



Australian Government

Department of Education, Employment and Workplace Relations

SUGTASD3A Adjust schedule(s) to meet daily workplace requirements

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor

This is a Specialist unit. It covers the skills and knowledge required to adjust schedules to meet daily sugar mill operational requirements.

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

Element	Performance criteria
1. Identify daily factory requirements for cane supply	1.1 Workplace information are accessed 1.2 Factors that impact on cane supply are identified
2. Calculate zero hour	2.1 Zero hour is calculated to take account of daily variables 2.2 Relevant personnel are informed of zero hour
3. Amend daily bin allotment and bin allocations	3.1 Bin allotment requirements are determined 3.2 Daily bin allotment and bin allocations are calculated based on amended requirements 3.3 Schedule for bin allocation and loco runs to harvest groups is amended to meet requirements 3.4 Amended schedule is documented and submitted for approval in accordance with workplace procedures
4. Monitor supply and demand to maintain and adjust schedule	4.1 Transport departures and arrivals are co-ordinated and adjusted to meet schedule requirements 4.2 Regular two-way communication with locomotive drivers and harvester operators is used to maintain schedules and safe operations 4.3 Cane stock and deliveries (supply) are monitored against schedule 4.4 Variations between supply and schedule are identified and corrective action is taken 4.5 Resource implications of amended schedules are identified and resources are accessed to meet requirements 4.6 Progress against schedule is monitored
5. Communicate details of amended daily schedule and changes to supply	5.1 Personnel/contractors are informed of amended daily bin allotments, bin allocations and loco runs 5.2 Drivers are advised of amended cane bin delivery and pick-up requirements 5.3 Potential disruptions to supply are identified and communicated as required by workplace operating procedures

Required Skills and Knowledge

Not applicable.

Evidence Guide

Evidence guide

The assessment process must address all of the following items of evidence.

Ability to:

1. Access workplace information to identify status of mill schedule and harvest rosters
2. Apply workplace information to calculate zero hour according to workplace procedure
3. Communicate zero hour to affected personnel
4. Amend daily schedule bin allotments and bin allocations to take account of variables affecting achievement of schedule
5. Monitor work progress and respond to update schedule as required
6. Respond to unplanned events to minimise disruption and optimise efficiency
7. Use communication systems and equipment to inform affected personnel of changes to schedule
8. Confirm that resources and personnel are available to meet amended schedule and if not, take action to secure requirements
9. Demonstrate workplace procedures for co-ordinating transport departures and arrivals to meet schedule requirements
10. Demonstrate workplace procedures for reallocating cane bin deliveries to harvesters in cases of factory/harvester breakdowns
11. Maintain workplace records and submit amendments for approval as required by workplace procedures

Knowledge of:

12. Relevant state OHS legislation, standards and codes of practice relating to work responsibilities
13. Safe work procedures including awareness of health and safety hazards related to work responsibilities and associated control measures
14. Factors taken into account in planning the schedule including the inter-relationships between factors. Factors typically include but are not limited to:
 - planned crushing rate
 - current stocks (yards and sidings)
 - yard and siding capacities
 - average bin weights
 - harvesting rosters
 - cut-to-crush delays
 - loco loads and performance
 - bin fleet size and availability
 - rail network capacity
 - labour requirements and availability
15. Purpose and procedure for calculating zero hour
16. Purpose and use of a computerized traffic systems
17. Factors that can affect the calculation of zero hour including:
 - factory performance. This includes planned and unplanned mill stops
 - weather
 - transport system delays including locomotive/motor truck breakdown
 - availability of empty bins, taking into account mixed bin fleet if appropriate

- availability of full-yard space
 - availability of empty-yard space
 - siding status
 - track infrastructure condition
 - harvester failure
18. Relevant personnel and factory departments to be notified of zero hour and related amendments to schedule. This includes an understanding of the information relevant to each group/person
 19. Standard allocation of bins to a group and procedure for adjusting allocations
 20. Communication systems, protocols and standards when using 2-way radios
 21. Awareness of conditions that are unusual or unplanned and related options for response. This includes an understanding of implications of different options for maintaining the continuous and efficient supply of cane
 22. Factors that impact on efficient performance. These include:
 - labour
 - crib breaks
 - holding locos
 - waiting time (last bin)
 - fuel use
 - loads
 - scheduled cleaning and programmed maintenance.
 23. Relevant OH&S and environmental requirements
 24. Procedures for responding to emergency situations

Relationship with other standards

Pre-requisite units

There are no pre-requisite units for this competency standard.

Co-assessment of related units

Other units of competency relevant to the work role should be assessed in conjunction with this unit.

Resources required for assessment

Assessment must occur in a real or simulated workplace where the assessee has access to:

- Transport system and associated information and communication systems and equipment
- Relevant codes of practice and industry standards
- Workplace information required to assess, adjust and monitor work progress against schedule
- Operating procedures related to work responsibilities
- Housekeeping standards and procedures
- Workplace information recording systems, requirements and procedures

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

Range Statement

Range statement

The range statement indicates the context for demonstrating competence. This statement is a guide and unless otherwise indicated, items may or may not apply as required by the work context.

- Work is carried out in accordance with company policies and procedures, licensing requirements, legislative requirements, codes of practice and industrial awards and agreements. Codes of practice include the Sugar Milling Operations Industry Code of Practice and sugar industry codes of practice related to cane railway and transport operations
- Workplace information can include master schedule, bin allotments, mill crushing rates and schedules and harvesting rosters
- Work may require the ability to work within a team environment
- Communication methods include use of two-way radios used in accordance with workplace requirements and state authority protocols
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Unit Sector(s)

Not applicable.