



Australian Government

Assessment Requirements for MEM22017

Coordinate continuous improvement and technical development

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to MEM22017A Coordinate continuous improvement and technical development.

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
- evaluating technologies, assets, workforce and contractor skills and knowledge, personnel development strategies, hardware and software technology requirements, for technology and capability gaps and opportunities for improvement
- reviewing organisation structure, current operations and context, development opportunities, budgets and constraints and software options for opportunities for improvement on at least two occasions
- completing feasibility analyses on options and developing proposals on at least two occasions
- maintaining appropriate documentation and records
- demonstrating systems thinking, constraints and contingency management, short-term planning adjustments and rescheduling
- managing physical and financial resources and budget within delegation
- communicating and negotiating with stakeholders
- reporting and documenting progress and results, data and analysis in accordance with standard operating procedures (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
- work health and safety (WHS) and regulatory requirements, codes of practice, and risk minimisation and registration requirements
- project management techniques
- modern production management techniques
- stakeholders
- constraints

- context of operations including competitive pressures or markets, customer-supplier relationships, regulatory and industrial environment, environmental and sustainability, and resourcing and labour issues
- operations or project management structure, functional team relationships, responsibilities and delegations across the organisation, available technical and professional support services, communications and reporting lines
- procedures for audit of technologies, skills, knowledge, techniques, plant and other assets including hardware and software used by current operations and projects
- feasibility analysis or ‘trade-off’ methods to assist selection from among options
- accountability and record keeping requirements
- tendering and contract requirements and processes and their effect on continuous improvement including agreement on design and specification, negotiations and optimisations, provisions for variations, delays and penalties
- change and technological development implications for WHS requirements, codes of practice, regulations, standards and regulatory requirements
- sustainability issues related to continuous improvement of engineering-related projects and operations
- typical software for program management and budget control, use and validation options
- implementation plan, strategic and prioritised objectives and budgets
- lean manufacturing principles
- procedures for reporting and recording of progress and records of legislative compliance in accordance with procedures for accountability against objectives, schedule and budget
- requirements for and functions of technical documentation, graphics and specifications and records of meetings, communications and agreements with stakeholders.

Assessment Conditions

- Assessors must:
 - have vocational competency in co-ordinating continuous improvement and technical development 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.

Links

Companion Volume implementation guides are found in VETNet -

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