



Australian Government

MSFFT5004 Develop and document procedures and specifications

Release: 1

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Modification History

Release 1 - New unit of competency

Application

This unit of competency covers analysing requirements and developing and documenting procedures and specifications that provide concise and unambiguous direction and guidance for workplace activities.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Competency Field

Unit Sector

Furnishing Technology

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

1	Identify relevant requirements	1.1	Information required for operating procedures is identified and assembled
		1.2	Specification requirements and format 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	Document and work sheet design is appropriate for efficient entry of information and maximised appearance and presentation of document
		1.5	Range of functions incorporated the document design reflects the nominated requirements
2	Prepare	2.1	Specifications are written in an appropriate format to

	specifications		ensure requirements can be met
		2.2	Special needs are incorporated in the specifications
		2.3	Specifications are written in a manner that is clear and understood in the workplace
3	Prepare standard operating procedures and/or manuals	3.1	Documentation is prepared to formalise processes for achieving the enterprise objectives
		3.2	Responsibility for all updates and changes to the procedures or manuals is assigned or designated
4	Review procedures and specifications against standards	4.1	Compliance with procedures and specification requirements is monitored in relation to the required application
		4.2	Results are assessed, reported and/or acted upon according to enterprise procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency. Detail on appropriate performance levels for each furnishing unit of competency in reading, writing, oral communication and numeracy utilising the Australian Core Skills Framework (ACSF) are provided in the Furnishing Training Package Implementation Guide.

Range of Conditions

Specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Range is restricted to essential operating conditions and any other variables essential to the work environment.

- Unit context includes:
- work health and safety (WHS) requirements, including legislation, building codes, material safety management systems, hazardous and dangerous goods codes, and local safe operating procedures or equivalent
 - work is carried out in accordance with legislative obligations, environmental legislation, relevant health regulations, manual handling procedures and organisation insurance requirements
 - work requires individuals to demonstrate conceptual and analytical ability, discretion, judgement and problem

	solving
	• work may be on a one-to-one basis with a client or client group and involve writing of specifications and procedures for the workplace, including: • operating procedures • complex cutting lists and specification sheets • customers or suppliers may be internal or external
Machines and equipment include:	• microprocessor or computer-controlled machines • production and facility equipment used in the enterprise
Personal protective equipment includes:	• that prescribed under legislation, regulations and enterprise policies and practices
Information and procedures include:	• work procedures/instructions • manufacturer specifications and instructions • standard forms of workplace process and procedures • organisation work specifications and requirements • legislation, regulations and codes of practice • quality and Australian Standards and procedures

Unit Mapping Information

Supersedes and is equivalent to LMFFT5004B 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 MSFFT5004 Develop and document procedures and specifications

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Performance Evidence

- Collect, organise and understand information related to furnishing work instructions and work orders and safety procedures
- Apply safe handling requirements for equipment, products and materials, including use of personal protective equipment
- Identify materials used in the work process
- Follow work instructions, operating procedures and inspection processes to:
 - minimise the risk of injury to self or others
 - prevent damage to goods, equipment and products
 - maintain required production output and product quality
- Identify and itemise steps and stages in processes and procedures and complete a significant operational procedure, incorporating safety obligations, and covering:
 - full analysis of the topic area
 - step-by-step operational procedure
 - specification, which is part of the procedure, or a supporting document
- Use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements
- Lead others and work effectively to improve production quality and outcomes
- Communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures
- Use workplace technology related to the coordination, including communication equipment, time and management aids and other measuring devices
- Avoid backtracking, work flow interruptions or wastage
- Work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity and encourage participation of employees in the planning of work activities and changes

Knowledge Evidence

- Technical writing and presentation techniques
- Company operating procedures, including procedures for documenting and changing specifications and procedures
- Operation requirements of equipment and work systems in own work area

Assessment Conditions

- Assessors must:
 - hold training and assessment competencies as determined by the National Skills Standards Council (NSSC) or its successors
 - have vocational competency in the furnishing industry at least to the level being assessed with broad industry knowledge and experience, usually combined with a relevant industry qualification
 - be familiar with the current skills and knowledge used and have relevant, current experience in the furnishing industry.
- Assessment methods must confirm consistency of performance over time rather than a single assessment event and in a range of workplace relevant contexts.
- Assessment must be by observation of relevant tasks with questioning on underpinning knowledge and, where applicable, multimedia evidence, supervisor's reports, projects and work samples.
- Assessment is to be conducted on single units of competency or in conjunction with other related units of competency. Foundation skills are integral to competent performance in the unit and should not be assessed separately.
- Assessment must occur on the job or in a workplace simulated facility with relevant process, equipment, materials, work instructions and deadlines.
- Access is required to enterprise or equivalent formats for procedures/specifications and subjects/topics.

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