<table>
<thead>
<tr>
<th>Training Package</th>
<th>Metal and Engineering (MEM05)</th>
<th>HSC Requirements and Advice</th>
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<tbody>
<tr>
<td><strong>Title</strong></td>
<td>Prepare jewellery illustrations</td>
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<tr>
<td><strong>Unit code</strong></td>
<td>MEM19002B</td>
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<tr>
<td><strong>Competency field</strong></td>
<td>Jewellery &amp; horological</td>
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<tr>
<td><strong>Band</strong></td>
<td>A</td>
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<tr>
<td><strong>Unit weight</strong></td>
<td>4</td>
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<tr>
<td><strong>HSC Indicative Hours</strong></td>
<td>30</td>
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**Unit descriptor**
This unit covers producing illustrations using manual and electronic procedures and equipment.

**Prerequisites**
MEM16006A Organise and communicate information

**Application of the competency**
This unit applies to the development of jewellery illustrations used for practical application, such as manufacturing, modifying or repairing jewellery items. Illustrations could be developed using manual and electronic procedures and equipment. Where a CAD system is used, the appropriate units should also be selected. Illustrations would typically be based on customer and/or work instructions and associated documents.

**Related units**
Where interpersonal and customer/client service skills are required, the appropriate units should also be considered. Where computerised storage and retrieval systems are used, Unit MEM16008A (Interact with computing technology) should also be selected.

**Evidence Guide**
The evidence guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the unit descriptor, performance criteria, range statement and the assessment guidelines for the Metal and Engineering Training Package.

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<tr>
<th>Overview of assessment requirements</th>
<th>Context of assessment</th>
<th>Interdependent assessment</th>
<th>Method of assessment</th>
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<tr>
<td>A person who demonstrates competency in this unit must be able to prepare jewellery illustrations. Competency in this unit cannot be claimed until all prerequisites have been satisfied.</td>
<td>This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate.</td>
<td>This unit could be assessed in conjunction with any other units addressing the safety, quality, communication, materials handling, recording and reporting associated with preparing jewellery illustrations or other units requiring the exercise of the skills and knowledge covered by this unit.</td>
<td>Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways including direct observation, supervisor’s reports, project work, samples and questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.</td>
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<tr>
<td>Consistency of performance</td>
<td>Required skills</td>
<td>Required knowledge</td>
<td>HSC Requirements and Advice</td>
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| Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge, and be capable of applying the competency in new and different situations and contexts. | Look for evidence that confirms skills in:  
• identifying and collecting data necessary to produce the illustration  
• selecting equipment appropriate to the illustrating method and requirements  
• using colour, contour, shadow/highlight techniques for emphasis to display jewellery design concept  
• interpreting and clarifying illustration requirements  
• drawing and rendering  
• modifying drawings. | Look for evidence that confirms knowledge of:  
• common documentation, storage and retrieval  
• isometric and orthographic drawing perspectives  
• drawing equipment and applications, storage and maintenance  
• drawing methods  
• rendering applications and techniques and tools for the creation of illustration effects  
• jewellery designs – e.g. shanks, settings styles, shoulders, decorative finishes  
• working properties of jewellery metals used in practical manufacturing applications. | Key Terms and Concepts  
• accompanying documentation  
• drawing methods  
• drawing perspectives  
• drawing procedures  
• drawing specifications  
• filing and storage of drawings/illustrations  
• general features, purpose and working knowledge of tools and equipment  
• interpret and clarify client requirements  
• jewellery designs  
• jewellery drawings and illustrations  
• maintenance and storage of tools and equipment  
• manual and electronic tools and equipment purpose  
• recording of data  
• rendering applications, techniques and tools  
• selection of tools and equipment  
• standard operating procedures (SOP)  
• terminology and symbols  
• version control  
• work instructions and procedures  
• working and referencing drawings/illustrations  
• working knowledge of metals. |
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<thead>
<tr>
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<th>Performance criteria</th>
<th>Range Statement</th>
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<tr>
<td>1 Identify drawing specifications</td>
<td>1.1 <em>Specifications</em> are identified from appropriate sources.</td>
<td>The range statement provides information about the context in which the unit of competency is carried out. The variables [in bold] and scope [dot points] cater for different work requirements, work practices and knowledge between States, Territories and the Commonwealth, and between organisations and workplaces. The range statement relates to the unit as a whole and provides a focus for assessment. Text in italics in the performance criteria is explained here. The following variables may be present and <em>may include</em>, but are not limited to, the examples listed under the scope. All work is undertaken to relevant legislative requirements, where applicable. <strong>Specifications</strong> - design information, customer ideas/concepts/expectations/requirements, sketches, preliminary layouts, work instructions, job packets and associated documents.</td>
<td>Learning experiences for the HSC must address: An understanding of the purposes of jewellery illustrations including: - communication tool - selling an idea - identify and clarify client expectations and requirements - provide work instructions. A definition of: - specification/s. Terminology and symbols commonly used in documentation for the manufacture of jewellery. A range of sources for work instructions and procedures including: - work schedules - job card/sheet/plans/specifications - standard operating procedures (SOP) - standard operation sheets - Material Safety Data Sheets (MSDS) - diagrams/sketches - regulations/legislation - manufacturer/workplace guidelines, policies and procedures - Australian Standards. How to access and validate sources of information. A range of jewellery designs. Working knowledge of metals commonly used in jewellery making. Interpretation and clarification of client (internal or external) requirements.</td>
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<tr>
<td>1.2 <em>Required data</em> is identified and collected.</td>
<td>Required data - material, dimensions, stone sizes, customer sizing, special requests e.g. engraving.</td>
<td>Learning experiences for the HSC must address: Recording of data specific to the task.</td>
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| 1.3      | Appropriate equipment is selected. | **Appropriate equipment**  
- compass, set square, ruler, range of graphite/colour pencils, cartridge paper. | **Learning experiences for the HSC must address:**  
General features, purpose, maintenance, storage and working knowledge of a range of manual and electronic tools and equipment used in the preparation of jewellery illustrations.  
Selection of tools and equipment appropriate to illustration method and requirements.  
Factors affecting the selection of tools and equipment including:  
- cost  
- time  
- document storage  
- client requirements  
- context of presentation (audience). |
| 2 Prepare or modify drawing | 2.1 Illustrations are consistent with enterprise standard operating procedures. | **Learning experiences for the HSC must address:**  
Knowledge of a range of drawing:  
- perspectives  
  - isometric  
  - orthographic  
- methods  
- procedures  
  - manual  
  - electronic.  
Development of jewellery illustrations used for practical applications including:  
- manufacture  
- modification  
- repair. | **Learning experiences for the HSC must address:**  
Knowledge of rendering applications, techniques and tools for:  
- creation of illustration effects  
- display of jewellery design concept  
- indicating technical detail in work instructions. |
<p>| 2.2 | Illustration is rendered, if applicable. | | |</p>
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<td></td>
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<td>Techniques including use of:</td>
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<td>• shadow</td>
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| 2.3      | Illustration and *accompanying documentation* are approved in accordance with standard operating procedures. | **Accompanying documentation**  
• quotation, specific design information and recommendations. | **Learning experiences for the HSC must address:**  
An awareness of documentation that may accompany illustrations. |
| 3        | File/store of illustration | 3.1 | Working and reference drawings/illustrations are used/stored/filed/issued in accordance with standard operating procedures. | **Learning experiences for the HSC must address:**  
The importance of version control.  
The importance of ensuring all amendments to drawings are current.  
SOP for confirmation of amendment status on drawings.  
Storage of illustrations/drawings including:  
• electronic and/or hardcopy  
• classification of files for easy retrieval  
• security and confidentiality procedures. |