



Australian Government

Department of Education, Employment and Workplace Relations

AUM2007B Manage personal workplace

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This unit describes the application of the required skills and knowledge to manage personal workplaces to achieve work production and quality goals.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.</p>
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Application of the Unit

Application of the unit	<p>The unit applies to the automotive and related component manufacturing environment and involves application of skills and knowledge at a production worker level. These skills and knowledge are to be used within the scope of the person's job and authority.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	Nil
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Employability Skills Information

Employability skills	This unit contains Employability Skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify and achieve work production goals	<p>1.1.Procedural instructions for the job are obtained, interpreted and clarified, if necessary, with <i>appropriate personnel</i></p> <p>1.2.Relevant specifications for task outcomes are obtained, interpreted and clarified, if necessary, with appropriate personnel</p> <p>1.3.Schedules and work plans are obtained, interpreted and clarified, if necessary, with appropriate personnel so that completion times and other requirements are identified</p> <p>1.4.Procedural instructions, task specifications, schedules and work plans are effectively applied throughout work</p> <p>1.5.Achievement of work production goals is reviewed and responded to by team members</p>
2. Identify and achieve <i>work quality goals</i>	<p>2.1.Quality instruction and procedures for the job are obtained, interpreted and clarified, if necessary, with appropriate personnel</p> <p>2.2.Quality performance indicators are obtained, interpreted and clarified, if necessary, with appropriate personnel</p> <p>2.3.Quality instructions and procedures are effectively applied throughout the work</p> <p>2.4.Satisfaction of quality performance indicators is continuously monitored and variations responded to promptly</p> <p>2.5.Achievement of quality goals is reviewed and recommendations for changes/improvements are discussed and developed</p>
3. Respond flexibly to <i>changed work requirements</i>	<p>3.1.The need and reason for changes in work requirements are clarified with appropriate personnel</p> <p>3.2.Changes in schedules and work requirements are recognised, acknowledged and responded to positively when they occur</p> <p>3.3.Changed requirements are responded to, in accordance with organisation procedures, to meet objectives and task requirements</p> <p>3.4.Outcomes are compared with planned objectives, tasks, instructions, specifications and task requirements</p>

ELEMENT	PERFORMANCE CRITERIA
4. Contribute to <i>cost reduction initiatives</i>	<p>4.1.Measures to control and/or minimise costs in the work area are identified and clarified with the appropriate personnel</p> <p>4.2.Cost performance indicators and related work processes are identified, interpreted and clarified</p> <p>4.3.Cost aspects of processes are applied and/or monitored throughout the work</p> <p>4.4.Achievement of cost reduction targets is reviewed in conjunction with the team/works leader and the targets are continued/modified as necessary</p>
5. Predict and recognize problems and take appropriate action	<p>5.1.Problems which will have an impact on work plans are predicted if possible, and recognised when they occur</p> <p>5.2.Action is taken to adjust work plans when changes to schedules occur and the action is promptly reported</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the essential skills and knowledge and their level, required for this unit.

Required skills

- speak clearly and directly to communicate with colleagues to maintain work production goals
- apply teamwork to a range of situations
- solve problems, particularly in teams paying attention to performance indicators to reflect changed circumstances
- show initiative in adapting to changing work conditions or contexts particularly when working across a variety of work areas
- access, interpret and apply information on relevant organisation policies, procedures and instructions
- manage time when planning, preparing and organising work priorities
- problem identification and resolution techniques
- take responsibility for organising own work priorities.

Required knowledge

- environmental regulations and organisation policies and procedures needed to carry out work in a manner which ensures the safety of people, equipment and the environment. The specific regulations will vary according to the area of operation
- organisation technical work documentation covering procedures, specifications, schedules and work plans or equivalent
- organisation quality system documentation covering instructions, procedures, performance indicators and review processes or equivalent
- organisation cost minimisation/waste avoidance policies, procedures and practices
- environmental protection requirements relating to the disposal of waste material
- established communication channels and protocols.

Evidence Guide

EVIDENCE GUIDE	
The Evidence Guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • compliance with relevant legislative, regulations, standards, codes of practice and establish safe practices and organisation policies and procedures for managing personal work priorities • maintaining a working knowledge of current work systems and practices • working and communicating effectively and positively with others involved in the work • applying, within authority, the requirements of the job or work role in relation to: <ul style="list-style-type: none"> • achieving production goals • achieving work quality goals • responding positively to changing work requirements • contributing effectively to cost reduction initiatives • effectively applying problem solving techniques • modify activities to cater for variations in organisation context and environment.
Context of and specific resources for assessment	<ul style="list-style-type: none"> • assessment of the competency should take place in a safe working environment in a passenger motor vehicle manufacturing plant or simulated environment using tools/equipment/machinery required for the production process without undue disruption to the production process • assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints.
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> • assessment must take place in accordance with the endorsed <i>Assessment Guidelines for the Automotive</i>

EVIDENCE GUIDE

	<p><i>Industry</i></p> <ul style="list-style-type: none">• assessment methods must confirm consistency and accuracy of performance (over time and in a range of organisation relevant contexts) together with application of underpinning knowledge• assessment methods must be by direct observation of tasks and include questioning on underpinning knowledge to ensure its correct interpretation and application• assessment may be applied under project related conditions (real or simulated) and require evidence of process• assessment must confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances.
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Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording in the Performance Criteria is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

<i>Appropriate personnel</i> may include:	<ul style="list-style-type: none"> • supervisors • team members • team leaders • suppliers • clients and managers.
<i>Work quality goals</i> may include:	<ul style="list-style-type: none"> • those established within each organisation quality system and may include identification, minimisation and elimination of defects, product/component specifications, tolerances, inspection systems, packaging specifications and non-conforming parts or products.
<i>Changed work requirements</i> may result from variations in:	<ul style="list-style-type: none"> • process change • line speed • interruptions to parts supply/quality and personnel absences.
<i>Cost reduction initiatives</i> may include:	<ul style="list-style-type: none"> • cost benchmarks • waste avoidance • power conservation • productivity achievement • continuous improvement levels.

Unit Sector(s)

Unit sector	Automotive Manufacturing
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Competency field

Competency field	Passenger Motor Vehicle
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Co-requisite units

Co-requisite units	Nil
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