



Australian Government

Assessment Requirements for MSTGN5013 Prepare technical workplace documentation

Release: 1

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Modification History

Release 1. Unit Code, Title and Application changed. Title changed to broaden application and reflect content. Elements and Performance Criteria completely restructured and workplace monitoring aspect removed. Foundation Skills field populated. Range of Conditions removed. Assessment Requirements clarified with generic foundation skills statements moved to appropriate section and duplication with Performance Criteria removed. Supersedes and is not equivalent to MSTGN5007 Prepare procedures and specifications for TCF operations and MSTTD5008 Develop textile designs and specifications.

Updated 26/6/2023 to correct supersedes MSTTD5008 not MSTFD5008.

Performance Evidence

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

- develop at least one of the following documentation types, meeting all internal and external quality and compliance requirements:
 - a complete operational procedure that identifies and provides clear instruction of key steps in the process
 - a design and production specification pack
 - a formal product specification or standard
 - a technical manual.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- issues specific to the area of work for which documentation is being prepared, including:
 - production operations and terminology
 - technology and skills
 - compliance requirements, including those related to work health and safety
 - reference sources
- typical requirements for development of technical workplace documentation, including:
 - format
 - presentation
 - required inclusions
 - document management, including version control
- technical writing techniques
- range of people potentially involved in development of documentation

- communication protocols for the approval and dissemination of procedures and specifications.

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:
 - information technology
 - workplace requirements / formats for documentation.

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

Links

Companion Volume implementation guides are found in VETNet -

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