



Australian Government

MSS403055 Facilitate continuous improvement through the use of standardised procedures and practices

Release: 1

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Modification History

Release 1. Unit code changed. Application changed. Performance criteria changed. Range of conditions removed. Foundation skills information added. Assessment requirements changed. Supersedes and is equivalent to MSS403044 Facilitate continuous improvement through the use of standardised procedures and practices.

Application

This unit describes the skills and knowledge required by individuals to assist others to use standardised work procedures and practices as a basis for continuous improvement in a competitive systems and practices environment.

The standardised work applies to the normal work of others and serves as the basis for continuous improvement. This may apply in a manufacturing, office, logistics, or other service environment along any part of the value stream. It applies to a person at whatever organisational level they are employed who facilitates this in others. The standardised work procedures may apply to every step of the job or may be procedures which allow discretion in the application.

The person will typically be a team leader or other person who works with, leads, facilitates and assists others. They will liaise and communicate with these others as required by the job and the standard procedures.

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

Unit Sector

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. Facilitate application of standardised procedures	1.1	Ensure all required procedures are accessible by personnel
	1.2	Assist personnel access relevant procedures
	1.3	Facilitate the resolution of conflicts arising from job
	1.4	Facilitate the completion of required work in accordance with standard procedures and practices
2. Facilitate identification of improvement opportunities	2.1	Analyse the job completion process
	2.2	Ask questions of job incumbent which lead them to identify improvement opportunities
	2.3	Encourage job incumbents to conceive and suggest improvements
	2.4	Facilitate the trying out of improvements in accordance with procedures
3. Standardise and sustain improvements	3.1	Facilitate the updating of standard procedures and practices
	3.2	Check the capability of the work team aligns with the requirements of the procedure

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

- Reading skills to interpret organisational documents and procedures.
- Oral communication skills to encourage, guide and support personnel.

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

Range of Conditions

Unit Mapping Information

Supersedes and is equivalent to MSS403044 Facilitate continuous improvement through the use of standardised procedures and practices.

Links

The MSS Sustainability Companion Volume Implementation Guides are available from VETNet: -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998>