



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **LMTGN3005B Plan tasks to assist production operations**

**Revision Number: 1**

## **LMTGN3005B Plan tasks to assist production operations**

### **Modification History**

Not applicable.

### **Unit Descriptor**

**Unit descriptor** This unit covers the skills and knowledge to assist in production planning by performing specific planning tasks.

## Application of the Unit

### Application of the Unit

The unit applies to planning of tasks to assist production operations. Tasks may include the development of rosters, OHS practices, workplace procedures, documentation practices and organisational systems.

Work requires discretion, initiative and judgement.

Work may be conducted in small to large scale enterprises and may involve individual and team activities.

The application of this unit is according to OHS practices of the enterprise and workplace practices, which may include:

- requirements prescribed by legislation, awards, agreements and conditions of employment
- standard operating procedures
- work instructions
- oral, written and visual communication
- quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output
- housekeeping
- tasks related to environmental protection, waste disposal, pollution control and recycling

This unit requires the application of planning and organising skills to develop and implement a production plan. Team work and communication skills are central to interpreting production information and ensuring production plan is implemented effectively in the workplace. New information and learning from implementation should be used to improve plan development and implementation.

## Licensing/Regulatory Information

Not applicable.

## Pre-Requisites

### Prerequisites

## Employability Skills Information

**Employability Skills** This unit contains employability skills.

## Elements and Performance Criteria Pre-Content

Not applicable.

## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Clarify planning requirements	1.1 Planning requirements are discussed with supervisor and work brief is confirmed. 1.2 Timeline, jobs, and work priorities associated with <i>planning task</i> are confirmed with supervisor or manager. 1.3 Workplace practices and documentation requirements associated with planning task are assessed for relevance. 1.4 <i>Key personnel</i> associated with planning task are identified.
2 Conduct planning task	2.1 Planning task requirements are communicated to team, section or individuals as required to secure positive input. 2.2 Previous and current work practices, organisational guidelines, documentation systems and quality standards are assessed and relevant criteria are applied to planning task. 2.3 <i>Planning tools and techniques</i> are used. 2.4 Key personnel are consulted during planning activity. 2.5 Proposals for plan are developed to meet planning requirements. 2.6 Planning proposal is tested with key personnel.
3 Apply plan	3.1 Plan is implemented. 3.2 Implementation of plan is monitored to assess plan suitability. 3.3 <i>OHS practices</i> are integrated into plan. 3.4 Improvements to plan are identified and applied.
4 Communicate plan to work team, section, individuals	4.1 All plan information affecting work, including OHS practices and quality standards is explained logically in an easily understood manner to individuals and teams. 4.2 Feedback from team, section members and individuals is sought to assist in effective operation of team or section. 4.3 Plan and implementation practices are documented.

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level, required for this unit

Demonstrates knowledge of:

- production and workflow system
- factors and constraints that impact on task
- effective work methods to achieve production objectives and timelines
- documentation practices
- quality standards and procedures
- scheduling techniques
- resourcing policies
- general staffing levels, capabilities and application of standard times
- OHS practices, including hazard identification and control measures
- workplace practices
- recording and reporting practices

Demonstrates skills to:

- prioritise work
- manage time
- organise
- use planning tools
- analyse
- apply relevant arithmetic calculations
- read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material
- maintain accurate records
- communicate within the workplace
- sequence operations
- meet specifications
- clarify and check task-related information
- carry out work according to OHS practices

## Evidence Guide

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 the Training Package.

<b>Critical aspects of evidence</b>	Demonstrates skills and knowledge to: <ul style="list-style-type: none"><li>• organise work tasks, work processes and staff</li><li>• meet work process efficiency standards</li><li>• use suitable planning techniques</li><li>• implement and monitor plan</li><li>• apply OHS policies in work operations</li><li>• maintain accurate records</li></ul>
<b>Consistency in performance</b>	Consistently applies skills and knowledge when: <ul style="list-style-type: none"><li>• organising work</li><li>• completing tasks according to instructions</li><li>• working systematically with attention to detail</li><li>• identifying improvements and avoiding damage</li><li>• using workplace practices</li><li>• using OHS practices</li><li>• recording and reporting accidents and incidents</li><li>• assessing operational readiness of equipment</li><li>• recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions</li></ul>
<b>Resource implications</b>	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OHS practices.
<b>Context for assessment</b>	Assessment may occur on the job or in an appropriately simulated environment.
<b>Interdependent assessment</b>	This unit may be assessed independently or in combination with other relevant units.

## Range Statement

### RANGE STATEMENT

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. 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.

Legislative/regulatory requirements All work must comply with relevant Federal and State or Territory legislative or regulatory requirements.

Planning task may include:

- shift rosters
- workplace or operation instructions and procedures
- OHS practices, including committee representation
- workplace documentation
- organisational systems

Key personnel may include:

- operations managers
- supervisors and team leaders
- human resources staff
- relevant employees

Planning tools and techniques may include:

- scheduling
- time management
- brainstorming
- setting goals and defined outcomes
- prioritising
- review and evaluation strategies

OHS practices OHS practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:

- manual handling techniques
- standard operating procedures
- personal protective equipment
- safe materials handling
- taking of rest breaks
- ergonomic arrangement of workplaces
- following marked walkways
- safe storage of equipment
- housekeeping
- reporting accidents and incidents
- environmental practices

## **Unit Sector(s)**

**Sector** All