



Australian Government

MSFGN3001 Read and interpret work documents

Release: 2

MSFGN3001 Read and interpret work documents

Modification History

Release 2. Supersedes and is equivalent MSFGN3001 Read and interpret work documents, (Release 1).

Release 1. New unit of competency. Supersedes and is equivalent to LMFGN3001B - Read and interpret work documents.

Application

This unit of competency describes the skills and knowledge required to identify type and purpose of work document, read and interpret the document, and plan work in response. It also includes the handling and management of documentation.

The unit applies to any individual reading and interpreting work documents as part of their job role.

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

Pre-requisite Unit

Not applicable.

Unit Sector

Generic

Elements and Performance Criteria

Elements	Performance Criteria	
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
1. Identify type and purpose of work document	1.1	Identify key information relevant to own work in documentation
	1.2	Locate and evaluate explanatory and additional information needed to interpret document
	1.3	Seek clarification to confirm the intention of information where necessary
2. Interpret document	2.1	Identify and interpret information required for job planning
	2.2	Identify and interpret design and style features identified by

Elements	Performance Criteria	
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
		industry-recognised terms in documentation
	2.3	Compare document design and style features with other sources, based on job needs
3. Plan own work sequence	3.1	Identify work sequence, tasks, and required tools and equipment, from documentation
	3.2	Identify stages of work and where checks against specifications must be made
	3.3	Check work plan specifications for accuracy against drawings and original documentation and identify and rectify errors
4. Maintain documentation	4.1	Handle plans and documents according to workplace procedures
	4.2	Keep supplementary explanatory documentation and modification information according to workplace procedures
	4.3	File and store all documentation for easy retrieval and according to workplace procedures

Foundation Skills

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

Numeracy skills to:	use mathematical ideas and techniques to correctly interpret content of workplace documents
Technology skills to:	use workplace technology to access, file and store workplace documentation

Unit Mapping Information

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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 MSFGN3001 Read and interpret work documents

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Performance Evidence

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

- locate, read, and interpret at least ten different work documents, which must include at least one of each of the following:
 - Australian Standards relevant to sector
 - manufacturer technical instructions and specifications
 - real or simulated local work documents, including:
 - building codes required for a project
 - job procedures
 - safe work instructions or equivalent
 - safety data sheets (SDS)
 - visual material and/or photographs
 - work plans
- work with others and in a team by recognising dependencies and using cooperative approaches to optimise information management

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- different types of workplace documentation, both hard copy and digital, their key features and formats:
 - Australian Standards
 - building codes
 - job procedures
 - manufacturer technical instructions and specifications
 - SDS
 - work plans
- conventions and symbols of plans, drawings, and specifications
- workplace procedures for filing and storing documentation

Assessment Conditions

Assessment must occur in the workplace, or in a simulated environment that reflects workplace conditions and contingencies.

Access is required to:

- suitable facilities, equipment and resources, including all documentation specified in the Performance Evidence
- modelling of industry operating conditions, including time constraints for document review.

Assessors of this unit must satisfy the assessor requirements in applicable vocational education and training legislation, frameworks and/or standards.

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