



Australian Government

Assessment Requirements for MSFFDM5006 Develop and document technical workplace information

Release: 2

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Modification History

Release 2. Meta data updated. Supersedes and is equivalent to MSFFDM5006 - Develop and document technical workplace information (Release 1).

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and demonstrated the ability to:

- develop one of the following documentation types:
 - a complete operational procedure that identifies and provides clear instruction of key steps in the process
 - a formal product specification comprising:
 - project and document scope
 - product name and model numbers as relevant
 - product dimensions
 - product features
 - technical drawings or photographs
 - quality standards
 - other product-specific information
 - and in doing so meeting all internal and external quality and compliance requirements.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- work area for which documentation is being prepared, including:
 - compliance requirements (internal and external)
 - quality requirements
- common requirements for development of operational procedures and specifications, including:
 - format
 - presentation
 - required inclusions
 - document management, including version control
- technical writing techniques
- range of people potentially involved in development of procedures and specifications
- communication protocols for the approval and dissemination of procedures and specifications.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
 - information technology
 - workplace requirements/formats for documentation.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0601ab95-583a-4e93-b2d4-cfb27b03ed73>