



Australian Government

Department of Education, Employment and Workplace Relations

MEM20001A Produce keys

Release: 1

MEM20001A Produce keys

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers producing and duplicating keys for mechanical locking devices and systems - by hand, code and duplicating machine, computer code machines and read/write transponder programming.
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Application of the Unit

Application of the unit	<p>This unit applies to production and duplication of keys in a store/workshop, mobile workshop or on-site. It applies to the production of keys across a range of locksmithing areas, including automotive, domestic, commercial, security containers and ancillaries.</p> <p>Key tasks are identifying blank type, obtaining blank, selecting cutting method, preparing tools and equipment, cutting/duplicating keys, checking finished product.</p> <p>If electronically stored data is accessed and recorded (where program knowledge and judgement is not required), Unit MEM16006A (Organise and communicate information) should also be selected.</p> <p>This unit applies to identification of transponder keys and programming read/write transponder keys only. Where other programming of high-security transponders is required, Unit MEM20013A (Service automotive transponder systems) should be selected.</p> <p>Band: A</p> <p>Unit Weight: 4</p>
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	
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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. Identify requirements for key production	1.1. Appropriate method for cutting/duplicating is selected according to key type and system, and other applicable factors. 1.2. Requirements for key production are identified from instructions, documentation and existing samples. 1.3. Signatories are confirmed.
2. Prepare materials and equipment	2.1. Appropriate tools and equipment are selected. 2.2. Correct key blank is selected for the given application. 2.3. Equipment and accessories are set up correctly for cutting/duplicating.
3. Produce and duplicate keys	3.1. Key correctly fits and operates lock. 3.2. Key dimensions meet manufacturer specifications. 3.3. Hand tools and equipment are used safely and correctly. 3.4. Key is finished according to 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:

- selecting appropriate cutting/duplicating method
- using and interpreting conversion charts, reference books, and samples to identify blank requirements
- accessing and using computer and book code programs
- measuring key dimensions
- identifying key types and features
- identifying faults in samples
- selecting tools and equipment
- setting up and safely using cutting and duplicating equipment
- testing and adjusting key operation

REQUIRED SKILLS AND KNOWLEDGE

- checking calibration
- key finishing

Required knowledge

Look for evidence that confirms knowledge of:

- different techniques for cutting and duplicating
- tools and equipment for hand and machine cutting
- key systems and blanks
- spacings, depths, angles, shapes and other measurements relevant to cutting keys
- terminology for key production
- workplace method for confirming signatory to key order
- tools, equipment and accessories for cutting keys by hand and machine
- key blank storage and classification systems
- housekeeping procedures
- safe operation of equipment and safe work practices
- identification marking procedures
- key storage and packaging 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 produce and duplicate various keys across a range of locksmithing areas.
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 producing keys, 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.

Appropriate method for cutting/duplicating	Hand, machine, computer and book code equipment, programming of read/write transponders
Key types	Inline pin tumbler, single and double sided wafer, 2 and 4 track, lever (pin, pipe, mortice, flat steel, double bitted), warded, pre-cut, rotating pin, rotating disc, axial pin (dimple), tubular, cruciform
Key systems	Restricted, semi-restricted and non-restricted system numbers, manufacturer restricted, factory restricted, locksmith restricted/managed, association restricted
Requirements for key production	Specific client requirements and quantities, completion times and dates, job requirements and tasks, signature authorities, OHS requirements, company requirements, compliance with relevant manufacturer requirements, warranties and service information
Documentation	Materials used, identified faults, warranties and recommendations, costs
Tools and equipment	<ul style="list-style-type: none"> Manual and computerised code machines, milling machines, tubular machines, duplicating machines, crimpers, hand files, bridge support. Measuring equipment includes standard gauges and vernier callipers
Safely and correctly	<ul style="list-style-type: none"> OHS policies and procedures include hazardous and risk assessment mechanisms, implementation of safety regulations, safety

RANGE STATEMENT

	<p>training, safety, systems incorporating use of protective equipment, use of codes of practice, emergency procedures, first aid</p> <ul style="list-style-type: none"> • Safety and personal protective equipment includes safety glasses, support devices and rests, guarding
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Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	Locksmithing
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