



Australian Government

MEM16006 Organise and communicate information

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Modification History

Release	Comments
1	This unit of competency was first released in MEM Manufacturing and Engineering Release 2.0.

Application

This unit of competency covers the skills and knowledge required to access, organise and communicate information related to production, maintenance or associated processes or tasks that apply in manufacturing, engineering or related environments.

For accessing and recording of data requiring system knowledge and judgement, Unit MEM16008 Interact with computing technology should be selected.

Band: A

Unit Weight: 2

Licensing/Regulatory Information

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

Pre-requisite unit(s)

MEM13015 Work safely and effectively in manufacturing and engineering

Competency field(s)

Communication

Unit sector(s)

N/A

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
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Access information	1 . 1	Determine information requirements of tasks and access relevant information from a range of sources
	1 . 2	Recognise and use workplace terminology correctly
Organise and analyse information	2 . 1	Interpret information and organise in accordance with work requirements
	2 . 2	Determine relevance and implications for immediate work requirements
Communicate organised information using established workplace methods	3 . 1	Identify purpose of communication and appropriate communication method
	3 . 2	Communicate information using established workplace methods

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.

Range of sources include using one (1) or more of the following:

- job instructions
- specifications
- standard operating procedures (SOPs)

	• charts • lists • documents • computer data • drawings • sketches • tables • technical manuals and/or charts • other applicable reference material
Determining relevance of information includes one (1) or more of the following:	• checking relevance of information to own work • selecting task relevant information from a larger document or from a diagram • preparing an opinion based on analysis of simple facts • expressing an opinion on the cause of faults
Workplace terminology refers to one (1) or more of the following:	• equipment • processes • workplace areas • staff • procedures
Established workplace methods include using one (1) or more of the following:	• proforma reports • data entry • verbal • drawings
Purpose of communication includes one (1) or more of the following:	• simple incident/non-conformance report • maintenance request • production records • material usage records • work records

	• other standard workplace records
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Unit Mapping Information

Current Code and Title	Previous Code and Title	Comments	Equivalence
MEM16006 Organise and communicate information	MEM16006A Organise and communicate information	Supersedes and is equivalent to MEM16006A Organise and communicate information	Equivalent

Assessment Requirements for MEM16006 Organise and communicate information

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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
- accessing and recording relevant information from a range of sources
- recognising and using workplace appropriate terminology
- reading, interpreting and following information in workplace documentation
- checking and clarifying information
- organising, categorising and sequencing information
- communicating using appropriate methods and procedures for a variety of situations.

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
- types of information relevant to the workplace and required tasks
- terminology used in the workplace relevant to own work
- available sources of information
- information analysis techniques appropriate to tasks and position
- methods of categorising and organising information including correct sequencing of information
- methods of recording and communicating information.

Assessment Conditions

- Assessors must:
 - have vocational competency in organising and communicating information 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.

Link

Companion volumes, including implementation guides, are found on the national training register - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=45a7f1d5-61a5-447a-9688-7abbd7e1a5c7>.