



**Australian Government**

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

# **MSACMT441A Facilitate continuous improvement in manufacturing**

**Revision Number: 1**

## MSACMT441A Facilitate continuous improvement in manufacturing

### Modification History

Not applicable.

### Unit Descriptor

<b>Unit descriptor</b>	This unit covers the knowledge and skills required to facilitate continuous improvement (kaizen) in an organisation.
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### Application of the Unit

<b>Application of the unit</b>	<p>In a typical scenario, this unit would apply to a team leader with responsibility for facilitating ongoing continuous improvement of the manufacturing process within the scope of their team's area of responsibility.</p> <p>This unit requires the application of skills associated with communication, teamwork, problem solving, initiative, enterprise, planning and organising in order to develop a continuous improvement process. This unit has a strong emphasis on developing and resourcing a team to embrace continuous improvement strategies.</p>
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### Licensing/Regulatory Information

Not applicable.

### Pre-Requisites

<b>Prerequisite units</b>	
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## Employability Skills Information

<b>Employability skills</b>	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. Facilitate improvement team.	1.1. Assist the improvement team consider and select appropriate improvement projects 1.2. Facilitate resources and arrangements for the team to undertake improvement projects 1.3. Arrange for the provision of required data 1.4. Assist the improvement team develop <i>scope and benefit statements</i> 1.5. Organise for ongoing training of improvement team members as required
2. Build a continuous improvement process.	2.1. Organise for training as required for work group members 2.2. Encourage work group members to routinely monitor <i>key process indicators</i> 2.3. Build capacity in the work group to critically review the relevant parts of the value chain 2.4. Assist work group members to formalise improvement suggestions 2.5. Facilitate relevant resources and assist work group members to develop implementation plans 2.6. Monitor implementation of improvement plans taking appropriate actions to assist implementation where required.

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

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

#### Required skills:

- analysis
- problem solving
- planning and organising
- communication
- negotiation
- documenting

#### Required knowledge:

- continuous improvement process.

## Evidence Guide

<b>EVIDENCE GUIDE</b>	
The Evidence Guide describes the underpinning knowledge and skills that must be demonstrated to prove competence. It is essential for assessment and must be read conjunction with the performance criteria, the range statement and the assessment guidelines of the relevant Training Package	
<b>Overview of assessment requirements</b>	Assessment should confirm the ability to facilitate the use of continuous improvement at a team level within a manufacturing organisation
<b>What critical aspects of evidence is required to demonstrate competency in this unit?</b>	Evidence of the facilitation of continuous improvement should be available
<b>In what context should assessment occur?</b>	Assessment will need to occur in an organisation using continuous improvement or by project.
<b>Are there any other units which could or should be assessed with this unit or which relate directly to this unit?</b>	This unit could be assessed concurrently with other relevant units.
<b>What method of assessment should apply?</b>	<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 assessment</p>

<b>EVIDENCE GUIDE</b>	
<b>What evidence is required for demonstration of consistent performance?</b>	Generally routine continuous improvement by the work group and improvement team(s) from the work group would be needed to generate sufficient evidence
<b>What are the specific resource requirements for this unit?</b>	Access to an organisation using continuous improvement.

## 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.

#### Scope and benefit statements

Scope and benefit statements of improvement project may include:

- description of the business
- the target work process
- what the key stakeholders seek from the improvement project
- a mission for the event
- a set of goals
- a statement of the do's and don'ts for the improvement project.

#### Key process indicators

Key process indicators may include:

- statistical process control data/charts
- orders
- lost time, injury and other OHS records
- equipment reliability charts
- etc.

## Unit Sector(s)

Unit Sector	CM Tools
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## corequisite units

Corequisite units	
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## Functional area

<b>Functional Area</b>	
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