



**Australian Government**

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

# **LMTGN5001B Participate in production planning processes**

**Revision Number: 1**

## **LMTGN5001B Participate in production planning processes**

### **Modification History**

Not applicable.

### **Unit Descriptor**

**Unit descriptor** This unit covers the skills and knowledge to participate in the development of production planning.

## Application of the Unit

**Application of the Unit** The unit applies to participating in production planning processes. Discretion and judgement may be required, for both self and others, in planning and selecting processes, procedures or outcomes. Production plans are used to guide production according to enterprise needs.

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 skills associated with communication to gather, interpret and discuss production data and information and participate in meetings. Planning and organising, initiative and enterprise and problem solving are also required in planning and selecting processes, procedures or outcomes with others and to identify and resolve production issues. This unit also requires team skills to work with others in determining and confirming production requirements.

## 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 Confirm production requirements	<p>1.1 Projected requirements regarding stock supplies, product quantities, quality and delivery schedules are confirmed.</p> <p>1.2 Identified issues and problems concerning projected requirements are resolved in collaboration with relevant personnel.</p> <p>1.3 Requirements for implementation of <i>organisational systems</i> are determined.</p>
2 Gather specific production information	<p>2.1 Specific information relating to production capacity is obtained and confirmed.</p> <p>2.2 Details of production line requirements regarding batch or run sizes and other relevant information are gathered and interpreted for use in production plan preparation.</p> <p>2.3 Resources, supply requirements, availability of machines and personnel is identified and confirmed.</p>
3 Participate in planning meetings	<p>3.1 Specific requirements for meetings are confirmed.</p> <p>3.2 <i>Production data</i> and other planning information is prepared.</p> <p>3.3 Information is contributed and discussed according to meeting procedures.</p> <p>3.4 Follow-up action on meeting outcomes is taken.</p>
4 Maintain records	<p>4.1 <i>Production planning</i> records are maintained and reports prepared, where necessary.</p>

## **Required Skills and Knowledge**

### **REQUIRED SKILLS AND KNOWLEDGE**

Demonstrates knowledge of:

- production processes, products and machines
- an understanding of work and workplace organisation systems
- meeting procedures
- quality standards and practices
- OHS practices, including hazard identification and control measures
- workplace practices
- recording and reporting practices

Demonstrates skills to:

- participate effectively in planning production
- interpret and use data from a range of sources
- communicate effectively with individuals, work groups and supervisors
- document and transfer information
- read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material
- maintain accurate records
- 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 Elements and Performance Criteria, Range Statement, Key Competencies and Assessment Guidelines for this Training Package.

<b>Critical aspects of evidence</b>	Demonstrates skills and knowledge to: <ul style="list-style-type: none"><li>• confirm requirements for production</li><li>• assemble and interpret specific production information</li><li>• identify resources, supply requirements, machines, personnel</li><li>• contribute to interchange of information at planning meetings</li><li>• apply OHS practices in production 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.
Organisational systems may include:	<ul style="list-style-type: none"><li>• Just In Time</li><li>• VAM</li><li>• quick response</li><li>• quality management systems</li><li>• team processes</li><li>• benchmarking</li></ul>
Product data may include:	<ul style="list-style-type: none"><li>• plant layout</li><li>• machine operating manuals and other equipment records</li><li>• production data collected manually or electronically</li><li>• quality specifications</li><li>• drawings, sketches and other specifications</li></ul>
Production planning may relate to:	<ul style="list-style-type: none"><li>• establishing an overall plan for production and delivery</li><li>• repetitive production runs</li><li>• short runs</li><li>• quick changes</li><li>• a diversity of styles</li><li>• indent orders</li><li>• stock services replenishment</li></ul>
OHS practices	<p>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:</p> <ul style="list-style-type: none"><li>• manual handling techniques</li><li>• standard operating procedures</li><li>• personal protective equipment</li><li>• safe materials handling</li><li>• taking of rest breaks</li><li>• ergonomic arrangement of workplaces</li><li>• following marked walkways</li><li>• safe storage of equipment</li><li>• housekeeping</li></ul>

- reporting accidents and incidents
- environmental practices

## **Unit Sector(s)**

**Sector** All