



Australian Government

Department of Education, Employment and Workplace Relations

MEM30018A Undertake basic process planning

Release: 1

MEM30018A Undertake basic process planning

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers undertaking a basic determination of process specifications and production sequence for a manufacturing operation.
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Application of the Unit

Application of the unit	<p>This unit applies to a range of processes in manufacturing and to a stage of the overall production process. It does not apply to interfacing between processes.</p> <p>The process plan is developed over a specified timeframe taking into account resources available and required. The process plan establishes detailed steps required, and milestones against which progress can be checked. The plan is developed in accordance with accepted organisation practice and procedures.</p> <p>Performance of this unit would normally be conducted in a work environment where the basic process plan is reviewed by supervisors, planners or other internal review procedures before the plan is implemented.</p> <p>Where interfacing between manufacturing processes is required, Unit MEM30021A (Prepare a simple production schedule) should be selected.</p> <p>Band: 0</p> <p>Unit Weight: 0</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. Assist in determination of a process sequence	<p>1.1. A basic analysis of process specifications using relevant job instructions, drawings, cost objectives, and operational procedures is undertaken.</p> <p>1.2. An operation or process sheet is prepared based on analysis.</p> <p>1.3. The process steps are clearly documented and approved in accordance with standard operating procedures.</p> <p>1.4. Flow charts, based on analysis, are produced where required.</p> <p>1.5. Material and parts lists are prepared, based on analysis, for the production process in accordance with standard operating procedures.</p> <p>1.6. Tooling and/or equipment requirements are determined in conjunction with supervisor and other expert personnel.</p> <p>1.7. All requirements are documented in accordance with standard operating procedures.</p>
2. Prepare and submit new/revised operation sheet/flow chart/parts list as required	<p>2.1. New/revised operation sheet/flow chart/parts list is prepared in accordance with standard operating procedures.</p> <p>2.2. New/revised operation requirements are submitted in accordance with enterprise approval procedures.</p>
3. Issue or file approved operation sheet/flow chart/parts list as required	<p>3.1. Approved drawings and or parts lists are stored and catalogued or issued in accordance with standard operating procedures.</p>

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:

- communicating

REQUIRED SKILLS AND KNOWLEDGE

- prioritising
- planning
- drawing
- evaluating
- analysing
- documenting
- reading, interpreting and following information on written job instructions, specifications, standard operating procedures charts, lists, drawings and other applicable reference documents.
- planning and sequencing operations
- checking and clarifying task-related information

Required knowledge

Look for evidence that confirms knowledge of:

- overview knowledge of product and process manufacturing principles including:
 - flow
 - elaborate transformation
 - value adding
 - waste
 - hazard identification and reduction
 - safe work 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 undertaking 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.

Operation or process sheet

Includes operation sheets, sketches, tooling, equipment schedules and gauges etc.

Unit Sector(s)

Unit sector

Co-requisite units

Co-requisite units

Competency field

Competency field

Engineering technician