



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **MEM03006B Set assembly stations**

**Release: 1**

## MEM03006B Set assembly stations

### Modification History

Not Applicable

### Unit Descriptor

|                        |                                                                                                       |
|------------------------|-------------------------------------------------------------------------------------------------------|
| <b>Unit descriptor</b> | This unit covers setting up, adjusting and testing assembly stations according to defined procedures. |
|------------------------|-------------------------------------------------------------------------------------------------------|

### Application of the Unit

|                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Application of the unit</b> | <p>This unit applies to setting a range of assembly stations. It also includes routine maintenance of the equipment. Assembly stations may be used for a range of operations and processes.</p> <p>For setting automated assembly processes, Unit MEM07040A (Set multistage integrated processes) should be selected.</p> <p>Machine setting skills are covered by Unit MEM07003B (Perform machine setting (routine) and Unit MEM07004B (Perform machine setting (complex).</p> <p>Where measurement skills are required, then Unit MEM12023A (Perform engineering measurements) should also be considered.</p> <p><b>Band: A</b></p> <p><b>Unit Weight: 2</b></p> |
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### Licensing/Regulatory Information

Not Applicable

## Pre-Requisites

| Prerequisite units |           |                                                     |
|--------------------|-----------|-----------------------------------------------------|
| Path 1             | MEM03001B | Perform manual production assembly                  |
|                    | MEM18001C | Use hand tools                                      |
| Path 2             | MEM03003B | Perform sheet and plate assembly                    |
|                    | MEM18001C | Use hand tools                                      |
|                    | MEM18002B | Use power tools/hand held operations                |
| Path 3             | MEM03004B | Perform electronic/electrical assembly (production) |
|                    | MEM18001C | Use hand tools                                      |

## Employability Skills Information

|                      |                                          |
|----------------------|------------------------------------------|
| Employability skills | This unit contains employability skills. |
|----------------------|------------------------------------------|

## Elements and Performance Criteria Pre-Content

|                                                                   |                                                                                                                                                                                                                                                                                                                  |
|-------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Elements describe the essential outcomes of a unit of competency. | Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide. |
|-------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## Elements and Performance Criteria

| ELEMENT                                               | PERFORMANCE CRITERIA                                                                                                                                                                                                                                                                                                    |
|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Identify job requirements                          | 1.1. Setting requirements are correctly identified from job sheets/instructions.                                                                                                                                                                                                                                        |
| 2. Select and use a range of hand tools and equipment | 2.1. Hand tools and equipment for setting assembly stations are used in a safe manner, according to instructions, standard operating procedures and any legislative requirements.                                                                                                                                       |
| 3. Set assembly stations                              | 3.1. Assembly stations are set up for a range of processes and operations according to defined procedures.<br>3.2. Safe work practices are observed and implemented.<br>3.3. Assembly stations are adjusted to specifications and operational requirements.<br>3.4. Assembly stations are tested for correct operation. |
| 4. Maintain equipment                                 | 4.1. Routine maintenance is carried out to standard operating procedures.<br>4.2. Worn or damaged components are identified and changed.                                                                                                                                                                                |

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

#### Required skills

Look for evidence that confirms skills in:

- reading and interpreting routine information on written job instructions, specifications and standard operating procedures. May include drawings for setting assembly stations
- following oral instructions
- testing and checking assembly station and outputs
- identifying worn and/or damaged components

#### Required knowledge

Look for evidence that confirms knowledge of:

- procedures to be followed in setting up assembly stations
- safety hazards associated with the assembly station and/or its setting up

**REQUIRED SKILLS AND KNOWLEDGE**

- specifications applicable to the assembly station
- effect of various adjustments that can be made to the assembly station
- routine maintenance requirements
- effect of worn or damaged components on the operational requirements and specifications of the assembly station
- use and application of personal protective equipment
- safe work practices and procedures

## Evidence Guide

### EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

#### Overview of assessment

A person who demonstrates competency in this unit must be able to set, adjust and test assembly stations. Competency in this unit cannot be claimed until all prerequisites have been satisfied.

#### Critical aspects for assessment and evidence required to demonstrate competency in this unit

Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge, and be capable of applying the competency in new and different situations and contexts.

#### Context of and specific resources for assessment

This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate.

This unit could be assessed in conjunction with any other units addressing the safety, quality, communication materials handling, recording and reporting associated with setting, adjusting and testing assembly stations or other units requiring the exercise of the skills and knowledge covered by this unit.

#### Method of assessment

Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways including direct observation, supervisor's reports, project work, samples and questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.

**EVIDENCE GUIDE****Guidance information for assessment****Range Statement****RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

**Job sheets/instructions**

Verbal and written job instructions, specifications, standard operating procedures and assembly drawings within the scope of this unit

**Assembly station**

May be used for operations such as riveting, pressing, screwing, tensioning etc. and processes such as testing, gluing, identification, numbering or simple hot stamping etc.

**Set up**

Ensuring that appropriate jigs, fixtures, die sets, stores and tooling etc. are in place as required to meet the production order or schedules

**Processes and operations**

Riveting, pressing, screwing, tensioning, testing, gluing, identification, numbering or simple hot stamping of components and assemblies

**Unit Sector(s)****Unit sector****Co-requisite units**

|                           |  |  |
|---------------------------|--|--|
| <b>Co-requisite units</b> |  |  |
|                           |  |  |
|                           |  |  |

## Competency field

|                         |          |
|-------------------------|----------|
| <b>Competency field</b> | Assembly |
|-------------------------|----------|