



Australian Government

MSTGN2009 Operate computing technology in a TCF workplace

Release: 1

MSTGN2009 Operate computing technology in a TCF workplace

Modification History

Release 1. Supersedes and is equivalent to LMTGN2009B Operate computing technology in a textiles, clothing and footwear workplace

Application

This unit of competency covers the skills and knowledge required to use computing technology in a textiles, clothing and footwear (TCF) workplace.

The unit of competency applies to identifying the types and sources of information required, and using computing technology to access, enter, manipulate and store information. The equipment may include computers and other equipment based on computing technology. Impact of technology use must be related to work role.

This unit of competency is applicable to all sectors of the TCF industry.

Work may be conducted in small to large scale enterprises and may involve individual and team activities.

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

Pre-requisite Unit

Nil

Competency Field

Generic

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 Determine job requirements

- | | |
|-----|---|
| 1.1 | Follow standard operating procedures (SOPs) |
| 1.2 | Comply with work health and safety (WHS) requirements at all times |
| 1.3 | Use appropriate personal protective equipment (PPE) in accordance with SOPs |

		1.4	Identify job requirements from specifications, drawings, job sheets or work instructions
2	Prepare to operate computing technology	2.1	Identify computing technology relevant to work role and its impact on work role and workplace outcomes
		2.2	Identify appropriate computing technology that is suitable for performing work tasks
		2.3	Identify information/data that needs to be accessed, input or stored and the source of information/data
		2.4	Identify key features of technology, ergonomic conditions and procedures for start-up and shutdown
		2.5	Identify relevant software application menus, functions and commands to locate, input or store information/data
		2.6	Identify skills required for software application and source training or support from appropriate personnel if required
3	Access information or data	3.1	Navigate relevant software application menus, functions and commands to locate information/data
		3.2	Follow workplace procedures to retrieve information/data
		3.3	Manipulate data/information, as required, including numerical operations
		3.4	Check information/data to confirm it meets work requirements
4	Input and store information or data	4.1	Use relevant software menus, functions and commands to enter/input and manipulate information/data
		4.2	Enter, remove or change data or information, as required
		4.3	Save information or data and store in a file structure according to workplace requirements
		4.4	Follow procedures for shutting down, logging off and exiting computing technology

Foundation Skills

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

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

Range of Conditions

This field allows for 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.

Workplace procedures include one or more of the following:

- requirements prescribed by legislation, awards, agreements and conditions of employment
- SOPs
- work instructions
- oral, written and visual communication
- quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output
- housekeeping
- tasks related to environmental protection, waste disposal, pollution control and recycling
- WHS practices

Software applications include, but are not limited to, one or more of the following:

- word processing
- spreadsheets
- databases
- email programs
- internet browsers
- publication
- design
- specialised programs

Information sources include, but are not limited to, one or more of the following:

- job specifications
- manufacturer manuals
- patterns and specifications, including materials to be used
- machine settings

- Australian Standards
- quality documentation
- customer documentation
- diagrams and log books
- hard and soft copy
- key personnel, supervisors, trainers and colleagues

Data includes, but is not limited to, one or more of the following:

- numerical
- graphic
- text
- audio

Unit Mapping Information

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Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a203ec5c-de7d-406b-b3e1-8f1a9b76e92e>

Assessment Requirements for MSTGN2009 Operate computing technology in a TCF workplace

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria, and include:

- reading and following work instructions, standard operating procedures (SOPs), safe work practices
- accessing and using computer technology and navigating at least two (2) software applications relevant to work role
- entering, retrieving and manipulating data using appropriate software applications
- using technology according to ergonomic practices
- using numerical operations
- navigating relevant software application menus, functions and commands to locate, input or store information/data to match work role
- identifying impact of computer technology on work role
- saving information or data and storing in a file structure according to workplace requirements.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- safe work practices and procedures and use of personal protective equipment (PPE)
- functions and capabilities of computing technology used in the work role
- impact of technology use on the work role
- functions of software applications:
 - word processing
 - spreadsheets
 - databases
 - email programs
 - internet browsers
 - publication
 - design
 - specialised programs
- quality standards and practices
- file structure and storage

- types and sources of data
- manuals and instructional material
- ergonomic practices
- impact of technology on work operations
- workplace procedures
- recording and reporting practices.

Assessment Conditions

- Assessors must:
 - satisfy the assessor competency requirements that are in place at the time of the assessment, as set by the VET regulator
 - have vocational competency in operating computer technology in a TCF workplace, at least to the level being assessed, with relevant industry knowledge and experience.
- Assessment should occur in operational workplace situations. Where this is not possible, or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment reflecting realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- The unit is applicable to all TCF sectors and assessment must ensure it is delivered to suit the industry it is being applied to.

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