



Australian Government

Assessment Requirements for MEM30018 Undertake basic process planning

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to MEM30018A Undertake basic process planning.

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:

- assisting in the determination of a process sequence on at least two occasions
- preparing and submitting new or revised process documents on at least two occasions
- issuing and filing approved process documents.

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:

- types of process documents
- operation or process sheets and their inclusions
- product and process manufacturing principles including:
 - flow
 - elaborate transformation
 - value adding
 - waste
 - hazard identification and reduction
 - safe work practices and procedures.

Assessment Conditions

- Assessors must:
 - have vocational competency in undertaking basic process planning 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>