



Australian Government

MSFGN3005 Read and interpret work documents

Release: 1

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Modification History

Release 1. Changes to code, application, elements, performance criteria, assessment requirements. Foundation skills added. Range of conditions removed. Assessment requirements changed.

Application

This unit of competency is applied in industries where workers interpret and apply information from documents such as standards, codes, specifications, instructions, and work plans and procedures.

Workers with this competency identify types of work document, understand their purpose, interpret them, and plan work based on the information they contain.

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

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 type of work document and its function and basic characteristics 1.2 Identify sections of document relevant to task being undertaken 1.3 Identify supplementary and explanatory information to support document use
2. Interpret document	2.1 Interpret key information in documentation relevant to task being undertaken 2.2 Seek clarification of information where necessary
3. Plan own work sequence	3.1 Identify required material, tools and equipment from documentation 3.2 Plan task sequence and identify procedures for checking compliance with work document requirements at each stage
4. Maintain	4.1 Use and maintain work documents according to workplace

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
documentation	procedures 4.2 Maintain supplementary, explanatory and modification information according to workplace procedures 4.3 File and store all documentation for efficient retrieval 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.

- Technology skills to access, file and store electronic or hard-copy workplace documentation
- Communication skills to read and interpret documentation and seek clarification.

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

Unit Mapping Information

Release 1. Supersedes and is equivalent MSFGN3001 Read and interpret work documents.

Links

Companion Volume implementation guides are found in VETNet – -

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