



Australian Government

MSS405085 Develop a documentation control strategy for an organisation

Release: 1

MSS405085 Develop a documentation control strategy for an organisation

Modification History

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

Application

This unit describes the skills and knowledge required to develop and implement a documentation control strategy for an organisation implementing a competitive systems and practices strategy which is part of the value stream for such an organisation. The documentation control strategy might be needed to comply with AS/NZS ISO 9000:2016 Quality management systems - Fundamentals and vocabulary or other reasons.

This unit applies to a manager, technical specialist or similar who is required to use problem solving, initiative, planning and organising skills to develop and/or improve a system to ensure operations and related supporting documents are controlled in a manner which is appropriate for their use in the organisation.

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

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.

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

- | | |
|--|--|
| 1 Identify and obtain agreement to document management procedures and | 1.1 Identify a working group of stakeholders |
| | 1.2 Agree on purpose and scope of document management standards, including interaction with production, maintenance, logistics, sales and marketing systems |

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
standards		1.3	Identify any external standards, requirements and conventions
		1.4	Agree on document control, tracking, updating and storage processes
		1.5	Write document management processes and standards and circulate to stakeholders
		1.6	Negotiate any variations
2	Determine document style, standards and conventions	2.1	Consider potential document styles
		2.2	Agree on document conventions and layout
		2.3	Agree on standard symbols, abbreviations
		2.4	Produce a style sheet, document model or template
		2.5	Check document style conforms to document management standards
		2.6	Circulate to stakeholders and negotiate any variations
3	Implement document control strategy	3.1	Write a document control strategy and procedures, including arrangements for ongoing review of strategy
		3.2	Establish mechanisms to check documents conform to the control strategy
		3.3	Arrange for staff development
		3.4	Monitor implementation of document control strategy
		3.5	Make improvements to the documentation control strategy

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

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

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS405062 Develop a documentation control strategy for an organisation.

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>

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

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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.

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