



Australian Government

Assessment Requirements for MSMSUP100

Apply workplace context to own job

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to MSAPMSUP100A Apply workplace procedures

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability to:

- use information contained in:
 - standard operating procedures (SOPs)
 - safety, hazard and incident procedures
 - maintenance logs
- identify processes relevant to work role
- identify work requirements and follow work instructions
- identify own and team/section role in meeting company objectives, including safety objectives and customer requirements
- identify the organisation's internal and external customers
- request advice and seek clarification in relation to job/work environment
- identify and apply quality standards
- recognise and report variations in quality and/or non-conformances
- identify routine problems and take corrective actions as required
- complete workplace forms and records

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- organisation procedures, including:
 - safety, emergency and hazard control
 - relevant SOPs
- the context in which the organisation operates, including:
 - the sector
 - major competitors
 - major external issues
- organisation goals, objectives and targets
- the impact of organisation procedures in own work, including:
 - equal employment opportunity (EEO) policies and procedures
 - ethical standards
 - work health and safety (WHS) policies, procedures and programs

- quality and continuous improvement processes and standards.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence based on a holistic assessment of the evidence.
- The collection of performance evidence:
 - should occur over a range of situations which include typical disruptions to normal, smooth operations
 - will typically include a supervisor/third-party report focusing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
 - may use industry-based simulation for all or part of the unit particularly where safety, lack of opportunity or significant cost is an issue.
- Assessment should occur in operational workplace situations. Where this is not possible, or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment reflecting realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Assessment in a simulated environment should use evidence collected from one or more of:
 - walk-throughs
 - pilot plant operation
 - demonstration of skills
 - industry based case studies/scenarios
 - 'what ifs'.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- The regulatory framework will be reflected in workplace policies and procedures and is not required to be independently assessed.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- As a minimum, assessors must satisfy the Standards for Registered Training Organisations 2015 assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027>