# Unit Assessment Guide

## Criteria

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

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

### Unit code, name and release number

MEM14004A - Plan to undertake a routine task (1)

## Unit details

Table 1 Unit details

| Section | Description |
| --- | --- |
| **Unit description** | This unit covers a person planning their own work where tasks involve one or more steps or functions and are carried out routinely on a regular basis. It includes the concepts of following routine instructions, specifications and requirements.  This unit covers essential skill and knowledge that underpin all units within the Metal and Engineering Training Package.  Instructions, such as standard operation sheets, are provided. Clear specifications and requirements, including quality and time allowances are also provided. The task and associated planning activity are carried out under supervision. The plan may or may not be documented. The task involves one or more steps or functions carried out routinely on a regular basis. The planning activity does not require judgment to be made in relation to priorities or time limitations. |
| **Pre-requisites** | Nil |
| **Learning outcomes** | In this unit, you will gain the knowledge and skills to:   1. Identify task requirements 2. Plan steps required to complete a task 3. Review plan   <https://training.gov.au/Training/Details/MEM14004A> |
| **Assessments** | The assessments in this unit, are a combination of written and skill based assessments. The types of assessments you will be completing are:   1. X Knowledge Assessment 2. X Project Assessment |
| **Learning materials** | The learning materials for this unit include:   * Learning guides * Activities * Key documents and templates * MEM05 Metal and Engineering Core Units Book V2 |
| **Assessment Information** | You must submit assessment work and attend scheduled assessments on the required dates.  For further information, refer to Every Students Guide to Assessment in TAFE NSW. |
| **Achieving a satisfactory result** | Your assessor will assess your competence against the requirements of the unit and the completion of the assessments listed in this Unit Assessment Guide. |
| **Reporting assessment outcomes** | Your Transcript of Academic Record will list all results of your study to date. If you have achieved competency in a unit but are unable to finish the Qualification or Course, you will receive a Record of Results showing only the units you have completed.  You can access a report of your final results by logging into the [Student Portal](https://my.tafensw.edu.au/). |
| **Recognition** | **Credit Transfer (CT) –** you can apply for credit if you have previously completed this unit at TAFE NSW or another Registered Training Organisation (RTO).  **Recognition of Prior Learning (RPL) –** you can apply to have your previous study, work and or life experiences recognised.  Please see the [TAFE NSW website](https://www.tafensw.edu.au/enrol/recognition-credit-transfers) for further information about Recognition or discuss this with your Assessor. |
| **Assessment feedback, review or appeals** | Your Assessor will provide feedback no later than 10 days after all assessment activities have been conducted and you will be requested to acknowledge the outcome.  If you would like to request a review of your results or if you have any concerns about your results, contact your Assessor or Head Teacher.  You have three weeks from the date you receive your results in which to make an appeal and request a review.  You will receive a response within ten days of the receipt of the request.  Your Head Teacher will address the appeal in accordance with Every Students Guide to Assessment or TAFE NSW Student Guide. |
| **Reasonable adjustment** | If you have a permanent or temporary condition that may prevent you from successfully completing the assessment event(s) in the way described, you should talk to your assessor about ‘reasonable adjustment’. This is the adjustment of the way you are assessed to take into account your condition, this must be approved BEFORE you attempt the assessment. |
| **Educational Support Services** | Please refer to the [TAFE NSW website](https://www.tafensw.edu.au/student-services) for specific information on the educational support services that are available to you.  You may also contact your Head Teacher or Trainer/Assessor for further information. |
| **Student Declaration** | Your Trainer/Assessor will provide you with the Student Declaration document for you to sign to ensure that you have received and understood your assessment requirements as per this Assessment Unit Guide.  You may receive this in hardcopy or you will be required to acknowledge your understanding online. |

## Assessment events and schedule

Table 2 Assessment events and schedule

| Event Number/Name | Method of collecting evidence | Venue | Assessment date or submission due date |
| --- | --- | --- | --- |
| Knowledge Assessment 1 of 2 | Theory |  |  |
| Project Assessment  2 of 2 | Project |  |  |

## Contact details

Table 3 Contact details

| Position | Name | Contact phone | Email | Region / Campus |
| --- | --- | --- | --- | --- |
| **Trainer/Assessor** |  |  |  |  |
| **Head Teacher** |  |  |  |  |
| **Education Administration Support** |  |  |  |  |