



Australian Government

MEM22017 Coordinate continuous improvement and technical development

Release: 1

MEM22017 Coordinate continuous improvement and technical development

Modification History

Release 1. Supersedes and is equivalent to MEM22017A Coordinate continuous improvement and technical development.

Application

This unit of competency defines the skills and knowledge required to coordinate and facilitate the implementation of engineering-related continuous improvement, change and technical development within organisations.

It does not cover design or implementation of major change, including re-engineering or design and commissioning of new major plant. It is suitable for people working in engineering or related environments in design, maintenance or operational functions.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

MEM16006 Organise and communicate information

Competency Field

Management and organisation

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Evaluate project or operation for improvement and technical development opportunities	1.1 Follow standard operating procedures (SOPs) 1.2 Select project or operation for review in conjunction with stakeholders 1.3 Determine current performance against objectives and key performance indicators (KPIs) 1.4 Establish and monitor processes to identify shortfalls in performance, root causes and opportunities for performance and technical improvements 1.5 Evaluate hardware and software technology requirements for

Elements	Performance Criteria
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	performance improvement opportunities 1.6 Evaluate personnel skill requirements and training needs for performance improvement opportunities 1.7 Confirm current or future work health and safety (WHS) requirements, codes of practice, regulations, standards and regulatory requirements related to possible opportunities for performance improvement
2. Develop recommendations for performance improvement and technical development	2.1 Coordinate the specification of options for performance improvement including required technology changes, skills development needs, timelines, budget and extent of disruption to current operations 2.2 Coordinate feasibility analyses on options and develop proposals based on outcomes 2.3 Prepare report and recommendations including objectives, implementation schedule, budget and any required regulatory compliance measures 2.4 Communicate and negotiate with stakeholders to confirm recommendations for change and technological developments
3. Coordinate implementation of approved changes	3.1 Develop implementation objectives, plan, schedule and budgets for approved changes 3.2 Monitor implementation of objectives by priority, strategy and schedule 3.3 Coordinate change management, process redesign and introduction of technology in accordance with plan 3.4 Manage physical and financial resources and budget within delegation 3.5 Monitor change and technological development for compliance with organisational policies and procedures 3.6 Provide input to risk management procedures that is based on completed evaluation and planning
4. Report outcomes	4.1 Record progress and results in accordance with procedures 4.2 Provide documentation, data entry and analysis according to project or operation requirements

Foundation Skills

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Stakeholders include one or more of the following:	• enterprise or project owners and managers • team members • support function groups • expert technical and professional assistance • customers and suppliers • colleagues identified in reporting arrangements for the engineering project or operation.
Constraints and contingencies include:	• financial, organisational, procedural or cultural constraints • physical constraints including limits to resources, site access or logistical limitations.
Organisational policies and procedures include:	• enterprise agreements and awards • work health and safety (WHS) requirements • codes of practice and other legislative requirements • environmental and social obligations • ethical practice.
WHS, regulatory requirements and enterprise procedures include:	• WHS acts, regulations and relevant standards • codes of practice from Australian and overseas engineering and technical associations and societies • risk assessments • registration requirements • safe work practices • state and territory regulatory requirements.
Continuous improvement implementation includes one or more of the following techniques:	• balanced scorecard • current and future state mapping • measuring performance against benchmarks • process improvement, problem-solving and decision-making • data management, generation, recording, analysing, storing and use of software • training for improvement systems participation • technical training.
Sustainability includes:	• meeting all regulatory requirements • conforming to all industry covenants, protocols and best practice guides • minimising ecological and environmental footprint of process, plant and product

	• maximising economic benefit of process plant and product to the organisation and the community • minimising the negative WHS impact on employees, community and customer.
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Unit Mapping Information

Release 1. Supersedes and is equivalent to MEM22017A Coordinate continuous improvement and technical development.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2>