



Australian Government

MEM17001 Assist in development and deliver training in the workplace

Release: 1

MEM17001 Assist in development and deliver training in the workplace

Modification History

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

Application

This unit of competency defines the skills and knowledge required to plan and deliver on-the-job training and review the training program and includes structured or informal training, based on cooperation between trainer and other training personnel and is delivered in a one-to-one or small group situation.

Where assessment skills are required unit MEM17002 Conduct workplace assessment should also be selected.

Where normal supervision of an apprentice is required unit MEM17003 Assist in the provision of on-the-job training should also be selected.

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

Band: B

Unit Weight: 2

Pre-requisite Unit

MEM13015	Work safely and effectively in manufacturing and engineering
MEM16006	Organise and communicate information

Competency Field

Training

Elements and Performance Criteria

Elements describe the essential outcomes.

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

1	Determine job requirements	1.1	Follow standard operating procedures (SOPs)
		1.2	Comply with work health and safety (WHS)

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

requirements at all times

1.3 Use appropriate personal protective equipment (PPE) in accordance with SOPs

1.4 Identify job requirements from specifications, job sheets or work instructions

2 **Plan for delivery of on-the-job training**

2.1 Identify objectives of training and competency to be achieved

2.2 Clarify role in provision of training

2.3 Prepare content required to meet training objectives

3 **Deliver on-the-job training**

3.1 Explain training objectives to trainee

3.2 Carry out training using appropriate techniques

3.3 Monitor trainee progress and provide constructive feedback to trainee

4 **Review training program**

4.1 Evaluate training program following feedback from participants according to SOPs

4.2 Record and report training data according to SOPs

4.3 Promote training according to SOPs

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.

Objectives of training include one (1) or more of the following:

- achieve effective and safe operation of equipment
- induction to organisational practices and procedures
- continuous improvement
- provision of technical information

Appropriate techniques include the following:

- logical presentation
- sound communication methods
- explanation
- demonstration
- practice
- feedback

Communication techniques include one (1) or more of the following:

- active listening
- using pauses
- using clear, concise and courteous language
- using suitable workplace terminology
- questioning to confirm understanding and elicit information
- selecting timing of interactions
- selecting environments conducive to effective communication

Unit Mapping Information

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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 MEM17001 Assist in development and deliver training in the workplace

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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
- 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.

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