



**Australian Government**

# **Assessment Requirements for MEM30020 Develop and manage a plan for a simple manufacturing related project**

**Release: 1**

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## **Modification History**

Release 1. Supersedes and is equivalent to MEM30020A Develop and manage a plan for a simple manufacturing related project.

## **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:

- selecting appropriate project management tools
- developing a project plan on at least two occasions
- implementing planned activities on at least two occasions
- communicating with stakeholders
- monitoring and reviewing project plan and schedule.

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:

- project management tools
- project life cycle and the relationship between project phases
- what constitutes a simple manufacturing project
- project planning and control procedures including resource management and risk management
- regulations and standards
- appropriate software
- Gantt charts
- critical path method (CPM)
- bar charts
- work breakdown structures
- program evaluation and review technique (PERT)
- quality assurance techniques
- availability of resources
- safe work practices and procedures.

## Assessment Conditions

- Assessors must:
  - have vocational competency in developing and managing a plan for a simple manufacturing related project 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>