



Australian Government

Assessment Requirements for MEM20023 Assemble and test lock mechanisms

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to MEM20002 Assemble and test lock mechanisms.

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
- planning the assembly sequence and method in accordance with specifications and SOPs
- checking components and/or parts against key schedule and job instructions
- assembling lock mechanisms and checking key operates the lock on at least two occasions on at least two different mechanisms
- using tools and equipment to assemble lock mechanisms
- marking products with correct door and reference information using appropriate marking equipment
- identifying and rectifying faults in lock mechanism or key operation
- grouping, packaging and labelling products and completing and processing all documentation in accordance with SOPs.

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)
- operating principles of mechanical locking devices and components
- information on handwritten and computer-generated pinning charts, key and door schedules and hardware charts
- fitting requirements and sequence of assembly
- tools, equipment and materials for assembling lock mechanisms
- door and key reference information and marking methods.

Assessment Conditions

- Assessors must:
 - have vocational competency in assembling and testing lock mechanisms 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>