



**Australian Government**

# **MSFGG4011 Manage glass industry production scheduling**

**Release: 1**

# MSF GG4011 Manage glass industry production scheduling

## Modification History

Release 1. Supersedes and is equivalent to MSF GG4003 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<br>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<br>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                                         | <p>timelines within production capacity and budget</p> <p>3.2 Establish production schedule that minimises stock and product holdings and maximises production efficiency</p> <p>3.3 Establish and maintain communication with other key production personnel</p> <p>3.4 Document production schedule and make available to relevant personnel in a timely manner and in format suited to the audience</p>                                                                                                |
| 4. Monitor production                            | <p>4.1 Identify actual or potential barriers through regular production monitoring</p> <p>4.2 Monitor resource usage rates and identify potential shortages</p> <p>4.3 Identify and assess unplanned events that could affect the schedule and put appropriate action plans put in place</p>                                                                                                                                                                                                              |
| 5. Adjust production schedule                    | <p>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</p> <p>5.2 Identify resource implications of amended schedule and assess resources to meet requirements</p> <p>5.3 Identify and communicate potential failure to meet delivery deadlines to relevant personnel in a timely manner</p> <p>5.4 Accurately amend schedule documentation in accordance workplace procedures</p> |
| 6. Review production schedule                    | <p>6.1 Identify, investigate and report variances in production against schedule in accordance with workplace procedures</p> <p>6.2 Seek feedback and input from personnel responsible for implementing the schedule</p> <p>6.3 Identify improvement opportunities from research and consultation</p> <p>6.4 Revise scheduling process to reflect identified opportunities and communicate to relevant personnel</p>                                                                                      |

## 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>