



Australian Government

MSFFDM4002 Collect and interpret information to support production processes

Release: 1

MSFFDM4002 Collect and interpret information to support production processes

Modification History

Release 1. Unit code and Application changed. Elements and Performance Criteria changed to active voice. Range of Conditions removed, and relevant content moved to Assessment Requirements. Assessment Requirements changed to include volume and frequency of evidence and remove duplication with Performance Criteria. Supersedes and is not equivalent to MSFFT4003 Organise production processes and MSFFT4008 Interpret and use workplace information.

Application

This unit describes the skills and knowledge required to collect and apply statistical and other information to support the development and organisation of production processes in a furniture or similar operation.

This unit applies to individuals working in a manufacturing environment who use information to analyse production processes, either alone or as part of an internal or external team.

No licensing or certification requirements apply to this unit at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Competency Field

Project management and professional development

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Collect information	1.1 Identify existing and potential sources of statistical information in workplace, relevant to process being developed or managed 1.2 Establish statistical requirements of workplace, and any regulatory requirements, and set method of data collection to meet requirements 1.3 Apply mathematical and quality-checking processes to manage statistical information
2. Analyse job requirements	2.1 Read and interpret job specifications and production processes to identify required steps and stages in process, and clarify specifications

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	to confirm understanding 2.2 Read and interpret job specifications and production processes to identify potential points of application of statistical data 2.3 Assess equipment capabilities in terms of meeting job specifications 2.4 Compare workplace production plans, including run time and quantities, with capabilities. 2.5 Apply and report on statistical information to identify potential points of process improvement in production
3. Complete preparatory activities	3.1 Use collected information to inform proposed modifications or adaptations of equipment to ensure achievement of job requirements 3.2 List requirements for tooling or dies as required in accordance with job specifications 3.3 Communicate raw material requirements to appropriate personnel in accordance with workplace procedures
4. Develop and implement operational plans	4.1 Develop operational work plans, including timeframes and milestones, in accordance with workplace procedures 4.2 Organise production operations based on understanding of requirements and information collected to ensure optimum use of resources 4.3 Record and amend operational plans in accordance with workplace procedures and industry practice
5. Conduct trials to monitor equipment operation and product quality	5.1 Set up equipment to make appropriate use of guards, warning devices and safety features, and modify standard operating procedures to suit production process 5.2 Monitor equipment operations to ensure variations or inconsistencies in output are identified, reported and rectified 5.3 Adjust equipment controls and settings to ensure consistency and continuity of production 5.4 Plan and document equipment maintenance, set-up and close-down procedures to support production process 5.5 Inspect product quality and compare with requirements 5.6 Modify the process where required to improve product quality 5.7 Record and report on any non-conformity in product output and

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	investigate possible causes
6. Evaluate production process	6.1 Gather, prepare and process productivity information and other data reports in accordance with workplace procedures 6.2 Check and report on all procedures for process and conformity with trial outcomes 6.3 Note reasons for both positive and negative outcomes as per requirements 6.4 Analyse outcomes for trends or patterns that can be used to optimise workplace operations 6.5 Gain authorisation for ongoing work procedures from appropriate personnel for implementation, and negotiate required changes 6.6 Recommend variations to design specifications based on trial outcomes

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

- Reading skills to interpret job specifications.
- Numeracy skills to establish, document and interpret statistical information relating to production.
- Writing and oral communication skills to record and report on information and provide analysis.

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

Unit Mapping Information

Release 1. Supersedes and not equivalent to MSFFT4003 Organise production processes and MSFFT4008 Interpret and use workplace information.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0601ab95-583a-4e93-b2d4-cfb27b03ed73>

Assessment Requirements for MSFFDM4002 Collect and interpret information to support production processes

Modification History

Release 1. Unit code and Application changed. Elements and Performance Criteria changed to active voice. Range of Conditions removed, and relevant content moved to Assessment Requirements. Assessment Requirements changed to include volume and frequency of evidence and remove duplication with Performance Criteria. Supersedes and is not equivalent to MSFFT4003 Organise production processes and MSFFT4008 Interpret and use workplace information.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and demonstrated the ability to:

- collect and interpret information to support production processes for one specified and significant production operation, including:
 - reading and interpreting workplace documents including job specifications, statistical reports and other data and process documents
 - conducting trials
 - coordinating and evaluating the production process
 - reporting on the success of the process
 - undertaking statistical gathering and analysis using appropriate methods for the audience.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- sources of workplace information including:
 - production plans and schedules
 - product drawings and specifications
 - equipment instructions and capacities
 - relevant standards, inspection requirements and design rules
 - customer-related information
 - inventory and stock levels
 - archives and records
 - supplier and market analysis
- workplace and workflow theory relating to production processes and manufacturing
- equipment safety features
- workplace procedures for setting up for production and reporting
- company products, market, work systems and equipment

- contemporary business information and statistical reporting, forecasting and presentation techniques
- softwares suitable for storage, manipulation, management and presentation of statistical information
- equipment and machine processes relevant to the production processes, including microprocessor or computer-controlled machines
- quality procedures, inspection and testing requirements
- legislative requirements of the work activities
- job specifications, operating procedures and inspection processes to:
 - minimise the risk of injury to self or others
 - prevent damage to goods, equipment and products
 - maintain required production output and product quality.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
 - production plans and procedures
 - past collections of data
 - data-collecting and analysis tools or software.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0601ab95-583a-4e93-b2d4-cfb27b03ed73>