



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.

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

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| | | 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

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Links

Companion Volume implementation guides are found in VETNet -

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