



Australian Government

Department of Education, Employment and Workplace Relations

FDFPPL4003A Schedule and manage production

Revision Number: 1

FDFPPL4003A Schedule and manage production

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the skills and knowledge required to plan, monitor and adjust schedules to meet operational requirements.
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Application of the Unit

Application of the unit	This unit is appropriate for production personnel with some responsibility for planning. Production schedules may relate to daily, weekly and/or monthly production.
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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

<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. Identify production requirements	1.1. Forecast and sales information is used to identify production requirements 1.2. Production priorities are identified to satisfy demand
2. Identify resource requirements to meet production requirements	2.1. Stock levels of raw materials/ingredients, packaging components and consumables are confirmed against production requirements 2.2. Equipment capacity and status and human resources are confirmed against production requirements
3. Develop and communicate the production schedule	3.1. The production schedule is developed to meet demand and delivery timelines within production capacity and budget 3.2. 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 3.3. The production schedule is recorded in the appropriate workplace format 3.4. The production schedule is made available to relevant personnel in a timely manner
4. Monitor actual against scheduled production	4.1. Production is monitored to identify actual and potential barriers to achieving the schedule 4.2. Resource usage rates are monitored to identify potential shortages 4.3. Unplanned events that could affect the schedule are identified, assessed and addressed
5. Adjust production schedules	5.1. Production schedules are adjusted to take account of changed conditions 5.2. Changes to the production schedule are negotiated and communicated to relevant personnel in a timely manner 5.3. Resource implications of amended schedules are identified and resources are accessed to meet requirements 5.4. Potential failure to meet delivery deadlines are identified and communicated to relevant personnel in a timely manner 5.5. Schedule documentation is amended as required to meet workplace reporting requirements
6. Review production schedule	6.1. The production scheduling process is reviewed to

ELEMENT	PERFORMANCE CRITERIA
development process	identify opportunities for improvement 6.2. Variances in production against schedule are identified, investigated and reported 6.3. Personnel responsible for implementing the schedule are consulted to identify improvement opportunities 6.4. The scheduling process is revised to reflect improvements

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

Ability to:

- collect and interpret sales and/or market forecast information, such as liaising with sales departments/functions and/or direct contact with customers
- identify production priorities to meet customer/market expectations
- identify and confirm resource requirements to meet the schedule, such as stock levels, equipment availability and capacity, personnel, storage capacity, and transport, and where required, identify alternate sources of supply for resources in short supply
- develop a schedule to match production priorities to available resources, such as consulting relevant personnel to confirm schedule feasibility, and notifying relevant personnel of any possibility that demand cannot be met within required timeframe
- record and communicate the schedule in appropriate formats, such as use of software and communicating information to meet workplace and audience requirements
- monitor actual production and materials usage levels against production plan to identify variances and take appropriate corrective action, including assessing the consequences of any adjustments to the schedule for the customer, the company and resource availability
- adjust the schedule in response to typical and atypical variables affecting achievement of schedule
- respond to unplanned events to minimise disruption and optimise efficiency
- confirm that resources and personnel are available to meet amended schedule and, if not, take action to secure requirements
- communicate schedule changes to affected personnel
- track and investigate variance to identify cause
- follow review procedures to identify opportunities to improve scheduling process
- follow procedures to adopt and communicate improvements to the scheduling process
- use planning and systems control software according to enterprise procedures
- match work allocation to competencies available in the work team according to enterprise procedures
- use communication skills to interpret and complete work information to support operations of work team or area
- use communication skills to consult and communicate with relevant personnel
- demonstrate and support cooperative work practices within a culturally diverse workforce

REQUIRED SKILLS AND KNOWLEDGE

Required knowledge

Knowledge of:

- the role and scope of the scheduling function, including flow of information to and from the scheduling process and the impact of scheduling for related planning, purchasing, production and despatch processes
- factors to be taken into account in planning the schedule, including the inter-relationships between factors, such as:
 - customer requirements
 - stock levels and supply options
 - use-by codes
 - production capacity and availability
 - labour requirements and availability
 - product compatibility
 - capacity of related processes and/or storage facilities
 - transport capacity
- consequences of failing to meet delivery timelines (this may differ according to customers and may include stock-out fines in addition to damage to customer relationships)
- the company's preferred approach to managing customer relations
- the characteristics of raw materials/ingredients, packaging components and consumables and production process to determine the most efficient plan to meet production requirements, including stock shelf-life, product compatibility (with the exception of dedicated product lines) and changeover procedures
- equipment capacity to ensure that production quantities and timelines are achievable
- methods used to monitor actual to planned production, such as use of systems software and key performance indicators (KPIs) where these are collected on a real time basis
- relevant personnel and departments to be consulted/notified of production schedule and related amendments, including the information relevant to each group/person
- awareness of conditions that can affect achievement of schedule, including conditions that are unusual or unplanned and related options for response
- options for maximising resource utilisation and minimising waste, including options for alternate resource allocation in response to unplanned events
- recording systems and requirements
- process improvement procedures
- supplier capacity and timeframes where relevant
- competencies required by the work process and competencies held by the work team where relevant

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, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>Assessment must be carried out in a manner that recognises the cultural and literacy requirements of the assessee and is appropriate to the work performed. Competence in this unit must be achieved in accordance with food safety standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Evidence of ability to:</p> <ul style="list-style-type: none"> • confirm production requirements and resource implications • establish and document production schedule • coordinate implementation of schedule • ensure production schedule is communicated and reported to all appropriate personnel • manage unplanned production issues • assess production outcomes against schedule and make required adjustments.
<p>Context of and specific resources for assessment</p>	<p>Assessment must occur in a real or simulated workplace where the assessee has access to:</p> <ul style="list-style-type: none"> • scheduling system and associated information and communication systems • production area and related functions and resources • relevant standard operating procedures (SOPs) • workplace information recording systems, requirements and procedures.
<p>Method of assessment</p>	<p>This unit should be assessed together with core units and other units of competency relevant to the function or work role. Examples could be:</p> <ul style="list-style-type: none"> • FDFPPL4006A Manage a work area within budget • BSBRES401A Analyse and present research information.
<p>Guidance information for assessment</p>	<p>To ensure consistency in one's performance, competency should be demonstrated on more than one occasion over a period of time in order to cover a variety of circumstances, cases and responsibilities, and where possible, over a number of assessment activities.</p>

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>	
Policies and procedures	<p>Production scheduling is consistent with company policies and procedures, regulatory and licensing requirements, legislative requirements, and industrial awards and agreements and takes account of occupational health and safety (OHS) and environmental impact of scheduling arrangements</p>
Scheduling	<p>Scheduling may involve:</p> <ul style="list-style-type: none"> the use of planning and systems control software, such as SAP and MRPII
Schedules	<p>Schedules may be based on:</p> <ul style="list-style-type: none"> customer orders and/or market forecasts

Unit Sector(s)

Unit sector	People management/planning/logistics
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		