



Australian Government

Assessment Requirements for MEM234028

Produce and manage technical documentation

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to MEM234028A Produce and manage technical documentation.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include:

- identifying and establishing engineering and organisation goals and requirements for the project or operation that can bear on the production of technical documentation
- establishing resources required for the research, production, distribution and ongoing maintenance of technical documentation, including labour, materials, and equipment within budgets and procedures
- identifying and consulting original sources of engineering and technical data
- producing technical documentation and verifying for technical accuracy and suitability for application on at least two occasions
- distributing technical documentation to users
- arranging for handling of enquires, updates and version control on at least two occasions.

Note: Where a volume and/or frequency is not specified, demonstration must be provided at least once.

Knowledge Evidence

Evidence required to demonstrate the required knowledge for this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include knowledge of:

- word processing, spreadsheet and database software to produce technical documentation
- reasons for developing technical documentation
- typical sources for researching engineering and technical data for applications and discipline area
- types of technical documentation
- layouts for technical documentation
- version and distribution control systems
- archiving systems
- legislative and regulatory requirements associated with technical documentation that are relevant to the organisation.

Assessment Conditions

- Assessors must:
 - have vocational competency in producing and managing technical documentation at least to the level being assessed with relevant industry knowledge and experience
 - satisfy the assessor requirements in the Standards for Registered Training Organisations 2015 or its replacement and comply with the National Vocational Education and Training Regulator Act 2011, its replacement or equivalent legislation covering VET regulation in a non-referring state/territory as the case requires.
- Where possible assessment must occur in operational workplace situations. Where this is not possible or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment that reflects realistic operational workplace conditions that cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required including relevant workplace procedures, product and manufacturing specifications.
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
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Links

Companion Volume Implementation Guides are available on VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2>