



Australian Government

MEM14001 Schedule material deliveries

Release: 1

MEM14001 Schedule material deliveries

Modification History

Release 1. Supersedes and is equivalent to MEM14001B Schedule material deliveries

Application

This unit of competency defines the skills and knowledge required to identify material requirements and schedule material delivery and applies to the estimating, planning and scheduling of material deliveries so that materials are available to the specifications and quantities required.

This unit is not intended to be used by personnel carrying out maintenance and installation.

Where scheduling is based on engineering drawings and supporting engineering data, appropriate units of competence should also be selected.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Band: B

Unit Weight: 8

Pre-requisite Unit

MEM13015 Work safely and effectively in manufacturing and engineering

MEM16006 Organise and communicate information

Competency Field

Planning

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

1	Determine material requirements	1.1	Follow standard operating procedures (SOPs)
		1.2	Comply with work health and safety (WHS) requirements at all times
		1.3	Identify materials required from appropriate

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

documentation, including type and quality

1.4 Estimate quantities required in accordance with requirements

2 **Schedule material delivery**

2.1 Determine delivery requirements and dates from production plans or job sequencing requirements

2.2 Follow up material supply and report problems

2.3 Process material orders in accordance with established organisational practice and SOPs

Foundation Skills

This section describes those required skills (reading, writing, oral communication and numeracy) that are essential to workplace performance in this unit of competency.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Appropriate documentation includes one (1) or more of the following:

- bills of materials
- parts lists
- catalogues
- service manuals
- engineering drawings

Unit Mapping Information

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Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for MEM14001 Schedule material deliveries

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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 type and quantity of materials required from appropriate documentation
- scheduling material delivery in accordance with established organisational practices and procedures and following up any material or supply problems
- processing orders onto proformas and standard workplace forms in accordance with procedures.

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
- identification of material specifications from appropriate documentation
- established organisational practice and procedures relating to estimating, ordering and follow up of materials
- interpretation of production plans, or job sequencing requirements.

Assessment Conditions

- Assessors must:
 - have vocational competency in scheduling material deliveries 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.

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