



Australian Government

**Assessment Requirements for MSTGN3002
Organise and plan own work to achieve
planned outcomes**

Release: 1

Assessment Requirements for MSTGN3002 Organise and plan own work to achieve planned outcomes

Modification History

Release 1. Supersedes and is equivalent to LMTGN3002B Organise and plan own work to achieve planned outcomes

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria, and include:

- reading and following work instructions, standard operating procedures (SOPs), safe work practices
- applying relevant standards
- developing and following an approved work plan
- implementing production processes and operating machines and equipment
- handling, receiving, and assembling materials and products
- coordinating, monitoring and assessing work according to planned steps and quality criteria
- establishing and applying required quality procedures and required work steps
- identifying and dealing with problems arising in own work
- seeking advice and support, as required
- maintaining accurate records
- applying workplace procedures.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- safe work practices and procedures and use of personal protective equipment (PPE)
- relevant Australian Standards
- production processes, machines and equipment
- operating procedures for production machines
- components of work plans
- characteristics of typical materials and products used in production
- quality standards and practices
- workplace procedures
- recording and reporting practices.

Assessment Conditions

- Assessors must:

- satisfy the assessor competency requirements that are in place at the time of the assessment, as set by the VET regulator
- have vocational competency in organising and planning own work to achieve planned outcomes, at least to the level being assessed, with relevant industry knowledge and experience.
- Assessment should occur in operational workplace situations. Where this is not possible, or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment reflecting realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- The unit is applicable to all TCF sectors and assessment must ensure it is delivered to suit the industry it is being applied to.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=a203ec5c-de7d-406b-b3e1-8f1a9b76e92e>