



**Australian Government**

# **MEM17002 Conduct workplace assessment**

**Release: 1**

# MEM17002 Conduct workplace assessment

## Modification History

Release 1. Supersedes and is equivalent to MEM17002B Conduct workplace assessment

## Application

This unit of competency defines the skills and knowledge required to conduct workplace assessment on an individual basis or in groups where appropriate assessment techniques will be selected based on assessor knowledge of the competency to be assessed or in conjunction with someone who is competent (technical expert).

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

Band: B

Unit Weight: 2

## Pre-requisite Unit

|          |                                                              |
|----------|--------------------------------------------------------------|
| MEM11011 | Undertake manual handling                                    |
| 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                                         | <b>Determine job requirements</b> | 1.1                                                                                             | Follow standard operating procedures (SOPs)                                 |
|                                           |                                   | 1.2                                                                                             | Comply with work health and safety (WHS) 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                   |

| Elements describe the essential outcomes. |                                                  | Performance criteria describe the performance needed to demonstrate achievement of the element.<br>or work instructions |                                                                                                                                                                                 |
|-------------------------------------------|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2                                         | <b>Identify and plan assessment requirements</b> | 2.1                                                                                                                     | Identify area and purpose of assessment in consultation with appropriate personnel and candidate/s being assessed                                                               |
|                                           |                                                  | 2.2                                                                                                                     | Identify and select appropriate standards and assessment guides, as required                                                                                                    |
|                                           |                                                  | 2.3                                                                                                                     | Determine evidence required to establish competency according to industry and enterprise assessment procedure                                                                   |
|                                           |                                                  | 2.4                                                                                                                     | Discuss and confirm evidence required and assessment arrangements to be confirmed in an appropriate way with candidates/s being assessed                                        |
| 3                                         | <b>Carry out assessment</b>                      | 3.1                                                                                                                     | Implement agreed assessment procedure in a manner, time and location to maximise active participation from assessment candidate/s                                               |
|                                           |                                                  | 3.2                                                                                                                     | Gather evidence consistent with the agreed assessment procedure using appropriate and specified methods and tools, and document according to agreed industry or site procedures |
|                                           |                                                  | 3.3                                                                                                                     | Make evaluation and assessment decisions according to agreed assessment procedures                                                                                              |
|                                           |                                                  | 3.4                                                                                                                     | Provide clear and appropriate feedback to candidate/s assessed                                                                                                                  |
|                                           |                                                  | 3.5                                                                                                                     | Provide advice to assessment candidate/s on training needs, appeal mechanisms, as appropriate                                                                                   |
| 4                                         | <b>Record results and review the procedure</b>   | 4.1                                                                                                                     | Record assessment results according to industry or site procedures                                                                                                              |
|                                           |                                                  | 4.2                                                                                                                     | Keep/store records in a manner appropriate to maintenance of confidentiality and safety                                                                                         |

Elements describe the essential outcomes.

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

- 4.3 Review assessment procedures in cooperation with candidate/s being assessed and revise, as appropriate

## 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.

**Purpose of assessment includes one (1) or more of the following:**

- recognition of prior learning
- determination of award classification level
- identification of training needed

**Additional evidence required includes the following:**

- task skills, task management and contingency management application

**Assessment procedures include one (1) or more of the following:**

- observation
- documentation
- demonstration
- projects
- oral tests
- computer based assessment
- written tests

**Appropriate and specified methods and tools include the following:**

- clarity, reliability, validity of results, fairness in assessment application, and cost effectiveness of process

## Unit Mapping Information

Release 1. Supersedes and is equivalent to MEM17002B Conduct workplace assessment

## 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 MEM17002 Conduct workplace assessment

## Modification History

Release 1. Supersedes and is equivalent to MEM17002B Conduct workplace assessment

## 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
- identifying and interpreting relevant units of competency and assessment guides and determining purpose of assessment with the candidate/s being assessed
- discussing and confirming evidence required and the assessment arrangements
- evaluating evidence and making assessment decisions
- providing positive feedback to the candidate/s and providing advice on training gaps and appeal mechanisms
- recording and storing assessments results and notifying appropriate personnel with results of assessment
- reviewing and revising assessment procedures.

## 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 personal protective equipment (PPE)
- area and purpose of the assessment
- persons to be consulted when determining the assessments to be carried out
- relevant competencies
- evidence required to establish competency and reasons for identifying the evidence to be obtained
- industry assessment procedure
- reasons for discussing and confirming the assessment arrangements with the assessment candidate
- time and location of the assessment and reasons for selection
- methods and reasons for using selection methods and evaluating the gathering of evidence
- procedures for documenting the assessment
- need to provide clear and positive feedback to the assessment candidate
- appeals procedures
- any further training required by the assessment candidate

- procedures for recording assessment results and keeping and storing assessment records securely
- procedures for reviewing assessments undertaken
- reasons for evaluating assessment methods/procedures and procedures for revising them.

## Assessment Conditions

- Assessors must:
  - have vocational competency in conducting workplace assessment 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>