



Australian Government

Assessment Requirements for MSFGG4003 Manage glass industry production scheduling

Release: 1

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Modification History

Release 1 - New unit of competency

Performance Evidence

- Collect and interpret sales and/or market forecast information, such as liaising with sales departments/functions and/or direct contact with customers, to identify production priorities that meet customer/market expectations
- Produce a glass industry production schedule that:
 - confirms production requirements and resource implications
 - establishes and documents the production schedule
 - coordinates implementation of the schedule with key production personnel
 - ensures production schedule is fully communicated and reported to all appropriate production personnel
 - manages unplanned production issues
 - assesses production outcomes against schedule and make required adjustments
- Identify and confirm resource requirements to meet the schedule, such as stock levels, equipment availability and capacity, personnel, storage capacity, and transport, and where required, identify alternate sources of supply for resources in short supply
- Record and communicate the schedule in appropriate formats, such as use of software and communicating information, to meet workplace and audience requirements
- Monitor actual production and materials usage levels against production plan to identify variances and take appropriate corrective action, including assessing the consequences of any adjustments to the schedule for the customer, the company and resource availability
- Adjust the schedule in response to typical and atypical variables affecting achievement of schedule and respond to unplanned events to minimise disruption and optimise efficiency
- Confirm that resources and personnel are available to meet amended schedule and, if not, take action to secure requirements
- Communicate schedule changes to all production personnel
- Follow review procedures to identify opportunities to improve scheduling process
- Use planning and systems control software according to enterprise procedures
- 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
- 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

- The role and scope of the scheduling function, including communication methods and channels, flow of information to and from the scheduling process, and the impact of scheduling for related planning, purchasing, production and despatch processes
- Factors to be taken into account in planning the schedule, including interrelationships between :
 - customer requirements
 - stock levels and supply options
 - glass product specifications, tolerances and applicable Australian Standards
 - glass plant capacity to ensure that production quantities and timelines are achievable
 - competencies required by the work process and competencies held by the work team, where relevant
 - product compatibility
 - specific glass plant process operations and interactions between glass plant items/processes
 - transport capacity
 - hierarchy of control and basis of control for glass plant/s
 - supplier capacity and timeframes
- Consequences of failing to meet delivery timelines
- Principles of operation of glass processing plant/equipment
- Interactions between plant units within the entire plant and the architecture and location of the glass process/production equipment
- The characteristics of glass raw materials/ingredients, packaging components and consumables, and production process to determine the most efficient plan to meet production requirements
- Methods used to monitor actual to planned production, such as use of systems software and key performance indicators, where these are collected on a real time basis
- Relevant personnel and departments to be consulted/notified of production schedule and related amendments, including the information relevant to each group/person and recording systems and requirements
- Conditions that can affect achievement of a production schedule, including conditions that are unusual or unplanned, and related options for response
- Options for maximising resource utilisation and minimising waste, including options for alternate resource allocation in response to unplanned events
- Process improvement procedures
- Communication systems and the interactions between plant units within the entire plant
- The architecture and location of the glass process/production equipment
- Specific glass plant process operations

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 a scheduling system and associated information and communication systems, a production area and related functions and resources, relevant standard operating procedures, and workplace information recording systems, requirements and procedures.

Links

Companion Volume implementation guides are found in VETNet -

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