



Australian Government

MSFFT5002 Establish and develop production processes and area layout

Release: 1

MSFFT5002 Establish and develop production processes and area layout

Modification History

Release 1 - New unit of competency

Application

This unit of competency covers establishing the production processes, including jointing, fabrication, assembly and finishing, and area layouts to optimise production potential.

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	Identify production area objectives	1.1	Production objectives are clearly and unambiguously identified and clarified in conjunction with design, engineering, production and other relevant staff in accordance with company requirements
		1.2	Production area processes and specifications are identified
2	Determine production staffing and resource requirements	2.1	Production staffing requirements are determined based on task requirements and necessary competencies
		2.2	Suitable staff and/or contractors are selected based on competence and availability in accordance with company requirements
		2.3	Required materials, tools, equipment, assembly or fabrication jigs and other physical resources needed for the

- production are identified and a specification drawn up detailing the required quality and quantities
- 2.4 Costing of staffing and resource requirements are developed in accordance with company procedures
- 3 Establish the area layout and process
- 3.1 Work health and safety (WHS) requirements, including personal protection needs, are observed throughout the work
- 3.2 Layout of equipment, materials and other factors take account of area layout work plans, recognising the resourcing available and factors of cost effectiveness and efficiency
- 3.3 Production area tasks and component activities are clearly identified and specified and staff assigned to them based on their competence, experience and availability
- 3.4 The production team is briefed and trained on their respective roles and responsibilities in accordance with company procedures
- 4 Review production progress and outcomes
- 4.1 Production progress is closely monitored against required quality of products and adherence to both budget and time schedule and reported to appropriate personnel in accordance with company requirements
- 4.2 Opportunities for preventative or corrective changes are identified using outcomes of monitoring activity or feedback from production staff
- 4.3 Preventative or corrective action is recommended and implemented where appropriate
- 4.4 Changes are communicated to relevant personnel in a logical and easily understood manner
- 4.5 Changes are monitored to confirm improvement to production efficiency
- 4.6 Adequate records are maintained of all key information pertaining to the production process in accordance with company requirements

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.

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| Unit context includes: | <ul style="list-style-type: none">• WHS requirements, including legislation, building codes, material safety management systems, hazardous and dangerous goods codes, and local safe operating procedures or equivalent• work is carried out in accordance with legislative obligations, environmental legislation, relevant health regulations, manual handling procedures and organisation insurance requirements• work requires individuals to demonstrate conceptual and analytical ability, discretion, judgement and problem solving with minimal supervision or direction• work requires work flow analysis, planning and modification in a new or existing plant layout situation• customers or suppliers may be internal or external |
| Machines and equipment include: | <ul style="list-style-type: none">• microprocessor or computer-controlled machines• production and facility equipment used in the enterprise |
| Tools and equipment include: | <ul style="list-style-type: none">• hand tools• power tools |
| Materials include: | <ul style="list-style-type: none">• timber• metal alloys• fabric• glass• plastics• a full range of consumables required for production |
| Personal protective equipment includes: | <ul style="list-style-type: none">• that prescribed under legislation, regulations and enterprise policies and practices |

Information and procedures include:

- work procedures/instructions
- manufacturer specifications and instructions
- standard forms of workplace process and procedures
- organisation work specifications and requirements
- legislation, regulations and codes of practice
- quality and Australian Standards and procedures

Unit Mapping Information

Supersedes and is equivalent to LMFFT5002B Establish and develop production processes and area layout.

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 MSFFT5002 Establish and develop production processes and area layout

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Performance Evidence

- Collect, organise and understand information related to furnishing work instructions and work orders 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
- For a significant production process, either establish the process and area layout, or review and make recommendations on an existing process. In either case:
 - identify/confirm production area objectives
 - determine production staffing and resource requirements
 - establish the area layout and process
 - monitor and review achievements
 - document the outcomes
- Use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements
- Lead others and work effectively to improve production quality and outcomes
- 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 and encourage participation of employees in the planning of work activities and changes

Knowledge Evidence

- Process engineering techniques and systems
- Production and manufacturing processes applicable to the product
- Materials handling techniques and options

- Equipment and machines to be used to achieve business outcome
- Business processes used in workplace
- Resource availability, including competencies of individuals in the team/group

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 relevant documentation, legislation and statutory requirements, industry codes of practice, WHS legislation, regulations and codes of practice, and access to a work team.

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