



Australian Government

Assessment Requirements for MEM22013 Coordinate engineering projects

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to MEM22013A Coordinate engineering projects.

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
- coordinate an engineering-related project
- reviewing, confirming and establishing project objectives, plans, budgets and schedules
- identifying technical and engineering requirements of project from drawings, customer briefs, contracts and other appropriate sources
- co-operating, communicating and negotiating effectively with stakeholders
- using project management skills on at least two occasions including resource control and budget software
- managing for contingencies and non-conformances
- recording progress and completion of the project including sign-off 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
- personal responsibilities in relation to:
 - role specification and delegations
 - workplace agreement or Award
 - negotiation with clients and/or supervisors
 - contracts
 - legal or regulatory obligations
 - professional and ethical considerations
 - agreed operational or project requirements
- context of project:
 - typical budget and control measures for engineering-related projects:

- requirements for and functions of technical documentation, graphics and specifications, meeting procedures, records and minute taking
- work health and safety (WHS) Acts and regulations relevant to engineering projects
- risk management procedures, isolation and notification procedures in the event of irregularities or accident
- contingency and constraints management
- continuous improvement processes and procedures
- sources of professional and technical assistance
- stakeholders
- project parameters
- compliance requirements.

Assessment Conditions

- Assessors must:
 - have vocational competency in coordinating engineering projects 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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Links

Companion Volume implementation guides are found in VETNet -

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