



Australian Government

Department of Education, Employment and Workplace Relations

FPITMM5206B Plan production

Release: 1

FPITMM5206B Plan production

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit describes the outcomes required to plan and document the overall requirements of production for an enterprise

General workplace legislative and regulatory requirements apply to this unit; however there are no specific licensing or certification requirements at the time of publication

This unit replaces FPITMM5206A Plan production

Application of the Unit

Application of the unit

This unit involves production planning in a forest products factory setting

The skills and knowledge required for competent workplace performance are to be used within the scope of the person's job and authority

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Prerequisite units

Employability Skills Information

Employability skills This unit contains employability skills

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Establish production requirements	1.1. Applicable Occupational Health and Safety (OHS), environmental, legislative and organisational requirements relevant to production planning are identified and followed 1.2. Data from the sales and market forecasts are interpreted for inclusion in the production plan 1.3. Specifications and supporting data are analysed 1.4. Projected requirements regarding product quantity, quality, raw material and performance characteristics are established 1.5. Production capacity of machines and personnel is analysed and checked 1.6. Resources, including raw material supply requirements for the production line, are assessed 1.7. Communication with others is established and maintained in line with OHS requirements
2. Prepare production plan	2.1. Production procedures are reviewed for suitability to planned schedule 2.2. Information and details to include in the production plan are assembled and checked 2.3. Inefficiencies and constraints are evaluated and potential improvements or variations to the plan are actioned 2.4. Production plan is prepared in line with enterprise procedures
3. Monitor and coordinate variations to plan	3.1. Production and output are monitored to record and action process improvements based on construction plans, components and hardware being utilised 3.2. Production output details are obtained and recorded in line with site procedures and environmental requirements 3.3. Production plan is monitored to ensure production performance is efficient and effective, and variations are achieved 3.4. Plans are modified to reflect stock, machine and human resource requirements or variations 3.5. Implementation of plan variations is coordinated to make sure they follow instructions and specifications 3.6. Production planning records are maintained and reports prepared in line with enterprise procedures

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- Technical skills sufficient to use and maintain relevant tools, machinery and equipment, safely plan production
- Communication skills and interpersonal techniques sufficient to interact appropriately with colleagues and others in the workplace
- Literacy skills sufficient to accurately record and report workplace information, and maintain documentation
- Numeracy skills sufficient to estimate, measure and calculate time required to complete a task
- Problem solving skills sufficient to identify problems and equipment faults and demonstrate appropriate response procedures

Required knowledge

- Applicable Commonwealth, State or Territory legislation, regulations, standards, codes of practice and established safe practices relevant to the full range of processes for production planning
- Environmental protection requirements, including the safe disposal of waste material, the safe use and storage of chemicals, minimising carbon emissions and the cleaning of plant, tools and equipment
- Organisational and site standards, requirements, policies and procedures relevant to production planning
- Environmental risks and hazards
- Using energy effectively and efficiently
- Using material effectively and efficiently
- Production plans, procedures and scheduling
- Equipment and labour capabilities
- Established communication channels and protocols
- Problem identification and resolution strategies and common fault finding techniques
- Types of tools and equipment and procedures for their safe use, operation and maintenance
- Appropriate mathematical procedures for estimating and measuring, including calculating time to complete tasks
- Procedures for recording and reporting workplace information

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, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

A person who demonstrates competency in this unit must be able to provide evidence that they can safely and efficiently plan production in line with organisational requirements

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

The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements of this unit and include demonstration of:

- following applicable Commonwealth, State or Territory legislative and regulatory requirements and codes of practice relevant to production planning
- following organisational policies and procedures relevant to production planning
- effective communication and safe working practices
- production planning for the enterprise
- modification of production procedures within the enterprise

Context of and specific resources for assessment

- 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 of required knowledge, other than confirmatory questions, will usually be conducted in an off-site context
- Assessment is to follow relevant regulatory or Australian Standards requirements
- The following resources should be made available:
 - workplace location or simulated workplace
 - materials and equipment relevant to undertaking work applicable to this unit
 - specifications and work instructions

Method of assessment

- Assessment must satisfy the endorsed Assessment Guidelines of the FPI11 Training Package
- Assessment methods must confirm consistency and accuracy of performance (over time and in a range of workplace relevant contexts) together with

EVIDENCE GUIDE

application of required knowledge

- Assessment must be by direct observation of tasks, with questioning on required knowledge and it must also reinforce the integration of employability skills
- Assessment methods must confirm the ability to access and correctly interpret and apply the required knowledge
- 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 may be in conjunction with assessment of other units of competency
- The assessment environment should not disadvantage the candidate
- Assessment practices should take into account any relevant language or cultural issues related to Aboriginality, gender or language backgrounds other than English
- Where the participant has a disability, reasonable adjustment may be applied during assessment
- Language and literacy demands of the assessment task should not be higher than those of the work role

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, if used in the performance criteria, is detailed below. 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) may also be included.

OHS requirements:

are to be in line with applicable Commonwealth, State or Territory legislation and regulations, and organisational safety policies and procedures, and may include:

RANGE STATEMENT

- personal protective equipment and clothing
- safety equipment
- first aid equipment
- fire fighting equipment
- hazard and risk control
- fatigue management
- elimination of hazardous materials and substances
- safe forest practices including required actions relating to forest fire
- manual handling including shifting, lifting and carrying

Environmental requirements
may include:

- legislation
- organisational policies and procedures
- workplace practices

Legislative requirements:

are to be in line with applicable Commonwealth, State or Territory legislation, regulations, certification requirements and codes of practice and may include:

- award and enterprise agreements
- industrial relations
- Australian Standards
- confidentiality and privacy
- OHS
- the environment
- equal opportunity
- anti-discrimination
- relevant industry codes of practice
- duty of care

Organisational requirements
may include:

- 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
- OHS, emergency and evacuation procedures
- ethical standards
- recording and reporting requirements
- equipment use and maintenance and storage

RANGE STATEMENT

	requirements
	• environmental management requirements (waste minimisation and disposal, recycling and re-use guidelines)
Data is to include:	• reports and information on production times • output • employment costs • overtime and overheads • projected orders • material costs • distribution times and costs
Specifications are to include:	• production orders • work orders
Machines are to include:	• all machinery and equipment available for production purposes within the enterprise
Communication may include:	• schedules • verbal and non-verbal language • constructive feedback • active listening • questioning to clarify and confirm understanding • use of positive • confident and cooperative language • use of language and concepts appropriate to individual social and cultural differences • control of tone of voice and body language
Production procedures may include:	• machinery and equipment usage • workforce levels • construction procedures • material supply • supplied products to support production, distribution, storage and despatch
Inefficiencies and constraints are to include:	any production procedure which demonstrates: • slow output • quality issues requiring review of the plan and production methods
Production plan is to include:	• all production procedures within an efficient and effective system of operation which returns a profit for the enterprise

RANGE STATEMENT

Output is to include:

- type
- speed
- finish
- dimensional consistency
- quality of completed products

Stock is to include:

- out-of-stock and overstock situations
- management of suppliers to maintain stock levels marginally above production output

Records and reports may include:

- planning and monitoring outcomes
- operating logs
- production records
- material movement
- despatch outcomes
- storage locations
- quality outcomes
- hazards
- incidents or equipment malfunctions

and may be:

- manual
- using a computer-based system or other appropriate organisational communication system

Unit Sector(s)

Unit sector

No sector assigned

Co-requisite units

Co-requisite units

Competency field

Competency field Timber Manufactured Products and Timber Merchandising