Diploma of Competitive Systems & Practices

spectra training

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.

MSS50322
DIPLOMA OF COMPETITIVE SYSTEMS & PRACTICES

Entry Requirements

> The course is targeted at those currently in, or expected to be chosen for leadership positions within their organisations.

> Participants should be self-starters with good English language skills and literacy and numeracy skills equivalent to Year 10 of compulsory schooling, as a minimum.

Duration

This program is typically delivered over an **20**-month period **(4 months for pre-training review, contingencies and known blackout periods);** 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 can bolster a participant's chances for selection to senior management or executive management positions within their organisation.

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

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Proposed Training Program

Pre-Training Review, including:

> Skills recognition application (if applicable)

> Language, Literacy and Numeracy assessment

> Program overview

> Enrolment

> Learner Induction

> Mentor Induction

A smarter future

Melbourne Office (Head Office)

Level 7, 628 Bourke Street
Melbourne VIC 3000

P +61 03 9292 8000

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

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Cycle 1: Leading Cultural Change

MSS405027 Facilitate a competitive systems and practice culture in an organisation – **CORE UNIT**

MSS405078 Lead and manage people in a competitive systems and practices environment – **CORE UNIT**

Topics include: > Improve the alignment of organisational culture

> Facilitate improvements in organisational culture

> Responsibility to support the development > Remove barriers

Cycle 2: Effective Communication

MSS405028 Develop a communications strategy to support operations

Topics include: > Establish a communications strategy to support employees and processes

> Types of data and information > KPIs relevant to communications strategy

> Communication media, relevant software and standard formats

Cycle 3: Monitoring Business Performance

MSS405019 Develop a Balanced Scorecard

MSS405066 Establish data collection and processing protocols

Topics include: > Balanced Scorecard principles > Develop KPIs > Metrics and reporting systems

Cycle 4: Manage 5S

MSS405042 Manage 5S system in an organisation

Topics include: > Customer value vs. waste > Managing sort, set, shine, standardise and sustain > Ergonomics and WHS compliance

Cycle 5: Problem Solving

MSS402084 Undertake root cause analysis

Topics include: > Root Cause Analysis > Problem identification and elimination > Problem solving tools and techniques > Error proofing concepts

Cycle 6: Optimisation

MSS405000 Develop competitive systems and practices for operational objectives – **CORE UNIT**

MSS405039 Implement and optimise levelled pull system

MSS403003 Contribute to improvements in competitive systems and practices

Topics include: > Continuous improvement models > Managing a continuous improvement system > System review > Future planning

Cycle 7: Innovation

MSS405043 Implement improvement systems in an organisation – **CORE UNIT**

Topics include: > Improvement systems > Monitor and sustain the systems > Resolve problems or barriers to implementation

Cycle 8: The Value Stream

MSS403057 Map an operational process – **CORE UNIT**

MSS405025 Analyse and map a value stream

MSS405047 Undertake analysis of cost and waste in terms of customer value

Topics include: > Process maps and flowcharts > Implementing cost reductions > Identifying customer benefit and waste costs > Identifying controllable costs

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For more information, visit Spectra Training at www.spectra.edu.au,

phone our friendly team on 03 9292 8000 or email info@spectra.edu.au