

**U31001: Read and interpret work documents**

Unit Descriptor:

This unit deals with the skills and knowledge required to interpret work documents including drawings and specification to organize and conduct work activities.

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
1. Identify document type and purpose	<p><i>To be competent you must achieve the following:</i></p> <p>1.1 Key information such as title, version, scale, legend and keys are identified.</p> <p>1.2 Type and purpose of document was accurately determined.</p> <p>1.3 Any relevant explanatory or additional information needed to interpret the document is located.</p> <p>1.4 Clarification is sought from <b>appropriate personnel</b> to confirm the intention of the information.</p>
2. Read and interpret the document	<p>2.1 <b>Work documents</b> are accurately read and interpreted to determine the work to be completed.</p> <p>2.2 <b>Work place procedures</b> and tasks to be performed are identified.</p> <p>2.3 The material, equipment and tools to be used are accurately identified and quantities determined.</p> <p>2.4 <b>Occupational Health and Safety</b> requirements relevant to the work process are recognised.</p> <p>2.5 Information such as symbols, abbreviations, acronyms and technical terms are identified and interpreted.</p> <p>2.6 Design and style features shown in drawings are identified by industry recognized terms.</p>

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| 3. Organise own work       | 3.1 | Work sequence and tasks to be performed are identified from documents.   |
|                            | 3.2 | Work sequence is planned, identifying stages where checks against specifications must be made.   |
|                            | 3.3 | Specifications noted in the work plan are checked for accuracy against the drawings and specifications and any errors are rectified.   |
| 3. Maintain document files | 3.1 | Plans and documents are handled carefully and maintained intact.   |
|                            | 3.2 | Any explanatory documentation, additional information and/or modification information is kept with the work plan and original documentation according to workplace procedures. |
|                            | 3.3 | All documentation replaced in workplace filing or storage system for retrieval by others as required.  |

### **RANGE STATEMENT**

*You must cover the items below:*

- A. Appropriate personnel for clarification of information (at least 2)**
- (i) supervisor
  - (ii) management
  - (iii) manufacturer
  - (iv) team leader
  - (v) production manager

**B. Work documents (at least 4)**

- (i) standards
- (ii) drawings
- (iii) customer requirements
- (iv) job specifications
- (v) procedures
- (vi) work instructions
- (vii) manufacturers' specification and/or operating instructions
- (viii) computerized information
- (ix) technical brief

**C. Workplace procedures may relate to (at least 2)**

- (i) use of materials/equipment
- (ii) **safety**
- (iii) process-specific procedures
- (iv) recycling
- (v) cost control
- (vi) reporting

**D. Occupational Health and Safety requirements (at least 3)**

- (i) relevant statutory requirements
- (ii) material **safety** management systems
- (iii) handling hazardous substances and dangerous goods
- (iv) safe operating procedures
- (v) maintaining protective gear and devices
- (vi) emergency procedures

## UNDERPINNING KNOWLEDGE AND SKILLS

1. Different types of work documents used in the industry and their functions.
2. Conventions and symbols of plans, drawings and specifications.
3. Technical terms and acronyms used in the industry.
4. Sources of additional information/clarification.
5. Organisational policies and procedures.
6. Industry standards.
7. Occupational **Health** and **Safety** requirements.
8. Workplace procedures for maintenance of documentation.
9. Collect, organise and understand information related to the range of work documents relevant to the sector.
10. Communicate ideas and information to enable confirmation of work requirements and specifications.
11. Plan and organise activities to avoid any back tracking, work flow interruptions or wastage
12. Work with others and in a team by recognizing dependencies and using cooperative approaches to optimize information management.
13. Use mathematical ideas and techniques to correctly interpret the content of work documents.
14. Use workplace technology related to work documentation, its access and storage.

## EVIDENCE GUIDE

### (1) Critical Aspects of Evidence

You must provide evidence that shows you have done this over a sufficient period of time for your assessor to consider that you are competent. You have to prove that you can meet all of the performance criteria on at least two (2) occasions. This evidence must come from working in Entertainment and Events technology.

It is essential that competence be observed in the following aspects:

- (i) demonstrate knowledge of types and purposes of documents as well as the terms and symbols used in them.
- (ii) read and interpret work plans, data sheets, standards and codes, procedures and work instructions
- (iii) identify and explain the meanings of symbol, technical terms and conventions of specifications and plans

- (iv) access, read and interpret selected/specified work documents which include:
  - manufacturers' technical instructions and specifications
  - **work** process and procedures
  - type and quantities of material, tools and equipment
- (v) determine accurately type and purpose of document and seek clarification on information
- (vi) check accuracy of copied specifications and maintain condition of documentation
- (vii) modify activities to cater for variations in workplace context and environment

## (2) Method of Assessment

Assessment methods must confirm consistency of performance over time and in a range of workplace relevant contexts.

Assessment should be by direct observation of tasks and/or samples of work and questioning on underpinning knowledge.

- direct observation
- oral questioning
- written test
- testimonials from clients
- evaluation of qualifications/portfolio/awards/resume/workplace documents
- authenticated assessments and/or assignments from relevant training courses
- supporting statement from supervisor or previous employer

Assessment methods should closely reflect workplace demands and the needs of particular groups (e.g. people with disabilities and people who may have literacy or numeracy difficulties).

## (3) Context of Assessment

Assessment may take place on the job, off the job or a combination of both of these. However, Assessment of this unit would most effectively be undertaken on the job due to the specific workplace environment requirements. Off the job assessment must be undertaken in a closely simulated workplace environment.