



Australian Government

MSFGG4003 Manage glass industry production scheduling

Release: 1

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Modification History

Release 1 - New unit of competency

Application

This unit of competency covers planning, monitoring and adjusting schedules to meet operational requirements in a glass industry production operation. It involves communication of production scheduling plans and issues with key personnel. Production schedules may relate to daily, weekly and/or monthly production and involves job roles requiring discretion, judgement and problem solving.

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

Pre-requisite Unit

Competency Field

Unit Sector

Glass and Glazing

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	Identify production outcomes	1.1	Forecast, sales, stock holding and other relevant information is used to identify production requirements
		1.2	Production priorities are identified and confirmed
2	Confirm resources needed to meet production requirements	2.1	Stock levels of raw materials/ingredients, packaging components and consumables are confirmed against production requirements
		2.2	Equipment capacity and human resources to meet production requirements are determined
3	Develop the production schedule	3.1	Production schedule is developed to meet demand and delivery timelines within production capacity and budget
		3.2	Production schedule establishes the stock levels, storage capacity, equipment capacity and product mix to minimise

			stock and product holdings and maximise production efficiency
		3.3	Communication with other key production personnel is established and maintained
		3.4	Production schedule is recorded and made available to relevant personnel in a timely manner format
4	Monitor production	4.1	Production is monitored to identify any actual or potential barriers to achieving the schedule
		4.2	Resource usage rates are monitored regularly to identify potential shortages
		4.3	Unplanned events that could affect the schedule are identified, assessed and appropriate action plans in place
5	Adjust production schedules	5.1	Production schedules adjustments are assessed to take account of changed conditions and changes to the production schedule negotiated and communicated to relevant key production personnel in a timely manner
		5.2	Resource implications of amended schedules are identified with resources accessed to meet requirements
		5.3	Any potential failure to meet delivery deadlines is identified and communicated to relevant personnel in a timely manner and schedule documentation amended, as required
6	Review production schedule	6.1	Production scheduling process is reviewed to identify opportunities for improvement with variances in production against schedule identified, investigated and reported
		6.2	Personnel responsible for implementing the schedule are consulted to identify improvement opportunities and the scheduling process revised to reflect improvements

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 scope includes:	• the use of planning and systems control software • customer orders and/or market forecasts
Work health and safety (WHS) requirements include:	• Commonwealth, state or territory legislation and regulations • organisational safety policies and procedures • the use of personal protective equipment and clothing • firefighting equipment • first aid equipment • hazard and risk control and elimination of hazardous materials and substances • manual handling, including lifting and carrying
Procedures include:	• work instructions • standard operating procedures • production equipment capacity • human resources information • written, verbal or computer-based procedures
Organisational requirements include:	• legal, organisational and site guidelines, policies and procedures relating to own role and responsibility • established communication channels with key production personnel • quality assurance • procedural manuals • quality and continuous improvement processes and standards • ethical standards • recording and reporting • access and equity principles and practices • equipment use, maintenance and storage • environmental management (waste disposal, recycling and reuse guidelines)

Unit Mapping Information

No equivalent unit

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 MSFGG4003 Manage glass industry production scheduling

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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.

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