

MSA30107 Certificate III in Process Manufacturing



Your Course Guide

MSA30107 Certificate III in Process Manufacturing

Australian Salesmasters Training Company (RTO #6854)

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The Certificate III in Process Manufacturing is intended for production workers who use a range of equipment and provide support functions directly related to producing products. They would undertake more advanced roles, working in accordance with the operating procedures and would apply their knowledge to anticipate problems and solve a range of foreseen and unforeseen problems.

This certificate is for:

- Production support workers – people working in manufacturing and filling the vital production support roles but who may not have the opportunity to develop competency in sufficient technical units related directly to producing products.
- Those employees who operate across more than one category within process manufacturing or 'specialised processes' and elsewhere when required.

WHAT WILL YOU ACHIEVE FROM THIS COURSE?

Your employees will obtain a clearer understanding of their responsibilities and be better prepared to deal with the many factors that influence the destiny of businesses.

The Australian Salesmasters Training Company presents a unique opportunity for your company to improve efficiency and productivity, to embed continuous improvement into your corporate culture and bridge the gap between employer and employee motivations.

When you have completed this course, you will be able to:

- Apply productivity improvements
- Apply waste reduction 5S principles
- Apply quality control processes
- Apply OH&S standards
- Apply improved communication skills
- Apply continuous improvement techniques
- Apply team building procedures
- Apply risk minimization processes
- Add to this the value of a nationally recognised qualification and this is your best way for career advancement.

This course is a nationally recognised qualification, which leads to the Diploma of Management.

EMPLOYABILITY SKILLS

The following is a summary of the employability skills for this qualification. This should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification.

The outcomes described here are broad industry requirements that may vary depending on the packaging options.

• Communication

- complete logs and reports
- use technical information and manufacturer's information
- collect, analyse and organise information
- communicate ideas and information
- effective use of workplace documentation
- maintain workplace records

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• Teamwork

- identify and describe own role and role of others
- work within a team
- resolve conflicts between team members
- use teamwork strategies

DELIVERY MODE:

Online

HOW TO GAIN YOUR QUALIFICATION FASTER

- Fast track
- RPL (Recognition of Prior Learning)

ENTRY REQUIREMENTS

- Sufficient literacy and numeracy skills to complete the course
- Access to an Internet connection and computer (Online Learning)



EMPLOYABILITY SKILLS CONT.

• Problem Solving

- recognise a problem or a potential problem
- determine problems needing priority action
- refer problems outside area of responsibility to appropriate person, with possible causes
- seek information and assistance as required to solve problems
- solve problems within area of responsibility
- follow through items initiated until final resolution has occurred
- identify and isolate faults in equipment
- use a range of formal problem solving techniques

Initiative and Enterprise

- identify the most appropriate equipment
- make adjustments to improve equipment performance
- anticipate the impact of the process on the product
- determine problems needing action
- recommend required action
- report problems outside area of responsibility
- distinguish between causes of faults



• Planning and Organising

- plan own work requirements
- plan scope of equipment checks
- plan and organise activities
- identify tasks to achieve team goals
- organise allocation of tasks
- monitor completion of allocated tasks
- develop and adjust a production schedule

• Self Management

- plan own work requirements from production requests
- operate within appropriate time constraints and work standards
- select and use appropriate equipment, materials, processes and procedures
- plan to ensure effective production
- apply workplace procedures
- identify resource requirements, document and monitor
- recognise limitations and seek timely advice

• Learning

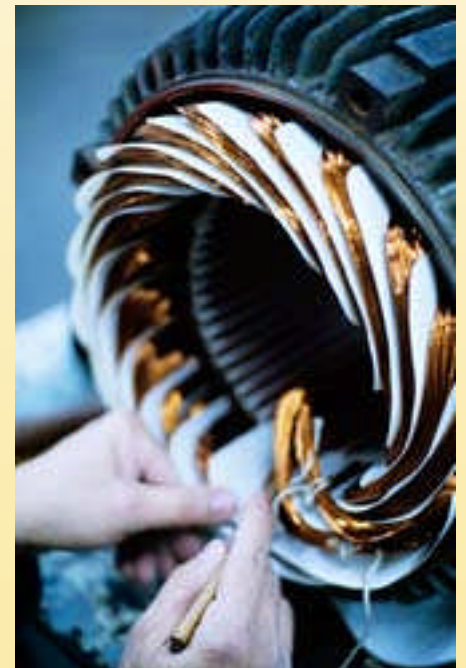
- ask questions to gain information
- identify sources of information to expand knowledge and understanding

- participate in improvement procedures
- participate in development of continuous improvement strategies

• Technology

- operation and adjustment of processes
- start up and shut down equipment
- set up equipment
- monitor product/process quality
- function and operating principles of equipment, machine components
- maintain computer based workplace records

This is a summary of employability skills that are typical of this qualification and should not be interpreted as definitive.



COURSE STRUCTURE

You are required to complete 21 units of this qualification. All modules are customised to your specific needs.

UNIT CODE	UNIT NAME	DESCRIPTION
MSAPMOHS200A	Work safely	On completion of this unit, the worker will be able to identify Occupational Health and Safety (OHS) hazards, and assess risk, as well as follow instructions and procedures in the workplace with minimal supervision. The worker will also be capable of participating in and contributing to OHS management issues.
MSACMT251A	Apply quality standards	This unit covers the skills and knowledge required to apply quality standards to work operations in a manufacturing enterprise.
MSAPMSUP291A	Participate in continuous improvement	This unit applies to all employees who are required to be involved in process improvement initiatives.
MSACMT240A	Apply 5S procedures in a manufacturing environment	This unit covers the knowledge and skills needed for an employee to apply 5S procedures (a structured approach to housekeeping) to their own job and work area.
MSAPMSUP383A	Facilitate a team	This competency covers the identification of team's goals and timelines, negotiating with the team to allocate tasks and ensuring the goals and timelines are met.
TAADEL301A	Provide training through instruction and demonstration of work skills	This unit specifies the competency required to conduct individual and group instruction and demonstration of work skills.
MSAPMSUP106A	Work in a team	This competency covers the organisation of team activities to fit in with the scheduling of production to meet operational guidelines.
MSAPMSUP102A	Communicate in the workplace	This unit of competency covers receiving, relaying and recording written and oral messages and providing relevant information in response to requests, within time lines.
MSAPMSUP280A	Manage conflict at work	This competency covers the management of conflict in a range of situations where personal responsibility is required.
MSACMT221A	Apply Just In Time procedures	This unit covers the knowledge and skills needed to work in a JIT system.
MSACMT280A	Undertake root cause analysis	This unit covers the knowledge and skills needed to undertake root cause analysis (RCA) by any person. This will often be done by people working in a team. This unit also covers the competencies needed by operators to contribute to an advanced maintenance strategy using RCA coupled with diagrams and charts.

COURSE STRUCTURE CONT.

You are required to complete 21 units of this qualification. All modules are customised to your specific needs.

UNIT CODE	UNIT NAME	DESCRIPTION
MSAPMSUP230A	Monitor process operations	This competency covers the use of production processing equipment. This competency is typically performed by all operators working either independently or as part of a work team.
MSAPMSUP240A	Undertake minor maintenance	This unit applies to operators who are involved in providing basic maintenance and the resolving of routine problems to procedures. It does not cover activities normally requiring traditional trade training.
MSAPMOPS200A	Operate equipment	This competency covers the operation of equipment and the resolving of routine problems to procedure in the production process.
PMLTEST300B	Perform basic tests	This unit of competency covers the ability to perform tests using standard methods and with access to readily available advice. Personnel are required to demonstrate close attention to the accuracy and precision of measurements and the data obtained. In general, they do not calibrate equipment and make only limited adjustments to the controls. The unit of competency does not cover interpretation or analysis of results or troubleshooting equipment problems. This unit competency has no prerequisites. This unit of competency is applicable to laboratory/field assistants working in all industry sectors.
MSAENV272A	Participate in environmentally sustainable work practices	This competency covers the outcomes required to effectively measure current resource use and carry out improvements including those reducing negative environmental impacts of work practices. This unit is based on the sustainability guideline standard GCSSUS01A Participate in environmentally sustainable work practices.
MSAPMSUP172A	Identify and minimise environmental hazards	This competency covers the awareness of environmental issues and organisation environmental policies and procedures to minimise environmental threats.
MSAPMSUP210A	Process and record information	This unit of competency covers the provision and processing of all relevant information by responding to the information requirements of the plant including the completion of all workplace documents and clearly and concisely providing relevant information to others.
MSAPMSUP309A	Maintain and organise workplace records	This unit covers the maintenance of workplace records in paper or electronic form. It may include sample products or materials for testing or quality purposes.
MSAPMSUP201A	Receive or despatch goods	This competency covers the handling of materials by an operator as an adjunct to the job of making product. It applies to a limited range of materials. It is NOT intended to be an alternative warehousing competency. This competency is typically performed by operators working either independently or as part of a work team.
MSAPMSUP200A	Achieve work outcomes	The competency covers the ability to identify and implement actions to achieve workplace targets and to suggest improvements. This unit applies to all employees who may work either individually or as part of a team.

ASSESSMENT

ASTC uses competency based assessment methods to ensure participants have demonstrated their performance to a required standard. Competency based assessment is the focus of accredited vocational courses on what the participant can actually do –

and the standard at which they are able to perform. Performance is measured in terms of whether participants meet the prescribed levels of competency, not how well they carry out tasks relative to each other or the length of time taken to attain the skills.

ASTC's assessment process may consist of the following tasks and activities, dependant on the unit/chapter requirements:

- Multiple choice and/or short answer questionnaires
- Third party supervisor demonstration reports
- Projects/case studies
- Holistic Assessments

- OTHER HIGHLIGHTS ... LEARNING DEVELOPMENT RESOURCES -

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