



Australian Government

Department of Education, Employment and Workplace Relations

MSAPMOPS102A Perform tasks to support production

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor

This competency covers the performance of largely manual tasks that are performed in support of the production process working under close supervision. It applies to all sectors of the industry.

Application of the Unit

Application of this unit

This competency applies to operators who are not operating equipment but are making product and contributing to the production process. It might also apply to a more experienced operator working outside their field of expertise and under close supervision. This competency is typically performed by all operators working either independently or as part of a work team.

It includes:

- 'fetch and carry' type tasks
- making product under close supervision but not operating process equipment (see *MSAPMOPS100A Use equipment*), following safe working procedures and using personal protective equipment.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisites

This unit has **no** prerequisites.

Employability Skills Information

Employability Skills

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes of a unit of competency	Performance Criteria describe the required performance needed to demonstrate achievement of the Element. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
ELEMENT	Performance Criteria describe the required performance needed to demonstrate achievement of the Element. Assessment of performance is to be consistent with the Evidence Guide.
1. Perform general cleaning duties.	1.1 Clarify cleaning duties. 1.2 Select and use personal safety equipment, where needed, in accordance with organisation procedures. 1.3 Determine, prepare and mix appropriate cleaning equipment and chemicals/detergents for specific tasks. 1.4 Follow procedures for handling and storage of cleaning liquids in accordance with organisation or manufacturer specifications. 1.5 Clean as required.
2. Perform general duties and tasks.	2.1 Perform tasks as directed. 2.2 Ask questions of appropriate person to confirm unusual requirements. 2.3 Organise relevant equipment and tools and check to confirm good working condition.
3. Transfer, remove or supply materials/ product where required	3.1 Organise, confirm and record requests and tasks according to specified procedures. 3.2 Identify and organise appropriate equipment for transferring material where relevant. 3.3 Load and unload material using suitable aids. 3.4 Transfer/move material to the correct destination in a safe manner.
4. Complete documentation accurately.	4.1 Complete documentation for tasks, where relevant, accurately in accordance with required organisation procedures.

Required Skills and Knowledge

This describes the essential skills and knowledge and their level required for this unit. Application of knowledge of the materials, equipment and process sufficient to recognise material and equipment conditions which may lead to out of specification production. Knowledge of organisation procedures and relevant regulatory requirements along with the ability to implement them within appropriate time constraints and work standards. Required knowledge and skills include:

- machine and equipment operation
- procedures to handle products and materials
- use of products and materials
- quality requirements
- relevant OHS legislation, codes of practice, policies and procedures
- maintenance planning and workplace procedure
- reporting procedures
- loading and unloading materials
- applying all relevant safety practices
- use and disposal of a range of chemical cleaning agents, sealants and lubricants, where required
- communicating effectively within the workplace
- interpreting and applying established procedures
- documenting and transferring information.

Language, literacy and numeracy requirements

This unit has minimal literacy and numeracy requirements other than those required to carry out the job (eg recognise labels and signs).

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 this Training Package.

Overview of assessment

A holistic approach should be taken to the assessment.

Assessors must be satisfied that the person can consistently perform the unit as a whole, as defined by the Elements, Performance Criteria and skills and knowledge.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

It is essential that competence is demonstrated in the knowledge and skills defined in this unit. These may include the ability to:

- undertake basic production tasks
- handle material and products
- locate and transport materials and products
- clean equipment, machines and work environment
- document work and maintain records as required

- apply workplace health and safety policies in work operations.

Consistent performance should be demonstrated. For example, look to see that production standards are met consistently.

Assessment method and context

Assessment will occur in a work-like environment.

Competence in this unit may be assessed:

- on a processing plant allowing for operation under all normal and a range of abnormal conditions
- in a situation allowing the generation of evidence of the ability to respond to problems
- by using a suitable simulation and/or a range of case studies/scenarios
- through a combination of these techniques.

In all cases it is expected that practical assessment will be combined with targeted questioning to assess the underpinning knowledge and theoretical assessment will be combined with appropriate practical/simulation or similar assessment. Assessors need to be aware of any cultural issues that may affect responses to questions.

Assessment processes and techniques must be culturally appropriate and appropriate to the oracy, language and literacy capacity of the assessee and the work being performed.

Specific resources for assessment

This section should be read in conjunction with the Range Statement for this unit of competency. Resources required include suitable access to an operating plant or equipment that allows for appropriate and realistic simulation. A bank of case studies/scenarios and questions will also be required to the extent that they form part of the assessment method. Questioning may take place either in the workplace, or in an adjacent, quiet facility such as an office or lunchroom. No other special resources are required.

Access must be provided to appropriate learning and/or assessment support when required.

Where applicable, physical resources should include equipment modified for people with disabilities

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. 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. Where reference is made to industry codes of practice, and/or Australian/international standards, the latest version must be used.

Context

This competency applies to all operators working either independently or as part of a work team.

Procedures

All operations are performed in accordance with procedures.

Procedures means all relevant workplace procedures, work instructions, temporary instructions and relevant industry and government codes and standards. These may include:

- original manufacturer instructions and guidelines for the use of any equipment

- relevant procedures relating to safe working practices prescribed for the equipment
- local OHS legislation and/or Regulations
- site specific instructions based on production requirements.

Tools and equipment

This competency includes use of equipment and tools such as:

- cleaning equipment
- detergents and other chemicals hand and power tools
- hand trolleys pallet trucks
- but not more complex equipment such as forklifts, overhead cranes, or front end loaders.

Loading and unloading aids

Loading and unloading aids include various types of equipment other than regulated load shifting equipment and must conform to materials handling requirements, safe work practices and manual handling techniques, and workplace procedures

Hazards

Typical hazards include:

- slips, trips and falls
- manual handling injuries
- dust, dirt and vapours
- cuts and abrasions
- lack of knowledge of machine operation.

Problems

'Simple problems' means 'apply defined solutions to a narrow range of previously specified problems'.

Typical process and product problems may include:

- difficult access to the work area
- awkward work spaces
- tool failures or breakages
- defective equipment
- incorrect or defective materials
- wrong quantities of materials.

Variables

Key variables to be monitored include:

- atmospheric conditions (weather)
- condition of the work area
- placement of products or materials used in the production process
- lighting
- types of aids to production being used.
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Unit Sector(s)

Not applicable.