

A smarter future

Our consultants can work with you to identify essential skills needed by your workforce and design a training solution to drive your business forward across business sectors that include:

- > Business Services
- > Competitive Systems & Practices
- > Management
- > Manufacturing
- > Printing & Graphic Arts
- > Retail Services
- > Sales & Customer Service
- > Transport & Logistics

For more information, visit Spectra Training at www.spectra.edu.au or phone our friendly team on **03 9292 8000** or email info@spectra.edu.au

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Certificate II in Competitive Systems & Practices

MSS20316 CERTIFICATE II IN COMPETITIVE SYSTEMS & PRACTICES



Course Overview

This program delivers training in lean principles to employees working under the supervision or leadership of others. It teaches the tools and methods of applying these principles to current practices to improve the way we work.



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 system ensures practical application of learning in your workplace so staff enjoy training and can apply their skills and knowledge.

- > Spectra Training 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.
- > We identify where individuals may need extra support and assistance to complete their training.

MSS20316 CERTIFICATE II IN COMPETITIVE SYSTEMS & PRACTICES

Course Overview

This program delivers training in lean principles to employees working under the supervision or leadership of others. It teaches methods of applying these principles to current practices, and the use of tools and techniques to improve the way we work and, as a result, to improve the overall performance of the organisation. In simple terms, lean is a way of thinking aimed at continuously improving practices and processes, and to find ways to make them easier, better, faster and ultimately, cheaper for your customer.

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

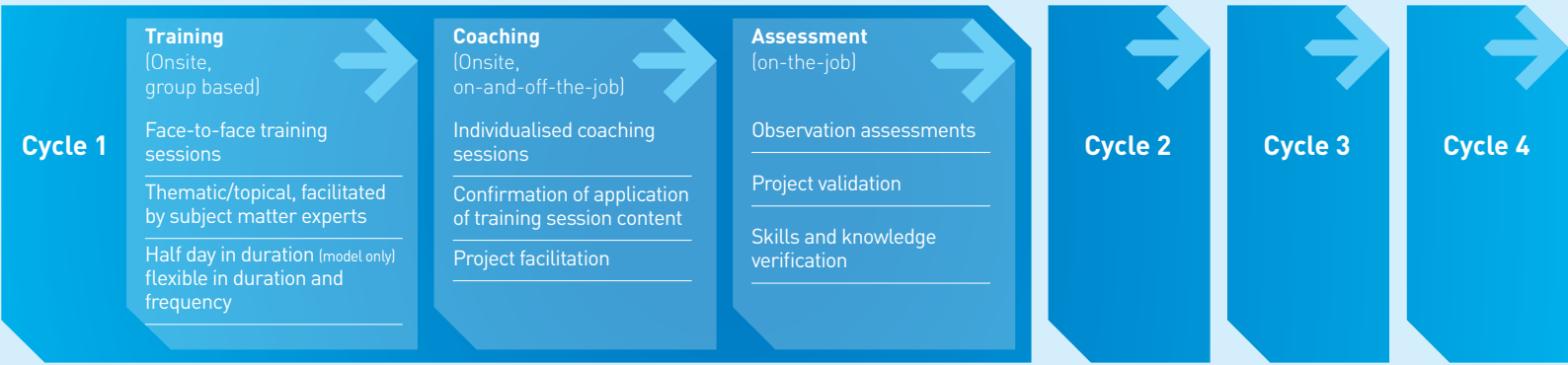
Participants’ primary role/function must be to perform a variety of operational oriented tasks. Participants must have reasonable English language skills and basic literacy and numeracy skills.

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.

Course Structure

Dynamic Training System Cycle



Proposed Training Program

Pre-Training	Induction	Pre-training review, including: ➤ Skills recognition application (if applicable) ➤ Language, Literacy and Numeracy assessment		Learner Induction
		➤ Identification of learner support needs ➤ Program overview		Mentor Induction
Cycle No.	Title	Topics Covered	Units	
Cycle 1	5S	➤ Value vs. waste ➤ Sort, Set, Shine, Standardise & Sustain ➤ Spaghetti diagrams ➤ Hazard identification ➤ Risk control	Apply 5S procedures (MSS402040)	
			Work safely (MSMWHS200) – CORE UNIT	
Cycle 2	Visual Workplace	➤ Visual Instructions ➤ Visual metrics/KPIs ➤ Visual boards ➤ Internal/external customers	Implement the visual workplace (MSS403035)	
Cycle 3	Resource Reduction	➤ Resource usage monitoring ➤ Environmental impacts ➤ Resource usage reduction	Participate in environmentally sustainable work practices (MSMENV272) – CORE UNIT	
Cycle 4	Problem Solving	➤ Root Cause Analysis (RCA)	Undertake root cause analysis (MSS402080)	
Cycle 5	Kaizen	➤ 5 Whys, Fishbone, Pareto Charts ➤ Error proofing concepts ➤ Current/Future state ➤ Single page improvement planning ➤ CI models & methodologies ➤ Standardising work practices ➤ Process mapping ➤ Flowcharting	Implement continuous improvement through the use of standardised procedures and practices (MSS402052)	
			Manage the impact of change on own work (MSS402010) – CORE UNIT	
Cycle 6	Elective Cycle	➤ (Insert Elective Unit here)	MUST CHOOSE ONE UNIT	Apply quick changeover procedures (MSS402020)
				Map an operational process (MSS403033)
Cycle 7	Reflection – Sustaining the System	➤ Celebrating wins ➤ Sustaining improvements ➤ Waste auditing ➤ Future planning	Sustain process improvements (MSS402002)	
			Apply competitive systems and practices (MSS402001) – CORE UNIT	



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

Spectra Training 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 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.

Access and Equity

Spectra Training is committed to ensuring people with special needs have equal opportunity and access to its courses. Spectra Training 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

Information about course fees and charges can be found in the National Fees Booklet available on the Spectra website: www.spectra.edu.au

Spectra’s Refund Policy is also published on the website.

Eligibility / Government Funding

Spectra Training is a national provider of workplace training (TOD 21356). For eligible participants, this training may be partly funded by your State/Territory 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 Spectra Training website.

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