



Australian Government

MSTGN2014 Operate computing technology in a TCF workplace

Release: 2

MSTGN2014 Operate computing technology in a TCF workplace

Modification History

Release 2. Supersedes and is equivalent to MSTGN2014 Operate computing technology in a TCF workplace (Release 1).

Minor update - RFID technology added to Knowledge Evidence (where required by job role)

Release 1. Supersedes and is equivalent to MSTGN2009 Operate computing technology in a TCF workplace.

Unit code changed. Range of conditions removed. Element removed. Foundation skills information added. Assessment requirements amended. Equivalent outcome.

Application

This unit of competency describes the skills and knowledge required to use computing technology in a textiles, clothing and footwear (TCF) workplace. It involves identifying the types and sources of information required, and using computing technology to access, enter, manipulate and store that information. The equipment may include computers and other equipment based on computing technology and must be related to work role.

The unit applies to small to large scale workplaces in all sectors of the TCF industry 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

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. Prepare to operate computing technology	1.1	Determine job requirements from specifications, job sheets and work instructions
	1.2	Identify computing technology relevant to work role and its impact on work role and workplace outcomes

Elements	Performance Criteria	
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
	1.3	Identify computing technology that is suitable for performing work tasks
	1.4	Identify information and data that need to be accessed, enter and stored, and source of that information and data
	1.5	Identify key features of technology, and ergonomic conditions and procedures for start-up and shutdown
	1.6	Identify relevant software application menus, functions and commands to locate, input and store information and data
	1.7	Identify skills required for software application and source training or support if required
2. Access information and data	2.1	Navigate relevant software application menus, functions and commands to locate information and data
	2.2	Retrieve information and data according to workplace procedures
	2.3	Manipulate information and data to produce reports, using required numerical operations
	2.4	Check to confirm that information and data meet work requirements
3. Input and store information and data	3.1	Use required software menus, functions and commands to enter and manipulate information and data
	3.2	Enter, remove and change information and data
	3.3	Save information and data, and store in file structure according to workplace requirements
	3.4	Follow procedures for shutting down, logging off and exiting computing technology

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.

- Reading skills to:
 - interpret work instructions, standard operating procedures (SOPs) and safe work practices
 - navigate computer software applications

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

Unit Mapping Information

Release 2. Supersedes and is equivalent to MSTGN2014 Operate computing technology in a TCF workplace (Release 1).

Release 1. Supersedes and is equivalent to MSTGN2009 Operate computing technology in a TCF workplace.

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 MSTGN2014 Operate computing technology in a TCF workplace

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Performance Evidence

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

- accessed, operated and effectively used computer technology in a textiles, clothing and footwear (TCF) workplace
- navigated at least two software applications relevant to own work role
- entered, retrieved and manipulated at least two sets of information and data
- digitally produced at least two different reports that use more than one feature of the software in each report.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- safe and ergonomic work practices and procedures for use with computer technology, and use of personal protective equipment (PPE)
- functions and capabilities of computing technology used in work role
- impact of technology use on work role
- functions of software applications used in work role:
 - word processing
 - spreadsheets
 - databases
 - email programs
 - internet browsers
 - publication
 - design
- quality standards and practices that apply to technology use in TCF industry
- file structure and storage requirements
- types and sources of data used in TCF industry

- manuals and instructional material for computer technology
- impact of technology on own work operations
- RFID technology (where required by job role)

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including computing equipment and software packages.

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

Links

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