



Australian Government

MSMPMC200 Organise self

Release: 1

MSMPMC200 Organise self

Modification History

Release 1. New Unit. Supersedes and is equivalent to PMC561080B Organise self

Application

This unit describes the skills and knowledge required to set individual work priorities in the manufacturing industry.

This unit applies to operators who are required to identify and prioritise allocated work activities, break down activities into achievable components, follow procedures and identify and act on problems.

This unit applies to an individual working alone or as part of a team or group and in liaison with other shift team members, team leader and supervisor.

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

Nil

Competency Field

Support

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 work activities	1.1 Identify individual work activities that have been allocated 1.2 Prioritise work activities as directed 1.3 Locate relevant procedures and instructions
2. Organise daily work activities	2.1 Break down work activities into achievable components 2.2 Record activities as required according to procedures and work instructions
3. Follow work plan	3.1 Undertake tasks in accordance with schedules, procedures and instructions 3.2 Identify situations which might make following the plan difficult

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	and review plan with appropriate personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

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

Unit Mapping Information

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Links

Companion Volume Implementation Guides are available at VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027>

Assessment Requirements for MSMPMC200 Organise self

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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:

- identified, prioritised, organised and implemented work activities to meet requirements of procedures and work instructions on at least 1 occasion

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- sources of information about allocated work activities, procedures, timelines, schedules and work priorities
- methods for identifying steps and components of work activities to prioritise and implement
- routine problems, their probable causes and relevant corrective actions
- organisation procedures relevant to the work environment and job role.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies, as well as, using suitable facilities, equipment and resources.

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

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