



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **MSA30107 Certificate III in Process Manufacturing**

**Revision Number: 1**

## **MSA30107 Certificate III in Process Manufacturing**

### **Modification History**

Not applicable.

### **Description**

The Certificate III in Process Manufacturing is intended for advanced production workers who use a range of equipment and provide support functions directly related to producing products. They would undertake more advanced roles, working in accordance with the operating procedures and would apply their knowledge to anticipate problems and solve a range of foreseen and unforeseen problems.

This qualification is for:

- production support workers - people working in manufacturing and filling the vital production support roles but who may not have the opportunity to develop competency in sufficient technical units related directly to producing products
- those employees who operate across more than one category within process manufacturing or 'specialised processes' and elsewhere when required.

It is designed for use across the three process manufacturing sectors:

- chemical, hydrocarbons and oil refining
- plastics, rubber and cabling
- manufactured mineral products.

### **Licensing considerations**

There are no specific licenses that relate to this qualification. However, some units in this qualification may have licensing or regulatory requirements depending on the work context. Local regulations should be checked for details.

### **Pathways Information**

Not applicable.

### **Licensing/Regulatory Information**

Not applicable.

### **Entry Requirements**

Not applicable.

## Employability Skills Summary

### EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

#### MSA30107 Certificate III in Process Manufacturing

The following table contains a summary of the Employability Skills required by the process manufacturing industries for this qualification. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Due to the high proportion of electives required by this qualification, the industry/enterprise requirements described above for each Employability Skill are representative of the industry in general and may not reflect specific job roles. Learning and assessment strategies for this qualification should be based on the requirements of the units of competency for this qualification.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> <li>• complete logs and reports</li> <li>• use technical information and manufacturer's information</li> <li>• collect, analyse and organise information</li> <li>• communicate ideas and information</li> <li>• effective use of workplace documentation</li> <li>• maintain workplace records</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>• identify and describe own role and role of others</li> <li>• work within a team</li> <li>• resolve conflicts between team members</li> <li>• use teamwork strategies</li> </ul>
Problem solving	<ul style="list-style-type: none"> <li>• recognise a problem or a potential problem</li> <li>• determine problems needing priority action</li> <li>• refer problems outside area of responsibility to appropriate person, with possible causes</li> <li>• seek information and assistance as required to solve problems</li> <li>• solve problems within area of responsibility</li> <li>• follow through items initiated until final resolution has occurred</li> <li>• identify and isolate faults in equipment</li> <li>• use a range of formal problem solving techniques</li> </ul>
Initiative and enterprise	<ul style="list-style-type: none"> <li>• identify the most appropriate equipment</li> <li>• make adjustments to improve equipment performance</li> <li>• anticipate the impact of the process on the product</li> <li>• determine problems needing action</li> <li>• recommend required action</li> <li>• report problems outside area of responsibility</li> </ul>

<b>EMPLOYABILITY SKILLS QUALIFICATION SUMMARY</b>	
	<ul style="list-style-type: none"> <li>distinguish between causes of faults</li> </ul>
Planning and organising	<ul style="list-style-type: none"> <li>plan own work requirements</li> <li>plan scope of equipment checks</li> <li>plan and organise activities</li> <li>identify tasks to achieve team goals</li> <li>organise allocation of tasks</li> <li>monitor completion of allocated tasks</li> <li>develop and adjust a production schedule</li> </ul>
Self-management	<ul style="list-style-type: none"> <li>plan own work requirements from production requests</li> <li>operate within appropriate time constraints and work standards</li> <li>select and use appropriate equipment, materials, processes and procedures</li> <li>plan to ensure effective production</li> <li>apply workplace procedures</li> <li>identify resource requirements, document and monitor</li> <li>recognise limitations and seek timely advice</li> </ul>
Learning	<ul style="list-style-type: none"> <li>ask questions to gain information</li> <li>identify sources of information to expand knowledge and understanding</li> <li>participate in improvement procedures</li> <li>participate in development of continuous improvement strategies</li> </ul>
Technology	<ul style="list-style-type: none"> <li>operation and adjustment of processes</li> <li>start up and shut down equipment</li> <li>set up equipment</li> <li>monitor product/process quality</li> <li>function and operating principles of equipment, machine components</li> <li>maintain computer based workplace records</li> </ul>

## Packaging Rules

### Packaging Rules

To be awarded the Certificate III in Process Manufacturing, competency must be achieved in **twenty one (21)** units of competency.

- four (4)** core units of competency

- **seventeen (17)** elective units of competency, six (6) of which can be selected from this Training Package, other endorsed Training Packages and accredited courses, as specified below.

**Note:** Where prerequisite units are identified they must be counted in the total number of units required for completion of the qualification.

### Core units of competency

- Select all **four (4)** units from the following list.

Unit code	Unit title
MSAENV272B	Participate in environmentally sustainable work practices
MSACMT251A	Apply quality standards
MSAPMOHS200A	Work safely
MSAPMSUP210A	Process and record information

### Group A - Elective units

- Select a minimum of **five (5)** units from the following list.

Unit code	Unit title	Prerequisite
<b>Support units</b>		
MEM03001B	Perform manual production assembly	
MEM03006B	Set assembly stations	
MEM11005B	Pick and process order	
MEM11006B	Perform production packaging	
MEM11007B	Administer inventory procedures	

<b>Unit code</b>	<b>Unit title</b>	<b>Prerequisite</b>
MEM12023A	Perform engineering measurements	
MEM15001B	Perform basic statistical quality control	
MEM15003B	Use improvement processes in team activities	
MEM15004B	Perform inspection	
MSACMS201A	Sustain process improvements	
MSACMT220A	Apply quick changeover procedures	
MSACMT250A	Monitor process capability	
MSACMT260A	Use planning software systems in manufacturing	
MSACMT280A	Undertake root cause analysis	
MSAPMOHS300A	Facilitate the implementation of OHS for a work group	MSAPMOHS200A
MSAPMPER300C	Issue work permits	RIIRIS201A
MSAPMPER400A	Coordinate permit process	
MSAPMSUP300A	Identify and implement opportunities to maximise production efficiencies	

<b>Unit code</b>	<b>Unit title</b>	<b>Prerequisite</b>
MSAPMSUP301A	Apply HACCP to the workplace	
MSAPMSUP303A	Identify equipment faults	
MSAPMSUP309A	Maintain and organise workplace records	
MSAPMSUP310A	Contribute to the development of plant documentation	
MSAPMSUP330A	Develop and adjust a production schedule	
MSAPMSUP382A	Provide coaching/mentoring in the workplace	
MSAPMSUP383A	Facilitate a team	
MSAPMSUP390A	Use structured problem solving tools	
MSL973001A	Perform basic tests	
TAADEL301C	Provide training through instruction and demonstration of work skills	
<b>Technical units</b>		
MEM09002B	Interpret technical drawing	
MEM09003B	Prepare basic engineering drawing	MEM09002B
MSAPMOPS363A	Organise on site work	
A maximum of two (2) relevant units may be selected from this Training Package, other		

Unit code	Unit title	Prerequisite
endorsed Training Packages and accredited courses, where those units are available for inclusion at Certificates III or IV.		

### Group B - Other electives

- Select a maximum of **twelve (12)** units from the following list.

Unit code	Unit title
<b>Support units</b>	
LMTGN2008B	Coordinate work of team/section
MEM13003B	Work safely with industrial chemicals and materials
MEM16006A	Organise and communicate information
MEM16007A	Work with others in a manufacturing, engineering or related environment
MEM16008A	Interact with computing technology
MEM18001C	Use hand tools
MEM18002B	Use power tools/hand held operations
MSACMT221A	Apply Just in Time (JIT) procedures
MSACMT230A	Apply cost factors to work practices
MSACMT240A	Apply 5S procedures in a manufacturing environment
MSAPMOHS100A	Follow OHS procedures
MSAPMOHS110A	Follow emergency response procedures
MSAPMOHS205A	Control minor incidents
MSAPMOHS210A	Undertake first response to non-fire incidents
MSAPMOHS212A	Undertake first response to fire incidents
MSAPMOHS216A	Operate breathing apparatus
MSAPMOHS217A	Gas test atmospheres

<b>Unit code</b>	<b>Unit title</b>
MSAPMOHS220A	Provide initial First Aid response
MSAPMOPS100A	Use equipment
MSAPMOPS101A	Make measurements
MSAPMOPS102A	Perform tasks to support production
MSAPMPER200C	Work in accordance with an issued permit
MSAPMPER201A	Monitor and control work permits
MSAPMPER202A	Observe permit work
MSAPMPER205C	Enter confined space
MSAPMSUP100A	Apply workplace procedures
MSAPMSUP101A	Clean workplace or equipment
MSAPMSUP102A	Communicate in the workplace
MSAPMSUP106A	Work in a team
MSAPMSUP172A	Identify and minimise environmental hazards
MSAPMSUP200A	Achieve work outcomes
MSAPMSUP201A	Receive or despatch goods
MSAPMSUP204A	Pack products or materials
MSAPMSUP205A	Transfer loads
MSAPMSUP230A	Monitor process operations
MSAPMSUP240A	Undertake minor maintenance
MSAPMSUP273A	Handle goods
MSAPMSUP280A	Manage conflict at work
MSAPMSUP291A	Participate in continuous improvement
MSAPMSUP292A	Sample and test materials and product
PMBHAN103C	Shift materials safely by hand

Unit code	Unit title
TLID1007C	Operate a forklift
RIIRIS201A	Conduct local risk control
<b>Technical units</b>	
FPICOT2206B	Cross cut materials with a hand-held chainsaw
MSAPMOPS200A	Operate equipment
MSAPMOPS212A	Use enterprise computers or data systems
A maximum of four (4) relevant units may be chosen from this Training Package, other endorsed Training Packages and accredited courses, where they are available for inclusion at Certificate II.	

## Unit Grid

FPICOT2206B Cross cut materials with a hand-held chainsaw  
 LMTGN2008B Coordinate work of team or section  
 MEM03001B Perform manual production assembly  
 MEM03006B Set assembly stations  
 MEM09002B Interpret technical drawing  
 MEM09003B Prepare basic engineering drawing  
 MEM11005B Pick and process order  
 MEM11006B Perform production packaging  
 MEM11007B Administer inventory procedures  
 MEM12023A Perform engineering measurements  
 MEM13003B Work safely with industrial chemicals  
 MEM15001B Perform basic statistical quality control  
 MEM15003B Use improvement processes in team activities  
 MEM15004B Perform inspection  
 MEM16006A Organise and communicate information  
 MEM16007A Work with others in a manufacturing, engineering or related environment  
 MEM16008A Interact with computing technology  
 MEM18001C Use hand tools  
 MEM18002B Use power tools\_hand held operations  
 MSACMS201A Sustain process improvements  
 MSACMT220A Apply quick changeover procedures  
 MSACMT221A Apply Just in Time (JIT) procedures  
 MSACMT230A Apply cost factors to work practices  
 MSACMT240A Apply 5S procedures in a manufacturing environment  
 MSACMT250A Monitor process capability

MSACMT251A Apply quality standards  
MSACMT260A Use planning software systems in manufacturing  
MSACMT280A Undertake root cause analysis  
MSAENV272B Participate in environmentally sustainable work practices  
MSAPMOHS100A Follow OHS procedures  
MSAPMOHS110A Follow emergency response procedures  
MSAPMOHS200A Work safely  
MSAPMOHS205A Control minor incidents  
MSAPMOHS210A Undertake first response to non-fire incidents  
MSAPMOHS212A Undertake first response to fire incidents  
MSAPMOHS216A Operate breathing apparatus  
MSAPMOHS217A Gas test atmospheres  
MSAPMOHS220A Provide initial First Aid response  
MSAPMOHS300A Facilitate the implementation of OHS for a work group  
MSAPMOPS100A Use equipment  
MSAPMOPS101A Make measurements  
MSAPMOPS102A Perform tasks to support production  
MSAPMOPS200A Operate equipment  
MSAPMOPS212A Use organisation computers or data systems  
MSAPMOPS363A Organise on site work  
MSAPMPER200C Work in accordance with an issued permit  
MSAPMPER201A Monitor and control work permits  
MSAPMPER202A Observe permit work  
MSAPMPER205C Enter confined space  
MSAPMPER300C Issue work permits  
MSAPMPER400A Coordinate permit process  
MSAPMSUP100A Apply workplace procedures  
MSAPMSUP101A Clean workplace or equipment  
MSAPMSUP102A Communicate in the workplace  
MSAPMSUP106A Work in a team  
MSAPMSUP172A Identify and minimise environmental hazards  
MSAPMSUP200A Achieve work outcomes  
MSAPMSUP201A Receive or despatch goods  
MSAPMSUP204A Pack products or materials  
MSAPMSUP205A Transfer loads  
MSAPMSUP210A Process and record information  
MSAPMSUP230A Monitor process operations  
MSAPMSUP240A Undertake minor maintenance  
MSAPMSUP273A Handle goods  
MSAPMSUP280A Manage conflict at work  
MSAPMSUP291A Participate in continuous improvement  
MSAPMSUP292A Sample and test materials and product  
MSAPMSUP300A Identify and implement opportunities to maximise production efficiencies  
MSAPMSUP301A Apply HACCP to the workplace  
MSAPMSUP303A Identify equipment faults  
MSAPMSUP309A Maintain and organise workplace records  
MSAPMSUP310A Contribute to the development of plant documentation  
MSAPMSUP330A Develop and adjust a production schedule

MSAPMSUP382A Provide coaching\_mentoring in the workplace

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MSAPMSUP390A Use structured problem solving tools

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