



Australian Government

FWPTMM5204 Manage product design

Release: 1

FWPTMM5204 Manage product design

Modification History

Release	Comment
1	Replaces equivalent unit FPITMM5204B Manage product design, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to clarify and confirm design objectives and to manage all design processes ready for production acceptance. Work involves managing the performance of a design team and is completed in a forest products factory environment.

The unit applies to Timber Designer, Production Manager (Timber Truss and Frame).

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

Pre-requisite Unit

Nil

Unit Sector

Timber Manufactured Products

Timber Merchandising

Elements and Performance Criteria

<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.</i>
1. Establish design objectives and success factors	1.1 Collect and analyse information on design tasks. 1.2 Establish and specify criteria and key success factors and indicators for design outcomes.
2. Plan the design	2.1 Package design workload into discrete, manageable design work

activity	units. 2.2 Evaluate scope of each design work unit and specify personnel and material resource requirements. 2.3 Schedule work for design work units in line with target achievement dates and resource constraints. 2.4 Document design work plan, including key success or performance indicators and gain approved in line with organisational procedures.
3. Implement design work plan	3.1 Allocate human, material, equipment and system resources to particular design work units and tasks. 3.2 Consult with designers to establish key performance indicators and direct to finalise work preparations and processes. 3.3 Resolve coordination issues with supporting agencies and departments. 3.4 Identify inhibitors to achieving appropriate designs, consider solutions and resolve. 3.5 Complete progress reviews and provide support to designers to maintain technical design standards and achievement targets. 3.6 Prepare and certify final designs as meeting the required specifications. 3.7 Document and process final designs for client acceptance. 3.8 Record design process and problems and report to appropriate personnel.
4. Monitor and respond to design team performance	4.1 Monitor performance targets to assess progress, revise targets or provide assistance to achieve. 4.2 Identify unsatisfactory performance and take prompt action to rectify. 4.3 Provide mentoring and coaching to support individuals and teams through the design process. 4.4 Negotiate and gain approval for recommended variations to plans 4.5 Manage systems, procedures and records for performance management in line with organisational procedures.

Foundation Skills

This section describes those core and employment skills that are essential to performance and

are not explicit in the performance criteria.	
Numeracy skills to:	- determine quantity of design work and deadlines and divide work activities into manageable units - calculate human, material, equipment and system resources required to achieve design outcomes - complete reviews against timelines and targets and calculate adjustments.
Oral communication skills to:	- develop rapport with and nurture ongoing positive relationships with design team members - provide clear and unambiguous information to staff about roles, responsibilities, targets and performance expectations - discuss unsatisfactory performance in a professional and constructive manner.
Reading skills to:	interpret complex information in source documents to establish design requirements.
Writing skills to:	- develop and document comprehensive design work plans in a style and format easily understood by design team and other personnel - produce basic reports on the design process and problems encountered - clearly articulate key success and performance indicators in quantifiable language - clearly and accurately document performance management issues and records.
Planning and organising skills to:	- source, collect and organize data to inform design work plans - efficiently and logically manage operational logistics for design activities.
Problem-solving skills to:	analyse design and staff performance problems, consider various solutions and resolve.
Teamwork skills to:	take responsibility for leading a design team and for team outcomes.
Technology skills to:	use a computer, keyboard and software to prepare design work plans and performance management records.

Range of Conditions

Not Applicable

Unit Mapping Information

FPITMM5204B Manage product design

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47>

Assessment Requirements for FWPTMM5204 Manage product design

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Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- manage product design in line with design criteria and performance targets that includes establishment, planning, implementing and monitoring the process
- determine, document and communicate key success indicators for the whole job and individual staff targets and performance indicators
- produce a written design work plan
- complete a basic report on the design process and problems encountered.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- content and application of applicable regulations for certifying final designs
- project management principles
- planning processes for a design job
- common products for which designs are produced, their features, use and individual design components
- design capacity of equipment and systems
- skill capabilities of design team members

- ways of breaking up design tasks into manageable parts for design teams members and methods to coordinate whole of job outcomes
- key success and performance indicators for design activities and methods of communicating these to team members:
 - producing designs in the time allocated
 - meeting specified design criteria
 - minimising the impact of production on the environment
- format, content and use of:
 - design work plans
 - final designs
 - certification documents
- records for performance management of team members
- reports on design processes and problems
- methods to monitor and respond to team performance:
 - assessing skill capability and outputs
 - mentoring and coaching
 - conflict resolution and staff counselling
- organisational procedures for managing product designs:
 - communication reporting lines for design team
 - staff counselling
 - documenting design work plans and reports
 - certifying designs

Assessment Conditions

The following resources must be made available:

- computers, keyboards, printers and software used to document plans and reports
- comprehensive information about the operation of a real or simulated design job to manage plans and outcomes
- template design work plans, reports and certification documents
- organisational procedures for managing product designs
- a design team with whom the individual can interact
- relevant personnel for the purposes of communicating information

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

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and

- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

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