# Knowledge Assessment

## Event 1 of 2

# Trainer & Assessor Marking Guide

## 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)

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*Block B Level 1*

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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 |
| --- | --- |
| **Instructions for the trainer and assessor** | This is a written assessment and will be assessing the student on their knowledge of the planning to undertake a routine task  This assessment is in 2 parts:   1. Multiple choice questions 2. Assessment feedback   Model answers, sample responses or a criteria for each question are provided below.  Use these to support your judgement when determining a satisfactory result.  The student’s response to each question must contain the information indicated in this marking guide in order for their response to be correct. However, if a student provides information other than indicated below, and in the professional opinion of the assessor it is appropriate and meets the intent of the question, it may be considered correct.  The assessment feedback page must be signed by both the student and the assessor so the student displays that they have received, understood and accepted the feedback.  Complete the assessment feedback to the student and ensure you have taken a copy of the assessment prior to it being returned to the student.  Ensure the students name appears on the bottom of each page of the submitted assessment. |
| **About this marking guide** | The student’s response to each question must contain the information indicated in this marking guide in order for their response to be correct.  All questions must be answered correctly in order to satisfactorily complete this assessment event.  Assessors will need to make a judgement call as to whether each answer/response meets the criteria based upon the:   * Rules of Evidence:   + Validity – does the answer address the assessment question and does the evidence reflect the four dimensions of competency?   + Sufficiency – is the answer sufficient in terms of length and depth?   + Currency – has the work been done so recently as to be current?   + Authenticity – is this work the student’s own authentic work? * Principles of Assessment:   + Fairness – individual student’s needs are considered in the assessment process   + Flexibility – assessment is flexible to the individual student   + Validity – any assessment decision is justified, based on the evidence of performance of the student   + Reliability – evidence presented for assessment is consistently interpreted and assessment results are comparable irrespective of the assessor conducting the assessment * Dimensions of competency   + Task skills   + Task Management Skills   + Contingency Planning Skills   + Job Role Environment Skills |
| **Student must provide** | Pens |
| **Assessor must provide** | Knowledge Assessment |
| **Time allowed** | 30 minutes |

## Part 1: Multiple choice

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

1. (PC 1.1, 1.2, RK1) 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 | **X** |

1. (PC 1.1, 1.2) (RK1, RK2) 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 | **X** |

1. (PC 1.1, RK2, RK5) 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 | **X** |
| 1. SafeWork NSW |  |
| 1. Store person |  |

1. (RK4, RK5) 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 | **X** |
| 1. Sunglasses |  |
| 1. Steel capped boots | **X** |
| 1. Cotton drill shirt and Pants/Overalls | **X** |

1. (RK3) 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. | **X** |
| 1. To save material |  |
| 1. So you can get someone else to do the job |  |

1. (PC 3.2) 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 | **X** |
| 1. Plan, Review, Trial, Modify |  |
| 1. Trial, Modify, Plan, Review |  |

1. (PC 1.1, 1.2, 2.1, RK1, RK2, RS2) 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 | **X** |

1. (PC 1.1, 1.3, RS4,RS5) 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 | **X** |

1. (RK3,RS5) 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 | **X** |

1. (RK4) 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 | **X** |

1. (RK5) 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 |  |