



Australian Government

**MSAPMSUP300A Identify and implement
opportunities to maximise production
efficiencies**

Release 2

MSAPMSUP300A Identify and implement opportunities to maximise production efficiencies

Modification History

Release 2 - Error in title of prerequisite unit corrected - Equivalent. No change to the prerequisite.

Unit Descriptor

Unit descriptor

This competency covers the ability to identify, monitor and participate in strategies to improve production efficiencies to meet set targets. It applies to all employees who are required to provide input into process improvement initiatives. The competency is typically performed by an experienced operator, team leader or supervisor.

Application of the Unit

Application of this unit

This unit covers the improvement of production such as occurs in the workplace but does not cover maximisation of process/equipment efficiencies undertaken as part of the operator's normal role, which is covered in the relevant operation/production competency unit.

The plant operator would:

- identify variances from production targets
- monitor performance against targets
- participate in and implement areas for improving process efficiencies.

Generally the plant operator would be part of a team in developing strategies to improve process efficiencies and may be expected to perform all parts of this unit. At all times they would be liaising and cooperating with other members of the team.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

MSAPMSUP200A Achieve work outcomes

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 ELEMENT	PERFORMANCE CRITERIA
1. Identify production performance.	<p>Performance Criteria describe the required performance needed to demonstrate achievement of the Element. Assessment of performance is to be consistent with the Evidence Guide.</p> <p>1.1 Identify production targets for work area and work roles taking account of OHS.</p> <p>1.2 Identify techniques used to measure production performance against targets/standards.</p> <p>1.3 Record production performance in accordance with enterprise procedures.</p>
2. Recognise issues that effect production process efficiencies.	<p>2.1 Identify issues affecting output and quality.</p> <p>2.2 Identify potential/actual sources of wastage.</p> <p>2.3 Identify hazards and required controls associated with the process.</p> <p>2.4 Identify strategies to minimise production inefficiencies without sacrificing OHS.</p>
3. Monitor and measure performance against targets.	<p>3.1 Monitor performance of process/equipment/raw material usage against targets.</p> <p>3.2 Identify variations from targets and divergence from trends.</p> <p>3.3 Use appropriate techniques to monitor actual performance against target.</p> <p>3.4 Identify factors inhibiting performance.</p>
4. Participate in developing methods for improving process efficiencies.	<p>4.1 Analyse problems/areas for improvement in process efficiencies.</p> <p>4.2 Utilise appropriate problem solving tools and techniques for identifying areas for improvement.</p> <p>4.3 Identify and take into account external factors.</p> <p>4.4 Identify required changes to process, standards and procedures.</p> <p>4.5 Recommend strategies for improvement to relevant personnel.</p>
5. Participate in implementing process improvement strategies.	<p>5.1 Implement developed strategies to minimise production inefficiencies and wastage.</p> <p>5.2 Monitor performance improvement recommendations.</p> <p>5.3 Evaluate results of improvements.</p> <p>5.4 Report results to relevant personnel.</p>

Required Skills and Knowledge

This describes the essential skills and knowledge and their level required for this unit.

Knowledge and understanding of process sufficient to recognise deviations from target and recommend improvement strategies.

Knowledge of organisation procedures and relevant regulatory requirements along with the ability to implement them within appropriate time constraints and work standards.

Application of the knowledge of managing risks using the hierarchy of controls applied to the process. Application of approved hazard control, safety procedures, use of PPE in relation to handling materials, equipment operation and clean up.

Knowledge as a basis for identifying opportunities and recommending and implementing strategies, including:

- principles of the operation of the equipment
- relevant equipment and operational processes
- hazards associated with the process
- application of the hierarchy of control in controlling the hazards
- enterprise policies and procedures
- enterprise goals, targets and measures
- enterprise quality, OHS and environmental requirements
- obligations of employers under OHS legislation as applied to the production process
- enterprise information systems and data collation
- industry codes and standards.

Competence also includes the ability to:

- identify hazards of the materials and process
- implement appropriate procedures for hazard control
- use PPE, safely handle products and materials, read relevant safety information and apply safety precautions appropriate to the task.

Language, literacy and numeracy requirements

This unit requires the ability to read and interpret typical process documentation and charts.

Writing is required to the level of completing workplace forms and production reports.

Basic numeracy is required, to the level of identifying deviation from targets.

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:

- understand the procedures and know the importance of critical operational systems
- recognise potential situations requiring action and then implement appropriate action.

Consistent performance should be demonstrated. For example, look to see that:

- production targets are identified and performance monitored against targets
- potential and actual issues/problems/hazards are recognised and clarified
- appropriate strategies are recommended to improve efficiency and productivity within team/department to achieve targets
- safety and environmental implications of recommendations are recognised and addressed
- participation in implementing strategies to improve process efficiencies is demonstrated.

Assessment method and context

Assessment will occur on-the-job, in a work-like environment or in a simulated workplace.

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 recognise, anticipate and solve 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

The competency unit applies to a wide range of processes and equipment. In large plants with multiple processes, it may apply to more than one process if those processes interact with each other. It applies to all operators across all functions.

Procedures

All operations are performed in accordance with procedures.

Procedures mean all relevant workplace procedures, work instructions, temporary instructions, standard operating procedures and relevant industry and government codes and standards.

Sources of information

Sources of information may include:

- yearly, monthly, weekly and daily production targets
- business objectives and goals
- control charts, run charts and graphs
- enterprise manuals and procedures
- equipment specifications.

Sources of process inefficiencies and wastage

Sources of process inefficiencies and wastage may include:

- equipment downtime
- spillages
- leaks
- contamination
- raw material quality
- utilities usage
- productivity issues
- incorrect work allocation/priorities/planning
- incorrect processes/procedures.

Problems

Respond to/rectify 'non-routine problems' means 'apply known solutions to a variety of predictable problems'. Typical process and product problems may include:

- non-routine process and quality problems
- equipment selection, availability and failure
- teamwork and work allocation problems
- safety and emergency situations and incidents.
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Unit Sector(s)

Not applicable.