



Australian Government

Department of Education, Employment and Workplace Relations

MEM15024A Apply quality procedures

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers applying established quality procedures to an employee's own work within a manufacturing, engineering or related environment.
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Application of the Unit

Application of the unit	<p>This unit covers essential skill and knowledge that underpins all units within the Metal and Engineering Training Package.</p> <p>This competency is applied to an individual's own work. It includes concepts of meeting customer needs to achieve outcomes that are 'fit for purpose'. This includes following quality procedures to conform to specifications and requirements.</p> <p>Band: A</p> <p>Unit Weight: There is no unit weighting for this unit.</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. Take responsibility for own quality	1.1. Concept of supplying product or service to meet the customer requirements (internal and external) is understood and applied. 1.2. Responsibility is taken for quality of own work.
2. Apply standard procedures of workplace quality to own job	2.1. Quality system procedures are followed. 2.2. Conformance to specifications is ensured.

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:

- identifying and communicating instances of non-compliance to work specifications
- following quality procedures including work instructions
- conforming to product and process specifications
- checking and clarifying task-related information

Required knowledge

Look for evidence that confirms knowledge of:

- concepts of quality and the benefits of using specifications and standard operating procedures
- quality procedures applying to own work
- standard operating procedures
- safe work practices and procedures

Evidence Guide

EVIDENCE GUIDE	
<p>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.</p>	
Overview of assessment	A person who demonstrates competency in this unit must be able to apply quality procedures.
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 applying quality procedures 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. **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.

Quality	Consistently meeting customer requirements
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Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	Quality
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