



Australian Government

Department of Education, Employment and Workplace Relations

MEM14004A Plan to undertake a routine task

Release: 1

MEM14004A Plan to undertake a routine task

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers a person planning their own work where tasks involve one or more steps or functions and are carried out routinely on a regular basis. It includes the concepts of following routine instructions, specifications and requirements.
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Application of the Unit

Application of the unit	This unit covers essential skill and knowledge that underpin all units within the Metal and Engineering Training Package. Instructions, such as standard operation sheets, are provided. Clear specifications and requirements, including quality and time allowances are also provided. The task and associated planning activity are carried out under supervision. The plan may or may not be documented. The task involves one or more steps or functions carried out routinely on a regular basis. The planning activity does not require judgment to be made in relation to priorities or time limitations. Band: A Unit Weight: There is no unit weighting for this unit.
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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 task requirements	1.1. Instructions and procedures are obtained, understood and where necessary clarified. 1.2. Relevant specifications for task outcomes are obtained, understood and where necessary clarified. 1.3. Task outcomes are identified. 1.4. Task requirements such as completion time and quality measures are identified.
2. Plan steps required to complete task	2.1. Based on instructions and specifications provided, the individual steps or activities required to undertake the task are understood and where necessary clarified. 2.2. Sequence of activities is identified. 2.3. Plan is checked to ensure it complies with specifications and task requirements.
3. Review plan	3.1. Effectiveness of plan is reviewed against specifications and task requirements. 3.2. If necessary, plan is revised to better meet specifications and task requirements.

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:

- obtaining instructions for tasks from correct source of information (job card, supervisor, work colleagues and others)
- clarifying tasks and required outcomes with appropriate personnel where necessary
- identifying relevant specifications from documentation, job cards, or other information source
- preparing plans for tasks
- sequencing activities
- comparing planned steps against specifications and task requirements
- communicating and interpreting information appropriate to the scope of this unit

REQUIRED SKILLS AND KNOWLEDGE**Required knowledge**

Look for evidence that confirms knowledge of:

- correct sources of information for a particular task
- procedures for obtaining instructions and clarification
- specifications for the task
- hazards and established control measures associated with the routine task, including housekeeping
- 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 plan to undertake a routine task.
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 planning to undertake a routine task 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.
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.

Specifications	• Specific product or process information, such as: • outcome and performance requirements • quality requirements and checks • quantity • Specifications are conveyed verbally or on familiar standard forms, such as on job sheets
Requirements	• General requirements necessary to carry out routine tasks, such as: • dedicated tools and equipment • materials and parts • work procedures • completion time • safety measures and equipment • Requirements and instructions are supplied verbally or on familiar standard forms, such as on job sheets. Instructions are carried out under supervision and in accordance with established procedures

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	Planning
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