



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

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| 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.

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| Unit scope includes: | <ul style="list-style-type: none">• the use of planning and systems control software• customer orders and/or market forecasts |
| Work health and safety (WHS) requirements include: | <ul style="list-style-type: none">• 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: | <ul style="list-style-type: none">• work instructions• standard operating procedures• production equipment capacity• human resources information• written, verbal or computer-based procedures |
| Organisational requirements include: | <ul style="list-style-type: none">• 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.education.gov.au/Pages/TrainingDocs.aspx?q=0601ab95-583a-4e93-b2d4-cfb27b03ed73>