



Australian Government

Assessment Requirements for MEM03001 Perform manual production assembly

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to MEM03001B Perform manual production assembly

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria on at least two (2) occasions and include:

- following work instructions, standard operating procedures (SOPs) and safe work practices
- selecting appropriate tools, components, sub-assemblies and equipment for required assembly tasks
- using appropriate handling procedures to minimise damage to components and/or assemblies
- assembling components in a production environment
- testing and/or checking assemblies against specifications
- recognising and taking appropriate remedial action for any out-of-specification assembly
- storing components and assemblies following SOPs
- completing production records as required.

Knowledge Evidence

Evidence required to demonstrate the required knowledge for this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include knowledge of:

- safe work practices and procedures and use of personal protective equipment (PPE)
- correct application, use and storage of assembly tools and equipment
- sequence in which the assemblies are to be performed
- storage location of component/sub-assemblies
- required tests and/or checks for assembly compliance with specifications and required action for non-conformance
- component assembly documentation procedures
- potential damage that can occur to components and assemblies through the use of inappropriate handling and/or unsafe storage procedures.

Assessment Conditions

- Assessors must:

- have vocational competency in this unit at least to the level being assessed with relevant industry knowledge and experience
- satisfy the assessor requirements in the *Standards for Registered Training Organisations 2015* or its replacement and comply with the *National Vocational Education and Training Regulator Act 2011*, its replacement or equivalent legislation covering VET regulation in a non-referring state/territory as the case requires
- Where possible assessment must 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 that reflects 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
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications
- 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.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2>