



Australian Government

MSFGG4011 Manage glass industry production scheduling

Release: 1

MSFGG4011 Manage glass industry production scheduling

Modification History

Release 1. Supersedes and is equivalent to MSFGG4003 Manage glass industry production scheduling.

Application

This unit describes the skills and knowledge required to plan, monitor and adjust schedules to meet operational requirements in a glass industry production operation using planning and systems control software. It involves communication of production scheduling plans and issues with key personnel. Production schedules may relate to daily, weekly and/or monthly production.

This unit applies to senior production personnel who use complex, interrelated production information to optimise operations.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Pre-requisite Unit

N/A

Unit Sector

Glass and Glazing.

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Identify production requirements	1.1 Accurately identify production requirements from analysis of sales forecasts, stock holding and other relevant information 1.2 Identify and confirm production priorities through evaluation of documentation and consultation with key stakeholders
2. Confirm resource requirements	2.1 Confirm stock levels of raw materials, packaging components and consumables against production requirements 2.2 Determine equipment capacity and human resources to meet production requirements
3. Develop production	3.1 Develop production schedule to meet demand and delivery

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
schedule	timelines within production capacity and budget 3.2 Establish production schedule that minimises stock and product holdings and maximises production efficiency 3.3 Establish and maintain communication with other key production personnel 3.4 Document production schedule and make available to relevant personnel in a timely manner and in format suited to the audience
4. Monitor production	4.1 Identify actual or potential barriers through regular production monitoring 4.2 Monitor resource usage rates and identify potential shortages 4.3 Identify and assess unplanned events that could affect the schedule and put appropriate action plans put in place
5. Adjust production schedule	5.1 Assess production schedule adjustments to take account of changed conditions and negotiate and communicate changes to relevant production personnel in a timely manner 5.2 Identify resource implications of amended schedule and assess resources to meet requirements 5.3 Identify and communicate potential failure to meet delivery deadlines to relevant personnel in a timely manner 5.4 Accurately amend schedule documentation in accordance workplace procedures
6. Review production schedule	6.1 Identify, investigate and report variances in production against schedule in accordance with workplace procedures 6.2 Seek feedback and input from personnel responsible for implementing the schedule 6.3 Identify improvement opportunities from research and consultation 6.4 Revise scheduling process to reflect identified opportunities and communicate to relevant personnel

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Supersedes and is equivalent to MSFGG4003 Manage glass industry production scheduling.

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 MSFGG4011 Manage glass industry production scheduling

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Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- used planning and systems control software to manage production scheduling over a complete production scheduling period.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- the role and scope of the scheduling function, including:
 - different stakeholders
 - information required for the scheduling process
 - communication methods and channels
 - flow of information to and from the scheduling process
 - impact of scheduling for related planning, purchasing, production and despatch processes
 - consequences of failing to meet delivery timelines
- principles of operation of glass processing plant and/or equipment
- interactions and communications systems between plant units within the entire plant and the architecture and location of the glass process and/or production equipment
- characteristics of the following and production process to determine the most efficient plan to meet production requirements
 - glass raw materials and/or ingredients
 - packaging components
 - consumables
- methods used to monitor actual to planned production, including systems software and key performance indicators, where these are collected on a real-time basis
- factors to be taken into account in planning the schedule, including interrelationships between:
 - customer requirements
 - equipment uses and maintenance
 - 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
- product compatibility
- specific glass plant process operations and interactions between glass plant items and/or processes
- transport capacity
- hierarchy of control and basis of control for glass plants
- supplier capacity and timeframes
- conditions that can affect achievement of a production schedule, including conditions that are unusual or unplanned, and related options for response
- stakeholders to be consulted and/or notified of production schedule and related amendments, including the information relevant to each group or person and recording systems and requirements
- options for maximising resource utilisation and minimising waste, including options for alternate resource allocation in response to unplanned events
- quality assurance and process improvement procedures
- procedures for the recording, reporting and maintenance of workplace records and information.

Assessment Conditions

Skills must have been demonstrated in a glass and glazing production workplace.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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