



Australian Government

Department of Education, Employment and Workplace Relations

MSAPMSUP330A Develop and adjust a production schedule

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor

This unit refers to the scheduling of production to meet operational requirements. It aims at ensuring that operators identify resource requirements, and document, monitor and adjust schedules in response to operational variations.

Application of the Unit

Application of this unit

This competency applies to operators who are required to optimise plant production and costs of production, using daily and weekly run plan guidelines/production schedules. Typically, work would include authorising, planning, scheduling and prioritising of day to day activities.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisites

This unit has **no** prerequisites.

Employability Skills Information

Employability Skills

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes of a unit of competency	Performance Criteria describe the required performance needed to demonstrate achievement of the Element. Where bold italicised text is used, further information is detailed in the required skills and knowledge and/or the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
ELEMENT	Performance Criteria describe the required performance needed to demonstrate achievement of the Element. Where bold italicised text is used, further information is detailed in the required skills and knowledge and/or the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.
1. Identify resources to meet production requirements.	1.1 Determine demand for product. 1.2 Access and verify information on orders, stocks and delivery. 1.3 Determine material requirements. 1.4 Determine human resource requirements. 1.5 Determine health, safety or environment issues in meeting requirements.
2. Develop schedules	2.1 Determine production priorities. 2.2 Identify production opportunities ('windows'). 2.3 Develop production schedules in accordance with procedures taking account of safety requirements. 2.4 Communicate and distribute production schedules to appropriate personnel.
3. Monitor production schedules.	3.1 Monitor production output against schedule. 3.2 Identify variations between production and schedule. 3.3 Record operational variation and discuss with appropriate personnel. 3.4 Identify possible cause of variation.
4. Adjust schedules.	4.1 Adjust schedules in response to operational variation. 4.2 Adjust schedules in response to unexpected events. 4.3 Distribute adjusted/amended schedules to appropriate personnel. 4.4 Maintain product output in accordance with production and health, safety and environment requirements.

Required Skills and Knowledge

This describes the essential skills and knowledge and their level required for this unit. Competence includes the ability to apply and explain:

- production objectives, priorities, targets and resource requirements
- customer and quality requirements
- process and plant operational requirements
- hazards associated with the process
- awareness of the hierarchy of control in controlling the hazards
- impact of adjustments on process/plant efficiencies and production outcomes/targets
- safety implications for schedule/schedule changes
- planning, sequencing, monitoring and reviewing steps
- company policies and procedures

as is relevant to scheduling of production to meet operational requirements.

Language, literacy and numeracy requirements

This unit requires the ability to access and interpret a range of written, numeric and graphical data.

Writing is required to the level of interpreting orders (and forecasts) and producing schedules and related reports.

Numeracy is required to interpret numeric data and relevant statistics (such as trends and cycles) and from this calculate production and resource requirements.

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

A holistic approach should be taken to the assessment.

Assessors must be satisfied that the person can consistently perform the unit as a whole, as defined by the Elements, Performance Criteria and skills and knowledge.

This unit may be best assessed using a range of scenarios/case studies and 'what ifs' as the stimulus with a walk-through of the scheduling process forming part of the response. These assessment activities should cover a range of problems, including new, unusual and improbable situations which may have been generated from the past incident history of the plant, incidents on similar plants around the world, hazard analysis activities and similar sources.

Critical aspects

It is essential that competence is demonstrated in the knowledge and skills defined in this unit. These may include the ability to

- identify resource requirements
- record, monitor and adjust schedules in response to operational requirements.

Consistent performance should be demonstrated. For example, look to see that:

- resource requirements are correctly identified in accordance with production requirements
- schedules are planned for the most effective and efficient manner to meet operational requirements
- schedules allow for safety, health and environmental (HSE) issues and reinforce HSE priorities
- timelines are adhered to
- schedules are adjusted and resource requirements amended in response to operational variations
- variations to schedules are communicated and documented appropriately.

Context of assessment

This unit of competency will be assessed:

- on a processing plant
- in as holistic a manner as is practical
- over a range of situations which will include disruptions to normal, smooth operation
- through questioning and the use of 'what if' scenarios both on the plant (during demonstration of normal operations and walk throughs of abnormal operations) and off the plant
- by using a combination of these techniques.

Assessment for this unit of competency may:

- be integrated with the assessment of other relevant units of competency
- require simulation to allow for timely assessment of parts of the unit, eg Elements 1 and 4. Simulation should be based on the actual plant and will include walk throughs of the relevant competency components. Simulations may also include the use of case studies/scenarios and role plays.

Method of assessment

In all cases it is expected that practical assessment will be combined with targeted questioning to assess the underpinning knowledge and theoretical assessment will be combined with appropriate practical/simulation or similar assessment. Assessors need to be aware of any cultural issues that may affect responses to questions.

Assessment processes and techniques must be culturally appropriate and appropriate to the oracy, language and literacy capacity of the assessee and the work being performed.

Specific resources for assessment

This section should be read in conjunction with the Range Statement for this unit of competency. Resources required include suitable access to an operating plant or equipment that allows for appropriate and realistic simulation. A bank of case studies/scenarios and questions will also be required to the extent that they form part of the assessment method. Questioning may take place either in the workplace, or in an adjacent, quiet facility such as an office or lunchroom. No other special resources are required.

Access must be provided to appropriate learning and/or assessment support when required. Where applicable, physical resources should include equipment modified for people with disabilities.

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. Add any 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. Where reference is made to industry codes of practice, and/or Australian/international standards, the latest version must be used.

Context

This competency is typically performed by an experienced operator, team leader or similar. Indicative functions include:

- regular planning operations
- communication with all relevant personnel, including management and administration.

Unit content areas include responses to:

- immediate production needs
- future production needs
- reworking requirements.

Indicative information sources and resources include:

- customer requirements
- organisational plans, policies and procedures
- production schedules, run plans
- resource utilisation actuals and targets.

All operations are performed in accordance with standard operating procedures.

Procedures

All operations are performed in accordance with procedures.

Procedures means all relevant workplace procedures, work instructions, temporary instructions and relevant industry and government codes and standards.

Health, Safety and Environment (HSE)

All operations are subject to stringent health, safety and environment requirements, which may be imposed through State or federal legislation, and these must not be compromised at any time. Where there is an apparent conflict between Performance Criteria and HSE requirements, the scheduler needs to ensure the HSE requirements take precedence.

Unit Sector(s)

Not applicable.