



Australian Government

Assessment Requirements for MSTGN2009

Operate computing technology in a TCF workplace

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to LMTGN2009B Operate computing technology in a textiles, clothing and footwear workplace

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 include:

- reading and following work instructions, standard operating procedures (SOPs), safe work practices
- accessing and using computer technology and navigating at least two (2) software applications relevant to work role
- entering, retrieving and manipulating data using appropriate software applications
- using technology according to ergonomic practices
- using numerical operations
- navigating relevant software application menus, functions and commands to locate, input or store information/data to match work role
- identifying impact of computer technology on work role
- saving information or data and storing in a file structure according to workplace requirements.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- safe work practices and procedures and use of personal protective equipment (PPE)
- functions and capabilities of computing technology used in the work role
- impact of technology use on the work role
- functions of software applications:
 - word processing
 - spreadsheets
 - databases
 - email programs
 - internet browsers
 - publication
 - design
 - specialised programs
- quality standards and practices
- file structure and storage
- types and sources of data
- manuals and instructional material
- ergonomic practices
- impact of technology on work operations
- workplace procedures
- recording and reporting practices.

Assessment Conditions

- Assessors must:
 - satisfy the assessor competency requirements that are in place at the time of the assessment, as set by the VET regulator
 - have vocational competency in operating computer technology in a TCF workplace, at least to the level being assessed, with relevant industry knowledge and experience.
- Assessment should occur in operational workplace situations. Where this is not possible, or where personal safety or environmental damage are limiting factors, 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 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 unit is applicable to all TCF sectors and assessment must ensure it is delivered to suit the industry it is being applied to.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=a203ec5c-de7d-406b-b3e1-8f1a9b76e92e>