



Australian Government

Department of Education, Employment and Workplace Relations

MEM30020A Develop and manage a plan for a simple manufacturing related project

Release: 1

MEM30020A Develop and manage a plan for a simple manufacturing related project

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers developing and managing low risk manufacturing related projects that may be small scale and managed by one person and are carried out under guidance.
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Application of the Unit

Application of the unit	<p>This unit applies to technical work in all environments. Work is carried out under supervision. If skills in development of production schedule are required, then Unit MEM30021A (Prepare a simple production schedule) should be selected.</p> <p>Band: 0 Unit Weight: 0</p>
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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. Select appropriate project management tools and develop project plan	1.1. A working knowledge of project management tools is used to develop a plan for a simple manufacturing related project and schedule of activities to meet project outcomes. 1.2. The plan is referred to a supervisor for approval in accordance with policy and procedures.
2. Implement planned activities	2.1. Plan is implemented according to schedule. 2.2. All affected personnel are communicated with regarding project implementation. 2.3. Supply and/or allocation of required resources including materials and equipment is organised. 2.4. Project progress is regularly reported in relation to agreed milestones to provide a measure of performance throughout the life of the plan. 2.5. Progress is discussed in consultation with other staff and contractors to ensure effective outcomes.
3. Review project plan and schedule	3.1. Project outcomes, performance standards and project objectives are monitored and analysed against specifications and the results are reported in accordance with procedures. 3.2. Variations in keeping to plan are discussed with supervisors and are resolved in accordance with enterprise policy and 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:

- using computing skills
- using interpersonal communication skills
- negotiating
- report writing
- reading, interpreting and following information on written job instructions, specifications, standard operating procedures and other applicable reference documents

REQUIRED SKILLS AND KNOWLEDGE

- planning and sequencing operations
- checking and clarifying task-related information

Required knowledge

Look for evidence that confirms knowledge of:

- understanding of applicable regulations and standards
- appropriate software
- Gantt charts
- critical path method (CPM)
- bar charts
- work breakdown structures
- program evaluation and review technique (PERT)
- basic quality assurance techniques
- knowledge of availability of resources
- safe work practices and procedures
- a basic knowledge of:
 - the project life cycle and the relationship between project phases
 - planning and control procedures, resource management and risk management

Evidence Guide

EVIDENCE GUIDE	
<p>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.</p>	
Overview of assessment	<p>A person who demonstrates competency in this unit must be able to develop and manage a plan for a simple manufacturing related project.</p>
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>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.</p>
Context of and specific resources for assessment	<p>This unit may be assessed on the job, off the job or a combination of both. Where assessment occurs off the job, i.e. the candidate is not in productive work, 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.</p> <p>This unit could be assessed in conjunction with any other units addressing the safety, quality, communication, materials handling, recording and reporting associated with developing and manage a plan for a simple manufacturing related project or other units requiring the exercise of the skills and knowledge covered by this unit.</p>
Method of assessment	<p>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.</p>
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.

Project management tools

May include critical path method (CPM), bar and Gantt charts, work breakdown structures, Program Evaluation and Review Technique (PERT), project management software packages, recording systems - electronic and manual

Plan

May include project implementation plans, quality assurance targets, milestones, any planning that relates to time, cost or quality and requires that progress is communicated to others

Simple manufacturing related project

Projects that are small scale, low risk, managed by one person, carried out under guidance, related to manufacturing processes and products

Unit Sector(s)

Unit sector

Co-requisite units

Co-requisite units

Co-requisite units		

Competency field

Competency field	Engineering technician
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