



## Certificate III Competitive Systems and Practices (MSS30316)

### What does an efficient manufacturing centre mean to your company?

ABEX Training Group is staffed with professional competitive manufacturing workplace trainers that can help your organisation grow by up skilling your employees.

Upon the completion of this course your employees will have the skills and up to date knowledge that comply with Australian procedures and legislation.

ABEX Training Group can help your organisation be industry leaders. This course will give your employees a new and professional skill set in the following areas:

- LEAN Manufacturing processes
- National Occupational Health & Safety standards
- Reduce overall costs utilising LEAN processes
- Latest safety legislations in competitive manufacturing operations

Up skilling your staff gives you a competitive edge by converting your employees into competitive manufacturing industry professionals. Training is conducted at your business premises at times to suit you, together with structured training withdrawal.

### Benefits of becoming a LEAN Enterprise:

- Reduced costs
- Increased quality
- Reduced lead times
- Reduced inventories and operating expenses
- Reductions in scrap and rework
- Increased responsiveness
- Improved communications

### As an employer you benefit by:

- More efficient employees
- More efficient production line
- Less downtime
- Increase in profitability
- Increased efficiency
- Developing quality staff
- Increase in staff retention
- Up-to-date procedures
- Latest OHS Standards
- Minimise Work Cover claims

### Your employees benefit by:

- Nationally recognised qualification
- More valuable to employer
- Job security & satisfaction
- Become an industry professional



NATIONALLY RECOGNISED  
TRAINING

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## Course Outline

**Participate in environmentally sustainable work practices (MSMENV272)** This unit of competency covers the skills and knowledge required to effectively find out current resource use and carry out improvements, in own work area, including those that reduce the negative environmental impacts of work practices.

**Work safely (MSMWHS200)** This unit of competency covers the skills and knowledge required to apply workplace policies and procedures to maintain a safe work environment for self and others.

**Review competitive systems and practices (MSS403001)** 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.

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**Use structured problem-solving tools (MSMSUP390)** This unit of competency covers the skills and knowledge required to use structured process improvement tools to solve process and other problems.

**Sustain process improvements (MSS402002)** This unit of competency covers the skills and knowledge required by an individual to prevent process improvements in their own work from slipping back to former practices or digressing to less efficient practices.

**Apply quick changeover procedures (MSS402020)** This unit of competency covers the skills and knowledge required to apply quick changeover procedures in an organisation implementing competitive systems and practices.

**Facilitate change in an organisation implementing competitive systems and practices (MSS403010)** This unit of competency covers the skills and knowledge required by individuals responsible for facilitating change processes in an organisation implementing competitive operational practices.

**Facilitate implementation of competitive systems and practices (MSS403011)** This unit of competency covers the skills and knowledge required by individuals who facilitate, lead or mentor others in competitive systems and practices implementation in a work area.

**Analyse manual handling processes (MSS403032)** This unit of competency covers the skills and knowledge required to analyse manual handling in terms of its efficiency and safety.

**Facilitate and improve implementation of 5S (MSS403040)** This unit of competency covers the skills and knowledge required by an individual to facilitate the implementation and improvement of the 5S by self and others in a team or work area.

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This unit can be included at your request.

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## Kanban

Kanban is a card or sheet used to authorise production or movement of an item; when fully implemented, Kanban (the plural is the same as the singular) operates according to the following rule:

All production and movement of parts and material take place only as required by a downstream operation, i.e. all manufacturing and procurement are ultimately driven by the requirements of final assembly or the equivalent

The specific tool which authorizes production or movement is called a Kanban. The word literally means card or sign, but it can legitimately refer to a container or other authorizing device. Kanban have various formats and content as appropriate for their usage (e.g. a Kanban for a vendor is different than a Kanban for an internal machining operation).

Kanban is typically applied to batch type operation and the production is measured in units produced. In continuous manufacturing organisations, production is measured in terms of production rate (e.g. kg/h, tonne/day) and rate is increased/decreased according to the flow authorisation which may be a Kanban (e.g. ticket, order from a supplier) or may be a SCADA signal from a remote facility (e.g. customer tank) saying that re-supply is required or similar.

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## Facilitate and improve implementation of 5S (MSS403040)

Sort through everything in each work area. Keep only what is necessary.

Set in order, arrange and identify everything in a work area for the most efficient and effective retrieval and return to its proper place.

Shine, once you have everything, from each individual work area up to your entire facility, sorted (cleaned up) and organised, you need to keep it that way.

Standardise & develop a work structure that will support the new practices and make them into habits. As you learn more, update and modify the standards to make the process simpler and easier.

Sustain continue training and maintaining the standards. Have a formal system for monitoring the results of your 5S program. Continue to educate people about maintaining standards

**This training is delivered with Victorian funding for eligible applicants  
People with disabilities are encouraged to apply**

<b>Course Code</b>	MSS30316
<b>Mode of delivery</b>	Workplace Based, Traineeship
<b>Duration/Length</b>	Workplace Based - 12 months, Traineeship – 1-3 years
<b>Intake</b>	Flexible