



Australian Government

Assessment Requirements for MSS404051 Mistake proof a process

Release: 1

Assessment Requirements for MSS404051 Mistake proof a process

Modification History

Release 1. Unit code changed. Unit title changed. Application changed. Elements changed. Performance Criteria changed. Foundation Skills populated. Assessment Requirements changed. Workplace outcome has changed. Supersedes and is not equivalent to MSS403087 Mistake proof an operational process and MSS403042 Facilitate mistake proofing in an office.

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 development of at least 2 mistake proofing options and contribute to implementing and embedding at least one mistake proofing activity.
-

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- person-focused and process-focused approaches to mistake proofing
- factors causing variability in the process and methods of controlling it
- typical errors related to the process, possible causes and control options
- selection and application of evaluation criteria including:
 - cost-benefit analysis
 - feasibility
 - regulatory compliance
 - perceived value to the customer
 - other factors identified as relevant by the organisation
- validation of mistake proofing proposals
- underpinning values relevant to competitive systems and practices including:
 - respect for people
 - respect for process
 - transparency and culture of learning
 - go and see and/or go to the source decision-making
- techniques to facilitate communications based on respect for people and team expertise
- techniques to promote a safe respectful environment for communication and learning.
-

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

Companion Volume Implementation Guides are available from VETNet - -

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