Student Recognition of Prior Learning

Kit

RPL?

Certificate III in Competitive Systems & Practices

MSS30312
What is Recognition of Prior Learning?

Recognition of prior learning (RPL) is a process of analysis and assessment to provide you credit for skills, knowledge and experience gained through working and prior training and education. It can be gained at any stage of your life by formal and informal learning and through paid or unpaid work experience, life experience or community work.

Your current qualifications may also assist you with gaining that formal recognition through Credit Transfers (CT). The units of competency which make up your current and valid qualifications can be used as evidence for credit transfers.

Remember, it is your responsibility to provide Inspirative Training with as much evidence as possible to cover all the units of competency making up the entire qualification and there is no formal training or learning taking place through this process, it is purely an assessment activity only.

Why apply for Recognition of Prior Learning?

Applying for Recognition of Prior Learning (and/or Credit Transfers) could help you with:

**Increasing your job opportunity**
Whether you are re-entering the workplace or applying for that dream position, RPL will allow you to fast track your formal qualifications to have that edge during your job prospecting.

**Improved job security**
You can use RPL as a way of undertaking professional development to keep your currency within your current role.

**Career change**
You may be looking for that change of lifestyle and believe you already have a great deal of the skills and knowledge to demonstrate your competency to enter that industry pathway.

**Learning is not duplicated**
If you want to demonstrate that you already have the skills and knowledge required for a particular course you can avoid duplicating your learning.

**Entry into a training course**
RPL can be utilised to satisfy any pre-requisite requirements to other courses including higher educational qualifications such as Bachelor Degrees or Masters.

**Reduce program length**
RPL can reduce the course length of a qualification you are thinking to enroll as well as reduce the overall cost.

**Status and recognition**
You may just want to hang that qualification you have always wanted above your desk!
How to apply for Recognition of Prior Learning

This kit has been developed to streamline the application for recognition of prior learning.

1. **Unit Selection**
   Applicant selects the elective units of competencies best aligned to their prior learning

2. **Self-Evaluation**
   Applicant makes an initial judgement on whether a full RPL is achievable in accordance to the packaging rules

3. **Collect and Assemble RPL Evidence**
   Applicant collects all the evidence and references the documents to the selected units of competency

4. **Statutory Declaration**
   Applicant completes the statutory declaration confirming evidence is authentic

5. **Assessor Analysis**
   Applicant submits a full RPL application for an Assessor analysis

   **This step requires a payment to proceed**
   Cost for ‘Assessor Analysis’ is $1000.00 plus GST

6. **Competency Conversation**
   Assessor will evaluate the RPL documents, conduct a competency conversation and report on the RPL status

7. **Practical and Observation Assessment (If required)**
   Assessor can observe any practical activities to determine aspects of competency
Verify 3\textsuperscript{rd} Party References (If required)
Assessor can conduct a 3\textsuperscript{rd} party verification interview with nominated referees

This step requires a payment to proceed
Cost for ‘3\textsuperscript{rd} Party Verification’ is $1000.00 plus GST

Gap Training (If required)
Assessor will evaluate if there is a gap in the required skills & knowledge and suggest training

This step requires a payment to proceed
Cost for ‘Gap Training’ is priced on application

Final Assessment
Assessor will consider all submitted evidence and make a final judgement on competency

Certification
A full qualification certificate or statement of attainment is achieved

This step requires a payment to proceed
Cost for ‘Certification’ is priced $125.00 plus GST

RPL Completed
You are now officially recognised for your prior knowledge to an Australian Qualification Training Framework (AQTF) level.
To begin the process of obtaining Recognition of Prior Learning (RPL) you will need to complete the following details:

**Participant Details**
- First Name:  
- Middle Name:  
- Surname / Family name:  
- Preferred Name: Will not appear on your certificate
- Date of Birth: _______ / _______ / _______
- Gender: □ Male □ Female

**Contact Details**
- Mobile:  
- Home phone: (  )
- E-mail address: @

**Street / Usual Address**
- Unit/Flat Number:  
- Street Number:  
- Street Name:  
- Suburb:  
- State:  
- Postcode:  
- Building/Property Name:  

**Postal Address**
- Unit/Flat Number:  
- Street Number:  
- Street Name or PO Box:  
- Suburb:  
- State:  
- Postcode:  
- Building/Property Name:  

**Employment Details**
- Employer Name:  
- Employment Position:  
- Employment Type:  
- □ Full Time Employee □ Part Time Employee □ Self Employed - Not Employing others  
- □ Employed - Unpaid worker in a family business □ Unemployed - Seeking full-time work  
- □ Employer □ Unemployed - Seeking part-time work □ Unemployed - Not seeking employment

**Statistical Information**
- Do you have a disability, impairment or long term condition which may affect your studies? □ Yes □ No
- If YES, please indicate which of the following may apply  
- □ Hearing □ Physical □ Intellectual □ Mental Illness □ Acquired Brain Impairment  
- □ Learning □ Vision □ Mobility □ Medical □ Other ________________
- Country of Birth: □ Australia □ Other _______________________________
- Residency Status: □ Australian Citizen or Permanent Resident □ NZ Passport holder residing in Australia □ VISA
- Do you speak a language other than English at home? □ English Only □ ________________________________
- How well do you speak English? □ Very Well □ Well □ Not Well □ Not at all
- Are you Aboriginal or Torres Strait Island descent? □ No □ Yes, Aboriginal □ Yes, Torres Strait Islander

**Education**
- Are you still attending secondary school? □ Yes □ No
- Highest completed school level: □ Year 8 or below □ Year 9 □ Year 10 □ Year 11 □ Year 12  
- Did not attend secondary school
- Year completed: ______________
- Have you successfully completed any of the following?  
- □ Certificate IV - Advanced Certificate/Technician □ Diploma - Associate Diploma  
- □ Advanced Diploma or Associate Degree □ Bachelor Degree or higher
- □ Certificates other than the above
- Title of qualification:  
- Was this qualification obtained overseas? □ Yes □ No  
- If YES, has this qualification been formally recognised in Australia? □ Yes □ No

**Additional Information**
- Of the following categories, which best describes your main reason for undertaking this course? (Please tick one only)  
- □ To get a job □ To develop my own business □ To start my own business  
- □ To try for a different career □ To get a better job or promotion □ It was a requirement of my job  
- □ I wanted extra skills for my job □ To get into another course or study □ For personal interest or self development □ Other reasons ________________
Qualification Description

Certificate III in Competitive Systems and Practices (MSS30312) is intended for individuals who may have an essential level of experience in process efficiency, quality controls, continuous improvement, lean and/or six-sigma. Structured around lean thinking concepts, the achievement of this qualification will provide an individual with skills to improve workplace performance in areas of quality, cost, delivery and safety. It complements but does not duplicate qualifications supplying operational, production, maintenance, logistics, administration or other technical skills to industry.

The goal to Competitive Systems and Practices (Lean Systems) is to create value to the end customer by targeting and eliminating wastes within processes. The philosophy is derived from Toyota Production Systems (TPS)

Further details to this qualification including employability skills can be found through this link: http://training.gov.au/Training/Details/MSS30312

Qualification Level Criteria

These statements of the typical achievement of graduates required to be awarded this level qualification through the RPL process:

<table>
<thead>
<tr>
<th>Summary</th>
<th>Graduates at this level will have theoretical and practical knowledge and skills for work and/or further learning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge</td>
<td>Graduates at this level will have factual, technical, procedural and some theoretical knowledge of a specific area of work and learning</td>
</tr>
</tbody>
</table>
| Skills | Graduates at this level will have a range of cognitive, technical and communication skills to select and apply a specialised range of methods, tools, materials and information to:  
  • complete routine activities  
  • provide and transmit solutions to predictable and sometimes unpredictable problems |
| Application of knowledge & skills | Graduates at this level will apply knowledge and skills to demonstrate autonomy and judgement and to take limited responsibility in known and stable contexts within established parameters |

Unit Selection

To be awarded the MSS30312 Certificate III in Competitive Systems and Practices, competency must be achieved in ten (10) units of competency. To ensure you are given the highest opportunity to achieve your qualification, you are best to select the units of competency within the packaging rules of this qualification which you feel you have the most prior experience in and can also demonstrate the required skills and underpinning knowledge to reach competency.

Where you cannot demonstrate adequate evidence to your assigned Assessor you will be given the option to undertake additional training to close the skill gap or pursue to achieve a ‘Certificate of Attainment’ listing the units you have been deemed competent in through the RPL process.
Core Unit Requirements:

There are three (3) core units of competency required to achieve the Certificate III in Competitive Systems & Practices.

MSS403001A  Implement competitive systems and practices

Unit Description:
This unit of competency covers the skills and knowledge required to implement and review competitive systems and practices in a person’s own work within a team or work area, including the consideration of the impact on the work of others. The unit focuses on the holistic application of competitive systems and practices to achieve improved performance in own work and in activities with others in the team or work area that contribute to improving customer benefit.

The unit applies to the areas of cost, quality, delivery, safety/environment, and employee capability including continuous reviewing of performance against these 5 areas.

Further details of this unit including Performance Criteria, required Skills and Knowledge: http://training.gov.au/Training/Details/MSS403001A

Notes:

MSAENV272B  Participate in environmentally sustainable work practices

Unit Description:
This competency covers the outcomes required to effectively measure current resource use and carry out improvements including those reducing negative environmental impacts of work practices.

This competency applies to operators/team members who are required to follow procedures so as to work in an environmentally sustainable manner. This ensures regulatory compliance and also aims at minimising environmental risks and maximises the environmental performance of the process and the organisation.

It includes:
• Resources used
• Potential environmental hazards
• Improving environmental performance

This competency applies to all sectors of the manufacturing industry and members of its value chain. It may also be applied to all sections of an organisation, including office, warehouse, and across different industry sectors.


Notes:
MSAPMOHS200A  Work safely

Unit Description:
This competency covers the outcomes required to be able to identify Occupational Health and Safety (OHS) hazards, and assess risk, as well as follow instructions and procedures in the workplace with minimal supervision. Individuals will also be capable of participating in and contributing to OHS management issues.

This competency applies to those who carry out their normal day to day activities in a safe manner in compliance with legislative requirements and their duty of care.

Further details of this unit including Performance Criteria, required Skills and Knowledge: http://training.gov.au/Training/Details/MSAPMOHS200A

Notes:

Elective Unit Selections – Group A:

You are required to select a minimum of one (1) unit from the group of electives listed below.

MSS403002A  Ensure process improvements are sustained

Unit Description:
This unit of competency covers the skills and knowledge required to ensure that the gains which have been made by using improved methods, processes and equipment are sustained as the new baseline/standard for an area of work and so prevent regression to former practices, or digression to less efficient practices.

Further details of this unit including Performance Criteria, required Skills and Knowledge: http://training.gov.au/Training/Details/MSS403002A

Notes:
Tick the circle if you are selecting this unit to RPL

MSS403005A  Facilitate use of a Balanced Scorecard for performance improvement

Unit Description:
This unit of competency covers the skills and knowledge required to encourage and facilitate others in using a Balanced Scorecard approach to assist in performance improvement. This unit has a strong emphasis on identifying and reviewing required performance measures and requires an ability to use new information to improve performance.

Further details of this unit including Performance Criteria, required Skills and Knowledge: http://training.gov.au/Training/Details/MSS403005A

Notes:
Tick the circle if you are selecting this unit to RPL
### MSS403006A Facilitate implementation of competitive systems and practices in an office

**Unit Description:**
This unit of competency covers the skills and knowledge required by individuals who are responsible for facilitating or leading the implementation of competitive systems and practices in an office or administration environment.


**Notes:**
- Tick the circle if you are selecting this unit to RPL

### MSS403010A Facilitate change in an organisation implementing competitive systems and practices

**Unit Description:**
This unit of competency covers the skills and knowledge required by individuals responsible for facilitating change processes in an organisation implementing competitive operational practices.

This unit has a strong emphasis on planning, encouraging and facilitating in a changing environment within the organisation, including using appropriate communication, teamwork, problem solving, initiative and self-management.


**Notes:**
- Tick the circle if you are selecting this unit to RPL

### MSS403011A Facilitate implementation of competitive systems and practices

**Unit Description:**
This unit of competency covers the skills and knowledge required by individuals who facilitate, lead or mentor others in competitive systems and practices implementation in a work area.

The unit covers assisting others to understand and apply a holistic view of their job and their role within an organisation, including the objectives that must be met as part of competitive systems and practices used by the organisation.


**Notes:**
- Tick the circle if you are selecting this unit to RPL
**MSS403013A** Lead team culture improvement

**Unit Description:**
This unit of competency covers the skills and knowledge required by a person responsible for developing a culture within a team appropriate for supporting competitive systems and practices.

This unit requires the application of communication, teamwork, problem solving, planning and organising, and self-management in order to provide leadership in a changing team environment.

Further details of this unit including Performance Criteria, required Skills and Knowledge:
http://training.gov.au/Training/Details/MSS403013A

**Notes:**
- Tick the circle if you are selecting this unit to RPL

**Elective Unit Selections – Group B:**

You are required to select a minimum of **two (2)** units from the group of electives listed below.

**MSS402030A** Apply cost factors to work practices

**Unit Description:**
This unit of competency covers the skills and knowledge required by an individual to identify cost components in their work and to be able to determine, in general terms, the cost impacts of alternative actions.

Further details of this unit including Performance Criteria, required Skills and Knowledge:
http://training.gov.au/Training/Details/MSS402030A

**Notes:**
- Tick the circle if you are selecting this unit to RPL

**MSS402052A** Implement continuous improvements based on standardised work practices

**Unit Description:**
This unit of competency covers the basic skills and knowledge required to apply standardised work practices as part of a broader strategy of implementing continuous improvement in an organisation.

The implementation of standardised work may apply in a manufacturing, office, logistics or other service environment part of the value stream within any organisational level. This unit requires an individual to identify, follow and improve standard procedures.

Further details of this unit including Performance Criteria, required Skills and Knowledge:
http://training.gov.au/Training/Details/MSS402052A

**Notes:**
- Tick the circle if you are selecting this unit to RPL
<table>
<thead>
<tr>
<th>MSS402080A</th>
<th>Undertake root cause analysis</th>
</tr>
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<tbody>
<tr>
<td><strong>Unit Description:</strong></td>
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<tr>
<td>This unit of competency covers the skills and knowledge required to undertake root cause analysis (RCA). This unit covers the competencies needed by operators to contribute to an advanced maintenance strategy using RCA coupled with diagrams and charts.</td>
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<tr>
<td>The unit applies to the formal problem solving to root cause that the individual must undertake in their own work area or where the individual contributes to problem solving to root cause as part of a team.</td>
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<tr>
<td><strong>Notes:</strong></td>
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<td>☐ Tick the circle if you are selecting this unit to RPL</td>
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<thead>
<tr>
<th>MSS403007A</th>
<th>Map an office value stream</th>
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<tbody>
<tr>
<td><strong>Unit Description:</strong></td>
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<tr>
<td>This unit of competency covers the skills and knowledge required to identify and visually document a value stream in an office environment for the purposes of determining improvements in meeting customer requirements and in minimisation of waste, including identifying the elements of the office-related value stream and ways to improve the ratio of value-add to non-value add within the value stream.</td>
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<tr>
<td><strong>Notes:</strong></td>
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<thead>
<tr>
<th>MSS403021A</th>
<th>Facilitate a Just in Time system</th>
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<tbody>
<tr>
<td><strong>Unit Description:</strong></td>
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<tr>
<td>This unit of competency covers skills and knowledge required to gather, analyse, communicate and facilitate the implementation/operation of a Just in Time (JIT)/kanban system.</td>
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<tr>
<td>This unit also requires the ability to problem solve and take the initiative to consider performance issues and learn from experience to improve future performance.</td>
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<td><strong>Notes:</strong></td>
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<td>☐ Tick the circle if you are selecting this unit to RPL</td>
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### MSS403023A Monitor a levelled pull system of operations

**Unit Description:**

This unit of competency covers the skills and knowledge required to monitor the operation of a pull system in a work area and recommend improvements.

The unit covers the skills needed to monitor daily working of the system, identify problems and take appropriate action on problems. The operations system may be a total demand pull system or it may be a mixed push/pull system.

Further details of this unit including Performance Criteria, required Skills and Knowledge:


**Notes:**

 Tick the circle if you are selecting this unit to RPL

### MSS403024A Work within a constrained process

**Unit Description:**

This unit of competency covers the skills and knowledge required to apply the theory of constraints (TOC) to a process which has a constraint.

This unit applies to individuals who, as part of their work, are able to apply the theory of constraints to improve the operability of a constrained process (a process with at least one constraint) where it occurs in their team or work area or as part of their responsibilities. This unit identifies and works within the imposed constraint. This unit does not seek to remove or reduce the constraint (see MSS405024A Apply the theory of constraints) though is focused on identifying, managing and examining the system constraint. The unit will normally be applied as part of an organisation’s improvement strategy and in conjunction with other competitive systems and practices units.

The person will typically be a technician, team leader or other person who works with others in the bringing of change to an organisation as part of a formal team or otherwise. The unit includes liaison and communication with others, as required.

Further details of this unit including Performance Criteria, required Skills and Knowledge:


**Notes:**

 Tick the circle if you are selecting this unit to RPL
### MSS403030A  Improve cost factors in work practices

**Unit Description:**
This unit of competency covers the skills and knowledge required to evaluate the product or process outcomes of a team in terms of their cost components and to be able to determine, in general terms, the cost impacts of alternative actions.

This unit requires the application of skills associated with communication and information gathering and problem solving to analyse the cost components of work processes and are also required to identify opportunities for improved cost-efficiency.


**Notes:**
- Tick the circle if you are selecting this unit to RPL

### MSS403032A  Analyse manual handling processes

**Unit Description:**
This unit applies to an individual who is required to examine the manual handling component of a job and improve it in terms of safety, effort required and efficiency. This unit primarily requires the application of skills associated with problem solving, initiative and enterprise to identify safe and efficient manual handling, and planning and organising to ensure processes are implemented.


**Notes:**
- Tick the circle if you are selecting this unit to RPL

### MSS403033A  Map an operational process

**Unit Description:**
This unit of competency covers the skills and knowledge required to identify and visually document the sequence and interactions of related steps, activities or tasks that make up an individual operational process, from beginning to end.

For the purposes of this unit, an operational process is a group of structured and identifiable activities that contribute to delivering a specified and measurable result, such as a product, deliverable or service.


**Notes:**
- Tick the circle if you are selecting this unit to RPL
### MSS403034A  Organise products into groups

**Unit Description:**
This unit of competency covers the skills and knowledge required to organise products and processes into groups using techniques such as the Glenday Sieve, Pareto analysis or similar. This may be done to assist in moving to flow-based operations or to identify other strategies for improving customer benefits/features and the elimination of waste.


**Notes:**
○ Tick the circle if you are selecting this unit to RPL

### MSS403035A  Implement the visual workplace

**Unit Description:**
This unit of competency covers the skills and knowledge required to implement improvements to an existing visual workplace or undertake initial implementation of a visual workplace.

The implementation will usually occur in conjunction with the implementation of other competitive systems and practices. It applies to manufacturing, office, logistics or other service environments along any part of the value stream. It includes the development of the visual concepts and the implementation of the visual workplace.


**Notes:**
○ Tick the circle if you are selecting this unit to RPL

### MSS403039A  Facilitate and improve 5S in an office

**Unit Description:**
This unit of competency covers the skills and knowledge required to facilitate and improve the 5S in an office environment. The unit includes the skills required to adapt a traditional 5S approach to the particular problems and needs in an office implementation.

The office environment for 5S may include administrative, transactional or service-based processes in, or attached to, a manufacturing organisation, within their value stream or similar environments, such as health care, education, financial, construction or defence services.


**Notes:**
○ Tick the circle if you are selecting this unit to RPL
MSS403040A Facilitate and improve implementation of 5S

Unit Description:
This unit applies to individuals who facilitate 5S in a team or work area, including implementation, monitoring and improvement. The facilitation may be undertaken by individuals in a competitive systems and practices implementation role, who need to provide support and encouragement to others to facilitate the achievement of 5S outcomes in the workplace.

Further details of this unit including Performance Criteria, required Skills and Knowledge: http://training.gov.au/Training/Details/MSS403040A

Notes:
☐ Tick the circle if you are selecting this unit to RPL

MSS403041A Facilitate breakthrough improvements

Unit Description:
This unit of competency covers the knowledge and skills required to facilitate implementation of discrete targeted improvement activities to achieve breakthrough improvements in selected processes, operations or products. Typically this approach is used for improvements in areas of waste identified through value stream mapping.

The unit also covers ensuring that the improvements are sustained. The process of achieving breakthrough improvements is often called kaizen blitz in lean terminology.

Further details of this unit including Performance Criteria, required Skills and Knowledge: http://training.gov.au/Training/Details/MSS403041A

Notes:
☐ Tick the circle if you are selecting this unit to RPL

MSS403042A Facilitate mistake proofing in an office

Unit Description:
This unit of competency covers the skills and knowledge required to facilitate changes to office processes to prevent errors and regression to pre-improvement levels of practices and move the office towards a culture of zero defects.

The unit applies to a person who needs to maximise the value of office processes to the customer through mistake proofing. The person facilitates changes to the process that will prevent errors, reduce their frequency or minimise their impact on the value to the customer.

Further details of this unit including Performance Criteria, required Skills and Knowledge: http://training.gov.au/Training/Details/MSS403042A

Notes:
☐ Tick the circle if you are selecting this unit to RPL
### MSS403043A  Facilitate breakthrough improvements in an office

**Unit Description:**
This unit of competency covers the skills and knowledge required to facilitate team implementation of discrete targeted improvement activities to achieve breakthrough improvements in selected office processes. Typically this approach is used for improvements in areas of waste identified through value stream mapping.


**Notes:**
- Tick the circle if you are selecting this unit to RPL

### MSS403044A  Facilitate continuous improvement through the use of standardised procedures and practices

**Unit Description:**
This unit of competency covers the skills and knowledge required to assist others to use standardised work practices as a basis for continuous improvement in a competitive systems and practices environment. The standardised work procedures may apply to every step of the job or may be procedures which allow discretion in the application.


**Notes:**
- Tick the circle if you are selecting this unit to RPL

### MSS403051A  Mistake proof an operational process

**Unit Description:**
This unit of competency covers the skills and knowledge required to make changes to a work area which prevents errors and/or backsliding to a pre-improvement level of practice. The person needs to analyse a process that a team is responsible for and determine methods of mistake proofing it.


**Notes:**
- Tick the circle if you are selecting this unit to RPL
MSS403084A  Improve changeovers

Unit Description:
This unit applies to an individual who is required to work on more than one product and to change between them as part of their work role. The product may be a physical or non-physical product and changeover may require a change of equipment or parts or it may require changing files, computer software, templates or some other changeover. It applies to the person’s own job at whatever organisational level they are employed and also applies to people who are assisting (or could assist) others to make a changeover.

Further details of this unit including Performance Criteria, required Skills and Knowledge: http://training.gov.au/Training/Details/MSS403084A

Notes:
○ Tick the circle if you are selecting this unit to RPL

MSAENV472B  Implement and monitor environmentally sustainable work practices

Unit Description:
This competency covers the outcomes required to effectively analyse the workplace in relation to environmentally sustainable work practices and to implement improvements and monitor their effectiveness. 
This competency applies to those who have responsibility for a specific area of work or who lead a work group or team. It addresses the knowledge, processes and techniques necessary to implement and monitor environmentally sustainable work practices, including the development of processes and tools. It includes: Identifying areas for improvement; Developing plans to make improvements; Implementing and monitoring improvements in environmental performance.

This competency applies to all sectors of the manufacturing industry and members of its value chain. It may also be applied to all sections of an organisation, including office, warehouse etc.


Notes:
○ Tick the circle if you are selecting this unit to RPL

MSAPMSUP390A  Use structured problem solving tools

Unit Description:
This competency covers the solving of process and other problems, beyond those associated directly with the process unit/equipment, using structured process improvement tools to identify improvements and/or solve problems.

Further details of this unit including Performance Criteria, required Skills and Knowledge: http://training.gov.au/Training/Details/MSAPMSUP390A

Notes:
○ Tick the circle if you are selecting this unit to RPL
**Elective Unit Selections – Group C:**

The balance of **four (4)** elective units of competency may be selected in any combination from Group A and Group B (listed above) or Group C (listed below).

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Description</th>
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<tbody>
<tr>
<td><strong>MSS402002A</strong></td>
<td>Sustain process improvements</td>
</tr>
<tr>
<td><strong>Unit Description:</strong></td>
<td>This unit of competency covers the skills and knowledge required to prevent process improvements in their own work from slipping back to former practices or digressing to less efficient practices.</td>
</tr>
<tr>
<td></td>
<td>This unit applies to organisations implementing competitive systems and practices and continuous improvement. It covers the skills needed to ensure that process improvements are sustained and opportunities taken to suggest further improvements. Improvement initiatives can be made by any of a number of methods and by teams or individuals. The unit assumes that desired levels of performance or quality are known to employees. The unit can be applied to all areas of an organisation, including production, maintenance, logistics and office functions.</td>
</tr>
<tr>
<td></td>
<td>This unit requires the application of skills associated with problem solving, initiative and self-management in order to understand, implement and monitor improvement practices.</td>
</tr>
<tr>
<td><strong>Notes:</strong></td>
<td>[ ] Tick the circle if you are selecting this unit to RPL</td>
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| **MSS402010A** | Manage the impact of change on own work |
| **Unit Description:** | This unit of competency covers the skills and knowledge required to effectively manage the changes in their own work resulting from their organisation’s implementation of competitive systems and practices. |
|            | The unit includes the skills required to positively participate in ongoing and continuous change as it affects their work. The employee will be expected to deal with these changes as part of a team and to give feedback from their own perspective. |
| **Notes:** | [ ] Tick the circle if you are selecting this unit to RPL |
MSS402020A  Apply quick changeover procedures

Unit Description:
This unit of competency covers the skills and knowledge required to apply quick changeover procedures in an organisation implementing competitive systems and practices.

This unit applies to individuals implementing competitive systems and practices and is pursuing quick changeover as one of its competitive operations tools. The unit can apply to quick changeovers of equipment, processes, batches or product type. This unit requires the application of skills associated with applying quick changeover procedures, including the planning and organising of own work, identifying problems and making suggestions for improvement of procedures.

The unit is also not applicable to a maintenance shutdown as experienced by the continuous process manufacturers. However, where there is continuous operation on a campaign basis, it may be applied to the changeover between campaigns or similar changeovers.

Further details of this unit including Performance Criteria, required Skills and Knowledge:
http://training.gov.au/Training/Details/MSS402020A

Notes:
☑ Tick the circle if you are selecting this unit to RPL

MSS402021A  Apply Just in Time procedures

Unit Description:
This unit of competency covers the skills and knowledge required to work in an organisation implementing Just in Time (JIT) procedures.

This unit applies to an individual working in an organisation who will need to follow procedures which are specific to JIT, such as the controlled flow of material (e.g. the use of kanban and elimination of waste). This will involve the individual in the application of the pull system to their job and the authorisation of product/material flows in accordance with procedures.

This unit requires the application of skills associated with planning and organising to deliver products on demand using necessary tools, equipment and processes to meet production requirements. The unit also requires an ability to recognise and act on problems that may interfere with meeting production demands.

Further details of this unit including Performance Criteria, required Skills and Knowledge:
http://training.gov.au/Training/Details/MSS402021A

Notes:
☑ Tick the circle if you are selecting this unit to RPL
MSS402031A  Interpret product costs in terms of customer requirements

Unit Description:
This unit of competency covers the skills and knowledge required by an individual to be able to identify the major cost components of either products or processes, the basic relationship of these to customer benefit, and use this to help minimise waste (defined as anything not delivering value as defined by the customer).


Notes:
☐ Tick the circle if you are selecting this unit to RPL

MSS402040A  Apply 5S procedures

Unit Description:
This unit of competency covers the skills and knowledge required by an employee to apply 5S procedures to their own job and work area.

This unit applies to an individual in an organisation who may work in an operational position as part of production, maintenance or logistics. The unit can also apply to individuals in other industries who have a discrete role and responsibility for individually managed processes. For employees in an office, the specific office-related unit MSS402041A Apply 5S in an office should be selected.

This unit applies where an organisation has decided to embark on a competitive systems and practices strategy and as part of this has adopted the philosophy of 5S as one of the tools to improve performance. The individual needs to apply 5S to their job and work area and maintain the housekeeping and other standards set by 5S. This unit requires the application of skills associated with planning and organising, problem solving and self-management, in order to identify and implement 5S housekeeping practices.


Notes:
☐ Tick the circle if you are selecting this unit to RPL
MSS402041A  Apply 5S in an office

Unit Description:
This unit of competency covers the skills and knowledge required by an office employee to apply 5S procedures to their own job or to assist in a cooperative 5S implementation for an office area. The unit includes the skills required to adapt a traditional 5S approach to the particular issues and needs in an office implementation.

While covering the traditional 5S skills, the unit also requires the application of skills associated with planning and organising, problem solving and self-management in order to identify and implement 5S practices in an office environment. The office environment for 5S may include administrative, transactional or service-based processes in, or attached to, a manufacturing organisation, within their value stream or similar environments, such as health care, education, financial, construction or defence services.


Notes:
- [ ] Tick the circle if you are selecting this unit to RPL

MSS402050A  Monitor process capability

Unit Description:
This unit of competency covers the skills and knowledge required for gathering of data and the interpretation of simple information to determine the compliance of the process and the taking of action as defined by the procedures where the information reveals the process is out of control parameters.

This unit applies to an individual in an organisation adopting specific competitive systems and practices, usually either six sigma or statistical process control as a means of determining and improving the capability of their process to customer requirements. The individual is involved in collecting specified data and performing specified manipulations to the data (typically by plotting on a chart or by entering into a nominated computer program). The information is typically presented to team members in terms of graphs/charts which they are expected to interpret at a basic level and then take action in accordance with procedures to restore the process to being under control parameters.

This unit requires the application of skills associated with entering and monitoring operational data and information and requires initiative, enterprise and problem solving in identifying production variations and making improvement recommendations.


Notes:
- [ ] Tick the circle if you are selecting this unit to RPL
<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Unit Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSS402051A</td>
<td><strong>Apply quality standards</strong></td>
<td>This unit of competency covers the skills and knowledge required to apply quality standards to work operations in an organisation. This unit applies to an individual who is expected to take responsibility for the quality of their own work, and to take actions specified in the procedures and within the scope of their job and authority to ensure that quality standards are met. This unit requires the application of skills associated with interpreting and applying workplace standards and identifying and addressing problems that interfere with quality outcomes. Further details of this unit including Performance Criteria, required Skills and Knowledge: <a href="http://training.gov.au/Training/Details/MSS402050A">http://training.gov.au/Training/Details/MSS402050A</a></td>
</tr>
<tr>
<td>MSS402053A</td>
<td><strong>Participate in breakthrough improvements in an office</strong></td>
<td>This unit of competency covers the skills and knowledge required by office employees to participate in team activities to identify how to radically improve selected office processes and to implement and sustain the changes in their own work. This unit applies to individuals who will be participating in team projects that focus on making improvements to selected office-related processes to eliminate waste and improve value-add to the customer. The unit covers team members contributing to the breakthrough improvements based on knowledge of their own and the broader office functions and how they contribute to meeting customer requirements. This unit assumes that one or more processes in the office have been mapped and a target area for breakthrough improvement has been identified. The office environment may include administrative, transactional or service-based processes in or attached to a manufacturing organisation, within their value stream or similar environments, such as health care, education, financial, construction or defence services. Further details of this unit including Performance Criteria, required Skills and Knowledge: <a href="http://training.gov.au/Training/Details/MSS402053A">http://training.gov.au/Training/Details/MSS402053A</a></td>
</tr>
</tbody>
</table>
### MSS402060A Use planning software systems in operations

**Unit Description:**
This unit of competency covers the skills and knowledge required to access and use planning software often known as Enterprise Resource Planning (ERP) and Materials Resource Planning (MRP) to make routine business decisions required of the person as a regular part of their job.

The individual in an organisation must be able to interface with that system as an aid to decision making. This unit requires the application of communication, planning, and problem solving associated with using planning software in own work.


**Notes:**
- Tick the circle if you are selecting this unit to RPL

### MSS402061A Use SCADA systems in operations

**Unit Description:**
This unit of competency covers the skills and knowledge required by an individual to interact with a System Control and Data Acquisition (SCADA) system as part of their job.

The individual in an organisation must be able to interface with that system as part of their routine and take actions based on the information they obtain from the SCADA system in accordance with procedures. This unit requires the application of skills associated with using communication tools and technology for management of own work, planning and problem solving.


**Notes:**
- Tick the circle if you are selecting this unit to RPL

### MSS402081A Contribute to the application of a proactive maintenance strategy

**Unit Description:**
This unit of competency covers the skills and knowledge required to make a positive contribution to proactive maintenance strategies, including actions that contribute to equipment uptime and overall equipment effectiveness (OEE).

This unit applies to an individual in an organisation which is following a predictive, preventative or reliability-centred maintenance strategy and which requires commitment from all employees.


**Notes:**
- Tick the circle if you are selecting this unit to RPL
If you have other attained prior qualifications in levels Certificate III, Certificate IV or Diploma, you may use up to four (4) of those units to make up the required four (4) Group C elective units as credit transfers. List the units on this table below and your Assessor will ensure they fit the packaging rules to make up the Certificate III in Competitive Systems & Practices qualification.

<table>
<thead>
<tr>
<th>#</th>
<th>Unit Code</th>
<th>Units Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Count up the units you have selected for RPL to ensure you have met the minimum requirement to make up your qualification.

<table>
<thead>
<tr>
<th>Unit Group</th>
<th>Have Chosen</th>
<th>Minimum Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Units</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Group A Units - Electives</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Group B Units – Electives</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Group C Units – Electives</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>(or) Group C Units – Imported Electives</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>10</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Self-Evaluation**

At this point of the RPL Application you should have an understanding of the units you seeking to apply for RPL (or credit transfers). Ensure that all your evidence is current and are labelled with the relevant unit of competency to confirm that there are no obvious gaps in obtaining a full RPL on the qualification.

**Supporting Documentation**

To ensure you have the best opportunity to receive a full RPL for the qualification you are aiming to receive in the quickest time-frame you are best accumulate and also submit as many of the following supporting documentation:

- CV, resume or work history
- Current and/or previous position descriptions
- Certificates/results of assessment
- Details of in house courses, workshops, seminars, orientation or induction sessions
- References/letters from previous employers/supervisors
- Special Licences/tickets
- Indentures/trade papers
- Photographs of work undertaken
- Diaries/task sheets/job sheets/log books
- Membership of relevant professional associations
- Other documentation that may demonstrate industry experience
Statutory Declaration

Complete the statutory declaration below and ensure your signature is validated by an eligible witness listed on the following page

Commonwealth of Australia
STATUTORY DECLARATION
Statutory Declarations Act 1959

I, Full Name [insert name] of Address, Suburb & Post Code [insert address]

make the following declaration under the Statutory Declarations Act 1959:

I hereby declare that the evidence presented in this portfolio is my own work and reflects my actual experience, performance and prior learning. I have not copied the work of other people and I have not cited material without appropriate acknowledgement or attribution.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the Statutory Declarations Act 1959, and I believe that the statements in this declaration are true in every particular.

Declared at [insert place] on [insert day] of [insert month] & [insert year]

Before me, [insert name]

Full Name [insert name]
Occupation [insert occupation]
Address [insert address]

A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the Statutory Declarations Act 1959.

Chapter 2 of the Criminal Code applies to all offences against the Statutory Declarations Act 1959 — see section 5A of the Statutory Declarations Act 1959.
A statutory declaration under the Statutory Declarations Act 1959 may be made before—

A person who is currently licensed or registered under a law to practise in one of the following occupations:

- Chiropractor
- Dentist
- Legal practitioner
- Medical practitioner
- Nurse
- Optometrist
- Patent attorney
- Pharmacist
- Physiotherapist
- Psychologist
- Trade marks attorney
- Veterinary surgeon

A person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

A person who is in the following list:

- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)
- Bailiff
- Bank officer with 5 or more continuous years of service
- Building society officer with 5 or more years of continuous service
- Chief executive officer of a Commonwealth court
- Clerk of a court
- Commissioner for Affidavits
- Commissioner for Declarations
- Credit union officer with 5 or more years of continuous service

Employee of the Australian Trade Commission who is:

(a) in a country or place outside Australia; and
(b) authorised under paragraph 3 (d) of the Consular Fees Act 1955; and
(c) exercising his or her function in that place

Employee of the Commonwealth who is:

(a) in a country or place outside Australia; and
(b) authorised under paragraph 3 (c) of the Consular Fees Act 1955; and
(c) exercising his or her function in that place

Fellow of the National Tax Accountants’ Association

Finance company officer with 5 or more years of continuous service

Holder of a statutory office not specified in another item in this list

Judge of a court

Justice of the Peace

Magistrate

Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961

Master of a court

Member of Chartered Secretaries Australia

Member of Engineers Australia, other than at the grade of student
Member of the Association of Taxation and Management Accountants

Member of the Australasian Institute of Mining and Metallurgy

Member of the Australian Defence Force who is:

(a) an officer; or

(b) a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 5 or more years of
    continuous service; or

(c) a warrant officer within the meaning of that Act

Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the
National Institute of Accountants

Member of:

(a) the Parliament of the Commonwealth; or

(b) the Parliament of a State; or

(c) a Territory legislature; or

(d) a local government authority of a State or Territory

Minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961

Notary public

Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office
supplying postal services to the public

Permanent employee of:

(a) the Commonwealth or a Commonwealth authority; or

(b) a State or Territory or a State or Territory authority; or

(c) a local government authority;

with 5 or more years of continuous service who is not specified in another item in this list

Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made

Police officer

Registrar, or Deputy Registrar, of a court

Senior Executive Service employee of:

(a) the Commonwealth or a Commonwealth authority; or

(b) a State or Territory or a State or Territory authority

Sheriff

Sheriff’s officer

Teacher employed on a full-time basis at a school or tertiary education institution
Now that you have made an informed decision and confident enough to proceed with a submission and payment of your RPL application you’ll need to send the evidence and pay through the following methods:

**Sending the RPL application**

![Registered Mail:]

**Attention:** Inspirative Training - RPL Assessment  
**Address:** 260A Blackburn Road  
**Suburb:** Glen Waverley  
**Post Code:** 3150

![Email]

All documents must be in PDF format and under 20MB in size per e-mail submission. You may send multiple emails relating to your RPL application

**E-mail:** info@inspirative.edu.au  
**Subject line:** RPL Application – (add your full name)

![Fax]

**Fax number:** 03 9803 1315  
**Cover page:** You must submit a cover page with the following information  
- Attention: Inspirative Training - RPL Assessment  
- Number of pages sending through  
- Ensure all your contact details are completed in the application form

**Sending Payment**

Once submission and payment has been made refunds are not applicable. An invoice will be e-mailed through to you or if an email isn’t supplied it will be sent via postal mail.

**Electronic Funds Transfer**

- **Bank:** Westpac  
- **BSB:** 033-149  
- **Account:** 395224  
- **Name:** Inspirative Training Pty Ltd  
- **Description:** Add you first initial and your full surname followed by the word RPL  
  Eg: FJonesRPL

**Cheque**

Cheques must be made out to Inspirative Training Pty Ltd and send with a cover note with your details or along with your submission if mailed.
Within 10 business days of receiving your submission, Inspirative Training will conduct an analysis on your RPL evidence and supporting documentation. The Assessor will contact you via telephone and conduct a ‘competency conversation’ which designed to help the assessor gather and validate the evidence and your skills and knowledge. The competency conversation will take approximately 30 to 60 minutes through the process of questions and answers whereas each question provides key points to look for in your responses.

The Assessor’s will take notes about the context of the discussion or other key points and examples that may be relevant in confirming your competence. An assessor may prefer to audio record the conversation, rather than take notes. An assessor cannot record the conversation without asking your permission and receiving your consent.

The Assessor will then provide you with a report on their findings, evaluating which units of competency you have been deemed ‘Competent’ in, where there was insufficient evidence to demonstrate competency in any of the elected units the Assessor will deem the unit ‘Not Yet Competent’ (NYC). Units which you’ve been deemed NYC will have the Assessors reasons to this judgment, which you then have the options to:

<table>
<thead>
<tr>
<th>Options</th>
<th>Cost (excludes GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resubmission</td>
<td>$1000.00 for re-assessment of more than 50% of the required units</td>
</tr>
<tr>
<td></td>
<td>$500.00 for re-assessment of less than 50% of the required units</td>
</tr>
<tr>
<td>Practical &amp; Observation</td>
<td>$1000.00 will assess competencies through a practical demonstration of your skills.</td>
</tr>
<tr>
<td>Assessment</td>
<td>The practical tasks/scenarios via observation will be conducted within your workplace (or another suitable venue) for up to 4 hours. This assessment will be focused on skills that are required to be demonstrated for the selected units of competency.</td>
</tr>
<tr>
<td>3rd Party Verification</td>
<td>$1000.00 to assess competencies with workplace referees and confirm your skills and experience in the qualification. A 3rd party verification is where evidence is provided about the units/competencies for which you are seeking RPL by a third party. The approach in gaining third party validation is where the third party (this may be a colleague, line manager, or community referee who has seen you either in a voluntary capacity or in the workplace performing duties associated with the competencies for which you are seeking RPL) completes a third party interview identifying your industry skills and abilities. This activity will be documented as evidence for your RPL.</td>
</tr>
<tr>
<td>Appeals</td>
<td>You may appeal the outcome of recognition of prior learning. This process and required forms for Appeals and Grievances is noted within your student handbook. There are no costs associated with the appeals process.</td>
</tr>
</tbody>
</table>

Privacy Statement

Inspirative Training is required to provide the Government departments with student and training activity data which may include information you provide in this RPL enrolment form. Information is required to be provided in accordance with the VET Student Statistical Collection Guidelines. The Department may use the information provided to it for planning, administration, policy development, program evaluation, resource allocation, reporting and/or research activities. For these and other lawful purposes, the Department may also disclose information to its consultants, advisers, other government agencies, professional bodies and/or other organisations. You may be contracted and requested to participate in a National Centre for Vocational Education Research survey or a Department-endorsed project or audit or review.