



Australian Government

Assessment Requirements for AUMATA001 Develop documentation and procedures

Release: 1

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Modification History

Release	Comment
Release 1	Unit updated to reflect the new standards for Training Packages Replace AUMATA2001 Develop and produce documentation and procedures

Performance Evidence

Before competency can be determined, individuals must have competently developed and produced documentation and procedures on a minimum of two occasions.

Individuals must demonstrate they can:

- analyse a process and identify the need for supporting documentation and procedures
- discuss the need for supporting documentation and procedures with relevant stakeholders and integrate feedback into the design
- develop, trial and modify draft documentation
- store documentation for production activities.

Knowledge Evidence

Individuals must be able to demonstrate knowledge of:

- workplace procedures to be followed when developing documents and procedures, including work health and safety (WHS) procedures
- technical work documentation covering procedures, specifications, schedules and work plans or equivalent
- quality system documentation covering instructions, procedures, performance indicators and review processes or equivalent
- cost and waste avoidance practices
- problem identification and resolution techniques
- requirements relating to the documentation and procedures to be developed
- trialling and modifying processes to follow when producing documentation and procedures
- procedures for storing and distributing documentation.

Assessment Conditions

Assessors must satisfy SNR/AQTF assessor requirements.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Where assessment of competency includes third-party evidence, individuals must provide evidence that links them to documents and procedures they have developed.

Assessors must verify performance evidence through questioning on skills and knowledge to ensure correct interpretation and application.

The following resources must be made available:

- automotive manufacturing workplace or simulated workplace
- tools, equipment and machinery that require documentation
- workplace procedures to be followed when developing documentation and procedures
- production processes that require documentation.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=bd587669-08b3-4cd5-85f0-f9fa0c6304c1>

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