



Manufacturing Learning Australia

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PMC 99

Training Package

for the

manufactured mineral products industry,
covering cement, ceramics, clay, concrete,
glass and related products



July 1999

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This Training Package was developed to define competency standards and the requirements for the awarding of qualifications in this industry sector. It is intended that they will be used by organisations who adopt them to determine training needs and structure competency development programs for relevant employees. It is also intended that they be used to assist workers in the industry to obtain a qualification which will be of use to the employee and the employer.

This project was conducted by a consortium headed by: *Total Training and Performance Solutions* (Sydney), and supported by *Abbinga Ryan and Associates* (Melbourne), *Training and Assessment Services* (Perth)

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This kit contains the endorsed components of the Manufactured Mineral Products Training Package

The kit comprises:

1. Preamble
2. Qualifications framework
3. Competency standards
4. Assessment guidelines
5. Attachments
 - 5.1 List of State and Territory Process Manufacturing Industry Training Advisory Boards
 - 5.2 Organisations/people who contributed to the development of the Training Package
 - 5.3 Steering committee that guided the development of the standards
 - 5.4 Project methodology
 - 5.5 Where is it? – Mapping of previous competency units to the new competency units
 - 5.6 Mapping of competency units to curriculum
 - 5.7 Key competencies
 - 5.8 Glossary of industry terms
 - 5.9 Typical competency units for unstreamed sectors

TRAINING PACKAGE

Endorsed

**Qualifications
Framework**

**National
Competency
Standards**

**Assessment
Guidelines**

Non-endorsed

Learning Strategy

Assessment Materials

Professional
Development Materials

Introduction

This Training Package is for the manufactured mineral products industry covering cement, ceramics, clay, concrete, glass and related products sectors of the process manufacturing industries. While these sectors operate in a largely independent manner, there is sufficient commonality in operation to warrant the incorporation of these sectors into the one Training Package.

A steering committee representing all industry sectors and major stakeholders was established. The steering committee also included representatives of the State/Territory ITAB network, the State Training Authorities and the Australian National Training Authority. Committee members are listed in Attachment 3 of this Training Package. The steering committee met regularly during the project to monitor progress and direction and to provide advice.

The project was managed by Manufacturing Learning Australia (MLA), the National Process Manufacturing ITAB. MLA was actively involved with the consultations and the development processes.

The project was conducted by a consortium headed by Total Training and Performance Solutions (TaPS) based in Sydney and supported by Abbinga Ryan and Associates (Melbourne) and Training and Assessment Services (Perth).

Methodology

Summary of methodology

The first stage was to consider the existing standards in order to formulate an approach to the first round of consultations. The TaPS consortium, in liaison with MLA, developed a model of the competency standards which met the needs expressed in the first stage. This model was approved by the steering committee.

New and revised competency units were then developed to meet the model and circulated in advance of the second round of focus groups. Competency standards followed the format of the ANTA *Best Practice Manual*. Several hundred copies were distributed. The approach was wholeheartedly supported by all of the focus groups. Suggestions to improve the draft Training Package were received from a wide range of sources and these were incorporated. Final versions were then also circulated for approval.

Consultations within each State and at the focus groups were arranged by the State ITABs.

The methodology is expanded in Attachment 4.

Consultation/validation

Consultation occurred with all States and Territories generally through the relevant State/Territory ITAB. A list of organisations and people who contributed to this project is given in Attachment 2 of this Training Package. Circulation of documents for review was wider than this list.

Validation was progressive throughout the project with each significant step validated against the steering committee and the industry. The State ITABs were instrumental in distributing documents for validation.

A mapping of 'new' competencies to 'old' units and to curriculum was also undertaken as a further cross check. This provided further validation of the standards (see Attachment 6).

The Training Package and New Employees

The list of competencies and the requirements of the qualifications framework can be somewhat daunting until you become familiar with them. This section suggests ways of using the competencies and qualifications framework to help form a training plan for a new employee. Further assistance is available through MLA.

The training plan suggested below would develop competencies suitable to introduce the new employee to the job and the industry and result in the awarding of a Certificate I in Manufacturing. Time to achieve this outcome will depend very much on the particular organisation, plant and training opportunities.

The new employee may have little or no experience of the industry. For this reason the first emphasis must be on developing competence in Occupational Health and Safety. It is expected that this competence would be developed in conjunction with the competencies in communication and housekeeping.

Thus the orientation stage of the training plan would be aimed at delivering:

- PMA OH&S 100A Follow OH&S policies and procedures
- PMC COR 101 A Relay and respond to information
- PMC COR 102 A Clean plant and equipment

At least some elements of these three competencies would often form part of your company induction procedures.

Following orientation, the next stage of the training plan would be to develop competencies in plant operation and working on the plant, making measurements/taking readings. These competencies form the basis of plant training. Other competencies may be introduced at this stage, depending on the requirements of the organisation and training needs of the individual.

It is suggested that this stage include the development of the competencies:

- PMC OPS 103 A Operate equipment
- PMA PROC 101 A Make measurements

Further training would broaden the focus to include aspects of planning and contribution to quality such as might be found in some of the 'support' competencies. Typically this later group of competencies would be developed over a period of time while working on the plant. This training plan would allow the new employee to gain the Certificate I qualification in a staged and orderly program.

