

# Certificate IV in Competitive Systems & Practices

## 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.



MSS40322

## CERTIFICATE IV IN COMPETITIVE SYSTEMS & PRACTICES

### 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 (plus 2 months for the block out 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 (MSS50322).

### 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)

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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

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### Melbourne Office (Head Office)

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Spectra Training Australia is a business name  
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### Cycle 1: 5S

MSS403045 Facilitate and improve 5S

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

### Cycle 2: Visual Workplace

MSS403037 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

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

### Cycle 4: Problem Solving

MSS402084 Undertake root cause analysis

MSMSUP390 Use structured problem-solving tools

MSS404051 Mistake proof an operational process

**Topics include:** ➤ Root Cause Analysis ➤ Problem identification and elimination

### Cycle 5: Leadership

MSS405078 Lead and manage people within competitive systems and practices

**Topics include:** ➤ Professional development

➤ Operational planning ➤ Operational management

### Cycle 6: Process Mapping & Cost Reduction

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

MSS403082 Improve cost factors in work practices

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

### Cycle 7: Reflection - Sustaining the System

MSS403081 Ensure process improvements are sustained

MSS403003 Contribute to improvements in competitive systems and practices – **CORE UNIT**

MSS403012 Facilitate change in a competitive systems and practices environment – **CORE UNIT**

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