



Australian Government

AUMGMA001 Participate in workplace productivity improvement processes

Release: 2

AUMGMA001 Participate in workplace productivity improvement processes

Modification History

Release	Comment
Release 1	Unit updated to reflect the new standards for Training Packages Replaces AUMGMA3001 Participate in workplace productivity
Release 2	Updated for clarity and policy adherence

Application

This unit describes the performance outcomes required to identify opportunities to improve workplace productivity. It applies to those working in a production environment and involves the application of skills and knowledge at a production worker level.

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

Unit Sector

Management, Leadership and Supervision

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. Determine work area productivity	1.1 Identify and confirm work area processes, goals, job specifications and workplace requirements 1.2 Monitor work area processes for efficiency and effectiveness using available workplace resources
2. Identify productivity improvement opportunities	2.1 Analyse work area processes for problems and identify areas for improvement 2.2 Apply appropriate quality tools and techniques for identifying causes of problems and areas for improvement 2.3 Develop draft recommendations for improvement
3. Communicate	3.1 Present draft recommendations for improvement and discuss

Elements	Performance Criteria
productivity improvement ideas	with others in a team 3.2 Finalise and document recommendations according to workplace procedures 3.3 Suggest final recommendations to appropriate personnel according to workplace procedures

Foundation Skills

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

Skills	Description
Learning skills to:	research ideas to improve workplace productivity.
Reading skills to:	- identify work instructions and workplace procedures - read workplace productivity improvement forms.
Oral communication skills to:	- expand knowledge of workplace systems and processes through discussion with co-workers - communicate recommendations for improvements with appropriate personnel.
Numeracy skills to:	understand basic numerical information embedded in work area process goals and job specifications.
Problem-solving skills to:	identify areas for improvement after analysing the work area.
Teamwork skills to:	involve co-workers in team discussions to achieve positive work outcomes.

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AUMGMA001 Participate in workplace productivity improvement processes (Release	AUMGMA001 Participate in workplace productivity improvement processes (Release 1)	Minor updates to Assessment Requirements. Performance Criteria changed from passive to active voice.	Equivalent

Code and title current version	Code and title previous version	Comments	Equivalence status
2)		Rationalisation of Range of Conditions.	

Links

Companion Volume Implementation Guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bd587669-08b3-4cd5-85f0-f9fa0c6304c1>

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Performance Evidence

Before competency can be determined, individuals have competently made recommendations that lead to process improvements on a minimum of two occasions.

Individuals must demonstrate they can:

- analyse their work area and identify productivity problems and areas for improvement, referring to workplace resources including:
 - job specifications
 - production schedules
 - work instructions.
- develop ideas to improve the work area productivity
- communicate those ideas and information with co-workers
- work with co-workers to communicate improvement recommendations to appropriate personnel.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements and performance criteria of this unit. This includes:

- procedures for monitoring efficiency of work area processes in a manufacturing environment
- procedures for identifying and resolving work area problems in a manufacturing environment
- continuous improvement processes
- waste minimisation practices.

Assessment Conditions

Assessors must satisfy SNR/AQTF assessor requirements.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Where assessment of competency includes third-party evidence, individuals must provide evidence that demonstrates they have participated in workplace productivity, e.g. documented recommendations for process improvement.

Assessors must verify performance evidence through questioning on skills and knowledge to ensure correct interpretation and application.

The following resources must be made available:

- production workplace or simulated workplace
- workplace procedures for documenting and recommending workplace improvements
- work instructions; job specifications; and tools, equipment and machinery operating procedures for work area.
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