



Australian Government

MSTGN6002 Manage quality system and procedures

Release: 1

MSTGN6002 Manage quality system and procedures

Modification History

Release 1. Supersedes and is equivalent to LMTGN6002A Manage quality system and procedures

Application

This unit of competency covers the skills and knowledge required to manage a quality system and procedures for textile, clothing and footwear (TCF) products and services

The unit of competency applies to management of a quality system and procedures where work requires initiative and judgement to take appropriate action and structure a quality system to support effective business operation.

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.

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 | Implement quality assurance system | 2.1 | Establish, document and communicate quality assurance policy to all levels of the workplace |
| | | 2.2 | Develop sampling techniques that reflect needs of workplace and product |
| | | 2.3 | Establish or maintain quality circles and other relevant aspects of quality assurance systems |
| | | 2.4 | Organise facilitation for monitoring work teams to ensure compliance with standards |
| | | 2.5 | Identify quality standards and regulations and determine relevance to specific products |
| | | 2.6 | Develop and maintain quality assurance system |
| 3 | Plan development of quality procedures | 3.1 | Assess strategic planning to facilitate achievement of quality policy |
| | | 3.2 | Determine and allocate resources to meet requirements |
| | | 3.3 | Determine external quality assessment requirements |
| | | 3.4 | Determine quality procedure and product performance requirements through consultation with internal and external groups |
| | | 3.5 | Plan development of procedures to ensure quality system is maintained and WHS practices are accommodated |
| 4 | Establish implementation and review strategies | 4.1 | Establish implementation strategies to meet workplace objectives |
| | | 4.2 | Undertake or arrange reviews of quality system at appropriate intervals and initiate appropriate action to ensure its continuity, suitability and effectiveness |
| 5 | Evaluate system | 5.1 | Evaluate implementation of system and assess its |

**implementation
and maintain
records**

effectiveness and level of support for internal improvement programs

- 5.2 Assess results, authorise changes to system and take necessary action
- 5.3 Maintain records and prepare reports

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

Quality standards and regulations include, but are not limited to, the following:

- sizing
- labelling
- fire rating
- Australian Standards

Quality assurance systems include, but are not limited to, the following:

- developing and managing the system
- planning procedures development
- conducting audits and monitoring performance

Unit Mapping Information

Release 1. Supersedes and is equivalent to LMTGN6002A Manage quality system and procedures

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 MSTGN6002 Manage quality system and procedures

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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
- demonstrating practices to ensure relevant personnel are aware of quality assurance system and procedures, on at least two (2) occasions
- identifying quality standards and regulations and determining relevance to at least two (2) specific products or processes
- establishing implementation strategies to meet workplace objectives for an identified timeframe
- determining quality procedure and product performance requirements through consultation with at least (1) one internal and one (1) external group
- undertaking or arranging reviews of quality system at appropriate intervals and initiating appropriate action to ensure its continuity, suitability and effectiveness
- evaluating implementation of quality system and procedures for a given timeframe, and assessing its effectiveness and level of support for internal improvement programs
- applying workplace procedures to quality management
- maintaining records and preparing reports.

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
- principles of quality management and their application
- quality systems, such as:
 - quality assurance
 - quality control
 - quality inspection
 - quality improvement
 - total quality control
- delegation of responsibilities within quality systems

- appropriate quality methodologies, their capabilities, limitations, applicability and contribution to outcomes
- quality standards, codes of practice, policies and procedures
- production processes, materials and products
- characteristics of materials, products services and equipment provided by external suppliers
- appropriate quality methodologies, their capabilities, limitations and applicability
- relevant sampling and measurement techniques and quality checking procedures
- mechanism for dispute resolution and effective communication skills
- 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 managing quality system and procedures, 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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