



Australian Government

Assessment Requirements for MSS405085 Develop a documentation control strategy for an organisation

Release: 1

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Modification History

Release 1. Updated unit code. Range of conditions removed. Assessment requirements amended. Equivalent outcome.

Performance Evidence

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

- developed and implemented documentation control strategy and procedures for at least 1 organisation implementing a competitive systems and practices strategy.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- needs of the organisation and its individuals
- word processing, spreadsheet, database, drawing and other software capable of producing files and documentation
- types of documentation used in organisations
- document control, archive and destruction systems
- AS/NZS ISO 9000:2016 Quality management systems - Fundamentals and vocabulary requirements or equivalent
- legislative and regulatory requirements associated with documentation relevant to the organisation.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions, contingencies, facilities, equipment and resources.

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

Links

The MSS Sustainability Companion Volume implementation Guides are available from VETNet: -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998>