Title	**Demonstrate and apply knowledge of digital processes, tasks, security, and data in a manufacturing environment**		
Level	**3**	**Credits**	**5**

Purpose	People credited with this unit standard are able to: demonstrate and apply knowledge of digital processes and tasks; describe digital security; and demonstrate and apply knowledge of production or safety data, in a manufacturing environment.

Classification	Manufacturing Skills > Manufacturing Processes

Available grade	Achieved

Guidance Information

1 Legislation relevant to this unit standard includes:
Health and Safety at Work Act 2015.

2 Definitions
Digital device refers to computers, mobile phones, tablets and other comparable electronic devices used in a manufacturing environment, including barcode scanners and digital machinery interfaces.
Digital tasks refer to any activity which can be performed on a device that is applicable to a manufacturing environment.
Digital communication tasks refer to any activity performed on a device suitable for communicating information in a manufacturing environment.
Workplace procedures refer to procedures used by the organisation carrying out the work and applicable to the tasks being carried out. Examples are – standard operating procedures, site safety procedures, equipment operating procedures, codes of practice, quality management practices and standards, and procedures to comply with legislative and local body requirements.

3 Assessment information
All activities and evidence must be in accordance with workplace procedures.

Outcomes and performance criteria

Outcome 1

Demonstrate and apply knowledge of digital processes and tasks in a manufacturing environment.

Performance criteria

1.1 Digital processes are identified, and their purpose is described.

1.2 The benefits of using digital processes are described.

Range benefits may include but are not limited to – productivity, waste reduction.

1.3 Digital device navigation is performed.

Range evidence of one device is required.

1.4 Digital tasks are performed.

Range evidence of two tasks is required.

1.5 Digital communication tasks are performed.

Range evidence of two tasks is required.

Outcome 2

Describe digital security in a manufacturing environment.

Performance criteria

2.1 The importance of digital security to a manufacturing operation is described.

Range may include but is not limited to – Intellectual Property (IP), privacy, customer information, unauthorised access.

2.2 Digital security methods used in a manufacturing operation are described.

Range may include but is not limited to – password control, anti-virus, safe browsing practises, safe email practices, permission level control.

Outcome 3

Demonstrate and apply knowledge of production or safety data in a manufacturing environment.

Performance criteria

3.1 The importance of data accuracy is descibed.

3.2 Methods for maintaining data accuracy are described.

3.3 Data types and their uses are identified.

Range data may include – production, safety.

3.4 Data collection methods are described.

Range may include but is not limited to – manual entry, automated machine collection.

3.5 Data is interpreted.

Range data may include – production, safety.

Planned review date	31 December 2025

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	10 December 2020	N/A

Consent and Moderation Requirements (CMR) reference	0013

This CMR can be accessed at http://www.nzqa.govt.nz/framework/search/index.do.

Comments on this unit standard

Please contact Competenz qualifications@competenz.org.nz if you wish to suggest changes to the content of this unit standard.