|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Prior Learning and Assessment Recognition** | | | | | |
| **Candidate’s Action Plan Template** | | | | | |
|  | | | | | |
| **Candidate’s Name:** | ***Enter Candidate’s Full Name (First, Middle, and Last****)* | | Qualification Code: | |  |
| **Skill Area** |  | | | **Level** | *Select Level* |
|  | | | | | |
| **Unit Code** | **Unit Title and Competency Elements** | | | **Evidence** | |
| **MEMCOR0131A** | **Undertake Interactive Workplace Communication** | | |  | |
| *Element of Competency* | *Communicate information about tasks, processes, events, or skills* | | |  | |
| *Take part in group discussion to achieve appropriate work*  *outcomes* | | |  | |
| **MEMCOR0161A** | **Plan to Undertake a Routine Task** | | |  | |
| *Element of Competency* | *Identify task requirements* | | |  | |
| *Plan steps required to complete task* | | |  | |
| *Review plan* | | |  | |
| **MEMCOR0051A** | **Perform related computations –(basic)** | | |  | |
| *Element of Competency* | *Apply four basic rules of calculation* | | |  | |
| *Perform basic calculations involving fractions and decimals* | | |  | |
| **MEMCOR0141A** | **Follow principles of Occupational Health and Safety (OH&S) in work environment** | | |  | |
| *Element of Competency* | *Follow safe work practices* | | |  | |
| *Report workplace hazards* | | |  | |
| **ITICOR0011A** | **Carry out data entry and retrieval procedures** | | |  | |
| *Element of Competency* | *Initiate computer system* | | |  | |
| *Enter data* | | |  | |
| *Retrieve data* | | |  | |
| *Amend data* | | |  | |
| *Use document layout and data format facilities* | | |  | |
| *Monitor the operation of equipment* | | |  | |
| *Access and transmit information via the Internet* | | |  | |
| *Close down computer system* | | |  | |
| *Maintain computer equipment* | | |  | |
| **ITICOR0231A** | **Operate a personal computer** | | |  | |
| *Element of Competency* | *Initiate computer system* | | |  | |
| *Use keyboard and equipment* | | |  | |
| *Navigate and manipulate desktop environment* | | |  | |
| *Organise directory and folder structures* | | |  | |
| *Organise files for user and/or organisational requirements* | | |  | |
| *Correctly shut down computer* | | |  | |
| **ME00135** | **Collect Fluid Power Equipment Management Data** | | |  | |
| *Element of Competency* | *Adhere to safety practices and procedures* | | |  | |
| *Complete hydraulic daily checklists* | | |  | |
| *Complete pneumatic daily checklists* | | |  | |
| **ME00136** | **Conduct Fluid Power Equipment’s Fluid Contamination Control (FCC)** | | |  | |
| *Element of Competency* | *Maintain the system’s fluid and components* | | |  | |
| *Perform minor maintenance activities* | | |  | |
| *Maintain the fluid power workshop and its’ equipment* | | |  | |
| **ME00137** | **Collect fluid samples** | | |  | |
| *Element of Competency* | *Schedule sampling frequency intervals* | | |  | |
| *Collect fluid sample* | | |  | |
| *Label container* | | |  | |
| **MEMCOR0171A** | **Use graduated measuring devices** | | |  | |
| *Element of Competency* | *Use a range of graduated devices to measure/determine dimensions or variables* | | |  | |
| *Maintain graduated devices* | | |  | |
| **MEMCOR0111A** | **Use power tools** | | |  | |
| *Element of Competency* | *Use power tools* | | |  | |
| **MEMCOR0191A** | **Use hand tools** | | |  | |
| *Element of Competency* | *Use hand tools* | | |  | |
| **ITICOR0471A** | **Access the internet** | | |  | |
| *Element of Competency* | *Identify and use local resources* | | |  | |
| *Identify and use remote resources* | | |  | |
| Advisor Name | |  | | | |
| Advisor Signature | |  | | | |
| Candidate’s Name | |  | | | |
| Candidate’s Signature | |  | | | |
| Date | |  | | | |

In the sample action plan presented above, the unit title is bolded with each associated competence element below in italics. **The Unit Title and Competency Elements are to be replaced to match the individual candidate.**

**NOTE: Evidence must be presented for each element of competency to achieve the unit competency standard. The candidate must be deemed competent in all Mandatory units and the required number of elective units to be awarded the full CVQ or NVQ-SKN certification.**