



Australian Government

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.

Application

This unit describes the skills and knowledge required to establish documentation requirements and draft information that provides concise and unambiguous direction and guidance for workplace activities. Documentation may be technical specifications, design and production specifications, operating procedures or technical manuals.

This unit applies to any worker responsible for the creation of complex documentation.

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

Competency Field

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. Plan documentation	1.1 Establish and confirm purpose of documentation through consultation and review of work information 1.2 Establish required documentation functionality and format based on its purpose, level of formality and workplace quality and compliance requirements 1.3 Analyse audience information needs of audience or team members 1.4 Collect, review and interpret information needed to create the documentation
2.Draft documentation	2.1 Incorporate special requirements into the specifications

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
	2.2 Plan information sequence for logical and clear flow 2.3 Draft text that is clear, using language appropriate to the audience and the purpose of the document
3. Review procedures and specifications against standards and maintain records	3.1 Check text for accuracy and rectify errors 3.2 Confirm adherence to compliance requirements through analysis of documentation 3.3 Prepare final documentation in the agreed format and seek and obtain approvals from relevant personnel 3.4 Assign responsibility for updates and changes to documentation in accordance with workplace requirements 3.5 Maintain records of documentation and prepare associated reports in accordance with workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

- Reading skills to interpret diverse and potentially complex technical information
- Writing skills to structure and write clear and cohesive formal documentation.

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

Unit Mapping Information

No equivalent unit.

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 MSTGN5013 Prepare technical workplace documentation

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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 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

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