



Australian Government

MSTGN5001 Participate in production planning processes

Release: 1

MSTGN5001 Participate in production planning processes

Modification History

Release 1. Supersedes and is equivalent to LMTGN5001B Participate in production planning processes

Application

This unit of competency covers the skills and knowledge required to participate in production planning processes.

Discretion and judgement may be required, for both self and others, in planning and selecting processes, procedures or outcomes. Production plans are used to guide production according to enterprise needs.

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 work health and safety (WHS) requirements at all times |
| 1.3 | Use appropriate personal protective equipment (PPE) in accordance with SOPs |

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|---|---|-----|---|
| | | 1.4 | Identify job requirements from specifications, drawings, job sheets or work instructions |
| 2 | Confirm production requirements | 2.1 | Confirm projected requirements regarding stock supplies, product quantities, quality and delivery schedules |
| | | 2.2 | Resolve any identified issues and problems concerning projected requirements, in collaboration with relevant personnel |
| | | 2.3 | Determine requirements for implementing organisational systems |
| | | 2.4 | Comply with relevant workplace procedures |
| 3 | Gather specific production information | 3.1 | Obtain and confirm specific information relating to production capacity |
| | | 3.2 | Gather and interpret details of production line requirements regarding batch or run sizes and other relevant information to prepare production plan |
| | | 3.3 | Identify and confirm resources, supply requirements, availability of machines and personnel |
| 4 | Participate in planning meetings and record outcomes | 4.1 | Confirm specific requirements for meetings |
| | | 4.2 | Prepare production data and other planning information |
| | | 4.3 | Contribute and discuss information according to meeting procedures |
| | | 4.4 | Take follow-up action on meeting outcomes |
| | | 4.5 | Maintain production planning records and prepare reports, where necessary |

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 includes:

- the relevant industry or Australian Standards that are current at the time this unit is being undertaken

Production requirements include, but are not limited to, the following:

- stock supplies
- product quantities
- quality
- delivery schedules

Organisational systems include, but are not limited to, one or more of the following:

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

Product data includes, but is

- plant layout

not limited to, one or more of the following:

- machine operating manuals and other equipment records
- production data collected manually or electronically
- quality specifications
- drawings, sketches and other specifications

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

- establishing an overall plan for production and delivery
- repetitive production runs
- short runs
- quick changes
- a diversity of styles
- indent orders
- stock services replenishment

WHS practices

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

- 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 LMTGN5001B Participate in production planning processes

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 MSTGN5001 Participate in production planning processes

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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
- determining requirements for implementing organisational systems
- preparing documentation to confirm resources, supply requirements, machines and personnel to prepare production plan on least two (2) occasions
- identifying stock supplies, product quantities, quality and delivery schedules, production capacity, batch or run sizes and other relevant information relevant to quality system
- communicating effectively with individuals, work groups and supervisors in production planning and contributing to interchange of information at planning meetings
- maintaining production planning records and preparing reports, where necessary.

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 processes, products and machines
- details of production line requirements
- work and workplace organisation systems
- resource requirements, including supplies, materials and personnel
- meeting procedures
- 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 participating in production planning processes, 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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