



Australian Government

MSS40316 Certificate IV in Competitive Systems and Practices

Release: 3

MSS40316 Certificate IV in Competitive Systems and Practices

Modification History

Release 3. Qualification template updated. Qualification description simplified. Unit codes, names and pre-requisites updated. Equivalent outcome.

Qualification Description

This qualification reflects the role of team leaders or those in similar job roles who are responsible for the implementation and monitoring of competitive systems and practices to improve efficiency in a team or work area and own work role. Individuals apply broad knowledge and analytical skills to facilitate change and improve efficiency.

This qualification assumes that a learner has current or past work experience where operational or technical skills have already been gained and a supervisory or similar level of responsibility exists. For this reason, this qualification is not suitable for direct entry from school.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To be awarded the MSS40316 Certificate IV in Competitive Systems and Practices, competency must be achieved in **twelve (12)** units of competency.

- **three (3)** core units of competency
- **nine (9)** elective units of competency, as specified below:
 - a minimum of **one (1)** unit of competency from Group A
 - a minimum of **five (5)** units of competency from Group B
 - the balance of **three (3)** elective units of competency may be selected in any combination from:
 - Group A, not previously selected
 - Group B, not previously selected
 - Group C units listed below.

A maximum of **three (3)** Group C units may be selected from other qualifications in this Training Package, other endorsed Training Packages and accredited courses where those units are available at Certificates III, IV or Diploma level. Units chosen should be relevant to the workplace and would normally be drawn from the appropriate sector Training Package, or possibly the Business Services Training Package.

Note: Prerequisite units must be counted in the total number of units required for achievement of the qualification. Refer to individual units for details.

Core units of competency

Unit code	Unit title
MSS403001	Review competitive systems and practices
MSS403010	Facilitate change in an organisation implementing competitive systems and practices
MSMENV472	Implement and monitor environmentally sustainable work practices

Elective units of competency

Group A

Unit code	Unit title	Prerequisites
MSS403005	Facilitate use of a Balanced Scorecard for performance improvement	
MSS403006	Facilitate implementation or review of competitive systems and practices in an office	
MSS403011	Facilitate implementation of competitive systems and practices	
MSS403085	Ensure process improvements are sustained	

Group B

Unit code	Unit title	Prerequisites
MSS403021	Facilitate a Just in Time system	
MSS403023	Monitor a levelled pull system of operations	
MSS403024	Work within a constrained process	
MSS403032	Analyse manual handling processes	
MSS403034	Organise products into groups	
MSS403035	Implement the visual workplace	

MSS403039	Facilitate and improve 5S in an office	
MSS403040	Facilitate and improve implementation of 5S	
MSS403042	Facilitate mistake proofing in an office	
MSS403043	Facilitate breakthrough improvements in an office	
MSS403052	Map an office value stream	
MSS403053	Map an operational process	
MSS403054	Facilitate breakthrough improvements	
MSS403055	Facilitate continuous improvement through the use of standardised procedures and practices	
MSS403084	Improve changeovers	
MSS403086	Improve cost factors in work practices	
MSS403087	Mistake proof an operational process	
MSS404053	Use DMAIC techniques	
MSS404054	Apply statistics to operational processes	
MSS404060	Facilitate the use of planning software systems in a work area or team	
MSS404061	Facilitate the use of SCADA systems in a team or work area	
MSS404084	Undertake process capability improvements	
MSS404085	Undertake proactive maintenance analyses	
MSS404086	Assist in implementing a proactive maintenance strategy	
MSS404087	Support proactive maintenance	
MSMSUP390	Use structured problem solving tools	

Group C

Unit code	Unit title	Prerequisite unit
MSMENV672	Develop workplace policy and procedures for environmental sustainability	
MSMWHS200	Work safely	
MSS014010	Optimise sustainability of a process or work area	
MSS014011	Facilitate team to develop and implement sustainability strategies	
MSS024015	Apply an understanding of environmental principles to a site	
MSS402080	Undertake root cause analysis	
MSS405001	Develop competitive systems and practices for an organisation	
MSS405004	Develop business plans in an organisation implementing competitive systems and practices	
MSS405005	Manage competitive systems and practices responding to individual and unique customer orders	
MSS405006	Develop a Balanced Scorecard	
MSS405007	Introduce competitive systems and practices to a small or medium enterprise	
MSS405008	Analyse and map a value stream	
MSS405009	Manage a value stream	
MSS405013	Facilitate holistic culture improvement in an organisation	
MSS405014	Develop a communications strategy to support operations	
MSS405015	Manage relationships with non-customer external organisations	
MSS405016	Manage workplace learning	

MSS405020	Develop quick changeover procedures	
MSS405021	Develop a Just in Time system	
MSS405022	Design a process layout	
MSS405023	Develop a levelled pull system for operations and processes	
MSS405024	Apply the theory of constraints	
MSS405030	Optimise cost of product or service	
MSS405031	Undertake value analysis of product or process costs in terms of customer requirements	
MSS405032	Analyse cost implications of maintenance strategy	
MSS405033	Optimise office systems to deliver to customer demand	
MSS405040	Manage 5S system in an organisation	
MSS405041	Implement improvement systems in an organisation	
MSS405052	Design an experiment	MSS404054 Apply statistics to operational processes
MSS405053	Manage application of six sigma for process control and improvement	MSS404054 Apply statistics to operational processes
MSS405054	Determine and improve process capability	MSS404054 Apply statistics to operational processes
MSS405063	Develop the application of enterprise control systems in an organisation	
MSS405064	Determine and establish information collection requirements and processes	
MSS405075	Facilitate the development of a new product	MSS404054

		Apply statistics to operational processes
MSS405081	Develop a proactive maintenance strategy	
MSS405082	Adapt a proactive maintenance strategy to the process operations sector	
MSS405083	Adapt a proactive maintenance strategy for a seasonal or cyclical business	
MSS405084	Manage people relationships	
MSS405085	Develop a documentation control strategy for an organisation	
MSS405086	Develop sustainable energy practices	

Qualification Mapping Information

Release 3. Equivalent to MSS40316 Certificate IV in Competitive Systems and Practices
Release 2.

Links

The MSS Sustainability Companion Volume Implementation Guides are available from VETNet: -

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