



Australian Government

**AUMFMM003 Plan and organise
automotive production and assembly
processes**

Release: 1

AUMFMM003 Plan and organise automotive production and assembly processes

Modification History

| Release | Comment |
|-----------|---|
| Release 1 | Unit updated to reflect the new standards for Training Packages Replaces AUMFMM3003 Plan and organise production |

Application

This unit describes the performance outcomes required to plan and organise workplace, resources and processes required for the production and assembly of vehicles and components.

It applies to those in an automotive manufacturing environment and involves the application of skills and knowledge at a specialist level.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Competency Field

Manufacturing - Passenger Vehicle

Unit Sector

Management, Leadership and Supervision - Manufacture

Elements and Performance Criteria

| Elements | Performance Criteria |
|--|--|
| Elements describe the essential outcomes | Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section |
| 1. Plan and prepare | <p>1.1 Production needs are identified and clarified according to job orders</p> <p>1.2 <i>Workplace procedures</i> relating to production are identified and followed</p> <p>1.3 Materials, tools and equipment are selected, prepared and</p> |

| Elements | Performance Criteria |
|---|--|
| | <p>inspected for safe operation</p> <p>1.4 Faulty material, tools and equipment are reported to appropriate personnel</p> |
| 2. Identify production team and resources | <p>2.1 Production team personnel and contractors are selected based on required skills</p> <p>2.2 Materials, tools, equipment, jigs and other <i>resources</i> are identified using workplace job <i>information</i></p> <p>2.3 Production drawings and specifications are prepared detailing quality and quantities</p> |
| 3. Develop quotas and production schedule | <p>3.1 Job quotas showing personnel, consumables and resource costs are developed</p> <p>3.2 Production schedules are developed showing job sequence and estimated start and completion dates</p> <p>3.3 Quotas and production schedules are submitted to the appropriate personnel for approval</p> |
| 4. Assign production tasks | <p>4.1 Production tasks and activities are identified and assigned to personnel</p> <p>4.2 Production team members are briefed on respective job role</p> |
| 5. Implement production plan | <p>5.1 Personnel, resources and timelines for production are inspected and confirmed according to workplace procedures and requirements</p> <p>5.2 Potential production problems are identified and actioned according to workplace procedures</p> <p>5.3 Appropriate personnel are kept informed of production progress</p> |
| 6. Review and complete job | <p>6.1 Production is monitored for quality, budget and time schedule</p> <p>6.2 Work area and tools are cleaned and inspected according to workplace procedures</p> <p>6.3 Job documentation is completed according to workplace procedures</p> |

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

| Skills | Description |
|--------------------|---|
| Reading skills to: | <ul style="list-style-type: none"> interpret production schedules, work orders and workplace procedures. |

| | |
|------------------------------------|--|
| Writing skills to: | <ul style="list-style-type: none"> • complete production schedules • prepare production budgets • prepare staffing schedules. |
| Oral communication skills to: | <ul style="list-style-type: none"> • communicate required outcomes to personnel • update appropriate personnel on production progress. |
| Numeracy skills to: | <ul style="list-style-type: none"> • calculate timelines and schedules • interpret production budgets • identify production quotas. |
| Digital literacy skills to: | <ul style="list-style-type: none"> • use workplace computer systems. |
| Planning and organising skills to: | <ul style="list-style-type: none"> • arrange personnel appropriate to skill needs. |
| Problem-solving skills to: | <ul style="list-style-type: none"> • identify production faults • highlight production areas for improvement. |

Range of Conditions

This section specifies work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Bold italicised wording, if used in the performance criteria, is detailed below.

| | |
|--|---|
| <i>Workplace procedures</i> must include: | <ul style="list-style-type: none"> • continuous improvement programs • job role and responsibilities • quality requirements • recording and reporting • work health and safety (WHS) requirements. |
| <i>Resources</i> must include: | <ul style="list-style-type: none"> • job specifications • production drawings • production plant, tools and equipment • production schedules • workplace reporting systems. |
| <i>Information</i> must include: | <ul style="list-style-type: none"> • production requirements • production specifications • work orders • workplace operating procedures. |

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bd587669-08b3-4cd5-85f0-f9fa0c6304c1>