

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 IV in Competitive Systems & Practices

MSS40316 CERTIFICATE IV IN COMPETITIVE SYSTEMS & PRACTICES – LEAN TEAM LEADER



Course Overview

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

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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.

MSS40316 CERTIFICATE IV IN COMPETITIVE SYSTEMS & PRACTICES

Course Overview

This program teaches the lean mindset and leadership and facilitation skills to help team leaders 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 the one-on-one coaching sessions enable participants to practise the knowledge and skills. Assessment tasks typically include in-class activities and workplace based projects, and may include on-the-job observation and questioning.

Entry Requirements

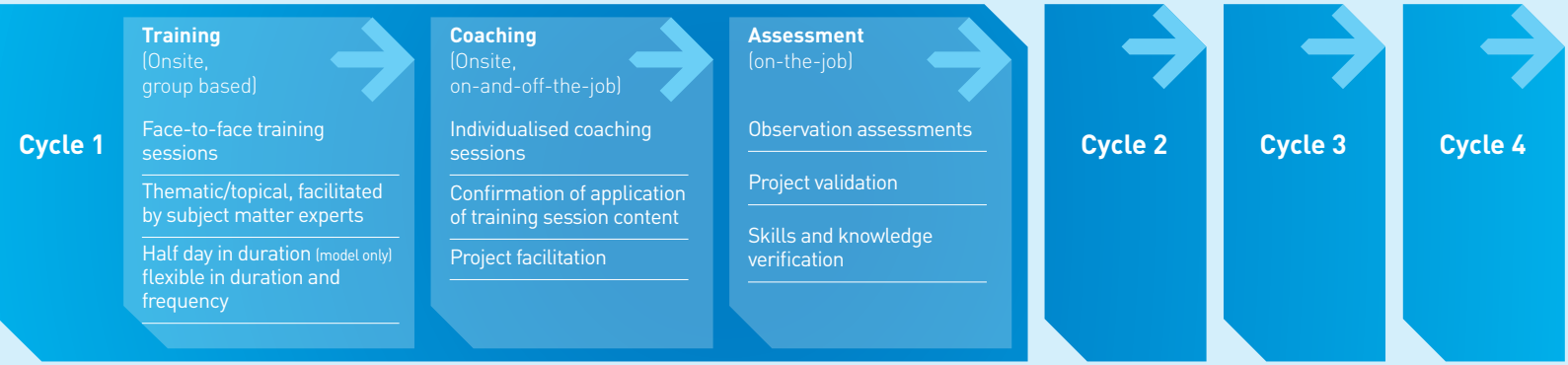
Participants’ primary role/function must be to perform a variety of operational tasks, and have responsibility for leading a work team or be supported by their employer to undertake this program as preparation for such a role. Participants must have reasonable English language skills and basic literacy and numeracy skills.

Duration

This program is typically delivered over an 18 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 - Lean Team Leader

| Pre-Training | Induction & Simulation* (*Optional) | Pre-training review, including: ➤ Skills recognition application (if applicable) ➤ Language, Literacy and Numeracy assessment ➤ Identification of learner support needs ➤ Program overview | Learner Induction Mentor Induction |
|--------------|-------------------------------------|--|--|
| Cycle No. | Title | Topics Covered | Units |
| Cycle 1 | 5S | ➤ Customer value vs. waste ➤ Leading sort, set, shine, standardise and sustain ➤ Ergonomics and WHS compliance | Facilitate and improve implementation of 5S (MSS403040) |
| Cycle 2 | Visual Workplace | ➤ Visual instructions ➤ Visual metrics/KPIs ➤ Visual controls ➤ Visual communication boards ➤ Lean leadership and team engagement | Implement the visual workplace (MSS403035) |
| Cycle 3 | Resource Reduction | ➤ Identifying and monitoring team resource usage ➤ Environmental impacts of work practices ➤ Leading resource usage reduction | Implement and monitor environmentally sustainable work practices (MSMENV472) (Core unit) |
| Cycle 4 | Problem Solving | ➤ Root Cause Analysis ➤ Problem identification and elimination ➤ Problem solving tools and techniques ➤ Error proofing concepts | Undertake root cause analysis (MSS402080) Use structured problem solving tools (MSMSUP390) Mistake proof an operational process (MSS403087) |
| Cycle 5 | Kaizen | ➤ Continuous improvement models ➤ Current vs. future state ➤ A3 improvement plans ➤ Standardised work practices ➤ Monitoring and auditing | Facilitate continuous improvement through the use of standardised procedures and practices (MSS403055) |
| Cycle 6 | Elective Cycle | ➤ Process maps and flowcharts ➤ Setup reduction ➤ Internal, external and parallel tasks ➤ Streamlining activities ➤ Identifying and reducing costs | Map an operational process (MSS403053) Elective Unit (MSS40xxxx) |
| Cycle 7 | Reflection – Sustaining the System | ➤ Change management strategies ➤ Sustaining improvements ➤ Celebrating achievement ➤ Auditing and monitoring ➤ Future planning | Review competitive systems and practices (MSS403001) (Core unit) Ensure process improvements are sustained (MSS403085) Facilitate change in an organisation implementing competitive systems and practices (MSS403010) (Core unit) |

For Cycle 6, a relevant value-adding elective must be selected from the following, based on the operational environment:

| | | | |
|------------------------|----------------|---|--|
| Cycle 6 Elective Units | 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 (MSS403086) |



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 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

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 (T01D 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