Australian Government

MSTGN3002 Organise and plan own work to achieve planned outcomes

Release: 1

MSTGN3002 Organise and plan own work to achieve planned outcomes

Modification History

Release 1. Supersedes and is equivalent to LMTGN3002B Organise and plan own work to achieve planned outcomes

Application

This unit of competency covers the skills and knowledge required to organise and plan own work to achieve planned outcomes.

The unit of competency applies the planning, organising and coordination of production operations.

Work involves working largely independently and being accountable for own results, including carrying out assigned tasks, coordinating processes and setting and working to deadlines.

This unit of competency is applicable to all sectors of the textiles, clothing and footwear (TCF) industry.

Work may be conducted in small to large scale enterprises and may involve individual and team activities.

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

Pre-requisite Unit

Nil

Competency Field

Generic

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 **Determine job requirements**	1.1	Follow standard operating procedures (SOPs)
	1.2	Comply with work health and safety (WHS)

			requirements at all times
		1.3	Use appropriate personal protective equipment (PPE) in accordance with SOPs
		1.4	Identify job requirements from specifications, drawings, job sheets or work instructions
2	**Prepare for and plan work**	2.1	Confirm production operations, materials, products and work requirements with relevant personnel
		2.2	Identify assigned tasks and work outcomes
		2.3	Prepare relevant machines and equipment
		2.4	Develop personal work plan and confirm with relevant personnel
3	**Organise work operations**	3.1	Plan, organise and coordinate production operations
		3.2	Handle, receive and assemble materials and products
		3.3	Use machines and equipment and resources to carry out assigned tasks
		3.4	Monitor and assess work according to planned steps and quality criteria
		3.5	Seek learning opportunities and advice from other personnel to extend ability to meet work targets
4	**Check and record work outcomes**	4.1	Check work regularly against specifications
		4.2	Identify problems or difficulty with tasks, production operations, deadlines or quality standards
		4.3	Investigate, report and rectify problems
		4.4	Establish a record keeping system and maintain records according to workplace procedures

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.

Workplace procedures include one or more of the following:	- requirements prescribed by legislation, awards, agreements and conditions of employment - SOPs - work instructions - oral, written and visual communication - quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output - housekeeping - tasks related to environmental protection, waste disposal, pollution control and recycling - WHS practices
Australian Standards include:	the relevant industry or Australian Standards that are current at the time this unit is being undertaken
Work plan includes, but is not limited to, the following:	- completing assigned tasks - identifying steps required to complete work - identifying required resources - confirming quality requirements - documenting critical deadlines - establishing outcome objectives - documenting sequence of operations

Unit Mapping Information

Release 1. Supersedes and is equivalent to LMTGN3002B Organise and plan own work to achieve planned outcomes

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=a203ec5c-de7d-406b-b3e1-8f1a9b76e92e