



Australian Government

MEM15015 Examine trading practices

Release: 1

MEM15015 Examine trading practices

Modification History

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

Application

The unit of competency defines the skills and knowledge required to examine trading practices relating to measurement employed by traders. It is designed for those performing trade measurement inspection activities in public or private enterprises and applies to the examination of sales made by reference to measurement.

Where interpretation of technical drawings is required, unit MEM09002 Interpret technical drawing should also be selected.

Where inspection of pre-packed articles is required, unit MEM15016 Inspect pre-packed articles should also be selected.

Where the selection and use of tools is required, unit MEM18001 Use hand tools and unit MEM18002 Use power tools/hand held operations, should also be selected as appropriate.

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

Band: B

Unit Weight: 5

Pre-requisite Unit

MEM11011 Undertake manual handling

MEM12023 Perform engineering measurements

MEM13015 Work safely and effectively in manufacturing and engineering

MEM16006 Organise and communicate information

Competency Field

Quality

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>

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1. Determine job requirements	1.1 Follow standard operating procedures (SOPs) 1.2 Comply with work health and safety (WHS) requirements at all times 1.3 Explain legislation requirements and policy guidelines that apply to trading practices to relevant people 1.4 Examine trading practice methods employed on premises for compliance with legislative requirements
2. Inspect trading practices for compliance	2.1 Identify incidents of non-compliance in trading environments and, where appropriate, undertake activities to prove the breach of legislation 2.2 Document results of inspection in accordance with organisational procedures
3. Finalise inspection and identify appropriate action	3.1 Communicate trading practice information relevant to the inspection 3.2 Determine and identify appropriate actions to encourage compliance 3.3 Complete inspection documentation in accordance with organisational procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

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.

Legislation requirements and policy guidelines include one or more of the following:	• enabling legislation • organisational procedures and policies • WHS • enforcement policies.
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Trading practices include one or more of the following:	• methods of sale of goods • advertising • use of measuring instrument • position of measuring instruments • misrepresentations • environmental factors • suitability of instrument • over-pricing • incorrect measurement.
Trading environments include one or more of the following:	• manufacturing • engineering • supermarkets • food retailers • packing houses • liquid dispensation.
Examination for compliance includes one or more of the following:	• observation • trial purchase • questioning • reviewing records.
Activities used to prove a breach of legislation includes one or more of the following:	• trial purchases • observation/surveillance • photographs • seizure of documentations • articles • measure instruments • test the measuring instruments.
Appropriate actions to encourage compliance include one or more of the following:	• warning letter • non-compliance notice • infringement notice • prosecution.

Unit Mapping Information

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

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 MEM15015 Examine trading practices

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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 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.
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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.
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