



Australian Government

Department of Education, Employment and Workplace Relations

AUM2901B Develop and produce documentation and procedures

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the application of the required skills and knowledge to develop, trial and produce suitable documentation to support the maintenance, tooling and development operations required for the design, development and production of bus/truck trailers. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
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Application of the Unit

Application of the unit	The unit applies to the automotive and related component manufacturing environment and involves application of skills and knowledge at a production worker level. These skills and knowledge are to be used within the scope of the person's job and authority.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		
	Nil	Nil
	Nil	Nil

Employability Skills Information

Employability skills	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 required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge and/or 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 documentation requirements	1.1. The need for documentation is identified and evaluated in consultation with management, production, development and maintenance staff, and in accordance with organisation requirements 1.2. Specifications and justification for documentation and associated procedures are prepared ensuring that the documentation will facilitate efficient and effective communication between the relevant internal and/or external persons involved in the processes concerned 1.3. Approval is sought from appropriate personnel for the proposed documentation arrangements, and appropriate changes made, as required
2. Develop draft documentation, procedures and usage instructions	2.1. Suitable documentation and associated procedures are developed in accordance with the approved specification for proposed arrangements
3. Trial and modify draft documentation, procedures and usage instructions	3.1. Draft documentation, procedures and usage instructions are prepared and trialled with the intended users in accordance with company requirements 3.2. The draft documentation, procedures and usage instructions are appropriately modified in accordance with feedback provided by the intended users to meet work quality goals 3.3. A report on the outcomes of the trial of draft documentation, procedures and usage instructions is prepared and approval sought from appropriate personnel for implementation of the proposed arrangement in accordance with company procedures
4. Produce documentation and usage instructions	4.1. Documentation and usage instructions as approved are produced according to specifications and company procedures 4.2. Intended users are instructed in the use of the documentation in accordance with company requirement
5. Store and distribute documentation and usage instructions	5.1. Documentation and usage instructions, as approved, are stored and distributed in accordance with company requirements

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the essential skills and knowledge and their level, required for this unit.

Required skills

- speak clearly and directly in order to communicate changes in documentation development to relevant personnel
- apply teamwork to a range of situations, including the trailing of new documentation
- solve problems particularly in teams in order to meet performance indicators to reflect changed circumstances
- show initiative in adapting to changing work conditions or contexts particularly when working across a variety of work areas
- access, interpret and apply information on relevant organisation policies, procedures and instructions, particularly to ensure documentation meets organisation templates and standards
- manage time when planning, preparing and organising work priorities
- take responsibility for organising own work priorities.

Required knowledge

- relevant Occupational Health and Safety and Environmental regulations and organisation policies and procedures needed to carry out work in a manner which ensures the safety of people, equipment and the environment.
- 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 minimisation/waste avoidance policies, procedures and practices
- environmental protection requirements relating to the disposal of waste material
- established communication channels and protocols
- problem identification and resolution techniques
- product documentation requirements
- trialling and modifying processes
- documentation processes - both paper based and electronic
- processes for storing and distributing documentation - paper based, electronic.

Evidence Guide

EVIDENCE GUIDE	
The Evidence Guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the following is essential: • compliance with relevant legislative, regulations, standards, codes of practice and establish safe practices and organisation policies and procedures for managing personal work priorities • maintaining a working knowledge of current work systems and practices • working and communicating effectively and positively with others involved in the work • applying, within authority, the requirements of the job or work role in relation to: • achieving production goals • achieving work quality goals • responding positively to changing work requirements • contributing effectively to cost reduction initiatives • effectively applying problem solving techniques • modify activities to cater for variations in organisation context and environment • develop, trial, modify and produce draft documentation • develop and store final documentation for procedures and production.
Context of and specific resources for assessment	• assessment of the competency should take place in a safe working environment in a passenger motor vehicle manufacturing plant or simulated environment using tools/equipment/machinery required for the production process without undue disruption to the production process • assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints.
Method of assessment	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

EVIDENCE GUIDE

- assessment methods must confirm consistency and accuracy of performance (over time and in a range of organisation relevant contexts) together with application of underpinning knowledge
- assessment methods must be by direct observation of tasks and include questioning on underpinning knowledge to ensure its correct interpretation and application
- assessment may be applied under project related conditions (real or simulated) and require evidence of process
- assessment must confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances.

Range Statement

RANGE STATEMENT

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 in the Performance Criteria is detailed below. Add any 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.

Organisation requirements may include:

- access and equity principles and practices
- environmental management (waste disposal, recycling and re-use guidelines)
- emergency and evacuation procedures
- equipment use procedures
- ethical standards
- legal obligations
- maintenance and storage procedures
- OHS requirements
- organisational and site guidelines
- policies and procedures relating to own role and responsibility
- procedural manuals
- quality assurance guidelines
- quality and continuous improvement processes and standards
- recording and reporting guidelines.

Appropriate personnel may include:

- clients and managers
- supervisors
- suppliers
- team leaders
- team members.

Work quality goals may include:

those established within a quality system and may include identification, minimisation and elimination of defects, product/component specifications, tolerances, inspection systems, packaging specifications and non-conforming parts or products.

Unit Sector(s)

Unit sector	Automotive Manufacturing
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Competency field

Competency field	Truck/Bus/Trailer Manufacture and Assembly
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Co-requisite units

Co-requisite units		
	Nil	Nil
	Nil	Nil