Australian Government

Department of Education, Employment and Workplace Relations

MEM22002A Manage self in the engineering environment

Release: 1

MEM22002A Manage self in the engineering environment

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers performing work ethically and competently, making judgements about work priorities and information requirements to achieve effective working relationships and engineering outcomes.

Application of the Unit

Application of the unit	This unit applies to the use of various self management techniques in the performance of engineering activities. Techniques may involve task and time management, effective communication strategies, document management, and business relations. This unit only has application in qualifications that are not points based. **Band**: **0** **Unit Weight**: **0**

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
Path 1	MEM16006A	Organise and communicate information

Employability Skills Information

Employability skills	This unit contains employability skills.

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.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Manage self	1.1. Manage own time and own processes in an engineering environment for planning and design purposes. 1.2. Manage learning opportunities in and outside the workplace. 1.3. Complete tasks / roles in a competent and timely manner.
2. Work effectively with team	2.1. Communicate effectively with others. 2.2. Recognise cultural diversity. 2.3. Use judgement and discretion as appropriate to the situation. 2.4. Work autonomously to procedures and guidelines. Develop and maintain trust and confidence of colleagues and clients/suppliers where appropriate. 2.5. Mentor others in specific areas of engineering focus. Accept appropriate responsibility.
3. Manage information	3.1. Locate and review relevant information on materials, products, processes or services including relevant legislation, codes and national standards. 3.2. Document processes and outcomes. Include OHS&E procedures.
4. Manage work priorities and resources	4.1. Prioritise competing demands to achieve personal, team and an organisation's goals and objectives. 4.2. Prepare, monitor and review work plans, programs and budgets. 4.3. Plan resource use to achieve targets.
5. Facilitate and capitalise on change and innovation	5.1. Work with others to introduce change. 5.2. Manage emerging challenges and opportunities.
6. Establish and maintain business relationships	6.1. Work in collaborative relationships with customers/suppliers. 6.2. Manage the procurement process.

Required Skills and Knowledge

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:

- setting personal goals and plans
- completing allocated within time limits
- seeking feedback from internal and external sources
- providing clear and precise information to team members
- communicating in meetings
- using feedback to develop ways of improving performance
- accessing and using appropriate development opportunities
- team members are mentored in specific areas of engineering relevant to their work, where appropriate.
- obtaining all relevant legislation, statutory requirements and standards
- obtaining all relevant commercial documents
- documenting the processes and outcomes
- processing and filing the masters and file copies of documents
- setting priorities
- using technology appropriately to manage work priorities and commitments
- work plans, programs and/or budgets are prepared in accordance with organisational procedures.
- monitoring, reviewing and modifying work plans, programs and/or budgets
- achieving targets by the effective and efficient use of resources
- introducing changes smoothly and with minimal disruption
- communicating changes to be implemented
- preparing plans for the implementation of authorised changes
- providing regular and complete progress reports to clients/stakeholders/suppliers/regulators
- procuring materials/supplies/services in accordance with organisational procedures

Required knowledge

Look for evidence that confirms knowledge of:

- techniques for ensuring that personal goals and plans reflect an organisation's plans and personal roles, responsibilities and accountabilities
- the way in which a person's performance acts as a role model for others
- ways in which personal goals are achieved and extended
- the importance and benefits of maintaining consistent personal performance
- the value of cultural diversity within the engineering team is recognised and the benefits
- internal and external sources of feedback on products, services and/or performance

REQUIRED SKILLS AND KNOWLEDGE

- team members roles and responsibilities
- ways of gaining and using feedback to improve personal performance
- options for suitable professional development opportunities
- the role of mentor in the engineering team
- the mentoring process
- sources of relevant codes, standards, legislation and regulations
- the need and relevance for commercial information, including insurances and indemnities
- the procedures for documenting processes and outcomes
- the procedures for processing and filing master and file
- techniques for prioritising competing demands
- options for using various types of relevant technology and the ways they can be used efficiently and effectively to manage work priorities and commitments
- the procedures for preparing work plans, programs and budgets
- the authority responsible for authorising work plans, programs and budgets
- the procedures for modifying work plans, programs and/or budgets
- human and physical resources available
- targets to be achieved
- techniques for optimising resource utilisation
- opportunities to introduce change
- the benefits of the proposed change
- the costs and risks associated with the proposed change
- those affected by change
- emerging challenges and opportunities in the area of engineering expertise
- opportunities to implement change and innovation
- reasons for implementing change and innovation
- strategies for implementing change and innovation
- customer needs
- clients/stakeholders/suppliers/regulators and their business relationships
- information required by clients/stakeholders/suppliers/ regulators
- the suppliers of materials/services/components/ equipment, etc.
- procurement procedures
- the authority responsible for authorising the procurement of materials/supplies/services
- commercial issues associated with the procurement process

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 manage self in the engineering environment. Competency in this unit cannot be claimed until all prerequisites have been satisfied.
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 managing self in the engineering environment 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.	
Engineering environment	Refers to a real or simulated environment dealing in engineering practices/functions/services.
Tasks/roles	Will be involved in self-directed application of knowledge - have substantial depth of knowledge in some areas and a range of skills for work tasks, roles and functions.
Cultural diversity	Refers to all aspects of diversity within the working environment such as gender, age, physical ability, sexual preference, ethnicity and culture.
Work autonomously	May work autonomously under broad guidance; may supervise others and may guide teams.
Appropriate responsibility	May have responsibility for planning and managing the work of others.
Relevant legislation codes and national standards	Refers to all the legislation that occurs in the work place such as equal employment opportunity legislation, occupational health and safety legislation and industrial relations legislation.
Document	Applies to the time frame of the design development. Agreed processes of documentation will be required and applied.
OHS&E	Occupational Health Safety and Environment recognizes that stakeholders in workplace activity

RANGE STATEMENT	
	include the workforce exposed to worksite conditions, materials and processes of the activity and the broader community exposed to environmental effects of the activity. Apply in accordance with organisational policies and statutory and regulatory requirements.

Unit Sector(s)

Unit sector	

Co-requisite units

Co-requisite units		

Competency field

Competency field	Management and organisation