



Australian Government

MSS403037 Implement the visual workplace

Release: 1

MSS403037 Implement the visual workplace

Modification History

Release 1. Unit code changed. Application changed. Elements changed. Performance Criteria changed. Foundation Skills populated. Assessment Requirements changed. Workplace outcome has changed. Supersedes and is not equivalent to MSS403035 Implement the visual workplace.

Application

This unit describes the skills and knowledge required to implement new or improve existing processes for a visual workplace.

This unit applies to team leaders, senior staff, managers or others who have been given responsibility to develop the visual workplace concepts and implement the visual workplace. The unit does not cover the generation of the content to be included in visual devices or displays.

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.

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. Determine needs of visual workplace	1.1 Identify metrics and other information needed in each visual workplace area 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 and where feasible

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
	take action to address constraints
3. Develop visual devices	3.1 Liaise with personnel to determine possible visual displays and devices for items on statement of needs 3.2 Try out visual displays and devices in workplace and evaluate with input from personnel 3.3 Select appropriate display types for items on statement of needs 3.4 Allocate visual devices to appropriate locations
4. Facilitate implementation of visual workplace	4.1 Plan and coordinate activities to implement agreed visual devices 4.2 Provide information and guidance to support understanding and application of visual workplace 4.3 Analyse metrics on workplace performance relevant to visual workplace 4.4 Analyse feedback on visual workplace 4.5 Make changes to improve visual workplace based on metrics and feedback

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
- Writing skills to draft statement of needs
- Oral communication skills to liaise with and seek feedback from personnel
- Numeracy skills to identify and analyse performance metrics.

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

Unit Mapping Information

Release 1. 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 MSS403037 Implement the visual workplace

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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:

- develop statement of needs for at least one visual workplace
- develop, and facilitate implementation of, at least 3 visual workplace devices based on statement of needs
- use metrics to identify at least one improvement to the visual workplace and make the improvement.
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Knowledge Evidence

There must be evidence the candidate has knowledge of:

- indicators of success relevant to processes covered by visual workplace
- types of visual devices and their application including at least 6 of the following:
 - graphs
 - diagrams
 - photos
 - colour codes
 - lines and zones
 - tape
 - markings
 - flags
 - andon lights
 - charts
 - words and numbers
- infrastructure required for different visual devices
- preferred locations for visual devices
- identifying metrics for workplace performance
- 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
- underpinning values relevant to competitive systems and practices including:
 - respect for people
 - respect for process
 - transparency and culture of learning
 - creation of value and customer perceived value
 - go and see and/or go to the source decision making.
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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 competitive systems and practices environment.

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

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