



Australian Government

MSS403035 Implement the visual workplace

Release: 1

MSS403035 Implement the visual workplace

Modification History

Release 1. Supersedes and is equivalent to MSS403035A Implement the visual workplace

Application

This unit of competency covers the skills and knowledge required to implement improvements to an existing visual workplace or undertake initial implementation of a visual workplace.

This unit applies to an individual who, as part of their work role, will implement a visual workplace, either their own workplace or another's workplace. The implementation will usually occur in conjunction with the implementation of other competitive systems and practices. It applies to manufacturing, office, logistics or other service environments along any part of the value stream. It includes the development of the visual concepts and the implementation of the visual workplace. The unit does not cover the generation of the content to be included in visual devices or displays.

The person will typically be a team leader, manager, senior operator or other person who has this role. They will work with others in the development of the visual workplace either as part of a formal team or otherwise. They will liaise and communicate with these others as required.

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.

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|---|----------------------------------|-----|--|
| 1 | Determine needs of visual | 1.1 | Identify information needs of personnel in each visual workplace area. |
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|------------------|---|---|---|
| workplace | 1.2 | Identify relevant procedures and standards. | |
| | 1.3 | Identify directions required in workplace. | |
| | 1.4 | Determine controls required in the workplace. | |
| | 1.5 | Draft a statement of needs for the workplace. | |
| | | | |
| 2 | Determine possible locations of visual devices | 2.1 | Analyse sight lines for personnel in the workplace. |
| | | 2.2 | Identify primary and secondary locations for possible visual devices. |
| | | 2.3 | Identify constraints on deploying visual devices. |
| | | 2.4 | Take reasonable actions to allow appropriate deployment of required visual devices. |
| 3 | Develop visual devices in liaison with workplace personnel | 3.1 | Identify possible visual displays and devices for items on statement of needs. |
| | | 3.2 | Try out possible visual displays and devices in the workplace. |
| | | 3.3 | Select appropriate display types for items on statement of needs. |
| | | 3.4 | Allocate visual devices to an appropriate location. |
| 4 | Facilitate implementation of visual workplace | 4.1 | Arrange for agreed visual devices to be implemented. |
| | | 4.2 | Arrange for feedback on visual workplace. |
| | | 4.3 | Analyse relevant metrics on workplace performance. |
| | | 4.4 | Promote benefits of visual workplace. |
| | | 4.5 | Make changes to improve visual workplace. |

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.

Information needs include one or more of:

- workplace metrics
- quality metrics
- scheduling/priority information
- procedures/aide memoir.

Procedures (written, verbal, visual, computer based, etc.) include one or

- work instructions
- standard operating procedures (SOPs)
- safe work method statements
- formulas/recipes

more of:

- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the plant.

Controls include all feedback and include one or more of:

- timeliness/timelines
- volume/number required
- quality/specification/standard to be met.

Statement of needs includes one or more of:

- information
- procedures and standards
- directions
- controls.

Visual devices include one or more of:

- graphs
- diagrams
- photos
- colour codes
- lines and zones
- tape
- markings
- flags
- andon lights
- charts
- words and numbers.

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 MSS403035 Implement the visual workplace

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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 at least one (1) workplace, to:

- develop and locate appropriate visual displays
- facilitate the use of visual workplace
- analyse feedback and data from visual workplace and make improvements.

Knowledge Evidence

Must provide evidence that demonstrates knowledge relevant to their job role sufficient to fulfil their job role independently, including:

- key variables leading to success in the workplace
- range of visual devices which may be deployed
- infrastructure required for different visual devices
- preferred locations for visual devices
- methods of converting data into easily interpreted visual displays
- methods of mocking up a visual display to allow for trying out
- updating needs, techniques and costs (including personnel time) for visual devices.

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 is best done from a report and/or folio of evidence drawn from:
 - a single project which provides sufficient evidence of the requirements of all the elements and performance criteria
 - multiple smaller projects which together provide sufficient evidence of the requirements of all the elements and performance criteria.
- A third-party report, or similar, may be needed to testify to the work done by the individual, particularly when the project has been done as part of a project team.
- Assessment should use a real project in an operational workplace.

- Knowledge evidence may be collected concurrently with performance evidence 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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