



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **MEM17002B Conduct workplace assessment**

**Release: 2**

## MEM17002B Conduct workplace assessment

### Modification History

Single band identifier removed to clarify dual status

### Unit Descriptor

<b>Unit descriptor</b>	This unit covers identifying, planning and carrying out assessment; recording the results; and reviewing the procedure. Methods of assessment may include observation, documentation, demonstration, projects, oral tests, computer based assessment, written tests, etc.
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### Application of the Unit

<b>Application of the unit</b>	<p>Appropriate assessment techniques will be selected based on assessor knowledge of the competency to be assessed or in conjunction with someone who is competent (technical expert). Assessment may be undertaken on an individual basis or in groups. This unit is intended to equate to national competency standards Assessment Standard Unit: Conduct assessment to an established procedure, and the Extension Unit: Plan and review assessment. This competency also meets the assessment skills required to be recognised by Manufacturing Skills Australia as a workplace assessor.</p> <p><b>Band:</b></p> <p>This unit has dual status and is to be regarded as both a Specialisation band A unit and Specialisation band B unit for progression to C5 (AQF level V).</p> <p><b>Unit Weight: 2</b></p>
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### Licensing/Regulatory Information

Not Applicable

## Pre-Requisites

<b>Prerequisite units</b>	

## Employability Skills Information

<b>Employability skills</b>	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. Identify and plan assessment requirements	<ul style="list-style-type: none"><li>1.1. Area and purpose of assessment are identified in consultation with appropriate personnel and person/s being assessed.</li><li>1.2. Appropriate competency standard/s and assessment guides are identified and selected as required.</li><li>1.3. Evidence required to establish competency is determined according to industry and enterprise assessment procedure.</li><li>1.4. Evidence required and assessment arrangements are discussed and confirmed in an appropriate way with person being assessed.</li></ul>
2. Carry out assessment	<ul style="list-style-type: none"><li>2.1. Agreed assessment procedure is implemented in a manner, time and location to maximise active participation from assessment candidate/s.</li><li>2.2. Evidence consistent with the agreed assessment procedure is gathered using appropriate and specified methods and tools, and is documented according to agreed industry or site procedures.</li><li>2.3. Evaluation and assessment decisions are made according to agreed assessment procedures.</li><li>2.4. Clear and appropriate feedback is provided to person/s assessed.</li><li>2.5. Advice is provided to assessment candidate/s on training needs, appeal mechanisms, as appropriate.</li></ul>
3. Record results and review the procedure	<ul style="list-style-type: none"><li>3.1. Assessment results are recorded according to industry or site procedures.</li><li>3.2. Records are kept/stored in a manner appropriate to maintenance of confidentiality and safety.</li><li>3.3. Assessment procedure are reviewed in cooperation with person being assessed and revised, if appropriate.</li></ul>

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

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

**REQUIRED SKILLS AND KNOWLEDGE****Required skills**

Look for evidence that confirms skills in:

- obtaining and interpreting relevant competency standards and assessment guides
- discussing and confirming evidence required and the assessment arrangements
- performing assessments
- gathering and documenting evidence
- evaluating evidence and making assessment decisions
- providing clear and appropriate feedback
- advising on training needs and/or the appeals procedures
- recording assessment results
- storing records
- reviewing and revising the assessment procedure

**Required knowledge**

Look for evidence that confirms knowledge of:

- area and purpose of the assessment
- persons to be consulted when determining the assessments to be carried out
- relevant competencies
- evidence required to establish competency
- reasons for identifying the evidence to be obtained
- industry assessment procedure
- reasons for discussing and confirming the assessment arrangements with the assessment candidate
- time and location of the assessment
- reasons for selecting the time/location for the assessment
- methods of gathering the evidence
- reasons for using the selected methods of obtaining evidence
- procedures for documenting the assessment
- procedures for evaluating the gathered evidence
- need to provide clear and positive feedback to the assessment candidate
- appeals procedure
- any further training required by the assessment candidate
- procedures for recording assessment results
- need to keep records securely stored
- procedures for storing assessment records
- procedures for reviewing assessments undertaken
- reasons for evaluating assessment methods/procedures
- procedures for revising assessment procedures



## Evidence Guide

<b>EVIDENCE GUIDE</b>	
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.	
<b>Overview of assessment</b>	A person who demonstrates competency in this unit must be able to conduct workplace assessment.
<b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b>	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.
<b>Context of and specific resources for assessment</b>	<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 conducting workplace assessment or other units requiring the exercise of the skills and knowledge covered by this unit.</p>
<b>Method of assessment</b>	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.
<b>Guidance information for assessment</b>	

## 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.

<b>Purpose of assessment</b>	Recognition of prior learning, determination of award classification level or identification of training needed
<b>Evidence required</b>	Should address task skills, task management, contingency management application
<b>Assessment procedure</b>	Observation, documentation, demonstration, projects, oral tests, computer based assessment, written tests
<b>Appropriate and specified methods and tools</b>	Should address issues such as clarity, reliability, validity of results, fairness in assessment application, and cost effectiveness of process

## Unit Sector(s)

<b>Unit sector</b>	
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## Co-requisite units

<b>Co-requisite units</b>	



## Competency field

Competency field	Training
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