



Australian Government

Department of Education, Employment and Workplace Relations

MEM30015A Develop recommendations for basic set up time improvements

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers participating in the development of improved set up procedures in manufacturing.
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Application of the Unit

Application of the unit	This unit applies to all fields of manufacturing. Work is carried out under supervision. Band: 0 Unit Weight: 0
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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 existing set up procedures	1.1. Internal and external set up activities are identified and recorded. 1.2. All waiting time is identified and recorded. 1.3. All adjustment times are identified and recorded. 1.4. Any hazards and risks from all steps in the set up are identified and recorded.
2. Analyse set up procedures to determine opportunities for improvement	2.1. Opportunities for conversion of internal set up activities to external set up are considered. 2.2. Opportunities to reduce/eliminate adjustment times, waiting times and any hazards and risks are considered.
3. Prepare recommendations for operational improvement	3.1. Liaise with relevant people to validate recommendations. 3.2. Recommended improvements are recorded.

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, including preparing reports
- analysing hazards
- reading, interpreting and following information on written job instructions, specifications, standard operating procedures and other applicable reference documents

Required knowledge

Look for evidence that confirms knowledge of:

- principles of set up time reduction including:
 - internal and external set up activities
 - waiting time
 - adjustment times

REQUIRED SKILLS AND KNOWLEDGE

- set up hazards and risks
- planning and sequencing operations:
 - application of ergonomic principles and hierarchy of control in regard to hazards
 - hazards and control measures associated with developing recommendations for basic set up time improvements, 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 develop recommendations for basic set up time improvements.

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 developing recommendations for basic set up time improvements, 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

EVIDENCE GUIDE**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.

Set up procedures

May refer to:

- an exchange of dies/tools or a change between batches
- any quantum equipment/process change to produce a different product

Internal and external set up activities

- Internal set up activities are those that can be done only when the machine or process is not actively engaged in production
- External set up activities are those that can be done concurrently when the machine or process is actively engaged in production

Waiting time

Includes clean up activities, waiting for tools, waiting for materials, waiting for instructions, waiting for approvals, operator training etc.

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

Co-requisite units		

Competency field

Competency field	Engineering technician
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