



Australian Government

Department of Education, Employment and Workplace Relations

LMTGN6005A Manage production processes

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor This unit covers the skills and knowledge required to manage a production facility in a textiles, clothing and footwear (TCF) workplace.

Application of the Unit

Application of the Unit

This unit applies to managing production in a TCF workplace where judgement is required in planning, technical or supervisory activities related to operations or processes in substantially non-routine situations.

The unit is applied under limited guidance in line with a broad plan, budget or strategy as part of the major functional area or in highly specialised situations requiring a range of skills.

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 interpret production information, discuss details with work team and ensure documentation meets enterprise standards. Planning and organising is required to facilitate the implementation of production. Initiative and enterprise and problem solving will be used to identify and assess production issues and implement appropriate action.

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 Review production scheduling	<p>1.1 Development and application of the <i>production schedule</i> is reviewed in terms of the appropriateness of machinery operation and both time and cost efficiency in the use of facilities and personnel</p> <p>1.2 Recommendations are made for improvement or change, if appropriate</p> <p>1.3 Schedule is modified according to recommendations or in line with production requirements, as required</p>
2 Facilitate process or work flow problem resolution	<p>2.1 Methods to solve process or work flow problems are identified through the facilitation of meetings or discussions</p> <p>2.2 Knowledge of process improvement and efficient production techniques and systems are used to assist in the systematic identification and resolution of process or work flow problems</p> <p>2.3 Preferred option to resolve the problem is recommended and documented</p> <p>2.4 Implementation of the recommended problem resolution option is facilitated in accordance with <i>OHS practices</i></p>
3 Monitor production improvements or variations	<p>3.1 Improvements or variations to production are monitored to ensure outcome meets specifications, production schedule and workplace requirements</p> <p>3.2 Data is collated and analysed to evaluate the effectiveness of production improvements or variations</p> <p>3.3 Decisions on improvements or variations to production are made within limits of management responsibility</p>
4 Maintain records	<p>4.1 Management records are maintained and reports prepared, where necessary</p> <p>4.2 Presentations on production performance and developments are made at management meetings</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level

Demonstrates knowledge of:

- management and production processes, machines and production software
- workplace and work organisation systems
- enterprise products and material or fabric structure
- workflow control techniques and methods to resolve associated workflow problems
- safety and environmental aspects of relevant enterprise activities
- workplace practices and reporting or recording processes
- relevant regulatory requirements and codes of practice
- hazard identification and control measures associated with managing production operations

Demonstrates skills to:

- assess effectiveness and efficiency of production scheduling
- resolve workflow problems
- communicate effectively within the workplace, including liaising with other departments
- present management reports
- establish or interpret procedures, where required
- determine report requirements and present information in appropriate formats
- read, interpret and follow information on job instructions, specifications, standard operating procedures, patterns, charts, tickets, order forms and other applicable reference material
- sequence operations
- clarify and check task related information
- carry out work in accordance with 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.

Critical aspects of evidence to be considered	Demonstrates skills and knowledge to: <ul style="list-style-type: none">• interpret and analyse data for production planning• review production scheduling and performance• monitor efficiency of production• resolve production problems• ensure variations or modifications are implemented appropriately• ensure workplace health and safety policies are applied in production operations• maintain accurate records
Consistency in performance	Consistently applies skills and knowledge when: <ul style="list-style-type: none">• organising work• completing tasks• identifying improvements• using workplace practices• using OHS practices• recording and reporting accidents and incidents• assessing operational readiness of equipment used and work processes• recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions• completing work systematically with attention to detail without damage to goods and equipment
Resource implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OHS practices.
Context for assessment	Assessment may occur on the job or in an appropriately simulated environment.
Interdependent assessment	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, organisation insurance requirements, OHS legislation, manual handling procedures and relevant health regulations
Production schedule may be:	<ul style="list-style-type: none"> in electronic and hard copy format and include text, tables of numeric data, graphics, charts and graphs
OHS practices	<p>OHS practices must include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may include:</p> <ul style="list-style-type: none"> 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 other OHS practices relevant to the job and enterprise
Workplace organisation systems may include:	<ul style="list-style-type: none"> JIT VAM quick response quality circles team processes benchmarking

Unit Sector(s)

Sector All