



Australian Government

MEM14003 Undertake production scheduling

Release: 1

MEM14003 Undertake production scheduling

Modification History

Release 1. Supersedes and is equivalent to MEM14003B Undertake basic production scheduling

Application

This unit of competency defines the skills and knowledge required to identify production requirements and capacities and prepare schedules for production of a component/part.

It applies to the scheduling of the manufacture of a single component, a single assembly function, a single small production work unit or production cell, or a single production process, where there are only a small number of constraints or variables.

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

Band: B

Unit Weight: 8

Pre-requisite Unit

MEM13015	Work safely and effectively in manufacturing and engineering
MEM16006	Organise and communicate information

Competency Field

Planning

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	Identify production requirements and capabilities	1.1	Follow standard operating procedures (SOPs)
		1.2	Comply with work health and safety (WHS) requirements at all times
		1.3	Identify and obtain engineering production data in accordance with workplace procedures

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

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| | | 1.4 | Identify and obtain inventory capacities and requirements in accordance with SOPs |
| | | 1.5 | Identify and obtain procurement and supply requirements and constraints in accordance with SOPs |
| | | 1.6 | Identify and obtain production capacity and constraints in accordance with SOPs |
| | | 1.7 | Identify and obtain standard times in accordance with SOPs |
| 2 | Prepare schedule for production of a component/part | 2.1 | Use a project management tool to prepare a production schedule for components/parts |
| | | 2.2 | Document schedule in accordance with accepted SOPs |

Foundation Skills

This section describes those required skills (reading, writing, oral communication and numeracy) that are essential to workplace performance in this unit of competency.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

- Production schedules are prepared in accordance with one (1) or more of the following:**
- production
 - inventory
 - procurements
 - time constraints
 - supply capacities
 - requirements

Unit Mapping Information

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Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2>

Assessment Requirements for MEM14003 Undertake production scheduling

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria on at least two (2) occasions and include:

- following work instructions, standard operating procedures (SOPs) and safe work practices
- identifying and interpreting production process data and procedures to identify production requirements and capacities
- using a project management tool to develop a Gantt chart, or similar graphical display to depict the production schedule, to schedule production of components/parts
- undertaking numerical and mathematical calculations, as required
- documenting schedule in accordance with SOPs.

Knowledge Evidence

Evidence required to demonstrate the required knowledge for this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include knowledge of:

- safe work practices and procedures
- scheduling techniques
- production methods
- quality assurance requirements
- inventory policies
- procurement, supply requirements and constraints
- general staffing levels, capabilities and application of standard times
- machine set-up, capability and application of standard times
- enterprise safety requirements and directives.

Assessment Conditions

- Assessors must:
 - have vocational competency in undertaking production scheduling at least to the level being assessed with relevant industry knowledge and experience

- satisfy the assessor requirements in the *Standards for Registered Training Organisations 2015* or its replacement and comply with the *National Vocational Education and Training Regulator Act 2011*, its replacement or equivalent legislation covering VET regulation in a non-referring state/territory as the case requires
- Where possible assessment must occur in operational workplace situations. Where this is not possible or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment that reflects realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

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