



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>