Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include:

- following work instructions, standard operating procedures (SOPs) and safe work practices
- evaluating supply chain, quality, delivery, capability, tender and contracting processes and documents
- coordinating and controlling physical and human resources and resource budgets on at least two occasions
- monitoring, reviewing and improving resources delivery
- resource planning in the context of operations, project, strategic and business plans on at least two occasions
- reporting and documenting objectives, key performance indicators, timetables and progress.

Note: Where a volume and/or frequency is not specified, demonstration must be provided at least once.

## Knowledge Evidence

Evidence required to demonstrate the required knowledge for this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include knowledge of:

- safe work practices and procedures
- typical sustainability implications for engineering projects or operations
- systems thinking, constraints and contingency management, and continuous improvement techniques
- procedures for preparing and monitoring project plans, business plans and budgets
- cost planning, cost-benefit analysis, life cycle costing, valuation and cost estimation procedures
- procedures for assessing implications of design on project implementation costs or manufacturability of product and maintainability of plant and process
- resources information distribution and control systems, including the use of enterprise resource planning (ERP) and materials resource planning (MRP) software
- planning and cost control software

- supply and value chain evaluation techniques, including contract, quality and delivery parameters
- engineering-related operating procedures associated with the use of resources
- financial impact of a variety of maintenance strategies on overall costs on typical tenders, contracts and law of contract provisions, relevant to engineering projects or operations
- how to calculate quantities from drawings, specifications and contracts
- work health and safety (WHS) requirements including acts and regulations
- resources expenditure and cash flow control procedures
- procedures and requirements for financial records, including records of resources and costs for maintenance of assets
- continuous improvement processes and procedures
- typical constraints for engineering projects or operations
- sustainability considerations.
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## Assessment Conditions

- Assessors must:
  - have vocational competency in coordinating resources for an engineering project or operation at least to the level being assessed with relevant industry knowledge and experience
  - satisfy the assessor requirements in the *Standards for Registered Training Organisations 2015* or its replacement and comply with the *National Vocational Education and Training Regulator Act 2011*, its replacement or equivalent legislation covering VET regulation in a non-referring state/territory as the case requires.
- Where possible, assessment must occur in operational workplace situations. Where this is not possible or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment that reflects realistic operational workplace conditions that cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required including relevant workplace procedures, product and manufacturing specifications.
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
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## Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2>