



Australian Government

MSS402060 Use planning software systems in operations

Release: 1

MSS402060 Use planning software systems in operations

Modification History

Release 1. Supersedes and is equivalent to MSS402060A Use planning software systems in operations

Application

This unit of competency covers the skills and knowledge required to access planning software (often known as Enterprise Resource Planning (ERP), Materials Resource Planning (MRP and MRPII), and often by a proprietary name, to make routine business decisions required of the person as a regular part of their job.

This unit applies to an individual in an organisation using a planning software system and who must interface with that system. The unit applies to both accessing information from the planning software system and using it as an aid to decision making. This unit requires the application of communication, planning, and problem solving associated with using planning software in own work.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

1	Use interface	1.1	Identify terminals relevant to own workstation and functions.
		1.2	Use keyboards, track ball/mouse and monitor and/or other peripherals to access system.
		1.3	Navigate through system and screens to find program

		menu and data relevant to own work.
	1.4	Identify and input information on own work processes at required frequency and to required detail.
	1.5	Access message section and acknowledge messages.
	1.6	Identify problems and make suggestions for improvements to relevance of planning software to own work.
2	Access information	
	2.1	Identify work processes that require information from planning software system.
	2.2	Obtain relevant data and information on current operations from the planning software system.
	2.3	Identify the status of items in the value stream.
	2.4	Access historical data and information.
	2.5	Interpret information and identify and prioritise any actions required in response to information.
3	Take action in accordance with procedures	
	3.1	Take action in response to information obtained from planning software.
	3.2	Follow up as appropriate to ensure anticipated results have occurred.
	3.3	Record adjustments and variations.
	3.4	Identify any learning needs to use planning software and seek appropriate support.

Foundation Skills

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

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

Range of Conditions

This field allows for 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.

Competitive systems and practices include one or more of:

- lean operations
- agile operations
- preventative and predictive maintenance approaches
- statistical process control systems, including six sigma and three sigma
- Just in Time (JIT), kanban and other pull-related operations control systems
- supply, value, and demand chain monitoring and analysis
- 5S
- continuous improvement (kaizen)
- breakthrough improvement (kaizen blitz)
- cause/effect diagrams
- overall equipment effectiveness (OEE)
- takt time
- process mapping
- problem solving
- run charts
- standard procedures
- current reality tree.

Relevant data and information includes one or more of

- technical and other drawings
- standard operating procedures (SOPs) and other work instructions
- production schedules, including historical data
- orders and order tracking information
- stock control
- contact lists
- work health and safety (WHS) information.

Stages where value stream actions may occur include one or more of:

- sales outlet/representative
- information gathering, data analysis and research
- product design
- raw material sourcing
- intermediate processing
- final assembler/collation/preparation
- support services (e.g. accounting, finance and legal)

- storage and delivery to customer
 - after market support.
- Items in the value stream include one or more of:**
- physical elements of the production system, such as sites, workstations, equipment and material, including stock, work in progress and finished products
 - information needed to meet customer requirements, such as designs, drawings, work instructions, SOPs, standards, material lists and pricing
 - information not directly related to current customer requirements but required by the organisation.
- Procedures (written, verbal, visual, computer based, etc.) include one or more of:**
- work instructions
 - SOPs
 - safe work method statements
 - formulas/recipes
 - batch sheets
 - temporary instructions
 - any similar instructions provided for the smooth running of the plant.

Unit Mapping Information

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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 MSS402060 Use planning software systems in operations

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability, for three (3) or more uses resulting in action from the information obtained, to:

- identify the scope and relevance of planning software system to own work
- enter and retrieve data, including normal performance and variations
- use planning software system to assist in own work
- contribute suggestions for improvement.

Knowledge Evidence

Must provide evidence that demonstrates knowledge relevant to their job role sufficient to fulfil their job role under routine only supervision, including:

- planning software system and operation, including:
 - terminal locations and types
 - security and access arrangements
 - range of information held in planning software relevant to own work
 - data collection methods for operations in work area
 - assistance arrangements for users of planning software
 - business activities exercised by/through the planning software system
- procedures for recommending improvements.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence:
 - should occur over a range of situations which include typical disruptions to normal, smooth operation of the workplace
 - will typically include a supervisor/third-party report focussing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency

- must include the use of actual planning software in own workplace
- will typically include the use of appropriate tools, equipment and safety gear requiring demonstration of preparation, operation, completion and responding to problems.
- Assessment should occur in operational workplace situations. Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
 - relevant VET or other qualification/Statement of Attainment AND/OR
 - relevant workplace experience
- Currency can be demonstrated through:
 - performing the competency being assessed as part of current employment OR
 - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

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