



Australian Government

Department of Education, Employment and Workplace Relations

MSACMT260A Use planning software systems in manufacturing

Revision Number: 1

MSACMT260A Use planning software systems in manufacturing

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the knowledge and skills needed to access planning software (often known as ERP, MRP, MRPII, and often by its brand name, such as SAP) to make routine business decisions required of the person as a regular part of their job.
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Application of the Unit

Application of the unit	<p>In a typical scenario, an organisation has introduced a planning software system which the employees now must interface with. At its simplest level this is just an information system. However when fully implemented the <i>planning software</i> system can be used as a tool for decision making.</p> <p>This unit requires the application of communication, planning, and problem solving associated with using planning software in own work.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	
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Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	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.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Use interface	1.1. Use keyboards, track ball/mouse and monitor and/or other peripherals to access system 1.2. Navigate through the system and the screens 1.3. Acknowledge messages 1.4. Input and output information in the required format
2. Access information	2.1. Obtain relevant data and information from the system 2.2. Identify the status of items in the <i>value chain</i> 2.3. Access historical data and information 2.4. Interpret information and prioritise actions
3. Take appropriate actions in accordance with procedures	3.1. Take actions in response to information 3.2. Follow up as appropriate to ensure anticipated results have occurred 3.3. Record adjustments and variations according to procedures 3.4. Identify any learning needs to use planning software and seek appropriate support

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- keyboarding/mousing
- communication
- teamwork
- problem solving

Required knowledge

- technical knowledge and skills needed to operate process
- hierarchy of planning software system and operation
- information available from and business activities exercised by/through the planning software system

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, the range statement and the assessment guidelines for this training package.</p>	
Overview of assessment requirements	The employee will routinely use the relevant parts of the planning software system for their job.
What are the specific resource requirements for this unit?	Access to an organisation using a planning software system.
What critical aspects of evidence are required to demonstrate competency in this unit?	Evidence of routine use of planning software as part of their job is required.
In what context should assessment occur?	Assessment needs to occur in a workplace using a planning software system or a simulation system.
Are there any other units which could or should be assessed with this unit or which relate directly to this unit?	<p>This unit should be assessed concurrently with relevant technical units for the process.</p> <p>This unit covers the lower skill levels of using planning software. <i>MSACMT460A Use planning software systems in manufacturing</i> and <i>MSACMT660A Develop the application of enterprise systems in manufacturing</i> cover the intermediate and highest skill levels in the CM respectively.</p>
What method of assessment should apply?	<p>Assessors must be satisfied that the person can consistently perform the unit as a whole, as defined by the Elements, Performance Criteria, skills and knowledge. A holistic approach should be taken to the assessment.</p> <p>Assessors should gather sufficient, fair, valid, reliable, authentic and current evidence from a range of sources. Sources of evidence may include direct observation, reports from supervisors, peers and colleagues, project work, samples, organisation records and questioning. Assessment should not require language, literacy or numeracy skills beyond those required for the unit.</p> <p>The assessee will have access to all techniques, procedures, information, resources and aids which would normally be available in the workplace.</p> <p>The method of assessment should be discussed and agreed with the assessee prior to the commencement of the</p>

EVIDENCE GUIDE	
	assessment.
What evidence is required for demonstration of consistent performance?	Evidence of routine use over an extended period should be available. Planning software systems will typically log all interactions with it. Interrogation of the planning software system will therefore provide evidence of the operator's use of it. Actions taken may also be accessible from the planning software system itself, or may need other evidence available from the process.

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. 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.

Planning software	Planning software is a general term applied to a number of software systems which integrate a range of business information such as finance, logistics maintenance and production. It is frequently referred to by names such as ERP, SAP, MRP/MRP II.
Value chain	Competitive manufacturing organisations encompass the entire production system, beginning with the customer, and includes the product sales outlet, the final assembler, product design, raw material mining and processing and all tiers of the <i>value chain</i> (sometimes called the supply chain). Any truly 'competitive' system is highly dependent on the demands of its customers and the reliability of its suppliers. No implementation of competitive manufacturing can reach its full potential without including the entire 'enterprise' in its planning.
Procedures	Procedures includes all work instructions, standard operating procedures, formulas/recipes, batch sheets, temporary instructions and similar instructions provided for the smooth running of the plant. They may be written, verbal, computer based or in some other form. For the purposes of this Training Package, 'procedures' also includes good operating practice as may be defined by industry codes of practice (eg Good Manufacturing Practice (GMP), Responsible Care) and government regulations.

Unit Sector(s)

Unit Sector	CM Tools
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Co-requisite units

Co-requisite units	
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Functional area

Functional Area	
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