

Certificate III 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.



MSS30322

CERTIFICATE III 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 11-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 assists in developing an autonomous worker capable of making effective decisions to improve their own and others' work processes, and can lead to career opportunities as a team leader, or process or operational specialist in various manufacturing or service oriented organisations.

Further study can be undertaken in the Certificate IV in Competitive Systems & Practices (MSS40322).

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

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

Cycle 1: 5S

MSS402042 Apply 5S procedures

MSMWHS200 Work safely – **CORE UNIT**

Topics include: ➤ Customer value vs. waste ➤ Workplace organisation ➤ Hazard identification
➤ Risk assessment and control ➤ WHS compliance

Cycle 2: Visual Workplace

MSS403037 Implement the visual workplace

Topics include: ➤ Visual instructions ➤ Visual metrics/KPIs ➤ Visual controls ➤ Visual communication boards

Cycle 3: Resource Reduction

MSMENV272 Participate in environmentally sustainable work practices

Topics include: ➤ Identifying and monitoring resource usage ➤ Environmental impacts of work practices ➤ Resource usage reduction

Cycle 4: Problem Solving

MSS402084 Undertake root cause analysis – **CORE UNIT**

Topics include: ➤ Root Cause Analysis ➤ Problem identification and elimination ➤ Problem solving tools and techniques

Cycle 5: Standardisation

MSS402056 Apply and improve standardised work practices

Topics include: ➤ Continuous improvement models ➤ Current vs. future state
➤ Improvement plans ➤ Standardised work practices ➤ Adopting change

Cycle 6: Process Mapping & Cost Reduction

MSS403057 Map an operational process

MSS402087 Apply cost factors to work practices

Topics include: ➤ Process maps and flowcharts ➤ Identifying waste and value adding activities
➤ Internal and external customers and suppliers ➤ Understanding the process and customer requirements

Cycle 7: Reflection - Sustaining the System

MSS402004 Sustain process improvements

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

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

Cycle 8: Quality Improvements

MSS402003 Apply competitive systems and practices – **CORE UNIT**

MSS402055 Apply quality standards

Topics include: ➤ Error proofing concepts ➤ Identifying critical quality points in work processes ➤ Implementing error proofing methods and devices