



**Australian Government**

# **FBPPPL4003 Schedule and manage production**

**Release: 1**

## FBPPPL4003 Schedule and manage production

### Modification History

| Release   | Comments                                                                                       |
|-----------|------------------------------------------------------------------------------------------------|
| Release 1 | This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0. |

### Application

This unit of competency describes the skills and knowledge required to plan, monitor and adjust schedules to meet operational requirements for production activities.

The unit applies to individuals who take responsibility for their own work and provide and communicate solutions to others with some responsibility for planning and scheduling production.

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

### Pre-requisite Unit

Nil

### Unit Sector

People, Planning and Logistics (PPL)

### Elements and Performance Criteria

| Elements                                                    | Performance Criteria                                                                                                                                                                                                   |
|-------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Elements describe the essential outcomes.</i>            | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>                                                                                                                 |
| 1 Identify production requirements                          | 1.1 Use forecast and sales information to identify production requirements according to workplace procedures<br>1.2 Identify production priorities to satisfy demand                                                   |
| 2 Confirm resource requirements for production requirements | 2.1 Check stock levels of raw materials, ingredients, packaging components and consumables are available and can fulfil production requirements<br>2.2 Check equipment capacity and status are ready and available for |

| <b>Elements</b>                                   | <b>Performance Criteria</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Elements describe the essential outcomes.</i>  | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>                                                                                                                                                                                                                                                                                                                                                                                                            |
|                                                   | production activities according to workplace procedures<br>2.3 Ensure human resources are available against production requirements                                                                                                                                                                                                                                                                                                                                                                               |
| 3 Develop and communicate the production schedule | 3.1 Develop the production schedule to meet demand and delivery timelines within production capacity and budget<br>3.2 Ensure the production schedule takes account of stock levels, storage capacity, equipment capacity and product mix to minimise stock and product holdings and maximise production efficiency<br>3.3 Record the production schedule in the appropriate workplace format<br>3.4 Make available the production schedule to relevant personnel in a timely manner                              |
| 4 Monitor production schedule                     | 4.1 Monitor production to identify actual and potential barriers to achieving the schedule<br>4.2 Monitor resource usage rates to identify potential shortages<br>4.3 Identify, assess and address unplanned events that could affect the schedule                                                                                                                                                                                                                                                                |
| 5 Adjust production schedules                     | 5.1 Adjust production schedules to take account of identified changed conditions<br>5.2 Negotiate and communicate changes to the production schedule to relevant personnel in a timely manner<br>5.3 Identify resource implications of amended schedules and access resources to meet requirements<br>5.4 Identify and communicate potential failure to meet delivery deadlines to relevant personnel in a timely manner<br>5.5 Amend schedule documentation as required to meet workplace reporting requirements |
| 6 Review production schedule development process  | 6.1 Review the production scheduling process to identify opportunities for improvement<br>6.2 Identify, investigate and report variances in production against schedule to appropriate personnel<br>6.3 Consult personnel responsible for implementing the schedule to identify improvement opportunities<br>6.4 Revise the scheduling process to reflect improvements                                                                                                                                            |

## Foundation Skills

*This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.*

| Skill                      | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reading                    | <ul style="list-style-type: none"> <li>Analyses and consolidates test results and data from a range of sources, against defined criteria and requirements</li> </ul>                                                                                                                                                                                                                                                                                                                                                         |
| Writing                    | <ul style="list-style-type: none"> <li>Writes, edits and proofreads documents to ensure clarity of meaning, and accuracy and consistency of information</li> </ul>                                                                                                                                                                                                                                                                                                                                                           |
| Numeracy                   | <ul style="list-style-type: none"> <li>Performs mathematical calculations to analyse labour, costs and quantities to accurately produce schedules and manage resources and budget</li> </ul>                                                                                                                                                                                                                                                                                                                                 |
| Oral communication         | <ul style="list-style-type: none"> <li>Uses collaborative and inclusive techniques, including active listening and questioning, and reading of verbal and non-verbal signals to convey and clarify information and to confirm understanding</li> </ul>                                                                                                                                                                                                                                                                       |
| Navigate the world of work | <ul style="list-style-type: none"> <li>Accepts responsibility and ownership for the task and makes decisions on completion parameters and the need of coordination with others</li> </ul>                                                                                                                                                                                                                                                                                                                                    |
| Interact with others       | <ul style="list-style-type: none"> <li>Selects and uses appropriate conventions and protocols when communicating with clients and co-workers in a range of work contexts</li> <li>Elicits feedback and provides feedback to others in order to improve workgroup behaviours</li> </ul>                                                                                                                                                                                                                                       |
| Get the work done          | <ul style="list-style-type: none"> <li>Takes responsibility for planning, sequencing and prioritising tasks and own workload for efficiency and effective outcomes</li> <li>Applies systematic and analytical decision-making processes for complex and non-routine situations</li> <li>Investigates new and innovative ideas as a means to continuously improve, work practices and processes</li> <li>Monitors progress of plans and schedules, and reviews and changes them to meet new demands and priorities</li> </ul> |

## Unit Mapping Information

| Code and title current version | Code and title previous version | Comments | Equivalence status |
|--------------------------------|---------------------------------|----------|--------------------|
|                                |                                 |          |                    |

|                                                    |                                                  |                                                                                                  |                 |
|----------------------------------------------------|--------------------------------------------------|--------------------------------------------------------------------------------------------------|-----------------|
| FBPPPL4003<br>Schedule and<br>manage<br>production | FDFPPL4003A<br>Schedule and<br>manage production | Updated to meet<br>Standards for Training<br>Packages<br><br>Minor Changes to PCs<br>for clarity | Equivalent unit |
|----------------------------------------------------|--------------------------------------------------|--------------------------------------------------------------------------------------------------|-----------------|

## Links

Companion Volumes, including Implementation Guides, are available at VETNet -  
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4>