



Australian Government

MSS403045 Facilitate and improve 5S

Release: 1

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Modification History

Release 1. Unit code changed. Unit title 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 MSS403040 Facilitate and improve implementation of 5S and MSS403039 Facilitate and improve 5S in an office.

Application

This unit describes the skills and knowledge required to facilitate the implementation of 5S, monitor how it is being applied and support continuous improvement.

This unit applies to team leaders, supervisors, managers or others who have been given the responsibility to lead, facilitate and assist a formal or ad hoc team, and the authority to make changes to work practices.

This unit applies to any organisation that is implementing continuous improvement or more formal 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. Plan for 5S implementation	1.1 Facilitate agreement within team on prioritising and scheduling application of 5S across target work area 1.2 Facilitate processes and provide information to assist team to identify how own and collective functions contribute to internal and/or external customer requirements 1.3 Assist team to identify how own and collective tasks contribute to work area functions 1.4 Establish communication and reporting processes with team 1.5 Identify need for resources, approvals or other management support for 5S and initiate action according to procedures

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
2. Facilitate the set-up of 5S	2.1 Facilitate and contribute to team processes to determine necessary and unnecessary items in work area 2.2 Provide guidance and feedback to assist team to determine optimum assigned location for all necessary items 2.3 Liaise with relevant operational, management, work health and safety (WHS) and other specialist personnel as needed to determine optimum locations 3.4 Assist team to determine optimum location for unnecessary items 4.5 Facilitate team input to determine 5S schedule
3. Facilitate the implementation of 5S	3.1 Make, or initiate action for, updates to procedures to reflect 5S practices 3.2 Identify skills and/or other development needs of team in relation to 5S and provide support or initiate action to address identified needs 3.3 Ensure that any damage and/or safety risks reported by team are addressed through correct mechanisms
4. Monitor 5S	4.1 Check work area for 5S implementation as part of normal routine 4.2 Identify non-conformances 4.3 Negotiate solutions to non-conformances with team and, where relevant, other stakeholders
5. Improve 5S	5.1 Work with team and others to find areas for improvement 5.2 Facilitate respectful discussion of ideas within team to develop improvement solutions 5.3 Facilitate availability of resources required for improvement solution 5.4 Facilitate implementation of improvement solution

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 document 5S processes/practices, seek management support and resources
- Oral communication skills to facilitate input and agreement from a range of stakeholders on 5S implementation
- Numeracy skills to estimate waste reduction.

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 MSS403045 Facilitate and improve 5S

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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 at least 2 other people, the planning, implementation and improvement of 5S for a work area
- identify and address the skills and/or development needs, in relation to 5S, of at least 2 other people.
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Knowledge Evidence

There must be evidence the candidate has knowledge of:

- principles and purpose of 5S
- sources of data available in the organisation that can be used to monitor waste reduction
- methods of identifying waste in the work area, including:
 - waste walk
 - document tagging
 - tracking/log sheets
 - spaghetti diagrams
- methods of identifying and evaluating options
- work health and safety (WHS) requirements relevant to team and work area
- processes for identifying and addressing skill gaps
- underpinning values relevant to competitive systems and practices including:
 - respect for people
 - respect for process
 - transparency and culture of learning
- communication styles and methods to suit a range of audiences
- techniques to facilitate communications based on respect for people and team expertise.
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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.

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

Links

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