![Australian Government]

MSTGN4016 Coordinate the quality system and procedures

Release: 1

MSTGN4016 Coordinate the quality system and procedures

Modification History

Release 1. Supersedes **and is equivalent to** MSTGN4011 Coordinate the quality system and procedures.

Application

This unit of competency describes the skills and knowledge required to coordinate the implementation of quality procedures and a quality assurance system within a work area of a textiles, clothing and footwear (TCF) enterprise.

This unit of competency is applicable to all sectors of the TCF industry.

Work requires initiative and judgement to take appropriate action and may be conducted in large scale production or small business.

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	Performance Criteria
Elements describe the essential *outcomes.*	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare quality system framework for work area	1.1 Confirm, document and communicate quality assurance policy for work area to relevant workplace stakeholders
	1.2 Confirm the organisation business goals and key quality performance indicators including product quality and process efficiency
	1.3 Develop a quality assurance system for work activities in accordance with work health and safety practices
2. Implement training program in accordance with quality system requirements	2.1 Develop a quality implementation plan based on the quality system
	2.2 Communicate quality performance indicators and quality assessment system to relevant personnel
	2.3 Analyse roles and duties of relevant personnel and identify training

Elements *Elements describe the* essential *outcomes.*	Performance Criteria *Performance criteria describe the performance needed to demonstrate achievement of the element.*
	needs in relation to quality
	2.4 Identify training needs of staff members and organise suitable training programs to meet their needs
	2.5 Assess effects of training on quality outcomes and take further action to address quality performance
	2.6 Maintain accurate and current staff training records
3. Evaluate the quality system	3.1 Conduct regular audits of the work area's quality system, policies and procedures
	3.2 Develop or adjust work procedures or instructions to improve quality outcomes
	3.3 Implement and monitor improvements in the quality system based on evaluation

Foundation Skills

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

- Reading skills to interpret potentially complex documentation about business and production processes
- Writing skills to document a quality implementation plan in a format that that is accessible to all staff
- Planning and organising skills to:
    - conduct a training needs analysis for individual staff members
    - plan suitable training to meet staff needs.

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** MSTGN4011 Coordinate the quality system and procedures.

Links

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

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