



Australian Government

Assessment Requirements for MEM26012 Record and trial work processes for one-off composite products

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to MEM26012A Record and trial work processes for one-off composite products

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria on at least two (2) occasions and include:

- following work instructions, standard operating procedures (SOPs) and safe work practices
- identifying and interpreting specifications, formulas/recipes and batch sheets for determining materials and techniques and customer requests for recording and trialling work processes for one-off composite products
- sketching a process map/flow chart of proposed process and annotating key resources and examining possible improvements
- comparing proposed process with standard processes and identifying any required changes and taking appropriate remedial action
- developing draft procedures taking into account the process mapping and consulting and obtaining authorisation of new set of workable procedures and standardise new procedures
- completing all documentation and reports, including items requiring further action, in accordance with SOPs.

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
- formulas/recipes and batch sheets for determining materials and techniques and customer requests for recording and trialling work processes for one-off composite products
- use of production tools (e.g. one-off or multiple products)
- limits of size which suggest easiest/most cost effective way to produce product
- fibre/resin ratio
- process mapping
- resource identification
- evaluation of procedures and outcomes
- resources wastage/savings calculations
- hazards and the hierarchy of hazard control measures
- available resources

- recording procedures for resource usage
- report requirements and procedures.

Assessment Conditions

- Assessors must:
 - have vocational competency in recording and trialling work processes for one-off composite products 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>