



Australian Government

FBPPPL4004 Optimise a work process

Release: 1

FBPPPL4004 Optimise a work process

Modification History

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

Application

This unit of competency describes the skills and knowledge required to assess, investigate and make recommendations to optimise the performance of a work process, system or area.

The unit applies to individuals responsible for facilitation of consultation and performance improvement processes. This includes communicating solutions for a range of predictable and unpredictable problems.

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

Pre-requisite Unit

FDFPPL3001A Participate in improvement processes

Unit Sector

People, Planning and Logistics (PPL)

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. Establish work process scope	1.1 Identify the scope and flow of the work process 1.2 Identify and collect work process information according to workplace practices
2. Assess work process performance	2.1 Evaluate work process performance against plan and benchmark information 2.2 Investigate variations in work process performance

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	2.3 Identify opportunities for improvement
3. Develop a plan to optimise process performance	3.1 Develop and report recommendations for improvements in the appropriate format 3.2 Present an implementation plan in the appropriate format according to workplace policy
4. Implement, monitor and evaluate process improvement	4.1 Review workplace documentation to reflect process improvement 4.2 Identify and communicate changes to roles and responsibilities of workplace personnel involved in implementing the optimisation plan 4.3 Identify, negotiate and secure resources to support implementation 4.4 Implement and monitor process changes 4.5 Apply continuous improvement procedures to evaluate and refine process optimisation

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
Reading	Reads and interprets process information and work documentation, and consolidates information to assess and determine requirements and performance
Writing	Accurately records information and prepares correspondence and documentation using clear language to organisational formats and protocols
Numeracy	Performs mathematical calculations to interpret and compare numerical information against benchmarks
Oral communication	Effectively participates in verbal exchanges using collaborative and inclusive techniques to convey and clarify information and negotiate with others
Interact with others	Selects and uses appropriate conventions and protocols when communicating with co-workers in a range of work contexts
Get the work done	Takes responsibility for planning, sequencing and prioritising tasks and own workload for efficiency and effective outcomes

Skill	Description
	- Addresses problems and initiates standard procedures in response, applying problem-solving processes in determining solutions - Investigates new and innovative ideas as a means to continuously improve work practices and processes through consultation, formal and analytical thinking

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPPPL4004 Optimise a work process	FDFPPL4004A Optimise a work process	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4>