



Australian Government

Department of Education, Employment and Workplace Relations

MEM03001B Perform manual production assembly

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers assembling components and/or sub-assemblies in a production environment and testing the components and/or sub-assemblies to ensure compliance with specifications.
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Application of the Unit

Application of the unit	<p>This unit applies to production-orientated assembly operations that are essentially manual in nature and do not require complex adjustments.</p> <p>This unit should not be selected when Unit MEM18055B (Dismantle, replace and assemble engineering components) has already been selected.</p> <p>Where the selection and use of tools is required as part of the assembly process, see Unit MEM18001C (Use hand tools) and Unit MEM18002B (Use power tools/hand held operations) as appropriate.</p> <p>Band: A</p> <p>Unit Weight: 4</p>
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Read and understand job sheets	1.1. Job sheets and instructions are understood and followed correctly.
2. Select assembly equipment and components	2.1. Assembly equipment is selected according to instructions or job sheets and used to standard operating procedures. 2.2. Components/sub-assemblies are obtained and arranged for assembly. 2.3. Equipment/tools are used in a safe manner.
3. Assemble components	3.1. Assembly is produced following correct sequence of operations, using selected equipment to standard operating procedures. 3.2. Production data is recorded/input to standard operating procedures.
4. Perform tests	4.1. Assembly is tested/checked for compliance to job sheet requirements, following standard operating procedures as required.
5. Protect assembly from damage	5.1. Components and/or assemblies are handled and stored safely, in a manner least likely to cause damage.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Look for evidence that confirms skills in:

- following job instructions and standard operating procedures
- selecting and using assembly tools, components and sub-assemblies
- entering routine and familiar information onto proformas and other standard workplace forms
- following oral instruction

Required knowledge

Look for evidence that confirms knowledge of:

REQUIRED SKILLS AND KNOWLEDGE

- application and use of assembly tools and equipment
- sequence in which the assemblies are to be performed
- storage location of the component/sub-assemblies
- required tests and checks
- required action for non-conformance
- potential damage through the use of inappropriate handling and/or unsafe storage procedures
- use and application of personal protective equipment
- safe work practices and procedures
- hazards and control measures associated with manual production assembly

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

A person who demonstrates competency in this unit must be able to assemble components and/or sub-assemblies in a production environment and test the components and/or sub-assemblies to ensure compliance with specifications.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge, and be capable of applying the competency in new and different situations and contexts.

Context of and specific resources for assessment

This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate.

This unit could be assessed in conjunction with any other units addressing the safety, quality, communication, materials handling, recording and reporting associated with performing manual production assembly or other units requiring the exercise of the skills and knowledge covered by this unit.

Method of assessment

Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways including direct observation, supervisor's reports, project work, samples and questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.

EVIDENCE GUIDE**Guidance information for assessment****Range Statement****RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Components/sub-assemblies

Parts that make up the sub-assembly and components

Recorded/input

By means of production schedules, job sheets, checklists

Tested/checked

Carried out according to specification of assembled product

Unit Sector(s)**Unit sector****Co-requisite units****Co-requisite units**

Competency field

Competency field	Assembly
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