



Australian Government

Department of Education, Employment and Workplace Relations

AURT577620A Develop and document specifications and procedures

Release: 1

AURT577620A Develop and document specifications and procedures

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the competence to analyse requirements and to develop and document technical specifications and procedures providing concise and unambiguous direction and guidance for workplace activities.
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Application of the Unit

Application of the unit	This unit covers the work involved in the research for and writing of specifications and procedures for the workplace. Work requires individuals to demonstrate conceptual ability, discretion, judgement and problem-solving skills. Work may involve individual and team related activities and will normally relate to the standard forms of activity performed in the enterprise and industry.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

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 performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and 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 requirements	1.1. Information required for technical specifications and procedures is identified and assembled. 1.2. Specifications and procedures requirements and formats are established and confirmed, where necessary. 1.3. Requirements for information entry, storage, output and quality of document production are identified in accordance with enterprise procedures. 1.4. Specifications and procedures document design is appropriate for efficient entry of information and satisfies appearance and presentation requirements for the purpose of the document. 1.5. Range of functions incorporated in the document design reflects the nominated requirements.
2. Prepare specifications	2.1. Technical information for use in the specification is collected, tested and validated or confirmed before use. 2.2. Authoritative sources and references are identified and used in the preparation and presentation of the specification. 2.3. Specifications are written in a format, to ensure requirements can be met. 2.4. Specifications are written in a manner that is clear and understood in the workplace. 2.5. Specification documentation satisfies enterprise and industry standards.
3. Prepare technical procedures	3.1. Activities and tasks are identified, analysed and documented. 3.2. Activities and tasks are sequenced and logically grouped. 3.3. Procedures are documented to enterprise and industry standards.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

REQUIRED SKILLS AND KNOWLEDGE**Required skills**

- collect, organise and understand technical information related to the specifications and procedures, testing processes, diagnostic methods and options and safety procedures.
- communicate ideas and information to ensure the completeness, clarity and comprehension of the specifications and procedures by the target audience.
- plan and organise to avoid backtracking, workflow interruptions or wastage.
- work with others and in a team by recognising dependencies and using cooperative approaches to optimise workflow and productivity.
- use mathematical ideas and techniques to incorporate measurements, calibration and test requirements into specifications and procedures.
- establish processes which anticipate and allow for risks, cater for both direct and indirect causes, avoid or minimise reworking and avoid wastage in the preparation and content of procedures.
- use the workplace technology related to document preparation, including calculators and measuring devices, computing systems and information management systems.

Required knowledge

- technical writing and presentation techniques.
- enterprise (or equivalent) technical procedure formats, content rules, preparation and management techniques.

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, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

- Locate, interpret and apply information.
- Apply safety requirements throughout the work sequence, including the use of personal protective clothing and equipment.
- Identify and itemise steps and stages in procedures.
- Complete a significant operational procedure, incorporating safety obligations, and covering:
 - a full analysis of the topic area
 - a step-by-step operational procedure
 - supporting documents to the procedure.
- Complete or review and update a specification for a significant system or sub-system covering:
 - system/sub-system description
 - components
 - materials
 - construction
 - circuitry
 - related information sources
 - legal, regulatory or intellectual property law requirements.
- Modify products to cater for variations in workplace cultures and environment.
- Work effectively with others.

Context of, and specific resources for assessment

Assessment may occur on the job or in a workplace simulated facility.

Access to systems requiring specification, activities requiring procedural coverage, related, technical information and a work environment.

Method of assessment

Assessment of this unit of competence is most likely to be project related and require portfolios or other forms of indirect evidence of process. Direct evidence will include certification of compliance of the final outcome/product or authorisation for use by a competent authority.

EVIDENCE GUIDE	
	Assessment must confirm the inference that competence is able not only to be satisfied under the particular circumstances, but is able to be transferred to other projects. Competence in this unit may be assessed in conjunction with other functional units which together form part of the holistic work role.
Guidance information for assessment	

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, if used in the performance criteria, is detailed below. 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) may also be included.	
Specifications	Specifications are technical criteria for an object, item, system or sub-system describing the components, materials, construction, circuitry and associated legal, regulatory or intellectual property issues.
Procedures	Procedures contain detailed descriptions of the tasks, activities, sequences, materials, tooling, rules and safety requirements leading or guiding an individual through an authorised work practice.
Function	The function is undertaken in accordance with established enterprise procedures and practices may include requirements recommended by manufacturer.
Unit context	- OH&S requirements include legislation, safety management systems, hazardous substances and dangerous goods codes and safe operating procedures. - Work is carried out in accordance with legislative obligations, environmental

RANGE STATEMENT	
	legislation, health regulations, authorised handling procedures and organisation insurance requirements.
Workplace environment	Specifications and procedures may be used in established workshops or under external site conditions.
Personal protective equipment	Personal protective equipment is to include that prescribed under legislation, regulations and enterprise policies and practices.
Information and procedures	• Workplace procedures relating to the use of tooling and equipment. • Workplace procedures relating to reporting and communication. • Manufacturer/component supplier specifications and application procedures for testing equipment and materials. • Manufacturer/component supplier specifications, schematics and operational procedures related to systems. • Australian Design Rules. • Vehicle industry regulations. • Vehicle industry publications related to emerging system technology and technology changes.

Unit Sector(s)

Unit sector	Technical
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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