



Australian Government

MSS404062 Facilitate the use of planning software systems in a work area or team

Release: 1

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Modification History

Release 1. Unit code changed. Application changed. Performance Criteria changed. Foundation Skills populated. Range of Conditions removed. Assessment Requirements changed. Supersedes and is equivalent to MSS404060 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 use and support others to use a planning software system.

This unit applies to technical experts, team leaders or others who have been given responsibility to assist and support a work group or an ad hoc or formal team to use the communication functions of the system, monitor the information from the software and use this to make decisions.

This unit of competency applies to any organisation that is using planning software such as Enterprise Resource Planning (ERP), Materials Resource Planning (MRPII, MRP III etc) or similar systems.

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. 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	2.1 Send and receive information using planning software

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
system	2.2 Send and receive messages using planning software
3. Make decisions using planning software	3.1 Interrogate planning software system to find required current, historical or predicted information 3.2 Take actions appropriate to 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 or work group 4.3 Identify changes to improve accuracy and relevance of information sent to planning software
5. Support others to use planning software	5.1 Regularly communicate with team or work group members, using planning software and other methods 5.2 Assist and motivate team or work group in using planning software 5.3 Identify skills or development needs to support team or work group members to use planning software 5.4 Take or initiate action in accordance with procedures to improve use of planning software

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 keep records and documentation
- Oral communication skills to assist and support others, identify skills and development needs
- Numeracy skills to interpret and act on information from planning software.

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

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS404060 Facilitate the use of planning software systems in a work area or team.

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 MSS404062 Facilitate the use of planning software systems in a work area or team

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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:

- use planning software information to make at least 2 decisions about operations in work area
- identify and act on at least 2 changes that could improve use of planning software including one in each of the following areas:
 - accuracy and/or relevance of information sent to system
 - skills or development needs of team or work group.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- hierarchy of planning software system and operation
- information available from/through the planning software system and relevance to work area
- query facilities and information analysis capabilities offered by planning software
- support, skills or other development mechanisms available for access by team members
- 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, including:
 - functioning planning software system
- modelling of industry operating conditions.

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

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