# Unit Assessment Guide

## Criteria

### 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\*\*

### 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\*\*

## Unit details

Table 1 Unit details

| Section | Description |
| --- | --- |
| **Unit description** | This unit covers accessing, organising and communicating information related to processes or tasks.  This unit applies in manufacturing, engineering or related environments.  It may include information related to production, maintenance or associated processes. Information may be drawn from a variety of sources.  This unit includes the ability to communicate using common workplace terminology.  For access and recording of data requiring system knowledge and judgement, see Unit MEM16008A (Interact with computing technology). |
| **Pre-requisites** | Nil |
| **Learning outcomes** | In this unit, you will gain the knowledge and skills to:   1. Access information and/or records 2. Organise and analyse information 3. Communicate organised information using established workplace methods   <https://training.gov.au/Training/Details/MEM16006A> |
| **Assessments** | The assessments in this unit, are a combination of written and skill based assessments. The types of assessments you will be completing are:   * Event 1 - Knowledge Assessment: Theory * Event 2 – Project: Report |
| **Learning materials** | The learning materials for this unit include:   * MEM05 Metal and Engineering core unit book * Presentation * Activities |
| **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

*[enter assessments in sequence as per your TAS and/or Qualification/Course Assessment Guide and insert/delete rows as required]*

Table 2 Assessment events and schedule

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

## Contact details

Table 3 Contact details

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