



Australian Government

MSTGN3016 Plan tasks to assist production operations

Release: 1

MSTGN3016 Plan tasks to assist production operations

Modification History

Release 1. Supersedes **and is equivalent to** MSTGN3005 Plan tasks to assist production operations.

Application

This unit of competency describes the skills and knowledge required to assist in production planning by performing specific planning tasks. Tasks may include the development of rosters, work health and safety practices, workplace procedures, documentation practices and organisational systems.

This unit applies 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 or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Pre-requisite Unit

Nil

Competency Field

Generic

Elements and Performance Criteria

Elements <i>Elements describe the essential outcomes.</i>	Performance Criteria <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare to plan tasks	1.1 Determine job and safe work requirements from work information 1.2 Discuss planning requirements with supervisor and confirm work brief 1.3 Confirm timeline, jobs and work priorities associated with planning tasks with supervisor or manager 1.4 Check workplace procedures and documentation relating to planning tasks and identify key personnel
2. Conduct planning task	2.1 Communicate with team, section or individuals and key personnel to seek support for planning task requirements

Elements <i>Elements describe the essential outcomes.</i>	Performance Criteria <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	2.2 Assess and apply relevant criteria from previous and current work practices, organisational guidelines, documentation systems and quality standards to planning task 2.3 Use planning tools and techniques to coordinate and sequence tasks and integrate work health and safety practices to develop plan that meets workplace requirements 2.4 Test plan with key personnel and adjust based on feedback
3. Implement plan	3.1 Communicate all plan information in an effective way to work team, section and individuals 3.2 Seek feedback from team, section members and individuals to support effective operation of team or section 3.3 Monitor implementation of plan, and identify and apply required changes to improve outcomes 3.4 Document plan and implementation practices in accordance with workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

- Reading skills to interpret work instructions, standard operating procedures (SOPs), specifications and key requirements of industry standards
- Initiative and enterprise skills to organise the work of others to meet customer deadlines and quality requirements.

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

Unit Mapping Information

Release 1. Supersedes **and is equivalent to** MSTGN3005 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 MSTGN3016 Plan tasks to assist production operations

Modification History

Release 1. Supersedes **and is equivalent to** MSTGN3005 Plan tasks to assist production operations.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- planned 2 tasks to assist production operations, covering at least 1 of the following:
 - work rosters
 - work health and safety practices
 - workplace procedures
- communicated effectively about the development of the plan to work team, section and individuals
- monitored the plan and made changes to improve outcomes
- documented the plan.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- safe work practices and procedures and use of personal protective equipment (PPE)
- Australian Standards, industry regulations and codes of practice that govern the control of chemicals, relevant to the workplace (such as *Australian/New Zealand Standard™ AS/NZS 4146:2000 Laundry practice*, applicable to a laundry workplace)
- production and work flow system in the workplace
- factors and constraints that negatively impact on effective work flow and how they can be controlled
- effective work methods to achieve production objectives and timelines
- effective communication strategies
- planning tools and techniques
- quality standards and procedures relevant to enterprise
- scheduling techniques
- resourcing policies, relevant to enterprise
- general staffing levels, capabilities and application of standard times
- workplace recording and reporting practices.

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, including:
 - a TCF production environment set up with relevant standard operating procedures (SOPs), safety information and equipment
 - access to team members.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

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