



Australian Government

AMPMGT610 Analyse and develop workplace systems for new opportunities

Release: 1

AMPMGT610 Analyse and develop workplace systems for new opportunities

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 8.0.

Application

This unit describes the skills and knowledge required to evaluate and develop workplace systems that are cost-efficient and suitable to a company's products and goals. It also describes the skills and knowledge required to ensure products meet workplace and customer specifications. The design of workplace systems affects the quality of the products processed. Analysing and developing workplace systems provides workplaces with the flexibility to become innovative organisations, take on new opportunities and strengthen or expand their market.

At this level, individuals exercise considerable autonomy, responsibility and accountability within workplace structures, and are required to make primary contributions to workplace values, goals and operations. They will typically have responsibility for establishing and reviewing systems for their site or department. They may be assisted by external experts to develop plans and strategies.

This unit is suitable for senior managers, Chief Executive Officers (CEOs), Chief Finance Officers (CFOs) and directors of feedlots, meat processing and smallgoods workplaces, who seek to build a culture of innovation in a meat industry context.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

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

Pre-requisite Unit

Nil

Unit Sector

Management (MGT)

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Analyse effectiveness of workplace system to meet workplace goals	1.1 Identify workplace mission, direction and objectives 1.2 Determine impact of current market trends, future market trends and business environment on workplace goals and operations 1.3 Determine workplace system requirements to meet workplace goals 1.4 Assess capacity of the existing system to meet workplace goals 1.5 Analyse existing systems to identify system strengths, weaknesses and issues
2. Identify and evaluate alternatives	2.1 Research new, reconfigured or redesigned systems and their components 2.2 Evaluate new, reconfigured or redesigned systems and their components for suitability, feasibility and cost, and report outcomes to stakeholders 2.3 Obtain workplace commitment to a new, reconfigured or redesigned system 2.4 Identify, agree on and include resource requirements in workplace planning 2.5 Identify and evaluate sources of resource support
3. Implement solutions	3.1 Develop specifications for new, reconfigured or redesigned system 3.2 Commission new, reconfigured or redesigned system 3.3 Plan, negotiate and communicate implementation strategy, including redesigned system, with stakeholders 3.4 Identify impact on personnel, and prepare strategies facilitating change 3.5 Develop, resource and implement training plans 3.6 Develop, test and refine procedures and controls
4. Monitor workplace process	4.1 Establish performance criteria for the new, reconfigured or redesigned system 4.2 Collect, analyse and report performance data 4.3 Report progress and performance to stakeholders 4.4 Identify strategies for improvement in consultation with the team,

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	and integrate into continuous improvement and planning processes

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Writing	• Plan, draft, review and proofread documents • Use Plain English and industry specific terminology • Use workplace software programs and systems to generate documents
Oral communication	• Interact effectively with team members and stakeholders • Present information to a group
Numeracy	• Use software programs to model outcomes • Recognise trends in graphs

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPMGT610 Analyse and develop workplace systems for new opportunities	AMPMGT606 Analyse and develop enterprise systems for new opportunities	Title updated Foundation Skills added Minor changes to unit Application, Performance Evidence and Assessment Conditions for clarity	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7>

Assessment Requirements for AMPMGT610 Analyse and develop workplace systems for new opportunities

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Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has analysed and developed a workplace system for at least one site, including:

- flow charted the movement of products and resources along the chain or process line to identify strengths and weaknesses
- applied in-depth product knowledge in determining the processing requirements for species or products according to customer and workplace requirements, including methods, technology, quality, speed of production
- analysed the organisation's environment to assess capacity for, and potential impact of, systems and operations
- established goals and performance criteria for operation of the workplace system
- determined criteria for evaluating alternative systems and system components, including reference to product specifications, yield and quality, technical requirements and cost
- developed data collection and recording systems linked to systems performance criteria
- analysed performance information and prepared reports for stakeholders
- developed a communication strategy for involving the workforce, negotiating changes and reporting progress
- assessed alternative configurations of technology, labour, processes, organisation and layouts for process flow effectiveness
- compared capability of existing system with market potential and capability of alternative systems
- estimated the impacts of workplace forecasts and changes in the market and the industry (including technology) on workplace resource requirements, operation and sales
- evaluated the consequences and change implications of adopting new, reconfigured or redesigned systems on overall operation of the plant, including the impact on personnel
- identified and applied relevant workplace health and safety, animal welfare, biosecurity, environmental and workplace and regulatory requirements
- identified and resolved industrial relations issues related to changes in systems

- prepared action plans for the implementation of new systems, including commissioning of the new system, timelines, resources, training and change facilitation strategies to assist personnel to implement new, reconfigured or redesigned systems
- prepared and justified budgets for the introduction of new systems or components, including calculating the costs of retaining the current system and the costs of setting up and operating new, reconfigured or redesigned systems, including initial costs, ongoing costs and payback periods
- prepared and presented recommendations in formats, language and styles appropriate for the audience
- presented reports according to legal and workplace requirements
- quantified and costed the resources required for optimum operation of existing systems, including utilities and energy, personnel, equipment and stock
- researched and analysed market intelligence, trends and forecasts to identify workplace possibilities
- researched and evaluated available systems (including technology and equipment, processing methods and techniques and work design) appropriate for workplace product
- researched and evaluated sources of support, including government and private, financial and other support
- reviewed existing procedures and controls or developed new ones to facilitate systems operations according to workplace and regulatory requirements, including integration with workplace quality and food safety systems
- sought external advice where appropriate (including from technology and equipment manufacturers, architects, engineers and tradespeople)
- used a range of quality and evaluative tools to analyse the capability of workplace systems to meet future projections
- used available communication and information technology to complete forecasts, analyses and modelling, where required.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace goals and directions and their implications for workplace operations
- budgeting strategies, including calculating the costs of maintaining the current system and the operational and set-up costs for new, reconfigured or redesigned systems, including initial costs, ongoing costs and payback periods
- report formats and styles, and their appropriateness for various audiences.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
 - skills must be demonstrated in a meat industry workplace or an environment that accurately represents workplace conditions

- specifications:
 - access to workplace documents such as policies, procedures, processes, forms.

Assessment for this unit must include at least three forms of evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7>