

## 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.



**MSS40316**

## CERTIFICATE IV IN COMPETITIVE SYSTEMS & PRACTICES – LEAN TEAM LEADER

### Entry Requirements

- Participants' primary role/function must be to perform a variety of operational tasks, and have responsibility for leading a work team or be supported by their employer to undertake this program as preparation for such a role.
- Participants must have reasonable English language skills and basic literacy and numeracy skills.

### Duration

This program is typically delivered over an 18-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 can lead to career opportunities such as Production Team Leader, Production Supervisor, Quality Controller, or Business Administration Team Leader.

Further study can be undertaken in the Diploma of Competitive Systems & Practices (MSS50316).

### 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](http://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](http://www.spectra.edu.au)

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

# Certificate IV 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

MSS403040 Facilitate and improve implementation of 5S

**Topics include:** ➤ Customer value vs. waste ➤ Leading sort, set, shine, standardise and sustain ➤ Ergonomics and WHS compliance

### Cycle 2: Visual Workplace

MSS403035 Implement the visual workplace

**Topics include:** ➤ Visual instructions ➤ Visual metrics/KPIs ➤ Visual controls ➤ Visual communication boards ➤ Lean leadership and team engagement

### Cycle 3: Resource Reduction

MSMENV472 Implement and monitor environmentally sustainable work practices – **CORE UNIT**

**Topics include:** ➤ Identifying and monitoring team resource usage ➤ Environmental impacts of work practices ➤ Leading resource usage reduction

### Cycle 4: Problem Solving

MSS402080 Undertake root cause analysis

MSMSUP390 Use structured problem solving tools

MSS403087 Mistake proof an operational process

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

### Cycle 5: Kaizen

MSS403055 Facilitate 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 ➤ Monitoring and auditing

### Cycle 6: Process Mapping and Elective Units\*

MSS403053 Map an operational process

**Topics include:** ➤ Process maps and flowcharts ➤ Setup reduction ➤ Internal, external and parallel tasks ➤ Streamlining activities ➤ Identifying and reducing costs

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

**QCO** – MSS403084 Improve changeovers

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

**COST REDUCTION** – MSS403086 Improve cost factors in work practices

**Topics include:** ➤ Understanding how work practices affect costs ➤ Identifying controllable costs ➤ Implementing cost reduction strategies

### Cycle 7: Reflection - Sustaining the System

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

MSS403085 Ensure process improvements are sustained

MSS403010 Facilitate change in an organisation implementing competitive systems and practices – **CORE UNIT**

**Topics include:** ➤ Change management strategies ➤ Sustaining improvements ➤ Celebrating achievement ➤ Auditing and monitoring ➤ Future planning