



Australian Government

AURFA007 Develop and document specifications and procedures

Release: 1

AURFA007 Develop and document specifications and procedures

Modification History

Release	Comment
Release 1	New unit of competency.

Application

This unit describes the performance outcomes required to identify and analyse work task requirements and activities, and then develop and document technical specifications and procedures providing concise and unambiguous direction and guidance relating to them.

It applies to those working in the automotive service and repair industry. It involves conducting research and writing technical specifications and procedures at a specialist technician or manager level.

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

Competency Field

Common

Unit Sector

Foundation Skills

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 and italicised text is used, further information is detailed in the range of conditions section.
1. Identify and plan requirements	1.1 Technical activities and tasks requiring specifications and procedures to be developed are identified 1.2 Requirements and formats for specifications and procedures are established and confirmed

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold and italicised text is used, further information is detailed in the range of conditions section.
	1.3 Requirements for information entry, storage, output and quality of document production are identified according to workplace procedures 1.4 Document design is confirmed as appropriate for efficient entry of information and satisfies established document presentation requirements 1.5 Authoritative sources and references are identified for use in preparation of specifications and procedures
2. Prepare and develop specifications	2.1 Technical information for inclusion in specifications is collected and validated according to workplace procedures 2.2 Specifications are developed that reflect document design requirements and are written in a manner appropriate to workplace
3. Prepare and develop procedures	3.1 Technical activities and tasks requiring procedures to be developed are analysed, sequenced and logically grouped 3.2 Technical procedures are developed that reflect document design requirements and are written in a manner appropriate to workplace
4. Document specifications and procedures	4.1 Developed material is documented according to workplace procedures and document design requirements 4.2 Information management requirements, including document storage, are followed according to workplace procedures and document requirements 4.3 Document is presented ready for use as required

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance and are not explicit in the performance criteria.

Skills	Description
Reading skills to:	- interpret technical information, instructions and requirements in written material as required to carry out technical research activities - interpret and understand a range of written document specifications and procedures found in the automotive workplace.

Skills	Description
Writing skills to:	communicate ideas and information in a manner appropriate to workplace.
Numeracy skills to:	use standard mathematical terminology and structures to incorporate measurements, calibration and test requirements into technical specifications and procedural documentation.
Digital literacy skills to:	navigate computer software to collect, add and edit information in documents.
Planning and organising skills to:	plan and organise the research and writing of technical specifications and procedural requirements to avoid backtracking and workflow interruptions.
Technology skills to:	use computers and software.

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.

There is no Range of Conditions for this unit.

Unit Mapping Information

Equivalent to AURAF007 Develop and document specifications and procedures

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b4278d82-d487-4070-a8c4-78045ec695b1>

Assessment Requirements for AURAF007 Develop and document specifications and procedures

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Performance Evidence

Before competency can be determined, individuals must demonstrate they can perform the following according to the standards defined in this unit's elements, performance criteria and foundation skills:

- develop and document the technical specifications and procedures of an automotive repair or manufacturing process that would take more than thirty minutes to complete, including:
 - safety requirements of the process
 - steps involved in undertaking the process, including:
 - use of any tools, equipment and materials
 - explanatory graphics
 - specifications explaining the requirements that a product or assembly must meet or exceed
 - bibliography of sources of information.

Knowledge Evidence

Individuals must be able to demonstrate knowledge of:

- types and application of technical documents, including:
 - technical background reports
 - technical guides
 - technical specifications, including:
 - open specifications
 - closed specifications
 - methods of describing limits, including tolerances, clearances and wear
 - technical and standard operating procedures, including:
 - safe operating procedures
 - dismantle and assembly procedures

- literature reviews
- technical document writing techniques, including:
 - confirming document scope
 - understanding the audience
 - developing a plan
 - collecting information, including:
 - using primary and secondary sources
 - acknowledging sources
 - methods of organising information to meet document requirements, including:
 - linear or chronological
 - parts of an object graphics
 - simple to complex
 - specific to general
 - general to specific
 - writing first drafts, including:
 - using style guides
 - using graphics
 - revising and editing drafts
- workplace policies relating to publishing documents with company intellectual property content.

Assessment Conditions

Assessors must satisfy NVR/AQTF assessor requirements.

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

Assessment must include direct observation of tasks.

Where assessment of competency includes third-party evidence, individuals must provide evidence that links them to the specifications and procedures that they have developed, e.g. procedural documents relevant to their workplace.

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 repair workplace or simulated workplace
- situations requiring research and documentation of technical specifications and procedures
- range of reference materials relevant to technical research activities and vehicle specifications and procedures.

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