



Australian Government

Assessment Requirements for MEM03006

Set assembly stations

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to MEM03006B Set assembly stations

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria on at least two (2) occasions and include:

- following work instructions, standard operating procedures (SOPs) and safe work practices
- using hand tools and equipment for setting assembly stations in a safe and effective manner according to instructions and SOPs
- setting up and adjusting assembly stations for a range of processes and operations according to defined procedures and specifications whilst observing safe work practices
- testing assembly stations to ensure correct operation in accordance with specifications
- carrying out routine maintenance and identifying and changing worn or damaged components.

Knowledge Evidence

Evidence required to demonstrate the required knowledge for this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include knowledge of:

- safe work practices and procedures and use of personal protective equipment (PPE)
- procedures to be followed in setting up assembly stations to meet production order or schedule
- specifications applicable to the assembly station
- effect of various adjustments that can be made to the assembly station
- routine maintenance requirements
- effect of worn or damaged components on the operational requirements and specifications of the assembly station.

Assessment Conditions

- Assessors must:
 - have vocational competency in setting assembly stations at least to the level being assessed with relevant industry knowledge and experience
 - satisfy the assessor requirements in the *Standards for Registered Training Organisations 2015* or its replacement and comply with the *National Vocational Education and Training Regulator Act 2011*, its replacement or equivalent legislation covering VET regulation in a non-referring state/territory as the case requires

- Where possible assessment must 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 that reflects 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
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications
- 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.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2>