



**Australian Government**

# **MEM30013 Assist in the preparation of a basic workplace layout**

**Release: 1**

# 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.

## Application

This unit of competency defines the skills and knowledge required to assist in the charting and analysis of basic manufacturing operations including assisting in the preparation of workplace layouts. It covers the basic principles of ergonomics and the role of productivity improvements, quality procedures and work flow analysis.

The unit applies to engineering or related activities and is suitable for people giving technical support in manufacturing or engineering operations and those pursuing technical qualifications and careers at paraprofessional or technician level. All work is carried out under supervision.

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

## Pre-requisite Unit

Nil

## Competency Field

Engineering technician

## 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. Identify opportunities for workplace layout improvement	1.1 Undertake basic analysis of workplace data to determine sources of waste 1.2 Obtain future capacity requirement from relevant sources 1.3 Establish productivity improvement areas based on information obtained 1.4 Establish appropriate productivity measures in conjunction with supervisors and other appropriate personnel
2. Develop basic layout	2.1 Develop basic layout options using operation process charts, flow

<b>Elements</b>	<b>Performance Criteria</b>
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
options for workplace improvement	charts, flow process charts, and string diagrams 2.2 Identify and consider information on ergonomics, health and safety hazards 2.3 Develop improvements in consultation with users and supervisors 2.4 Develop simple economic appraisals for proposed improvement 2.5 Refer layout options to an appropriate authority for approval

## Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

## 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.

Waste includes:	<ul style="list-style-type: none"> <li>• excess production and early production</li> <li>• waiting</li> <li>• materials queuing and not moving</li> <li>• people not working</li> <li>• transporting</li> <li>• double handling</li> <li>• poor process design</li> <li>• inventory</li> <li>• stores</li> <li>• buffers</li> <li>• lot sizes</li> <li>• inefficient performance of a process</li> <li>• reaching, bending and exertion</li> <li>• making defective items requiring rework, rejects and unnecessary inspection.</li> </ul>
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Information on ergonomics, health and safety hazards includes:	<ul style="list-style-type: none"><li>• standard references including Worksafe Australia guidelines</li><li>• relevant acts and regulations</li><li>• information contained in manufacturer manuals</li><li>• standard operating procedures (SOPs)</li><li>• workplace reports including:<ul style="list-style-type: none"><li>• incident reports</li><li>• commissioned studies</li><li>• advice from relevant workplace individuals and committees.</li></ul></li></ul>
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## Unit Mapping Information

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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>