



Australian Government

Department of Education, Employment and Workplace Relations

ICPSU351C Undertake basic production scheduling

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to schedule production for a small work unit. For scheduling within an enterprise or large section see ICPSU455C Supervise and schedule work of others and ICPSU456C Control production.
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Application of the Unit

Application of the unit	This unit requires the individual to schedule production in a small work unit.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

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 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.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify production requirements and capacities	1.1. <i>Printing</i> , converting and finishing production data is identified 1.2. Inventory capacities and requirements are identified 1.3. Procurement and supply requirements and constraints are identified 1.4. Production capacity for the workgroup is identified 1.5. Production constraints for the workgroup are identified 1.6. Standard times for the workgroup are identified
2. Prepare production schedule for small work unit	2.1. <i>Scheduling</i> is done in conjunction with overall scheduling of other units and processes 2.2. Production schedule is prepared according to production, inventory, procurements, time constraints and supply capacities and requirements 2.3. Schedule is documented according to enterprise procedures 2.4. Schedule is modified as required
3. Monitor production	3.1. Production is monitored 3.2. Any necessary changes in scheduling, and the reasons for this, are reported according to enterprise procedures

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- OHS in relation to operating machinery such as safely switching off machinery before cleaning is started
- communication of ideas and information by liaising with production management and customers
- collecting, analysing and organising information by monitoring production and determining changes required in scheduling
- planning and organising activities by sequencing machinery as efficiently as possible
- teamwork when liaising with other production processes and stores to ensure materials are available
- mathematical ideas and techniques by calculating required consumables and run times of jobs
- problem-solving skills by adjusting schedules to minimise machine down time and/or to accommodate rush jobs
- use of technology by using production control software

Required knowledge

- production requirements and capacities
- job requirements that determine the production processes
- identifying special production requirements and possible problems
- criteria that are used to determine availability of machines, materials and labour
- OHS concerns that need to be considered when planning production
- checking stock levels
- checking internal stock levels
- information that you obtain from outside suppliers that will allow you to establish job priorities
- system that you use to select alternative suppliers
- preparation and documentation of the production schedule
- determining production workflow
- system used to work out job priorities
- purpose of documenting production workflow
- communicating schedules to the workforce
- revising schedules
- monitoring and amending production schedules if required
- consideration that is given to revising production schedules to take into account customer requirements and job complexity

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

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

Evidence of the ability to:

- effectively scheduling production for a small work unit
- produce a portfolio that shows all appropriate paperwork for one month's scheduling according to the listed Performance Criteria for a single small production unit in pre-press, printing, screen printing, converting or finishing
- evidence for assessment may be gathered from assessment of the unit of competency alone or through an integrated assessment activity.

Context of and specific resources for assessment

Assessment must ensure:

- assessment may take place on the job, off the job or a combination of these. Off the job assessment must be undertaken in a closely simulated workplace environment.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate.

Guidance information for assessment

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

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.	
<i>Print processes</i> may include:	any processes in pre-press, press, finishing, screen printing.
<i>Scope of scheduling</i> may include:	applies to the scheduling for a single small production work unit or production cell, or workstation or work unit; or a single production process where there are only a small number of constraints or variables. The scheduling applies to only a part of the overall production process.

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Support
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Co-requisite units

Co-requisite units		