

Modification history

| Release | Comments |
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| Release 1 | This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0. |

| FBPPPL4003 | Schedule and manage production |
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| Application | This unit of competency describes the skills and knowledge required to plan, monitor and adjust schedules to meet operational requirements for production activities. The unit applies to individuals who take responsibility for their own work and provide and communicate solutions to others with some responsibility for planning and scheduling production. No licensing, legislative or certification requirements apply to this unit at the time of publication. Error! Use the Home tab to apply AFSA AR Code to the text that you want to appear here. |
| Prerequisite Unit | Nil |
| Unit Sector | People, Planning and Logistics (PPL) |

| Elements | Performance Criteria |
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| <i>Elements describe the essential outcomes.</i> | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i> |
| 1 Identify production requirements | 1.1 Use forecast and sales information to identify production requirements according to workplace procedures 1.2 Identify production priorities to satisfy demand |
| 2 Confirm resource requirements for production requirements | 2.1 Check stock levels of raw materials, ingredients, packaging components and consumables are available and can fulfil production requirements 2.2 Check equipment capacity and status are ready and available for production activities according to workplace procedures 2.3 Ensure human resources are available against production requirements |
| 3 Develop and communicate the production schedule | 3.1 Develop the production schedule to meet demand and delivery timelines within production capacity and budget 3.2 Ensure the production schedule takes account of stock levels, storage capacity, equipment capacity and product mix to minimise stock and product holdings and maximise production efficiency 3.3 Record the production schedule in the appropriate workplace format 3.4 Make available the production schedule to relevant personnel in a timely manner |
| 4 Monitor production schedule | 4.1 Monitor production to identify actual and potential barriers to achieving the schedule 4.2 Monitor resource usage rates to identify potential shortages 4.3 Identify, assess and address unplanned events that could affect the schedule |
| 5 Adjust production schedules | 5.1 Adjust production schedules to take account of identified changed conditions 5.2 Negotiate and communicate changes to the production schedule to relevant personnel in a timely manner 5.3 Identify resource implications of amended schedules and access resources to meet requirements 5.4 Identify and communicate potential failure to meet delivery deadlines to relevant personnel in a timely manner 5.5 Amend schedule documentation as required to meet workplace reporting requirements |

| Elements | Performance Criteria |
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| <i>Elements describe the essential outcomes.</i> | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i> |
| 6 Review production schedule development process | 6.1 Review the production scheduling process to identify opportunities for improvement 6.2 Identify, investigate and report variances in production against schedule to appropriate personnel 6.3 Consult personnel responsible for implementing the schedule to identify improvement opportunities 6.4 Revise the scheduling process to reflect improvements |

| Foundation Skills | |
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| <i>This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.</i> | |
| Skill | Description |
| Reading | <ul style="list-style-type: none"> Analyses and consolidates test results and data from a range of sources, against defined criteria and requirements |
| Writing | <ul style="list-style-type: none"> Writes, edits and proofreads documents to ensure clarity of meaning, and accuracy and consistency of information |
| Numeracy | <ul style="list-style-type: none"> Performs mathematical calculations to analyse labour, costs and quantities to accurately produce schedules and manage resources and budget |
| Oral communication | <ul style="list-style-type: none"> Uses collaborative and inclusive techniques, including active listening and questioning, and reading of verbal and non-verbal signals to convey and clarify information and to confirm understanding |
| Navigate the world of work | <ul style="list-style-type: none"> Accepts responsibility and ownership for the task and makes decisions on completion parameters and the need of coordination with others |
| Interact with others | <ul style="list-style-type: none"> Selects and uses appropriate conventions and protocols when communicating with clients and co-workers in a range of work contexts Elicits feedback and provides feedback to others in order to improve workgroup behaviours |
| Get the work done | <ul style="list-style-type: none"> Takes responsibility for planning, sequencing and prioritising tasks and own workload for efficiency and effective outcomes Applies systematic and analytical decision-making processes for complex and non-routine situations Investigates new and innovative ideas as a means to continuously improve, work practices and processes Monitors progress of plans and schedules, and reviews and changes them to meet new demands and priorities |

| Unit Mapping Information | | | |
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| Code and title current version | Code and title previous version | Comments | Equivalence status |
| FBPPPL4003 Schedule and manage production | FDFPPL4003A Schedule and manage production | Updated to meet Standards for Training Packages Minor Changes to PCs for clarity | Equivalent unit |

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| Links | Companion Volumes, including Implementation Guides, are available at VETNet: https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4 |
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| TITLE | Assessment requirements for FBPPPL4003 Schedule and manage production |
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Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.
 There must be evidence that the individual has scheduled and managed production on at least one occasion, including:

- confirming production requirements and resource implications
- establishing and documenting a production schedule
- coordinating implementation of production schedule
- ensuring production schedule is communicated and reported to all appropriate personnel
- identifying and managing unplanned production issues and amending the process
- reviewing and assessing production outcomes against schedule and making required adjustments to plans.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- role and scope of the scheduling function, including:
 - flow of information to and from the scheduling process
 - impact of scheduling for related planning, purchasing, production and despatch processes
- factors to be taken into account in planning the schedule, including the inter-relationships between factors, including:
 - customer requirements
 - stock levels and supply options
 - use-by codes
 - production capacity and availability
 - labour requirements and availability
 - product compatibility
 - capacity of related processes and/or storage facilities
 - transport capacity
- consequences of failing to meet delivery timelines, including:
 - customer expectations
 - stock-out fines
 - effects on customer relationship
- company's preferred approach to managing customer relations
- planning process and efficiencies to meet production requirements, including:
 - stock shelf-life of product and consumables
 - product compatibility characteristics of raw materials/ingredients
 - packaging components
 - availability of consumables
- equipment capacity to ensure that production quantities and timelines are achievable
- methods used to monitor actual-to-planned production and key performance indicators (KPIs)
- communication strategies used when consulting relevant personnel and departments for production schedule and related amendments
- conditions that can affect achievement of schedule, including conditions that are unusual or unplanned and related options for response
- options for maximising resource utilisation and minimising waste, including options for alternate resource allocation in response to unplanned events
- recording systems and requirements required for planning and scheduling production
- process improvement procedures for production activities
- competencies required by the work process and competencies required by the work team.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:

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| Assessment Conditions |
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| <ul style="list-style-type: none">• a workplace or an environment that accurately represents workplace conditions• resources, equipment and materials:<ul style="list-style-type: none">• production area and related functions and resources• specifications:<ul style="list-style-type: none">• relevant standard operating procedures (SOPs)• scheduling systems and associated information and communication systems• workplace information recording systems, requirements and procedures. |
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| <p>Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.</p> |
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| Links |
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| <p>Companion Volumes, including Implementation Guides, are available at VETNet: https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4</p> |
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