PART A – SkillsPoint Product Information

Master Product Information

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

**Training Product Code:** **MEM30819**

**Release no.** **1**

**Training Product Name:** **Certificate III in Locksmithing**

**Status of Training Product:** Current

**Release Date:** **26/06/2019**

**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\_19\_20\_MEM30819**

Master Delivery Information

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

**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/MEM30819>**

**Number of Core Units:** **12**

**Number of Elective Units: 16**

**Total Number of Units: 28**

**Packaging Rules:**

To be awarded the MEM30819 Certificate III in Locksmithing units of competency to a value of 96 points must be achieved, chosen as outlined below:

core units of competency listed below (totalling 33 points)

elective units of competency to a minimum value of 40 points from Group A

Elective units of competency to a maximum value of 23 points from Group B to bring the total value to 96 points.

Appropriate Group B elective units to the value of 8 points may be chosen from this Training Package, other endorsed Training Packages and accredited courses where those units are available for inclusion at Certificate III. Only select units that would be suitable for occupational outcomes in a lock smithing trade environment.

Registered Training Organisations (RTOs) must seek a determination from the industry parties in respect of the allocation of points values for units of competency drawn from other Training Packages or accredited courses. Determination of points requests are to be submitted to the industry parties through Innovation and Business Skills Australia (IBSA) Manufacturing. Refer to the MEM Companion Volume Implementation Guide for information on determination of unit points values.

Prerequisites

Points associated with prerequisites count towards the total. Units with prerequisite requirements are marked with an asterisk (refer to the individual units for details). All prerequisites are included in the units listed.

### 

### 1.2 Licensing and/or Regulatory Requirements

No licensing, legislative or certification requirements apply to this qualification at the time of publication. However, in some jurisdictions units in this qualification may require a license or relate to regulatory requirements. Licensing and regulatory information is included in the relevant units of competence.

### 

### 1.3 Qualification Description

This qualification defines the skills and knowledge required of a locksmithing tradesperson within the locksmithing industry. 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.

The skills associated with this qualification are intended to apply to a wide range of locksmithing work, including undertaking the repair, manufacture and installation of locking and security systems in domestic, automotive and industrial applications.

This qualification is designed to provide an industry recognised skills profile related to trade work as a locksmithing tradesperson. Skills development should 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 functioning workplace 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.

No other descriptor can be used.

### 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:

MEM40119 Certificate IV in Engineering

MEM50119 Diploma of Engineering – Advanced Trade

**Employment Pathways**

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

Achievement of the MEM30819 Certificate III in Locksmithing will provide a set of competencies that collectively open pathways into employment and/or further study in the engineering/manufacturing industry

### 1.5 Entry Requirements

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

There are no entry requirements for this qualification.

### 1.6 Exit Points

A Statement of Attainment will be issued for any unit of competency successfully completed if the full qualification is not 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** |
| --- | --- | --- |
| **1** | MEM09002 – Interpret technical drawing | 4 points (this unit has a prerequisite)  MEM13015, MEM16006, MEM12023, MEM12024 |
| **2** | MEM11011 – Undertake manual handling | 2 points (this unit has a prerequisite)  MEM13015, MEM16006 |
| **3** | MEM12023 – Perform engineering measurements | 5 points (this unit has a prerequisite)  MEM13015, MEM16006 |
| **4** | MEM12024 – Perform computations | 3 points (this unit has a prerequisite)  MEM13015, MEM16006 |
| **5** | MEM13015 – Work safely and effectively in manufacturing and engineering | 2 points |
| **6** | MEM14006 – Plan work activities | 4 points (this unit has a prerequisite)  MEM13015, MEM16006 |
| **7** | MEM16006 – Organise and communicate information | 2 points (this unit has a prerequisite)  MEM13015 |
| **8** | MEM16008 – Interact with computing technology | 2 points (this unit has a prerequisite)  MEM13015, MEM16006 |
| **9** | MEM17003 – Assist in the provision of on-the-job training | 2 points (this unit has a prerequisite)  MEM13015, MEM16006 |
| **10** | MEM18001 – Use hand tools | 2 points (this unit has a prerequisite)  MEM11011, MEM13015, MEM16006 |
| **11** | MEM18002 – Use power tools/hand held operations | 2 points (this unit has a prerequisite)  MEM11011, MEM13015, MEM16006 |
| **12** | MSMENV272 – Participate in environmentally sustainable work practices | 3 points |

#### 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** | CPPSEC2021A – Install security equipment and systems |  | Group B (4 points) |
| **2** | CPPSEC3036 A– Program security equipment and system |  | Group B (2 points) |
| **3** | CPPSEC3041A – Maintain and service security equipment and system |  | Group B (4 points) |
| **4** | CPPSEC3047A – Provide estimate and quote on security system |  | Group B (4 points) |
| **5** | MEM20001 – Produce keys | ***MEM R2 Prerequisites:***  MEM13015 – Work safely and effectively in manufacturing and engineering  MEM16006 – Organise and communicate information  MEM18001 – Use hand tools | Group A (4 points) |
| **6** | MEM20002 – Assemble and test lock mechanisms | ***MEM R2 Prerequisites:***  MEM13015 – Work safely and effectively in manufacturing and engineering  MEM16006 – Organise and communicate information  MEM18001 – Use hand tools  MEM20001 – Produce keys | Group A (6 points) |
| **7** | MEM20003 – Install and upgrade locks and hardware | ***MEM R2 Prerequisites:***  MEM11011 – Undertake manual handling  MEM13015 – Work safely and effectively in manufacturing and engineering  MEM16006 – Organise and communicate information  MEM18001 – Use hand tools  MEM18002 – Use power tools/hand held operations | Group A (4 points) |
| **8** | MEM20004 – Gain entry | ***MEM R2 Prerequisites:***  MEM11011 – Undertake manual handling  MEM13015 – Work safely and effectively in manufacturing and engineering  MEM16006 – Organise and communicate information  MEM18001 – Use hand tools  MEM18002 – Use power tools/hand held operations  MEM20001 – Produce keys  MEM20002 – Assemble and test lock mechanisms  MEM20003 – Install and upgrade locks and hardware | Group A (4 points) |
| **9** | MEM20006 – Maintain and service mechanical locking devices | ***MEM R2 Prerequisites:***  MEM11011 – Undertake manual handling  MEM13015 – Work safely and effectively in manufacturing and engineering  MEM16006 – Organise and communicate information  MEM18001 – Use hand tools  MEM18002 – Use power tools/hand held operations | Group A (6 points) |
| **10** | MEM20007 – Plan and prepare a masterkey system | ***MEM R2 Prerequisites:***  MEM12024 – Perform computations  MEM13015 – Work safely and effectively in manufacturing and engineering  MEM16006 – Organise and communicate information  MEM18001 – Use hand tools  MEM20001 – Produce keys  MEM20002 – Assemble and test lock mechanisms | Group A (4 points) |
| **11** | MEM20009 – Gain entry and reinstate fire and security containers | ***MEM R2 Prerequisites:***  MEM11011 – Undertake manual handling  MEM13015 – Work safely and effectively in manufacturing and engineering  MEM16006 – Organise and communicate information  MEM18001 – Use hand tools  MEM18002 – Use power tools/hand held operations  MEM20001 – Produce keys  MEM20004 – Gain entry | Group A (4 points) |
| **12** | MEM20010 – Gain entry and reinstate automotive locking systems | ***MEM R2 Prerequisites:***  MEM13015 – Work safely and effectively in manufacturing and engineering  MEM16006 – Organise and communicate information  MEM18001 – Use hand tools  MEM20001 – Produce keys  MEM20002 – Assemble and test lock mechanisms  MEM20004 – Gain entry | Group A (4 points) |
| **13** | MEM20011 – Service and repair fire and security containers | ***MEM R2 Prerequisites:***  MEM11011 – Undertake manual handling  MEM13015 – Work safely and effectively in manufacturing and engineering  MEM16006 – Organise and communicate information  MEM18001 – Use hand tools  MEM18002 – Use power tools/hand held operations  MEM20001 – Produce keys  MEM20002 – Assemble and test lock mechanisms  MEM20006 – Maintain and service mechanical locking devices | Group A (6 points) |
| **14** | MEM20012 – Service and repair mechanical automotive locking systems | ***MEM R2 Prerequisites:***  MEM11011 – Undertake manual handling  MEM13015 – Work safely and effectively in manufacturing and engineering  MEM16006 – Organise and communicate information  MEM18001 – Use hand tools  MEM18002 – Use power tools/hand held operations  MEM20001 – Produce keys  MEM20002 – Assemble and test lock mechanisms  MEM20006 – Maintain and service mechanical locking devices | Group A (4 points) |
| **15** | MEM20013 – Service automotive transponder systems | ***MEM R2 Prerequisites:***  MEM13015 – Work safely and effectively in manufacturing and engineering  MEM16006 – Organise and communicate information  MEM18001 – Use hand tools  MEM20001 – Produce keys | Group A (2 points) |
| **16** | MEM20014 – Perform a site security survey | ***MEM R2 Prerequisites:***  MEM13015 – Work safely and effectively in manufacturing and engineering  MEM16006 – Organise and communicate information | Group A (2 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. Additional Information

### 2.1 Environment and Location

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

Students will demonstrate skills and performance evidence in a simulated locksmithing workshop environment at a TAFE campus that reflects industry standards and activities. The simulated work environment will provide students with access to industry standard machinery, tools, equipment and supported with the following:

\* Risk Assessments

\* Standard Operating Procedures

\* Safety Data Sheets

Additionally there is access to:

\*A range of Materials and Positions

\*A range of different conditions reflective of what would be found in Industry

\*Workplace procedures and plans

\*Product and manufacturing specifications

\*Relevant codes, standards, manuals and reference materials.

\*Documentation in relation to production, waste, overheads, hazard control/management

\*Reports from supervisors/managers

\*Case study/scenarios

The facilities at the TAFE NSW will provide students with adequate access to all tools and equipment with the following ratios as a *minimum* of:

**Equipment: Student**

\* Work benches and work stations 1:1

\* General hand /power/marking out tools and equipment 1:1

\* Drilling machines 1:2

**Work placement** will be achieved by:

**Detail: N/A**

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

**Total Work Placement Hours:**

### 

### 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 Medium 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.  A Locksmithing 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 | **MEM09002, MEM12024, MEM13015, MEM14006, MEM16008, MEM17003,**  access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications  MSMENV272 – Environmental regulations, guidelines and procedures, workplace incident reporting procedures and forms  **MEM11011**- Hand trolleys, wheelbarrows, motorised hand pallets trucks, hand carts, dedicated lifting equipment, baskets, spreader bars, cradles or attached lifting equipment, access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications  **MEM12023**- Protractors, combination squares, set squares, dial indicators, thermometers, tapes, rules, micrometres, vernier-scaled measuring equipment, access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications  **MEM16006**- Job instructions, specifications, standard operating procedures (SOPs),charts, lists, documents, computer data, drawings, sketches, tables, technical manuals and/or charts ,other applicable reference material, access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications  **MEM18001**- Hacksaws, hammers, punches, screwdrivers, sockets, wrenches, scrapers, chisels, gouges, wood planes and files of all cross-sectional shapes and types, hand held taps and dies, access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications  **MEM18002**- Electric or pneumatic/hydraulic drills, grinders, jigsaws, nibblers, cutting saws, sanders, planers, routers, pedestal drills and pedestal grinders, access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications  **CPPSEC2021A, CPPSEC3036A** - equipment and materials may include: access control systems, audible and visual warning devices, cameras and monitors, commercial and residential alarm systems, detection devices, electric and mechanical fire safety and fire locking systems, electronic locks and locking systems, electronic readers, electronic screen equipment, intercoms and control panels, security doors and door controls, specialised access control systems, cable testing equipment, communications equipment, consumable items, crimp tools, fixing tools, hand tools, IDS tools, ladder, multimeter, personal protection equipment, power tools, soldering iron ,templates, electrical components, fixings, saddles, conduit, loxins, girder-clips, wall plugs, hollow wall anchors, silicon, screws, parts and components, insulation tape, sealing compounds, solder, wire and cable  **CPPSEC3041A**, - equipment and materials may include: access control systems, audible and visual warning devices, cameras and monitors, commercial and residential alarm systems, detection devices, electric and mechanical fire safety and fire locking systems, electronic locks and locking systems, electronic readers  electronic screen equipment, intercoms and control panels, security doors and door controls  specialised access control systems cable testing equipment, communications equipment, computer and software, diagnostics and testing equipment eg multimeter, extension cords, fixing tools, generators, hand tools, installation tools, ladder, materials:, cable, fixings, grease, patch materials, screws, sealants, wiring, older, personal protection equipment, power tools, staple guns, torches and lighting.  **CPPSEC3047A**- equipment and materials may include: cherry picker, commercial and residential alarm systems, drill, electronic equipment (eg screen equipment, video cameras and monitors), ladder, scaffolding, specialist tools or equipment, sub-contract labour.  **MEM20001**- equipment and materials may include: Keys: inline pin tumbler, single and double sided wafer, 2 and 4 track, lever, pin, pipe, mortice, flat steel, double bitted, warded, pre-cut, rotating pin, rotating disc, axial pin (dimple)tubular, cruciform ,inline pin tumbler, single and double sided wafer2 and 4 track, lever: pin, pipe, mortice, flat steel, double bitt, edwards, pre-cut, rotating pin, rotating disc, axial pin (dimple)tubular, cruciform, manual and computerised code machines, milling machines, tubular machines and duplicating machines, crimpers, hand files and bridge support, measuring equipment, including standard gauges and vernier callipers, access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications  **MEM20002**- equipment and materials may include: pin and disc tumbler cylinders, wafer tumbler cylinders, lever and warded locks, rotating pin, rotating disc, axial, pin (tubular)radial pin (dimple)cruciform wafers, pins, discs, lever, springs, key blanks, barrels, cylinder housings, cams and screws, circlips and tails jigs, followers, tweezers, screwdrivers, circlip, pliers, files, wire wheel dedicated marking machine: stamp, engrave, hand stamps, stamping block, access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications  **MEM20003** - equipment and materials may include: hand tools, power tools and accessories, fixing tools, special-purpose equipment, lubricants, adhesives and sealants, cleaning materials, wire and cable, vacuum, drop sheet  door, window and frame materials, morticers, routers, jigs, cherry centre night hats, safety barriers, face shields, dust masks and respirators, goggles and safety glasses, earmuffs and ear plugs, high visibility vests/work wear, hard hats and head protection, gloves, knee pads, safety foot wear, warning signs and tapes, fire extinguisher, first aid kit cylinder night latches and deadlocks, ,lever and cylinder mortice locks, tubular deadbolts, key in knob and key in lever, tie bolts, combination sets, mechanical digital locks, drawer and cam locks, door protective plates, door control devices, exit devices, lockable bolts, door viewers, window locks, access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications  **MEM20004** - equipment and materials may include: in tumbler (4.5.6.7 pin)wafer tumbler – e.g. L + Fowarded, lock, lever, tumbler, mechanical digital, exposed wheel, combination, axial pin tumbler, radial pin tumbler, rotating pin tumbler, disc tumbler specialised files and impression tools, pick gun, hand tools relating to gaining access, picks, including :curved, rake and hooks, tension wrenches (turning)lever lock picks, tubular lock picks, custom tools, scope blank recognition, keys to code, keys to sample, use of key machines, use of computer code programs, use of book codes, access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications  **MEM20006** - equipment and materials may include: face shields, goggles and safety glasses, hearing protection, dust masks and respirators, high visibility vests or clothing, head protection, sun protection, hats and sun screen, gloves and knee pads, safety footwear, witches hats, warning signs and warning tapes, temporary safety barriers, fire extinguisher, first aid kit, night latches, deadlocks, lever and cylinder mortice locks, tubular deadbolts, key in knob, key in lever, tie bolts, exit devices, door control devices, lockable bolts, window locks, high security cylinders for commercial applications, exposed wheel combination locks, mechanical digital, Lockwood digital, tubular locks hand tools, fixing tools, strippers, router, file, drill and power saw, spirit level, soldering iron and welder, ladder and hoist, drop sheet, batteries, master key plans, personal protective equipment, communications equipment cleaning equipment solder, insulation tape wire and cables crews, springs, split pins and masonry fasteners, graphite powder and lock-ease oil, silicon, dry lube and grease, adhesives, paint, patch materials, electronic components, cleaning compounds, key blanks, access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications  **MEM20007**- equipment and materials may include: restricted, semi-restricted and non-restricted system numbers  manufacturer restricted and factory restricted, locksmith restricted/managed, association restricted  tiers, including:, keyed different (KD), keyed alike (KA), masterkey (MK), grand masterkey (GMK), great grand masterkey (GGMK), access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications  **MEM20009**- equipment and materials may include: face shields, goggles and safety glasses, hearing protection, dust masks and respirators, high visibility vests or clothing, head protection, sun protection, hats and sun screen, gloves and knee pads, safety footwear, witches hats, warning signs and warning tapes, temporary safety barriers, fire extinguisher, first aid kit, plate safes, slab safes, fire data cash and/or jewellery, under-floor, wall, free standing, bank safes and vaults hand and power tools and accessories specific to gaining entry: hardened drill bits, special-purpose equipment, borescope, flexi-light and fibre optical scope, automatic dialler (soft drill)listening devices and manipulation aids, magnetic or vacuum based drills and lever rigs, measuring equipment: vernier callipers, rules, squares, templates, gauges lubricants: machine oil, general purpose grease, graphite powder, lithium grease, adhesives and sealants, cleaning materials, wire and cables, security seals and replacement barrier materials, replacement parts key locks, keyless combination locks, electronic digital, electronic and mechanical time delay, access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications  **MEM20010**- equipment and materials may include: face shields, goggles and safety glasses, hearing protection, dust masks and respirators, high visibility vests or clothing, head protection, sun protection, hats and sun screen, gloves and knee pads, safety footwear, witches hats, warning signs and warning tapes, temporary safety barriers, fire extinguisher, first aid kit, hand and power tools specific to gaining entry power tools and accessories, diagnostic specialist equipment, fixing tools, special-purpose equipment, vacuum cleaner lubricants, adhesives and sealants, cleaning materials wire and cable, access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications  **MEM20011**- equipment and materials may include: face shields, goggles and safety glasses, hearing protection, dust masks and respirators, high visibility vests or clothing, head protection, sun protection, hats and sun screen, gloves and knee pads, safety footwear, witches hats, warning signs and warning tapes, temporary safety barriers, fire extinguisher, first aid kit, plate safes, slab safes, fire data cash and/or jewellery, under-floor, wall, free standing, bank safes and vaults key locks, keyless combination locks, electronic digital, electronic and mechanical time delay, access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications  **MEM20012**- equipment and materials may include: face shields, goggles and safety glasses, hearing protection, dust masks and respirators, high visibility vests or clothing, head protection, sun protection, hats and sun screen, gloves and knee pads, safety footwear, witches hats, warning signs and warning tapes, temporary safety barriers, fire extinguisher, first aid kit, air bags and other SRS equipment, steering locking devices, anti-theft devices in-line pin single and double sided wafer2 and 4 track tibbe (rotating disc)dimple, side bar, split wafer hand tools, power tools and accessories, security driver bits, fixing tools, special-purpose equipment, trim removal tools, fibre optic scope, soldering iron, vacuum cleaner, new and other mechanisms lubricants, adhesives and sealants, cleaning materials, wire and cable, insulation tape/shrink tube/electrical connectors, solder, electronic components, access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications  **MEM20013**- equipment and materials may include: face shields, goggles and safety glasses, hearing protection, dust masks and respirators, high visibility vests or clothing, head protection, sun protection, hats and sun screen, gloves and knee pads, safety footwear, witches hats, warning signs and warning tapes, temporary safety barriers, fire extinguisher, first aid kit, SRS electronic immobilisers, steering locking devices, anti-theft devices hand tools, specialist diagnostic equipment, encoding equipment, access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications  **MEM20014** - equipment and materials may include: detection devices, audible/visual warning devices, cameras, monitors and control equipment, control panels, intercoms, wireless equipment, car alarms, electronic readers, electronic recognition controls, locks and locking systems, grills, lighting, boom gates, turnstiles, bank pop-up screens, smoke detection devices, electric/mechanical fire safety and fire locking systems, power supplies, batteries, security doors and door controls, access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications  Additionally there is access to:  \*A range of Materials and Positions  \*A range of different conditions reflective of what would be found in Industry  \*Relevant codes, standards, manuals and reference materials.  \*Documentation in relation to production, waste, overheads, hazard control/management  \*Reports from supervisors/managers  \*Case study/scenarios |
| Trainer and Assessor Qualifications and Industry Experience | Minimum qualification of Certificate III in Locksmithing or equivalent.  Evidence of maintaining relevant and current industry professional development including ongoing exposure and development to maintain currency of industry skills.  As of 30 June 2019, trainers and assessors must hold:   * TAE40116 Certificate IV in Training and Assessment or its successor **or** * TAE40110 Certificate IV in Training and Assessment plus the following units:   + TAELLN411 (or its successor) or TAELLN401A, and   + TAEASS502 (or its successor) or TAEASS502A or TAEASS502B **or** * A diploma or higher level qualification in adult education.   Training and assessment is delivered only by persons who have:   * a) Vocational competencies at least to the level being delivered and assessed * b) Current industry skills directly relevant to the training and assessment being provided * c) Current knowledge and skills in vocational training and learning that informs their training and assessment. |
| 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 and 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 |

### 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** | Locksmithing Employers, Industry Associations, Skilled Service Organisation (IBSA) | Please refer to Industry Engagement Record(s):  MRS\_19\_20\_MEM30819\_IER\_01  MRS\_19\_20\_MEM30819\_IER\_02  MRS\_19\_20\_MEM30819\_IER\_03  MRS\_19\_20\_MEM30819\_IER\_04 | Please refer to Industry Engagement Record(s):  MRS\_19\_20\_MEM30819\_IER\_01  MRS\_19\_20\_MEM30819\_IER\_02  MRS\_19\_20\_MEM30819\_IER\_03  MRS\_19\_20\_MEM30819\_IER\_04 | 22.08.2019-21.02.2020 | **Industry Stakeholders**  Feedback was gathered from over 20 Locksmithing industry stakeholders, there was coverage of both large and small businesses including domestic and commercial service providers as well as security specialists. Stakeholders were spread across the state, although primarily focalised in metropolitan areas, regional areas such as Nelson bay, Central coast and Dubbo were also represented. Specific needs were identified by stakeholders through direct interview, surveys, written responses and descriptions in current job advertisements.  **Feedback**  Job advertisements indicated the MEM30819 Certificate III in Locksmithing trade qualification is completed through an apprenticeship pathway to work as a trade qualified Locksmith. It was also noted by the SSO, mentioned in several job descriptions and confirmed on review of the NSW Police website that a Class 2C Security Equipment Specialist licence is required to operate as a locksmith.  There were no specialist streams identified by stakeholders and there are no specialisations available in the packaging rules of the qualification.  **Action**  TAFE NSW has packaged a general MEM30819 Certificate III in Locksmithing qualification to provide industry with a pathway to becoming a trade qualified locksmith |
| **2** | Locksmithing Employers, Industry Association | Please refer to Industry Engagement Record(s):  MRS\_19\_20\_MEM30819\_IER\_01  MRS\_19\_20\_MEM30819\_IER\_02  MRS\_19\_20\_MEM30819\_IER\_04 | Please refer to Industry Engagement Record(s):  MRS\_19\_20\_MEM30819\_IER\_01  MRS\_19\_20\_MEM30819\_IER\_02  MRS\_19\_20\_MEM30819\_IER\_04 | 22.08.2019-21.02.2020 | **Industry Stakeholders**  Feedback was gathered from over 20 Locksmithing industry stakeholders, there was coverage of both large and small businesses including domestic and commercial service providers as well as security specialists. Stakeholders were spread across the state, although and primarily focalised in metropolitan areas, regional areas such as Nelsons bay, Central coast and Dubbo also provided feedback on the mode of study. It should be noted that there are only four delivery locations for the locksmithing trade nationally.  **Mode of study/ Training methods**  The current locksmithing apprentice training model comprises of either ‘day’ or ‘block’ release training. Essentially, apprentices may one day per week over 3 years within the TAFE NSW teaching year or for 4-day blocks evenly spaced over 3 years. Block release is suitable for apprentices travelling from regional areas. Another dimension of delivery is confirmation of competence in the workplace from the employer. This is captured by the TAFE NSW provisioned ‘My Profiling, application to capture workplace experience.  **Feedback**  In terms of apprentice training, 50% of industry supported, or are indifferent to the current model of predominately TAFE delivery, while the remaining 50% of employers preferred a blended mode of delivery. Of the promoters of a blended approach, the majority were located regionally or were a national employer. Employers generally supported the current locksmithing apprentice delivery model where apprentice TAFE training compliments workplace experience. This is due to the highly practical nature of the locksmithing trade which involves the development of tacit skills to accurately use tools and measuring equipment. From their perspective, the current model where apprentices undertake practical tasks in a guided learning environment is an optimal approach for this industry.    **Action**  TAFE NSW is considering adopting a blended mode of delivery that includes online learning in combination with face to face delivery either in a simulated work environment at a TAFE NSW campus or on site in the workplace.  TAFE NSW to ensure that any online material is easy to navigate and will not result in lost learning time.  TAFE NSW to ensure students receive credit transfers and recognition of prior learning (if existing) when they are enrolled in the MEM30819 Certificate III in Locksmithing.  TAFE NSW to consider the impact block release may have on apprentices and where possible consider local delivery. |
| **3** | Locksmithing Employers, Industry Association | Please refer to Industry Engagement Record(s):  MRS\_19\_20\_MEM30819\_IER\_01  MRS\_19\_20\_MEM30819\_IER\_02  MRS\_19\_20\_MEM30819\_IER\_04 | Please refer to Industry Engagement Record(s):  MRS\_19\_20\_MEM30819\_IER\_01  MRS\_19\_20\_MEM30819\_IER\_02  MRS\_19\_20\_MEM30819\_IER\_04 | 22.08.2019-21.02.2020 | **Assessment methods**  A range of locksmithing stakeholders from three regions indicated their preferred assessment methods.  **Feedback**  A range of assessment methods were identified by stakeholders including:  • Observations in a TAFE NSW simulated workplace  • Workplace evidence to support confirmation of competence by employers  • Assessment other than TAFE  • Recognition of Prior Learning  • Workplace assessment  Over 80% of locksmithing employers supported the current TAFE NSW assessment model for locksmithing where nearly all assessment is undertaken at TAFE. When asked whether they would prefer assessment options other than at TAFE, 20% supported non-TAFE assessments. One employer requested an ‘easy path of RPL for prior learning’. Employers also reported that the traditional profile of a young, male apprentice is changing with an increasing diversity in terms of both gender and age entering this industry. Employers reported that older workers encountered difficulties in engaging with digital assessment approaches and preferred current paper-based assessment.  **Feedback**  The Master Locksmiths Association of Australasia (MLAA) supported the inclusion of workplace assessment as a way of maintaining teacher currency through the observation of industry-based applications of skills thereby maintaining awareness of the latest approaches to workplace application of skill.  Additionally, MLAA also advocated the evaluation of apprentices’ workplaces to ascertain where particular skills are being firmly developed in the workplace. Extra TAFE NSW training in this area may be superfluous and could be assessed on the job thereby reducing the time that the apprentice is required at TAFE NSW  **Action**  TAFE NSW to consider using a combination of practical observations, project-based skills assessments, theory assignments and/or practical and theory exams as possible assessment methods after consideration of the assessment conditions of each unit. Where possible assessment may be conducted on the job.  In support of more diverse entrants into the locksmithing industry, TAFE NSW will be releasing recognition of prior learning assessment templates for this new qualification in compliance with ASQA Standards.  TAFE NSW is also exploring the possibility of workplace evidence capture (photos and/or videos) to inform assessment decisions. |
| **4** | Locksmithing Employers, Industry Association | Please refer to Industry Engagement Record(s):  MRS\_19\_20\_MEM30819\_IER\_01  MRS\_19\_20\_MEM30819\_IER\_02 | Please refer to Industry Engagement Record(s):  MRS\_19\_20\_MEM30819\_IER\_01  MRS\_19\_20\_MEM30819\_IER\_02 | 22.08.2019-21.02.2020 | **Industry Consultation**  A cross section of industries were consulted regarding equipment requirements at TAFE NSW to provide locksmithing training to apprentices. These business works with commercial, residential, electronic security systems as well as sliding and folding door hardware.  Further feedback was obtained from the Master Locksmiths Association of Australasia Limited (MLAA) which has been the peak body of the locksmithing industry in Australia and New Zealand.  **Equipment**  In terms of equipment, this stakeholder indicated that the locksmithing industry has undergone significant technology advances. Whilst still requiring mechanical and associated measuring skills to fit locks to doors and windows, there is also an industry need for locksmiths to have skills in access controls which incorporates skills in electronics. These are increasingly required by their clients in applications such as aged care to install automatic lighting systems. These skill requirements are also supported by several other locksmithing industries.  **Feedback**  Feedback from MLAA regarding equipment required by TAFE NSW stated that there is ‘no magic equipment that TAFE needs other then there needs to be a focus on having tools and equipment that develop electronics skills’**.**  **Action**  TAFE NSW has included the following units for inclusion in the MEM30819 Certificate III in Locksmithing. These units include coverage of access control and electronic systems as raised by industry stakeholders. It should be noted that there are no further access control units of competency available for inclusion in this qualification.  CPPSEC2021A Install security equipment and systems  CPPSEC3036A Program security equipment and system  CPPSEC3041A Maintain and service security equipment and system  CPPSEC3047A Provide estimate and quote on security system  Across these units, equipment may include:  electronic locks and locking systems  electronic readers  electronic screen equipment  electronic equipment (eg screen equipment, video cameras and monitors)  TAFE NSW to provide feedback to SSO regarding future inclusion access control units. |
| **5** | Locksmithing Employers, Industry Association | Please refer to Industry Engagement Record(s):  MRS\_19\_20\_MEM30819\_IER\_01  MRS\_19\_20\_MEM30819\_IER\_02 | Please refer to Industry Engagement Record(s):  MRS\_19\_20\_MEM30819\_IER\_01  MRS\_19\_20\_MEM30819\_IER\_02 | 22.08.2019-21.02.2020 | **Teacher currency**  Responses were obtained from a range of stakeholders regarding the currency of teachers training apprentices for the locksmithing industry. Included is feedback from the MLAA.  **Feedback**  Stakeholders communicated the need for locksmithing teachers to be trained in the new and emerging areas of this industry. According to stakeholders, locksmithing technologies are evolving in this industry at an ever-increasing rate. The main areas of technological change have been in the non-mechanical aspects of the trade predominately in electronics. This is balanced with the ongoing requirement for a thorough understanding of mechanical locks and systems. Feedback from employers stated that teacher currency in mechanical aspects of the locksmithing trades is strong. However, due to the rapid changes in technology, teachers need to continually maintain their currency in the electronic technologies of locking and access control.  Additional feedback included the teachers having the latest knowledge of safety standards used in industry to support apprentice training. Especially as apprentices undertake field work where many potential hazards may be present. Further feedback consisted of teachers being able to impart effective client-based communication skills to locksmithing apprentices.  **Action**  TAFE NSW to review MEM30819 trainers and assessors to ensure they have the vocational competencies to deliver technical units regarding non-mechanical locksmithing systems. This could be addressed via the provision of professional development opportunities for locksmithing teachers in the latest locksmithing technologies. This could be part of TAFE NSW procured equipment training. Other opportunities could include industry placement with enterprises working closely with electronic technologies.  TAFE NSW to ensure locksmithing teachers are aware of the latest work health and safety resources provided by SafeWork NSW to specifically support this area. |
| **6** | Locksmithing Employers, Industry Associations | Please refer to Industry Engagement Record(s):  MRS\_19\_20\_MEM30819\_IER\_01  MRS\_19\_20\_MEM30819\_IER\_02  MRS\_19\_20\_MEM30819\_IER\_03  MRS\_19\_20\_MEM30819\_IER\_04 | Please refer to Industry Engagement Record(s):  MRS\_19\_20\_MEM30819\_IER\_01  MRS\_19\_20\_MEM30819\_IER\_02  MRS\_19\_20\_MEM30819\_IER\_03  MRS\_19\_20\_MEM30819\_IER\_04 | 22.08.2019-21.02.2020 | **Elective selection**  Feedback gathered from a broad range of locksmithing industry stakeholders was used to identify electives that reflect the evolving technologies of this industry. To identify the most suitable competency units required by the locksmithing industry, stakeholders were questioned on the types of work that their business performs.  **Feedback**  There was unanimous support across all sectors and regions for the following units of competency as the skills described were considered common across the sector. Specific comments on content have been included under contextualisation. There is widespread consensus from employers and associations regarding the MEM30819 Certificate III in Locksmithing being out of date regarding the availability of units reflecting the electronic aspects of access control prevalent in today’s locksmithing industry. In contrast, the mechanical aspects of this trade are well covered by this qualification. Listed below are the proposed elective units envisaged for this qualification. The Master Locksmiths Association of Australia have provided feedback regarding the validity of including these units:  • MEM20001 - Produce keys – Is an essential skill of a locksmith and should be included  • MEM20002 - Assemble and test lock mechanisms-An important skill required by all locksmiths  • MEM20003 - Install and upgrade locks and hardware-This is a critical trade skill  • MEM20004 - Gain entry-standard skill  • MEM20006 - Maintain and service mechanical locking devices -fundamental skill set  • MEM20007 - Plan and prepare a masterkey system-This is a dying part of trade but critical for mechanical failsafe systems and is beneficial to have knowledge of masterkey systems. Also important for access control systems as it still needs skills sets and theory to apply to either a complete, or hybrid solutions for restricted access to buildings and rooms. Masterkey packages should suit needs to include assessment of each door for whether it needs access control or keying allowance incorporating a hierarchy of controls and levels of keys. It specifies skills to providing costings for either a full access control or hybrid system based on a clients’ budget. Additionally, this unit supports effective judgement of what is a security risk and knowledge of who accesses rooms. Overall, completion of this unit will support the candidates’ consideration of the best access solution that would meet the clients’ needs. One approach could include a portfolio of evidence.  • MEM20009 - Gain entry and reinstate fire and security containers- well-rounded locksmith would have these skills apprentices need this and it does not necessarily require mechanical or electronic skills.  • MEM20010 - Gain entry and reinstate automotive locking systems- Definitely in this day and age, apprentices need to be able to reinstate an existing system which is important to complete a job both in terms of electronic and mechanical key access  • CPPSEC2021A - Install security equipment and systems – Essential skill for locksmiths due to diversification of access technology. Majority of respondents requested additional units in security electronics  • CPPSEC3036A - Program security equipment and system- Essential skill for locksmiths due to diversification of access technology. Majority of respondents requested additional units in security electronics  • CPPSEC3041A - Maintain and service security equipment and system- Essential skill for locksmiths due to diversification of access technology. Majority of respondents requested additional units in security electronics  • CPPSEC3047A - Provide estimate and quote on security system- Essential skill for locksmiths due to diversification of access technology. Majority of respondents requested additional units in security electronics  It should be noted that all CPP units listed above have different legislative requirements in each state. TAFE NSW needs to ensure that state requirements are matched to unit outcomes.  Most respondents requested the inclusion of units covering the use of lathes, milling machines, and other engineering machines.  Most employers requested the inclusion of welding units.  **Action**  The above units have been included in an industry focused MEM30819 Certificate III in Locksmithing qualification as these have cross sector utility and will increase the employment mobility of locksmithing tradespeople to maximise options in the event of loss of employment.  TAFE NSW to ensure that apprentices from NSW and other states meet respective state requirements regarding the CPP units’ |
| **7** | Locksmithing Employers, Industry Association | Please refer to Industry Engagement Record(s):  MRS\_19\_20\_MEM30819\_IER\_01  MRS\_19\_20\_MEM30819\_IER\_02 | Please refer to Industry Engagement Record(s):  MRS\_19\_20\_MEM30819\_IER\_01  MRS\_19\_20\_MEM30819\_IER\_02 | 22.08.2019-21.02.2020 | **Contextualisation**  Some stakeholders provided specific feedback on the content of many units from their specific industry perspective  Feedback on unit content:  • MEM13015 - Work safely and effectively in manufacturing and engineering  -Inclusion of Safe Work Method Statements (SWMS) and Job Safety Analysis (JSA).  • MEM18002 - Use power tools/hand held operations  -Coverage of both cordless and corded power tools to reflect workshop and ‘in the field’ environments  -Understanding of risks involved in specific working environments. For example, grinding a lock mechanism where there are risks involving flammable liquids.  • MEM20001 - Produce keys  -Coverage of the latest key mechanical key technologies  • MEM20002 - Assemble and test lock mechanisms  -Learning environment to cover both workshop and ‘in the field’ working environments with a focus on ‘situational awareness’ each work task.  • MEM20007 - Plan and prepare a masterkey system.  -As per the assessment requirements for this unit, feedback from industry has stated that locksmiths need to be able to meet client needs based on both their work requirements and available budget. This may comprise of a ‘hybrid’ system that incorporates both mechanical and electronic access systems with electronic controls being more expensive. As stated in the performance evidence, the candidate is required to discuss and review customer requirements.  **Action**  TAFE NSW will consider contextualising the above units to include these suggestions where possible. |

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: 650

The **Total Amount of Assessment Hours** for this Product is: 70

The Total Estimated **Unstructured Learning Hours** for this product are: 1668

The **Total Volume of Learning** for this product is: 2388

### 4.2 Delivery Strategy

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

Table 7 Volume of Learning - Detail

| **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 | 650 hours |  |  | 650 hours |
| **2** | **Assessments** | Knowledge and skills |  | 70 hours |  | 70 hours |
| **3** | **Self-directed** | Content review  Assessment preparation 2 hours per week for 48 weeks over 3 years |  |  | 288 Hours | 288 Hours |
| **4** | **Workplace learning**  **On the job training** | 10 hours per week for 46 weeks over 3 years |  |  | 1380 | 1380 hours |
| **5** | **Total** |  | **650** | **70** | **1668** | **2388 hours** |

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

**Student cohort**

Students enrolled in this qualification are generally workers employed in the Locksmithing trade

**Elective choice**

Based on consultation with industry and across TAFE NSW. Electives have been selected to provide students with the skills and knowledge that will enable them to perform general Locksmithing tasks. These skills can be applied across a broad range of domestic and industrial applications

**Delivery and Assessment**

Delivered is over three (3) years. Delivery is as follows:

**Block release:** 8 block per year = 30 hours per week @ 4 x 7.5 hours days = 240 hours

240 hours x 3 = 720 hours

Two units of competency MEM18001 and MEM18002 are clustered for the delivery of the skills assessment where they have common performance criteria and align to the application of skills and knowledge in the workplace. This is outlined in the delivery and assessment schedule below.

Many units of competency in this Training Product have pre-requisite units. These units have been considered in the sequenced delivery strategy. The pre requisite units may be delivered in conjunction with other units, though they will be required to be assessed prior to assessing the unit of competency they are a pre requisite for.

**Volume of Learning:**

The total Volume of Learning for this training product is 2388 hours, comprised of 650 hours of structured learning in a face to face delivery mode, 70 hours of assessment and 1668 hours of unstructured learning. Students will participate in training and assessment that will encompass structured practical tasks and activities within the TAFE simulated engineering workshop. NCVER nominal hours for the units contained within this qualification further justify the supervised hours for this training and assessment strategy.

**Delivery 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.

Online/blended: Completing online activities supported by facilitator face to face tutorials

Self-directed - review of structured activities and preparation for assessment is recommended for students enrolled in this course. It is reasonably expected that students would undertake self-directed learning activities and assessment preparation for 2 hours per week for 48 weeks a year over the 3 years.

Assessment includes both knowledge and skills assessment tasks. All assessment activities will be conducted in the simulated workplace environment at TAFE that fully replicates a locksmithing workshop environment.

Skills assessments will include direct observation of tasks in the simulated engineering workshop and will use all the required tools, materials, equipment and follow standard work practices and safety requirements.

Knowledge assessment will include access to TAFE classroom, computers, assessment tasks and supporting materials required to complete assessment.

Assessment will include evidence from their time in practical hands on workshop (TAFE NSW Campus locksmithing workshop) This meets the requirement for this Training Product to ideally include evidence of the candidate's performance in a productive live work environment.

**Student Support:**

The student will receive a work plan outlining skills required at agreed timelines.

Support is also provided via fluid communication with teaching staff including ESOs and added sessions as appropriate. The aligned TAFE trainer/assessor will provide support in delivery and assessment of this qualification as required.

### 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** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Stage 1** | | | | | | | |
| **1** | MEM13015 – Work safely and effectively in manufacturing and engineering | Stand Alone | Blended | **T = 47**  **A = 3** |  | Knowledge 50%  Skills 50% |  |
| **2** | MEM16006 – Organise and communicate information  ***MEM R2 Prerequisites:***  MEM13015 Work safely and effectively in manufacturing and engineering | Stand Alone | Blended | **T = 9**  **A = 1** |  | Knowledge 50%  Skills 50% |  |
| **3** | MEM11011 Undertake manual handling  ***MEM R2 Prerequisites:***  MEM13015 Work safely and effectively in manufacturing and engineering  MEM16006 Organise and communicate information | Stand Alone | Blended | **T = 8**  **A = 2** |  | Knowledge 50%  Skills 50% |  |
| **4** | MEM09002 – Interpret technical drawing  ***MEM R2 Prerequisites:***  *MEM12023 – Perform engineering measurements*  MEM12024 – Perform computations  MEM13015 Work safely and effectively in manufacturing and engineering  MEM16006 Organise and communicate information | Stand Alone | Blended | **T = 27.5**  **A = 2.5** |  | Knowledge 50%  Skills 50% |  |
| **5** | MEM18001 – Use hand tools  ***MEM R2 Prerequisites:***  MEM11011 Undertake manual handling  MEM13015 Work safely and effectively in manufacturing and engineering  MEM16006 Organise and communicate information | Clustered Skills Assessment | Blended | **T = 17**  **A = 3** |  | Knowledge 50%  Skills 50% |  |
| **6** | MEM18002 Use power tools/hand held operations  ***MEM R2 Prerequisites:***  MEM11011 Undertake manual handling  MEM13015 Work safely and effectively in manufacturing and engineering  MEM16006 Organise and communicate information | Clustered Skills Assessment | Blended | **T = 17**  **A = 3** |  | Knowledge 50%  Skills 50% |  |
| **7** | MEM12023 – Perform engineering measurements  ***MEM R2 Prerequisites:***  MEM13015 Work safely and effectively in manufacturing and engineering  MEM16006 Organise and communicate information | Stand Alone | Blended | **T = 17.5**  **A = 2.5** |  | Knowledge 50%  Skills 50% |  |
| **8** | MEM12024 – Perform computations  ***MEM R2 Prerequisites***  MEM13015 Work safely and effectively in manufacturing and engineering  MEM16006 Organise and communicate information | Stand Alone | Blended | **T = 18**  **A = 2** |  | Knowledge 50%  Skills 50% |  |
| **9** | MEM20001 – Produce keys  ***MEM R2 Prerequisites:***  MEM13015 – Work safely and effectively in manufacturing and engineering  MEM16006 – Organise and communicate information  MEM18001 – Use hand tools | Stand Alone | Blended | **T = 57**  **A = 3** |  | Knowledge 50%  Skills 50% |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Stage 2** | | | | | | | |
| **10** | MEM20002 – Assemble and test lock mechanisms  ***MEM R2 Prerequisites:***  MEM13015 – Work safely and effectively in manufacturing and engineering  MEM16006 – Organise and communicate information  MEM18001 – Use hand tools  MEM20001 – Produce keys | Stand Alone | Blended | **T = 22**  **A = 3** |  | Knowledge 50%  Skills 50% |  |
| **11** | MEM20006 – Maintain and service mechanical locking devices  ***MEM R2 Prerequisites:***  MEM11011 – Undertake manual handling  MEM13015 – Work safely and effectively in manufacturing and engineering  MEM16006 – Organise and communicate information  MEM18001 – Use hand tools  MEM18002 – Use power tools/hand held operations | Stand Alone | Blended | **T = 22**  **A = 3** |  | Knowledge 50%  Skills 50% |  |
| **12** | MEM14006 – Plan work activities  ***MEM R2 Prerequisites***  MEM13015 Work safely and effectively in manufacturing and engineering  MEM16006 Organise and communicate information | Stand Alone | Blended | **T = 8**  **A = 2** |  | Knowledge 50%  Skills 50% |  |
| **13** | MEM16008 – Interact with computing technology  ***MEM R2 Prerequisites***  MEM13015 Work safely and effectively in manufacturing and engineering  MEM16006 Organise and communicate information | Stand Alone | Blended | **T = 13**  **A = 2** |  | Knowledge 50%  Skills 50% |  |
| **14** | MEM20003 – Install and upgrade locks and hardware  ***MEM R2 Prerequisites:***  MEM11011 – Undertake manual handling  MEM13015 – Work safely and effectively in manufacturing and engineering  MEM16006 – Organise and communicate information  MEM18001 – Use hand tools  MEM18002 – Use power tools/hand held operations | Stand Alone | Blended | **T = 27**  **A = 3** |  | Knowledge 50%  Skills 50% |  |
| **15** | MEM20004 – Gain entry  ***MEM R2 Prerequisites:***  MEM11011 – Undertake manual handling  MEM13015 – Work safely and effectively in manufacturing and engineering  MEM16006 – Organise and communicate information  MEM18001 – Use hand tools  MEM18002 – Use power tools/hand held operations  MEM20001 – Produce keys  MEM20002 – Assemble and test lock mechanisms  MEM20003 – Install and upgrade locks and hardware | Stand Alone | Blended | **T = 22**  **A = 3** |  | Knowledge 50%  Skills 50% |  |
| **16** | MEM20007 – Plan and prepare a masterkey system  ***MEM R2 Prerequisites:***  MEM12024 – Perform computations  MEM13015 – Work safely and effectively in manufacturing and engineering  MEM16006 – Organise and communicate information  MEM18001 – Use hand tools  MEM20001 – Produce keys  MEM20002 – Assemble and test lock mechanisms | Stand Alone | Blended | **T = 22**  **A = 3** |  | Knowledge 50%  Skills 50% |  |
| **17** | MEM20010 – Gain entry and reinstate automotive locking systems  ***MEM R2 Prerequisites:***  MEM13015 – Work safely and effectively in manufacturing and engineering  MEM16006 – Organise and communicate information  MEM18001 – Use hand tools  MEM20001 – Produce keys  MEM20002 – Assemble and test lock mechanisms  MEM20004 – Gain entry | Stand Alone | Blended | **T = 27**  **A = 3** |  | Knowledge 50%  Skills 50% |  |
| **18** | MEM20012 – Service and repair mechanical automotive locking systems  ***MEM R2 Prerequisites:***  MEM11011 – Undertake manual handling  MEM13015 – Work safely and effectively in manufacturing and engineering  MEM16006 – Organise and communicate information  MEM18001 – Use hand tools  MEM18002 – Use power tools/hand held operations  MEM20001 – Produce keys  MEM20002 – Assemble and test lock mechanisms  MEM20006 – Maintain and service mechanical locking devices | Stand Alone | Blended | **T = 27**  **A = 3** |  | Knowledge 50%  Skills 50% |  |
| **19** | MEM20013 – Service automotive transponder systems  ***MEM R2 Prerequisites:***  MEM13015 – Work safely and effectively in manufacturing and engineering  MEM16006 – Organise and communicate information  MEM18001 – Use hand tools  MEM20001 – Produce keys | Stand Alone | Blended | **T = 23**  **A = 2** |  | Knowledge 50%  Skills 50% |  |
| **Stage 3** | | | | | | | |
| **20** | MEM20014 – Perform a site security survey  ***MEM R2 Prerequisites:***  MEM13015 – Work safely and effectively in manufacturing and engineering  MEM16006 – Organise and communicate information | Stand Alone | Blended | **T = 42**  **A = 3** |  | Knowledge 50%  Skills 50% |  |
| **21** | MSMENV272 – Participate in environmentally sustainable work practices | Stand Alone | Blended | **T = 19**  **A = 1** |  | Knowledge 50%  Skills 50% |  |
| **22** | MEM20009 – Gain entry and reinstate fire and security containers  ***MEM R2 Prerequisites:***  MEM11011 – Undertake manual handling  MEM13015 – Work safely and effectively in manufacturing and engineering  MEM16006 – Organise and communicate information  MEM18001 – Use hand tools  MEM18002 – Use power tools/hand held operations  MEM20001 – Produce keys  MEM20004 – Gain entry | Stand Alone | Blended | **T = 37**  **A = 3** |  | Knowledge 50%  Skills 50% |  |
| **23** | MEM20011 – Service and repair fire and security containers  ***MEM R2 Prerequisites:***  MEM11011 – Undertake manual handling  MEM13015 – Work safely and effectively in manufacturing and engineering  MEM16006 – Organise and communicate information  MEM18001 – Use hand tools  MEM18002 – Use power tools/hand held operations  MEM20001 – Produce keys  MEM20002 – Assemble and test lock mechanisms  MEM20006 – Maintain and service mechanical locking devices | Stand Alone | Blended | **T = 37**  **A = 3** |  | Knowledge 50%  Skills 50% |  |
| **24** | CPPSEC2021A – Install security equipment and systems | Stand Alone | Blended | **T = 18**  **A = 2** |  | Knowledge 50%  Skills 50% |  |
| **25** | CPPSEC3036A– Program security equipment and system | Stand Alone | Blended | **T = 18**  **A = 2** |  | Knowledge 50%  Skills 50% |  |
| **26** | CPPSEC3041A– Maintain and service security equipment and system | Stand Alone | Blended | **T = 18**  **A = 2** |  | Knowledge 50%  Skills 50%, |  |
| **27** | CPPSEC3047A– Provide estimate and quote on security system | Stand Alone | Blended | **T = 18**  **A = 2** |  | Knowledge 50%  Skills 50%, |  |
| **28** | MEM17003 – Assist in the provision of on-the-job training  ***MEM R2 Prerequisites***  MEM13015 Work safely and effectively in manufacturing and engineering  MEM16006 Organise and communicate information  MEM13015 Work safely and effectively in manufacturing and engineering  MEM16006 Organise and communicate information | Stand Alone |  | **T = 12**  **A = 3** |  | Knowledge 50%  Skills 50% |  |

5. Master TAS Approval

**Product Manager**

Name: **dwilliams75 (Dean.Williams@tafensw.edu.au)**

Signature: Approval was given electronically in LAMS (see request 6797):

<https://live.nei.tafensw.edu.au/DATA2/Site/Approvals/step2.aspx?request_id=6797>

Date: 27/02/2020, 09:07 AM

**Head of SkillsPoint**

Name: pfarrow5 (Paul.Farrow3@tafensw.edu.au)

Signature: Approval was given electronically in LAMS (see request 6797):

<https://live.nei.tafensw.edu.au/DATA2/Site/Approvals/step2.aspx?request_id=6797>

Date: 27/02/2020, 10:00 AM

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:

**Team Leader (or equivalent)**

Name:

Signature:

Date:

**Head of Skills Team**

Name:

Signature:

Date:

**Head of Delivery, Implementation and Performance**

Name:

Signature:

Date: