



Australian Government

MSS404060 Facilitate the use of planning software systems in a work area or team

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to MSS404060A Facilitate the use of planning software systems in a work area or team

Application

This unit of competency covers the skills and knowledge required to facilitate the use of planning software in an organisation in an individual's work area or team. These systems are known by various generic names, such as Enterprise Resource Planning (ERP), Materials Resource Planning (MRP II, MRP III etc.) or by proprietary names.

This unit applies to an individual who will access the planning software system for their own work, but will also need to provide support and organise skill development programs for their team or work group members. The individual will typically be a technical expert, team leader or be in a role where they have sufficient technical understanding of processes in their own work and that of others to be able to facilitate the use of the planning software system. The planning software system will be used routinely in the work of the team or work group.

This unit primarily requires the application of skills associated with using communication technology and supporting team use of planning software. Problem solving, initiative and enterprise, and planning and organisational skills are required to ensure that planning software is used efficiently. This requires aspects of learning and self-management to ensure own performance and that of the team.

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 | Identify scope of planning software | 1.1 | Identify categories of information held by planning software. |
| | | 1.2 | Identify information categories relevant to team and area processes. |
| | | 1.3 | Identify range of information able to be provided to planning software by team or work group. |
| | | 1.4 | Identify range of information able to be provided to team or work group by planning software. |
| | | | |
| 2 | Communicate using the planning software system | 2.1 | Send and receive information using planning software. |
| | | 2.2 | Send and receive messages using planning software. |
| | | | |
| 3 | Make decisions using planning software | 3.1 | Interrogate the planning software system to find required current, historical or predicted information. |
| | | 3.2 | Take actions appropriate to the information in accordance with procedures. |
| | | | |
| 4 | Monitor the use of planning software | 4.1 | Routinely monitor planning software information. |
| | | 4.2 | Review performance and use of planning software with team. |
| | | | |
| 5 | Support others to use planning software | 5.1 | Regularly communicate with team or other work group members, both using planning software and face to face. |
| | | 5.2 | Identify improvements required. |
| | | 5.3 | Take action to implement improvements in accordance with procedures. |

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.

- Planning software integrates a range of business information including one or more of:**
- sales/order taking
 - finance/accounting
 - logistics
 - maintenance
 - human resources
 - production.

- Information and message categories**
- orders
 - production/operations processes

- include one or more of:**
- scheduling (e.g. daily/weekly)
 - finance and accounting
 - human resources (e.g. rosters, reserves, training completed and scheduled)
 - quality requirements
 - customers
 - suppliers.

- Stages where value stream actions occur include one or more of:**
- sales outlet/representative
 - information gathering, data analysis and research
 - product design
 - raw material sourcing
 - intermediate processing
 - final assembler/collation/preparation
 - support services (e.g. accounting, finance and legal)
 - storage and delivery to customer
 - after market support.

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>