



Australian Government

Department of Education, Employment and Workplace Relations

ICPSU458C Monitor production workflow

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 monitor the workflow, assess job steps and evaluate work progress.
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Application of the Unit

Application of the unit	This unit requires the individual to monitor the workflow, assess job steps and evaluate work progress.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	ICPSU216C Inspect quality against required standards	

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. Input job	1.1. Each new job is assigned a unique identification number 1.2. Baselines are set for the production and budget estimation 1.3. The number of actions or steps are identified for each job 1.4. The <i>nature of the actions</i> are identified
2. Assess job step	2.1. The job step is identified using business workflow tools 2.2. The current step is compared against any baselines set for the job 2.3. The number of steps and iterations are identified and any corrective action undertaken if necessary 2.4. Actions within each step are logical to the step 2.5. Resources required for the current and future steps are identified and availability confirmed
3. Evaluate job progress	3.1. Job progress is evaluated and any improvement modifications to the workflow are identified 3.2. Parallel activities have been fully utilised to meet baselines and quality standards 3.3. Reports are reviewed and possible process improvements identified

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 setting baselines for the production and budget estimation
- collecting, analysing and organising information by reviewing reports and identifying possible process improvements
- planning and organising activities by identifying resources required for the current and future steps and confirming availability
- teamwork when maintaining the production process in association with others
- mathematical ideas and techniques by assigning each new job a unique identification number
- problem-solving skills by evaluating job progress and identifying any improvement modifications to the workflow
- use of technology by using equipment to monitor workflow, assess job steps and evaluate work progress

Required knowledge

- setting baselines
- business/production workflows
- process improvement
- job assessment
- scheduling
- resource allocation

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:

- correctly monitoring the workflow, assessing job steps and evaluating work progress
- for valid and reliable assessment of this unit, evidence should be gathered over a period of time through a range of methods for assessment to indicate consistent performance
- 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
- relevant hardware and software or non-computerised systems.

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>Nature of the actions</i> may include:	ordering, coordinating, modifying.
<i>Technical guidance</i> may include:	the competencies relate to personnel who provide technical guidance and assistance to work teams.

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Support
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Co-requisite units

Co-requisite units		