



Australian Government

MEM17003 Assist in the provision of on-the-job training

Release: 1

MEM17003 Assist in the provision of on-the-job training

Modification History

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

Application

This unit of competency defines the skills and knowledge required to assist in the provision of on-the-job training to others while undertaking normal duties and it may involve the replacement of normal duties with training duties for limited periods of time. The individual would not be expected to be solely responsible for the assessment or reporting of a trainee's progress.

Typical applications could include the provision of on-the-job training by a tradesperson to apprentices/trainees or by a production worker to other production workers/trainees.

Where the development of training programs is required unit MEM17001 Assist in development and deliver training in the workplace should also 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
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)

Elements describe the essential outcomes.

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

1.5 Identify objectives of training and role of on-the-job training in consultation with appropriate personnel

1.6 Develop a plan for the training

2 **Provide on-the-job training**

2.1 Conduct training using methods appropriate to the training objectives and learner

2.2 Monitor trainee progress and provide feedback appropriate to the learning outcomes

2.3 Report trainee's progress 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.

Training methods include one (1) or more of the following:

- explanation
- demonstration
- simulation

Reports include the

- information about the skills satisfactorily achieved and those

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following: where further practice is required

Unit Mapping Information

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

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 MEM17003 Assist in the provision of on-the-job training

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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
- 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.

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