



**Australian Government**

# **MEM20017 Produce keys by duplication**

**Release: 1**

# MEM20017 Produce keys by duplication

## Modification History

Release 1. Supersedes but is not equivalent to MEM20001 Produce keys.

## Application

This unit of competency defines the skills and knowledge required to duplicate keys for mechanical locking devices and systems. It applies to the duplication of keys across a range of locksmithing areas, including those related to automotive, domestic, commercial, security container and ancillary applications.

Where other programming of high-security transponders is required unit MEM20018 Identify and program transponder keys should 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

Locksmithing

## Elements and Performance Criteria

| Elements                                         | Performance Criteria                                                                                                                                                                                                                                                                                                                                               |
|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Elements describe the essential outcomes.</i> | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>                                                                                                                                                                                                                                                             |
| 1. Determine job requirements                    | 1.1 Follow standard operating procedures (SOPs)<br>1.2 Comply with work, health and safety (WHS) requirements at all times<br>1.3 Use appropriate personal protective equipment (PPE) in accordance with SOPs<br>1.4 Determine job requirements from specifications or existing samples<br>1.5 Select appropriate method for duplicating according to key type and |

| Elements                                         | Performance Criteria                                                                                                                                                                     |
|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Elements describe the essential outcomes.</i> | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>                                                                                   |
|                                                  | system                                                                                                                                                                                   |
| 2. Prepare materials and equipment               | 2.1 Select appropriate tools and equipment<br>2.2 Select correct key blank for the given application<br>2.3 Set up equipment and accessories in an appropriate manner for duplicating    |
| 3. Duplicate keys                                | 3.1 Use tools and equipment safely and in accordance with SOPs to duplicate keys<br>3.2 Ensure key dimensions meet manufacturer specifications<br>3.3 Finish key in accordance with SOPs |

## Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

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.

Specifications are obtained from one or more of the following:

- drawings
- work instructions
- existing samples
- lock inspection.

|                                                                       |                                                                                                                                                                                                                                                                                                                                                                       |
|-----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Method for duplicating includes one or more of the following:         | <ul style="list-style-type: none"><li>• machine</li><li>• computer and book code equipment.</li></ul>                                                                                                                                                                                                                                                                 |
| Requirements for key production include one or more of the following: | <ul style="list-style-type: none"><li>• specific client requirements and quantities</li><li>• completion times and dates</li><li>• job requirements and tasks</li><li>• work health and safety (WHS) requirements</li><li>• company requirements</li><li>• compliance with relevant manufacturer requirements</li><li>• warranties and service information.</li></ul> |
| Tools and equipment include one or more of the following:             | <ul style="list-style-type: none"><li>• manual and computerised code machines</li><li>• milling machines</li><li>• tubular machines</li><li>• duplicating machines.</li></ul>                                                                                                                                                                                         |

## Unit Mapping Information

No equivalent unit.

## 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 MEM20017 Produce keys by duplication

## Modification History

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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 and include:

- following work instructions, standard operating procedures (SOPs) and safe work practices
- interpreting conversion charts, software, reference books and samples to identify blank requirements for keys used across different industries
- selecting appropriate duplicating method for key type and system
- measuring key dimensions and identifying key type appropriate to the task on at least two occasions
- setting up and safely using cutting and duplicating equipment to produce keys on at least two occasions
- testing and adjusting key operation, checking calibration and finishing keys
- testing, calibrating and adjusting cutting machine.

*Note: Where a volume and/or frequency is not specified, demonstration must be provided at least once.*

## 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)
- key types
- requirements for key productions
- different techniques for cutting and duplicating
- tools and equipment for machine cutting
- key systems and blanks
- spacings, depths, angles, shapes and other measurements relevant to cutting keys
- terminology for key production
- tools, equipment and accessories for duplicating keys
- identification marking procedures
- key storage and packaging procedures
- techniques for testing, calibrating and adjusting cutting machine.
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## Assessment Conditions

- Assessors must:
  - have vocational competency in duplicating keys 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 that 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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