



Australian Government

MSS402083 Use planning software systems in operations

Release: 1

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Modification History

Release 1. Updated unit code. Changes to performance criteria. Range of conditions removed. Assessment requirements amended. Equivalent outcome.

Application

This unit describes the skills and knowledge 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 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

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 | <div>1.1 Identify terminals relevant to own workstation and functions</div> <div>1.2 Use peripherals to access system</div> <div>1.3 Navigate through system and screens to find program menu and data relevant to own work</div> |
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Elements describe the essential outcomes.

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

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| | | 1.4 | Identify and input information on own work processes at required frequency and to required detail |
| | | 1.5 | Access message section and read 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 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 and read historical data and information |
| | | 2.5 | Read and interpret information and identify and prioritise 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 to ensure anticipated results have occurred |
| | | 3.3 | Record adjustments and variations |
| | | 3.4 | Identify any learning needs to use planning software and seek support |

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

Release 1. Supersedes and is equivalent to MSS402060 Use planning software systems in operations.

Links

The MSS Sustainability Companion Volume implementation Guides are available from VETNet: -

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

Assessment Requirements for MSS402083 Use planning software systems in operations

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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 software systems for at least 3 different purposes, utilising outcomes to aid decision making.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- planning software system and operation, including:
 - terminal locations and types
 - security and access arrangements
 - 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 with the planning software system
- procedures for recommending improvements
- data and information sources.

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 facilities, equipment and resources, including:
 - planning software systems.

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

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