



Australian Government

MEM14006 Plan work activities

Release: 1

MEM14006 Plan work activities

Modification History

Release 1. Supersedes and is equivalent to MEM14005A Plan a complete activity

Application

This unit of competency covers the skills and knowledge required to plan familiar work activities, whilst following established procedures and work health and safety (WHS) policies and procedures of the organisation.

Planning is undertaken by the individual performing the work. Individual plan components may require modification and prioritising to meet job requirements or to respond to unforeseen circumstances.

Where computations are required to be performed unit MEM12024 Perform computations should also be selected.

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

Band: A

Unit Weight: 4

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 job requirements	1.1	Follow standard operating procedures (SOPs)
		1.2	Identify outcomes and objectives and clarify with appropriate persons

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

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| | | 1.3 | Obtain and clarify relevant specifications and procedures |
| | | 1.4 | Identify and prioritise individual components of the plan |
| | | 1.5 | Select and use planning tools and techniques according to the requirements of the work |
| | | 1.6 | Check the plan for accuracy and relevancy to job requirements |
| 2 | Modify plan components | 2.1 | Modify the plan components, as necessary, to respond to unforeseen developments |
| | | 2.2 | Review the outcome of the work activity and, where necessary, identify future improvements to the plan |
| 3 | Follow WHS requirements | 3.1 | Comply with WHS requirements at all times |
| | | 3.2 | Identify WHS hazards and risks and implement appropriate risk control measures in accordance with SOPs |
| | | 3.3 | Select, use and maintain appropriate personal protective equipment (PPE) in accordance with SOPs |
| | | 3.4 | Raise WHS issues with designated personnel in accordance with SOPs |
| | | 3.5 | Report WHS related actions and incidents according to 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.

Plan components include one (1) or more of the following:

- resources
- tools and equipment
- materials and parts
- overall timeframe
- job history
- quality requirements
- criteria for acceptable completion
- checks and tests
- outcome and performance requirements
- WHS requirements

Specifications include one (1) or more of the following:

- task lists
- instructions
- manufacturer manuals
- diagrams and schematics
- technical drawings and sketches
- parts lists
- computer records

Planning techniques and tools include one (1) or more of the following:

- scheduling
- time management
- brainstorming
- setting goals and defined outcomes
- prioritising
- review and evaluation strategies

Risk control measures include one (1) or more of the following:

- eliminate the hazard
- substitute the hazard with a safer alternative
- isolate the hazard
- use engineering controls to reduce the risk
- use training to reduce the risk
- use PPE

Unit Mapping Information

Release 1. Supersedes and is equivalent to MEM14005A Plan a complete activity

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 MEM14006 Plan work activities

Modification History

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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
- planning a work activity using appropriate planning tools and techniques whilst following established procedures, including work health and safety (WHS) requirements
- checking the plan to ensure accuracy and conformance and modifying the plan components, as necessary, to overcome any unforeseen difficulties or developments
- identifying hazards and implementing appropriate risk control measures and procedures
- selecting, using and maintaining relevant personal protective equipment (PPE)
- evaluating the effectiveness of risk controls measures
- providing proforma WHS reports in accordance with SOPs, 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 PPE
- relevant specifications
- sources of advice relating to the objectives, requirements and specifications
- timeframe for activity completion
- quality requirements of the product or service
- techniques and reasons for prioritising of each step in a plan
- modifications that can be made to the plan to respond to unforeseen developments
- risk control measures
- reporting requirements for accidents, incidents and other non-conformances with WHS procedures.

Assessment Conditions

- Assessors must:
 - have vocational competency in planning work activities in a manufacturing and engineering environment 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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