



Australian Government

MEM30015 Develop recommendations for basic set up time improvements

Release: 1

MEM30015 Develop recommendations for basic set up time improvements

Modification History

Release 1. Supersedes and is equivalent to MEM30015A Develop recommendations for basic set up time improvements.

Application

This unit of competency defines the skills and knowledge required to participate in the development of improved set-up procedures in manufacturing and engineering environments. It includes the identification of existing set-up procedures, the analysis of set-up procedures to determine opportunities for improvement and the preparation of recommendations for operational improvement. Set-up procedures may relate to an exchange of dies or tools, a change between batches or any equipment or process change required to produce a different product.

The unit applies to engineering or related activities and is suitable for people giving technical support in manufacturing or engineering operations and those pursuing technical qualifications and careers at paraprofessional or technician level. All work is carried out under supervision.

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

Pre-requisite Unit

Nil

Competency Field

Engineering technician

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. Identify existing set-up procedures	1.1 Follow standard operating procedures (SOPs) and comply with work health and safety (WHS) requirements at all times 1.2 Identify and record internal and external set-up activities 1.3 Identify and record all waiting time including clean-up activities, waiting for tools, waiting for materials, waiting for instructions, waiting

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	for approvals and operator training 1.4 Identify and record all adjustment times 1.5 Identify and record any hazards and risks from all steps in the set-up
2. Analyse set-up procedures to determine opportunities for improvement	2.1 Analyse opportunities for conversion of internal set-up activities to external set-up activities 2.2 Analyse opportunities to reduce and/or eliminate adjustment times, waiting times and any hazards and risks
3. Prepare recommendations for operational improvement	3.1 Record recommended improvements 3.2 Liaise with relevant people to validate recommendations

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.

Set up procedures include:	- an exchange of dies or tools or a change between batches - any quantum equipment or process change to produce a different product.
Set up activities include:	- internal set up activities are those that can be done only when the machine or process is not actively engaged in production - external set up activities are those that can be done concurrently when the machine or process is actively engaged in production.
Waiting time includes:	- clean up activities - waiting for tools - waiting for materials - waiting for instructions

	• waiting for approvals.
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Unit Mapping Information

Release 1. Supersedes and is equivalent to MEM30015A Develop recommendations for basic set up time improvements.

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 MEM30015 Develop recommendations for basic set up time improvements

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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:

- identifying existing set-up procedures
- analysing set-up procedures to determine opportunities for improvement
- developing recommendations for basic set-up time improvements on at least two occasions.

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:

- set-up procedures
- principles of set-up time reduction including:
 - internal and external set-up activities, including definitions
 - waiting time
 - adjustment times
 - set up hazards and risks
- planning and sequencing operations:
 - application of ergonomic principles and hierarchy of control in regard to hazards
 - hazards and control measures associated with developing recommendations for basic set-up time improvements including housekeeping
 - safe work practices and procedures.

Assessment Conditions

- Assessors must:
 - have vocational competency in developing recommendations for basic set up time improvements 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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