Australian Government

MSS402060 Use planning software systems in operations

Release: 1

MSS402060 Use planning software systems in operations

Modification History

Release 1. Supersedes and is equivalent to MSS402060A Use planning software systems in operations

Application

This unit of competency covers the skills and knowledge required to access planning software (often known as Enterprise Resource Planning (ERP), Materials Resource Planning (MRP and MRPII), and often by a proprietary name, to make routine business decisions required of the person as a regular part of their job.

This unit applies to an individual in an organisation using a planning software system and who must interface with that system. The unit applies to both accessing information from the planning software system and using it as an aid to decision making. This unit requires the application of communication, planning, and problem solving associated with using planning software in own work.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
1 **Use interface**	1.1	Identify terminals relevant to own workstation and functions.
	1.2	Use keyboards, track ball/mouse and monitor and/or other peripherals to access system.
	1.3	Navigate through system and screens to find program

menu and data relevant to own work.

		1.4	Identify and input information on own work processes at required frequency and to required detail.
		1.5	Access message section and acknowledge messages.
		1.6	Identify problems and make suggestions for improvements to relevance of planning software to own work.
2	**Access information**	2.1	Identify work processes that require information from planning software system.
		2.2	Obtain relevant data and information on current operations from the planning software system.
		2.3	Identify the status of items in the value stream.
		2.4	Access historical data and information.
		2.5	Interpret information and identify and prioritise any actions required in response to information.
3	**Take action in accordance with procedures**	3.1	Take action in response to information obtained from planning software.
		3.2	Follow up as appropriate to ensure anticipated results have occurred.
		3.3	Record adjustments and variations.
		3.4	Identify any learning needs to use planning software and seek appropriate support.

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Competitive systems and practices include one or more of:	- lean operations - agile operations - preventative and predictive maintenance approaches - statistical process control systems, including six sigma and three sigma - Just in Time (JIT), kanban and other pull-related operations control systems - supply, value, and demand chain monitoring and analysis 5S - continuous improvement (kaizen) - breakthrough improvement (kaizen blitz) - cause/effect diagrams - overall equipment effectiveness (OEE) - takt time - process mapping - problem solving - run charts - standard procedures - current reality tree.
Relevant data and information includes one or more of	- technical and other drawings - standard operating procedures (SOPs) and other work instructions - production schedules, including historical data - orders and order tracking information - stock control - contact lists - work health and safety (WHS) information.
Stages where value stream actions may occur include one or more of:	- sales outlet/representative - information gathering, data analysis and research - product design - raw material sourcing - intermediate processing - final assembler/collation/preparation - support services (e.g. accounting, finance and legal)

- storage and delivery to customer
- after market support.

Items in the value stream include one or more of:	- physical elements of the production system, such as sites, workstations, equipment and material, including stock, work in progress and finished products - information needed to meet customer requirements, such as designs, drawings, work instructions, SOPs, standards, material lists and pricing - information not directly related to current customer requirements but required by the organisation.
Procedures (written, verbal, visual, computer based, etc.) include one or more of:	- work instructions - SOPs - safe work method statements - formulas/recipes - batch sheets - temporary instructions - any similar instructions provided for the smooth running of the plant.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS402060A Use planning software systems in operations

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998