



Australian Government

Assessment Requirements for MEM234029 Produce and manage technical publications

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to MEM234029A Produce and manage technical publications.

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 requirements for drafting and amendment of technical publications
- conducting research and gathering required data from engineering records and relevant engineering staff and managers
- selecting appropriate publication media and publication style and format
- selecting and using word processing software and graphic packages to draft technical publications
- preparing illustrator briefings and observing copyright legislation
- preparing proof copies of publications and obtaining client approval on at least two occasions
- managing the production and devising distribution, amendment and version control systems 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 and graphics packages used for technical publication and publication amendment drafting
- types of technical publications
- data sources for technical publications
- publication writing and editing conventions, standards and specifications
- use of style guides and illustration techniques
- reading of engineering drawings including:
 - standard drawing sheets and drawing layouts
 - types of drawing
 - engineering standards and specifications
 - technical terms and abbreviations

- sectioned views
- dimensioning and tolerancing of dimensions
- types of fit
- standard hardware and screw threads
- threaded components and washers
- locking devices and rivets
- special structural fasteners
- spur gears
- welding symbols and geometry tolerancing
- surface texture
- material specifications and metal surface treatment
- reading of electrical and electronic circuits and wiring diagrams
- development of system schematics and block diagrams
- sketching
- use and development of logic charts
- development of fault diagnosis guides
- preparation of illustrator briefs
- preparation of indexes to publication contents
- problem-solving methodology
- regulations relevant to technical publications and work health and safety (WHS) legislation
- procedures for processing drafts through desktop publishing to printing, binding and distribution for print-based publications
- principles for publication database systems and the development of input data for digital format publications
- requirements for, and methods of, maintaining publication records
- applicable publication standards and systems
- copyright legislation
- desktop publishing software systems
- printing methods
- binder systems
- management methods for amendment, custody and distribution of technical publications
- version control procedures including recording systems for amendment distribution and incorporation.
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Assessment Conditions

- Assessors must:
 - have vocational competency in producing and managing technical publications 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.

Links

Companion Volume Implementation Guides are available on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2>