A smarter future

Our trainers can work with you to identify essential skills needed by your workforce and design a training solution to drive your business forward.

> Printing

> Print Finishing

> Pre-Press

> Competitive Systems & Practices

Office:

Unit 17, 169 Unley Rd,
Unley SA 5061

P 08 8172 0022
F 08 8172 0833

TOID 40122

For more information, visit PTA at
www.printtrain.com.au
or phone our friendly team on
08 8172 0022
or email
admin@printtrain.edu.au

Certificate IV in Competitive Systems & Practices

MSS40316 CERTIFICATE IV IN COMPETITIVE SYSTEMS & PRACTICES

Course Overview

Competitive Systems and Practices teaches the 'Lean mindset' to help employees see opportunities to reduce wasteful activities and add value to the organisational processes.

© gettyimages

Competitive Systems & Practices

The Spectra Training Difference

PTA's programs offer the unique experience of group and individual training delivered in workshops and on the job. This ensures practical application of learning in your workplace so staff enjoy training and can apply skills and knowledge.

> PTA engages with workplace mentors to ensure the training provides real benefits and improvements that help retain staff and add value to your business.

> Our trainers are industry experienced professionals who can ensure measurable outcomes.

> Minimal disruption to your operations as we understand day to day work pressures.

> We engage directly with industry and implement training strategies that will respond to industry's specific needs using our in-house instructional design writers.

> Hands on support for individuals as some staff need additional training assistance.

MSS40316 CERTIFICATE IV IN COMPETITIVE SYSTEMS & PRACTICES

Course Overview

This program teaches the 'lean mindset,' and leadership and facilitation skills, to help employees improve efficiency in a team or work area, as well as in their own work role.

Delivery and Assessment Methods

Delivery is a combination of group workshops and one-on-one sessions. Group workshops ensure the theory is well understood and then the knowledge and skills are practised in the one-on-one coaching sessions. Assessment tasks typically include on-the-job observation and questioning, in-class activities and workplace based projects.

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 12 month period (12 months in WA), however this will vary according to client needs and will be negotiated during the consultation process.

Course Structure

Thematic Training 'Cycles'
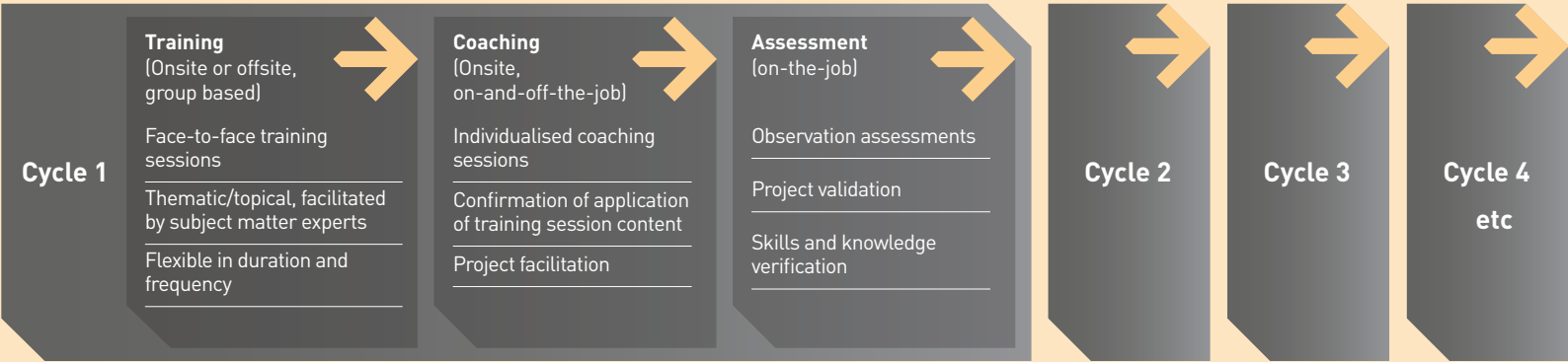
Proposed Training Program

| Pre-Training | Induction & Simulation* (*Optional) | Pre-training review, including: > Skills recognition application (if applicable) > Language, Literacy and Numeracy assessment | > Learner needs analysis > Program overview | Learner Induction |
| | | | | Mentor Induction |

Cycle No.	Title	Topics Covered	Units
Cycle 1	Visual Controls	> Visual instructions > Visual metrics/KPIs > Visual controls > Visual communication boards > Lean leadership & team engagement	Implement the visual workplace (MSS403035)
Cycle 2	5S	> Customer value vs. waste > Leading sort, set, shine, standardise & sustain > Ergonomics & WHS compliance	Facilitate and improve implementation of 5S (MSS403040)
Cycle 3	Kaizen/Problem Solving/ Process Mapping/VSM	> Root Cause Analysis > Problem identification & elimination > Problem solving tools and techniques > Error proofing concepts > Continuous improvement models > Current vs. future state > A3 improvement plans > Standardised work practices > Monitoring and auditing > Process maps & flowcharts > Setup reduction > Internal, external & parallel tasks > Streamlining activities > Identifying & reducing costs	Undertake root cause analysis (MSS402080) Use structured problem solving tools (MSMSUP390) Mistake proof an operational process (MSS403051) Map an operational process (MSS403033) Facilitate continuous improvement through the use of standardised procedures and practices (MSS403044) Elective Unit (MSS40XXXX)
Cycle 4	Resource Reduction	> Identifying & monitoring team resource usage > Environmental impacts of work practices > Leading resource usage reduction	Implement and monitor environmentally sustainable work practices (MSMENV472)
Cycle 5	Reflection	> Change management strategies > Sustaining improvements > Celebrating achievement > Auditing and monitoring > Future planning	Review competitive systems and practices (MSS403001) Ensure process improvements are sustained (MSS403002) Facilitate change in an organisation implementing competitive systems and practices (MSS403010)

For Cycle 3, a relevant value-adding elective must be selected from the following:

Cycle 3 Electives			
	QCO	> Ensuring safe and efficient changeovers (setup reduction) > Identifying internal, external & parallel tasks > Streamlining activities	Improve changeovers (MSS403084)
	Cost Reduction	> Understanding how work practices affect costs > Identifying controllable costs > Implementing cost reduction strategies	Improve cost factors in work practices (MSS403030)
	TPM	> Assessing maintenance requirements for plant & equipment > Identifying overall equipment efficiency targets > Identifying training needs for team > Developing maintenance schedules	Assist in implementing a proactive maintenance strategy (MSS404082)
	VSM	> Identifying supplier/s and customer/s > Defining customer needs and value > Identifying and reducing/eliminating waste (non-value adding activities)	Analyse and map a value stream (MSS405002)

Pre-training Review

Prior to the commencement of training, 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.

Mentor Induction and Engagement

PTA believes that it is very important to have effective workplace mentors from your business engaged in this learning. This ensures that the knowledge and skills are reinforced throughout the program and that the participant progresses through and completes the course. Workplace mentors are comprehensively inducted into the program so their roles and responsibilities are well understood.

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 (MSS50316).

Access and Equity

PTA is committed to ensuring people with special needs have equal opportunity and access to its courses. PTA is committed to identifying and supporting the learning needs of each individual and encourages people of all abilities to apply to undertake learning.

Fees and Charges

The Participant Course Fees will be negotiated and agreed on an individual basis, based on a number of variables and are normally split into a commencement fee and progression fees. Please consult you PTA representative for further information.

Eligibility / Government Funding

For eligible participants, this training may be partly funded by the South Australian Government in partnership with the Commonwealth Government.

If accessing this funding students may not be eligible for further State and Commonwealth Government Funded Training.

For information on eligibility criteria, please consult the Workready website: www.skills.sa.gov.au

For further information on State/Territory initiatives or details of an Australian Apprenticeship Centre please visit: www.australianapprenticeships.gov.au