



Australian Government

Assessment Requirements for MEM21023 Plan, set up and operate horological workshop or service centre

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to MEM21023A Plan, set up and operate horological workshop or service centre

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 horological service centre layout
- planning the work zones
- sourcing suppliers for fixtures and furnishings
- sourcing and setting up major plant and equipment and establishing an adequate supply of tools
- implementing ventilation, extraction and climate control systems
- setting up repair systems and administration procedures
- preparing quotes, estimates and orders
- monitoring and reviewing operations, procedures and systems.

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
- horological workshop and service centre layouts, zoning of areas and other considerations
- work health and safety (WHS) issues for watch and clock trade
- handling and storage/disposal of solvents and other chemicals
- administration procedures and systems
- job control systems and methods of monitoring work flow
- horological tools and equipment/suppliers
- ergonomics, ventilation, dust control, lighting and climate control requirements for horological industry.

Assessment Conditions

- Assessors must:

- have vocational competency in planning, setting up and operating horological workshop or service centre 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>