



Australian Government

Assessment Requirements for MEM15015

Examine trading practices

Release: 1

Assessment Requirements for MEM15015 Examine trading practices

Modification History

Release 1. Supersedes and is equivalent to MEM15015B Examine trading practices.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include:

- following work instructions, standard operating procedures (SOPs) and safe work practices
- applying relevant organisational policy and procedures in regard to trading practices
- examining methods for advertising and sale of goods employed on the premises for compliance with legislative requirements and policy guidelines
- examining the manner in which a measuring instrument is used on the premises for compliance on at least two occasions
- identifying incidents of non-compliance in trading environments
- determining action to be undertaken based on organisation's enforcement policy
- gathering sufficient evidence to prove a breach of legislation
- determining appropriate action to encourage compliance on at least two occasions
- planning follow-up activities and completing breach reports in accordance with organisational guidelines
- recording results of the inspection in organisation's information files.

Note: Where a volume and/or frequency is not specified, demonstration must be provided at least once.

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
- definition of the term 'trading practices'
- types of trading environments
- policy and procedures for different trading environments
- legislation relating to trading practices
- trade practices relevant to different business types
- processes for evidence collection and evidence handling
- specific reporting procedures
- techniques to liaise with traders

- legislative requirements and obligations for the issuing of notices
- organisation's policy guidelines for return visits
- specific reporting procedures
- types of evidence.
-

Assessment Conditions

- Assessors must:
 - have vocational competency in examining trading practices 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>