



Australian Government

MSS402056 Apply and improve standardised work practices

Release: 1

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Modification History

Release 1. Unit code changed. Unit title changed. Application changed. Elements changed. Performance Criteria changed. Foundation Skills populated. Range of Conditions removed. Assessment Requirements changed. Supersedes and is equivalent to MSS402052 Implement continuous improvements based on standardised work practices.

Application

This unit describes the skills and knowledge required to apply standardised work practices to support continuous improvement.

This unit applies to workers who are required to contribute to continuous improvement within their own role or as part of a formal or ad hoc team by applying standardised procedures and practices and suggesting how to improve them.

This unit applies to any organisation that is implementing continuous improvement or more formal competitive systems and practices.

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

Competency Field

Competitive systems and practices

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify standardised procedures applicable to work	1.1 Identify current operation and tasks in own work 1.2 Check each operation and task to ensure it is required to meet customer need 1.3 Select relevant procedures applicable to operations and tasks to meet customer, regulatory and other required needs 1.4 Obtain takt time required for each selected operational step and task and compare with available time 1.5 Incorporate takt time and selected operational step and task in daily work plan, as appropriate 1.6 Take action, according to procedures, when time to complete operational steps and tasks exceeds takt time

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
	1.7 Liaise with relevant people regarding need to undertake any operations and tasks not directly related to customer benefit
2. Apply and review standardised practices	2.1 Follow standardised procedures and practices to complete own work 2.2 Identify factors preventing full application of standardised procedures and practices 2.3 Identify variability in actual processes and products 2.4 Identify waste which arises from following standard procedures and practices
3. Make improvements	3.1 Suggest possible improvements for identified problems and review with input from key stakeholders 3.2 Check effectiveness of suggested improvements in accordance with continuous improvement procedures 3.3 Examine outcome of checking process and standardise effective improvements in accordance with procedures and approvals

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

- Reading skills to understand familiar workplace procedures and work documentation
- Writing skills to communicate simple information in familiar workplace documents
- Oral communication skills to discuss issues within familiar procedures and suggest improvements
- Numeracy skills to perform simple calculations using time, quantities, fractions and percentages.

Other foundation skills essential to performance are explicit in the performance criteria of this unit.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS402052 Implement continuous improvements based on standardised work practices.

Links

Companion Volume Implementation Guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998>

Assessment Requirements for MSS402056 Apply and improve standardised work practices

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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 demonstrated the ability to:

- apply at least one standardised procedure for the work area
- suggest, apply and review at least 2 improvements to at least one standardised procedure.
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Knowledge Evidence

There must be evidence the candidate has knowledge of:

- customer needs, including internal and external customers
- own role in delivering value to customers
- forms of takt time that apply to different types of tasks
- relevance of takt time and available time to own role or work area
- identification and possible causes of variability and muda in own role or work area.
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Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
 - standardised procedure/s for the job role or work area
- modelling of industry operating conditions.

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

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