



Australian Government

# **Assessment Requirements for MEM20028**

## **Plan and prepare a master key system**

Release: 1

# Assessment Requirements for MEM20028 Plan and prepare a master key system

## Modification History

Release 1. Supersedes and is equivalent to MEM20007 Plan and prepare a masterkey system.

## 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
- discussing customer requirements and reviewing appropriate levels of security and access
- interpreting architectural plans, floor plans and charts when planning and preparing a master key system
- recognising personal limitations in assessing design requirements for key systems and master key systems with supervisor in accordance with SOPs
- identifying the appropriate key system and levels according to customer requirements on at least two occasions
- undertaking numerical operations and calculations, including mathematical patterns associated with planning and preparing a master key system
- developing a master key system and key matrix on at least two occasions, allowing for future expansion
- developing and reading code matrix and selecting codes that maximise system security on at least two occasions
- select a group of codes to form a maison cylinder, including the identification of any ghost codes that will operate in the cylinder on at least two occasions
- completing 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)
- record keeping and management
- types of manufacturer standards, Australian Standards and building standards that impact master key work
- product knowledge and limitations
- code matrices, key and door schedules
- allowances for expansion

- operation and limitations of master key systems
- tiers of systems including:
  - keyed different (KD)
  - keyed alike (KA)
  - master key (MK)
  - grand master key (GMK)
  - great grand master key (GGMK)
- door handing and cylinder types
- criteria for key suitable key selection for interchange and incidental masters
- strategies for checking key systems for interchange and incidental masters
- strategies for checking key systems for phantoms
- principles of maison keying.
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## Assessment Conditions

- Assessors must:
  - have vocational competency in planning and preparing a master key system 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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## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2>