



Australian Government

MSS403022 Facilitate a Just in Time system

Release: 1

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Modification History

Release 1. Unit code changed. Application changed. Elements changed. Performance Criteria changed. Foundation Skills populated. Range of Conditions removed. Assessment Requirements changed. Workplace outcome has changed. Supersedes and is not equivalent to MSS403021 Facilitate a Just in Time system.

Application

This unit describes the skills and knowledge required to facilitate improvements in a Just in Time (JIT) system in a team or work area.

This unit applies to senior operators, team leaders or others who have been given the authority to lead, facilitate and assist others within a JIT system to monitor its operation and to identify and implement improvements to the system.

This unit applies to any organisation that is implementing 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.

Pre-requisite Unit

Nil

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. Monitor and sustain the operation of the JIT system	1.1 Regularly review, with input from team, performance against key measures and identify areas of poor performance 1.2 Seek feedback from other stakeholders on operation of JIT system 1.3 Analyse information to identify need for quick fix action 1.4 Take or initiate appropriate quick fix action 1.5 Assist team to understand why quick fix action is appropriate
2. Identify improvements to the JIT	2.1 Regularly communicate with team or work group members

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
system	regarding operation of JIT system 2.2 Review, with input from team, JIT key performance indicators (KPIs) 2.3 Discuss operation of JIT system with relevant personnel across organisation and seek their feedback 2.4 Analyse information to identify areas for improvement
3. Facilitate team to implement improvements to the JIT system	3.1 Confirm areas for improvement with input from team and relevant personnel 3.2 Identify root cause of JIT-related problems 3.3 Review value of key measures 3.4 Recognise skill and/or other development needs of team and provide or initiate support 3.5 Provide mentoring and/or guidance to assist team members to contribute to JIT improvements 3.6 Facilitate collaboration with team and others develop improvement options to address identified causes and/or issues 3.7 Gain agreement from relevant personnel on improvements to be implemented 3.8 Implement or assist with implementation of agreed improvements within scope of autonomy

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 interpret workplace documentation
- Oral communication skills to facilitate communication with a range of stakeholders in the value stream and to support team participation
- Numeracy skills to identify and interpret key measures.

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

Unit Mapping Information

No equivalent unit.

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 MSS403022 Facilitate a Just in Time system

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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:

- facilitate, with 2 or more other people, at least 3 improvements to support a JIT system.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- levels of autonomy and decision-making parameters
- JIT methods relevant to own work area
- production data generated by the process and its application to JIT
- methods of gathering data against key performance indicators (KPIs)
- root cause analysis methods
- underpinning values relevant to competitive systems and practices including:
 - respect for people
 - respect for process
 - transparency and culture of learning
- facilitation techniques to encourage input to, and engagement with, improvements
- approaches to supporting team members to contribute and debate ideas
- possible skill and/or other development needs in relation to JIT and how to address them.

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
- modelling of industry operating conditions, including:
 - functioning or in development JIT system.

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

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