



**Australian Government**

**Assessment Requirements for MEM30021  
Prepare a simple production schedule**

**Release: 1**

# Assessment Requirements for MEM30021 Prepare a simple production schedule

## Modification History

Release 1. Supersedes and is equivalent to MEM30021A Prepare a simple production schedule.

## 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 production requirements
- developing an activity plan of production requirements on at least two occasions
- preparing the production schedule on at least two occasions
- filing and issuing the schedule.

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:

- types of production including:
  - jobbing production
  - batch production
  - process production
- just- in-time (JIT) procedures
- cellular manufacture
- scheduling
- interpreting customer requirements
- machine capability and selection
- Gantt charts
- contingency plans
- project planning techniques at an introductory level
- program evaluation and review technique (PERT) and critical path methods (CPM) diagrams at an introductory level
- critical path networks at an introductory level
- hazards and control measures associated with preparing a simple production schedule, including housekeeping.

## Assessment Conditions

- Assessors must:
  - have vocational competency in preparing a simple production schedule 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.

## Links

Companion Volume implementation guides are found in VETNet -

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