



Australian Government

Department of Education, Employment and Workplace Relations

LMFFT5002B Establish and develop production processes and area layout

Revision Number: 1

LMFFT5002B Establish and develop production processes and area layout

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the competency to establish the production processes, including jointing, fabrication, assembly and finishing, and area layouts to optimise production potential.
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Application of the Unit

Application of the unit	
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	Nil	

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 area objectives	1.1. Production objectives are clearly and unambiguously identified and clarified in conjunction with design, engineering, production and other relevant staff in accordance with company requirements 1.2. Production area processes and specifications are identified
2. Determine production staffing and resource requirements	2.1. Production staffing requirements are determined based on task requirements and necessary competencies 2.2. Suitable staff and/or contractors are selected based on competence and availability in accordance with company requirements 2.3. Required materials, tools, equipment, assembly or fabrication jigs and other physical resources needed for the production are identified and a specification drawn up detailing the required quality and quantities 2.4. Costings of staffing and resource requirements are developed in accordance with company procedures
3. Establish the area layout and process	3.1. Workplace health and safety requirements, including personal protection needs, are observed throughout the work 3.2. Layout of equipment, materials and other factors take account of area layout work plans, recognising the resourcing available and factors of cost effectiveness and efficiency 3.3. Production area tasks and component activities are clearly identified and specified and staff assigned to them based on their competence, experience and availability 3.4. The production team is briefed and trained on their respective roles and responsibilities in accordance with company procedures
4. Review production progress and outcomes	4.1. Production progress is closely monitored against required quality of products and adherence to both budget and time schedule and reported to appropriate personnel in accordance with company requirements 4.2. Opportunities for preventative or corrective changes are identified using outcomes of monitoring activity or feedback from production staff 4.3. Preventative or corrective action is recommended and implemented where appropriate

ELEMENT	PERFORMANCE CRITERIA
	4.4. Changes are communicated to relevant personnel in a logical and easily understood manner 4.5. Changes are monitored to confirm improvement to production efficiency 4.6. Adequate records are maintained of all key information pertaining to the production process in accordance with company requirements

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- research, collect, organise and understand information related to production processes and area layout, including the relevant technical, regulatory, cultural, environmental and safety requirements
- communicate ideas and information to enable clarification of the requirements, coordination of work with managers and supervisors, workers and customers, and the reporting of work outcomes and problems
- plan and organise activities, including the preparation and layout of the worksite and the obtaining of equipment, systems and materials to avoid any back tracking, workflow interruptions or wastage
- work with others to foster the team by recognising dependencies and using cooperative approaches to optimise workflow and productivity
- use mathematical ideas and techniques to correctly complete measurements, calculate area, dimensions and flow, and estimate material requirements
- create and apply systematic problem solving techniques to anticipate production processes and area layout problems, avoid re-working and wastage
- use the workplace technology related to production processes and area layout, including machinery, tools and equipment, calculators and measuring devices and computing/computer-aided systems

Required knowledge

- process engineering techniques and systems
- production and manufacturing processes applicable to the product
- materials handling techniques and options
- equipment and machines to be used to achieve business outcome
- business processes used in workplace
- resource availability, including competencies of individuals in the team/group

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.

Critical aspects of evidence

- For a significant production process, either establish the process and area layout or review and make recommendations on an existing process. In either case:
- identify/confirm production area objectives
- determine production staffing and resource requirements
- establish the area layout and process
- monitor and review achievements
- document the outcomes
- Communicate and consult effectively with team members, management and user departments

Resource implications

The resources should relate specifically to the business policies, procedures and range of products and equipment. Resources may include:

- the business environment
- relevant documentation
- legislation and statutory requirements
- industry codes of practice
- OHS legislation, regulations and codes of practice
- access to a work team

Method of assessment

Assessment methods must confirm consistency of performance over time and in a range of workplace relevant contexts.

Assessment should be by direct observation of tasks and questioning on underpinning knowledge.

Assessment should be conducted over time and may be in conjunction with assessment of other units of competency.

Context of assessment

Assessment may occur on the job or in a workplace simulated facility with relevant process equipment, materials, work instructions and deadlines.

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.

Unit scope

- This unit covers the work involved in establishing the production processes and area layout in the furnishing industry
- The unit may require workflow analysis, planning and modification in a new or existing plant layout situation
- The function is undertaken in accordance with established enterprise procedures and practices may include requirements recommended by manufacturers

Unit context

- OHS requirements include legislation, building codes, material safety management systems, hazardous substances and dangerous goods codes and safe operating procedures
- Work is carried out in accordance with legislative obligations, environmental legislation, relevant health regulations, authorised handling procedures and organisation insurance requirements
- Work requires individuals to demonstrate conceptual ability, discretion, judgement and problem solving skills

Workplace environment

- Work may involve individual and team related activities and will normally relate to the standard forms of activity performed in the enterprise and industry
- Work is performed with minimal supervision or direction
- Customers or suppliers may be internal or external

Machines/equipment may include:

- any machine typically used in the furnishing industry
- microprocessor or computer-controlled machines
- both production and facility equipment used in

RANGE STATEMENT	
	the enterprise
Tools and equipment may include, but are not limited to:	• hand tools • other equipment
Materials to be used may include but are not limited to:	• timber • metal alloys • fabric • glass • plastics and a full range of consumables required for production
Personal protective equipment	Personal protective equipment is to include that prescribed under legislation, regulations and enterprise policies and practices
Information and procedures	• Work procedures/instructions • Manufacturers' specifications and instructions • Standard forms of workplace process and layout • Organisation work specifications and requirements • Legislation/regulation/national and industry codes and practices relevant to the product • Quality and Australian standards and procedures

Unit Sector(s)

Unit sector	Furnishing Technology
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		