**Knowledge Assessment**

**Event 1 of 2**

## Criteria

### Unit code, name and release number

MEM16006A - Organise and communicate information (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: 03/09/2019

Date modified: 08/11/2019

For queries, please contact:

IMRS SkillsPoint

Block B Level 1

Hamilton Campus Newcastle

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RTO Provider Number 90003 | CRICOS Provider Code: 00591E

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 skills and knowledge as required to access, organise and communicate information related to processes or tasks. |
| **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.  This assessment is in 3 parts:   1. Multiple choice questions 2. Short answer questions 3. 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 |
| **Time allowed** | One Hour |
| **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. All relevant information for the correct and safe use of workplace equipment, 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. The location of the safe operating procedures (SOP) for the use of machinery to be used in the workplace will be found:

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. In your tool box |  |

1. When operating workplace machinery and equipment there is a minimal safety requirement of personal protective equipment (PPE). What forms of communication can be used to make you aware of this requirement?

Table 4 multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. Visual signs |  |
| 1. Safe operating procedures (SOP) |  |
| 1. Verbal instruction |  |
| 1. All of the above |  |

1. Select one (1) source of information that would help reduce unexpected breakdowns

Table 5 multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. Equipment maintenance log books |  |
| 1. The internet |  |
| 1. Newspaper |  |
| 1. Ask the store person |  |

1. Group discussions in the workplace can assist in:

Table 6 multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. All people in the group coming to the same understanding |  |
| 1. Make processes more efficient |  |
| 1. Solving problems |  |
| 1. All of the above |  |

1. Select two (2) types of information/records in the workplace that would support productivity in the workplace.

Table 7 multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. Engineering drawings |  |
| 1. The internet |  |
| 1. Social media |  |
| 1. Maintenance logs |  |

1. Accessing information from a range of sources in the workplace is an essential part of good work practice. Select two (2) sources of information from the list below that would be used in an engineering workshop

Table 8 multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. Google |  |
| 1. Engineering drawings |  |
| 1. Supervisor |  |
| 1. Newspapers |  |

1. You have been asked to give a toolbox talk on the safe way to use a chisel. You have to undertake research to find this information. What method would you use to organise the information you find:

Table 8 multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. Find one document, copy and paste from it from the internet, and read out at the Toolbox talk |  |
| 1. Find information from a variety of sources, randomly pick one document to use, and read it out at the Toolbox talk |  |
| 1. Find information from a variety of sources, analyse each document to identify key points, and read out these key points at the Toolbox talk |  |

## Part 2: Short answer

Read the question carefully. Your answer should be no longer than 20 words.

1. Diversity in the workplace may cause communication barriers. Name three (3) methods of communicating in the workplace which may overcome these barriers
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Give two (2) reasons why it is important to use different techniques to provide clear instruction and terminology when discussing a work plan.

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1. List four (4) methods of communicating information in the workplace
   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Give two (2) reasons why it is good work practice to organise and store/record information?

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. You receive an email from a customer asking you to make a cover plate that is 250 by 250 with a bolthole in each corner. List two (2) methods of communication you could use to clarify this information
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Once you have the correct information, list two (2) possible ways you would convey that information to the workshop for manufacture.

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## Part 3: 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.***