



Australian Government

MSTFP3005 Supervise footwear production operations

Release: 1

MSTFP3005 Supervise footwear production operations

Modification History

Release 1. Supersedes and is equivalent to LMTFP3005B Supervise footwear production operations

Application

This unit of competency covers the skills and knowledge required to supervise operations in a designated area within a footwear production enterprise, to ensure team operations meet production requirements.

The unit of competency applies to a first line, team leader supervisory role in a team or work area within a footwear production enterprise. The unit requires extensive knowledge and experience in working with footwear production machines, equipment and processes. Supervisory responsibilities include overseeing the team's production quality and throughput, and ensuring training, team relations, resource allocation and work organisation support team productivity.

The unit of competency includes providing technical support to operators, overseeing production processes to ensure they meet organisational and safety standards, and providing communication links between staff and management.

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

Nil

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.

- | | | | |
|---|--------------------------|-----|---|
| 1 | Identify scope of | 1.1 | Identify machine operations, staff, resources and |
|---|--------------------------|-----|---|

	supervisory responsibility		production processes within work area
		1.2	Identify scope and limitations of supervisory role
		1.3	Identify production targets
2	Provide technical support to operators	2.1	Identify operator roles and allocation of personnel
		2.2	Monitor operator productivity and identify where training or support is required
		2.3	Communicate with appropriate personnel to identify training needs and organise training
		2.4	Address technical problems raised by operators regarding machinery, product quality and operational safety
		2.5	Provide technical support to operators for skills and knowledge associated with production of footwear products
3	Lead team activity	3.1	Communicate production standards to team members
		3.2	Monitor work allocation requirements to maintain optimum production efficiency
		3.3	Use suitable language to communicate targets and procedures to relevant personnel
		3.4	Monitor and support effective team communication
		3.5	Monitor team compliance with work health and safety (WHS) practices and workplace procedures
		3.6	Monitor production output against targets and take necessary action to resolve problems when required
4	Liaise with production areas and management	4.1	Maintain liaison with downstream and upstream production areas to ensure production is efficient and meets quality standards
		4.2	Keep management informed of progress and any issues that may affect production outcomes

		4.3	Maintain ongoing liaison with management to guide production supervision
		4.4	Monitor movement of materials through production process to assess progress
5	Maintain documentation	5.1	Identify documentation procedures for each step of production process
		5.2	Monitor compliance with documentation requirements
		5.3	Complete production documentation

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

Production processes include one or more of the following:

- machines and equipment used in the various sectors of the footwear production industry, including:
 - moulding
 - sewing machines
 - cutting machines
 - robots

Address problems includes one or more of the following:

- communicating requirements to operators
- providing coaching or other relevant support
- referring to appropriate personnel
- allocating appropriate staff or resources
- implementing disciplinary procedures
- problem solving team or technology issues

Issues which may affect production outcomes include one or more of the following:

- staffing
- machinery
- materials
- schedules

Unit Mapping Information

Release 1. Supersedes and is equivalent to LMTFP3005B Supervise footwear production operations

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 MSTFP3005 Supervise footwear production operations

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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
- allocating resources (machines, staff, materials and production processes)
- clarifying and communicating tasks, roles and responsibilities
- allocating work for operators or team members
- identifying and reporting problems with work flow
- solving problems
- communicating effectively with other employees and management
- implementing appropriate ways of correcting non-compliance and inefficiencies
- applying techniques to monitor production work
- providing technical support
- monitoring work health and safety (WHS) practices in work operations
- checking production outputs against specifications
- 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
- production and work flow system in the workplace
- production resources (machines, staff, materials and production processes)
- tasks, roles and responsibilities of relevant personnel
- factors and constraints that impact on effective workflow
- ways of controlling factors and constraints
- efficient operation of all footwear production machines and processes within area of supervision
- quality assurance standards and procedures
- training requirements and processes

- team dynamics
- resource allocation and work organisation
- WHS legislation
- WHS practices, including hazard identification and control measures
- 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 supervising footwear production operations, 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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