PART A – SkillsPoint Product Information

Master Product Information

**RTO Code:** **90003**

**Training Product Code:** **MEM30205**

**Release no.** **3**

**Training Product Name:** **Certificate III in Engineering - Mechanical Trade**

**Status of Training Product:** Current

**Release Date:** **16/03/2012**

**Category of Product:**  Nationally Recognised Qualification

Accredited Course

Skill Set

Statement of Attainment

Non Nationally Recognised

**SkillsPoint Details**

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**SkillsPoint Project Identifier: MRS\_18\_02\_MEM30205**

Master Delivery Information

**Specialist Stream or Industry Identified Stream contained in this TAS:**

**Machining CNC Specialisation Stream**

**Target Student Group Category:**  Pre-employment

Apprentices/Trainees

International Students

Existing Workers

Other (Please specify):

**Mode(s) of Delivery:**  Face to Face Learning

Workplace Training

Online Learning

Blended

Other:

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1. Training Product Overview

### 1.1 Training Product Requirements

**Link to Training Product on**[TGA](http://www.training.gov.au/)**:** **<https://training.gov.au/Training/Details/MEM30205>**

**Number of Core Units: 12**

**Number of Elective Units/Points:** **75 Points**

**Total Number of Units/Points: 34 Units**

**Packaging Rules:**

The minimum requirements for achievement of the Certificate III in Engineering - Mechanical Trade are:

Completion of all core units of competency listed below, and

Completion of Group A Mechanical Trade stream units to the value of at least 40 points, and

Completion of units from Group B Certificate III Trade specialisation units listed in Appendix 1, Volume 1 of the Training Package, to bring the total value to at least 73 points

Points associated with prerequisites count towards the total (refer to units and prerequisites listing in Appendix 2, Volume 1).

Appropriate Group B elective units to the value of 16 points may be chosen from other endorsed Training Packages and accredited courses where those units are available for inclusion at Certificate III. Note that the elective units listed below include all of the units that are approved for selection from the MEM Training Package for use in this qualification. This meets the NQC requirement that one sixth of the total units must be able to be selected from other qualifications in the same Training Package.

Registered Training Organisations must seek a determination from Manufacturing Skills Australia in respect of the allocation of points values for units of competency drawn from other Training Packages or accredited courses.

Only select units that would be suitable for Mechanical Trade occupational outcomes.

### 1.2 Licensing and/or Regulatory Requirements

There are no specific licences that relate to this qualification. However, some units in this qualification may relate to licensing or regulatory requirements. Where appropriate electives are taken these can also be used to satisfy regulations regarding refrigeration and air conditioning work. Local regulations should be checked for details.

### 1.3 Qualification Description

This qualification covers the skills and knowledge required to work as an Engineering Tradesperson - Mechanical within metal, engineering, manufacturing and associated industries or other industries where Engineering Tradesperson - Mechanical work. The qualification has been specifically developed for apprentices in the above trade. The qualification packaging has been developed on an assumption that competency will be developed through a combination of on and off-the-job learning strategies such as those delivered through a formal apprenticeship. The qualification may also be achieved through formal skills recognition assessment processes.

**Job roles/employment outcome**

The Certificate III in Engineering - Mechanical Trade specifies the competencies required for employment as an Engineering Tradesperson - Mechanical including the design, assembly, manufacture, installation, modification, testing, fault finding, commissioning, maintenance and service of all mechanical equipment, machinery, fluid power systems, stationary and mobile equipment, instruments, refrigeration, and the use of computer controlled machine tools.

Employment outcomes related to this qualification are found in a wide variety of manufacturing and engineering related sectors as well as Engineering Tradesperson - Mechanical roles in other industries.

**Application**

This qualification is designed to provide an industry recognised skills profile related to trade work as an Engineering Tradesperson - Mechanical. Skills development would be undertaken through an Australian Apprenticeship arrangement where the mix of on and off-the-job training would be specified in the Training Plan associated with the Contract of Training between the employer and apprentice.

Assessment of some units of competency must, where indicated, include evidence of the candidate's performance in a productive work environment where there is a sufficient range of appropriate tasks and materials to cover the scope of application of those units. All outcomes must reflect the standard of performance inherent in the job.

Occupational titles that this qualification is suitable for may vary and include mechanical tradesperson, fitter and turner, fitter and machinist, maintenance fitter, diesel fitter, plant mechanic, refrigeration mechanic and 1st class machinist.

### 1.4 Pathways

**Study Pathways**

The study pathways available to students who undertake this Specialist Stream or Industry Identified Stream include:

The study pathways available to learners who undertake this qualification include:

•MEM40105 Certificate IV in Engineering

•MEM50105 Diploma of Engineering – Advanced Trade

•MEM50212 Diploma of Engineering – Technical

•MEM60112 Advanced Diploma of Engineering

**Employment Pathways**

The employment pathways available to students who complete this Specialist Stream or Industry Identified Stream include:

**CNC Machinist**

### 1.5 Entry Requirements

The following **Training Package** entry requirements exist for this course:

**Pathways into the qualification**

There is no qualification entry requirement. It is assumed that the learner is engaged as an apprentice under a Training Contract and that the learner is receiving appropriate structured on-the-job training while undertaking this qualification.

This qualification may be accessed by direct entry. Credit may be granted towards this qualification by those who have completed MEM10105 Certificate I in Engineering, MEM10205 Certificate I in Boating Services, MEM20105 Certificate II in Engineering, MEM20205 Certificate II in Engineering - Production Technology or other relevant qualifications. Credit towards this qualification may also include units of competency contained within relevant skill sets and Statements of Attainment.

**Pathways from the qualification**

Further training pathways from this qualification include MEM40105 Certificate IV in Engineering and MEM50105 Diploma of Engineering - Advanced Trade or other relevant qualifications.

**Additional qualification advice**

An additional descriptor may be added to this qualification to illustrate a particular skills focus or trade discipline.

This could be achieved by adding a pathway descriptor or sentence below the formal title of the qualification. Note that no changes may be made to the qualification title and the use of one of these descriptors to a qualification does not change the qualification's formal title or unique national code.

There are no specific requirements associated with the use of these descriptors other than their use should reflect the nature of the choice of units of competency in the qualification and must be consistent with the work role of an Engineering Tradesperson - Mechanical.

Reference to other occupational or functional pathways consistent with the role of an Engineering Tradesperson - Mechanical may be included on any qualification statement that is issued.

Competitive Manufacturing qualifications are available for employees at this level who already possess trade and other technical skills and who require additional manufacturing practice skills above those available in this qualification.

Licensing considerations

There are no specific licences that relate to this qualification. However, some units in this qualification may relate to licensing or regulatory requirements. Where appropriate electives are taken these can also be used to satisfy regulations regarding refrigeration and air conditioning work. Local regulations should be checked for details.

### 1.6 Exit Points

Students can be awarded a Statement of Attainment for units successfully completed.

### 1.7 Units of Competency

Consistent with the qualification packaging rules, the units listed below will be delivered and assessed for this training product:

#### Core Units

Table 1 Core Units

| **No.** | **Unit Code and Unit Title** | **Unit Type and Additional Notes** |
| --- | --- | --- |
|  | MEM12023A Perform engineering measurements |  |
|  | MEM12024A Perform computations |  |
|  | MEM13014A Apply principles of occupational health and safety in the work environment |  |
|  | MEM14004A Plan to undertake a routine task |  |
|  | MEM14005A Plan a complete activity |  |
|  | MEM15002A Apply quality systems |  |
|  | MEM15024A Apply quality procedures |  |
|  | MEM16006A Organise and communicate information |  |
|  | MEM16007A Work with others in a manufacturing, engineering or related environment |  |
|  | MEM16008A Interact with computing technology |  |
|  | MEM17003A Assist in the provision of on the job training |  |
|  | MSAENV272B Participate in environmentally sustainable work practices |  |

#### Elective Units

Table 2 Elective Units

| **No.** | **Unit Code and Unit Title** | **Unit Type and Additional Notes** | **Packaging Rules**  *(Grouping, Hours and Points, where applicable)* |
| --- | --- | --- | --- |
| **1** | MEM05005B - Carry out mechanical cutting | ***MEM05 Prerequisites***  MEM12023A Perform engineering measurements  MEM18001C Use hand tools | Group A (2 points) |
| **2** | MEM07005C – Perform general machining | ***MEM05 Prerequisites***  MEM09002B Interpret technical drawing  MEM12023A Perform engineering measurements  MEM18001C Use hand tools | Group A (8 points) |
| **3** | MEM07006C – Perform lathe operations | ***MEM05 Prerequisites***  MEM07005C Perform general machining  MEM09002B Interpret technical drawing  MEM12023A Perform engineering measurements  MEM18001C Use hand tools | Group A (4 points) |
| **4** | MEM07007C – Perform milling operations | ***MEM05 Prerequisites***  MEM07005C Perform general machining  MEM09002B Interpret technical drawing  MEM12023A Perform engineering measurements  MEM18001C Use hand tools | Group A (4 points) |
| **5** | MEM07015B – Set computer controlled machines/processes | ***MEM05 Prerequisites***  MEM07024B Operate and monitor machine/process  MEM07028B Operate computer controlled machines/processes  MEM09002B Interpret technical drawing  MEM12023A Perform engineering measurements  MEM18001C Use hand tools  MEM07024B Operate and monitor machine/process | Group A (2 points) |
| **6** | MEM07016C – Set and edit computer controlled machines/processes | ***MEM05 Prerequisites***  MEM07015B Set computer controlled machines/processes  MEM07024B Operate and monitor machine/process  MEM07028B Operate computer controlled machines/processes  MEM09002B Interpret technical drawing  MEM12023A Perform engineering measurements  MEM18001C Use hand tools | Group A (4 points) |
| **7** | MEM07018C – Write basic NC/CNC programs | ***MEM05 Prerequisites***  MEM07015B Set computer controlled machines/processes  MEM07016C Set and edit computer controlled machines/processes  MEM07024B Operate and monitor machine/process  MEM07028B Operate computer controlled machines/processes  MEM09002B Interpret technical drawing  MEM12023A Perform engineering measurements  MEM18001C Use hand tools | Group A (4 points) |
| **8** | MEM07024B – Operate and monitor machine/process |  | Group A (4 points) |
| **9** | MEM07028B – Operate computer controlled machines/processes | ***MEM05 Prerequisites***  MEM07024B Operate and monitor machine/process | Group A (2 points) |
| **10** | MEM09002B – Interpret technical drawing |  | Group A (4 points) |
| **11** | MEM11011B – Undertake manual handling |  | Group B (2 points) |
| **12** | MEM12006C – Mark off/out (general engineering) |  | Group A (4 points) |
| **13** | MEM18001C – Use hand tools |  | Group A (2 points) |
| **14** | MEM18002B – Use power tools/hand held operations |  | Group A (2 points) |
| **15** | MEM18003C – Use tools for precision work | ***MEM05 Prerequisites***  MEM12023A Perform engineering measurements  MEM18001C Use hand tools  MEM18002B Use power tools/hand held operations | Group A (4 points) |
| **16** | MEM18006C – Repair and fit engineering components | ***MEM05 Prerequisites***  MEM09002B Interpret technical drawing  MEM12023A Perform engineering measurements  MEM18001C Use hand tools  MEM18002B Use power tools/hand held operations  MEM18003C Use tools for precision work  MEM18055B Dismantle, replace and assemble engineering components | Group A (6 points) |
| **17** | MEM18007B – Maintain and repair mechanical drives and mechanical transmission assemblies | ***MEM05 Prerequisites***  MEM09002B Interpret technical drawing  MEM12023A Perform engineering measurements  MEM18001C Use hand tools  MEM18002B Use power tools/hand held operations  MEM18003C Use tools for precision work  MEM18055B Dismantle, replace and assemble engineering components  MEM18006C Repair and fit engineering components  MEM18009B Perform levelling and alignment of machines and engineering components | Group A (4 points) |
| **18** | MEM18009B – Perform levelling and alignment of machines and engineering components | ***MEM05 Prerequisites***  MEM09002B Interpret technical drawing  MEM12023A Perform engineering measurements  MEM18001C Use hand tools  MEM18002B Use power tools/hand held operations  MEM18003C Use tools for precision work  MEM18055B Dismantle, replace and assemble engineering components  MEM18006C Repair and fit engineering components  MEM18009B Perform levelling and alignment of machines and engineering components | Group A (4 points) |
| **19** | MEM18011C – Shut down and isolate machines/equipment |  | Group A (2 points) |
| **20** | MEM18012B – Perform installation and removal of mechanical seals | ***MEM05 Prerequisites***  MEM09002B Interpret technical drawing  MEM12023A Perform engineering measurements  MEM18001C Use hand tools  MEM18002B Use power tools/hand held operations  MEM18003C Use tools for precision work  MEM18055B Dismantle, replace and assemble engineering components  MEM18006C Repair and fit engineering components | Group A (2 points) |
| **21** | MEM18013B – Perform gland packing | ***MEM05 Prerequisites***  MEM12023A Perform engineering measurements  MEM18001C Use hand tools | Group A (2 points) |
| **22** | MEM18055B – Dismantle, replace and assemble engineering components | ***MEM05 Prerequisites***  MEM09002B Interpret technical drawing  MEM12023A Perform engineering measurements  MEM18001C Use hand tools  MEM18002B Use power tools/hand held operations | Group A (3 points) |

### 1.8 Imported Units

Details of electives imported from another Training Package or accredited course.

Table 4 Imported Electives

| **No.** | **Unit Code** a**nd Unit Title** | **Release version #** | **Status** | **Release Date** | **SkillsPoint** |
| --- | --- | --- | --- | --- | --- |
| **1** | N/A |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |
| **5** |  |  |  |  |  |
| **6** |  |  |  |  |  |

2. Additional Information

### 2.1 Environment and Location

The **simulated** work environment will be achieved by:

Students may demonstrate skills and performance evidence requirements in a simulated environment at a TAFE campus that is reflective of industry standards and activities. The simulated work environment will provide students with access to industry standard machinery, tooling and associated machinery to gain a real-world experience that aligns with their job role.

**Work placement** will be achieved by:

**Detail: N/A**

**Eligibility for work placement: N/A**

**Total Work Placement Hours: N/A**

### 2.2 Language, Literacy and Numeracy

Based on the Australian Core Skills Framework ([ACSF](https://www.education.gov.au/download-acsf)), please indicate which performance levels students are expected to be at the commencement of the course for each of the core skills listed in the table below.

For assistance in determining the LLN level of performance please consult with your relevant Learning Support Services.

Table 4 Language, Literacy and Numeracy

| **Level of Performance** | **PL1A&B** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **Learning** |  |  |  |  |  |  |
| **Reading** |  |  |  |  |  |  |
| **Writing** |  |  |  |  |  |  |
| **Numeracy** |  |  |  |  |  |  |
| **Oral communication** |  |  |  |  |  |  |

### 2.3 Recognition Processes

#### Recognition of Prior Learning

Students are able to have their competency from prior learning and work experience recognised in this qualification through the following arrangements.

* Evidence of completing formal training
* Work experience: on the job experience and informal training
* Life experience: community group involvement, family activities, sports, hobbies, leisure activities, unpaid work, organising events, and/or travel.

Applications for RPL will be assessed on an individual basis and may be granted when a portfolio of evidence is assessed in accordance with TAFE NSW Recognition Policy and Procedures and the student is deemed competent for the unit/s of competency for which the application applies. Alternatively, the student may nominate to undertake a challenge assessment for the opportunity to demonstrate competency.

**Credit Transfer**

Students may also apply for credit transfer upon enrolment. The same or equivalent units of competency previously completed through an Australian RTO may be credited towards the new qualification they enrol into.

### 2.4 Educational and Support Services

TAFE NSW provides the following services to ensure a supported and successful learning environment for all students:

* Aboriginal and/or Torres Strait Islander Student Support and Services
* Accessibility and Disability Services
* Personal Counselling
* Vocational Counselling
* Learning Support
* International Student Support
* Scholarships
* Multicultural Support

Detailed current information on these Support Services are made available to staff and students at [TAFE NSW Student Services](http://www.tafensw.edu.au/support). Additionally every student is supported by a dedicated Student Services team at each campus location.

### 2.5 WHS Risk Ranking

Consult the WHS risk register for this course

This Training Product has the following WHS risk ranking High risk

Refer to the TAFE NSW Enterprise [Risk Management Policy](https://staff.tafensw.edu.au/documents/2017/11/enterprise-risk-management-policy.pdf/) for more details

### 2.6 Physical and Learning Resources

Specifically, the physical and learning resources listed below are required for the delivery and assessment of this Specialist Stream or Industry Identified Stream for this training product:

Table 5 Physical and Learning Resources

| Type | Resource Requirements |
| --- | --- |
| Facilities | Each TAFE NSW Regional centre will provide at least one delivery campus. Facilities will include a classroom with computers with relevant software installed for online learning/ CAD drawing capabilities, internet access, desks, chairs, white/chalk board and projector capabilities.  An Engineering Mechanical workshop for the delivery of practical activities and assessments, complete with all tools/equipment and machinery of industry standard.  TAFE Campus Library facilities including: computing lab equipped with relevant software for provision of online learning access, internet access. |
| Equipment | MEM05005B Guillotines, croppers, cold saws, band saws, automatic saws etc  MEM07005C callipers, steel rules, dividers and scribers, cutting tools and accessories measuring devices, lathes, mills, planers, shapers, radial arm drills, slotters, surface grinder  MEM07006C Centre lathes, high speed steel, tungsten carbide, ceramic graphite and other standard cutting tools, boring bars, drills, reamers, thread chasers, tapping heads, taps, manual and digital micrometers, vernier calipers, dial indicators, scribing blocks, three and four jaw chucks, centres, face plate, steadies, cross slide, tailstock  MEM07007C Vertical milling machines, horizontal milling machines, slab, gang, end, shell, slot, form, slitting cutters, dividing heads and rotary tables  MEM07015B This unit covers mounting work holding fixtures/devices/tools, conducting pre-start checks, setting numerical and computer controlled machines, instructing the operator and replacing worn or damaged tooling.  MEM07016 This unit covers setting work holding fixtures/devices/tools, setting tooling offsets, trialling the program, instructing the operator and replacing worn or damaged tooling.  MEM07018C This unit covers identifying computer controlled machine program elements, writing a basic program and operation sheet, and trialling the program. Machines which incorporate single spindles, single tools turrets, B axis angular, tool changers and component loaders of a pallet type, but not multiple spindles  MEM07024B Machines and processes used in pressing, punching, plastic moulding, extruding, bending, joining, rolling, forming, drawing, metal removal, pickling, cylinder filling, printing, painting etc.  MEM07028B A person who demonstrates competency in this unit must be able to operate computer controlled machine/processes. Competency in this unit cannot be claimed until all prerequisites have been satisfied.  MEM11011B Hand trolleys, wheelbarrows, motorised/hand pallet trucks (not sit on), scissor lifts, boom lifts, hand carts, dedicated production or process lifting equipment such as baskets, spreader bars, cradles or the like attached to lifting equipment.  MEM12006C Marking out tables, surface tables, rotary tables, dividing heads, vee blocks, cylinder squares, sine bars, vernier height gauges, protractors, straight edge and set squares, hammers, scribers, centre punch, marking medium.  MEM12023A Protractors, combination squares, set squares, dial indicators, thermometers, tapes, rules, micrometers, vernier-scaled measuring equipment.  MEM18001C Hacksaws, hammers, punches, screwdrivers, sockets, wrenches, scrapers, chisels, gouges, wood planes and files of all cross-sectional shapes and types  MEM18002B Electric or pneumatic/hydraulic drills, grinders, jigsaws, nibblers, cutting saws, sanders, planers, routers, pedestal drills and pedestal grinders, multigrips, vices, jigs and fixtures, clamps etc.  MEM18003C Engineering techniques, methods and procedures may include cutting out, drills, files, reamers, lapping equipment, broaching equipment, burnishing equipment, scrapers, polishing equipment, hand held grinders, chisels.  MEM18006C Mechanical transmission equipment, including drive shafts, couplings, crankshafts, camshafts and journals, bearings and bearing surfaces, various drive keys. Precision measurement equipment and testing equipment for squareness, roundness, concentricity, flatness, straightness, surface finish and angular correctness.  MEM18007B Mechanical drive/ transmissions including: Worm and worm wheel, line shafts, plumber blocks, pulleys, sprockets, belts, taper bush assemblies, roller chains, chain drives, mechanical and hydraulic couplings, compression couplings, disc type flexible couplings, spider type, chain couplings, universal joints, bevel gearing, rack and pinion gearing, dog toothed clutches, cone type clutches, expanding shoe type clutches, friction/plate type clutches, centrifugal clutches, toggle action linkages, magnetic clutches, sprag clutches, band type brakes and other associated drive components.  MEM18009B Precision levels, spirit levels, line levels, optical levels, electronic levels, laser levels, dial indicators, special type dial indicator fixtures, magnetic bases, feeler gauges, bench centres, vee blocks, plumb line, folding wedges, straight edges, shimpack materials, dumpy levels etc.  MEM18011C Shut down/isolation means and includes isolation of mechanical, electrical drives, pipework (pressure) rotating equipment etc. utilising electrical lock-off isolators, mechanical and power driven valves etc. in accordance with standard operating instructions.  MEM18012B Range of seals and mechanical seals include carbon, satellite, neoprene and other associated materials. Range of mechanical seal assemblies used across different sealing applications  MEM18055B Component parts found in equipment or product assemblies, sub-assemblies, e.g. couplings, universal joints, pumps etc. employing shafts, pre-manufactured bearings and seals, lubricants, fasteners, gaskets etc. Includes a range of hand and power tools, bearing pullers, special purpose dismantling and assembly tools etc. |
| Trainer and Assessor Qualifications and Industry Experience | Minimum qualification of Certificate III in Engineering Mechanical or equivalent.  Evidence of maintaining relevant and current industry professional development including ongoing exposure and development to maintain currency of industry skills.  TAE40110 - Certificate IV in Training and Assessment.  Evidence of maintaining Training and Assessment Qualifications and Professional Development,  Including ongoing development in current training and assessment practice. |
| Learning Resources | Each unit to have a set of comprehensive unit notes, class activities, practical task with relevant drawings and instructions, teaching and learning resources, assessments and RPL documents  Online teaching and learning and assessment capabilities. Software packages such as CAD Master, Microsoft Word, Excel are all available on classroom computers.  Access to library services including books, ebooks, industry journals and magazines, on-line data base specific to trade profile. Access to trade relevant multimedia learning materials. Access to policies and procedures, WHS legislation, regulations and codes of practice, Australian Standards, manufacturer instructions, industry legislation, forms and templates such as checklists, hazard reports, quality assurance, work plans etc |

### 2.7 Industry Engagement

Training and assessment practices must be relevant to the needs of industry and informed by industry engagement, this may also influence resources and staff currency. Details below are of the most current engagement activities undertaken for this training product.

Table 6 SkillsPoint Engagement

| No. | Industry/Organisation | Representative Name | Contact Details  (Email/Telephone) | Date of Consultation | How did this engagement influence one or more of the following?   * Qualification/ Course / Skill set selection * Elective selection and/or sequencing * Mode of study * Training Methods * Assessment Methods * Trainer and assessor requirements * Training and assessment resources and equipment * Contextualisation |
| --- | --- | --- | --- | --- | --- |
| **1** | Peak Body  Mechanical Trade Employers   * National electricity supplier * State based Engineering enterprise * Multinational engineering enterprise | MRS\_18\_04\_MEM30205\_IER\_02  MRS\_18\_04\_MEM30205\_IER\_01  MRS\_18\_04\_MEM30205\_IER\_03  MRS\_18\_04\_MEM30205\_IER\_04 | MRS\_18\_04\_MEM30205\_IER\_02  MRS\_18\_04\_MEM30205\_IER\_01  MRS\_18\_04\_MEM30205\_IER\_03  MRS\_18\_04\_MEM30205\_IER\_04 | 25/06/18  27/06/18  26/06/18  10/07/18 | The current mode of study was discussed with a range of stakeholders including the Peak Body, a major electricity supplier as well as state based and multinational engineering services enterprises.  **Feedback:**  All stakeholders supported the current delivery and sequencing which includes 1 day at TAFE NSW face to Face supplemented with some online (Blended).  **Action**  TAFE NSW will adopt a blended mode of delivery to provide flexibility without compromising practical hands on learning. |
| **2** | Peak Body  Mechanical Trade Employer   * National Multinational engineering enterprise | MRS\_18\_04\_MEM30205\_IER\_04  MRS\_18\_04\_MEM30205\_IER\_02 | MRS\_18\_04\_MEM30205\_IER\_04  MRS\_18\_04\_MEM30205\_IER\_02 | 25/06/2018  10/07/2018 | This employer provides the perspective of a multinational enterprise providing specialist engineering services.  **Feedback:**   * This stakeholder felt that apprentices require further skilling in CAD drawing and CNC machining. * The need for CNC was supported by the Peak body and the following two units were specifically recommended for inclusion. * MEM07015B Set computer controlled machines/processes * MEM07016C Set and edit computer controlled machines/process * This employer also confirmed that the facilities and equipment adequate for delivery.   **Action**   * TAFE NSW have proposed a ‘CNC Machinist’ stream that includes the following machining units. * MEM07015B Set computer controlled machines/processes * MEM07016C Set and edit computer controlled machines/process * MEM07018C Write basic NC/CNC programs * MEM07024B Operate and monitor machine/process * MEM07028B Operate computer controlled machine/process * There are no electives listed in the qualification that relate directly to CAD. * Although MEM16008A Interact with computing technology, a core unit does not specify CAD, TAFE NSW is considering the inclusion of CAD in the training for this unit. |
| **3** | Mechanical Trade Employer   * National electricity supplier | MRS\_18\_04\_MEM30205\_IER\_01 | MRS\_18\_04\_MEM30205\_IER\_01 | 27/06/18 | This stakeholder is one of Australia's major electricity generators with multiple power stations and gas turbines.  **Feedback:**  MEM07008D - Perform grinding operations is no longer relevant.  Would like to see MEM18004B - Maintain and overhaul mechanical equipment is currently used and they would like to see this in lieu of grinding unit.  **Action:**  MEM07008D - Perform grinding operations was removed as an elective.  After consideration, MEM18004B - Maintain and overhaul mechanical equipment was excluded from this specialisation. Inclusion of this unit would result in the inability to include other critical units due to limitations in the packaging rules. This unit will be considered for inclusion in the Certificate IV engineering qualifications.  **Feedback:**   * This stakeholder currently utilises a comprehensive portfolio of evidence for all apprentices undertaking training. * Confirmed TAFE NSW facilities and equipment adequate for delivery.   **Action**  TAFE NSW is considering the use of portfolios in training and assessment. |
| **4** | Mechanical Trade Employers   * State based Engineering enterprise   Peak Body | MRS\_18\_04\_MEM30205\_IER\_03  MRS\_18\_04\_MEM30205\_IER\_02 | MRS\_18\_04\_MEM30205\_IER\_03  MRS\_18\_04\_MEM30205\_IER\_02 | 26/06/18  25/06/18 | This stakeholder’s internationally accredited product portfolio includes pumps, instrumentation, composites, filtration and sealing devices and is complemented by their comprehensive range of engineering service solutions.  **Feedback:**   * There is value in including MEM18012B Perform installation and removal of mechanical seals. * MEM07021B - Perform complex lathe operations was considered too high for the nature of the work undertaken. This unit would be more appropriate for the Certificate IV qualifications. The Peak body suggested this unit should be limited to the machinist stream.   **Action:**   * MEM18012B Perform installation and removal of mechanical seals has been included in all streams. * MEM07021B - Perform complex lathe operations has been limited to the ‘Fitter Machinist’ specialisation to ensure cross sector employment mobility to maximise options in the event of loss of employment. This unit will be contextualised to ensure industry relevance. |
| **5** | Peak Body | MRS\_18\_04\_MEM30205\_IER\_02 | MRS\_18\_04\_MEM30205\_IER\_02 | 25/06/18 | This stakeholder is a peak employer organisation representing traditional, innovative and emerging industry sectors. Together with partner organisations they represent the interests of more than 60,000 businesses employing more than 1 million staff. Their members are small and large businesses in sectors including manufacturing, construction, engineering, transport & logistics, labour hire, mining services, the defence industry, civil airlines and ICT.  **Feedback:**  This stakeholder noted the lack of welding units in the mechanical trade and discussed the possibility of adding introductory welding units as common electives.  Would also like to see routine MIG and MMA and thermal cutting in common electives as there is an expectation that a fitter will undertake some basic welding.  **Action:**  TAFE NSW have proposed a ‘Fitter Welder’ stream that includes the following welding units.   * MEM05012C Perform routine manual metal arc welding * MEM05050B Perform routine gas metal arc welding   **Feedback:**  The following units are not common electives for Machining stream.   * MEM18003C Use tools for precision work * MEM18005B Perform fault diagnosis, installation and removal of bearings * MEM18007B Maintain and repair mechanical drives and mechanical transmission assemblies * MEM18012B Perform installation and removal of mechanical seals   **Action:**   * The original machining stream was divided into ‘Fitter Machinist’ and ‘CNC Machinist.’ * MEM18003C Use tools for precision work has been included in all streams as it is a prerequisite for multiple critical units. * The following units have been included to ensure cross sector employment mobility between specialisations to maximise options in the event of loss of employment. * MEM18005B Perform fault diagnosis, installation and removal of bearings * MEM18007B Maintain and repair mechanical drives and mechanical transmission assemblies * MEM18012B Perform installation and removal of mechanical seals |
| **6** | Mechanical Trade Employers   * State based Engineering enterprise | MRS\_18\_04\_MEM30205\_IER\_03 | MRS\_18\_04\_MEM30205\_IER\_03 | 26/06/18 | This stakeholder provides the perspective of a state based engineering apprentice employer.  **Feedback:**   * Support augmenting delivery with online resources. * Preference to have work based assessment for whole units, not part units. * Encourages the idea of supplementary evidence in the form of a log book. * Confirmed TAFE NSW facilities and equipment adequate for delivery.   **Action**   * TAFE NSW is considering adopting a blended mode of deliver that will include a combination of online and face to face delivery. * TAFE NSW will adopt a blended mode of delivery to provide flexibility to ensure practical hands on learning covers the full scope of the training required. Where possible training and assessment may be conducted on the job. * TAFE NSW is considering the use of log books as a supplementary form of evidence. |

3. Transition Arrangements

When there is a change to the Training Package that impacts on this TAS, the SkillsPoint will work with Standards and Compliance teams to complete a Transition Plan and notify all staff affected as soon as possible.

TAFE NSW complies with clauses 1.26 and 1.27 of the *Standards for RTOs 2015*. When there are major changes to the Training Package, the SkillsPoint will review the changes made and create a plan to transition to the new training package requirements and cater for completion arrangements for students where possible. The progress of the transition will be implemented by the Delivery, Implementation and Performance and Skills Teams and monitored by Standards and Compliance teams.

Transition arrangements must be completed within 12 months of changes being published on training.gov.au for superseded qualifications and two years for deleted training products.

Does this qualification require the completion of a Transition Plan  Yes  No

If yes, a completed Transition Plan is attached.

4. Structure, Delivery and Assessment

### 4.1 Volume of Learning

**Volume of Learning** includes all activities required to be undertaken by the typical student to achieve learning outcomes. It is comprised of the Amount of Training + the Amount of Assessment + Unstructured Learning.

**Amount of Training** takes into consideration the existing skills, knowledge and experience of students, the mode of delivery, availability of resources and the number of units. It is the **Structured Learning** – formal learning activities, which may consist of

• Lectures or tutorials, on-line tasks and forums

• Learning activities

• Structured workplace experience

• Workshop activities

• Structured prescribed reading

• Prescribed follow-up activities

**Unstructured Learning** may include private study, assignment preparation, work experience and research.

A justification must be included for any differences between the **AQF Volume of Learning indicator** and the total hours in each instance of course delivery. Factors that may reduce volume of learning can include the number of units packaged in the qualification, student having pre-existing knowledge and skills, mode of delivery and clustering of units. For further information see [Fact Sheet - Amount of Training](https://www.asqa.gov.au/news-publications/publications/fact-sheets/amount-training).

The **AQF Volume of Learning indicator** for this product is: Certificate III 1200-2400 hours

The **Total Amount of Training Hours** for this product is: 612

The **Total Amount of Assessment Hours** for this Product is: 108

The Total Estimated **Unstructured Learning Hours** for this product are: 1380

The **Total Volume of Learning** for this product is: 2196

### 4.2 Delivery Strategy

Details of the Volume of Learning for this training product are outlined below:

Table 7 Volume of Learning - Detail

**Outline of Delivery Strategy and Justification for variance in Volume of Learning from the AQF Indicator:**

| **No.** | **Delivery Mode** | **Types of Structured Learning** | **Structured Learning**  **Hours** | **Assessment Hours** | **Unstructured Learning Hours** | **Volume of Learning** |
| --- | --- | --- | --- | --- | --- | --- |
| **1** | **Blended Delivery** (including face to face and online classes) | Face-to-face or online lectures/ learning activities  Workshop/ practical tasks | 612hrs |  |  | Approx. 7.5hrs per week/32 weeks per year x 3 years  720 |
| Assessments  (15% of unit delivery hours) |  | 108hrs |
| **2** | **Self-directed** |  |  |  | Content review/Assessment preparation  1hrs per week/32 weeks per year x 3 years  96hrs | 96 |
| **3** | **Workplace learning** |  |  |  | 2hrs per day / 10hrs per week/46 weeks per year x 3 years  1380hrs | 1380 |
| **4** | **Total** |  | 612 | 108 | 1476 | **2196** |

**Outline of Delivery Strategy and Justification for variance in Volume of Learning from the AQF Indicator:**

**Student cohort**

Students enrolled in this qualification are apprentices employed full time seeking to gain skills and knowledge to become a qualified CNC Machinist after successful completion. Students will work in industry and study at the same time.

**Elective choice**

Based on consultation with industry and across TAFE NSW

**Delivery and Assessment**

Delivered over 3 years as per timeline in Table 8: Delivery and Assessment schedule.

Blended which includes:

• Face to face (synchronous) delivery supervised by a facilitator e.g. classes and tutorials. Also includes practical workshop learning activities. All learning activities completed by whole class, in small groups and individually at various points (if that’s the case)

• Online (asynchronous) delivery via Moodle and Learning Bank, this will include self-paced learning activities completed individually, recorded sessions, access to online resources to support learning.

• Workplace experience - unstructured on the job learning as part of their apprenticeship.

Assessment can include a variety of methods where students may need to gather evidence from their experience at work and / or evidence from their time in practical hands on workshop (TAFE NSW Campus Engineering workshop) and theory based assessments that could be completed without the access to a workplace or simulated workplace environment.

Delivery sites will work with their customers and HOSTs to determine best delivery pattern and capability. Assessors will gain employer confirmation of competence in accordance with Training Services NSW requirements for Apprentice training plans for final sign off of units of competence.

**Student Support:**

The apprentice and employer will receive a work plan outlining skills required at agreed timelines, and a learning and assessment plan which will be supported by the apprentice’s Training Plan.

Further support will be provided via fluid communication with teaching staff including ESOs and added sessions as appropriate. The aligned TAFE teacher will provide support as required in delivery and assessment to the context of each workplace.

### 4.3 Assessment

*Table 8* below provides a description of the sequencing of units throughout the program. It also outlines the delivery strategy, the mode (face to face, online, workplace, etc.), the hours of training and assessment required and the assessment methodology.

#### Assessment Method Legend

The assessment methods used for this training product are as follows:

**Sk Skills** (role play scenario, presentation, practical, observation)

**Kn Knowledge** (multiple choice, true or false, short answer questions)

**Pro Project** (report, research based project, journal, essay)

**CS Case study** (case study scenario, reflection)

**TLB Training Log Book**

**Prt Portfolio** (samples of work in a workplace environment)

**O Other** (add description)

#### Delivery and Assessment

Table 8 Delivery and Assessment Schedule

| **Sequence.** | **Unit Code and Unit Title** | **Cluster Group #**  **Or Stand Alone** | **Unit Delivery Mode** | **Training and Assessment Hours** | **Unit**  **Start and End dates** | **Assessment:**  **Methods and Weighting**  *(refer to legend)* | **Assessment: Due Dates** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | MEM13014A – Apply principles of occupational health and safety in the work environment | Cluster Group | Blended | 15 |  | Sk, Kn, 50/50 |  |
| **2** | MEM11011B – Undertake manual handling | Cluster Group | Blended | 10 |  | Sk, Kn, 50/50 |  |
| **3** | MEM16007A – Work with others in a manufacturing, engineering or related environment | Cluster Group | Blended | 10 |  | Sk, Kn, 50/50 |  |
| **4** | MEM09002B – Interpret technical drawing | Stand Alone | Blended | 25 |  | Sk, Kn, 50/50 |  |
| **5** | MEM18001C – Use hand tools | Stand Alone | Blended | 20 |  | Sk, Kn, 50/50 |  |
| **6** | MEM18002B – Use power tools/hand held operations | Stand Alone | Blended | 20 |  | Sk, Kn, 50/50 |  |
| **7** | MEM12023A – Perform engineering measurements | Stand Alone | Blended | 20 |  | Sk, Kn, 50/50 |  |
| **8** | MEM16006A – Organise and communicate information | Stand Alone | Blended | 10 |  | Sk, Kn, Prt 40/40/20 |  |
| **9** | MEM05005B – Carry out mechanical cutting  ***MEM05 Prerequisites***  MEM12023A Perform engineering measurements  MEM18001C Use hand tools | Stand Alone | Blended | 15 |  | Sk, Kn, 50/50 |  |
| **10** | MEM18003C – Use tools for precision work  ***MEM05 Prerequisites***  MEM12023A Perform engineering measurements  MEM18001C Use hand tools  MEM18002B Use power tools/hand held operations | Stand Alone | Blended | 20 |  | Sk, Kn, 50/50 |  |
| **11** | MEM07005C – Perform general machining  ***MEM05 Prerequisites***  MEM09002B Interpret technical drawing  MEM12023A Perform engineering measurements  MEM18001C Use hand tools | Stand Alone | Blended | 60 |  | Sk, Kn, 50/50 |  |
| **12** | MEM12024A – Perform computations | Stand Alone | Blended | 20 |  | Sk, Kn, 50/50 |  |
| **13** | MEM16008A – Interact with computing technology | Stand Alone | Blended | 15 |  | Sk, Kn, 50/50 |  |
| **14** | MEM07006C – Perform lathe operations  ***MEM05 Prerequisites***  MEM07005C Perform general machining  MEM09002B Interpret technical drawing  MEM12023A Perform engineering measurements  MEM18001C Use hand tools | Stand Alone | Blended | 40 |  | Sk, Kn, 50/50 |  |
| **15** | MEM07007C – Perform milling operations  ***MEM05 Prerequisites***  MEM07005C Perform general machining  MEM09002B Interpret technical drawing  MEM12023A Perform engineering measurements  MEM18001C Use hand tools | Stand Alone | Blended | 40 |  | Sk, Kn, 50/50 |  |
| **16** | MEM12006C – Mark off/out (general engineering) | Stand Alone | Blended | 20 |  | Sk, Kn, 50/50 |  |
| **17** | MEM15002A – Apply quality systems | Cluster Group | Blended | 10 |  | Sk, Kn, Prt 40/40/20 |  |
| **18** | MEM15024A – Apply quality procedures | Cluster Group | Blended | 10 |  | Sk, Kn, Prt 40/40/20 |  |
| **19** | MEM18011C – Shut down and isolate machines/equipment | Stand Alone | Blended | 10 |  | Sk, Kn, 50/50 |  |
| **20** | MEM18055B – Dismantle, replace and assemble engineering components  ***MEM05 Prerequisites***  MEM09002B Interpret technical drawing  MEM12023A Perform engineering measurements  MEM18001C Use hand tools  MEM18002B Use power tools/hand held operations | Stand Alone | Blended | 20 |  | Sk, Kn, 50/50 |  |
| **21** | MEM18006C – Repair and fit engineering components  ***MEM05 Prerequisites***  MEM09002B Interpret technical drawing  MEM12023A Perform engineering measurements  MEM18001C Use hand tools  MEM18002B Use power tools/hand held operations  MEM18003C Use tools for precision work  MEM18055B Dismantle, replace and assemble engineering components | Stand Alone | Blended | 40 |  | Sk, Kn, 50/50, |  |
| **22** | MSAENV272B – Participate in environmentally sustainable work practices | Stand Alone | Blended | 20 |  | Sk, Kn, Prt 40/40/20 |  |
| **23** | MEM14004A – Plan to undertake a routine task | Cluster Group | Blended | 10 |  | Sk, Kn, Prt 40/40/20 |  |
| **24** | MEM14005A – Plan a complete activity | Cluster Group | Blended | 10 |  | Sk, Kn, Prt 40/40/20 |  |
| **25** | MEM18007B – Maintain and repair mechanical drives and mechanical transmission assemblies  ***MEM05 Prerequisites***  MEM09002B Interpret technical drawing  MEM12023A Perform engineering measurements  MEM18001C Use hand tools  MEM18002B Use power tools/hand held operations  MEM18003C Use tools for precision work  MEM18055B Dismantle, replace and assemble engineering components  MEM18006C Repair and fit engineering components  MEM18009B Perform levelling and alignment of machines and engineering components | Stand Alone | Blended | 30 |  | Sk, Kn, 50/50 |  |
| **26** | MEM18013B – Perform gland packing  ***MEM05 Prerequisites***  MEM12023A Perform engineering measurements  MEM18001C Use hand tools | Stand Alone | Blended | 10 |  | Sk, Kn, 50/50 |  |
| **27** | MEM18012B – Perform installation and removal of mechanical seals  ***MEM05 Prerequisites***  MEM09002B Interpret technical drawing  MEM12023A Perform engineering measurements  MEM18001C Use hand tools  MEM18002B Use power tools/hand held operations  MEM18003C Use tools for precision work  MEM18055B Dismantle, replace and assemble engineering components  MEM18006C Repair and fit engineering components | Stand Alone | Blended | 20 |  | Sk, Kn, 50/50 |  |
| **28** | MEM18005B – Perform fault diagnosis, installation and removal of bearings  ***MEM05 Prerequisites***  MEM09002B Interpret technical drawing  MEM12023A Perform engineering measurements  MEM18001C Use hand tools  MEM18002B Use power tools/hand held operations  MEM18003C Use tools for precision work  MEM18055B Dismantle, replace and assemble engineering components  MEM18006C Repair and fit engineering components | Stand Alone | Blended | 25 |  | Sk, Kn, Prt 40/40/20 |  |
| **29** | MEM07024B - Operate and monitor machine/process | Stand Alone | Blended | 20 |  | Sk, Kn, 50/50 |  |
| **30** | MEM07028B - Operate computer controlled machine/process  ***MEM05 Prerequisites***  MEM07024B Operate and monitor machine/process | Stand Alone | Blended | 20 |  | Sk, Kn, 50/50 |  |
| **31** | MEM07015B - Set computer controlled machines/processes  ***MEM05 Prerequisites***  MEM07024B Operate and monitor machine/process  MEM07028B Operate computer controlled machines/processes  MEM09002B Interpret technical drawing  MEM12023A Perform engineering measurements  MEM18001C Use hand tools  MEM07024B Operate and monitor machine/process | Stand Alone | Blended | 20 |  | Sk, Kn, 50/50 |  |
| **32** | MEM07016C - Set and edit computer controlled machines/process  ***MEM05 Prerequisites***  MEM07015B Set computer controlled machines/processes  MEM07024B Operate and monitor machine/process  MEM07028B Operate computer controlled machines/processes  MEM09002B Interpret technical drawing  MEM12023A Perform engineering measurements  MEM18001C Use hand tools | Stand Alone | Blended | 20 |  | Sk, Kn, 50/50 |  |
| **33** | MEM07018C - Write basic NC/CNC programs  ***MEM05 Prerequisites***  MEM07015B Set computer controlled machines/processes  MEM07016C Set and edit computer controlled machines/processes  MEM07024B Operate and monitor machine/process  MEM07028B Operate computer controlled machines/processes  MEM09002B Interpret technical drawing  MEM12023A Perform engineering measurements  MEM18001C Use hand tools | Stand Alone | Blended | 20 |  | Sk, Kn, Sk, Kn, 50/50 |  |
| **34** | MEM17003A – Assist in the provision of on the job training | Stand Alone | Blended | 15 |  | Sk, Kn, Prt 40/40/20 |  |

**Note**: Training and Assessment hours is the total amount of structured learning hours (supervised and unsupervised)

5. Master TAS Approval

### Product Manager

Name:

Signature:

Date:

### Head of SkillsPoint

Name:

Signature:

Date:

### Senior Manager, Product Development Support

Name: <http://live.nei.tafensw.edu.au/DATA2/Site/Approvals/request.aspx?request_id=47>

Signature:

Date:

PART B – Delivery TAS Information

6. Delivery Details

### Delivery Location

Campus:

Region:

### Offering Owner

Name:

ebs Identifier:

### Mode/s of Delivery

Face to Face Learning

Workplace Training

Online Learning

Blended

Other:

### Details of Target Student Group

### Duration

Total Hours:

Total Weeks:

Start and End Date:

### 6.1 Entry Requirements

The following **local entry requirements** exist for this course:

### 6.2 Additional Student Support at Delivery Location

The following additional Student Support is available:

### 6.3 Contextualisation

Following from the Delivery Strategy outlined in Section 4 above, the following arrangements have been made to contextualise delivery of this Training Product to meet the needs of this student group:

7. Third Party Arrangements

Are any training and assessment components for this product delivered by a third party, and if so has the required written agreement been put in place?  Yes  No

If yes, please provide a summary of the third party arrangement:

Have the details of this arrangement been attached?  Yes  No

Have details of this arrangement been provided to TAFE NSW Governance, Legal and Risk?  Yes  No

Has ASQA been notified of this arrangement prior to any delivery commencing?  Yes  No

8. Staff Qualifications and Industry Experience

Insert link to detailed staff matrix.

Table 9 Staff Matrix

| **No** | **Units of Competency Delivering / Assessing**  (multiple units can be grouped together) | **Trainer/ Assessor Name** | **Trainer, Assessor or Both** | **Training and Assessment Qualifications**  **AND**  **Current evidence of ongoing development in training and assessment practice**  *(including correct title, name of provider and date)* | * **Vocational Qualifications** * **Licences** * **Professional development including ongoing exposure and development to maintain currency of industry skills**   *(including correct title, name of provider and date)* |
| --- | --- | --- | --- | --- | --- |
| *Delete this row after completing table* | *RII30915 - Certificate III in Civil Construction (Release 1)*  *RIIBEF201D*  *RIICOM201D*  *RIIOHS201D* | *Joe Bloggs* | Trainer only | * TAE40110 Certificate IV in Training and Assessment – ABC Training 23 November 2016. * VELG Assessment Practices Workshop 5 June 2018. * HTAN Training News Update Breakfast Meeting 26 March 2018. * ASQA Training Provider Briefing Session June 2018 | * BCC30107 - Certificate III in Civil Construction – XYZ Training 17 June 2008. * RII30913 - Certificate III in Civil Construction – Bendigo Kangan Institute – 03 June 2013 * CPCCOHS1001A - Work safely in the construction industry - XYZ Training 3 Sep 2009. * Construction Australia Expo, Brisbane, 11 March 2017 * Australian Building Codes Board Seminar, Canberra, 20 October 2017 * Civil Engineer operating own consultancy from 2005-current. |
| **1** |  |  | Choose an item. |  |  |
| **2** |  |  | Choose an item. |  |  |
| **3** |  |  | Choose an item. |  |  |
| **4** |  |  | Choose an item. |  |  |
| **5** |  |  | Choose an item. |  |  |
| **6** |  |  | Choose an item. |  |  |
| **7** |  |  | Choose an item. |  |  |
| **8** |  |  | Choose an item. |  |  |
| **9** |  |  | Choose an item. |  |  |
| **10** |  |  | Choose an item. |  |  |
| **11** |  |  | Choose an item. |  |  |
| **12** |  |  | Choose an item. |  |  |
| **13** |  |  | Choose an item. |  |  |
| **14** |  |  | Choose an item. |  |  |
| **15** |  |  | Choose an item. |  |  |
| **16** |  |  | Choose an item. |  |  |
| **17** |  |  | Choose an item. |  |  |

9. Additional Industry/Community Engagement

Training and assessment practices must be relevant to the needs of industry and communities and be informed by consultation, this may also influence resources and staff currency. Details below are of further engagement activities undertaken for this training product at a Regional/Local level.

Table 10 Additional Industry/Community Engagement

| **No** | **Industry/Organisation** | **Representative Name** | **Contact Details**  **(Email/Telephone)** | **Date of Consultation** | **How did this engagement influence one or more of the following?**   * Qualification/ Course / Skill set selection * Elective selection and/or sequencing * Mode of study * Training Methods * Assessment Methods * Trainer and assessor requirements * Training and assessment resources and equipment * Contextualisation |
| --- | --- | --- | --- | --- | --- |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |
| **5** |  |  |  |  |  |
| **6** |  |  |  |  |  |
| **7** |  |  |  |  |  |
| **8** |  |  |  |  |  |
| **9** |  |  |  |  |  |

10. Assessment Validation

Validation is the quality review of the assessment processes and judgements. Validation involves checking that the assessment tool/s produce/s valid, reliable, sufficient, current and authentic evidence that complies with the appropriate AQF level and the dimensions of competency to enable reasonable judgments to be made as to whether the requirements of the training package or VET accredited courses are met. It includes reviewing a statistically valid sample of the assessments and making recommendations for future improvements to the assessment tool, process and/or outcomes and acting upon such recommendations.

Clause 1.9 and 1.10 of the Standards for RTOs require that the RTO implements a plan for ongoing systematic validation of assessment practices and judgements; the plan needs to ensure that each training product is validated at least once every five years, with at least 50% of products validated within the first three years of each five year cycle.

### 10.1 Validation of assessment judgements

Details of the scheduled validation of judgements for the training product identified in this Training and Assessment Strategy are provided below:

Table 10 Validation of assessment judgements

| **Date of last validation of judgements** | **Codes and names of units validated** | **Number of judgements included in the sample for each unit** | **Have the actions arising from the validation been completed and signed off? If No, please outline below outstanding actions and when they are due for completion** | **Scheduled date of next validation of judgements** |
| --- | --- | --- | --- | --- |
| Click here to enter a date. |  |  | Yes No | Click here to enter a date. |

Location of validation record:

Details confirmed by:

Signature:

11. Delivery TAS Approval

The signatures below indicate that the Delivery Team meets the requirements of the Master Product outlined above. Any additional Contextualisation must be outlined in a Business Case and referred back to the SkillsPoint - details in Part A above.

### Delivery Location

Campus:

Region:

### Head of Delivery, Implementation and Performance

Name:

Signature:

Date:

### Head of Skills Team

Name:

Signature:

Date:

### Team Leader (or equivalent)

Name:

Signature:

Date: