Australian Government

Department of Education, Employment and Workplace Relations

AUM3023A Reduce waste in work processes

Revision Number: 1

ISC INDUSTRY SKILLS COUNCILS
Creating Australia's Future

AUM3023A Reduce waste in work processes

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the application of the required skills and knowledge to reduce waste in the manufacturing processes.
	No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Application of the Unit

Application of the unit	This unit applies to the automotive and related component manufacturing environment and involves application of skills and knowledge at a *specialist* level. These skills and knowledge are to be used within the scope of the person's job and authority.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	Nil

Employability Skills Information

Employability skills	This unit contains Employability Skills.

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.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify opportunities for reducing waste	1.1. Potentially inefficient **production processes** are identified 1.2. The total **wastes** for the identified processes are calculated 1.3. High waste processes and non-value added or low value added processes are identified
2. Assist in planning waste reduction	2.1. Opportunities for **reducing wastes in work processes** are identified 2.2. Proposed changes are documented and endorsement for change sought
3. Support implementing waste reduction plan	3.1. Implementation of new processes are supported 3.2. Wastes following implementation of the changes are recorded
4. Document and report changes to processes	4.1. Endorsed changes are documents 4.2. Information concerning endorsed changes is distributed appropriately 4.3. Validation of the new processes is supported

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
- 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
- take responsibility for organising own work priorities.

Required knowledge

- relevant Occupational Health and Safety and Environmental legislation, regulations, standards and codes of practice and organisation policies and procedures needed to carry out work in a manner which ensures the safety of people, equipment and the environment.
- organisational supply/replenishment systems and processes for materials, equipment and tools
- quality systems and performance measures
- established communication channels and protocols
- problem identification and resolution
- procedures for the recording, reporting and maintenance of organisation records and information.

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	Evidence of the following is essential:
	• compliance with relevant legislation, regulations, standards, codes of practice and established safe practices and organisation policies and procedures for reducing waste
	• 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:
	   • selecting the appropriate performance measures
	   • accurately documenting and reporting findings
	   • achieving work quality goals
	   • completing work area housekeeping requirements
	• modify activities to cater for variations in organisation context and environment.

Context of and specific resources for assessment	• 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	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: • 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

EVIDENCE GUIDE	
	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.

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.	
Production processes may include:	• supply processes • documentation and record keeping activities as well as the actual production processes such as work station setup time.
Waste may include:	• reduction in non-value adding activities and resources incurred in meeting the requirements of the customer. Waste includes all the costs associated with failures, appraisals, and surpluses. Pure waste consists of those activities and related expenses that are totally unnecessary, such as scrap and re-work. Hidden waste comprises those costs associated with the activities that do not add value, such as inspection and storage. These wasteful activities are sometimes necessary because of existing operating conditions and strategies. Waste can be found in failures, appraisals, task and surpluses. Identifying and eliminating waste are seen as the backbone of continuous improvement systems.
Measuring and recording waste may include:	• tallying the number of production item rejects; reduce this figure and waste is reduced (costs saved, production time for passed finished product reduced, production targets met more quickly, etc).

Unit Sector(s)

Unit sector	Automotive Manufacturing

Competency field

Competency field	Passenger Motor Vehicle

Co-requisite units

Co-requisite units	Nil

Auto Skills Australia