

The Spectra Training Difference

Spectra's Dynamic Training System offers the unique experience of group and individual training delivered in workshops and on the job. This ensures practical application of learning in your workplace that provides real benefits that help retain staff and add value to your business.

- Our trainers are industry experienced professionals.
- Minimal disruption to your operations.
- We develop training strategies that respond to industry-specific needs using our in-house instructional design writers.



MSS30316

CERTIFICATE III IN COMPETITIVE SYSTEMS & PRACTICES – LEAN TEAM MEMBER

Entry Requirements

- Participants' primary role/function must be to perform a variety of operational oriented tasks.
- Participants must have reasonable English language skills and basic literacy and numeracy skills.

Duration

This program is typically delivered over a 12 month period; however, this will vary according to client needs and will be negotiated during the consultation process.

Pre-Training Review

A pre-training review will be undertaken to ascertain the participant's current levels of language, literacy & numeracy (LL&N), eligibility for skills recognition/recognition of prior learning and if any specific support needs are required.

Pathway / Careers

Successful completion of this program assists in developing an autonomous worker capable of making effective decisions to improve their own and others' work processes, and can lead to career opportunities as a team leader, or process or operational specialist in various manufacturing or service oriented organisations.

Further study can be undertaken in the Certificate IV in Competitive Systems & Practices (MSS40316).

Delivery and Assessment Methods

- Delivery is a combination of group workshops and coaching sessions. Group workshops ensure the theory is well understood and then the knowledge and skills are further developed and practised in the coaching sessions.
- Assessment tasks typically include on-the-job observation and questioning, in-class activities and workplace based projects.

Mentor Induction and Engagement

Workplace mentors from your business are inducted into the program to ensure the knowledge and skills are reinforced to ensure the participant progresses through the course to completion.

Fees and Charges

Information about course fees and charges can be found in the National Fees Booklet available on the Spectra website: www.spectra.edu.au together with Spectra's Refund Policy.

Eligibility / Government Funding

Spectra Training is a national provider of workplace training. For eligible participants, this training may be partly funded by your State/Territory Government in partnership with the Commonwealth Government. For information on eligibility criteria, please consult the Spectra Training website: www.spectra.edu.au

For further information on state/territory initiatives or details of an Australian Apprenticeship Centre please visit: www.australianapprenticeships.gov.au

Certificate III in Competitive Systems & Practices

Proposed Training Program

Pre-Training Review, including:

- Skills recognition application (if applicable)
- Language, Literacy and Numeracy assessment
- Program overview
- Enrolment
- Learner Induction
- Mentor Induction

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Spectra Training Australia is a business name
of CLB Training & Development Pty Ltd

Cycle 1: 5S

MSS402040 Apply 5S procedures

MSMWHS200 Work safely – **CORE UNIT**

Topics include: ➤ Customer value vs. waste ➤ Workplace organisation ➤ Hazard identification
➤ Risk assessment and control ➤ WHS compliance

Cycle 2: Visual Workplace

MSS403035 Implement the visual workplace

Topics include: ➤ Visual instructions ➤ Visual metrics/KPIs ➤ Visual controls ➤ Visual communication boards

Cycle 3: Resource Reduction

MSMENV272 Participate in environmentally sustainable work practices – **CORE UNIT**

Topics include: ➤ Identifying and monitoring resource usage ➤ Environmental impacts of work practices ➤ Resource usage reduction

Cycle 4: Problem Solving

MSS402080 Undertake root cause analysis

Topics include: ➤ Root Cause Analysis ➤ Problem identification and elimination ➤ Problem solving tools and techniques

Cycle 5: Kaizen

MSS402052 Implement continuous improvement through the use of standardised procedures and practices

Topics include: ➤ Continuous improvement models ➤ Current vs. future state ➤ A3 improvement plans ➤ Standardised work practices ➤ Adopting change

Cycle 6: Process Mapping and Elective Units*

MSS403053 Map an operational process

Topics include: ➤ Process maps and flowcharts ➤ Identifying waste and value adding activities
➤ Internal and external customers and suppliers ➤ Understanding the process and customer requirements

** For Cycle 6, relevant value-adding electives must be selected from the following, based on the operational environment.*

QCO – MSS402020 Apply quick changeover procedures

Topics include: ➤ Ensuring safe and efficient changeovers (setup reduction) ➤ Identifying internal, external and parallel tasks ➤ Streamlining activities

COST REDUCTION – MSS402082 Apply cost factors to work practices

Topics include: ➤ Understanding how work practices affect costs ➤ Identifying costs controllable by self and work team ➤ Applying cost reduction strategies

MISTAKE PROOFING – MSS403087 Mistake proof an operational process

Topics include: ➤ Error proofing concepts ➤ Identifying critical quality points in work processes ➤ Implementing error proofing methods and devices

Cycle 7: Reflection - Sustaining the System

MSS403001 Review competitive systems and practices – **CORE UNIT**

MSS403085 Ensure process improvements are sustained

Topics include: ➤ Sustaining improvements ➤ Celebrating achievement ➤ Auditing and monitoring ➤ Future planning