



**Australian Government**

# **Assessment Requirements for MEM15003 Use improvement processes in team activities**

**Release: 1**

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## **Modification History**

Release 1. Supersedes and is equivalent to MEM15003B Use improvement processes in team activities

## **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 interpreting specifications, charts, lists and other applicable reference documents
- participating and communicating in a team setting and identifying improvements and/or solving problems using improvement tools and methods
- implementing improvement strategies
- recommending further action, as required
- completing all reports in accordance with SOPs.

## **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
- roles and functions of self and team members
- team discussion and problem-solving processes
- improvement tools and methods and their application
- procedures for using process improvement tools in the team environment
- improvement strategies
- procedures for implementing the improvement strategies
- individual's role in implementing improvement strategies
- procedures for initiating further action
- procedures for collecting and collating improvement feedback data
- analytical tools and processes to evaluate the improvement.

## **Assessment Conditions**

- Assessors must:

- have vocational competency in using improvement processes in team activities 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>