



Australian Government

MSTGN4005 Plan and implement production within a work area

Release: 1

MSTGN4005 Plan and implement production within a work area

Modification History

Release 1. Supersedes and is equivalent to LMTGN4005A Plan and implement production within a work area

Application

This unit of competency covers the skills and knowledge required to plan and implement production within a work team within a textiles, clothing or footwear (TCF) industry workplace.

This unit of competency applies to determining, planning, implementing and monitoring production work flow within a work team in a TCF sector workplace. Discretion and judgement may be required, for both self and others, in planning and selecting processes, procedures or outcomes.

Work may be conducted in a variety of environments, including operational workplace activities, restricted space, hazardous, controlled or exposed conditions.

Operations may cover various time scales to reflect seasonal planning.

This unit of competency is applicable to all sectors of the 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.

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|---|----------------------|-----|---|
| 1 | Determine job | 1.1 | Follow standard operating procedures (SOPs) |
|---|----------------------|-----|---|

	requirements	1.2	Comply with work health and safety (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 for production	2.1	Identify projected quantity and quality requirements, standard times and production capacities
		2.2	Identify production process and material handling options
		2.3	Establish resources required for the project or production order
		2.4	Prioritise work and identify the steps required for the process to ensure efficient use of resources
		2.5	Prepare documentation according to workplace procedures
3	Organise team and resources	3.1	Select and organise work team according to workplace procedures and TCF sector industry practices
		3.2	Identify and organise facility, equipment and material and resources required for the production process in accordance with the production schedule and WHS practices
4	Implement and monitor work flow	4.1	Implement production and monitor work flow to make sure production schedule is maintained
		4.2	Use necessary methods to direct work to each work area or location, as required
		4.3	Identify potential congestion areas and take action to streamline work flow
		4.4	Prepare to troubleshoot on a regular basis and be ready to respond to breakdowns, absenteeism and other factors

- 4.5 Coordinate systematic variations to the production plan to ensure production meets the schedule and specifications
- 4.6 Maintain records and prepare reports in accordance with workplace procedures

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

Production planning includes, but is not limited to, one or more of the following:

- establishing an overall plan for manufacture/product delivery
- repetitive production runs
- short runs
- quick changes

- a diversity of styles
- indent orders
- stock services replenishment

Production process includes, but is not limited to, one or more of the following:

- just in time (JIT)
- value-added modelling (VAM)
- quick response
- quality circles
- team processes
- benchmarking

Production schedule includes, but is not limited to, one or more of the following:

- plant layout
- machine involvement
- personnel required for particular operations

Variations to production plan include, but are not limited to, one or more of the following:

- re-allocating work in accordance with production priorities, where required
- identifying and dealing with inefficiencies in accordance with workplace production practices
- defining and communicating team or individual responsibilities

Unit Mapping Information

Release 1. Supersedes and is equivalent to LMTGN4005A Plan and implement production within a work area

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 MSTGN4005 Plan and implement production within a work area

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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
- establishing production requirements and preparing for production on at least two (2) occasions
- prioritising work and identifying the steps required for the process to ensure efficient use of resources and prioritising work
- selecting and organising work team according to workplace procedures and textile, clothing and footwear (TCF) sector industry practices
- implementing and monitoring work flow and ensuring efficiency of production according to work health and safety (WHS) requirements on at least two (2) occasions
- responding to and dealing with inefficiencies, absenteeism, breakdowns and other interruptions to work flow
- coordinating variations to production plan
- maintaining records and prepare reports in accordance with workplace procedures.

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
- TCF sectors:
 - textile production
 - clothing production
 - footwear
 - cotton ginning
 - leather production
 - millinery
 - canvas and sails production
 - laundry operations

- dry cleaning operations
- fashion design and technology
- work organisation systems and workplace organisation features
- production planning processes, such as material supply
- production operations, machines and equipment
- characteristics and performance of materials
- WHS and environmental aspects of relevant workplace activities:
 - hazard identification and control
 - risk assessment
 - implementing risk reduction measures specific to the tasks described by this unit
 - 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
 - other WHS practices relevant to the job and enterprise
- 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 planning and implementing production within a work area, 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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