



**Australian Government**

# **MSS403011 Facilitate implementation of competitive systems and practices**

**Release: 1**

# **MSS403011 Facilitate implementation of competitive systems and practices**

## **Modification History**

Release 1. Supersedes and is equivalent to MSS403011A Facilitate implementation of competitive systems and practices

## **Application**

This unit of competency covers the skills and knowledge required by individuals who facilitate, lead or mentor others in competitive systems and practices implementation in a work area.

This unit applies to people responsible for facilitating others in implementing competitive systems and practices in their work. It may apply to formally designated team leaders or people given special roles in the implementation process that go beyond their own work and which involve guiding, facilitating or mentoring others. The unit applies to competitive systems and practices implementation activities at the work area or section level.

The unit requires an individual to integrate a range of competitive systems and practices knowledge and skills as part of their role. The unit covers assisting others to understand and apply a holistic view of their job and their role within an organisation, including the objectives that must be met as part of competitive systems and practices used by the organisation.

This unit requires the application of skills associated with communication, teamwork, problem solving, initiative and enterprise, planning and organising, and self-management. This unit has a strong emphasis on planning and implementation, and also requires an ability to learn from experience and feed new information back into strategies to improve own performance and that of others.

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 | <b>Facilitate the development of process and competitive systems and practices knowledge</b> | <p>1.1 Ensure necessary technical documentation and information about the process and competitive systems and practices is available.</p> <p>1.2 Assist and mentor others in accessing information.</p> <p>1.3 Identify work activities which may inhibit the ongoing development of competitive systems and practices skills and knowledge of others.</p> <p>1.4 Arrange for the provision of workforce development and training for self and others, as appropriate.</p> <p>1.5 Encourage others to apply technical knowledge to the improvement process.</p> |
| 2 | <b>Facilitate commitment to efficiency improvements</b>                                      | <p>2.1 Ensure budgets, operating procedures and other related documentation is available.</p> <p>2.2 Assist others to apply this information to their work responsibilities.</p> <p>2.3 Encourage the identification of waste.</p> <p>2.4 Encourage an environment where efficiency improvements are recommended by fellow employees.</p>   |
| 3 | <b>Encourage a competitive systems and practices approach to work</b>                        | <p>3.1 Encourage and, where necessary, develop communications between specialists and work group members.</p> <p>3.2 Lead development of strategies to monitor and deal with identified waste issues.</p> <p>3.3 Resource and encourage other employees to identify and take action on potential problems.</p> <p>3.4 Arrange for workforce development and training for self and others, as required, in relevant competitive systems and practice procedures and techniques.</p>  |

- 3.5 Guide others in relating identified problems to the maintenance strategy, and developing any required changes, to ensure awareness, learning and commitment.
- 4 **Implement process and organisation improvements**
- 4.1 Plan the implementation of work group suggestions and externally suggested improvements.
- 4.2 Facilitate commitment to, and involvement in, the implementation planning of improvements and to follow improvements to their conclusion.
- 4.3 Encourage the application of the ‘plan, do, measure, improve, control’ approach to the job.
- 4.4 Arrange for workforce development and training, as required, to facilitate continued involvement by others in improvement processes.
- 4.5 Involve work group and other key personnel in identification of skill needs and means of skills acquisition to fill any identified gaps.

## 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.

- Budgets include one or more of:**
- financial
  - time
  - materials/products
  - other business plans which are relevant to the team and the work area.

- Categories of waste include one or more of:**
- excess production and early production
  - delays
  - movement and transport
  - poor process design
  - inventory
  - inefficient performance of a process
  - making defective items
  - activities which do not yield any benefit to the organisation or any benefit to the organisations customers.

- Key reliability issues include one or more of:**
- cleanliness
  - poor lubrication
  - incorrect adjustment
  - poor training and instructions for employees.

## Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS403011A Facilitate implementation of competitive systems and practices

## **Links**

Companion Volume implementation guides are found in VETNet -

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