



Australian Government

MSS405042 Manage 5S system in an organisation

Release: 1

MSS405042 Manage 5S system in an organisation

Modification History

Release 1. Unit code changed. Application changed. Performance Criteria changed. Foundation Skills populated. Range of Conditions removed. Assessment Requirements changed. Workplace outcome changed. Supersedes and is not equivalent to MSS405040 Manage 5S system in an organisation.

Application

This unit describes the skills and knowledge required manage the 5S system in an organisation. This unit applies to managers, leaders, technical specialists or similar roles with influence, authority and responsibility to lead and motivate others in achieving 5S outcomes and making improvements to the 5S system. The individual will provide information and guidance on 5S, negotiate solutions to problems, promote compliance and facilitate improvements to 5S.

This unit applies to any organisation that is implementing continuous improvement of 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. Organise an appropriate environment for 5S	1.1 Facilitate and guide communications with managers and other key stakeholders to promote engagement with and understanding of 5S 1.2 Arrange for team leaders to develop and maintain skills required for 5S 1.3 Support team leaders to develop and maintain skills required in their team members 1.4 Review procedures and work practices and amend to reflect 5S needs and regulatory requirements 1.5 Demonstrate 5S practice in own work 1.6 Identify and take action to address roadblocks to 5S

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
2. Audit 5S implementation	2.1 Undertake spot checks of compliance to 5S procedures and practices 2.2 Review workplace and records for indicators of compliance and non-compliance 2.3 Model and facilitate communications to encourage improvement suggestions from all levels of the workforce 2.4 Discuss 5S routinely with team leaders to seek ideas for implementation of improvement suggestions and encourage identification of non-conformance
3. Improve 5S	3.1 Negotiate solutions to non-conformances 3.2 Implement agreed solutions 3.3 Work with team leaders to develop opportunities for improvements 3.4 Provide necessary resources for improvements 3.5 Update procedures and practices to reflect improvements

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 update procedures and work practices
- Oral communication skills to facilitate engagement and participation across levels of the organisation
- Numeracy skills to recognise indicators of non-conformance.

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

Unit Mapping Information

Release 1. 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 MSS405042 Manage 5S system in an organisation

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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:

- manage 5S system for at least one organisation, department or section.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- organisation operations and structure
- principles of efficient workplace organisation
- purposes and methodology of 5S
- indicators of compliance and non-compliance
- operation procedures relevant to jobs in the organisation
- regulatory requirements
- methods and processes for:
 - ensuring support and understanding of 5S
 - identification of skill gaps
 - addressing skill gaps
 - encouraging team leaders and operators to find and suggest areas for improvement
 - making and recommending improvements
 - accessing required resources
 - identifying and eliminating roadblocks to 5S
- non-conformances, what they are, assessment of severity and action to be taken
- underpinning values relevant to competitive systems and practices including:
 - respect for people
 - respect for process
 - transparency and culture of learning
 - creation of value and customer perceived value
 - empowered teams and devolved decision-making and/or strategy deployment
 - go and see and/or go to the source decision-making

- types of structural, personal, cultural barriers that may affect implementation 5S
- techniques to address barriers and support engagement and participation
- communication styles, methods and media to suit a range of audiences.
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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.

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