



Australian Government

MEM16006 Organise and communicate information

Release: 1

MEM16006 Organise and communicate information

Modification History

Release 1. Supersedes and is equivalent to MEM16006A Organise and communicate information

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.

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

Band: A

Unit Weight: 2

Pre-requisite Unit

MEM13015 Work safely and effectively in manufacturing and engineering

Competency Field

Communication

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

1	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
2	Organise and analyse	2.1	Interpret information and organise in accordance with work requirements

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

information	
	2.2 Determine relevance and implications for immediate work requirements
3 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
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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.

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

Unit Mapping Information

Release 1. Supersedes and is equivalent to MEM16006A Organise and communicate information

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2>