



Australian Government

Department of Education, Employment and Workplace Relations

MEM15015B Examine trading practices

Release: 1

MEM15015B Examine trading practices

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	The unit covers examining trading practices relating to measurement employed by traders.
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Application of the Unit

Application of the unit	This unit is designed for those performing trade measurement inspection activities in public or private enterprises. This unit applies to the examination of sales made by reference to measurement. It does not apply to inspection of pre-packed articles. For inspection of pre-packed articles, Unit MEM15016B (Inspect pre-packed articles) should be selected. This unit has dual status and is to be regarded as both a Specialisation band A unit and Specialisation band B unit for progression to C5 (AQF level V). Band: A Unit Weight: 5
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
Path 1	MEM12023A	Perform engineering measurements

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. Explain the requirements of trade measurement legislation relating to trading practices	1.1. Legislation requirements that apply to trading practices are explained. 1.2. Policy guidelines that apply to trading practices are explained.
2. Inspect trading practices for compliance	2.1. Trading practice methods employed on premises are examined for compliance with legislative requirements. 2.2. Incidents of non-compliance in a range of trading environments are identified and, where appropriate, activities are undertaken to prove the breach of legislation. 2.3. Results of inspection are documented.
3. Finalise inspection and identify appropriate action	3.1. Trading practice information relevant to the inspection is communicated to the trader. 3.2. Appropriate actions to encourage compliance are determined and identified. 3.3. Inspection documentation is completed in accordance with organisational 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:

- applying relevant organisational policy and procedures in regard to trading practices
- examining methods utilised for advertising and the sale of goods employed on the premises for compliance with legislative requirements
- examining the manner in which a measuring instrument is used on the premises
- identifying incidents of non-compliance in a range of trading environments
- determining action to be undertaken based on the organisation's enforcement policy
- gathering sufficient and relevant evidence to prove a breach
- accurately recording information

REQUIRED SKILLS AND KNOWLEDGE

- advising on appropriate trading practices to assist compliance
- undertaking observation and surveillance in relation to trading practices
- explaining legislative requirements and obligations
- completing notices accurately in accordance with organisational guidelines
- planning follow-up activities as required
- accurately recording results of the inspection and recommendations in the organisation's information files
- completing breach reports in accordance with organisational guidelines

Required knowledge

Look for evidence that confirms knowledge of:

- definition of the term 'trading practices'
- relevant policy and procedures across a range of trading environments
- legislation relating to trading practices
- the range of trading environments
- trading practices relevant to a range of business types
- processes for evidence collection and evidence handling
- specific reporting procedures
- techniques to liaise with traders
- legislative requirements and obligations for the issuing of notices
- organisation's policy guidelines for return visits
- specific reporting procedures
- types of evidence

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 examine trading practices involving measurement employed by traders. 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 examining trading practices employed by traders, 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.

Legislation requirements and policy guidelines

Enabling legislation, organisational procedures and policies - workplace, health and safety, enforcement policies

Trading practices

Methods of sale of goods, advertising, use of measuring instrument, position of measuring instruments, misrepresentations, environmental factors, suitability of instrument, over-pricing, incorrect measurement

Premises

Supermarkets, fruit and vegetables retailers, packing house, meat, seafood and smallgoods, bakery, etc.

Examination for compliance

Observation, trial purchase, questioning, reviewing records

Activities used to prove a breach of legislation

Trial purchases, observation/surveillance, photographs, seizure of documentations, articles, measuring instruments, testing the measuring instruments

Appropriate actions to encourage compliance

Warning letter, non-compliance notice, infringement notice, prosecution

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	Quality
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