# Knowledge Assessment

## Event 1 of 2

## Criteria

### Unit code, name and release number

MEM14004A - Plan to undertake a routine task (1)

### Qualification/Course code, name and release number

MEM30205 - Certificate III in Engineering - Mechanical Trade (3)

## Student details

### Student number

### Student name

## Assessment Declaration

* This assessment is my original work and no part of it has been copied from any other source except where due acknowledgement is made.
* No part of this assessment has been written for me by any other person except where such collaboration has been authorised by the assessor concerned.
* I understand that plagiarism is the presentation of the work, idea or creation of another person as though it is your own. Plagiarism occurs when the origin of the material used is not appropriately cited. No part of this assessment is plagiarised.

### Student signature and Date

Version: 1.0

Date created: 23/09/2019

Date modified: 30/10/2019

For queries, please contact:

*IMRS SkillsPoint*

*Block B Level 1*

*Hamilton Campus Newcastle*

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This assessment can be found in the: [Learning Bank](https://share.tafensw.edu.au/share/access/searching.do?doc=%3Cxml%2F%3E&in=P7ac4831b-430a-4b8d-8b56-f7b32ed5b9cf&q=&type=standard&sort=rank&dr=AFTER)

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## Assessment instructions

Table 1 Assessment instructions

| Assessment details | Instructions |
| --- | --- |
| **Assessment overview** | The objective of this assessment is to assess your knowledge as would be required to plan work where tasks involve one or more steps or functions and are carried out routinely on a regular basis. |
| **Assessment Event number** | 1 of 2 |
| **Instructions for this assessment** | This is a written assessment and it will be assessing you on your knowledge of the planning to undertake a routine task.  This assessment is in 2 parts:   1. Multiple choice questions 2. Assessment feedback |
| **Submission instructions** | On completion of this assessment, you are required to upload it or hand it to your trainer for marking.  It is important that you keep a copy of all electronic and hardcopy assessments submitted to TAFE and complete the assessment declaration when submitting the assessment. |
| **What do I need to do to achieve a satisfactory result?** | To achieve a satisfactory result for this assessment all questions must be answered correctly. |
| **What do I need to provide?** | Pens |
| **Due date/time allowed** | TBA/30 minutes |
| **Assessment feedback, review or appeals** | Appeals are addressed in accordance with [Assessment Guidelines for TAFE NSW](https://staff.tafensw.edu.au/documents/2017/11/assessment-guidelines-v02.pdf/). |

## Part 1: Multiple choice

Read the question and each answer carefully. Put an X in the table next to your chosen answer.

1. Relevant specifications, instructions and procedures for workplace equipment and tasks can be obtained from:

Table 2 multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. Technical manuals/specifications |  |
| 1. Service log books and maintenance manuals |  |
| 1. Safe operating procedures (SOP) |  |
| 1. Drawings and exploded views |  |
| 1. All of the above |  |

1. Where would you find a machine Standard Operating Procedure (SOP)?

Table 3 multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. On or next to a machine |  |
| 1. Manufactures handbook |  |
| 1. Supervisor/managers office |  |
| 1. All of the above |  |

1. When going onto a new worksite, whom should you talk to first about site WHS procedures?

Table 4 multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. Your manager |  |
| 1. Site manager |  |
| 1. SafeWork NSW |  |
| 1. Store person |  |

1. Hazards are found in the work environment. Select Three (3) of the minimum control measures that should be used when in the workplace.

Table 5 multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. Safety Glasses |  |
| 1. Sunglasses |  |
| 1. Steel capped boots |  |
| 1. Cotton drill shirt and Pants/Overalls |  |

1. When creating a job plan it is good work practice to add job specifications. This will assist you to:

Table 6 multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. Finish the job quickly |  |
| 1. Complete a task safely, efficient and to a meet the required outcome. |  |
| 1. To save material |  |
| 1. So you can get someone else to do the job |  |

1. Planning a task requires a planning process. From the list below select the correct process

Table 7 multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. Review, Plan, Trial, Modify |  |
| 1. Plan, Trial, Review, Modify |  |
| 1. Plan, Review, Trial, Modify |  |
| 1. Trial, Modify, Plan, Review |  |

1. When a required task needs to be understood, the best method to meet the required outcome would be to:

Table 8 multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. Ask more questions |  |
| 1. Talk to your supervisor |  |
| 1. Review job sheets |  |
| 1. Create a job plan |  |
| 1. All of the above |  |

1. By following a procedure and job planning, the required task outcomes will be achieved because:

Table 9 multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. Tasks are planned |  |
| 1. Less time taken to produce the required outcome |  |
| 1. Checks in place to Minimise mistakes |  |
| 1. All of the above |  |

1. By adding drawing Specifications into the job plan process will help you:

Table 10 multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. To see if you can get someone else to do the job |  |
| 1. To make the job last longer |  |
| 1. To see if you can get overtime |  |
| 1. To meet the required outcome |  |

1. Housekeeping is an important part of reducing hazards in the workplace. From the list below select the most common housekeeping rule to apply:

Table 10 multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. Work bench/area swept and cleaned |  |
| 1. Remove trip hazards form electrical leads and equipment |  |
| 1. Tools returned to appropriate storage areas |  |
| 1. All of the above |  |

1. Safe work practices and procedures are an important part of the workplace when planning a task. This is best demonstrated by:

(*More than one (1) answer may be selected)*

| Safe Work Practices & procedures | Mark an X for correct answer |
| --- | --- |
| Planning & performing a task with minimum risk to people and equipment |  |
| Remove guards of equipment if interfering with work procedure |  |
| Completing a Hazard Assessment of your task procedure |  |
| Machinery emergency buttons do not have to be used when planning work |  |
| Job procedures, which are clearly set out in a sequenced steps of a process. |  |
| Safety glasses must be worn when operating this equipment. |  |
| Long sleeve cotton drill clothing not required when only planning a task in the workplace |  |
| Safe job procedures being developed by management and workers |  |
| Safe work practices do not apply when planning a task/job |  |

## Part 2: Assessment Feedback

*NOTE: This section* ***must*** *have the assessor signature and student signature to complete the feedback.*

### Assessment outcome

Satisfactory

Unsatisfactory

### Assessor Feedback

Was the assessment event successfully completed?

If no, was the resubmission/re-assessment successfully completed?

Was reasonable adjustment in place for this assessment event?  
*If yes, ensure it is detailed on the assessment document.*

Comments:

### Assessor name, signature and date:

### Student acknowledgement of assessment outcome

Would you like to make any comments about this assessment?

### Student name, signature and date

***NOTE: Make sure you have written your name at the bottom of each page of your submission before attaching the cover sheet and submitting to your assessor for marking.***