

MEM03003B – Sheet and plate assembly - VISA SCHEDULE CHECKLIST

School:

Date / /

Prerequisite Units MEM18001C & 18002B covered Yes / No (MEM13014A – OH&S also recommended)

TAFE SA Specialist:School Teacher VET Coordinator

TAFE SA Specialist:School Teacher VET Coordinator

Requirements for the delivery of unit achieved: yes / no

Next Review:

EVIDENCE	EXAMPLES	COMMENTS
Tools and equipment required Specific to Unit		
<p>The school is responsible for the maintenance and safety requirements including work practices used for each tool or equipment. Tools and equipment used in this unit may include:</p> <ul style="list-style-type: none"> • Screwdrivers, spanners, sockets, rivet guns and any other general tools required • Spot welding equipment • Welding equipment (competence in relevant welding unit required) 	<p>The student must be able to assemble prefabricated/formed components using a variety of joining techniques. This could be part of an ongoing project/s.</p> <p>Tools used in MEM18001C and MEM18002B may also form part of the evidence for this unit.</p>	<p>Verified Yes / No</p>
Vocational Competence required for unit		
<ul style="list-style-type: none"> • Minimum of current competence in MEM18001C, 18002B, 03003B and respective welding units if welding is undertaken • Current Certificate IV in Training and Assessment 	<ul style="list-style-type: none"> • copies of relevant parchment/s or Statement/s of Attainment 	<p>Verified Yes / No</p>

Student Access to Equipment

<p>Access to SOP's</p> <p>Select and use specified assembly equipment and tools</p> <p>Follow instructions and other applicable reference documents</p> <p>Follow the correct sequence of operations</p> <p>Join components or fabrications correctly and safely using appropriate techniques</p> <p>Testing and checking assemblies for compliance to specifications</p>	<p>Suitable project specific or on going incorporating the required skills for this unit.</p> <p>Tools and equipment suitable for the project/s.</p> <p>SOPs where applicable</p> <p>Drawing showing specifications</p> <p>A completed risk assessment must be present for each machine used</p>	<p>Verified Yes / No</p>
---	--	---------------------------------

Evidence of work

<ul style="list-style-type: none">• Project appropriate to achieve the required skills.• Current version of academic resources.• Student tracking and resulting document.		<p>Verified Yes / No</p>
---	--	---------------------------------

ADDITIONAL COMMENTS

This checklist is a guide for audit purposes and does not replace the competency standard unit descriptor available at www.training.gov.au. All elements and criteria must be fully achieved as per the unit descriptor.

MEM03001B - Perform manual production assembly - VISA SCHEDULE CHECKLIST

School:

Date / /

Prerequisite Units: Nil but MEM13014A – Apply principals of OH&S is recommended

TAFE SA Specialist:School Teacher VET Coordinator

TAFE SA Specialist:School Teacher VET Coordinator

Requirements for the delivery of unit achieved: yes / no

Next Review:

EVIDENCE	EXAMPLES	COMMENTS
Tools and equipment required Specific to Unit		
<p>The school is responsible for the maintenance and safety requirements including work practices used for each tool or equipment. Tools and equipment used in this unit may include:</p> <ul style="list-style-type: none"> • Any tools required to complete the assembly • Jigs or fixtures • Sub Assemblies • Any personal protective equipment required • Assessment must include relevant industry placement and on job experience in manual production assembly operations <p>Note: A completed risk assessment must be present for relevant machines and equipment</p>	<ul style="list-style-type: none"> • The student must be able to safely assemble components and/or sub-assemblies in a production environment and test the components and/or sub-assemblies to ensure compliance with specifications. • Tools used in MEM18001 and 18002 may also form part of the evidence for this unit. • Documentation from host company verifying student experience in assembly • SOPs 	<p>Verified Yes / No</p>

Vocational Competence required for unit		
<ul style="list-style-type: none"> • Minimum of current competence in MEM18001C, 18002B and 03001B • Current Certificate IV in Training and Assessment 	<ul style="list-style-type: none"> • copies of relevant parchment/s or Statement/s of Attainment 	Verified Yes / No
Student Access to Equipment		
<p>Access to SOP's</p> <p>Select and use specified assembly equipment and tools</p> <p>Follow instructions and other applicable reference documents</p> <p>Follow the correct sequence of operations</p> <p>Assemble components correctly and safely using appropriate techniques</p> <p>Testing and checking assemblies for compliance to specifications</p>	<ul style="list-style-type: none"> • Suitable project specific or on going incorporating the required skills for this unit. • Tools and equipment suitable for the project/s. • SOPs where applicable • Drawing showing specifications 	Verified Yes / No
Evidence of work		
<ul style="list-style-type: none"> • Project appropriate to achieve the required skills. • Current version of academic resources. • Student tracking and resulting document. 		Verified Yes / No
ADDITIONAL COMMENTS		
<p>This checklist is a guide for audit purposes and does not replace the competency standard unit descriptor at www.training.gov.au. All elements and criteria must be fully achieved as per the unit descriptor.</p>		

MEM05004C - Perform routine oxy acetylene welding - VISA SCHEDULE CHECKLIST

School: Date / /

Prerequisite Units: Nil but MEM13014A – Apply principals of OH&S is recommended

TAFE SA Specialist:School Teacher VET Coordinator

TAFE SA Specialist:School Teacher VET Coordinator

Requirements for the delivery of unit achieved: yes / no Next Review:

EVIDENCE	EXAMPLES	COMMENTS
Machines required Specific to Unit		
<p>The school is responsible for the maintenance and safety requirements including all equipment and work practices used. Equipment used in this unit would include:</p> <ul style="list-style-type: none"> • Oxy-Acetylene plant with size 8 &12 blow pipes • 1.6mm & 3mm mild steel sheet / flat bar 	<ul style="list-style-type: none"> • Any commercially available oxy acetylene equipment. • Flashback arrestors fitted • Personal protective equipment eg oxy goggles, leather apron, gauntlets 	Verified Yes / No
Vocational Competence required for unit		
<p>Preferred: Trade Qualification / Fabrication (Boilermaker/welder) Minimum of current competence in MEM05004C Current Certificate IV in Training and Assessment</p>	<ul style="list-style-type: none"> • copies of relevant parchment/s or Statement/s of Attainment 	Verified Yes / No

Student Access to Equipment		
<p>Assemble/disassemble plant equipment Adjust equipment to operating specifications Student must perform:</p> <ul style="list-style-type: none"> • Stringer beads with and without filler rod in 1.6mm & 3.0mm • Flat butt welds in 1.6mm & 3.0mm. • H/V fillet welds in 1.6mm • Lap welds in 1.6mm &/or 3.0mm • Corner welds in 1.6mm &/or 3.0mm • H/V fillet welds in 1.6mm using braze welding process <p>All welds to be a minimum of 120mm in length</p>	<ul style="list-style-type: none"> • Student to show consistency in reproducing a minimum of 3 consecutive welds for each example, that are free from major defects using AS1554GP as a benchmark standard. • SOPs • Students must be able to safely set up the oxy-acetylene plant and make relevant adjustments • Students to clean and prepare metal • A completed risk assessment must be present for Oxy Acet welding equipment 	Verified Yes / No
Evidence of work		
<p>Selected welding exercises Current version of academic resources Evidence of student records Student tracking and resulting document</p>	<ul style="list-style-type: none"> • Must include stated welds described in student access to equipment. 	Verified Yes / No
ADDITIONAL COMMENTS		
<p>This checklist is a guide for audit purposes and does not replace the competency standard unit descriptor available at www.training.gov.au. All elements and criteria must be fully achieved as per the unit descriptor.</p>		

MEM05005B - Carry out mechanical cutting - VISA SCHEDULE CHECKLIST

School:

Date / /

Prerequisite Units: MEM12023A & 18001C covered Yes / No (MEM13014A – OH&S also recommended)

TAFE SA Specialist:School Teacher VET Coordinator

TAFE SA Specialist:School Teacher VET Coordinator

Requirements for the delivery of unit achieved: yes / no

Next Review:

EVIDENCE	EXAMPLES	COMMENTS
Machines required Specific to Unit		
<p>The school is responsible for the maintenance and safety requirements including work practices used for each machine. Machines used in this unit <u>must</u> include a Guillotine- Power operated and a minimum of two others from the following list:</p> <ul style="list-style-type: none"> • Guillotine – power operated (must be used) • Universal Metal Working Machine (Cropper) • Notching Machine – power operated • Cold saw • Vertical band saw • Horizontal band saw • Reciprocating power hacksaw • Abrasive cut/off saw • Universal Plate Working Machine (Pullmax/Trumpf) 	<ul style="list-style-type: none"> • Minimum of one machine must have adjustable stop • A completed risk assessment must be present for each machine used. 	Verified Yes / No

Vocational Competence required for unit		
<ul style="list-style-type: none"> • Minimum of current competence in MEM05005B • Current Certificate IV in Training and Assessment 	<ul style="list-style-type: none"> • copies of relevant parchment/s or Statement/s of Attainment 	Verified Yes / No
Student Access to Equipment		
<ul style="list-style-type: none"> • Access to Standard Operating Procedures for equipment. • Minimum of two types of material to be cut. 	<ul style="list-style-type: none"> • Plan / drawing showing student cutting activities and tolerances • S.O.P. • Sheet, plate, tube, bar 	Verified Yes / No
Evidence of work		
<ul style="list-style-type: none"> • Project appropriate to achieve the required skills. • Current version of academic resources. • Student tracking and resulting document. • Students require a <u>minimum of 5</u> cutting activities with 2 involving the adjustment of stops/gauges 	<ul style="list-style-type: none"> • Student must consistently demonstrate ability to safely cut materials within the specified tolerance. 	Verified Yes / No
ADDITIONAL COMMENTS		
<p>This checklist is a guide for audit purposes and does not replace the competency standard unit descriptor available at www.training.gov.au. All elements and criteria must be fully achieved as per the unit descriptor.</p>		

MEM05006C - Perform brazing and/or silver soldering - VISA SCHEDULE CHECKLIST

School: Date / /

Prerequisite Units: Nil but MEM13014A – Apply principals of OH&S is recommended

TAFE SA Specialist:School Teacher VET Coordinator

TAFE SA Specialist:School Teacher VET Coordinator

Requirements for the delivery of unit achieved: yes / no Next Review:

EVIDENCE	EXAMPLES	COMMENTS
Machines required Specific to Unit		
<p>The school is responsible for the maintenance and safety requirements including all equipment and work practices used. Equipment used in this unit would include:</p> <ul style="list-style-type: none"> • Oxy-Acetylene plant with size 8 to 12 blow pipes • 1.6mm mild steel, copper & brass sheet • 12mm copper tube • Brass fitting (nipple) 	<ul style="list-style-type: none"> • Any commercially available oxy acetylene equipment. • Flashback arrestors fitted • Personal protective equipment e.g. safety glasses, leather apron, gloves • Tube expander for copper tube 	Verified Yes / No
Vocational Competence required for unit		
<p>Minimum of current competence in MEM05006C Current Certificate IV in Training and Assessment</p>	<ul style="list-style-type: none"> • copies of relevant parchment/s or Statement/s of Attainment 	Verified Yes / No

Student Access to Equipment		
<p>Assemble/disassemble plant equipment Adjust equipment to operating specifications Student must perform:</p> <ul style="list-style-type: none"> • Lap welds in 1.6mm mild steel (minimum of 75 mm in length) • Lap welds in 1.6mm copper (minimum of 50 mm in length) • Lap welds in 1.6mm brass (minimum of 50 mm in length) • Expanded lap joint in 12mm copper tube • Brass fitting to copper tube (one good weld required) • Braze weld fillet 1.6 mm mild steel (minimum of 75 mm in length) 	<ul style="list-style-type: none"> • Student to show consistency in reproducing a minimum of 2 welds for each example that are free from major defects. • SOPs • Students must be able to safely set up the oxy-acetylene plant and make relevant adjustments • Students to clean and prepare metal • Apply flux as required • A completed risk assessment must be present for Oxy Acet welding equipment 	<p>Verified Yes / No</p>
Evidence of work		
<p>Selected welding exercises Current version of academic resources Evidence of student records Student tracking and resulting document</p>	<ul style="list-style-type: none"> • Must include stated welds described in Student access to equipment 	<p>Verified Yes / No</p>
ADDITIONAL COMMENTS		
<p>This checklist is a guide for audit purposes and does not replace the competency standard unit descriptor available at www.training.gov.au. All elements and criteria must be fully achieved as per the unit descriptor.</p>		

MEM05012C - Perform routine MMAW- VISA SCHEDULE CHECKLIST

School:

Date / /

Prerequisite Units: Nil but MEM13014A – Apply principals of OH&S is recommended

TAFE SA Specialist:School Teacher VET Coordinator

TAFE SA Specialist:School Teacher VET Coordinator

Requirements for the delivery of unit achieved: yes / no

Next Review:

EVIDENCE	EXAMPLES	COMMENTS
Machines required Specific to Unit		
<p>The school is responsible for the maintenance and safety requirements including work practices used for each machine. Machines used in this unit may include:</p> <ul style="list-style-type: none"> • Light industrial 160 to 180amp • Industrial up to 300 amp • Transformer • Transformer / Rectifier • Inverter 	<ul style="list-style-type: none"> • Any commercially available welding machine that complies with AS1966. • Single or Three phase • Personal protective equipment eg face shield, gauntlets leather apron 	Verified Yes / No

Vocational Competence required for unit		
<p>Preferred: Trade Qualification: fabrication (Boilermaker/welder) Minimum of current competence in MEM05012C, MEM18001C, MEM18002B, MEM05015C MEM05051A & MEM05052A Current Certificate IV in Training and Assessment</p>	<ul style="list-style-type: none"> copies of relevant parchment/s or Statement/s of Attainment 	<p>Verified Yes / No</p>
Student Access to Equipment		
<p>The following butt welds and fillet welds are to be competently demonstrated by the student as a minimum requirement:</p> <p>Open and closed square butt welds using both 3mm and 5mm plate 120mm long minimum</p> <p>Flat fillet welds (1F) using both 3mm and 5mm plate 120mm long minimum</p> <p>Horizontal fillet (2F), 10mm plate or flat bar single run 225mm long minimum</p> <p>Horizontal fillet (2F) 10mm plate or flat bar multi run 3 run 2 layer 225mm long minimum</p> <p>Access to standard operating procedures for equipment</p> <p>Consumables</p> <p>General purpose electrodes</p> <p>E4112</p> <p>E4113</p>	<ul style="list-style-type: none"> All welds should aim to comply to the minimum requirements of AS1554 GP Student to show consistency in reproducing a minimum of 3 consecutive welds for each example, that are free from major defects using AS1554GP as a benchmark standard. SOPs A completed risk assessment must be present for welding equipment and area. 	<p>Verified Yes / No</p>

Evidence of work

<p>Selected welding exercises Current version of academic resources Evidence of student records Student tracking and resulting document</p>	<ul style="list-style-type: none">• Must include stated welds described in Student access to equipment as a minimum	<p>Verified Yes / No</p>
---	---	---------------------------------

ADDITIONAL COMMENTS

This checklist is a guide for audit purposes and does not replace the competency standard unit descriptor. All elements and criteria must be fully achieved as per the unit descriptor.

MEM05050C - Perform routine GMAW - VISA SCHEDULE CHECKLIST

School:

Date / /

Prerequisite Units: Nil but MEM13014A – Apply principals of OH&S is recommended

TAFE SA Specialist:School Teacher VET Coordinator

TAFE SA Specialist:School Teacher VET Coordinator

Requirements for the delivery of unit achieved: yes / no

Next Review:

EVIDENCE	EXAMPLES	COMMENTS
Machines required Specific to Unit		
<p>The school is responsible for the maintenance and safety requirements including work practices used for each machine. Machines used in this unit may include:</p> <ul style="list-style-type: none"> • Light industrial 160 to 180amp • Industrial up to 300 amp 	<ul style="list-style-type: none"> • Any commercially available welding machine that complies with AS1966. • Single or Three phase • Personal protective equipment eg face shield, gauntlets leather apron 	<p>Verified Yes / No</p>
Vocational Competence required for unit		
<p>Preferred: Trade Qualification / fabrication (Boilermaker/welder) Minimum of current competence in MEM05050C, MEM05017C, MEM18001C, MEM18002B, MEM05051A & MEM05052A Current Certificate IV in Training and Assessment</p>	<ul style="list-style-type: none"> • copies of relevant parchment/s or Statement/s of Attainment 	<p>Verified Yes / No</p>

Student Access to Equipment		
------------------------------------	--	--

<p>The following butt welds and fillet welds are to be competently demonstrated by the student as a minimum requirement:</p> <p>Open and closed square butt welds using both 3mm and 5mm plate 120mm long minimum</p> <p>Flat fillet welds (1F) using both 3mm and 5mm plate 120mm long minimum</p> <p>Horizontal fillet (2F), 10mm plate or flat bar single run 225mm long minimum</p> <p>Horizontal fillet (2F) 10mm plate or flat bar multi run 3 run 2 layer 225mm long minimum</p> <p>Access to standard operating procedures for equipment</p> <p>Consumables</p> <p>Solid wire</p> <p>.9mm / 1.2mm</p>	<ul style="list-style-type: none"> • All welds should aim to comply to the minimum requirements of AS1554 GP • Student to show consistency in reproducing a minimum of 3 consecutive welds for each example, that are free from major defects using AS1554GP as a benchmark standard. • SOPs • A completed risk assessment must be present for welding equipment 	<p>Verified Yes / No</p>
---	--	---------------------------------

Evidence of work		
-------------------------	--	--

<p>Selected welding exercises</p> <p>Current version of academic resources</p> <p>Evidence of student records</p> <p>Student tracking and resulting document</p>	<ul style="list-style-type: none"> • Must include stated welds described in Student access to equipment 	<p>Verified Yes / No</p>
--	--	---------------------------------

ADDITIONAL COMMENTS

This checklist is a guide for audit purposes and does not replace the competency standard unit descriptor. All elements and criteria must be fully achieved as per the unit descriptor.

MEM07032B – Use workshop machines for basic operations - VISA SCHEDULE CHECKLIST

School: Date / /

Prerequisite Unit: MEM18001C covered Yes / No (MEM13014A – OH&S also recommended)

TAFE SA Specialist:School Teacher VET Coordinator

TAFE SA Specialist:School Teacher VET Coordinator

Requirements for the delivery of unit achieved: yes / no Next Review:

EVIDENCE	EXAMPLES	COMMENTS
Machines required Specific to Unit		
<ul style="list-style-type: none"> • The school is responsible for the maintenance and safety requirements including work practices used for each machine. Machines used in this must include one or more machines from below list. • Lathe Centre • Vertical Milling • Pedestal Drill • Radial Arm Drill (Optional) <p>This unit can also be used to provide student exposure to CNC operations if available.</p>	<ul style="list-style-type: none"> • Lathe and Mills must have power feeds in at least one direction. • All machines must be equipped with appropriate tooling (work holding devices, spanners). • A completed risk assessment must be present for each machine used. 	Verified Yes / No

Vocational Competence required for unit

- Minimum of current competence in MEM0705B, for CNC it is recommended MEM07015B, MEM07016C and MEM07018C.
- Current certificate IV in Training and Assessment

- copies of relevant parchment/s or Statement/s of Attainment

Verified Yes / No**Student Access to Equipment**

- Students are required to produce 3 work pieces on each of the agreed machines.
- Students need to use and apply appropriate speeds and feeds for both roughing and finishing operation to the specified surface finish requirement.
- Students are required use both High Speed Steel and Carbide technology cutting tools where possible.
- Students are required to machine both ferrous and non ferrous materials for both roughing and finishing processes on turning and milling operations.
- Students are required to use appropriate mark out and measurement tools.
- Access to Standard Operating Procedures for equipment.

- Plan showing student machining activities including roughing and finishing
- Demonstrate ability to sharpen cutting tool edges.
- Demonstrate the safe fixturing and work holding practices.
- SOPs

Verified Yes / No

Evidence of work		
<ul style="list-style-type: none"> • Drawing of project to be manufactured showing tolerances, surface finishes and material. • Project appropriate to achieve the required skills • Student tracking and resulting document. • Current version of academic resources. 	<ul style="list-style-type: none"> • Student must consistently demonstrate ability to work to within + or – 0.1mm for Diameters and + or – 0.5mm for lengths • Consistently achieve a surface finish of 1.6 micrometer. • Student must consistently demonstrate the safe operation of machines according to SOPs. 	Verified Yes / No
ADDITIONAL COMMENTS		
<p>This checklist is a guide for audit purposes and does not replace the competency standard unit descriptor available at www.training.gov.au. All elements and criteria must be fully achieved as per the unit descriptor.</p>		

MEM13001B – Perform emergency first aid - VISA SCHEDULE CHECKLIST

School:

Date / /

No Prerequisite Units

TAFE SA Specialist:School Teacher VET Coordinator

TAFE SA Specialist:School Teacher VET Coordinator

Requirements for the delivery of unit achieved: yes / no

Next Review:

EVIDENCE	EXAMPLES	COMMENTS
Skills required Specific to Unit		
TAFE SA recognises senior first aid certificates issued by certified training providers such as St John or Red Cross.		Verified Yes / No
ADDITIONAL COMMENTS		
This checklist is a guide for audit purposes and does not replace the competency standard unit descriptor available at www.training.gov.au . All elements and criteria must be fully achieved as per the unit descriptor.		

MEM13014A - Apply principles of occupational health and safety in the workplace environment - VISA SCHEDULE CHECKLIST

School:

Date / /

No Prerequisite Units

TAFE SA Specialist:School Teacher VET Coordinator

TAFE SA Specialist:School Teacher VET Coordinator

Requirements for the delivery of unit achieved: yes / no

Next Review:

EVIDENCE	EXAMPLES	COMMENTS
Equipment required Specific to Unit		
<ul style="list-style-type: none"> • The school is responsible for the maintenance and safety requirements including work practices used for each piece of equipment or machine. Equipment used in this unit must include: • Personal protective equipment. • Safety equipment and devices. • Safety signs and symbols. • Workplace Occupational Health and Safety rules including the Act • Emergency equipment. • Manual handling equipment • Evacuation procedure 	<ul style="list-style-type: none"> • OH&S policy • Workshop safety signs. • Machine guards • Emergency stoping devices • Isolating switches • Safety glasses. • Dust masks • First Aid equipment. • Fire extinguishers. • Safety clothing • Relevant procedures • SOPs • A completed risk assessment must be present for all relevant equipment 	<p>Verified Yes / No</p>

Vocational Competence required for unit		
<ul style="list-style-type: none"> • Preferred: Trade / industry experience appropriate to relevant manufacturing industry. • Minimum of current competence in MEM13014A • Current Certificate IV in Training and Assessment 	<ul style="list-style-type: none"> • copies of relevant parchment/s or Statement/s of Attainment 	Verified Yes / No
Student Access to Equipment		
<ul style="list-style-type: none"> • Access to Standard Operating Procedures for equipment. • Workplace Occupational Health and Safety Act. • Training equipment 	<ul style="list-style-type: none"> • S.O.P. • Training videos. 	Verified Yes / No
Evidence of work		
<ul style="list-style-type: none"> • Project / exercises appropriate to achieve the required skills. • Current version of academic resources. • Student tracking and resulting document. 	<ul style="list-style-type: none"> • Student must demonstrate a comprehensive understanding of all areas in this unit. 	Verified Yes / No
ADDITIONAL COMMENTS		
<p>This checklist is a guide for audit purposes and does not replace the competency standard unit descriptor available from www.training.gov.au. All elements and criteria must be fully achieved as per the unit descriptor.</p>		

MEM14004A - Plan to undertake a routine task- VISA SCHEDULE CHECKLIST

School:

Date / /

No Prerequisite Units

TAFE SA Specialist:School Teacher VET Coordinator

TAFE SA Specialist:School Teacher VET Coordinator

Requirements for the delivery of unit achieved: yes / no

Next Review:

EVIDENCE	EXAMPLES	COMMENTS
Applications required Specific to Unit		
<ul style="list-style-type: none"> The school is responsible for the maintenance and safety requirements including work practices used for each application. Applications used in this must include: A project, unit of work, sequence of operations or set task requiring the formulation of a plan. 	<ul style="list-style-type: none"> Workshop activity may include exercises involving these units: MEM18001C, MEM18002B, MEM07032B, MEM05012C, MEM05050B, MEM05006C, MEM05005B, MEM11011B. 	Verified Yes / No
Vocational Competence required for unit		
<ul style="list-style-type: none"> Minimum of current competence in MEM14004A Current Certificate IV in Training and Assessment 	<ul style="list-style-type: none"> copies of relevant parchment/s or Statement/s of Attainment 	Verified Yes / No

Student Access to Equipment		
<ul style="list-style-type: none"> • Access to Standard Operating Procedures for equipment. • Planning sheets appropriate to the task at hand. • Equipment required to complete the task at hand. 	<ul style="list-style-type: none"> • S.O.P. • Planning sheets. 	Verified Yes / No
Evidence of work		
<ul style="list-style-type: none"> • Project appropriate to achieve the required skills. • Current version of academic resources. • Student tracking and resulting document. 	<ul style="list-style-type: none"> • Student must demonstrate a comprehensive understanding of all areas in this unit. 	Verified Yes / No
ADDITIONAL COMMENTS		
<p>This checklist is a guide for audit purposes and does not replace the competency standard unit descriptor available at www.training.gov.au. All elements and criteria must be fully achieved as per the unit descriptor.</p>		

MEM15024A – Apply quality procedures - VISA SCHEDULE CHECKLIST

School:

Date / /

No Prerequisite Units

TAFE SA Specialist:School Teacher VET Coordinator

TAFE SA Specialist:School Teacher VET Coordinator

Requirements for the delivery of unit achieved: yes / no

Next Review:

EVIDENCE	EXAMPLES	COMMENTS
Materials required Specific to Unit		
Students will need access to all tools, equipment, materials and documentation required. The student must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.	<ul style="list-style-type: none"> Samples of activities including: <ul style="list-style-type: none"> Customer types Customer requirements Responsibility for own quality Quality procedures followed Conformance to specifications 	Verified Yes / No
Vocational Competence required for unit		
<ul style="list-style-type: none"> Minimum of current competence in MEM15024A Current Certificate IV in Training and Assessment 	<ul style="list-style-type: none"> copies of relevant parchment/s or Statement/s of Attainment 	Verified Yes / No

Student Access to Equipment		
<p>This competency is applied to the students own work. It includes concepts of meeting customer needs to achieve outcomes that are 'fit for purpose'. This includes following quality procedures to conform to specifications and requirements.</p>	<ul style="list-style-type: none"> • identifying and communicating instances of non-compliance to work specifications • following quality procedures including work instructions • conforming to product and process specifications • checking and clarifying task-related information 	<p>Verified Yes / No</p>
Evidence of work		
<ul style="list-style-type: none"> • Activities appropriate to achieve the required skills. • Current version of academic resources. • Student tracking and resulting document. • Access to Standard Operating Procedures for equipment. 	<ul style="list-style-type: none"> • Student must consistently demonstrate ability to achieve required quality outcomes. 	<p>Verified Yes / No</p>
ADDITIONAL COMMENTS		
<p>This checklist is a guide for audit purposes and does not replace the competency standard unit descriptor available at www.training.gov.au. All elements and criteria must be fully achieved as per the unit descriptor.</p>		



MEM16006A - Organise and analyse information- VISA SCHEDULE CHECKLIST

School:

Date / /

No Prerequisite Units

TAFE SA Specialist:School Teacher VET Coordinator

TAFE SA Specialist:School Teacher VET Coordinator

Requirements for the delivery of unit achieved: yes / no

Next Review:

EVIDENCE	EXAMPLES	COMMENTS
Applications required Specific to Unit		
<ul style="list-style-type: none"> The school is responsible for the maintenance and safety requirements including work practices used for each application. Applications used in this unit must include: A project, unit of work, sequence of operations or set task requiring the organising and examination of information. 	<ul style="list-style-type: none"> Activities may include exercises involving these units: MEM16008A, MEM18001C, MEM18002C, MEM07032B, MEM05012C, MEM05050B, MEM05006C, MEM05005B, MEM11011B. 	Verified Yes / No
Vocational Competence required for unit		
<ul style="list-style-type: none"> Minimum of current competence in MEM16006A Current Certificate IV in Training and Assessment 	<ul style="list-style-type: none"> copies of relevant parchment/s or Statement/s of Attainment 	Verified Yes / No

Student Access to Equipment

<ul style="list-style-type: none">• Access to Standard Operating Procedures for equipment.• Equipment / resources required for a project.• Access to information to be analysed.	<ul style="list-style-type: none">• S.O.P.• Manuals, charts, job requirements, graphs and tables.• Demonstrate use of information communicating methods e.g. written, verbal, drawings and data entry	Verified Yes / No
--	---	--------------------------

Evidence of work

<ul style="list-style-type: none">• Project / exercises appropriate to achieve the required skills.• Current version of academic resources.• Student tracking and resulting document.	<ul style="list-style-type: none">• Students must demonstrate the ability to organise, analyse and communicate information and have a comprehensive understanding of all areas in this unit.	Verified Yes / No
---	--	--------------------------

ADDITIONAL COMMENTS

This checklist is a guide for audit purposes and does not replace the competency standard unit descriptor available at www.training.gov.au. All elements and criteria must be fully achieved as per the unit descriptor.



MEM16007A – Work with others in a manufacturing, engineering or related environment - VISA SCHEDULE CHECKLIST

School:

Date / /

No Prerequisite Units

TAFE SA Specialist:School Teacher VET Coordinator

TAFE SA Specialist:School Teacher VET Coordinator

Requirements for the delivery of unit achieved: yes / no

Next Review:

EVIDENCE	EXAMPLES	COMMENTS
Equipment required Specific to Unit		
No specific equipment is required for this unit but equipment such as telephones, fax machines, computers, etc could be incorporated.	<ul style="list-style-type: none"> Activities may include exercises involving these units: MEM16008A, MEM18001C, MEM18002C, MEM18003C, MEM07032B, MEM07005C, MEM05012C, MEM05050B, MEM05007C, MEM05005B, MEM11011B 	Verified Yes / No
Vocational Competence required for unit		
<ul style="list-style-type: none"> Minimum of current competence in MEM16007A Current certificate IV in Training and Assessment 	<ul style="list-style-type: none"> copies of relevant parchment/s or Statement/s of Attainment 	Verified Yes / No

Required skills		
<p>The student must:</p> <ul style="list-style-type: none"> • contribute to planning and the allocation of work • perform assigned tasks • coordinate work effort with others • follow agreed reporting lines • read, interpret and follow information on written job instructions, specifications, standard operating procedures, charts, lists, drawings and other applicable reference documents • apply effective interpersonal and communication skills eg effective listening & basic speaking 	<p>Activities identified that require students to demonstrate these skills.</p>	<p>Verified Yes / No</p>
Evidence of work		
<ul style="list-style-type: none"> • Project / activities appropriate to achieve the required skills. • Current version of academic resources. • Student tracking and resulting document. • Access to Standard Operating Procedures for equipment. • Structured work placement recommended 	<ul style="list-style-type: none"> • Student must consistently demonstrate ability to work with others in work related group activities. 	<p>Verified Yes / No</p>
ADDITIONAL COMMENTS		
<p>This checklist is a guide for audit purposes and does not replace the competency standard unit descriptor. All elements and criteria must be fully achieved as per the unit descriptor.</p>		



MEM18002B - Use power tools/hand held operations - VISA SCHEDULE CHECKLIST

School:

Date / /

Prerequisite Units: Nil but MEM13014A – Apply principals of OH&S is recommended

TAFE SA Specialist:School Teacher VET Coordinator

TAFE SA Specialist:School Teacher VET Coordinator

Requirements for the delivery of unit achieved: yes / no

Next Review:

EVIDENCE	EXAMPLES	COMMENTS
Machines / Tools required Specific to Unit		
<ul style="list-style-type: none"> • The school is responsible for the maintenance and safety requirements including work practices used for each piece of equipment. Students should gain experience in both electric and pneumatic tools which <u>must</u> include six power tools that could come from the following examples: • Hand held drills (battery, mains or pneumatic) • Grinders (Angle, cylinder, mains or pneumatic) • Nibbler or Shears (sheet metal cutting) • Jigsaws • Cutting Saws (hand held operation) • Sanders • Pedestal Drills • Pedestal Grinders • Clamping / Work holding devices used 	<ul style="list-style-type: none"> • All machines must be equipped with appropriate tooling (work holding devices, spanners) • Samples of activities • All electric power tools must have a current safety tag • RCD / ELB / Safety Switch is used for all mains power tools • Safe storage location for power tools • Maintenance and faulty power tool procedures 	<p>Verified Yes / No</p>

Vocational Competence required for unit		
<ul style="list-style-type: none"> • Minimum of current competence in MEM18002C • Current Certificate IV in Training and Assessment 	<ul style="list-style-type: none"> • copies of relevant parchment/s or Statement/s of Attainment 	Verified Yes / No
Student Access to Equipment		
<ul style="list-style-type: none"> • Students require sufficient access to power tools to demonstrate the competent use of each tool. • Access to Standard Operating Procedures for all equipment used. 	Plan showing student activities that: <ul style="list-style-type: none"> • Demonstrate ability to safely make adjustments as required. • Demonstrate safe work holding practices. • Follow SOPs 	Verified Yes / No
Evidence of work		
<ul style="list-style-type: none"> • Drawing of project to be manufactured showing tolerances, surface finishes and material. • Project appropriate to achieve the required skills. • Student tracking and resulting document. • Current version of academic resources. 	<ul style="list-style-type: none"> • Student must consistently demonstrate ability to safely work to within the specified tolerances. 	Verified Yes / No
ADDITIONAL COMMENTS		
<p>This checklist is a guide for audit purposes and does not replace the competency standard unit descriptor available at www.training.gov.au. All elements and criteria must be fully achieved as per the unit descriptor.</p>		

MSAENV272B Participate in environmentally sustainable work practices - VISA SCHEDULE CHECKLIST

School:

Date / /

No Prerequisite Units

TAFE SA Specialist:School Teacher VET Coordinator

TAFE SA Specialist:School Teacher VET Coordinator

Requirements for the delivery of unit achieved: yes / no

Next Review:

EVIDENCE	EXAMPLES	COMMENTS
Applications required Specific to Unit		
<ul style="list-style-type: none"> • The school is responsible for the maintenance and safety requirements including work practices used for each application. Applications used in this must include: • A project, unit of work, sequence of operations or suitable simulation and/or a range of case studies/scenarios that cover environmental performance. 	<ul style="list-style-type: none"> • Samples of activities including: <ul style="list-style-type: none"> • Use of resources • Potential environmental hazards • Improving environmental performance 	Verified Yes / No
Vocational Competence required for unit		
<ul style="list-style-type: none"> • Minimum of current competence in MSAENV272B • Current Certificate IV in Training and Assessment 	<ul style="list-style-type: none"> • copies of relevant parchment/s or Statement/s of Attainment 	Verified Yes / No

Student Access to Equipment		
<ul style="list-style-type: none"> • Work sheets appropriate to the task at hand. • Activities required to complete the competency. 	<ul style="list-style-type: none"> • Appropriate resources for the review of environmental issues. 	Verified Yes / No
Evidence of work		
<ul style="list-style-type: none"> • Project appropriate to achieve the required skills. • Current version of academic resources. • Student tracking and resulting document. 	<ul style="list-style-type: none"> • The student must demonstrate the ability to participate in the improvement of environmental and resource efficient work practices. 	Verified Yes / No
ADDITIONAL COMMENTS		
<p>This checklist is a guide for audit purposes and does not replace the competency standard unit descriptor available at www.training.gov.au. All elements and criteria must be fully achieved as per the unit descriptor.</p>		

MEM11011B - Undertake manual handling - VISA SCHEDULE CHECKLIST

School:

Date / /

Prerequisite Units: Nil but MEM13014A – Apply principals of OH&S is recommended

TAFE SA Specialist:School Teacher VET Coordinator

TAFE SA Specialist:School Teacher VET Coordinator

Requirements for the delivery of unit achieved: yes / no

Next Review:

EVIDENCE	EXAMPLES	COMMENTS
Machines required Specific to Unit		
<p>The school is responsible for the maintenance and safety requirements including work practices used for each manual handling aid. Activities undertaken in this unit must include the use of four manual handling aids such as those included in following list:</p> <ul style="list-style-type: none"> • Stair Climbing trolleys scissor lift • Wheelbarrows • Palette truck • Furniture straps • Two wheel trolleys • Hand carts • Dolly • Piano Trolley 	<ul style="list-style-type: none"> • Safe use of selected aids to move materials or equipment. • Maximum manual lifting weight is limited to National Occupational Health and Safety Commission (NOHSC) recommendations • Use lifting and carrying techniques in line with National Occupational Health and Safety Commission (NOHSC) and standard operating procedures 	<p>Verified Yes / No</p>

Vocational Competence required for unit

<ul style="list-style-type: none">• Minimum of current competence in MEM11011B• Current Certificate IV in Training and Assessment	<ul style="list-style-type: none">• copies of relevant parchment/s or Statement/s of Attainment	Verified Yes / No
--	---	--------------------------

Student Access to Equipment

<ul style="list-style-type: none">• Suitable area for conducting manual handling exercises.• Access to store dispatch area utilising weighing machines and dispatch documentation.• Access to Standard Operating Procedures for equipment.	<ul style="list-style-type: none">• Dispatch notes.• Scales.• S.O.P.• A completed risk assessment must be present for any equipment used	Verified Yes / No
--	---	--------------------------

Evidence of work

<ul style="list-style-type: none">• Exercises appropriate to achieve the required skills.• Current version of academic resources.• Student tracking and resulting document.	<ul style="list-style-type: none">• Students must be able to move loads manually using appropriate aids.	Verified Yes / No
---	--	--------------------------

ADDITIONAL COMMENTS

This checklist is a guide for audit purposes and does not replace the competency standard unit descriptor available at www.training.gov.au. All elements and criteria must be fully achieved as per the unit descriptor.

MEM12023A – Perform engineering measurement - VISA SCHEDULE CHECKLIST

School: Date / /

Prerequisite Units: Nil but MEM13014A – Apply principals of OH&S should be considered

TAFE SA Specialist:School Teacher VET Coordinator

TAFE SA Specialist:School Teacher VET Coordinator

Requirements for the delivery of unit achieved: yes / no Next Review:

EVIDENCE	EXAMPLES	COMMENTS
Tools and equipment required Specific to Unit		
<ul style="list-style-type: none"> • The school is responsible for the maintenance and safety requirements including work practices used for each tool and equipment. Tools and equipment used in this unit must include: • Steel rules • Tape measures • Vernier callipers & height gauges • Micrometers • Protractors • Dial indicators • Thermometers (optional) • Combination square 	<p>The student must be able to use each of the items listed to the maximum accuracy for that item.</p> <p>vernier = 0.02 mm accuracy</p> <p>Micrometer = 0.01 mm accuracy</p> <p>This could be part of an ongoing project/s.</p>	<p>Verified Yes / No</p>

Vocational Competence required for unit		
<ul style="list-style-type: none"> • Minimum of current competence in MEM12023A • Current Certificate IV in Training and Assessment 	<ul style="list-style-type: none"> • copies of relevant parchment/s or Statement/s of Attainment 	Verified Yes / No
Student Access to Equipment		
<ul style="list-style-type: none"> • Students are required to measure 2 work pieces using each of the specified measuring tools. • Students need to use and apply appropriate techniques of measurement • Measurements accurately obtained • Measurements determined using basic calculations e.g. conversion from imperial to metric. • Routine adjustments to devices are made and checked • Freehand sketches are developed that depict the objects measured, showing all required dimensions. • Students must be able to select appropriate measuring tools for specific purposes. 	<p>Suitable project / activities specific or on going incorporating the required skills for this unit.</p> <p>Demonstrate the safe use and appropriate maintenance and storage of measuring equipment.</p>	Verified Yes / No
Evidence of work		
<ul style="list-style-type: none"> • Project appropriate to achieve the required skills. • Current version of academic resources. • Student tracking and resulting document. • Access to Standard Operating Procedures for equipment. 	<ul style="list-style-type: none"> • S.O.P. 	Verified Yes / No
ADDITIONAL COMMENTS		
<p>This checklist is a guide for audit purposes and does not replace the competency standard unit descriptor available at www.training.gov.au. All elements and criteria must be fully achieved as per the unit descriptor.</p>		