



Australian Government

Department of Education, Employment and Workplace Relations

MEM14001B Schedule material deliveries

Release: 1

MEM14001B Schedule material deliveries

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers identifying material requirements and scheduling material delivery.
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Application of the Unit

Application of the unit	This unit applies to the estimating, planning and scheduling of material deliveries so that materials are available in quantities and specifications required. This unit is not intended to be used by personnel carrying out maintenance and installation. If scheduling is based on engineering drawings and supporting engineering data, appropriate skill units should be accessed. Band: B Unit Weight: 8
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

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. Identify material requirements	1.1. Materials required are identified from appropriate documentation including type and quality. 1.2. Quantities required are estimated in accordance with standard operating procedures.
2. Schedule material delivery	2.1. Delivery requirements and dates are determined from production plans or job sequencing requirements. 2.2. Material supply is followed up and problems reported. 2.3. Material orders are processed in accordance with established organisational practice and procedures.

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:

- communicating
- planning
- assessing
- reading and interpreting engineering specifications
- organising information
- prioritising
- entering routine and familiar information onto proformas and standard workplace forms

Required knowledge

Look for evidence that confirms knowledge of:

- identification of material specifications from appropriate documentation
- established organisational practice and procedures relating to estimating, ordering and follow up of materials
- interpretation of production plans, or job sequencing requirements
- safe workplace 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 plan and schedule material deliveries.
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 the planning and scheduling of material deliveries 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 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.

Appropriate documentation	Bills of materials, parts lists, catalogues, service manuals, engineering drawings etc.
Schedule	Undertaken in accordance with established organisational practices and procedures, based on familiar processes

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	Planning
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