

# Certificate II 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.



**MSS20316**

## CERTIFICATE II IN COMPETITIVE SYSTEMS & PRACTICES

### 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 the ongoing development of employees, resulting in a more autonomous worker, capable of making improvements to the processes they perform, and resolving challenges impacting their performance.

### 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 II 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

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

### Cycle 1: 5S

MSS402040 Apply 5S procedures

MSMWHS200 Work safely – **CORE UNIT**

**Topics include:** ➤ Value vs. waste ➤ Sort, Set, Shine, Standardise & Sustain  
➤ Spaghetti diagrams ➤ Hazard identification ➤ Risk control

### Cycle 2: Visual Workplace

MSS403035 Implement the visual workplace

**Topics include:** ➤ Visual Instructions ➤ Visual metrics/KPIs ➤ Visual boards  
➤ Internal/external customers

### Cycle 3: Resource Reduction

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

**Topics include:** ➤ Resource usage monitoring ➤ Environmental impacts  
➤ Resource usage reduction

### Cycle 4: Problem Solving

MSS402080 Undertake root cause analysis

**Topics include:** ➤ Root Cause Analysis (RCA)

### Cycle 5: Kaizen

MSS402052 Implement continuous improvements based on standardised procedures and practices

**Topics include:** ➤ 5 Whys, Fishbone, Pareto Charts ➤ Error proofing concepts  
➤ Current/Future state ➤ Single page improvement planning ➤ CI models & methodologies  
➤ Standardising work practices ➤ Process mapping ➤ Flowcharting

### Cycle 6: Process Mapping and QCO

MSS403053 Map an operational process

MSS402010 Manage the impact of change on own work – **CORE UNIT**

**Topics include:** ➤ Process maps and flowcharts ➤ Identifying waste and value adding activities  
➤ Internal and external customers and suppliers ➤ Understanding the process and customer requirements  
➤ Ensuring safe and efficient changeovers (setup reduction) ➤ Identifying internal, external and parallel tasks  
➤ Streamlining activities

### Cycle 7: Reflection - Sustaining the System

MSS402002 Sustain process improvements

MSS402001 Apply competitive systems and practices – **CORE UNIT**

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