



Australian Government

Department of Education, Employment and Workplace Relations

MEM14002B Undertake basic process planning

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers reviewing process specifications and determining the production sequence.
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Application of the Unit

Application of the unit	<p>This unit applies to one of a range of processes in manufacturing: machining, pressing, assembly and to a stage of the overall production process.</p> <p>It does not apply to interfacing between processes.</p> <p>If planning is based on engineering drawings and supporting engineering data, appropriate skills units should be accessed.</p> <p>Band: B</p> <p>Unit Weight: 8</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. Review process specifications	1.1. Supporting engineering and production data is examined, where required. 1.2. The production processes to be used are determined. 1.3. Specifications are obtained and examined.
2. Determine production sequence	2.1. Steps required for the process are identified and flow charts are produced where required in accordance with standard operating procedures. 2.2. Material and parts lists are prepared in accordance with standard operating procedures. 2.3. Tooling and/or equipment requirements are documented in accordance with standard operating procedures. 2.4. Quality assurance steps and specifications are identified and incorporated into process steps. 2.5. Process steps are documented and clearly represented in accordance with standard operating procedures.

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:

- obtaining, reading and interpreting engineering and production data
- preparing flow charts
- communicating
- planning
- assessing
- reading and interpreting engineering specifications
- organising information
- prioritising

Required knowledge

REQUIRED SKILLS AND KNOWLEDGE

Look for evidence that confirms knowledge of:

- production processes found within the organisation
- tooling and/or equipment requirements for workplace processes
- quality assurance requirements
- safe workplace practices and procedures

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 undertake basic process planning.
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	<p>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.</p> <p>This unit could be assessed in conjunction with any other units addressing the safety, quality, communication, materials handling, recording and reporting associated with basic process planning or other units requiring the exercise of the skills and knowledge covered by this unit.</p>
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.
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.

Production processes	Work planned over a specified timeframe, taking into account required and available resources
Steps	Steps and milestones against which progress can be checked

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	Planning
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