# Knowledge Assessment

## Criteria

### Unit code, name and release number

MEM14005A - Plan a complete activity (1)

\*\*\*This unit sits in the qualifications below – This assessment is not to be amended\*\*

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

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

MEM30305 – Certificate III in Engineering – Fabrication trade (4)

\*\*\* Amend the qualification box before distributing to the student. The information here should only contain the qualification the student is enrolled in\*\*

## 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: *6 July 2018*

Date modified: *01/10/2019*

For queries, please contact:

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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 a complete activity whilst following established procedures. |
| **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 unit. The assessment is closed book.  This assessment is in 4 parts:   1. Multiple choice questions 2. True or False questions 3. Short answer questions 4. Assessment feedback |
| **Submission instructions** | On completion of this assessment, you are required to upload it to your Learning Management System 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, pencil and eraser |
| **Due date/time allowed** | 1 hour |
| **Assessment feedback, review or appeals** | Appeals are addressed in accordance with Assessment Guidelines for TAFE NSW or TAFE NSW Student Guide |

## Part 1: Multiple choice

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

1. The method used to communicate or explain task requirements, could be delivered by

Table 1 Multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. Verbal Instructions |  |
| 1. Work Instructions |  |
| 1. Job plans |  |
| 1. All of the above |  |

1. The person(s) who could clarify the objectives, requirements and specifications to complete a task, would be:

Table 2 Multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. The General Manager |  |
| 1. The immediate supervisor |  |
| 1. The engineer |  |
| 1. The WHS chairman |  |

1. Information relating to material requirements, tools and equipment and timeframes to complete a task can be found in:

Table 3 Multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. Engineering drawings |  |
| 1. Work instructions |  |
| 1. Job plans |  |
| 1. All of the above |  |

1. A common model used to plan to a complete activity would be:

Table 4 Multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. Check, Plan, Do, Act |  |
| 1. Plan, Check, Do, Act |  |
| 1. Plan, Do, Check, Act |  |
| 1. Do, Plan, Check, Act |  |

1. Once a plan is in use sometimes due to unforeseen circumstances a change is required. For example where a client initially requests the manufacture of 10 items then changes the quantity to 100 items.

This would require a change to the plan. This process is known as the:

Table 5 Multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. Review process |  |
| 1. Quality control process |  |
| 1. Modification process |  |
| 1. Amendment process |  |

1. When following the process of Plan, Do, Check, Act the most appropriate time to perform the review process is:

Table 6 Multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. Prior to starting the process |  |
| 1. Prior to starting, during and on completion of the process |  |
| 1. During and after the process |  |
| 1. After the process |  |

## Part 2: True or false

Read the question and then write **True** or **False** in the space provided.

Table 2 True or false

| Question | Write *True* or *False* |
| --- | --- |
| 1. A job plan is a written list of what to do |  |
| 1. Job material requirements form part of the specifications |  |
| 1. Taking note of timeframes is important when reviewing a work plan |  |
| 1. The planning process needs to include prioritising tasks and be modifiable when unforeseen circumstances occur |  |
| 1. The checking stage in the planning process is not always necessary |  |
| 1. The sequence set out in the plan must never be changed or modified |  |
| 1. Safe work practices and procedures are only required for the trialling/checking stage of the plan |  |
| 1. Safe work practices are not part of the planning process as they are addressed in the risk assessment process |  |
| 1. Housekeeping practices should be a consideration when planning an activity |  |

## Part 3: Short answer

Read the question carefully. Your answer should be no longer than 50 words.

1. When planning an activity there are several considerations. For example, it is important to fully understand what is required (scope) and to list the tasks involved.

In the space below:

1. Explain why tasks are prioritised
2. Explain what the consequences are if tasks are not completed in order of priority
3. List two (2) other elements to consider when planning an activity
4. Why is it necessary to clearly understand the task requirements?
5. List two (2) outcomes that can be achieved by following a detailed job plan.
6. List one (1) advantage of considering timeframes when planning an activity.
7. Reviewing of a plan is part of the process and can occur at the completion of the task or due to unforeseen circumstances during the task.

In the space below:

(a) Give an example of why a plan may be reviewed during a task

(b) Provide a reason why plans are reviewed at the completion of the task

1. Name two (2) safety considerations when planning an activity.

## Part 4: 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.***