

**MEM05 Metal and Engineering
Training Package v4**

**MEM30805
Certificate III in
Locksmithing
RPL/Credit Forms**

Student Name:

Student No:

Recognition Application

Ultimo Version 1.0

**TRAINING AND EDUCATION SUPPORT
INDUSTRY SKILLS UNIT
MEADOWBANK**



Product Code: 5481

Acknowledgments

TAFE NSW Training and Education Support Industry Skills Unit, Meadowbank would like to acknowledge the support and assistance of the following people in the production of the TAFE NSW MEM30805 Certificate III in Locksmithing Recognition Tool.

Writer

Gordon McLean

Reviewer

Jim Miles

Project Manager

Stephen Davies
Education Program Manager
TAFE NSW Training and Education Support
Industry Skills Unit, Meadowbank

Further acknowledgements

The following materials have been used as research for this resource:

- MEM05 Metal and Engineering v4 Training Package
- MSA Website www.mskills.com.au
- TAFENSW Corporate Systems
- <http://training.gov.au> (formally known as NTIS)

Enquiries

Enquiries about this and other publications can be made to:
TAFE NSW Training and Education Support, Industry Skills Unit, Meadowbank
Locked Bag No. 6 MEADOWBANK NSW 2114
Phone: (02) 9942 3200 Fax: (02) 9942 3257

© The State of New South Wales, Department of Education and Training, TAFE NSW, Training and Education Support, Industry Skills Unit, Meadowbank.

Copyright of this material is reserved to TAFE NSW, Training and Education Support, Industry Skills Unit, Meadowbank. Reproduction or transmittal in whole or in part, other than for the purposes of private study or research, and subject to the provisions of the Copyright Act, is prohibited without the written authority of TAFE NSW, Training and Education Support, Industry Skills Unit, Meadowbank.

ISBN-978-1-74236-249-6

Developed by Training & Education Support Industry Skills Unit, Meadowbank

© TAFE NSW 2011

Table of Contents

<i>Instructions on how to use this RPL/Credit resource.....</i>	6
<i>Important note on prerequisite units.....</i>	7
SECTION 1 RECOGNITION GUIDES	8
CLUSTER 1 CORE UNITS.....	8
MEM12023A <i>Perform engineering measurements</i>	8
MEM12024A <i>Perform computations.....</i>	9
MEM13014A <i>Apply principles of occupational health and safety in the work environment.....</i>	10
MEM14004A <i>Plan to undertake a routine task</i>	12
MEM14005A <i>Plan a complete activity.....</i>	13
MEM15002A <i>Apply quality systems</i>	14
MEM15024A <i>Apply quality procedures</i>	15
MEM16006A <i>Organise and communicate information.....</i>	16
MEM16007A <i>Work with others in a manufacturing, engineering or related environment.....</i>	17
MEM16008A <i>Interact with computing technology.....</i>	18
MEM17003A <i>Assist in the provision of on the job training</i>	19
MSAENV272B <i>Participate in environmentally sustainable work practices.....</i>	20
CLUSTER 2 BASIC HAND SKILLS.....	21
MEM05007C <i>Perform manual heating and thermal cutting.....</i>	20
MEM18001C <i>Use hand tools</i>	221
MEM18002B <i>Use power tools/hand held operations.....</i>	23
CLUSTER 3 MECHANICAL LOCKS.....	24
MEM09002B <i>Interpret technical drawing</i>	24
MEM20001A <i>Produce keys.....</i>	25
MEM20002A <i>Assemble and test lock mechanisms.....</i>	27
MEM20004A <i>Gain entry.....</i>	298
MEM20006A <i>Maintain and service mechanical locking devices</i>	29
MEM20014A <i>Perform a site security survey.....</i>	32
CLUSTER 4 ADVANCED MECHANICAL LOCKS.....	33
MEM20003A <i>Install and upgrade locks and hardware</i>	33
MEM20005A <i>Install and maintain door control devices/systems</i>	34
CLUSTER 5 MASTERKEY SYSTEMS.....	35
MEM20007A <i>Plan and prepare a masterkey system.....</i>	35
MEM20008A <i>Develop and implement a masterkey system.....</i>	36
CLUSTER 6 FIRE AND SECURITY CONTAINERS	37
MEM20009A <i>Gain entry and reinstate fire and security containers</i>	37
MEM20011A <i>Service and repair fire and security containers.....</i>	38
CLUSTER 7 AUTOMOTIVE LOCKING SYSTEMS	39
MEM20010A <i>Gain entry and reinstate automotive locking systems.....</i>	39
MEM20012A <i>Service and repair mechanical automotive locking systems.....</i>	40
MEM20013A <i>Service automotive transponder systems.....</i>	41
SECTION 2 TEMPLATES AND REPORTS.....	43
<i>Attachment 1 Resumé of employment, education and life experiences</i>	43
<i>Attachment 2 Portfolio of supporting evidence</i>	45
<i>Attachment 3 Confidential supervisor’s report</i>	46
<i>Attachment 4 Confidential third party report</i>	48
<i>Attachment 5 Student recognition skills gap training plan.....</i>	50
Appendix A.....	50

Section 1 Recognition Guides

Cluster 1 Core units

MEM12023A Perform engineering measurements

Unit description: This unit covers performing measurement skills requiring straightforward use of mechanical measuring devices and associated calculations.

Element of competency Refer also to elements, performance criteria and essential skills and knowledge	Suggested supporting evidence	Assessor's validation of evidence	Outcomes
1. Select appropriate device or equipment. 2. Obtain measurements using a range of measuring devices. 3. Maintain measuring devices. 4. Communicate measurements as required.	Assessment tools Performance appraisals Position description Sample of work/project Referral evidence Reports Screening tools Supervisor's report Third party reports Training programs Workplace evidence/documents	<input type="checkbox"/> Interviewing <input type="checkbox"/> Questioning <input type="checkbox"/> Reports <input type="checkbox"/> Supervision reports <input type="checkbox"/> Skill demonstration <input type="checkbox"/> Third party reports <input type="checkbox"/> Work based project <input type="checkbox"/> Workplace documents <input type="checkbox"/> Other (please specify)	<input type="checkbox"/> Competent <input type="checkbox"/> Skills gap training required <input type="checkbox"/> Further information required Assessor's name: Assessor's initials: _____ Date: _____

MEM12024A Perform computations

Unit description: This unit covers estimating approximate answers to arithmetical problems, carrying out basic calculations involving percentages and proportions, and determining simple ratios and averages. The unit includes producing and interpreting simple charts and graphs.

Element of competency Refer also to elements, performance criteria and essential skills and knowledge	Suggested supporting evidence	Assessor's validation of evidence	Outcomes
1. Determine work requirement. 2. Perform calculations. 3. Produce charts and graphs from given information.	Assessment tools Position description Resumé Self-assessment records/reports Supervisor's report Third party reports Workplace evidence/documents Performance appraisals Sample of work/project Referral evidence Reports Screening tools Training programs	<input type="checkbox"/> Qualifications <input type="checkbox"/> Questioning <input checked="" type="checkbox"/> Skill demonstration <input type="checkbox"/> Supervision reports <input type="checkbox"/> Third party reports <input type="checkbox"/> Work based project <input type="checkbox"/> Workplace documents <input type="checkbox"/> Other (please specify)	<input type="checkbox"/> Competent <input type="checkbox"/> Skills gap training required <input type="checkbox"/> Further information required Assessor's name: Assessor's initials: _____ Date: _____

MEM13014A Apply principles of occupational health and safety in the work environment

Unit description: This unit following occupational health and safety procedures in an engineering or similar work environment.

Elements of competency Refer also to performance criteria and essential skills and knowledge	Suggested supporting evidence	Assessor's validation of evidence	Outcomes
1. Follow safe work practices. 2. Report workplace hazards and accidents. 3. Follow emergency procedures.	Academic/training transcripts Assessment tools Meeting minutes Performance appraisals Position description Referral evidence Resumé Screening tools Self-assessment records/reports Staff appraisals Supervisor's report Third party reports Training programs Workplace evidence/documents	<input type="checkbox"/> Qualifications <input type="checkbox"/> Questioning <input type="checkbox"/> Supervision reports <input checked="" type="checkbox"/> Reports <input type="checkbox"/> Third party reports <input type="checkbox"/> Workplace evidence <input type="checkbox"/> Other (please specify)	<input type="checkbox"/> Competent <input type="checkbox"/> Skills gap training required <input type="checkbox"/> Further information required Assessor's name: Assessor's initials: _____ Date: _____

MEM14004A Plan to undertake a routine task

Unit description: This unit covers a person planning their own work where tasks involve one or more steps or functions and are carried out routinely on a regular basis. It includes the concepts of following routine instructions, specifications and requirements.

Elements of competency Refer also to performance criteria and essential skills and knowledge	Suggested supporting evidence	Assessor's validation of evidence	Outcomes
1. Identify task requirements. 2. Plan steps required to complete task. 3. Review plan.	Academic/training transcripts Assessment tools Performance appraisals Position description Referral evidence Resumé Screening tools Supervisor's report Third party report Workplace evidence	<input type="checkbox"/> Interviewing <input type="checkbox"/> Questioning <input type="checkbox"/> Reports <input type="checkbox"/> Skill demonstration <input type="checkbox"/> Third party reports <input type="checkbox"/> Work based project <input type="checkbox"/> Workplace documents <input type="checkbox"/> Other (please specify)	<input type="checkbox"/> Competent <input type="checkbox"/> Skills gap training required <input type="checkbox"/> Further information required Assessor's name: Assessor's initials: _____ Date: _____

MEM14005A Plan a complete activity

Unit description: This unit covers planning activities which, whilst following established procedures, may require a response and modification of procedures or choice of different procedures to deal with unforeseen developments.

Elements of competency Refer also to performance criteria and essential skills and knowledge	Suggested supporting evidence	Assessor's validation of evidence	Outcomes
1. Identify activity requirements. 2. Plan process to complete activity. 3. Modify plan	Assessment tools Position description Self-assessment records/reports Staff appraisals Supervisor's report Third party reports Training programs Workplace evidence/documents	<input type="checkbox"/> Interviewing <input type="checkbox"/> Questioning <input type="checkbox"/> Reports <input type="checkbox"/> Skill demonstration <input type="checkbox"/> Third party reports <input type="checkbox"/> Work based project <input type="checkbox"/> Workplace documents <input type="checkbox"/> Other (please specify)	<input type="checkbox"/> Competent <input type="checkbox"/> Skills gap training required <input type="checkbox"/> Further information required Assessor's name: Assessor's initials: _____ Date: _____

MEM15002A Apply quality systems

Unit description: This unit covers working within a quality improvement system, either individually or in a team situation.

Elements of competency Refer also to performance criteria and essential skills and knowledge	Suggested supporting evidence	Assessor's validation of evidence	Outcomes
1. Work within a quality system. 2. Engage in quality improvement.	Academic/training transcripts Assessment tools Performance appraisals Position description Referral evidence Resumé Screening tools Supervisor's report Third party report Workplace evidence	<input type="checkbox"/> Interviewing <input type="checkbox"/> Questioning <input type="checkbox"/> Reports <input checked="" type="checkbox"/> Skill demonstration <input type="checkbox"/> Third party reports <input type="checkbox"/> Work based project <input type="checkbox"/> Workplace documents <input type="checkbox"/> Other (please specify)	<input type="checkbox"/> Competent <input type="checkbox"/> Skills gap training required <input type="checkbox"/> Further information required Assessor's name: Assessor's initials: _____ Date: _____