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| **Qualification Details** | | | |
| **Training Package Code & Title** | MEM05-Metal and Engineering Training Package | | |
| **Qualification National Code & Title** | MEM60112-Advanced Diploma of Engineering | **State code:** | **J368** |

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| **Units of Competency (UoC) detailed in this DAP** | |
| **Unit National code and title** | **State Code** |
| MEM 09155A PREPARE MECHANICAL MODELS FOR COMPUTER-AIDED ENGINEERING (CAE)  MEM 22001A PERFORM ENGINEERING ACTIVITIES  MEM 23120A SELECT MECHANICAL MACHINE AND EQUIPMENT COMPONENTS  MEM 30029A USE WORKSHOP EQUIPMENT AND PROCESSES TO COMPLETE AN ENGINEERING PROJECT  MEM14085A Apply EngineeringAnalysis Techniques | WE899  W5671  WE935  WE970  WE903 |

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| **Duration of Training/location and group details** | | | | | | | |
| **Start date** | **1/02/2017** | | **End date:** | **4/12/2017** | **Session Times:** | | **09:00 – 16:00** |
| **Location** | J014  Beaconsfield Campus, 15 Grosvenor Street, Beaconsfield WA 6162 | | | | | | |
| **Group Details** | Stage 3 & 4  Semester 1&2 2017 | | | | | | |
| **Mode of delivery** | Face to face  Combination (describe)  Flexible  Other  On-the-job | | | | | | |
| **Individual study requirements** | * The period of Tuesday 9.00am to 4.00pm is allocated for prescribed reading and assessment preparation. In addition, individual consultation session between candidates and lectures, allowing them to review and prepare for studies, receive feedback on their progress and performance. * Additional structured numeracy support is provided on Mondays from 1.00pm to 3.00pm | | | | | | |
| **Structured Student Activity Hours** | | | | | | | |
| In Class Delivery  (Weekly) | | Assessment Task | | | | Self Paced Activity  (Mondays 9.00am to 1.00pm) | |
| 6 Hours per week for 36 weeks | | * Generate a contract * Completed e-portfolio * Participation is registered on line. * Project report | | | | *Minimum study of 0.5 hour per week*   * Structured Prescribed tasks and activity: * Project Managment * Parametric modeling * Detailed parts drawings * Produce & follow a GANTT chart * Interact with specialists documented * OHS requirement understood & followed * Team work with specialisation. * Participate in CAE * Select engineering components to suit the task. * Show use of analysis techniques | |

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| **Pre-requisite requirements** |
| MEM23004A – Apply Technical Mathematics |

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| **Lecturer contact information** |
| Ross Jarvis & John Vivian  Email: [ross.jarvis@smtafe.wa.edu.au](mailto:ross.jarvis@smtafe.wa.edu.au) & [john.vivian@smtafe.wa.edu.au](mailto:john.vivian@smtafe.wa.edu.au) |

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| **Required resources, texts, equipment you will need** |
| 1. Calculator. 2. Text Engineering Mechanics Val Ivanoff ISBN 100074521551 3. Engineering Mechanical Strength of Materials Roger Kinsky ISBN 139780071010030   2. A4 sized notebook (style of your choice), highlighter, pen and pencil, ruler, |

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| **Occupational Health and Safety (OHS) arrangements/requirements:** |
| Qualification is non trade, no License Requirements apply to this qualification.  OHS and Equal Opportunity legislation should be observed at all times.  Equipment to be inspected prior to use and defects reported in line with Institute procedures. |

**Additional Information**

The following information is to be read in conjunction with the “Current Students” section of the website.

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| **Recognition of Prior Learning (RPL) / Credit / Credit Transfer** |
| You are encouraged to speak to your lecturer about the possibility of recognition of prior learning if you believe you have any existing skills and knowledge that may be formally recognised towards the unit or qualification you are undertaking.  If you have previously completed qualifications or units speak to your Lecturer regarding the possibility of credit or credit transfer. |

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| **Assessment Rules and Appeals Process** |
| If your first submission is deemed not satisfactory you will be allowed one further attempt. This is to be negotiated with your lecturer. You are entitled to appeal if you are not satisfied with the assessment process or outcome. The appeal must be lodged within two weeks of receiving the assessment information or outcome. In the first instance, approach your lecturer for information about the process, or check the ‘current students’ section of the SM TAFE website. |

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| **Absences** |
| If you are unable to attend any class or assessment session you must inform your lecturer as soon as possible.  If you miss an assessment due to illness, please provide your lecturer with a medical certificate in order to negotiate an alternate time for the assessment. |

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| **Reasonable adjustment in the assessment process:** |
| In some circumstances, adjustments to assessments may be made for you. If you require support for literacy and numeracy issues; support for hearing, sight or mobility issues; change to assessment times/venues; use of special or adaptive technology; considerations relating to age, gender and cultural beliefs; format of assessment materials; or presence of a scribe you need to inform your lecturer. |

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| **Student support services** |
| South Metropolitan TAFE has a number of services available to assist and support you while you are an enrolled student. These include:   * Disabilities support * Language literacy and numeracy * Aboriginal and Torres Strait Student Services * Assistive technology |

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| **Delivery and assessment schedule** | | | |
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| This is an Advanced Diploma using a cluster of units to fulfil the requirements of the course. To this end we are embarking on a major project. To be successful with this you will need to gather evidence of your participation over the course of the project. As an advanced diploma student you are required to fulfil the criteria of AQF 5 and 6  Below is a summery of these levels.  **AQF level 5 criteria (Diploma)**  **Summary**  Graduates at this level will have specialised knowledge and skills for skilled/paraprofessional work and/or further learning  **Knowledge**  Graduates at this level will have technical and theoretical knowledge in a specific area or a broad field of work and learning  **Skills**  Graduates at this level will have a broad range of cognitive, technical and communication skills to select and apply methods and technologies to:  • analyse information to complete a range of activities  • provide and transmit solutions to sometimes complex problems  • transmit information and skills to others  **Application knowledge and skills**  Graduates at this level will be able to apply knowledge and skills to demonstrate autonomy, judgement and defined responsibility in known or changing contexts and within broad but established parameters.  **AQF level 6 criteria (Advanced Diploma)**  **Summary**  Graduates at this level will have broad knowledge and skills for paraprofessional/highly skilled work and/or further learning  **Knowledge**  Graduates at this level will have broad theoretical and technical knowledge of a specific area or a broad field of work and learning  **Skills**  Graduates at this level will have a broad range of cognitive, technical and communication skills to select and apply methods and technologies to: • analyse information to complete a range of activities • interpret and transmit solutions to unpredictable and sometimes complex problems • transmit information and skills to others  **Application knowledge and skills**  Graduates at this level will apply knowledge and skills to demonstrate autonomy, judgement and defined responsibility:  • in contexts that are subject to change  • within broad parameters to provide specialist advice and functions  During the course of the study you will be required to:   * Write a simple group contract. * Fill in monthly reports on your progress. * Keep your e-portfolio up to date * Write a final project report * Produce a product using available machinery. This can take the form of a model, prototype or a final product.   Your progress will be monitored using Github. This will track your progress as you work through the project. This is open resource so all participants have contributed to the project. | | | |

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| **Assessment 1** | |
| **Title** | Contract |
| **Brief Description** | In session 4 a contract wit hthe scope and time for the project will be produced. |
| **Where** | J14 |
| **When** | Submit in session 5 |
| **Conditions** | Completing the task listed above will allow the production of a GANTT chart to keep track of the project. The contract will be between your group and the lecturer. This is used to simulate a real world environment. It is not intended as a binding agreement. |

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| **Assessment 2** | |
| **Title** | Monthly reports |
| **Brief Description** | On the first session of each month you are required to write a report outlining the project progress and your participation in the project |
| **Where** | J14 |
| **When** | Session 3,8,12,16,20,24,28,32. | |
| **Conditions** | This is to follow the outline you will be given. It is to be written in First person and be as brief as possible. Your participation is also being recorded on Github. |

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| **Assessment 3** | |
| **Title** | e-Portfolio |
| **Brief Description** | You are given an e-portfolio to keep and update with your progress. Each time a task is completed you are to use the e-portfolio to record your progress. |
| **Where** | J14 |
| **When** | Submit in Session 34. |
| **Conditions** | Completing the task listed above during class time and off campus. This portfolio needs to be complete showing how you completed the course. |

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| **Assessment 4** | |
| **Title** | Written Report |
| **Brief Description** | A written report is to be worked on during the length of the project. You are to contribute to this group report during the life of the project. At the end of the project a completed group or single project report is to be assessed by your lecturer. |
| **Where** | J14 |
| **When** | Session 34 |
| **Conditions** | The report will follow a standard Engineering report layout. It will contain all relevant material which will be identified as the project progresses. |

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| **Training Package Code & Title:** | MEM05-Metal and Engineering Training Package | | |
| **Qualification Code & Title:** | MEM60112-Advanced Diploma of Engineering | **State code** | **J368** |

**Student Declaration**

I have read the delivery and assessment plan for:

MEM 09155A PREPARE MECHANICAL MODELS FOR COMPUTER-AIDED ENGINEERING (CAE)

MEM 22001A PERFORM ENGINEERING ACTIVITIES

MEM 23120A SELECT MECHANICAL MACHINE AND EQUIPMENT COMPONENTS

MEM 30029A USE WORKSHOP EQUIPMENT AND PROCESSES TO COMPLETE AN ENGINEERING PROJECT

MEM14085A Apply EngineeringAnalysis Technique

The delivery and assessment details have been discussed with me. I understand my role and responsibilities and agree to undertake the assessment tasks as detailed in the delivery and assessment plan.

I am aware that all assessment work I submit must be my own work and must abide by all the assessment rules set by my lecturer.

I also understand that copying directly from research sources or another student’s work without acknowledgement is plagiarism. I further understand that plagiarised work (or cheating of any kind) will not be accepted and may result in disciplinary action taken against me.

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| **#** | **Student name (please print)** | **Telephone number** | **Email address** | **Date** | **Signature** |
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