Assessment Requirements for MSMSUP310 Contribute to the development of workplace documentation

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Modification History

Release 1. Supersedes and is equivalent to MSAPMSUP310A Contribute to the development of plant documentation

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and demonstrate the ability to:

- communicate with other personnel to:
  - determine the need for and purpose of documentation development and/or amendment
  - identify specifications and format to be used
  - identify target audience
  - communicate and evaluate changes to documentation
- identify and evaluate current documentation
- convey information clearly and concisely in writing using language and structure suitable for the purpose and target audience
- apply procedures for drafting, review and revision of documentation
- apply document control.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- organisational procedures, including those covering:
  - data systems and data security
  - record keeping
  - privacy
  - intellectual property (IP)
  - document control and approvals
  - style guides and standards for documentation
  - use of internet
  - relevant standard operating procedures (SOPs)
- writing styles, including:
  - plain or technical English
  - short/simple sentences, or well developed arguments
  - dot points or use of paragraphs
  - appropriate inclusion of graphics
  - sections and headings or other navigational tools

- logical sequencing of information
- distinguishing between relevant and peripheral issues
- planning, drafting and editing own work.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence based on a holistic assessment of the evidence.
- The collection of performance evidence is best done from a report and/or folio of evidence drawn from work activities, which together provide sufficient evidence of the requirements of all the elements and performance criteria.
- A third-party report, or similar, may be needed to testify to the work done by the individual, particularly when the project has been done as part of a project team.
- Assessment should occur in operational workplace situations. Where this is not possible or practical assessment must occur in a sufficiently rigorous simulated environment reflecting realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Assessment may use industry-based simulation for all or part of the unit where the use of real experience is not practicable.
- Assessment in a simulated environment should use evidence collected from one or more of:
  - demonstration of skills
  - industry-based case studies/scenarios
  - 'what ifs'.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- The regulatory framework will be reflected in workplace policies and procedures and is not required to be independently assessed.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- As a minimum, assessors must satisfy the Standards for Registered Training Organisations 2015 assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027