



Australian Government

Assessment Requirements for MEM17001 Assist in development and deliver training in the workplace

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to MEM17001B Assist in development and deliver training in the workplace

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
- determining, through consultation, the objectives of training and the role of on-the-job training with appropriate personnel
- planning training delivery
- using appropriate communication techniques
- determining and using suitable training techniques
- conducting appropriate training sessions in a safe and effective manner, including the appropriate use of personal protective equipment (PPE)
- monitoring trainee's progress and providing feedback
- reporting trainee's progress through appropriate channels.

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 and use of PPE
- competencies to be achieved through training
- role of the trainer in the provision of training
- identification of person(s) to be trained
- skills and knowledge to be learned
- training location(s)
- tools, equipment, materials and resources required
- training techniques and reasons for selecting chosen training techniques to be used in delivering training
- the reasons for monitoring trainee progress
- procedures for recording trainee progress and reasons for providing feedback
- procedures and reasons for evaluating training programs
- training records to be kept and procedures for recording training data
- procedures for preparing training reports

- procedures and reasons for promoting training in the workplace.

Assessment Conditions

- Assessors must:
 - have vocational competency in assisting in developing and the delivering of training in the workplace 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>