



Australian Government

MSTGN5001 Participate in production planning processes

Release: 1

MSTGN5001 Participate in production planning processes

Modification History

Release 1. Supersedes and is equivalent to LMTGN5001B Participate in production planning processes

Application

This unit of competency covers the skills and knowledge required to participate in production planning processes.

Discretion and judgement may be required, for both self and others, in planning and selecting processes, procedures or outcomes. Production plans are used to guide production according to enterprise needs.

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 **Confirm production requirements**
 - 2.1 Confirm projected requirements regarding stock supplies, product quantities, quality and delivery schedules
 - 2.2 Resolve any identified issues and problems concerning projected requirements, in collaboration with relevant personnel
 - 2.3 Determine requirements for implementing organisational systems
 - 2.4 Comply with relevant workplace procedures
- 3 **Gather specific production information**
 - 3.1 Obtain and confirm specific information relating to production capacity
 - 3.2 Gather and interpret details of production line requirements regarding batch or run sizes and other relevant information to prepare production plan
 - 3.3 Identify and confirm resources, supply requirements, availability of machines and personnel
- 4 **Participate in planning meetings and record outcomes**
 - 4.1 Confirm specific requirements for meetings
 - 4.2 Prepare production data and other planning information
 - 4.3 Contribute and discuss information according to meeting procedures
 - 4.4 Take follow-up action on meeting outcomes
 - 4.5 Maintain production planning records and prepare reports, where necessary

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 includes:

- the relevant industry or Australian Standards that are current at the time this unit is being undertaken

Production requirements include, but are not limited to, the following:

- stock supplies
- product quantities
- quality
- delivery schedules

Organisational systems include, but are not limited to, one or more of the following:

- just in time (JIT)
- value-added modelling (VAM)
- quick response
- quality management systems
- team processes
- benchmarking

Product data includes, but is

- plant layout

- not limited to, one or more of the following:**
- machine operating manuals and other equipment records
 - production data collected manually or electronically
 - quality specifications
 - drawings, sketches and other specifications

- Production planning includes, but is not limited to, one or more of the following:**
- establishing an overall plan for production and delivery
 - repetitive production runs
 - short runs
 - quick changes
 - a diversity of styles
 - indent orders
 - stock services replenishment

WHS practices

WHS practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and include one or more of the following to:

- manual handling techniques
- SOPs
- PPE
- safe materials handling
- taking of rest breaks
- ergonomic arrangement of workplaces
- following marked walkways
- safe storage of equipment
- housekeeping
- reporting accidents and incidents
- environmental practices

Unit Mapping Information

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Links

Companion Volume implementation guides are found in VETNet -

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