

MSS403055 Facilitate Continuous Improvement through the use of Standardised Procedures and Practices

Micro-Credentials

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OVERVIEW

This unit describes the skills and knowledge required by individuals to assist others to use standardised work procedures and practices as a basis for continuous improvement in a competitive systems and practices environment.

DELIVERY METHOD

- Online / Self-Paced (Individual Learning)
- Face to Face at Business Premises (Groups up to 12)

DURATION

Online

- 30 - 50 hours (depending upon the course complexity and project type). The online units consist of pre-reading, pre-recorded tutorials/lessons, project work and report, post reading, and assessments

Face to Face

- This course has been developed to be delivered in a one-day workshop environment with the class / students participating throughout the day in several activities that are aligned to your business outcomes
 - Approximately 20-40 hours are required outside of the one-day workshop to complete the Unit of Competency. This time will typically consist of pre-reading, pre-recorded tutorials/lessons, project work and report, post reading, and assessment.
 - In class knowledge assessment may be recorded on the day through workbook activities.

COURSE OUTCOMES

- Identify a process in your business where standardised work could be of benefit.
- Analyse the current condition of the process by observing the process. Filming the process is the preferred method for more detailed analysis.
- Challenge each step in the selected process via consultation with the team operating the selected process and identify waste in the current process.
- With input from the team, identify improvement opportunities and develop a plan to improve the process.
- With input from the team, identify ways to standardise and sustain the improvements.
- With input from the team, establish a system of regular and ongoing monitoring of the improved process.

