



Plastics, Rubber and Cablemaking (PMB01)

**Certificate II in Process
Manufacturing
(PMB20401)**

**Nationally accredited training
from The Australian Salesmasters
Training Company**



Version 1, 22/01/2009

About

The Australian Salesmasters Training Company

Since 1985, THE AUSTRALIAN SALESMASTERS has been coaching and counselling both individuals and companies in the field of improvement.

More recently, as a Registered Training Organisation (RTO # 6854) we have assisted a multitude of small, medium and large businesses grow with their Government Funded Training Programs.

Currently delivering programs in all States of Australia, The Australian Salesmasters motto of "don't blame them...TRAIN THEM" has been adopted by many of the nation's most progressive companies.

Australian Salesmasters specialise in the Government accredited programs:

Certificate II in Process Manufacturing
Certificate III in Process Manufacturing

THE QUALIFICATION

This course has been developed to provide workers in the manufacturing industry with the latest skills, knowledge and thinking for existing or aspiring team leaders to expand their capabilities. Units from within the course have been designed for application in all manufacturing contexts.

Why use Australian Salesmasters?

The modern world of global trading has placed enormous pressure on Australian industry to become more competitive. This means that all businesses are cutting costs to complete.

Lean Manufacturing Principles are a global trend used by successful manufacturing businesses.

Australian Salesmasters believe that by:

Training individuals within organisations to the concepts of JIT, 5s Principles, KAIZEN and others is vital to the success of all Process Manufacturing Businesses.

Organisation can drive down costs through increasing efficiency, eliminating waste and having better skilled team members.

Australian Salesmasters believe that:

A highly skilled and motivated workforce can achieve savings and be more efficient through our programs. Combined Trainers through their partnership have highly skilled trainers and managers with many years of experience in Lean Manufacturing who has designed practical programs and workplace based training modules to meet the pressures of global market forces.

We believe in don't blame them...TRAIN THEM!

Australian Salesmasters are both Trainers and Assessors.

Program Objectives

Programs are designed to build and sharpen critical skills and knowledge required to positively impact on the outcomes of your business.

Some of the outcomes from Certificate II in Process Manufacturing:

- Ability to apply a range of well developed skills
- measurable improvement against key organisational performance measures
- increased motivation through the use of lean manufacturing principles
- take responsibility for own outputs in work and learning
- a safer, more productive workplace
- development of a team-based culture
- introduction of continuous improvement tools within existing systems
- development of a sustainable learning environment.

Customer satisfaction is the primary aim Australian Salesmasters Training Modules:

- are completed on-the-job in an agreed timeframe and format
- recognise prior learning and experience
- focus upon what needs to be learned and are personalised
- are contextualised to meet business needs
- available via the internet
- take responsibility for own outputs in work and learning

Course Description

This national qualification is one of four available from the Plastics, Rubber and Cablemaking Training Package (PMB01).

This course has been developed to provide workers in the manufacturing industry with the latest skills, knowledge and thinking for existing or aspiring team leaders to expand their capabilities. Units from within the course have been designed for application in all manufacturing contexts.

Career Opportunities

This course provides participants with the skills, attributes and knowledge to take more responsibility in the workplace through leadership roles or as change agents.

Pathways

By successfully completing the Certificate II in Process Manufacturing (PMB20401) participants are eligible for selection into Certificate III in Process Manufacturing (PMB30401).

Entry Requirements

There are no formal entry requirements although it is expected that participants will have:

- a qualification and/or
- substantial experience

in an area requiring the application of relevant technical skills.

Induction and Enrolment

A representative of Australian Salesmasters will meet with you at an agreed time to induct you into this course.

Completion of the enrolment documentation immediately following your induction is standard practice.

Skills Recognition/Prior Learning

Previous learning undertaken at another learning organisation may entitle a participant to entry into the program with some credit/s.

Alternatively, if a participant can provide evidence that shows that they have the required skills and knowledge they may be able to have that learning recognised without having to complete all of the training offered by Australian Salesmasters and the employer.

Further details are available in the Australian Salesmasters Candidate Handbook.

Delivery Method

Delivery will comprise supervised on-the-job training during which the participant will be allowed an average of three hours a week to perform training related tasks and activities and structured self-directed learning.

Assessment Method

Assessment will be undertaken in accordance with the relevant applicable legislation.

A variety of assessment methods may be used including:

- Workbook assessment tasks
- Simulation
- Demonstration
- Oral and written activities.
- Completion of workbook exercises

Policies and Procedures

The policies and procedures applicable to this course are set out in the Candidate Handbook.

A copy of the handbook will be given to you at your enrolment. Please discuss any questions you may have in relation to these policies and procedures with your trainer or supervisor.

Course Duration

This course will be delivered and assessed in the workplace for up to 24 months. We are able to accelerate the duration of the course under certain circumstances.

Outline & Structure

Candidates are required to complete 14 units primarily chosen from those below (PMB20401).

Course Structure

5 Core units are required to complete this course.

- PMBOHS101B Follow OH&S policies & procedures
- PMBHAN103B Shift materials safely by hand
- PMBWKOP101B Apply work procedures and practices
- PMBQUAL101A Apply quality processes
- PMBCOMM102B Complete workplace documents

Other units are required to complete this course.

- PMBMAINT101B Conduct housekeeping activities
- PMBOHS207B Implement and monitor OH&S policies and procedures
- PMBOHS204B Apply emergency/incident procedures
- PMBMAINT202B Undertake basic maintenance
- PMBPROD200A Operate equipment
- PMBPROD207A Operate calendar
- PMBWASTE101B Collect waste for recycling or safe disposals
- PMBENV100A Identify and minimise environmental / hazards
- PMBENV200A Respond to environmental hazards

Qualifications

As part of the Australian Qualifications Framework this program is nationally recognised. On successful completion participants will be awarded the Certificate II in Process Manufacturing (PMB20401).

Further Information

For further information regarding this course contact
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