



Australian Government

Department of Education, Employment and Workplace Relations

ICPSU352C Plan operational processes

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to develop and plan new or to modify existing, operational or production processes.
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Application of the Unit

Application of the unit	This unit focuses on the systems analysis and design and requires the individual to develop and plan for new or modified operations.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

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 performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and 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 production requirements	<ul style="list-style-type: none">1.1. Overall production schedule is examined to identify production requirements1.2. Material requirements are identified according to production requirements1.3. Current <i>processes</i> are identified in consultation with other staff
2. Review customer order specifications	<ul style="list-style-type: none">2.1. Customer order specifications are obtained and examined2.2. Supporting production data is examined2.3. The production process to be used is determined based on information supplied in production plan
3. Determine process operations	<ul style="list-style-type: none">3.1. Existing process operations are reviewed in consultation with management3.2. Existing problems are clarified with team and customers3.3. Work operations required are identified in consultation with team3.4. Suitable machinery or equipment is identified in consultation with team3.5. Cost and duration are estimated against production estimates3.6. Recommendations on possible solutions are made and documented
4. Determine production sequence	<ul style="list-style-type: none">4.1. Steps required for the process are identified4.2. Material and equipment requirement lists are prepared and documented4.3. Quality assurance steps and specifications are identified4.4. Process steps are documented and clearly represented

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- OHS in relation to operating machinery such as safely switching off machinery before cleaning is started
- communication of ideas and information by liaising with production workers and customers to identify needs and limitations
- collecting, analysing and organising information by accessing data about machine capabilities, production processes and customer needs and using them in the planning process
- planning and organising activities by modelling and trialling different process operations
- teamwork when working with staff to review existing process operations
- mathematical ideas and techniques by completing a cost benefit analysis of the production process and making projections for different options
- problem-solving skills by considering options for modifying operational processes and choosing the most efficient
- use of technology by using planning and project management software

Required knowledge

- necessity to implement change
- changes to existing production areas that will have to be made
- integrating the operation into existing organisational processes
- materials that are required in addition to existing ones
- alternatives to the chosen process
- process choice
- review that was conducted to assess the process to suit customer requirements
- need for new customers to be sought
- seeking customers
- production plan information that will aid in determining the process
- impact that will the process have on existing operations
- integrating training into existing process operations
- process to eliminate existing production problems
- utilising existing machinery or equipment
- space that will the equipment occupy in the production area
- special provisions that will be necessary to accommodate the equipment
- expected production life of this equipment
- technology that could see this equipment outdated
- production factors that were established from tests and trials

REQUIRED SKILLS AND KNOWLEDGE

- estimating cost savings
- estimated total cost savings per annum
- positive conclusions that can be drawn from the tests and trials
- negative conclusions that can be drawn from the tests and trials
- authority to approve the operational process
- identified steps for the process
- process that have any effect on existing quality assurance steps
- new materials that will need to be supplied
- importance of documenting the steps of the process

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, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the ability to:

- effective planning or modification of production processes
- demonstrate an ability to find and use information relevant to the task from a variety of information sources
- produce a portfolio that includes paperwork showing planning of operational processes in any ONE of pre-press, printing, screen printing, converting, binding and finishing, corrugating or laminating, according to the listed Performance Criteria
- evidence for assessment may be gathered from assessment of the unit of competency alone or through an integrated assessment activity.

Context of and specific resources for assessment

Assessment must ensure:

- assessment may take place on the job, off the job or a combination of these. Off the job assessment must be undertaken in a closely simulated workplace environment.

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:

- direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate.

Guidance information for assessment

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

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, if used in the performance criteria, is detailed below. 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) may also be included.

<i>Range of processes</i> may include:	<ul style="list-style-type: none"> • applies to the development of new processes or the modification of existing processes based on known and documented changes to process technology or product. Applies to a part of the overall production process.
<i>Enterprise procedures</i> may include:	<ul style="list-style-type: none"> • carried out according to established organisational practices and processes and following instructions as to approach. Plan is developed according to accepted organisation practice and procedures • work for the process element is planned over the specified time frame taking into account resources required and available • process plan establishes detailed steps required and milestones against which progress can be checked.

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Support
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Co-requisite units

Co-requisite units		