



Australian Government

MEM22002 Manage self in the engineering environment

Release: 1

MEM22002 Manage self in the engineering environment

Modification History

Release 1. Supersedes and is equivalent to MEM22002A Manage self in the engineering environment.

Application

This unit of competency defines the skills and knowledge required to use self-management techniques to perform work ethically and competently and make judgements about work priorities and information requirements to achieve effective working relationships and engineering outcomes at the paraprofessional level. It applies to self-management activities carried out within a range of engineering disciplines.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

MEM16006 Organise and communicate information

Competency Field

Management and organisation

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. Manage self	1.1 Follow standard operating procedures (SOPs) 1.2 Comply with work health and safety (WHS) requirements at all times 1.3 Manage own time and own processes in an engineering environment 1.4 Identify and use learning opportunities in and outside the workplace 1.5 Complete tasks and fulfil allocated roles in a competent and timely manner
2. Work effectively with team	2.1 Communicate effectively with others and recognise diversity 2.2 Use judgement and discretion as appropriate to the situation 2.3 Work autonomously to procedures and guidelines

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	2.4 Use techniques to develop and maintain trust and confidence of participants
3. Manage information	3.1 Locate and review relevant information on materials, products, processes or services including relevant legislation, codes and national standards 3.2 Document processes and outcomes in accordance with workplace requirements
4. Manage work priorities and resources	4.1 Prioritise competing demands to achieve personal, team and organisational goals and objectives 4.2 Prepare, monitor and review work plans and programs to achieve planned outcomes 4.3 Plan resource use to achieve targets including financial resources and agreed timeframe
5. Facilitate and capitalise on change and innovation	5.1 Work with others to contribute to the introduction of change in ways that minimise disruption and include clear communication processes 5.2 Identify and manage emerging challenges and opportunities

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.

Diversity includes:	- sex and gender - age - physical ability - sexual preference - ethnicity and culture.
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Relevant legislation codes and national standards includes those related to:	• equal employment opportunity (EEO) • work health and safety (WHS) • industrial relations.
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Unit Mapping Information

Release 1. Supersedes and is equivalent to MEM22002A Manage self in the engineering environment.

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 MEM22002 Manage self in the engineering environment

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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
- setting personal goals, completing tasks allocated within time limits and seeking feedback
- recognising diversity in the work environment when communicating effectively with others
- working autonomously under broad guidance, guiding teams and accepting appropriate responsibility for planning and managing the work in accordance with procedures
- communicating in meetings and using feedback to develop ways of improving performance and accessing and using appropriate development opportunities on at least two occasions
- obtaining and reviewing all relevant commercial documents, legislation codes and national standards on at least two occasions
- using technology to appropriately manage work priorities and commitments and preparing work plans, programs and/or budgets in accordance with procedures
- monitoring and reviewing or modifying plans to achieve targets by the effective and efficient use of resources on at least two occasions
- contributing to the smooth introduction of change including communicating changes to be implemented
- providing regular progress reports to others in accordance with procedures.

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
- techniques for ensuring that personal goals and plans reflect an organisation's plans and personal roles, responsibilities and accountabilities
- way in which a person's performance acts as a role model for others

- ways in which personal goals are achieved and extended
- importance and benefits of maintaining consistent personal performance
- value of diversity within engineering
- team members roles and responsibilities
- ways of gaining and using feedback to improve personal performance
- options for suitable professional development opportunities
- sources of relevant codes, standards, legislation and regulations
- procedures for documenting and filing processes and outcomes
- techniques for prioritising competing demands
- options for using various types of relevant technology and the ways they can be used efficiently and effectively to manage work priorities and commitments
- procedures for preparing and modifying work plans and programs
- opportunities to introduce change and innovation and the benefits, cost, risks and those affected by the proposed change
- emerging challenges and opportunities in the area of engineering expertise
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Assessment Conditions

- Assessors must:
 - have vocational competency in managing self in the engineering environment 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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