



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **LMFFT5004B Develop and document procedures and specifications**

**Revision Number: 1**

## LMFFT5004B Develop and document procedures and specifications

### Modification History

Not applicable.

### Unit Descriptor

<b>Unit descriptor</b>	This unit covers the competency to analyse requirements and to develop and document procedures and specifications that provide concise and unambiguous direction and guidance for workplace activities.
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### Application of the Unit

<b>Application of the unit</b>	
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### Licensing/Regulatory Information

Not applicable.

### Pre-Requisites

<b>Prerequisite units</b>	Nil	

### Employability Skills Information

<b>Employability skills</b>	This unit contains employability skills.
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## Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify relevant requirements	<p>1.1. Information required for operating procedures is identified and assembled</p> <p>1.2. Specification requirements and format are established and confirmed, where necessary</p> <p>1.3. Requirements for information entry, storage, output and quality of document production are identified in accordance with enterprise procedures</p> <p>1.4. Document and work sheet design is appropriate for efficient entry of information and maximised appearance and presentation of document</p> <p>1.5. Range of functions incorporated the document design reflects the nominated requirements</p>
2. Prepare specifications	<p>2.1. Specifications are written in an appropriate format, to ensure requirements can be met</p> <p>2.2. Special needs are incorporated in the specifications</p> <p>2.3. Specifications are written in a manner that is clear and understood in the workplace</p>
3. Prepare standard operating procedures and/or manuals	<p>3.1. Documentation is prepared to formalise processes for achieving the enterprise objectives</p> <p>3.2. Responsibility for all updates and changes to the procedures or manuals is assigned or designated</p>
4. Review procedures and specifications against standards	<p>4.1. Compliance with procedures and specification requirements is monitored in relation to the required application</p> <p>4.2. Results are assessed, reported and/or acted upon according to enterprise procedures</p>

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

#### Required skills

- research, collect, organise and understand information related to the target subject, including the relevant technical, regulatory, cultural, environmental and safety requirements
- communicate ideas and information clearly and concisely so that all users can interpret and follow the procedure/specification
- plan and organise activities to avoid any back tracking or workflow interruptions
- work with others to foster the team by recognising dependencies and using cooperative approaches to optimise workflow and productivity
- use mathematical ideas and techniques to correctly complete or confirm measurements and calculations required for the procedure/specification
- create and apply systematic problem solving techniques to anticipate procedural problems, avoid re-working and wastage
- use the workplace technology related to the development and production of procedures and specifications

#### Required knowledge

- technical writing and presentation techniques
- company operating procedures, including procedures for documenting and changing specifications and procedures
- operation requirements of equipment and work systems in own work area

## Evidence Guide

<b>EVIDENCE GUIDE</b>	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p><b>Critical aspects of evidence</b></p>	<ul style="list-style-type: none"> <li>• Locate, interpret and apply relevant information</li> <li>• Apply safety requirements throughout the work sequence, including the use of personal protective clothing and equipment</li> <li>• Identify and itemise steps and stages in processes and procedures</li> <li>• Complete a significant operational procedure, incorporating safety obligations, and covering:               <ul style="list-style-type: none"> <li>• full analysis of the topic area</li> <li>• step-by-step operational procedure</li> <li>• specification which is part of the procedure or a supporting document</li> </ul> </li> <li>• Modify activities to cater for variations in workplace cultures and environment</li> <li>• Work effectively with others</li> </ul>
<p><b>Resource implications</b></p>	<p>Enterprise or equivalent formats for procedures/specifications and subjects/topics.</p>
<p><b>Method of assessment</b></p>	<p>Assessment methods must confirm consistency of performance over time and in a range of workplace relevant contexts.</p> <p>Assessment should be by direct observation of tasks and/or samples of work and questioning on underpinning knowledge.</p> <p>Assessment should be conducted over time and will generally be in conjunction with assessment of other units of competency.</p>
<p><b>Context of assessment</b></p>	<p>Assessment may occur on the job or in a simulated workplace facility with relevant equipment, simulated work instructions and deadlines.</p>

## Range Statement

<b>RANGE STATEMENT</b>	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><b>Unit scope</b></p>	<p>This unit covers the work involved in the writing of specifications and procedures for the workplace, including:</p> <ul style="list-style-type: none"> <li>operating procedures</li> <li>complex cutting lists and specification sheets</li> </ul> <p>The function is undertaken in accordance with established enterprise procedures and practices may include requirements recommended by manufacturers</p>
<p><b>Unit context</b></p>	<ul style="list-style-type: none"> <li>OHS requirements include legislation, building codes, material safety management systems, hazardous substances and dangerous goods codes and safe operating procedures</li> <li>Work is carried out in accordance with legislative obligations, environmental legislation, relevant health regulations, authorised handling procedures and organisation insurance requirements</li> <li>Work requires individuals to demonstrate conceptual ability, discretion, judgement and problem solving skills</li> </ul>
<p><b>Workplace environment</b></p>	<ul style="list-style-type: none"> <li>Work may involve individual and team related activities and will normally relate to the standard forms of activity performed in the enterprise and industry</li> <li>Work may be on a one-to-one basis with a client or client group</li> <li>Customers or suppliers may be internal or external</li> </ul>
<p><b>Machines/equipment may include:</b></p>	<ul style="list-style-type: none"> <li>any machine typically used in the furnishing sector concerned</li> <li>microprocessor or computer-controlled machines</li> <li>both production and facility equipment used in</li> </ul>

<b>RANGE STATEMENT</b>	
	<p>the enterprise</p> <ul style="list-style-type: none"> <li>Tools and equipment may be involved</li> </ul>
<b>Personal protective equipment</b>	Personal protective equipment is to include that prescribed under legislation, regulations and enterprise policies and practices
<b>Information and procedures</b>	<ul style="list-style-type: none"> <li>Work procedures/instructions</li> <li>Manufacturer specifications and instructions</li> <li>Standard forms of workplace process and layout</li> <li>Organisation work specifications and requirements</li> <li>Legislation/regulations/national and industry codes and practices relevant to the procedure/specification</li> <li>Quality and Australian standards and procedures</li> </ul>

### Unit Sector(s)

<b>Unit sector</b>	Furnishing Technology
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### Competency field

<b>Competency field</b>	
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### Co-requisite units

<b>Co-requisite units</b>		