



Australian Government

Department of Education, Employment and Workplace Relations

AUM3401B Plan and organise production

Revision Number: 1

AUM3401B Plan and organise production

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This unit describes the application of the required skills and knowledge to plan and organise the facilities, resources and processes required for the production and assembly of bus/truck/trailers.</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>This unit applies to the automotive and related component manufacturing environment and involves application of skills and knowledge at a <i>specialist</i> 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	Nil
	Nil	Nil

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 production objectives	1.1. Production objectives are clearly and unambiguously identified and clarified in accordance with <i>organisation requirements</i>
2. Determine production team and resource requirements	2.1. Production team requirements are determined based on task requirements and necessary competencies 2.2. Suitable staff and/or contractors are selected based on competence and availability 2.3. Required raw materials, tools, equipment, assembly or fabrication jigs and other physical resources needed for the production are identified using relevant <i>sources of information</i> and a specification drawn up detailing the required quality and quantities
3. Develop production budget, quotas, time schedule and milestones	3.1. Identified production tasks and activities are costed in terms of staffing and resource requirements and incorporated into a production budget 3.2. A time schedule for the production is drawn up clearly showing the sequence and inter-relationships of activities as well as milestones and estimated start and completion dates 3.3. The production plan showing the resourcing arrangements, time schedule and proposed budget is submitted to the appropriate personnel and any necessary changes made
4. Assign production tasks to team	4.1. Production tasks and component activities are clearly identified and specified and assigned to team members based on their competence, experience and availability 4.2. The production team is briefed on their respective roles and responsibilities
5. Implement production plan	5.1. Requirements for major activities, staffing, resources, critical dates and the required final and intermediate outcomes of the production are confirmed prior to commencement of the production in accordance with the approved production plan and company requirements 5.2. Potential problems and complications are identified in the course of the production and suitable contingency action initiated in accordance with company procedures 5.3. Stakeholders (i.e. user departments, management,

ELEMENT	PERFORMANCE CRITERIA
	etc.) are kept informed of production objectives and progress throughout the production
6. Review production progress and outcomes	6.1. Production progress is closely monitored against the required quality of the products and sub-assemblies as well as adherence to both budget and time schedule, and reported to appropriate personnel 6.2. Adequate records are maintained of all key information pertaining to the production process in accordance with company requirements

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 in order to effectively organise production and assembly processes
- apply teamwork to a range of situations, specifically in the organising of resources for the production process
- solve problems particularly in teams in order to meet performance indicators
- 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, particularly to ensure OHS requirements are adhered to in the production and assembly process
- 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 regulations and organisation policies and procedures needed to carry out work in a manner which ensures the safety of people, equipment and the environment.
- organisation technical work documentation covering procedures, specifications and schedules
- processes to identifying production objectives
- processes for determining production staffing and resource requirements
- development principles for production budget, quotas, time schedule and milestones
- company procedures for assigning tasks to staff
- procedures for implementing project plan
- procedures for reviewing production progress and outcomes.

Evidence Guide

EVIDENCE GUIDE	
<p>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.</p>	
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 • identify production objectives • determine production staffing and resource requirements • develop production budget, quotas, time schedule and milestones - written / electronic • assign tasks to staff • implement production plan and review production progress and outcomes.
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 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

EVIDENCE GUIDE

	<p>knowledge to ensure its correct interpretation and application</p> <ul style="list-style-type: none">• 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	
<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 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.</p>	
<p><i>Organisation requirements</i> may include:</p>	<ul style="list-style-type: none"> • access and equity principles and practices • environmental management (waste disposal, recycling and re-use guidelines) • emergency and evacuation procedures • equipment use procedures • ethical standards • legal obligations • maintenance and storage procedures • OHS requirements • organisational and site guidelines • policies and procedures relating to own role and responsibility • procedural manuals • quality assurance guidelines • quality and continuous improvement processes and standards • recording and reporting guidelines.
<p><i>Resources</i> may include:</p>	<ul style="list-style-type: none"> • types of plant, tooling and equipment • documentation and reporting systems • production schedules • production manuals • access to professional staff • qualified workplace assessors.
<p><i>Sources of information</i> may include:</p>	<ul style="list-style-type: none"> • customer requirements • industry/workplace codes of practice • manufacturer specifications • organisational operating procedures • OHS legislation.

Unit Sector(s)

Unit sector	Automotive Manufacturing
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Competency field

Competency field	Truck/Bus/Trailer Manufacture and Assembly
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Co-requisite units

Co-requisite units		
	Nil	Nil
	Nil	Nil