Assessment Project 2 - Unpacking the unit of competency – planning for assessment.

This exercise will help you identify the suggested evidence requirements for this unit of competency.

Step 1. – Read the **application** for this unit – what is the unit about?

Step 2. – Read the assessment conditions for the unit – think about WHERE the skills can be demonstrated, WHAT resources and equipment are required to be used, and WHO can conduct the assessment.

Step 3. – Unpack the performance criteria to identify the types of evidence that might be appropriate to collect. Check that the evidence is sufficient to cover the Performance Evidence requirements.

Step 4. – Plan your questions for the competency conversation by reading the Knowledge Evidence requirements.

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| **Unpacking the unit.** | | | |
| **Unit Code** | **MEM18001** | **Unit Title** | **Use hand tools** |
| **STEP 1:** | What is the unit about? | *Summarise the application of this unit* | |
| **STEP 2:** | Where can the skills be demonstrated? | *Refer to assessment conditions* | |
| What resources and equipment are required to be used? | *Refer to assessment conditions* | |
| Who can conduct the assessment? | *Refer to assessment conditions* | |

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| **STEP 3:** Unpacking the unit – what types of evidence might be appropriate to collect? Use the elements as headings in your unpacking document. | | | | |
| **Elements** | **Performance Criteria** | **Knowledge Questions** | | **Observation Checklist** |
| 1. Determine job requirements | 1.1 Follow standard operating procedures (SOPs) |  | |  |
| 1.2 Comply with work health and safety (WHS) requirements at all times |  | |  |
| 1.3 Use appropriate personal protective equipment (PPE) in accordance with SOPs |  | |  |
| 1.4 Identify job requirements from specifications, drawings, job sheets or work instructions |  | |  |
| 2. Use hand tools for general engineering applications | 2.1 Select hand tools appropriate to the task requirements |  | |  |
| 2.2 Use hand tools to produce outcomes that meet job specifications |  | |  |
| 2.3 Identify unsafe or faulty tools and mark for repair according to designated procedures before, during and after use |  | |  |
| 2.4 Undertake routine maintenance of tools using engineering principles, tools, equipment and procedures |  | |  |
| 2.5 Store hand tools safely in appropriate location according to procedures and manufacturers’ recommendations |  | |  |
| **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 | | |  | |
| * selecting and using hand tools to produce the desired outcome to job specifications | | |  | |
| * following designated procedures for dealing with unsafe or faulty tools | | |  | |
| * undertaking routine maintenance and cleaning of hand tools, including storage. | | |  | |
| Have you collected enough evidence to cover the Performance Evidence requirements? | | | | |
| **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) | | |  | |
| * features and applications of different hand tools used in a general engineering context, including hacksaws, hammers, punches, screwdrivers, sockets, wrenches, scrapers, chisels, gouges, wood planes and files of all cross-sectional shapes and sizes | | |  | |
| * common faults and/or defects in hand tools | | |  | |
| * procedures for marking unsafe or faulty tools for repair | | |  | |
| * routine maintenance requirements for a range of hand tools, including lubricating, tightening, simple tool repairs and adjustments using engineering principles and relevant equipment | | |  | |
| * storage location and procedures for a range of hand tools. | | |  | |
| **STEP 4:** Think about the questions you will need to ask in the competency conversation – these will be based on the Knowledge Evidence requirements.  *You will write your questions in the Knowledge questions template.* | | | | |