# **Knowledge Assessment**

**Event 1 of 2**

# Trainer & Assessor Marking Guide

## 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\*\*

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 |
| --- | --- |
| **Instructions for the trainer and assessor** | This is a written assessment and will be assessing the student on their knowledge of the unit.  This assessment is in 2 parts:   1. Multiple choice questions 2. Short answer questions   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** | Reference text, organisational policy etc. that is referenced in the assessment. These may be hard copy or made available online. |
| **Time allowed** | One Hour |

## Part 1: Multiple choice

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

1. (PC1.1,1.2,3.1 RK1, RK2, RK4,RK5, RS4, RS5) 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 | **X** |

1. (PC1.1, 1.2, RK2, RK5, RS5) 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 | **X** |
| 1. Manufacture’s handbook |  |
| 1. Supervisor/managers office |  |
| 1. In your tool box |  |

1. (RK1, RK5, PC3.1) 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 | **X** |

1. (RK2, RK4, PC3.1). 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 | **X** |
| 1. The internet |  |
| 1. newspaper |  |
| 1. Ask the store person |  |

1. (RK5) 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. Making processes more efficient |  |
| 1. Solving problems |  |
| 1. All of the above | **X** |

1. (RK1, RK2, PC1.1) 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 | **X** |
| 1. The internet |  |
| 1. Social media |  |
| 1. Maintenance logs | **X** |

1. RK1, RK2, PC3.1) 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 | **X** |
| 1. Supervisor | **X** |
| 1. Newspapers |  |

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

## Part 2: Short answer

1. (PC 1.1,1.2, 3.1, RK4, RK5) Diversity in the workplace may bring communication barriers. Name three (3) methods of communicating in the workplace which may overcome this issue.

Students response can include, but is not limited to:

* + Use of signage
  + Hand signs
  + Written instruction
  + Visual demonstration
  + Use repetition
  + Verbal communication

1. (PC1.2, 3.1, RS5, RK3) Give two (2) reasons why it is important to use different techniques to provide clear instruction and terminology when discussing a work plan.

Student response can include, but is not limited to:

* To ensure that the required outcome will be achieved
* Work is carried out correctly and safely
* To eliminate misunderstandings or misinterpretations
* Save time and cost

1. (PC3.1, 1.2, RK1) List four (4) methods of communicating information in the workplace

Student response can include, but is not limited to:

Maintenance logs, Safety data sheets (SDS), Standard operating procedures (SOP’s), Work orders, Toolbox talks, Notice boards, Email, Freehand sketches, Engineer drawings

1. (PC1.1, 2.1, RK5, RS6) Give two (2) reasons why it is good work practice to organise and store/record information?

Student response can include, but is not limited to:

* So relevant information can be easily accessed
* So other people know what has been done to the jobs and equipment
* To establish any recurring breakdown pattern in the process
* To save time and cost.

1. (PC1.1, 2.1, 2.2, 3.1, RS5, RK3, RK5)You receive an email from a customer asking you to make a cover plate that is 250 by 250 with a bolt hole in from each corner. List two (2) methods of communication you could use to clarify this information

Student response can include, but is not limited to:

Phone conversation, Emailed Drawing, face to face catch up if required

1. (PC2.1, 3.1, RK5) Once you have the correct information, list two (2) possible ways you would convey that information to the workshop for manufacture.

Student response can include, but is not limited to:

An engineer drawing, verbal communication, freehand sketch