

## Video Guide

### MEM30219 – Certificate III in Engineering – Mechanical Trade

#### Introduction

When you apply for a Pathway 1 Skills Assessment as an Engineer (Mechanical Trade), you must provide video evidence.

This Guide provides instructions about what types of skills to capture in your videos and how to record them.

#### Instructions

You are required to submit three (3) videos for assessment; there are seven video options provided below. For each video:

- Carefully review the skills checklist for each video before filming. Your video must clearly demonstrate every skill listed for that option.
- Use the checklist as you prepare and film, ensuring all required skills are shown in your footage.
- Videos must be filmed in your current workplace or an equivalent professional environment and must reflect safe work practices, using appropriate Personal Protective Equipment (PPE) for the task.
- Do not use AI tools, avatars, simulation, or digital enhancements—all work must be your own and filmed in real time.

#### Video length

Each video should be approximately five (5) minutes long. If you require more time to demonstrate all steps, you may pause, and resume filming as needed.

#### Video safety

VETASSESS takes safety seriously and expects that all videos are recorded in a safe environment that reflects Australian workplace health and safety standards.

Your video must always demonstrate safe work practices. For guidance on safe work procedures, visit [Safe Work Australia](#).

Safe work practices **must** include the wearing of Safety Glasses, and the following:

- Wearing appropriate Personal Protective Equipment and Clothing (PPE&C) relevant to the task.
- Using tools and equipment safely and correctly for the job being performed.
- Maintaining a clean and hazard-free work area.

**Videos recorded in an unsafe environment or showing unsafe practices will be deemed invalid and could result in your application being unsuccessful.**

## Video quality

Your video must clearly demonstrate that it is you that is performing the required tasks, with good visibility and clear communication.

To ensure your submission meets quality standards, please follow the guidelines below:

- Ensure your camera angle clearly captures your actions throughout the task.
- Make sure it is clearly visible that you are the person performing the work.
- Explain your actions verbally during the recording wherever possible.
- Where possible, please ensure that non-work-related noise (e.g. loud music) is avoided completely.
- If you are unable to speak while performing a task (e.g. due to a noisy workplace or complex hands-on activity), you may provide commentary in one of the following ways:
  - Add captions to the video after recording
  - Add a voiceover after the video has been recorded

Clear visibility and communication are essential for assessors to review your skills accurately.

Poor-quality footage or unclear explanations **will** affect the outcome of your application.

## Language requirements

**Your entire video must be presented in English.**

Your assessor must be able to clearly understand your spoken explanations, as this supports the assessment of your communication skills and helps prepare you for your future technical interview, which will also be conducted in English. Clear and accurate communication is essential to a successful assessment outcome.

You **must** use correct English terms when referring to:

- Tool names
- Descriptions of the tasks you are performing
- Equipment
- Measurements (e.g. numbers, colours, units)

**Important:** The use of an interpreter is not permitted. As part of this assessment, you are being evaluated on your ability to work safely and communicate effectively in an Australian workplace environment. You must demonstrate that your English skills are sufficient for safe and competent performance on the job.

## Use of Artificial Intelligence (AI)

All video submissions **must** be an authentic demonstration of your skills and work in a real-world setting. The use of Artificial Intelligence (AI) tools, avatars, simulations, or generated content is not permitted for any part of the video evidence.

Your videos must:

- Show you physically performing the tasks in your usual workplace or equivalent environment.
- Accurately reflect your capability, using fundamental tools, equipment, and materials.
- Be free of digital enhancements or manipulations that could misrepresent your performance.

Videos that show signs of being artificially generated or manipulated **will** be deemed invalid and **will** result in your application being unsuccessful.

## Next steps

You must complete and submit three (3) videos, from the seven options listed below.

**Review each skills checklist carefully before filming to ensure you demonstrate every required skill in your submission.**

Upload your videos via the VETASSESS online portal, following file-naming and format requirements.

## Video Evidence Summary

**Option 1:** Interpreting drawings and planning work

In this video, I have clearly demonstrated the following skills:

Explained a technical drawing or job sheet and identified the key job requirements

Selected and prepared the required tools, materials, and measuring equipment

Marked out or set up the material or components to match the job specification

**Option 2:** Setting up and maintaining machine tools

In this video, I have demonstrated the following skills:

Performed basic maintenance on a machine tool (such as cleaning, lubrication, and checking for wear)

Adjusted the machine settings and replaced the tooling as required

Checked that the machine is safe and ready for use before operation

**Option 3:** Machining operation using lathe, milling machine, or CNC equivalent

In this video, I have demonstrated the following skills:

Set up a job on a lathe, milling machine, or CNC equivalent, using job specifications, drawings, and required measuring tools	
Set up and used the correct cutting tool to perform the machining operation (such as turning, milling, or CNC equivalent)	
Measured and checked the finished job for dimensions and surface finish, confirming it meets specifications	
<b>Option 4:</b>	Fluid power or pneumatic power assembly or maintenance
In this video, I have demonstrated the following skills:	
Cut, prepared, and assembled a hydraulic or pneumatic line or hose according to instructions	
Installed or replaced a system component (such as a cylinder, valve, or hose) and ensured correct fit and sealing	
Tested the components and system for leaks, and confirmed correct operation using required testing equipment (such as pressure gauges or flow meters)	
<b>Option 5:</b>	General fitting and assembly
In this video, I have demonstrated the following skills:	
Disassembled and reassembled a machine part or subassembly (for example, a pump, gearbox, or bearing housing)	
Visually checked parts for wear or damage, described my findings in the video, and showed how I documented this	
Reassembled and aligned the components, and confirmed the correct clearances using precision measuring tools	
<b>Option 6:</b>	Maintenance and fault diagnosis

In this video, I have demonstrated the following skills:	
Identified a fault or maintenance issue on plant or equipment (for example, noise, vibration, or oil leak)	
Demonstrated the fault-finding steps, using visual inspection and the appropriate tools	
Replaced a faulty part and performed maintenance, then confirmed the fault was resolved	
<b>Option 7:</b>	Welding and fabrication (for Fitter/Welder qualification only)
In this video, I have demonstrated the following skills:	
Prepared the materials and set up welding equipment for welding (such as a fillet or butt joint)	
Welded the material using either Stick, MIG, or TIG, following all safety protocols	
Inspected the weld for quality and identified any defects, showing the completed and cleaned weld in the video	

**To create the videos, we recommend you follow these steps.**

### Step 1: Preparation

1. Find a time and place to film the videos without disruption – you are strongly encouraged to film the videos in your workplace.
2. Organise the area, then organise all the equipment and resources you will need to complete the task.

## Step 2: Filming

3. If you do not have another person to operate the camera, put your camera on a stable surface such as a table or a tripod. This will help keep your video steady.
4. Put the camera **sideways (landscape mode)** so it captures the entire work area where you will be performing the task. Remember, you will need to be clearly seen in the video as the person doing the work.
5. Do a 'trial check' to see if the video is being recorded correctly. To do this, film 10- 20 seconds, then view the video and check that it is in focus, the lighting is good, and your voice can clearly be heard.
6. If the trial is successful, film your complete video.
7. At the start of the video, clearly state the task you are going to perform.
8. While completing the task, speak clearly and slowly, describing what you're doing.

**IMPORTANT: If there are any risks to health and safety, you must stop filming.**

## Step 3: Save and upload

1. When you have finished filming, watch the video to make sure you have filmed everything you want.
2. Save and name the video files:
3. The file size for each video must not exceed 500mb

Accepted video file formats include:

- MP4 (.mp4)



- M4V (.m4v)
- OGV (.ogv)
- WEBM (.webm)

4. Video files must be named using the following format: 'Surname\_First Name\_Video\_number'. For example: 'Smith\_Peter\_Video\_1'

5. Upload your videos via the VETASSESS online portal when submitting your application.

**Note: Your assessor will request additional videos or photos if your videos do not provide evidence of you safely demonstrating your skills as a skilled tradesperson.**

## Confidentiality

Any videos submitted to VETASSESS will be used for the sole purpose of skills assessment. All video recordings are held securely and will not be reproduced or shared for public use. Our [Privacy Statement](#) explains how we handle your personal information.

If you require any further information, please contact us at [tradeassess@vetassess.com.au](mailto:tradeassess@vetassess.com.au).