



Australian Government

MSTFP3004 Contribute to footwear production improvement processes

Release: 1

MSTFP3004 Contribute to footwear production improvement processes

Modification History

Release 1. Supersedes and is equivalent to LMTFP3004B Contribute to footwear production improvement processes

Application

This unit of competency covers the skills and knowledge required to review production processes used in footwear manufacture, and contribute to identifying and implementing improvements.

The unit of competency applies to providing input to improvement of processes in a range of footwear production environments, including volume and custom production. Typically this skill would be performed in a supervisory capacity and apply across the range of footwear production processes.

Improvement contributions may be made to any part of the production process, such as production practices, documentation, supply, despatch, operator practices, safety, quality and housekeeping.

Work may be conducted in small to large scale enterprises and may involve individual and team activities.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

MSS402051 Apply quality standards

Competency Field

Footwear production

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 key elements of production requirements | 1.1 | Identify key customers and their needs and expectations |
| | | 1.2 | Distinguish how footwear production processes contribute to the value chain |
| | | 1.3 | Identify key suppliers and their role in the value chain |
| | | 1.4 | Identify quality standards for critical points of production process |
| | | 1.5 | Identify production requirements and workplace procedures |
| | | | |
| 2 | Review production processes | 2.1 | Identify housekeeping practices and assess how well they meet standards |
| | | 2.2 | Identify work health and safety (WHS) practices and assess if they conform with organisational standards |
| | | 2.3 | Identify production waste, assess waste handling and disposal practices against environmental principles, and identify opportunities for waste reduction |
| | | 2.4 | Identify methods of monitoring production outcomes and assess footwear production outcomes against production goals |
| | | | |
| 3 | Identify improvement opportunities | 3.1 | Identify improvement opportunities and make suggestions for improving processes |
| | | 3.2 | Communicate with appropriate personnel to identify implications of improvement and test outcomes |
| | | 3.3 | Provide reports, records and recommendations for improvement |
| | | | |
| 4 | Implement improvement to production processes | 4.1 | Identify desired result of improvement and establish method of measuring outcome |
| | | 4.2 | Identify and implement methods of addressing any possible negative implications |
| | | 4.3 | Conduct consultation with relevant personnel to communicate improvement |

- 4.4 Implement and monitor improvement and assess how effectively it achieves desired result
- 4.5 Make adjustments to improvement, as required

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.

Workplace procedures include one or more of the following:

- requirements prescribed by legislation, awards, agreements and conditions of employment
- standard operating procedures (SOPs)
- work instructions
- oral, written and visual communication
- quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output
- housekeeping
- tasks related to environmental protection, waste disposal, pollution control and recycling
- WHS practices

Australian Standards include:

- the relevant industry or Australian Standards that are current at the time this unit is being undertaken

Footwear production processes include one or more of the following:

- receiving and processing of materials and components
- identification of materials quality
- specialist machine use, such as sole moulding
- repairs and alterations
- testing and inspecting
- despatch, storage and packing

- finishing processes

Suppliers include one or more of the following:

- suppliers of materials and components
- personnel, specialist support and contractors
- despatch, warehousing and transport operators
- publicity and promotional suppliers
- machinery and equipment suppliers and repair contractors

Test outcomes of improvement opportunities include one or more of the following:

- trial
- verify
- pilot
- measure against research

Appropriate personnel include one or more of the following:

- managers
- supervisors
- colleagues
- specialist staff

Unit Mapping Information

Release 1. Supersedes and is equivalent to LMTFP3004B Contribute to footwear production improvement processes

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a203ec5c-de7d-406b-b3e1-8f1a9b76e92e>

Assessment Requirements for MSTFP3004 Contribute to footwear production improvement processes

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria, and include:

- reading and following work instructions, standard operating procedures (SOPs), safe work practices and other reference material
- applying relevant standards
- reviewing footwear production processes
- identifying and assessing improvement opportunities
- identifying methods of monitoring production outcomes
- assessing footwear production outcomes against production goals
- evaluating implications of improvement
- addressing any possible negative implications
- communicating effectively within the workplace with colleagues and management on process improvement options and outcomes
- conducting quality checks to identify outcomes of improvements
- applying workplace procedures
- sequencing operations
- maintaining accurate records.

Knowledge Evidence

- Evidence must be provided that demonstrates knowledge of:
- safe work practices and procedures and use of personal protective equipment (PPE)
- relevant Australian Standards
- quality standards applying to footwear handling procedures, construction processes and finished product
- effective communication to review processes and seek improvements
- footwear production processes
- production requirements:
 - timing requirements
 - quantity
 - quality
 - specific order requirements
 - procedural requirements

- work health and safety (WHS)
- personnel
- resource use
- suppliers in supply chain
- production waste, waste handling and disposal, and waste minimisation:
 - unusable materials and off-cuts
 - delays
 - movement and transport
 - poor process design
 - inventory
 - inefficient performance of a process
 - making defective items
- impact of incorrect production techniques
- production suppliers and value chain concepts
- WHS practices, including hazard identification and control measures
- quality practices
- workplace procedures
- recording and reporting practices.

Assessment Conditions

- Assessors must:
 - satisfy the assessor competency requirements that are in place at the time of the assessment, as set by the VET regulator
 - have vocational competency in contributing to footwear production improvement processes, at least to the level being assessed, with relevant industry knowledge and experience.
- Assessment should occur in operational workplace situations. Where this is not possible, or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment reflecting realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.

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