



Australian Government

MSA50311 Diploma of Production Management

Release 4

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Modification History

Release 4 - Correction to metadata to show PMAOPS500A as available in this qualification

Release 3 - One imported elective unit updated to current version. Equivalent.

Release 2 - MSACM units replaced by MSS units from MSS11v2 Sustainability Training Package.

Release 1 - New qualification

Description

This qualification provides the skills and knowledge required to plan, direct and coordinate production activities in a manufacturing environment. The qualification has been developed with the process manufacturing sector as a focus. It may also be applied to other organisations in the value chain.

The qualification packaging has been developed on an assumption that competency will be developed through a combination of on and off-the-job learning strategies. The qualification may also be achieved through recognition processes.

Job roles/employment outcomes

The MSA50311 Diploma of Production Management specifies the competencies required for employment in job roles related to assisting organisations to improve production.

Employment outcomes related to this qualification may include roles such as a production or operations manager.

Application

This qualification provides skills that can be applied to the design and control of production systems within an organisation, including:

- planning and scheduling
- tracking and analysing
- directing and operating.

Pathways Information

Pathways into the qualification

This qualification has no entry requirement. However, entrants for the qualification should already possess operational or technical skills related to the organisation seeking production improvements either through prior relevant experience or qualifications. For this reason the qualification is not suitable as an entry level qualification for school leavers.

The units of competency in this qualification reflect competencies which are practised within

the industry and recognition of prior learning (RPL) should be granted where there is sufficient evidence of competency from work-based experience.

Additional qualification advice

This qualification provides the skills needed to assist organisations to improve production where competitive manufacturing (lean) processes are not fully employed. It therefore complements but does not duplicate qualifications supplying skills related to competitive manufacturing. Where these skills are required MSA51108 Diploma of Competitive Manufacturing, should be considered.

Licensing/Regulatory Information

Not applicable.

Entry Requirements

Not applicable.

Employability Skills Summary

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • Manage implementation of production improvement procedures and develop and distribute related information • Develop standardised documentation on behalf of an area or group of work teams • Share and discuss information with others about enterprise activities • Develop and communicate workplace procedures • Provide information and clarifications to team leaders and other employees on workplace procedures in relation to production • Provide and interpret instructions, specifications, standard operating procedures and other work-related documents • Provide assistance or information to relevant personnel • Debrief on workplace changes with relevant stakeholders • Record production, emissions and other work-related information • Access and use workplace communication tools and equipment • Apply numeracy skills to work procedures • Provide information about team activities to managers, supervisors and customers
Teamwork	<ul style="list-style-type: none"> • Identify roles of work teams where teamwork is used as the form of work organisation • Supervise and lead others in a production environment • Share work-related information with peers, including team members, supervisors and management • Identify hazards to employees and visitors • Identify the value chain and advise other employees as to how they can contribute to the final quality of the product • Review changes to work practices and work relationships with team leaders and other employees • Provide assistance with planning work operations, as required • Seek assistance with work operations from specialists and other employees, as required • Participate in multidisciplinary teams, as required
Problem-solving	<ul style="list-style-type: none"> • Monitor production and maintenance activities • Analyse inconsistencies, non-compliances, faults or hazards

	<ul style="list-style-type: none"> • Identify factors within work area that are a constraint to work efficiency or reaching of production outcomes • Identify essential and non-essential practices • Implement methods of increasing features/benefits of products or processes • Monitor responsibilities of teams and make improvements to work organisation • Identify process steps which cause a problem and implement improvement processes • Monitor production performance and implement improvement processes • Compare shift or area required performance with actual performance • Identify situations where compliance to specifications or safety standards is unlikely • Identify, recommend and implement improvements • Identify causes of identified faults and take appropriate action • Investigate causes of deviations from targets and standards in relation to production • Undertake root cause analysis
Initiative and enterprise	<ul style="list-style-type: none"> • Manage procedures and systems for optimum outcomes • Analyse feedback on procedures and systems • Analyse problems, implications or suggestions for improvements • Adjust work activities according to changes in customer requirements • Identify methods of increasing contribution of work teams to production • Identify and implement changes and improvements • Monitor processes and equipment to ensure cost efficiency • Implement and monitor work practices to reduce waste • Participate in multidisciplinary teams to develop new products or processes
Planning and organising	<ul style="list-style-type: none"> • Ensure work areas comply with sustainability obligations and requirements • Identify and manage processes, tools and materials • Implement improvements in accordance with procedures • Distinguish between essential and non-essential practices • Implement use of planning tools within work of teams • Determine and prioritise required actions • Collect, organise and analyse information from work activities • Monitor work activities according to safety and workplace

	<p>standards</p> <ul style="list-style-type: none"> • Set production targets and outcomes • Interpret data and information as required by own job • Ask questions to ensure there is understanding of work requirements in teams and among other employees
Self-management	<ul style="list-style-type: none"> • Recommend methods of increasing own contribution to the value chain • Adjust work processes according to procedures and customer requirements • Identify and manage impact of change in own work • Minimise waste in own work activity • Assess own work performance • Set personal objectives for work performance • Manage own time
Learning	<ul style="list-style-type: none"> • Identify skill requirements of self and team members • Arrange skill development training for self and others • Adapt to changing work requirements • Ask questions to aid learning of others • Identify personal skill gaps and additional skill needs • Ask questions to ensure understanding of own work requirements • Monitor own work and identify areas for improvement • Seek feedback on work performance • Provide feedback on work performance to team leaders and team members
Technology	<ul style="list-style-type: none"> • Monitor technology to ensure production according to legislative requirements and workplace standards • Identify equipment and processes appropriate for jobs and skill levels of employees • Provide appropriate equipment to ensure safety and efficiency according to skill levels of employees • Assess operational efficiency of technology within own skill level and that of team members • Analyse data and other information from equipment reports • Conduct failure mode effects analyses • Use information technology appropriate for job • Manage maintenance procedures appropriate to job and processes according to skill levels of team members

Packaging Rules

To be awarded the MSA50311 Diploma of Production Management, competency must be achieved in **ten (10)** units of competency.

- **one (1)** core unit of competency
- **nine (9)** elective units of competency, as specified below

Elective units must include:

- a minimum of **two (2)** units from each of Group A, Group B and Group C
- the balance of units, to a maximum of **three (3)**, can be selected from:
- units from Group A, B or C, not previously selected
- units available at Diploma level from this Training Package, other endorsed Training Packages and accredited courses.

Note: Units marked with an asterisk have one or more prerequisite requirements. Please refer to the individual units for details. Prerequisites are to be counted towards the total number required to complete the qualification.

Core units of competency

Unit code	Unit title
MSAENV472B	Implement and monitor environmentally sustainable work practices

Elective units of competency

Group A

Unit code	Unit title	Prerequisites
MSS405022A	Design a process layout	
MSS405030A	Optimise cost of product or service	

MSS405060A	Develop the application of enterprise control systems in an organisation	
MSS405075A	Facilitate the development of a new product	*
MSAPMOPS401A	Trial new process or product	
BSBFIM501A	Manage budgets and financial plans	
FNSORG501A	Develop and manage a budget	
MEM14001B	Schedule material deliveries	
TLIL4059A	Implement asset management systems	
TLIL5055A	Manage a supply chain	
TLIP4013A	Implement and monitor logistics planning and process	
TLIR4008A	Implement and supervise stocktaking procedures	
TLIR4009A	Implement purchasing systems	
TLIR4010A	Plan purchasing	
TLIR5006A	Develop, implement and review purchasing strategies	
TLIX5015A	Establish supply chains	

Group B

Unit code	Unit title	Prerequisites
MSS402030A	Apply cost factors to work practices	
MSS404052A	Apply statistics to operational processes	
MSS405031A	Undertake value analysis of a product or process costs in terms of customer requirements	
MSS405032A	Analyse cost implications of maintenance strategy	
MSS405050A	Determine and improve process capability	*
MSS405053A	Manage application of six sigma for process control	*

	and improvement	
MSS405061A	Determine and establish information collection requirements and processes	
MSS405081A	Develop a proactive maintenance strategy	
MSS405082A	Adapt a proactive maintenance strategy to the process operations sector	*
MSAPMSUP390A	Use structured problem solving tools	
MSAPMSUP400A	Develop and monitor quality systems	
BSBMGT403A	Implement continuous improvement	
PMAOPS500A	Optimise production systems	

Group C

Unit code	Unit title	Prerequisites
MSS405041A	Implement improvement systems in an organisation	
MSS405070A	Develop and manage sustainable energy practices	
MSAENV672B	Develop workplace policy and procedures for environmental sustainability	
MSAPMOHS401A	Assess risk	
MSAPMOHS503A	Maintain the workplace OHS management system	
MSAPMOHS510A	Manage risk	*
BSBINM501A	Manage an information or knowledge management system	
BSBMGT502B	Manage people performance	
BSBWRK510A	Manage employee relations	
MEM11007B	Administer inventory procedures	
MSS015002A	Develop strategies for more sustainable use of resources	

MSS015015A	Evaluate sustainability impact of a process	
PMASUP520B	Review procedures to minimise environmental impact of process	
PSPPM501B	Design complex projects	
PSPPM502B	Manage complex projects	
PSPPM503B	Close complex projects	
TLIA5058A	Manage facility and inventory requirements	
TLIR4003A	Negotiate a contract	
TLIR5005A	Manage a contract	

Custom Content Section

Not applicable.