



Australian Government

MSTGN3014 Organise and plan own work to achieve planned outcomes

Release: 1

MSTGN3014 Organise and plan own work to achieve planned outcomes

Modification History

Release 1. Supersedes **and is equivalent to** MSTGN3002 Organise and plan own work to achieve planned outcomes.

Application

This unit of competency describes the skills and knowledge required to plan and organise work. It involves working independently and being accountable for own results, including carrying out assigned tasks, coordinating processes and setting and working to deadlines.

This unit applies 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 or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Pre-requisite Unit

Nil

Competency Field

Generic

Elements and Performance Criteria

Elements <i>Elements describe the essential outcomes.</i>	Performance Criteria <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare for and plan work	1.1 Confirm production operations, materials, products and work requirements with relevant personnel 1.2 Identify assigned tasks and work outcomes, standard operating procedures (SOPs) and work health and safety requirements 1.3 Identify and prepare required machines and equipment for operations 1.4 Develop personal work plan and confirm with relevant personnel
2. Organise work operations	2.1 Handle, receive and assemble materials and products

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	2.2 Use machines, equipment and resources to carry out assigned tasks 2.3 Monitor and assess work according to planned steps and quality criteria 2.4 Seek learning opportunities and advice from other personnel to extend ability to meet work targets
3. Check and record work outcomes	3.1 Check work regularly against specifications 3.2 Identify problems or difficulty with tasks, production operations, deadlines or quality standards 3.3 Investigate, report and rectify problems in accordance with workplace procedures 3.4 Establish an appropriate record keeping system and maintain records in accordance with workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

- Reading skills to interpret work instructions, standard operating procedures (SOPs), product specifications and key requirements of industry standards
- Initiative and enterprise skills to plan own work targets to meet agreed goals
- Planning and organising skills to establish and maintain a record keeping system relevant to the process.

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** MSTGN3002 Organise and plan own work to achieve planned outcomes.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a203ec5c-de7d-406b-b3e1-8f1a9b76e92e>