



Australian Government

Assessment Requirements for MEM13015

Work safely and effectively in manufacturing and engineering

Release: 1

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Modification History

Release 1. New unit. Supersedes and not equivalent to MEM13014A Apply principles of occupational health and safety in the work environment, MEM14004A Plan to undertake a routine task, MEM15002A Apply quality systems, MEM15024A Apply quality procedures, MEM16007A Work with others in a manufacturing, engineering or related environment.

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
- identifying and avoiding or controlling hazards
- reporting hazards, incidents, injuries and other work health and safety (WHS) non-conformances following SOPs
- recognising and responding to emergencies following SOPs
- identifying and obtaining, instructions and information on job requirements, including one or more of the following:
 - verbal or written job instructions
 - specifications
 - SOPs
 - charts
 - lists
- identifying and responding to contingencies, including:
 - equipment breakdowns
 - non-conforming components
 - safety hazards
- recording information into proforma workplace documents, including:
 - production tally forms
 - quality control forms
 - safety incident forms
- performing assigned tasks and checking outcome of own work for conformance to specifications
- identifying own responsibilities within the workplace quality system
- giving and receiving feedback on own and group work
- seeking assistance from supervisors and mentors.

Knowledge Evidence

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

- safe work practices and procedures and use and application of personal protective equipment
- basic quality system terminology and concept, including:
 - quality assurance
 - quality control
 - quality improvement
- procedures to be followed in performing own work
- objectives, requirements and specifications to which the individual's work is to comply
- costs and consequences of poor quality
- effective interpersonal skills:
 - effective listening
 - basic speaking skills
 - use of workplace terminology and jargon
 - giving and receiving feedback
 - checking and clarifying task-related information
 - verbal, visual and written instructions
 - appropriate modes and methods of communication
- barriers to effective communication
- sources of technical expertise/assistance
- hazards and control measures associated with workplace activities.

Assessment Conditions

- Assessors must:
 - have vocational competency in working safely and effectively in manufacturing and engineering 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>