



Australian Government

MSTGN3005 Plan tasks to assist production operations

Release: 1

MSTGN3005 Plan tasks to assist production operations

Modification History

Release 1. Supersedes and is equivalent to LMTGN3005B Plan tasks to assist production operations

Application

This unit of competency covers the skills and knowledge required to assist in production planning by performing specific planning tasks.

The unit of competency applies to planning of tasks that will assist production operations. Tasks may include the development of rosters, work health and safety (WHS) practices, workplace procedures, documentation practices and organisational systems.

Work requires discretion, initiative and judgement.

This unit of competency is applicable to all sectors of the textiles, clothing and footwear (TCF) industry.

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

Generic

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	Determine job requirements	1.1	Follow standard operating procedures (SOPs)
		1.2	Comply with WHS requirements at all times
		1.3	Use appropriate personal protective equipment (PPE) in

			accordance with SOPs
		1.4	Identify job requirements from specifications, drawings, job sheets or work instructions
2	Prepare to plan tasks	2.1	Discuss planning requirements with supervisor and confirm work brief
		2.2	Confirm timeline, jobs and work priorities associated with planning tasks with supervisor or manager
		2.3	Check workplace procedures and documentation relating to planning tasks and identify key personnel
3	Conduct planning task	3.1	Communicate with team, section or individuals and key personnel to seek support for planning task requirements
		3.2	Assess and apply relevant criteria from previous and current work practices, organisational guidelines, documentation systems and quality standards to planning task
		3.3	Use planning tools and techniques to coordinate and sequence tasks and integrate WHS practices to develop plan that meets workplace requirements
		3.4	Test plan with key personnel and adjust, as required
4	Implement plan	4.1	Communicate all plan information in an effective way to work team, section and individuals
		4.2	Seek feedback from team, section members and individuals to support effective operation of team or section
		4.3	Monitor implementation of plan, and identify and apply changes, where required, to improve outcomes
		4.4	Document plan and implementation practices

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
- 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

Planning task includes, but is not limited to, one or more of the following:

- shift rosters
- workplace or operation instructions and procedures
- WHS practices, including committee representation
- workplace documentation
- organisational systems

Key personnel include, but are not limited to, one or more of the following:

- operations managers
- supervisors and team leaders
- human resources staff
- relevant employees

Planning tools and techniques include, but are

- scheduling
- time management

not limited to, one or more of the following:

- brainstorming
- setting goals and defined outcomes
- prioritising
- reviewing and evaluating strategies

WHS practices include one or more of the following:

WHS practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and includes one or more of the following:

- manual handling techniques
- SOPs
- PPE
- safe materials handling
- taking of rest breaks
- ergonomic arrangement of workplaces
- following marked walkways
- safe storage of equipment
- housekeeping
- reporting accidents and incidents
- environmental practices

Unit Mapping Information

Release 1. Supersedes and is equivalent to LMTGN3005B Plan tasks to assist 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 MSTGN3005 Plan tasks to assist 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
- applying relevant standards
- planning and organising work tasks, work processes and staff
- using suitable planning techniques
- meeting work process efficiency standards
- communicating all plan information in an effective way to work team, section and individuals, and seeking and acting upon feedback, as appropriate
- using planning tools and techniques to coordinate and sequence tasks and integrate work health and safety (WHS) practices to develop plan that meets workplace requirements
- monitoring implementation of plan, and identifying and applying changes, where required, to improve outcomes
- documenting plan and implementation practices.

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
- factors and constraints that impact on task
- effective work methods to achieve production objectives and timelines
- planning tools and techniques
- documentation practices
- quality standards and procedures
- scheduling techniques
- resourcing policies
- general staffing levels, capabilities and application of standard times
- 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 planning tasks to assist 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.
- The unit is applicable to all TCF sectors and assessment must ensure it is delivered to suit the industry it is being applied to.

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