



Australian Government

Assessment Requirements for MEM17003 Assist in the provision of on-the-job training

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to MEM17003A Assist in the provision of on the job training

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
- planning training delivery
- conducting appropriate training in a safe and effective manner, including the appropriate use of personal protective equipment (PPE)
- using appropriate training methods
- 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
- requirements for planning occasional on-the-job training
- features of training with relevant personnel, including:
 - identification of person(s) to be trained
 - the individual's role in the provision of training
 - skills and knowledge to be learned
 - procedures to be followed
 - training location(s)
 - tools, equipment, materials and resources required
 - appropriate delivery method/s
 - the role of feedback in the provision of on-the-job training
 - the reasons for monitoring trainee's progress
- reporting procedures.

Assessment Conditions

- Assessors must:
 - have vocational competency in assisting in the provision of on the job training 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>