



Australian Government

Department of Education, Employment and Workplace Relations

LMFFT4003B Organise production processes

Revision Number: 1

LMFFT4003B Organise production processes

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the competency to organise, using all available information and resources, the production of mass-produced and customised fittings, equipment and assemblies in the furnishing industry.
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Application of the Unit

Application of the unit	
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

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

<p>Elements describe the essential outcomes of a unit of competency.</p>	<p>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.</p>
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Collect information and analyse job requirements	1.1. Job specifications are read and key requirements are noted: <ul style="list-style-type: none"> 1.1.1. Steps and stages in the process are identified 1.1.2. Clarification of specifications is sought where required 1.1.3. Equipment capabilities are assessed in terms of meeting job specifications 1.1.4. Enterprise production plans, including run time and quantities are compared with plant capabilities
2. Complete preparatory activities	2.1. Workplace health and safety requirements, including personal protection needs, are observed throughout the work <ul style="list-style-type: none"> 2.2. Reports are made to appropriate personnel 2.3. Proposals for modifications/adaptation of equipment are made 2.4. Requirements for tooling/dies are listed 2.5. Raw material requirements are listed and communicated to appropriate personnel
3. Organise operational plans	3.1. Operational work plans, including timeframes and milestones are developed <ul style="list-style-type: none"> 3.2. Production operations are organised ensuring optimum use of resources 3.3. Operational plans are recorded and amended in accordance with enterprise procedures and industry practice
4. Conduct trials to monitor equipment operation and product quality	4.1. Equipment is set up to make appropriate use of guards, warning devices and safety features, and standard operating procedures are modified to suit the production <ul style="list-style-type: none"> 4.2. Equipment operations are monitored to ensure variations or inconsistencies in output are identified, reported and rectified 4.3. Required adjustments to equipment controls and settings are made to ensure consistency and continuity in production 4.4. Equipment maintenance, set-up and close-down procedures are planned and documented 4.5. Product quality is inspected and compared to requirements

ELEMENT	PERFORMANCE CRITERIA
	4.6.Process is modified where required to improve product quality
5. Monitor product finish	5.1.Product finish is checked for conformity to design specification 5.2.Any non-conformity in product finish is noted and possible causes investigated and documented
6. Evaluate production process	6.1.Productivity information and reports are prepared and processed 6.2.All procedures for the process are checked for conformity with trial outcomes 6.3.Work procedures are authorised by appropriate personnel for implementation 6.4.Recommendations for variations to design specifications are made to appropriate personnel.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- research, collect, organise and understand information related to the organisation of production processes, including the relevant technical, regulatory, cultural, environmental and safety requirements
- communicate ideas and information to enable clarification of the conceptual requirements, coordination of work with site supervisors, workers and customers, and the reporting of work outcomes and problems
- plan and organise activities, including the preparation and layout of the worksite and the obtaining of equipment, systems and materials to avoid any back tracking, workflow interruptions or wastage
- work with others and foster the team by recognising dependencies and using cooperative approaches to optimise workflow and productivity
- use mathematical ideas and techniques to correctly complete measurements, complete production computations and estimate material requirements
- create and apply systematic problem solving techniques to anticipate production problems, avoid reworking and avoid wastage
- use the workplace technology related to production, including machinery, plant, tools and equipment, calculators and measuring devices and computing/computer-aided systems

Required knowledge

- organisational and workflow theory
- work leadership theory
- company business policies and plans, including procedures for setting up for production
- company products, market, work systems and equipment
- machine processes relevant to the production
- quality procedures, inspection and testing requirements
- legislative requirements of the work activities

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.

Critical Aspects of Evidence

- Locate, interpret and apply relevant information
- Apply safety requirements throughout the work sequence, including the use of personal protective clothing and equipment
- Analyse job requirements and materials and equipment capabilities
- For a specified and significant production operation organise the implementation of operational plans, including:
 - conduct of trials
 - coordination of the production process
 - evaluation of the production process
 - reporting on the success of the process
- Lead others and work effectively to organise for production
- Encourage participation of employees in the planning of work activities and changes
- Suggest improvements to production operations and where appropriate, negotiate changes

Resource Implications

Production equipment, raw materials, personnel and production plans and schedules.

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 questioning on underpinning knowledge.

Assessment should be conducted over time and may be in conjunction with assessment of other units of competency.

Context of Assessment

Assessment may occur on the job or in a workplace simulated facility with relevant process equipment, materials, work instructions and deadlines.

Range Statement

RANGE STATEMENT	
<p>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.</p>	
Unit scope	<ul style="list-style-type: none"> • This unit covers the work involved in the operational organisation, preparation, trialling and monitoring of production processes for enterprises within the furnishing industry • Operational resources include personnel, equipment and machinery, production materials and consumables, and infrastructure
Unit context	<ul style="list-style-type: none"> • OHS legislation, building codes, material safety management systems, hazardous substances and dangerous goods codes and safe operating procedures • Work is carried out in accordance with legislative obligations, environmental legislation, relevant health regulations, authorised handling procedures and organisation insurance requirements • Work requires individuals to demonstrate conceptual ability, discretion, judgement and problem solving skills
Operational planning information	<p>Information may be obtained from sources such as enterprise production plan/schedule, product drawings and specifications, equipment instructions and capacities, relevant standards, inspection requirements and design rules, customer orders, archives, records and cutting lists</p>
Workplace environment	<ul style="list-style-type: none"> • Work is generally performed with little assistance from others and with minimal supervision or direction • Organising production is undertaken in accordance with established enterprise procedures and practices • Customers or suppliers may be internal or external
Machines/equipment used in the	<ul style="list-style-type: none"> • any machine typically used in the furnishing

RANGE STATEMENT	
production process may include:	sector concerned <ul style="list-style-type: none"> • microprocessor or computer-controlled machines • both production and facility equipment used in the enterprise
Materials	Materials to be used include those normally used in the enterprise and the industry
Personal protective equipment	Personal protective equipment is to include that prescribed under legislation, regulations and enterprise policies and practices
Information and procedures	<ul style="list-style-type: none"> • Enterprise production plan/schedule • Work procedures/instructions • Manufacturer technical specifications and instructions • Legislation, regulations and codes of practice relevant to the production environment and processes • Quality and Australian standards and procedures

Unit Sector(s)

Unit sector	Furnishing Technology
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Competency field

Competency field	
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Co-requisite units

Co-requisite units	

Co-requisite units		