



Australian Government

Department of Education, Employment and Workplace Relations

MSS60312 Advanced Diploma of Competitive Systems and Practices

Release: 1

MSS60312 Advanced Diploma of Competitive Systems and Practices

Modification History

Initial release

Description

The MSS60312 Advanced Diploma of Competitive Systems and Practices specifies the competencies required by managers and technical specialists responsible for the implementation of competitive systems and practices in an organisation.

This qualification provides the skills and knowledge required by a manager or technical specialist to determine and supervise the strategy for implementing competitive systems and practices in a large organisation and in the organisation's value chain, or in an organisation where the implementation of competitive systems and practices is particularly complex. The qualification packaging has been developed on an assumption that competency will be developed through a combination of on and off-the-job learning strategies.

This qualification provides the skills needed to improve efficiency in an organisation through the implementation of competitive systems and practices. It complements but does not duplicate qualifications supplying operational, production, maintenance, logistics or other technical skills to industry. Where these skills are required appropriate qualifications from other Training Packages should be considered.

The skills in this qualification are often known in industry under a variety of titles many of which relate to manufacturing which is the origin of many competitive systems and practices. The most common term is lean manufacturing. However, other names for some of the system skills and techniques include agile manufacturing, lean operations, six sigma, lean six sigma, and so on.

Job roles/employment outcomes

The main target job roles related to this qualification are:

- people with operating responsibility for a whole area, site or organisation and who are managing the implementation of competitive systems and practices
- technicians and other specialists providing high-level support and supervision of the implementation of competitive systems and practices across an organisation or site.

The target job roles may be in large organisations in production or operations, office maintenance, transport and logistics or in small or medium organisations where the implementation of competitive systems and practices is particularly complex.

Application

The primary application of this qualification is where an individual has responsibility for determining, implementing and managing the implementation of competitive systems and practices across an organisation. The qualification targets individuals working on competitive systems and practices implementation scenarios in large organisations or where the implementation of competitive systems and practices is particularly complex because of either the complexity of processes and equipment, a large and extended value chain, or the extent of change required for effective competitive systems and practices implementation.

Responsibilities may also include liaison with the organisation's value chain on implementing and measuring the performance of competitive systems and practices.

This qualification provides competitive systems and practices skills that can be applied in the following organisations and environments:

- manufacturing enterprises
- mining and service organisations
- organisations in a manufacturing value chain, such as:
 - suppliers
 - customers

- distributors, warehouses, transport suppliers and other logistics support organisations
- professional service suppliers, for example, legal, engineering, accounting, auditing, and education and training suppliers that may be assisting other organisations in implementing competitive systems and practices
- other organisations implementing competitive systems and practices, for example, Government Departments, healthcare providers, transport organisations, and so on.
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Pathways Information

Pathways into the qualification

This qualification is suitable for either direct entry or progression from the MSS50312 Diploma of Competitive Systems and Practices and the MSS40312 Certificate IV in Competitive Systems and Practices.

Pathways from the qualification

Further training pathways from this qualification include the MSS70312 Vocational Graduate Certificate in Competitive Systems and Practices and the MSS80312 Vocational Graduate Diploma of Competitive Systems and Practices.

Licensing/Regulatory Information

There are no specific licences that relate to this qualification.

Entry Requirements

This qualification has no formal entry requirement. However, it should be noted that this qualification is not intended to supply operational or technical skills that are used in conjunction with competitive systems and practices skills and knowledge.

This qualification assumes that a learner has current or past work experience where operational or technical skills have already been gained and a managerial or technician level of responsibility exists. The qualification is not suitable for direct entry from school.

Employability Skills Summary

The following table contains a summary of the employability skills as identified by industry for this qualification. This table should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements that reflect skill requirements for this level.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • Design and manage implementation of OHS procedures • Develop and distribute safety information • Develop standardised documentation in an enterprise

	<ul style="list-style-type: none"> • Share and discuss information with others about enterprise activities • Develop and communicate workplace procedures • Provide information and clarifications to employees on workplace procedures • Develop instructions, specifications, standard operating procedures and other work-related documents • Provide assistance or information to relevant personnel • Discuss workplace changes with relevant stakeholders • Design records for production and other required work-related information • Develop workplace communication tools and procedures • Apply numeracy skills to work procedures • Provide information about activities to managers, shareholders, supervisors and customers
Teamwork	<ul style="list-style-type: none"> • Identify work organisation appropriate for processes and equipment, and employee skill and employment arrangements • Supervise and lead others in a production environment • Share production or work related information with peers, including team members, supervisors and management • Eliminate or manage hazards to employees and visitors to ensure safety • Map the value chain and identify means by which employees can contribute to the final quality of the product • Identify, document and explain required changes to work practices and work organisation to team leaders and other employees • Provide assistance with planning work operations, as required • Seek assistance with work operations from specialists and other employees, as required • Participate in multidisciplinary teams, as required
Problem-solving	<ul style="list-style-type: none"> • Establish and manage production and maintenance activities • Analyse inconsistencies, non-compliances, faults or hazards • Investigate major failures, safety incidents and quality non-compliances • Identify factors that are a constraint to work efficiency or reaching of production outcomes • Establish processes to identify essential and non-essential practices • Develop methods of increasing features/benefits of products or processes • Analyse responsibilities of teams and make improvements to work organisation • Analyse process steps which cause a problem and identify

	<p>improvement processes</p> <ul style="list-style-type: none"> • Establish OHS performance and improvement processes • Compare enterprise or factory required performance with actual performance • Identify situations where compliance to specifications or safety standards is unlikely • Identify recommend and implement improvements • Distinguish and analyse random and identifiable causes of work problems • Identify causes of identified faults and implement appropriate action • Investigate causes of quality deviations • Undertake root cause analysis (RCA) • Identify deviations and fault patterns
Initiative and enterprise	<ul style="list-style-type: none"> • Manage procedures and systems for optimum outcomes • Design and implement feedback systems for workplace activities • Analyse problems and suggestions for improvements • Adjust production activities according to changes in customer requirements • Identify methods of increasing contribution of the enterprise to the value chain • Identify and implement changes and improvements • Monitor processes and equipment to ensure cost-efficiency • Design and implement 5S procedures in an enterprise or factory • Establish workplace practices to identify and reduce waste • Establish multidisciplinary teams to develop new products or processes
Planning and organising	<ul style="list-style-type: none"> • Plan work organisation to meet required standards • Establish systems to ensure work areas comply with OHS procedures • Identify and manage processes, equipment and materials • Establish procedures to identify improvements • Monitor and adjust production/processes to meet customer requirements • Distinguish between essential and non-essential practices • Design planning tools for use within work teams • Manage implementation of 5S procedures in factory or enterprise • Determine and prioritise required actions • Establish procedures to collect, organise and analyse information from work activities
Self-management	<ul style="list-style-type: none"> • Monitor work activities according to safety and workplace standards • Set production targets and outcomes

	<ul style="list-style-type: none"> • Interpret data and information as required by own job • Ask questions to ensure there is understanding of work requirements in teams and among other employees • Recommend methods of increasing own contribution to the value chain • Adjust work processes according to procedures and customer requirements • Identify and manage impact of change on own work • Minimise waste in own work activity • Assess own work performance • Set personal objectives for work performance • Manage own time
Learning	<ul style="list-style-type: none"> • Identify skill requirements of self and employees • Arrange skill development training for self and others • Adapt to changing work requirements • Ask questions to aid learning of others • Identify personal skill gaps and additional skills needs • Ask questions to ensure understanding of own work requirements • Monitor own work and identify areas for improvement • Seek feedback on work performance • Provide feedback on work performance to other employees
Technology	<ul style="list-style-type: none"> • Establish processes to monitor technology to ensure safety according to legislative requirements and workplace standards • Identify equipment and processes appropriate for jobs and skill levels of employees • Provide appropriate equipment to ensure safety and efficiency according to skill levels of employees • Assess operational efficiency of technology • Act on reports of faulty operation of equipment • Analyse data and other information from equipment reports • Conduct failure mode effects analyses • Use information technology appropriate for job • Establish maintenance procedures appropriate to equipment, job and processes according to skill levels of employees

Packaging Rules

To be awarded the MSS60312 Advanced Diploma of Competitive Systems and Practices, competency must be achieved in **thirty (30)** units of competency:

- **three (3)** core units of competency

- a minimum of **five (5)** units of competency from the Group A electives listed below
- a minimum of **ten (10)** units of competency from the Group B electives listed below
- the balance of **twelve (12)** elective units of competency may be selected in any combination from Group A, Group B and Group C (a maximum of two (2) of these units may be chosen from units with the code sequence MSS402...).

Note: Units with prerequisite requirements are marked with an asterisk*. Prerequisite units must be counted in the total number of units required for completion of the qualification.

Core units of competency

Unit code	Unit title
MSS405001A	Develop competitive systems and practices for an organisation
MSS405013A	Facilitate holistic culture improvement in an organisation
MSAENV472B	Implement and monitor environmentally sustainable work practices

Elective units of competency

Group A

Unit code	Unit title	Prerequisites
MSS405002A	Analyse and map a value stream	MSS405002A
MSS405003A	Manage a value stream	MSS405003A
MSS405004A	Develop business plans in an organisation implementing competitive systems and practices	MSS405004A
MSS405005A	Manage competitive systems and practices responding to individual and unique customer orders	MSS405005A
MSS405006A	Develop a Balanced Scorecard	MSS405006A
MSS405007A	Introduce competitive systems and practices	MSS405007A

	to a small or medium enterprise	
MSS405010A	Manage relationships with non-customer external organisations	MSS405010A
MSS405011A	Manage people relationships	MSS405011A
MSS405012A	Manage workplace learning	MSS405012A
MSS405014A	Develop a communications strategy to support operations	MSS405014A

Group B

Unit code	Unit title	Prerequisites
MSS404052A	Apply statistics to operational processes	
MSS405020A	Develop quick changeover procedures	
MSS405021A	Develop a Just in Time system	
MSS405022A	Design a process layout	
MSS405023A	Develop a levelled pull system for operations and processes	
MSS405024A	Apply the theory of constraints	
MSS405030A	Optimise cost of product or service	
MSS405031A	Undertake value analysis of a product or process costs in terms of customer requirements	
MSS405032A	Analyse cost implications of maintenance strategy	
MSS405033A	Optimise office systems to deliver to customer demand	
MSS405040A	Manage 5S system in an organisation	
MSS405041A	Implement improvement systems in an organisation	

MSS405050A	Determine and improve process capability	*
MSS405052A	Design an experiment	*
MSS405053A	Manage application of six sigma for process control and improvement	*
MSS405060A	Develop the application of enterprise control systems in an organisation	
MSS405061A	Determine and establish information collection requirements and processes	
MSS405062A	Develop a documentation control strategy for an organisation	
MSS405070A	Develop and manage sustainable energy practices	
MSS405075A	Facilitate the development of a new product	*
MSS405081A	Develop a proactive maintenance strategy	
MSS405082A	Adapt a proactive maintenance strategy to the process operations sector	*
MSS405083A	Adapt a proactive maintenance strategy for a seasonal or cyclical business	*
MSAENV672B	Develop workplace policy and procedures for environmental sustainability	

Group C

Unit code	Unit title	Prerequisites
MSS402010A	Manage the impact of change on own work	
MSS402030A	Apply cost factors to work practices	
MSS402031A	Interpret product costs in terms of customer requirements	
MSS402080A	Undertake root cause analysis	

MSS403001A	Implement competitive systems and practices	
MSS403002A	Ensure process improvements are sustained	
MSS403005A	Facilitate use of a Balanced Scorecard for performance improvement	
MSS403006A	Facilitate implementation of competitive systems and practices in an office	
MSS403007A	Map an office value stream	
MSS403010A	Facilitate change in an organisation implementing competitive systems and practices	
MSS403011A	Facilitate implementation of competitive systems and practices	
MSS403013A	Lead team culture improvement	
MSS403021A	Facilitate a Just in Time system	
MSS403023A	Monitor a levelled pull system of operations	
MSS403030A	Improve cost factors in work practices	
MSS403032A	Analyse manual handling processes	
MSS403033A	Map an operational process	
MSS403034A	Organise products into groups	
MSS403035A	Implement the visual workplace	
MSS403039A	Facilitate and improve 5S in an office	
MSS403040A	Facilitate and improve implementation of 5S	
MSS403041A	Facilitate breakthrough improvements	
MSS403042A	Facilitate mistake proofing in an office	
MSS403043A	Facilitate breakthrough improvements in an office	
MSS403044A	Facilitate continuous improvement through the use of standardised procedures and practices	

MSS403051A	Mistake proof an operational process	
MSS403084A	Improve changeovers	
MSS404050A	Undertake process capability improvements	*
MSS404053A	Use six sigma techniques	*
MSS404060A	Facilitate the use of planning software systems in a work area or team	
MSS404061A	Facilitate the use of SCADA systems in a team or work area	
MSS404081A	Undertake proactive maintenance analyses	
MSS404082A	Assist in implementing a proactive maintenance strategy	
MSS404083A	Support proactive maintenance	
MSS015002A	Develop strategies for more sustainable use of resources	
MSS015015A	Evaluate sustainability impact of a process	
MSS015004A	Design sustainable product or process	
MSS024003A	Apply an understanding of environmental principles to a site	
MSAPMSUP390A	Use structured problem solving tools	
<p>A maximum of eight (8) 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 Certificate IV, Diploma or Advanced 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.</p>		

Custom Content Section

Not applicable.