



Australian Government

Department of Education, Employment and Workplace Relations

MSACMC612A Manage workplace learning

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the knowledge and skills required to manage the learning and skill development for a manufacturing workforce.
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Application of the Unit

Application of the unit	Management of the identification of skills needed by a work force to undertake the required work including arranging for any required learning processes. The unit does not cover trainer and assessor skills. This unit primarily requires the application of skills associated with communication, teamwork, problem solving, initiative and enterprise in order to assess and address skill needs in an individual and in the enterprise. Planning and organising is required to ensure skill development meets the needs of the enterprise and aspects of self management and learning are required to ensure improvement of performance.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	
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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 current skill requirements for the work team	1.1. Ensure records/data base of skill mix currently required by the work team are maintained in accordance with procedures 1.2. Re-assess and monitor the skills required by the team as enterprise requirements change 1.3. Consult with relevant stakeholders to predict any new/different skill requirements arising from changes to products, processes, equipment or work organisation
2. Determine current skill mix of work team	2.1. Ensure current records/data base of skill profile of individuals within the team are maintained 2.2. Consult with relevant stakeholders and monitor the application of these skills in the workplace to ensure they remain current and valid 2.3. Review the actual skill mix of the team compared to the required skill mix of the team
3. Make arrangements for skill development	3.1. Consult with team and identify any mismatch of skills possessed and used and skills required 3.2. Identify any new skills required due to anticipated changes 3.3. Consult with relevant stakeholders to determine the best way to refresh existing skills/develop new skills 3.4. Develop individual skill development program 3.5. Ensure skill development programs are implemented in accordance with procedures
4. Forecast possible future skill needs	4.1. Examine strategic directions of organisation 4.2. Discuss possible future directions with relevant stakeholders 4.3. Determine possible long term future skill requirements in consultation with relevant stakeholders 4.4. Develop plan to ensure skills are developed in advance of when they are required

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- communication
- planning
- assessing
- analysing
- negotiation
- problem solving
- teamwork

Required knowledge

- knowledge of skill analysis methods or how to access skill analysis from relevant experts
- knowledge of skill development methods, or how to access skill development programs from relevant experts
- relevant formal qualifications/skill standards available to the team members, and their relevance to the job and the organisation

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, the Range Statement and the Assessment Guidelines for this Training Package.

Overview of assessment requirements	The person will ensure that at all times the team has all the skills required to complete their work, but not necessarily any more skills.
What are the specific resource requirements for this unit?	Access to a workplace implementing competitive manufacturing strategies is required. No other specific resources are required.
What critical aspects of evidence are required to demonstrate competency in this unit?	Evidence of the work team always having the required skills for the job.
In what context should assessment occur?	Assessment will need to occur in a competitive manufacturing organisation or by case study.
Are there any other units which could or should be assessed with this unit or which relate directly to this unit?	This unit may be assessed concurrently with appropriate units.
What method of assessment should apply?	Assessors must be satisfied that the person can consistently perform the unit as a whole, as defined by the Elements, Performance Criteria, skills and knowledge. A holistic approach should be taken to the assessment. Assessors should gather sufficient, fair, valid, reliable, authentic and current evidence from a range of sources. Sources of evidence may include direct observation, reports from supervisors, peers and colleagues, project work, samples, organisation records and questioning. Assessment should not require language, literacy or numeracy skills beyond those required for the unit. The assessee will have access to all techniques, procedures, information, resources and aids which would normally be available in the workplace. The method of assessment should be discussed and agreed with the assessee prior to the commencement of the assessment.

EVIDENCE GUIDE**What evidence is required for demonstration of consistent performance?**

Evidence should be available from an extended period of time and may be historic if the person has been in this role for some time.

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.

Workplace learning	This unit covers the development and maintenance of skill of the team operating in a Just in Time (JIT) environment. It covers both formally recognised and unrecognised training as well as other skill development programs. It may include job rotation, internal training, external training and self directed training.
Procedures	Procedures include all work instructions, standard operating procedures, formulas/recipes, batch sheets, temporary instructions and similar instructions provided for the smooth running of the plant. They may be written, verbal, computer based or in some other form. For the purposes of this Training Package, 'procedures' also includes good operating practice as may be defined by industry codes of practice (eg Good Manufacturing Practice (GMP), Responsible Care) and government regulations. Procedures may also include industrial relations requirements and any classification changes that result from the acquisition of higher level skills.

Unit Sector(s)

Unit Sector	CM Change/interpersonal
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Co-requisite units

Co-requisite units	
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Functional area

Functional Area	
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