



Australian Government

MSS402086 Use planning software systems in operations

Release: 1

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Modification History

Release 1. Unit code changed. Application changed. Performance Criteria changed. Foundation Skills populated. Assessment Requirements changed. Supersedes and is equivalent to MSS402083 Use planning software systems in operations.

Application

This unit describes the skills and knowledge required to access an enterprise control system to find information and to apply the information in routine decisions within their job role.

Within this unit, enterprise control system refers to information technology (IT) systems that integrate data from several processes or operations across the organisation to support overall effectiveness and efficiency. Examples include Enterprise Resource Planning (ERP), Materials Resource Planning (MRP II), supply chain management systems and management control systems.

This unit applies to any organisation that uses an enterprise control system.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Competency Field

Competitive systems and practices

Elements and Performance Criteria

Elements	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 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 read 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

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
	software system 2.2 Obtain data and information on current operations from the planning software system 2.3 Interpret data and information required by own job 2.4 Find and use relevant historical data and information 2.5 Read and interpret information to identify and prioritise action/s
3. Take action in accordance with procedures	3.1 Take action/s in response to information obtained from planning software 3.2 Monitor whether anticipated results have occurred and make adjustments according to procedures and own scope of responsibility 3.3 Record adjustments and variations according to procedures 3.4 Identify any skills or other support needed to use planning software and seek assistance

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

- Reading skills to recognise and interpret information and communicate using the software messaging system
- Writing skills to communicate using messaging system and record adjustments and variations
- Oral communication skills to report variations and adjustments and seek feedback
- Numeracy skills to understand information from system and how it relates to own work
- Learning skills to identify own learning needs for software.

Other foundation skills essential to performance are explicit in the performance criteria of this unit.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS402083 Use planning software systems in operations.

Links

Companion Volume Implementation Guides are available from VETNet - -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998>