



Australian Government

AUMATA001 Develop documentation and procedures

Release: 1

AUMATA001 Develop documentation and procedures

Modification History

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

Application

This unit describes the performance outcomes required to develop and trial documentation and procedures in a range of contexts for production activities.

It applies to those working in an automotive and related component manufacturing environment and involves the application of skills and knowledge at a production worker level.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Competency Field

Manufacturing - Common

Unit Sector

Technical

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section
1. Identify documentation and procedure requirements	1.1 Need for documentation is identified and evaluated in consultation with management and production departments 1.2 Specifications are prepared ensuring that documentation and procedures will facilitate effective communication between relevant internal and external personnel 1.3 Scope of documentation and procedure requirements is

Elements	Performance Criteria
	discussed and finalised with management and production departments
2. Develop draft documentation and procedures	2.1 Draft documentation and associated procedures are drafted according to approved arrangements 2.2 Draft documentation and procedures are prepared and trialled with intended users according to workplace procedures 2.3 Draft documentation and procedures are modified according to trial feedback
3. Finalise documentation and procedures	3.1 Documentation and procedures as approved are produced according to specifications and workplace procedures 3.2 Intended users are instructed in the use of documentation and procedures according to workplace procedures and requirements 3.3 Documentation and procedures are distributed and stored according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Skills	Description
Reading skills to:	- interpret workplace procedures - interpret workplace instructions - identify quality assurance system and technical documentation.
Writing skills to:	complete draft documentation and workplace instructions.
Oral communication skills to:	- speak clearly and directly in order to communicate changes in documentation development to relevant personnel - gather feedback.
Numeracy skills to:	identify sequences.
Initiative skills to:	adapt to changing work conditions or contexts.
Planning and organising skills to:	- manage time when planning, preparing and organising work priorities - organise own work priorities.
Teamwork skills to:	apply teamwork to a range of situations, including the trialling of new documentation.

Range of Conditions

This section specifies work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Bold italicised wording, if used in the performance criteria, is detailed below.

<i>Workplace procedures</i> must include:	• quality and continuous improvement processes • recording and reporting • site guidelines • work health and safety (WHS) requirements.
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Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for AUMATA001 Develop documentation and procedures

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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.

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