



Australian Government

Assessment Requirements for MEM15010 Perform laboratory procedures

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to MEM15010B Perform laboratory procedures

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 relevant drawings, circuits, specifications, instructions and data
- conducting independent tests to a standard method under controlled conditions
- checking measuring equipment for correct calibration against agreed quality standards
- safeguarding the calibration status of the equipment against unauthorised adjustment
- recalling test equipment for adjustment, repair and re-calibration and using reference standards or specific criteria as a basis for calibration
- completing and maintaining records of measuring equipment calibrated and preparing reports on the tests carried out.

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
- tests and conditions under which they are to be undertaken
- testing procedures to be followed and the reasons for conducting tests under controlled conditions and the need for tests to be conducted independently
- quality standards against which the measuring equipment is to be calibrated
- specifications and correct operation of the measuring equipment
- tools and equipment required to check the calibration of the measuring equipment
- procedures for checking the calibration of the measuring equipment
- any codes, standards, legislative or regulatory requirements applicable to the measuring equipment and/or calibration
- procedures for preventing unauthorised adjustment of equipment and the reasons for protecting equipment against unauthorised adjustment
- records to be kept with respect to the calibration of measuring equipment and the reasons for keeping accurate calibration records

- procedures for recalling test equipment for adjustment, repair and re-calibration and the frequency of test equipment recall and reasons why test equipment can be recalled
- all relevant documentation relating to the calibration/re-calibration of test equipment and procedures for completion
- sources of reference standards and procedures to be used in the absence of reference standards
- reports to be prepared/provided with respect to the test equipment being tested and the procedures for preparing/ providing reports on tests carried out on test equipment
- auditing processes to be applied to testing procedures
- use of information from the inspections, tests and audits conducted in the development of design and servicing of products/equipment.

Assessment Conditions

- Assessors must:
 - have vocational competency in performing laboratory procedures 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>