



Australian Government

**Assessment Requirements for MEM30013
Assist in the preparation of a basic
workplace layout**

Release: 1

Assessment Requirements for MEM30013 Assist in the preparation of a basic workplace layout

Modification History

Release 1. Supersedes and is equivalent to MEM30013A Assist in the preparation of a basic workplace layout.

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:

- identifying opportunities for workplace layout improvement
- developing basic layout options for workplace improvement on at least two occasions
- developing simple economic appraisals for proposed improvements.

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:

- sources of workplace waste related to layout
- sources of information on ergonomics
- workplace layout principles including at a basic level the degree to which workplace layout is affected by:
 - engineering processes and systems
 - materials flow patterns
 - types of production plant and machinery
 - materials handling methods
 - unit loads
 - types of production methods
 - basic principle of ergonomics
- productivity:
 - definition and measures of productivity
 - factors affecting productivity
 - the concept of waste and its application to productivity improvements
 - productivity and quality
 - value adding
- recording techniques:

- flow charts
- activity relationship charts
- outline process charts
- flow process charts
- multipurpose charts
- string diagrams.
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Assessment Conditions

- Assessors must:
 - have vocational competency in assisting in the preparation of a basic workplace layout 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>