



Australian Government

Department of Education, Employment and Workplace Relations

AUMGMA3001 Participate in workplace productivity

Release: 1

AUMGMA3001 Participate in workplace productivity

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit identifies the competence required to identify procedural changes to improve productivity, recommend equipment which will enhance productivity and communicate with staff on productivity related matters. The required outcomes specified in this unit of competency contain applicable facets of employability skills. These are listed under <i>Required Skills</i> and further summarised in the Qualifications Employability Skills Summary in the Training Package.
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Application of the Unit

Application of the unit	The unit applies to the automotive and related component manufacturing environment and involves application of skills and knowledge to be used within the scope of the person's job and authority.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Employability skills	This unit contains Employability Skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify procedures to improve workplace productivity	1.1. Efficiency of current processes is monitored using available enterprise resources 1.2. New technology and procedures which will improve productivity are identified and referred to appropriate personnel 1.3. Procedures should include legislative, OH&S and enterprise requirements and procedures
2. Recommend equipment requirements to management	2.1. Knowledge of relevant technological developments is maintained regarding new equipment 2.2. Appropriate new/replacement equipment recommendations are made to management 2.3. Effect of current and required equipment on workplace productivity is assessed whilst observing the job context and work quality goals 2.4. Changed work requirements together with cost reduction initiatives are considered prior to communicating to management 2.5. Cost-to-benefit ratio for new or upgraded equipment is determined and a recommendation for type of equipment required is communicated to management if appropriate
3. Communicate with staff about workplace productivity	3.1. Staff meetings are organised and conducted to encourage staff to provide ideas on productivity improvement 3.2. Staff ideas for improvements are analysed and recommended to appropriate personnel if cost effective and feasible 3.3. Staff are informed of and enrolled in new improvement initiatives

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level, required for this unit.

Required skills

- Collect, organise and understand information related to job functions and the management of personal work
- Communicate ideas and information to enable confirmation of work requirements and specifications, cooperation with other workers and customers, and the reporting of work outcomes and problems
- Work with others and in a team by recognising dependencies and using co-operative approaches to optimise work flow, productivity, quality and cost controls/waste avoidance
- Use checking techniques to anticipate or clarify problems to avoid interruptions to work flows/processes and to avoid re-working and wastage
- Identify and respond to non-achievement of performance indicators
- Recognise and respond to circumstances outside instructions or personal competence
- Be proactive in influencing and achieving work goals
- Apply enterprise best practice and quality systems
- Plan and organise activities including the preparation and layout of the worksite and the obtaining of equipment and materials to avoid any back tracking, work flow interruptions or wastage
- Apply mathematical ideas and techniques to correctly complete measurements, calculate quantities and monitor usage rates
- Clarify and confirm work instructions
- Plan work within given task parameters
- Accept responsibility for given tasks
- Set, monitor and satisfy personal work goals

Required knowledge

- Relevant Occupational Health and Safety and Environmental regulations and enterprise policies and procedures needed to carry out work in a manner which ensures the safety of people, equipment and the environment. The specific regulations will vary according to the area of operation.
- Enterprise technical work documentation covering procedures, specifications, schedules and work plans or equivalent
- Enterprise quality system documentation covering instructions, procedures, performance indicators and review processes or equivalent
- Enterprise cost minimisation/waste avoidance policies, procedures and practices
- Established communication channels and protocols
- Problem identification and resolution techniques
- Communication/feedback methods - written , verbal
- Enterprise systems, processes and work quality requirements

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- Compliance with relevant legislative, regulations, standards, codes of practice and establish safe practices and enterprise policies and procedures for managing personal work priorities
- Monitoring existing operations and identifying areas for improvement
- Identifying procedural changes to improve productivity
- Recommending equipment/processes which will enhance productivity.
- Working and communicating effectively and positively with others involved in the work
- Applying, within authority, the requirements of the job or work role in relation to:
 - achieving production goals
 - achieving work quality goals
 - responding positively to changing work requirements
 - contributing effectively to improving workplace productivity
- effectively applying problem solving techniques

Context of and specific resources for assessment

- Underpinning skill, knowledge and attitudes for each unit of competency in each work area, and for specific job roles within work areas, will differ between enterprises, and will alter from time to time depending on factors such as changes in equipment, technology and culture
- Before skill, knowledge and attitudes development and assessment of the trainee begins, key operators in the area, in conjunction with trainers, union representatives and other stakeholders, must list the underpinning knowledge, skill and attitudes required to perform the unit competently (to standard). This will be used as a guide for training and assessment
- The application of competency is to be assessed in the workplace or realistically simulated workplace
- Assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints
- Assessment is to comply with relevant regulatory or Australian

EVIDENCE GUIDE	
	Standards requirements • Assessment of the underpinning knowledge should be combined with assessment of the skill • Assessment of the underpinning knowledge may take place on- or off-the-job • Assessment of the competency should take place in a safe working environment in a passenger motor vehicle manufacturing plant or simulated environment using tools/equipment/machinery required for the production process without undue disruption to the production process
Method of assessment	• Assessment must take place in accordance with the endorsed <i>Assessment Guidelines for the Automotive Industry</i> • Assessment methods must confirm consistency and accuracy of performance (over time and in a range of workplace relevant contexts) together with application of underpinning knowledge • Assessment methods must be by direct observation of tasks and include questioning on underpinning knowledge to ensure its correct interpretation and application • Assessment may be applied under project related conditions (real or simulated) and require evidence of process • Assessment must confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances • Assessment should be in conjunction with assessment of other units of competency

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording in the Performance Criteria is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

Legislative requirements and procedures may include:

- are to be in accordance with applicable legislation from all levels of government that affect enterprise operations. Requirements and procedures may include but not be limited to award and enterprise agreements, employee relations, Australian Standards, confidentiality and privacy, the environment, equal opportunity, anti-discrimination, relevant industry codes of practice and duty of care, ISO standards (quality management and environment)

OH&S requirements and procedures may include:

- are to be in accordance with Commonwealth or State legislation and regulations, organisational safety policies and procedures. Requirements and procedures may include but not be limited to the use of personal protective equipment and clothing, rescue services, fire fighting organization and equipment, first aid equipment, hazard and risk control and elimination, control of hazardous materials and substances and manual handling including lifting and carrying

Enterprise requirements and procedures may include:

- may include but not be limited to legal, organisational and site guidelines, policies and procedures relating to own role and responsibility, quality assurance, procedural manuals, quality and continuous improvement processes and standards, OH&S, emergency and evacuation, ethical standards, recording and reporting, access and equity principles and practices, equipment use, maintenance and storage, environmental management (waste disposal, recycling and re-use guidelines), suppliers' operating instructions

Job context may include:

- The job context is work area and process related.
 - Work areas may include body construction, aluminium die casting, iron foundry operations, engine machining, spray painting, automotive plastics, stamping & press operations, fabrication hardware, trim manufacture, vehicle assembly, warehousing, engine assembly, seat frame manufacture
 - process may include welding sub-assemblies, fitting hang-on components, fittings dies to die boxes, pouring aluminium, machining parts, application of paint, cutting blanks, assembly of components to form sub-assemblies, fitting parts to bodies, assembly of parts, parts picking and replenishment

RANGE STATEMENT	
Work quality goals may include:	are those established within each enterprise quality system and may include identification, minimisation and elimination of defects, product/component specifications, tolerances, inspection systems, packaging specifications and non-conforming parts or products
Changed work requirements may include:	may result from variations in process change, line speed, interruptions to parts supply/quality and personnel absences
Cost reduction initiatives may include:	may include but not be limited to cost benchmarks, waste avoidance, power conservation, productivity achievement and continuous improvement levels
Sources of information may include:	- Company operating procedures - Product manufacturer specifications - Customer requirements - Industry/workplace codes of practice - State/industry OH&S legislation - Award provisions
Resources may include:	- Company standards documentation - Work orders, job cards, quotes/estimates, internal memoranda, file note, invoice, job specifications - Work reports - paper based / electronic - Work to be inspected - Qualified workplace assessor - Workplace or simulated workplace

Unit Sector(s)

Unit sector	Teamwork, Supervision and Management
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Competency field

Competency field	Manufacturing - Bus, Truck and Trailer
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Co-requisite units

Not applicable.