

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 CHAMPION

Entry Requirements

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

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

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

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

Cycle 1: Manage 5S

MSS405040 Manage 5S system in an organisation

MSS405084 Manage people relationships

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

Cycle 2: Visual Workplace

MSS405006 Develop a Balanced Scorecard

MSS405064 Determine and establish information collection requirements and processes

MSS403005 Facilitate use of a balanced scorecard for performance improvement

MSS403035 Implement the visual workplace

Topics include: ➤ Visual instructions/controls ➤ Visual metrics/KPIs ➤ Visual communication boards ➤ Voice of the customer ➤ Lean leadership and team engagement

Cycle 3: Project Management and Resource Reduction

BSBPMG522 Undertake project work

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

Topics include: ➤ Project management methodology ➤ Identifying and monitoring team resource usage ➤ Implementing resource reduction strategies

Cycle 4: Problem Solving

MSS402080 Undertake root cause analysis

MSMSUP390 Use structured problem solving tools

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

Cycle 5: Kaizen & STDW

MSS405041 Implement improvement systems in an organisation

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 ➤ Managing a continuous improvement system

Cycle 6: Process Mapping & Elective Units*

MSS403053 Map an operational process

MSS405030 Optimise cost of a product or service

Topics include: ➤ Process maps and flowcharts ➤ Implementing cost reductions

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

QCO: MSS405020 Develop quick changeover procedures

MSS403084 Improve changeovers

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

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

MSS402082 Apply cost factors to work practices

Topics include: ➤ Identifying customer benefit and waste costs ➤ Identifying controllable costs ➤ Competitor benchmarking ➤ Developing cost reduction strategies

Cycle 7: Reflection - Sustaining the System

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

MSS403001 Review competitive systems and practices

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

MSS405014 Develop a communications strategy to support operations

Topics include: ➤ System review ➤ Change management and conflict resolution ➤ Sustaining improvements ➤ Celebrating achievement ➤ Auditing and monitoring ➤ Future planning