



Australian Government

Department of Education, Employment and Workplace Relations

MEM07003B Perform machine setting (routine)

Release: 1

MEM07003B Perform machine setting (routine)

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers routine setting of machines in accordance with defined procedures.
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Application of the Unit

Application of the unit	This unit applies to a range of non numerical control (NC)/computer numerical control (CNC) equipment. Manual, semi-automatic and automatic machines may be included. It covers the setting of a range of non-NC/CNC equipment which may be used for removing metal, bending, rolling, joining, extruding, pressing, moulding and die casting on a range of materials, including metals, plastics and fibre. If interpretation of drawings to Australian Standard 1100 or equivalent is required, Unit MEM09002B (Interpret technical drawing) should also be selected. For setting automated assembly processes, see Unit MEM07040A (Setting multistage integrated processes). Where setting skills for NC/CNC are required Unit MEM07015B (Set computer controlled machines/process) should be selected. Band: A Unit Weight: 4
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
Path 1	MEM07024B	Operate and monitor machine/process
	MEM12023A	Perform engineering measurements
	MEM16006A	Organise and communicate information
	MEM18001C	Use hand tools

Employability Skills Information

Employability skills	This unit contains employability skills.
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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.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Determine job requirements	1.1. Job sheets or equivalent instructions are interpreted correctly and understood.
2. Set machine	2.1. Safe working practices are understood and implemented. 2.2. Machine is set in accordance with defined procedures. 2.3. Machine is adjusted to meet specifications and operational requirements. 2.4. First-off samples are measured for compliance with specifications.
3. Instruct machine operator	3.1. Machine operator is instructed, if necessary, on sequencing settings and any required safety procedures.
4. Replace worn/damaged tooling	4.1. Worn or damaged tooling is identified and changed as required.

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:

- interpreting and following job/operation sheets, standard operating procedures, specifications, safe working procedures and other applicable reference documents
- verbally conveying routine and familiar instructions
- identifying worn tools
- using hand tools for machine setting
- measuring to specified tolerances
- following oral instructions

Required knowledge

Look for evidence that confirms knowledge of:

- sequences of machine setting operations

REQUIRED SKILLS AND KNOWLEDGE

- techniques, tools and equipment to measure samples
- characteristics of machines/processes
- safe work practices and procedures
- tools and equipment for machine setting
- applicable machine tooling and accessories
- symptoms of tool wear
- use and application of personal protective equipment
- hazards and control measures associated with machine setting (routine)
- strategies for conveying routine instructions

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 determine job requirements, set the machine in accordance with defined procedures, instruct the operator and replace worn or damaged tooling. 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. Where assessment occurs off the job, i.e. the candidate is not in productive work, 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 performing routine machine setting 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 should not require language, literacy and numeracy skills beyond those required in this unit. 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

EVIDENCE GUIDE	
	and reference materials.
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.	
Equivalent instructions	Standard operating procedures, safe working procedures, operation sheets

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	Machine and process operations
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