

## 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.



**MSS50316**

## DIPLOMA OF COMPETITIVE SYSTEMS & PRACTICES – LEAN BUSINESS LEADER

### Entry Requirements

- The course is targeted at those currently in senior 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 a 24 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 bolster a participant's chances for selection to senior management or executive management positions within their organisation.

Further study can be undertaken in the MSS60316 Advanced Diploma of Competitive Systems and Practices..

### 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)

# Diploma of 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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### Melbourne Office (Head Office)

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

### Cycle 1: Leading Cultural Change

MSS405013 Facilitate holistic culture improvement in an organisation – **CORE UNIT**

MSS403010 Facilitate change in an organisation implementing competitive systems and practices

BSBWOR501 Manage personal work priorities and professional development

**Topics include:** ➤ Define nature and impact of change ➤ Facilitate team application and development of skills ➤ Achieve a company wide appreciation for Lean ➤ Create systems and processes for organisation

### Cycle 2: Effective Communication

MSS405014 Develop a communications strategy to support operations

BSBLDR401 Communicate effectively as a workplace leader

**Topics include:** ➤ Strategy visualisation ➤ Effective communication and employee engagement

### Cycle 3: Monitoring Business Performance

MSS405006 Develop a Balanced Scorecard

MSS405064 Determine and establish information collection requirements and processes

BSBINM401 Implement workplace information system

**Topics include:** ➤ Facilitate improvement of operational performance ➤ Develop KPIs ➤ Visualising significant information

### Cycle 4: Manage 5S

MSS405040 Manage 5S system in an organisation

**Topics include:** ➤ Customer value vs. waste ➤ Everything in an allocated space

### Cycle 5: Problem Solving

MSS402080 Undertake root cause analysis

**Topics include:** ➤ Implement permanent solutions to problems ➤ Problem solving tools and techniques

### Cycle 6: Project Management & ESWP

BSBPMG522 Undertake project work

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

**Topics include:** ➤ Project management standards, tools and techniques ➤ Improve the organisation's environmental impact

### Cycle 7: Optimisation

MSS405033 Optimise office systems to deliver to customer demand

MSS405001 Develop competitive systems and practices for an organisation – **CORE UNIT**

MSS403001 Review competitive systems and practices

**Topics include:** ➤ Project management standards, tools and techniques ➤ Improve the organisation's environmental impact

### Cycle 8: Innovation

MSS405041 Implement improvement systems in an organisation

BSBINN301 Promote innovation in a team environment

**Topics include:** ➤ Introduce continuous improvement processes ➤ Proactive support for maximum opportunities

### Cycle 9: The Value Stream

MSS403053 Map an operational process

MSS405008 Analyse and map a value stream

MSS405031 Undertake value analysis of product or process costs in terms of customer requirements

**Topics include:** ➤ Visualise an operational process ➤ Analyse value add and waste in operational processes ➤ Determine value add factors

For more information, visit Spectra Training at [www.spectra.edu.au](http://www.spectra.edu.au),  
phone our friendly team on 03 9292 8000 or email [info@spectra.edu.au](mailto:info@spectra.edu.au)