



Australian Government

MSFFT4003 Organise production processes

Release: 1

MSFFT4003 Organise production processes

Modification History

Release 1 - New unit of competency

Application

This unit of competency covers organising the production of mass-produced and customised fittings, equipment and assemblies in the furnishing industry using all available information and resources.

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

Pre-requisite Unit

Competency Field

Unit Sector

Furnishing Technology

Elements and Performance Criteria

Elements describe the essential outcomes.

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

1	Collect information and analyse job requirements	1.1	Job specifications are read and key requirements are confirmed
		1.2	Steps and stages in the process are identified and clarification of specifications is sought where required
		1.3	Equipment capabilities are assessed in terms of meeting job specifications
		1.4	Enterprise production plans, including run time and quantities, are compared with plant capabilities
2	Complete preparatory activities	2.1	Work health and safety (WHS) requirements, including personal protection needs, are observed throughout the work
		2.2	Reports are made to appropriate personnel

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| | | 2.3 | Proposals for modifications/adaptation of equipment are made |
| | | 2.4 | Requirements for tooling/dies are listed |
| | | 2.5 | Raw material requirements are listed and communicated to appropriate personnel |
| 3 | Develop and implement operational plans | 3.1 | Operational work plans, including timeframes and milestones, are developed |
| | | 3.2 | Production operations are organised ensuring optimum use of resources |
| | | 3.3 | Operational plans are recorded and amended in accordance with enterprise procedures and industry practice |
| 4 | Conduct trials to monitor equipment operation and product quality | 4.1 | Equipment is set up to make appropriate use of guards, warning devices and safety features, and standard operating procedures are modified to suit the production |
| | | 4.2 | Equipment operations are monitored to ensure variations or inconsistencies in output are identified, reported and rectified |
| | | 4.3 | Required adjustments to equipment controls and settings are made to ensure consistency and continuity in production |
| | | 4.4 | Equipment maintenance, set-up and close-down procedures are planned and documented |
| | | 4.5 | Product quality is inspected and compared to requirements |
| | | 4.6 | Process is modified, where required, to improve product quality |
| 5 | Monitor product finish | 5.1 | Product finish is checked for conformity to design specification |
| | | 5.2 | Any non-conformity in product finish is noted and possible causes investigated and documented |
| 6 | Evaluate production process | 6.1 | Productivity information and reports are prepared and processed |
| | | 6.2 | All procedures for the process are checked for conformity with trial outcomes |

- 6.3 Work procedures are authorised by appropriate personnel for implementation
- 6.4 Recommendations for variations to design specifications are made to appropriate personnel

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency. Detail on appropriate performance levels for each furnishing unit of competency in reading, writing, oral communication and numeracy utilising the Australian Core Skills Framework (ACSF) are provided in the Furnishing Training Package Implementation Guide.

Range of Conditions

Specifies 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. Range is restricted to essential operating conditions and any other variables essential to the work environment.

Unit context includes:

- WHS 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
- work is performed with little assistance from others and with minimal supervision or direction
- organising production is undertaken in accordance with established enterprise procedures and practices
- customers or suppliers may be internal or external

Operational planning information sources include:

- enterprise production plan/schedule
- product drawings and specifications
- equipment instructions and capacities
- relevant standards
- inspection requirements and design rules
- customer orders
- archives

Machines/equipment used in the production process include:	• records • cutting lists • microprocessor or computer-controlled machines • both production and facility equipment used in the enterprise
Personal protective equipment includes:	• that prescribed under legislation, regulations and enterprise policies and practices
Information and procedures include:	• enterprise production plan/schedule • work procedures/instructions • manufacturer technical specifications and instructions • legislation, regulations and codes of practice relevant to the production environment and processes • quality and Australian Standards and procedures

Unit Mapping Information

Supersedes and is equivalent to LMFFT4003B Organise production processes.

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 MSFFT4003 Organise production processes

Modification History

Release 1 - New unit of competency

Performance Evidence

- Collect, organise and understand information related to multi-trade work instructions and work orders, building and structural plans and safety procedures
- Apply safe handling requirements for equipment, products and materials, including use of personal protective equipment
- Identify materials used in the work process
- Follow work instructions, 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
- Analyse job requirements and materials and equipment capabilities for a specified and significant production operation and organise the implementation of operational plans, including:
 - conduct of trials
 - coordination of the production process
 - evaluation of the production process
 - reporting on the success of the process
- Lead others and work effectively to organise for production
- Encourage participation of employees in the planning of work activities and changes
- Suggest improvements to production operations and, where appropriate, negotiate changes
- Use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements
- Communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures
- Use workplace technology related to the coordination, including communication equipment, time and management aids and other measuring devices
- Avoid backtracking, work flow interruptions or wastage
- Work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity

Knowledge Evidence

- Organisational and work flow theory
- Work leadership theory

- Company business policies and plans, including procedures for setting up for production
- Company products, market, work systems and equipment
- Machine processes relevant to the production
- Quality procedures, inspection and testing requirements
- Legislative requirements of the work activities

Assessment Conditions

- Assessors must:
 - hold training and assessment competencies as determined by the National Skills Standards Council (NSSC) or its successors
 - have vocational competency in the furnishing industry at least to the level being assessed with broad industry knowledge and experience, usually combined with a relevant industry qualification
 - be familiar with the current skills and knowledge used and have relevant, current experience in the furnishing industry.
- Assessment methods must confirm consistency of performance over time rather than a single assessment event and in a range of workplace relevant contexts.
- Assessment must be by observation of relevant tasks with questioning on underpinning knowledge and, where applicable, multimedia evidence, supervisor's reports, projects and work samples.
- Assessment is to be conducted on single units of competency or in conjunction with other related units of competency. Foundation skills are integral to competent performance in the unit and should not be assessed separately.
- Assessment must occur on the job or in a workplace simulated facility with relevant process, equipment, materials, work instructions and deadlines.
- Access is required to production equipment, raw materials, personnel, and production plans and schedules.

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