



Australian Government

Assessment Requirements for MSTGN3024

Establish own workspace and systems for home-based production

Release: 1

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Modification History

Release 1. Unit code Title and Application changed. Unit and Assessment Requirements reworked to focus only on the specific issues related to home-based work rather than content which is already covered in other units. Supersedes and is not equivalent to MSTCL2012 Organise and plan own work in a home-based production environment.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and demonstrated the ability to:

- set up one home-based production workspace in accordance with work health and safety requirements, and established arrangements and systems for each of the following:
 - rates of payment
 - communicating about production timelines and quality requirements
 - work pick up and delivery
 - recordkeeping.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- types of resources needed for home-based production:
 - production machinery and consumables
 - seating
 - work benches
 - communications technology
 - items for administration and recordkeeping
- work health and safety requirements for home-based production:
 - set up procedures for the type of equipment being used
 - potential hazards in a home-based workspace and how to minimise these
 - types of information that may need to be provided to employing organisation
- types of personnel in employing organisations who coordinate home-based production work
- work processes that need to be established for home-based production:
 - communication protocols between home-based workers and employing organisation
 - production timelines
 - quality requirements
 - logistics for work delivery and pick up

- recordkeeping
- rates of payment
- aspects of industrial awards and other industry information for homeworkers that impacts home-based production work.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
 - an area in which to set up a production workspace
 - physical resources required for the type of production

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a203ec5c-de7d-406b-b3e1-8f1a9b76e92e>