



Manufacturing Skills Australia

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Manufacturing and Engineering Assessment System (MEAS)

Application booklet for registration
of industry assessors

How to register yourself as an assessor
in the manufacturing and
engineering industry

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What is the Manufacturing and Engineering Assessment System (MEAS)?

Workplace sponsored assessment is an important part of the implementation of competency standards in the metal and engineering industry.

The Manufacturing & Engineering Assessment System (MEAS) is the quality system which supports the industry process for conducting workplace assessments.

MEAS is administered by MSA*

Thank you for looking at this booklet about registration under MEAS.

We invite you to join the ranks of registered MEAS assessors providing essential assistance for industry assessment and training arrangements.

** About MSA and its link with MEAS
Manufacturing Skills Australia
ABN 88 006 441 685*

As part of its industry obligations MSA developed and administers MEAS assessor registration in line with the Manufacturing and Associated Industries and Occupations Award 2020.

*For more information
call +612 9955 5500
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MEAS industry assessor registration system

Industry assessors play a crucial role in a range of assessment activities at the workplace.

The MEAS registration system ensures that assessors are qualified. MEAS also assists assessors to obtain important information as well as support in professional development.

Qualification requirements

In order to become a registered industry assessor under MEAS you need to satisfy the following two requirements:

- achievement of competency requirements for assessment
- completion of the approved Implementing Competency Standards Program (or equivalent)

Details are set out below.

Achievement of competency requirement for assessment

The minimum requirement is achievement of the following competency standards units from the Training Package for Assessment and Workplace Training (or demonstrated equivalent competencies):

1. [TAEDES411- Use nationally recognised training products to meet vocational training needs](#)
2. [TAEASS412- Assess competence](#)
3. [TAEASS413- Participate in assessment validation](#)

Registered Training Organisations (commonly TAFEs or private training organisations) offer training or recognition of prior learning programs leading to attainment of the above units of competency. This is an approved skillset [TAESS00019 - Assessor Skill Set](#) from the TAE Training Package.

For assistance to locate organisations which can provide these programs contact your employer or employee organisation, or look on training.gov.au

The approved Implementing Competency Standards Program

This one day program ensures that industry assessors are familiar with the National Metal and Engineering Industry Competency Standards and have the necessary understanding of the agreed industrial processes for implementation.

The program is delivered by some of the organisations which are parties to the Federal *Manufacturing and Associated Industries and Occupations Award 2020* as well as other providers approved by MSA.

The following organisations conduct the approved *Implementing Competency Standards Program (or equivalent)*:

Australian Industry Group - Ai Group	David Tiller For further information click here	P. 0499 195 307
Australian Manufacturing Workers Union (AMWU)(MISTAS)	Paul Baxter For further information click here	P. 07 3238 5500 P. 0419 419 615

MEAS industry assessor registration system

Features of the MEAS industry assessor registration system

Benefits of registration

You will be recognised within the industry as an approved assessor for the implementation of the National Metal and Engineering Industry Competency Standards.

MEAS Newsletter subscription providing industry and related updates.
Annual workshops.

Period of registration

You are initially registered for a period of two years.

After this initial registration period we will invite you to fill out a simple application confirming your request for renewal of your registration for a further two years. Future renewals then operate for two year periods.

Assessor registration charge

MSA incurs substantial costs in administering assessor registration under MEAS and we have no access to separate funding for this work.

In order to help defray our costs there is an assessor registration charge of \$280 (incl. GST) applicable for the two year registration period. The charge applies to all MEAS registrations (new and renewals).

If membership has lapsed for a period of years and you are seeking to renew please call us on 02 9955 5500 or email info@mskills.org.au to discuss the matter.

How to apply

Gather the documentation required (such as copies of relevant certificates – see details on page 3). Then complete the application for registration (see page 7) by:

- filling in the application form
- signing the *Application for registration* – your signature also indicates that you agree to the *Declaration of compliance*
- attaching photocopies of relevant certificates to show you have met the qualification requirements
- posting the application form and photocopied attachments, together with your payment preference to MSA (see details on the form)

Please note that we cannot accept faxed applications - we must have your original signature on the form.

How we process your application

The normal process is as follows.

- your application will be processed within one month
- you will receive notification that you have been registered
- you will also receive your Assessor Registration Certificate and Card and a receipt (Tax Invoice)

Checklist for completing your application form

In order to avoid any delay in processing your application form, please check that you have provided all relevant information.

- Are contact details correct and in the required format
- Photocopy evidence of TAEASS411 Use nationally recognised training products to meet vocational training needs
- Photocopy evidence of TAEASS412 Assess competence
- Photocopy evidence of TAEASS413 Participate in assessment validation
- Evidence of attendance “Implementing Competency Standards Program” (or equivalent). Photocopy.
- Indicate your expertise and interest - if you so wish. Sometimes companies would like to use external assessors with expertise in certain areas to assist them in the process of assessment. If you agree, MSA will provide your telephone contact details to company representatives so that they can liaise with you.
- Read the conditions for registration before signing your *Application for registration*. The application includes the **Declaration of compliance** where you agree to comply with the *Conditions for Registration* as an assessor under MEAS.
- Detach and post the application form and photocopied attachments, together with your payment arrangements to MSA (see details on the form).

MEAS industry assessor registration system

Note: If you wish to be placed on the MSA register of assessors, please read the following conditions for registration as an industry assessor. When you sign the application for registration as an assessor under MEAS you agree to comply with these registration conditions in any assessments you will undertake in the industry.

Conditions for registration as a Metal & Engineering Industry Assessor under the Manufacturing and Engineering Assessment System (MEAS)

If accepted by MSA for registration as an industry assessor, I agree to the following conditions:

1. That the primary sources of advice for enterprises in implementing the standards are:
 - the industry parties (relevant unions and employer organisations)
 - MSA
2. That, where I am in any doubt about matters relating to the implementation of standards, I will request assistance from the above and/or apply the dispute procedures outlined in the *Metal and Engineering Industry National Competency Standards Implementation Guide (Implementation Guide)*.
3. That I will follow the *Implementation Guide* and the *Metal and Engineering Industry National Competency Standards (the Competency Standards)*.
4. That I will conduct assessments in units I am technically competent or work with others who have technical expertise in the competency units being assessed.
5. That I will consult the parties at the enterprise (enterprise management and employees and the relevant union/s represented at the site) before commencing work and will only commence work when there is agreement by these parties to my involvement as an assessor. Where there is partial agreement, I will consult the primary sources of advice (listed in '1' above)
6. That, at the enterprise, although my work may contribute to this process, the classification of employees is the responsibility of the industry parties and the parties at the enterprise and ultimately the Australian Industrial Relations Commission using outcomes of approved assessment processes.

(Assessors are to assist the parties at the enterprise to follow the processes and to facilitate implementation so that the parties at the enterprise can determine the outcomes as described in the *Implementation Guide*.)



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7. That I will make all the results of my work available to the parties at the enterprise and upon request, to MSA. (MSA will not publish the information so provided and will only use the information for the purpose of assuring the quality of the assessment and implementation process and ensuring that it is in accordance with the Competency Standards and the Implementation Guide.)

Please note that the information you provide to us will remain confidential unless you authorise us to make information available to companies needing assessment assistance. The only information we will provide under that authority will be your name, telephone number and claimed area of expertise as per our [privacy policy](#).

How to become a registered assessor

