



Australian Government

MSFFDM5006 Develop and document technical workplace information

Release: 2

MSFFDM5006 Develop and document technical workplace information

Modification History

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

Application

This unit describes the skills and knowledge required to establish documentation requirements and draft information that provides concise and unambiguous direction and guidance for workplace activities. Documentation may be procedures, specifications or technical manuals.

This unit applies to individuals responsible for the creation of potentially complex documentation, either working alone or as part of an internal or external team.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Competency Field

Design documentation and machine interface

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Identify documentation requirements	1.1 Determine purpose of documentation through consultation and review of work information 1.2 Establish documentation functionality and format based on its purpose, level of formality and compliance requirements 1.3 Determine requirements and protocols for document creation and quality of production based on workplace requirements 1.4 Create design that allows for efficient entry of information and maximises effective presentation
2. Prepare documentation	2.1 Identify, obtain and collate information for documentation 2.2 Plan information sequence for logical and clear flow 2.3 Draft text using language appropriate to audience and purpose of document

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
3. Review documentation	3.1 Check text for accuracy and rectify errors 3.2 Confirm adherence to compliance requirements through analysis of documentation 3.3 Prepare final documentation in agreed format and seek and obtain approvals from relevant personnel 3.4 Assign or designate responsibility for all updates and changes to documentation in accordance with workplace requirements

Foundation Skills

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

- Numeracy skills to interpret and communicate technical information.
- Reading skills to interpret a range of technical information.
- Writing and oral communication skills to develop and document technical information.

Other foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

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

Release 1. Supersedes and not equivalent to MSFFT5004 Develop and document procedures and specifications.

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for MSFFDM5006 Develop and document technical workplace information

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

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