



Australian Government

Assessment Requirements for FBPPPL4004 Optimise a work process

Release: 1

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Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0.

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 optimised a work process on at least one occasion, including:

- establishing parameters of work process
- analysing performance measures and identifying opportunities for improvement
- developing plan to optimise work process
- appropriately engaging other personnel in planning implementation
- monitoring implementation and analysing outcomes
- engaging continuous improvement processes to sustain and improve outcomes.

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:

- process/workflow mapping purpose and techniques
- characteristics of the work process, including typical factors that affect process performance, including:
 - fluctuations in demand/throughput
 - quality of raw material/ingredient inputs
 - human resources availability/competencies
 - equipment configuration, capacity and performance
 - process capability
 - changeover times
 - cost of services
- criteria against which to assess performance, including key performance indicators (KPIs), production plans/schedules, budgets and relevant benchmark information

- technical knowledge to identify and assess current performance and identify improvement opportunities and proposals
- process improvement tools and techniques
- related workplace documentation and systems
- relevant personnel and departments to be consulted/notified of optimisation implementation plan
- recording systems and requirements for reporting on work processes.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - process improvement tools and techniques
- specifications:
 - information systems, including recording and retrieval systems
- relationships (internal and/or external):
 - opportunities to interact with others using typical workplace communication processes

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=78b15323-cd38-483e-aad7-1159b570a5c4>