

FBP30117 Certificate III in Food Processing

This qualification is applicable to general manufacturing, basic assembly lines and jobbing shops. Training and assessment is delivered in the workplace to employees where there is a need to learn and implement improvement processes across the entire organisation.

The qualification is normally offered in conjunction with one other qualification depending on the requirements of each company and its workforce. The qualifications offered in conjunction with FBP3017 Certificate III in Food Processing is:

- MSS30316 Certificate III in Competitive Systems and Practices

The program is structured into 4 clusters of related and complimentary units. The units and activities within each cluster are structured as follows:

- Clusters 1 & 2 - Planning, preparation, review, discovery and research
- Cluster 3 – Workplace improvement projects launched and implemented
- Cluster 4 – Implementation and consolidation of workplace improvement projects followed by measurement, review, evaluation and reflection

FBP3017 Certificate III in Food Processing Qualification Cohort

All participants must be currently employed in production positions in a food processing company. This program is suitable for employees working in food processing where their roles require the application of industry specific skills and knowledge across a range of processes including some technical and problem-solving ability. It caters for multi-skilled outcomes and roles that include team leader functions with the production environment.

Typically, this cohort will have general food processing experience and hold job roles in the following fields:

- Grain processing
- Baking
- Retail baking
- Beverages
- Confectionary
- Dairy processing
- Fruit and vegetables
- Grocery products and supplies

This qualification assumes that a learner has current or past work experience where operational or technical skills have already been gained and a level of responsibility already exists. This qualification is not suitable for direct entry from school.

Entry Requirements FBP3017 Certificate III in Food Processing

There are no mandated prerequisite qualification requirements for entry into the **FBP30117 Certificate III in Food Processing**. However, National Training Services offers this qualification as a work-based training and assessment program and therefore participants must be employed in a suitable food processing company to enter into this qualification. Additionally, they will need to have the support of their employer to undertake the training and assessment program over a period of approximately 14 months. Suitability is determined by identifying if applicants fit the criteria outlined below.

This program is not suitable for new entrants to the food processing industry who have no previous training or experience in food processing.

The normal duration for this program is 14 months.

Students with credit transfer or recognition of prior learning for units may complete this qualification in less than 14 months.

No licensing, legislative or certification requirements apply to this qualification.

Completion Requirements FBP30117 Certificate III in Food Processing:

Seventeen units have to be completed. The 17 units are comprised of:

- five core units of competency
- twelve elective units of competency, as specified below:

A minimum of 1 of the 12 elective units must be from the Group A elective list for the qualification.

6 elective units must be selected from the Group B elective list for the qualification.

5 elective units may be selected from the Group A, B or C elective list for the qualification or from this training package or any other currently endorsed training package or accredited course packaged at certificate II (maximum of two units), Certificate III or Certificate IV (maximum of three units) levels.

Time commitment

All requirements for the course are undertaken in the workplace. Time release from usual work duties is negotiated with the employer by the trainer. Training and assessment activities undertaken in the workplace include:

- Training sessions
- Project planning, implementation and presentation
- Skills development

Assessment

Assessment consists of written or verbal assessment of understanding of competitive systems and practices techniques and tools; workplace observation by the trainer; and project presentations reviewed by the trainer and workplace management.

Pathway

To FDF40110 Certificate IV in Food Processing

Government Funding

National Training Services (RTO21254) can access State government funding for this qualification through the Skills first funding program. To enquire about your eligibility for State Government funding contact National Training Services on 03 9988 7948 during office hours.

Tuition Fees

Students who are eligible for Victorian Skills First Funding will pay no tuition fees. Students not eligible for Victorian Skills First Funding may be required to pay a fee. Contact National Training Services on 03 9988 7948 during office hours for more details.

FBP30117 Certificate III in Food Processing.

Code	Name of Unit/Module	Core / elective
FDFFS2001A	Implement the food safety program and procedures	Core
FDFFS3001A	Monitor the implementation of quality and food safety programs	Core
FDFOHS3001A	Contribute to OHS processes	Core
FDFOP2064A	Provide and apply workplace information	Core
MSMENV272B	Participate in environmentally sustainable work practices	Core
FDFOP3004A	Promote innovation in a team environment	Elective
FDFPPL3001A	Lead team effectiveness	Elective
FDFPPL3002A	Show leadership in the workplace	Elective
FDFPPL3005A	Implement operational plan	Elective
FDFTEC3003A	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	Elective
MSMSUP303	Operate Equipment	Elective
FDFOP2063A	Optimise process/plant area	Elective
MSMSUP390	Identify equipment faults	Elective
MSS402001	Facilitate a team	Elective
MSS402002	Use structured problem solving tools	Elective
FDFTEC3001A	Develop and monitor quality systems	Elective
MSS405002	Analyse and map a value stream	Elective
FDFOHS2001A	Participate in OHS processes	Elective

FDF40110 Certificate IV in Food Processing

This qualification is sufficiently flexible to be applicable in most food processing environments.

FDF40110 Certificate IV in Food Processing focusses on technical skills and knowledge required to solve production problems (including food safety) and operational packaging and production needs in a food processing environment.

NTS has structured this qualification to provide training and assessment that enables an employer to standardise the current skill level within their company in regard to safety, quality, process operations within a lean culture and operating environment.

Workplace Improvement Projects undertaken by participants are designed to generate cost and efficiency gains for the employer.

The qualification is normally offered in conjunction with one other qualification depending on the requirements of each company and its workforce. The qualifications offered in conjunction with FDF40110 Certificate IV in Food Processing is:

- MSS40316 Certificate IV in Competitive Systems and Practices

The program is structured into 4 clusters of related and complimentary units. The units and activities within each cluster are structured as follows:

- Clusters 1 & 2 - Planning, preparation, review, discovery and research
- Cluster 3 – Workplace improvement projects launched and implemented
- Cluster 4 – Implementation and consolidation of workplace improvement projects followed by measurement, review, evaluation and reflection

FDF40110 Certificate IV in Food Processing Qualification Cohort

All participants must be currently employed in positions within a food processing company. This program is suitable for those working in supervisory or middle management roles within food processing environments. This Qualification includes technical skill and knowledge required to solve food production problems and ensure that operations are implemented and maintained at optimal performance. Emphasis is on monitoring the implementation of food processing systems and procedures with input into management functions of the organisation.

Typically, this cohort will have general food processing experience and hold job roles in the following fields:

- Grain processing
- Baking
- Retail baking
- Beverages
- Confectionary
- Dairy processing
- Fruit and vegetables
- Grocery products and supplies

This qualification assumes that a learner has current or past work experience where operational or technical skills have already been gained and a level of responsibility already exists. This qualification is not suitable for direct entry from school.

Entry Requirements FDF40110 Certificate IV in Food Processing

There are no mandated prerequisite qualification requirements for entry into the **FDF40110 Certificate IV in Food Processing**. However, National Training Services offers these qualifications as a work-based training and assessment program and therefore participants must be employed in a suitable food processing company to enter into this qualification. Additionally, they will need to have the support of their employer to undertake the training and assessment program over a period of approximately 14 months. Suitability is determined by identifying if applicants fit the criteria outlined below.

The **FDF40110 Certificate IV in Food Processing** qualification outlined in this Training and Assessment Strategy is suitable for supervisors and middle management in food processing environments.

This program is not suitable for new entrants to the food processing industry who have no previous training or experience in food processing.

The normal duration for this program is 14 months.

Students with credit transfer or recognition of prior learning for units may complete this qualification in less than 14 months.

Completion Requirements FDF40110 Certificate IV in Food Processing:

Twenty-Two units have to be completed - the 22 units are comprised of:

- six core units of competency
- sixteen elective units of competency, as specified below:

A minimum of 1 of the 16 elective units must be from the Group A elective list for the qualification.

A minimum of 1 of the 16 elective units must be from the Group B elective list for the qualification.

A minimum of 8 of the 16 elective units must be from the Specialist Technical and Cross Sector Group C elective lists for the qualification.

The remaining 6 elective units may be selected from:

- Group A, B and C units listed for the qualification that have not been previously selected
- Group D units listed for the qualification that have not been previously selected
- Units packaged at Certificate II in Food Processing (maximum of 3)
- Units packaged at Certificate III in Food Processing (maximum of 5)
- Units packaged at Diploma of Food Processing (maximum of 2)

A maximum of 4 units from any nationally endorsed Training Package and accredited course that are packaged at Certificate II level (maximum of 2 units), Certificate III level (maximum of 2 units), Certificate IV level (maximum of 4 units) and Diploma level (maximum of 2 units)

Time commitment

All requirements for the course are undertaken in the workplace. Time release from usual work duties is negotiated with the employer by the trainer. Training and assessment activities undertaken in the workplace include:

- Training sessions
- Project planning, implementation and presentation
- Skills development

Assessment

Assessment consists of written or verbal assessment of understanding of competitive systems and practices techniques and tools; workplace observation by the trainer; and project presentations reviewed by the trainer and workplace management.

Pathway

FDF50110 Diploma of Food Processing. National Training Services does not offer this qualification.

Government Funding

National Training Services (RTO21254) can access State government funding for this qualification through the Skills first funding program. To enquire about your eligibility for State Government funding contact National Training Services on 03 9988 7948 during office hours.

Tuition Fees

Students who are eligible for Victorian Skills First Funding will pay no tuition fees. Students not eligible for Victorian Skills First Funding may be required to pay a fee. Contact National Training Services on 03 9988 7948 during office hours for more details.

FDF40110 Certificate IV in Food Processing.

Code	Name of Unit/Module	Core / elective
FDFFS2001A	Implement the food safety program and procedures	Core
FDFFS3001A	Monitor the implementation of quality and food safety programs	Core
FDFOP2061A	Use numerical applications in the workplace	Core
FDFPPL3002A	Report on workplace performance	Core
FDFTEC3003A	Apply raw materials, ingredient and process knowledge to production problems	Core
MSAENV472B	Implement and monitor environmentally sustainable work practices	Core
FDFOHS4001A	Identify, assess and control OHS risk in own work	Elective
FDFOP3004A	Operate interrelated processes in a packaging system	Elective
FDFPPL4002A	Plan and coordinate maintenance	Elective
FDFPPL4004A	Optimise a work process	Elective
MSS404082A	Assist in implementing a proactive maintenance strategy	Elective
PMASUP420B	Minimise environmental impact of process	Elective
FDFAU4003A	Conduct food safety audits	Elective
FDFAU4004A	Identify, evaluate and control food safety hazards	Elective
MSS403001A	Implement competitive systems and practices	Elective
MSS403002A	Ensure process improvements are sustained	Elective
MSS403030A	Improve cost factors in work practices	Elective
FDFOP2063A	Apply quality systems and procedures	Elective
MSS402080A	Undertake root cause analysis	Elective
MSS402001	Apply competitive systems and practices	Elective
MSS402030	Apply cost factors to work practices	Elective
FDFPPL3001A	Participate in improvement processes	Elective

MSA30208 Certificate III in Manufacturing Technology

This qualification is sufficiently flexible to be applicable in most manufacturing technology environments.

NTS has structured this qualification to provide training and assessment that enables an employer to standardise the current skill level within their company in regard to safety, quality, process operations within a lean culture and operating environment.

Workplace Improvement Projects undertaken by participants are designed to generate cost and efficiency gains for the employer.

The qualification is normally offered in conjunction with one other qualification depending on the requirements of each company and its workforce. The qualifications offered in conjunction with MSA30208 Certificate III in Manufacturing Technology is:

- MSS30316 Certificate III in Competitive Systems and Practices

The program is structured into 4 clusters of related and complimentary units. The units and activities within each cluster are structured as follows:

- Clusters 1 & 2 - Planning, preparation, review, discovery and research
- Cluster 3 – Workplace improvement projects launched and implemented
- Cluster 4 – Implementation and consolidation of workplace improvement projects followed by measurement, review, evaluation and reflection

MSA30208 Certificate III in Manufacturing Technology Qualification Cohort

All participants must be currently employed in production positions in a manufacturing company. This program is suitable for employees working in manufacturing where their roles require the application of industry specific skills and knowledge across a range of processes including some technical and problem-solving ability. It caters for multi-skilled outcomes and roles that include team leader functions with the production environment.

Typically, this cohort will have general manufacturing experience and hold job roles in the following specialist areas:

- CAD/Drafting
- Manufacturing Operations
- Laboratory Operations
- Technical Officer
- Metallurgy
- Polymer Technology
- Structural Steel Detailing

This qualification assumes that a learner has current or past work experience where operational or technical skills have already been gained and a level of responsibility already exists. This qualification is not suitable for direct entry from school.

Entry Requirements MSA30208 Certificate III in Manufacturing Technology

There are no mandated prerequisite qualification requirements for entry into the **MSA30208 Certificate III in Manufacturing Technology**. However, National Training Services offers these qualifications as a work-based training and assessment program and therefore participants must be employed in a suitable manufacturing company to enter into this qualification. Additionally, they will need to have the support of their employer to undertake the training and assessment program over a period of approximately 12-14 months. Suitability is determined by identifying if applicants fit the criteria outlined below.

The **MSA30208 Certificate III in Manufacturing Technology** qualification outlined in this Training and Assessment Strategy is suitable for workers employed in the manufacturing industry who wish to enrol into the manufacturing operations stream.

This program is not suitable for new entrants to the manufacturing industry who have no previous training or experience in manufacturing technology..

The normal duration for this program is 14 months.

Students with credit transfer or recognition of prior learning for units may complete this qualification in less than 14 months.

Completion Requirements MSA30208 Certificate III in Manufacturing Technology

Eleven units must be completed. The 11 units are comprised of:

- Three (3) core units of competency
- Eleven (11) elective units of competency, as specified below:

The 11 elective units must be selected from one of the specialist streams to achieve a specialised outcome. The specialist stream chosen for this Training and Assessment Strategy is the Manufacturing Operations stream comprising of:

- A minimum of six (6) from the specialist stream units listed
- The balance to be chosen from Group B General Electives

Time commitment

All requirements for the course are undertaken in the workplace. Time release from usual work duties is negotiated with the employer by the trainer. Training and assessment activities undertaken in the workplace include:

- Training sessions
- Project planning, implementation and presentation
- Skills development

Assessment

Assessment consists of written or verbal assessment of understanding of competitive systems and practices techniques and tools; workplace observation by the trainer; and project presentations reviewed by the trainer and workplace management.

Pathway

MSA40108 Certificate IV in Manufacturing Technology

Government Funding

National Training Services (RTO21254) can access State government funding for this qualification through the Skills first funding program. To enquire about your eligibility for State Government funding contact National Training Services on 03 9988 7948 during office hours.

Tuition Fees

Students who are eligible for Victorian Skills First Funding will pay no tuition fees. Students not eligible for Victorian Skills First Funding may be required to pay a fee. Contact National Training Services on 03 9988 7948 during office hours for more details.

MSA30208 Certificate III in Manufacturing Technology.

Code	Name of Unit/Module	Core / elective
MEM30012A	Apply mathematical techniques in a manufacturing, engineering or related environment	Core
MSS402051A	Apply quality standards	Core
MSAENV272B	Participate in environmentally sustainable work practices	Core
MEM16006A	Organise and communicate information	Elective
MEM16008A	Interact with computing technology	Elective
MEM30016A	Assist in the analysis of a supply chain	Elective
MSS402001A	Apply competitive systems and practices	Elective
MSS402030A	Apply cost factors to work practices	Elective
MSS402080A	Undertake root cause analysis	Elective
MSS403002A	Ensure process improvements are sustained	Elective
MSS403030A	Improve cost factors in work practices	Elective

MSA40108 Certificate IV in Manufacturing Technology

This qualification is sufficiently flexible to be applicable in most manufacturing environments.

NTS has structured this qualification to provide training and assessment that enables an employer to standardise the current skill level within their company in regard to safety, quality, process operations within a lean culture and operating environment.

Workplace Improvement Projects undertaken by participants are designed to generate cost and efficiency gains for the employer.

The qualification is normally offered in conjunction with one other qualification depending on the requirements of each company and its workforce. The qualifications offered in conjunction with MSA40108 Certificate IV in Manufacturing Technology is:

- MSS40316 Certificate IV in Competitive Systems and Practices

The program is structured into 4 clusters of related and complimentary units. The units and activities within each cluster are structured as follows:

- Clusters 1 & 2 - Planning, preparation, review, discovery and research
- Cluster 3 – Workplace improvement projects launched and implemented
- Cluster 4 – Implementation and consolidation of workplace improvement projects followed by measurement, review, evaluation and reflection

MSA40108 Certificate IV in Manufacturing Technology Qualification Cohort

All participants must be currently employed in production positions in a manufacturing company. This program is suitable for employees working in manufacturing where their roles require the application of industry specific skills and knowledge across a range of processes including some technical and problem-solving ability. It caters for multi-skilled outcomes and roles that include team leader functions with the production environment.

Typically, this cohort will have general manufacturing experience and hold job roles in the following specialist areas:

- CAD/Drafting
- Manufacturing Operations
- Laboratory Operations
- Technical Officer
- Polymer Technology

This qualification assumes that a learner has current or past work experience where operational or technical skills have already been gained and a level of responsibility already exists. This qualification is not suitable for direct entry from school. Entry Requirements

Entry Requirements MSA40108 Certificate IV in Manufacturing Technology

There are no mandated prerequisite qualification requirements for entry into the **MSA40108 Certificate IV in Manufacturing Technology**. However, National Training Services offers these qualifications as a work-based training and assessment program and therefore participants must be employed in a suitable manufacturing company to enter into this qualification. Additionally, they will need to have the support of their employer to undertake the training and assessment program over a period of approximately 14 months. Suitability is determined by identifying if applicants fit the criteria outlined below.

The **MSA40108 Certificate IV in Manufacturing Technology** qualification outlined in this Training and Assessment Strategy is suitable for workers employed in the manufacturing industry who wish to enrol into the manufacturing operations stream.

This program is not suitable for new entrants to the manufacturing industry who have no previous training or experience in manufacturing technology.

The normal duration for this program is 14 months.

Students with credit transfer or recognition of prior learning for units may complete this qualification in less than 14 months.

Completion Requirements MSA40108 Certificate IV in Manufacturing Technology:

Sixteen units must be completed. The 16 units are comprised of:

- Four (4) core units of competency
- Twelve (12) elective units of competency, as specified below:

The 12 elective units must be selected from one of the specialist streams to achieve a specialised outcome. The specialist stream chosen for this Training and Assessment Strategy is the Manufacturing Operations stream comprising of:

- A minimum of ten (10) from the specialist stream units listed
- The balance to be chosen from Group B General Electives

Time commitment

All requirements for the course are undertaken in the workplace. Time release from usual work duties is negotiated with the employer by the trainer. Training and assessment activities undertaken in the workplace include:

- Training sessions
- Project planning, implementation and presentation
- Skills development

Assessment

Assessment consists of written or verbal assessment of understanding of competitive systems and practices techniques and tools; workplace observation by the trainer; and project presentations reviewed by the trainer and workplace management.

Pathway

MSA50108 Diploma of Manufacturing Technology. National Training Services does not offer this qualification.

Government Funding

National Training Services (RTO21254) can access State government funding for this qualification through the Skills first funding program. To enquire about your eligibility for State Government funding contact National Training Services on 03 9988 7948 during office hours.

Tuition Fees

Students who are eligible for Victorian Skills First Funding will pay no tuition fees. Students not eligible for Victorian Skills First Funding may be required to pay a fee. Contact National Training Services on 03 9988 7948 during office hours for more details.

MSA40108 Certificate IV in Manufacturing Technology.

Code	Name of Unit/Module	Core / elective
MEM16008A	Interact with computing technology	Core
MEM30012A	Apply mathematical techniques in a manufacturing, engineering or related environment	Core
MSS402051A	Apply quality standards	Core
MSAENV272B	Participate in environmentally sustainable work practices	Core
MEM16006A	Organise and communicate information	Elective
MEM30015A	Develop recommendations for basic set up time improvements	Elective
MEM30016A	Assist in the analysis of a supply chain	Elective
MEM30017A	Use basic preventative maintenance techniques and tools	Elective
MEM30020A	Develop and manage a plan for a simple manufacturing related project	Elective
MSS402001A	Apply competitive systems and practices	Elective
MSS402020A	Apply quick changeover procedures	Elective
MSS402030A	Apply cost factors to work practices	Elective
MSS402080A	Undertake root cause analysis	Elective
MSS403002A	Ensure process improvements are sustained	Elective
MSS403030A	Improve cost factors in work practices	Elective
MSS403032A	Analyse manual handling processes	Elective

MSM40116 Certificate IV in Process Manufacturing / MSS40316 Certificate IV in Competitive Systems and Practices (Dual Qualification)

This dual qualification program is applicable to general manufacturing, basic assembly lines and jobbing shops.

This program is suitable for manufacturing employees with significant experience of 5 years and over who can lead projects and work unsupervised in their job roles: Typically, this cohort will have general manufacturing experience and hold senior job roles in the following fields:

- Operations
- Research and Development
- Engineering
- Planning
- Laboratory Technology
- Procurement
- Supervisory/Leading Hand/Leadership roles

Completion Requirements - MSM40116 Certificate IV in Process Manufacturing

To be awarded the MSM40116 Certificate IV in Process Manufacturing competency must be achieved in a total of twenty-six (26) units of competency.

- five (5) core units of competency
- twenty-one (21) elective units of competency, as specified below:

National Training Services offers the units listed below for MSM40116 Certificate IV in Process Manufacturing.

Code	Name of Unit/Module	Core or elective
MSMENV272	Participate in environmentally sustainable work practices	Core
MSMSUP200	Achieve work outcomes	Core
MSMSUP210	Process and record information	Core
MSMWHS200	Work safely	Core
MSS402051	Apply quality standards	Core
BSBINN301	Promote innovation in a team environment	Elective
BSBLDR403	Lead team effectiveness	Elective
BSBMGT401	Show leadership in the workplace	Elective
BSBMGT402	Implement operational plan	Elective
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	Elective
MSMOPS200	Operate Equipment	Elective
MSMOPS400	Optimise process/plant area	Elective
MSMSUP303	Identify equipment faults	Elective
MSMSUP383	Facilitate a team	Elective
MSMSUP390	Use structured problem solving tools	Elective
MSMSUP400	Develop and monitor quality systems	Elective
MSMWHS100	Follow WHS procedures	Elective
MSS403011	Facilitate implementation of competitive systems and practices	Elective
MSS403013	Lead team culture improvement	Elective
MSS403040	Facilitate and improve implementation of 5S	Elective
MSS403041	Facilitate breakthrough improvements	Elective
MSS404052	Apply statistics to operational processes	Elective
MSS404081	Undertake proactive maintenance analyses	Elective
PMAOPS402	Respond to abnormal process situations	Elective
PMAOPS405	Operate complex control systems	Elective
PMBTECH406	Diagnose production equipment problems	Elective

Completion Requirements - MSS40316 Certificate IV in Competitive Systems and Practices

To be awarded the MSS40316 Certificate IV in Competitive Systems and Practices, competency must be achieved in twelve (12) units of competency.

- three (3) core units of competency
- nine (9) elective units of competency,

National Training Services offers the units listed below for MSS40316 Certificate IV in Competitive Systems and Practices

Code	Name of Unit/Module	Core or elective
MSMENV472	Implement and monitor environmentally sustainable work practices	Core
MSS403001	Review competitive systems and practices	Core
MSS403010	Facilitate change in an organisation implementing competitive systems and practices	Core
MSS402080	Undertake root cause analysis	Elective
MSS403002	Ensure process improvements are sustained	Elective
MSS403021	Facilitate a Just in Time system	Elective
MSS403030	Improve cost factors in work practices	Elective
MSS403044	Facilitate continuous improvement through the use of standardised procedures and practices	Elective
MSS403051	Mistake Proof an operational process	Elective
MSS403084	Improve changeovers	Elective
MSS405002	Analyse and map a value stream	Elective
MSS405040	Manage 5S system in an organisation	Elective

MSM40116 Certificate IV in Process Manufacturing / PMA40116 Certificate IV in Process Plant Technology (Dual Qualification)

This dual qualification program is applicable to general manufacturing, basic assembly lines and jobbing shops.

This program is designed to be delivered in larger more sophisticated companies that have well developed and systematic induction programs, high level safety systems and a leadership that understands and supports continuous improvement, safe work practices, and environmental responsibilities

This qualification is suitable for employees in advanced technical operations in manufacturing plants working with process plants such as chemicals and injection moulding. Typically, process plant experience will be in job roles such as:

- Plant Managers
- Superintendents
- Workplace Health and Safety
- Maintenance (with a trade qualification)
- Specialist Field Operations staff

Completion Requirements - MSM40116 Certificate IV in Process Manufacturing

To be awarded the MSM40116 Certificate IV in Process Manufacturing competency must be achieved in a total of twenty-six (26) units of competency.

- five (5) core units of competency
- twenty-one (21) elective units of competency, as specified below:

National Training Services offers the units listed below for MSM40116 Certificate IV in Process Manufacturing.

Code	Name of Unit/Module	Core or elective
MSMENV272	Participate in environmentally sustainable work practices	Core
MSMSUP200	Achieve work outcomes	Core
MSMSUP210	Process and record information	Core
MSMWHS200	Work safely	Core
MSS402051	Apply quality standards	Core
BSBINN301	Promote innovation in a team environment	Elective
BSBLDR403	Lead team effectiveness	Elective
BSBMGT401	Show leadership in the workplace	Elective
BSBMGT402	Implement operational plan	Elective
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	Elective
MSMOPS200	Operate Equipment	Elective
MSMOPS400	Optimise process/plant area	Elective
MSMSUP303	Identify equipment faults	Elective
MSMSUP383	Facilitate a team	Elective
MSMSUP390	Use structured problem solving tools	Elective
MSMSUP400	Develop and monitor quality systems	Elective
MSMWHS100	Follow WHS procedures	Elective
MSS403011	Facilitate implementation of competitive systems and practices	Elective
MSS403013	Lead team culture improvement	Elective
MSS403040	Facilitate and improve implementation of 5S	Elective
MSS403041	Facilitate breakthrough improvements	Elective
MSS404052	Apply statistics to operational processes	Elective
MSS404081	Undertake proactive maintenance analyses	Elective
PMAOPS402	Respond to abnormal process situations	Elective
PMAOPS405	Operate complex control systems	Elective
PMBTECH406	Diagnose production equipment problems	Elective

Completion Requirements - PMA40116 Certificate IV in Process Plant Technology

To be awarded the PMA40116 Certificate IV in Process Plant Technology competency must be achieved in **twenty-six (26)** units of competency:

- five (5) core units of competency
- twenty-one (21) elective units of competency

National Training Services offers the units listed below for PMA40116 Certificate IV in Process Plant Technology.

Code	Name of Unit/Module	Core or elective
MSMENV272	Participate in environmentally sustainable work practices	Core
MSMSUP100	Apply workplace context to own job	Core
MSMSUP102	Communicate in the workplace	Core
MSMWHS110	Follow emergency response procedures	Core
MSMWHS200	Work safely	Core
MSMSUP273	Handle Goods	Elective
MSS402080A	Undertake root cause analysis	Elective
MSS403030A	Improve cost factors in work practices	Elective
MSS404050A	Undertake process capability improvements	Elective
MSS405002	Analyse and map a value stream	Elective
MSS405040	Manage 5S systems in an organisation	Elective
PMAOMIR407	Audit incident preparedness and established response system	Elective
PMAOMIR424	Develop and maintain community relationships	Elective
PMAOMIR444	Develop incident containment tactics	Elective
PMAOPS201	Operate fluid flow equipment	Elective
PMAOPS204	Select and use utilities and services	Elective
PMAOPS208	Operate chemical separation equipment	Elective
PMAOPS216	Operate local control system	Elective
PMAOPS300	Operate a production unit	Elective
PMAOPS305	Operate process control systems	Elective
PMAOPS308	Organise storage and logistics of general materials	Elective
PMAOPS309	Operate solids handling/storage facility	Elective
PMAOPS319	Adjust batch	Elective
PMAOPS411	Manage plant shutdown and restart	Elective
PMAOPS500	Optimise production systems	Elective
PMASUP410	Develop plant documentation	Elective
PMASUP420	Minimise environmental impact of process	Elective

PMA30116 Certificate III in Process Plant Operations / MSS30316 Certificate III in Competitive Systems and Practices (Dual Qualification)

This dual qualification program is applicable to process manufacturing plants including food processing.

This qualification is suitable for manufacturing employees with significant experience of around 4 to 5 years minimum. Where there is a cohort with a mixture of experience at a worksite a small percentage of recent employees and apprentices with some manufacturing experience can be accommodated in the program: Typically, process manufacturing experience will be in job roles such as:

- Operations
- Research and Development
- Engineering
- Planning
- Laboratory Technology
- Procurement
- Supervisory/leading hand/team leadership roles

Completion Requirements –PMA30116 Certificate III in Process Plant Operations

To be awarded the PMA30116 Certificate III in Process Plant Operations competency must be achieved in **twenty-one (21)** units of competency

- five (5) core units of competency
- sixteen (16) elective units of competency

National Training Services offers the units listed below for PMA30116 Certificate III in Process Plant Operations

Code	Name of Unit/Module	Core or elective
MSMENV272	Participate in environmentally sustainable work practices	Core
MSMSUP100	Apply workplace context to own job	Core
MSMSUP102	Communicate in the workplace	Core
MSMWHS110	Follow emergency response procedures	Core
MSMWHS200	Work safely	Core
MSMOPS200	Operate equipment	Elective
MSMSUP303	Identify equipment faults	Elective
MSMSUP310	Contribute to development of workplace documentation	Elective
PMAOMIR346	Assess and secure an incident site	Elective
PMAOPS201	Operate fluid flow equipment	Elective
PMAOPS208	Operate chemical separation equipment	Elective
PMAOPS216	Operate local control system	Elective
PMAOPS300	Operate a production unit	Elective
PMAOPS305	Operate process control systems	Elective
PMAOPS307	Transfer bulk fluids into/out of storage facility	Elective
PMAOPS309	Operate solids handling/storage facility	Elective
PMAOPS319	Adjust batch	Elective
PMAOPS350	Match and adjust colour	Elective
PMASUP345	Monitor vibration	Elective
PMAWHS310	Investigate incidents	Elective
PMAWHS311	Lead emergency teams	Elective

Completion Requirements –MSS30316 Certificate III in Competitive Systems and Practices

To be awarded the MSS30316 Certificate III in Competitive Systems and Practices, competency must be achieved in **ten (10)** units of competency.

- three (3) core units of competency
- seven (7) elective units of competency

National Training Services offers the units listed below for MSS30316 Certificate III in Competitive Systems and Practices

Code	Name of Unit/Module	Core or elective
MSMENV272	Participate in environmentally sustainable work practices	Core
MSMWHS200	Work safely	Core
MSS403001	Review competitive systems and practices	Core
MSS402020	Apply quick changeover procedures	Elective
MSS402021	Apply Just in Time procedures	Elective
MSS402030	Apply cost factors to work practices	Elective
MSS402040	Apply 5S procedures	Elective
MSS402050	Monitor process capability	Elective
MSS402051	Apply quality standards	Elective
MSS402080	Undertake root cause analysis	Elective
MSS403002	Ensure process improvements are sustained	Elective

MSS30316 Certificate III in Competitive Systems and Practices

This qualification is applicable for all manufacturing environments where employees required a grounding in Lean technologies.

Job roles this program is suitable for include:

A junior person in a support or administrative or operational role in a manufacturing company or Apprentices with no manufacturing experience. Typically manufacturing industry apprentices would be in

- Electrical
- Fabrication
- Fitting and turning
- Welding

Completion Requirements –MSS30316 Certificate III in Competitive Systems and Practices

To be awarded the MSS30316 Certificate III in Competitive Systems and Practices, competency must be achieved in **ten (10)** units of competency.

- three (3) core units of competency
- seven (7) elective units of competency

National Training Services offers the units listed below for MSS30316 Certificate III in Competitive Systems and Practices

Code	Name of Unit/Module	Core or elective
MSMENV272	Participate in environmentally sustainable work practices	Core
MSMWHS200	Work safely	Core
MSS403001	Review competitive systems and practices	Core
MSS402020	Apply quick changeover procedures	Elective
MSS402021	Apply Just in Time procedures	Elective
MSS402030	Apply cost factors to work practices	Elective
MSS402040	Apply 5S procedures	Elective
MSS402050	Monitor process capability	Elective
MSS402051	Apply quality standards	Elective
MSS402080	Undertake root cause analysis	Elective
MSS403002	Ensure process improvements are sustained	Elective

MSS40316 Certificate IV in Competitive Systems and Practices

This qualification is applicable for all manufacturing environments where employees required a grounding in Lean technologies.

This qualification is suitable for experienced individuals who are in a support role in a manufacturing environment such as:

- Administrative staff
- Human Resources Officers
- Sales and Marketing Personnel
- Reception staff; or
- Experienced individuals in any other business where “lean” techniques are applicable.

Completion Requirements - MSS40316 Certificate IV in Competitive Systems and Practices

To be awarded the MSS40316 Certificate IV in Competitive Systems and Practices, competency must be achieved in twelve (12) units of competency.

- three (3) core units of competency
- nine (9) elective units of competency,

National Training Services offers the units listed below for MSS40316 Certificate IV in Competitive Systems and Practices

Code	Name of Unit/Module	Core or elective
MSMENV472	Implement and monitor environmentally sustainable work practices	Core
MSS403001	Review competitive systems and practices	Core
MSS403010	Facilitate change in an organisation implementing competitive systems and practices	Core
MSS402080	Undertake root cause analysis	Elective
MSS403002	Ensure process improvements are sustained	Elective
MSS403021	Facilitate a Just in Time system	Elective
MSS403030	Improve cost factors in work practices	Elective
MSS403044	Facilitate continuous improvement through the use of standardised procedures and practices	Elective
MSS403051	Mistake Proof an operational process	Elective
MSS403084	Improve changeovers	Elective
MSS405002	Analyse and map a value stream	Elective
MSS405040	Manage 5S system in an organisation	Elective

Skills First Program 2018 - Information for Students

Equity

- National Training Services RTO 21254 has inclusive practices and does not discriminate against anyone regardless of race, colour, religion, or disability and encourages all to apply for government funding.
- All potential students who are eligible are given equal opportunity to access government funded subsidised training.
- Student eligibility for a government-funded place is individually tested against a set of criteria and requires the provision and recording of supporting evidence. The information below provides an overview of the requirements.

Eligibility for government-subsidised training

To be eligible for Victorian Government-subsidised funding,

- Applicants must be either an Australian citizen, a New Zealand citizen or holder of a Permanent Visa, and;
- Have a physical presence in Victoria while undertaking the course, and
- Not be attending Secondary School at the time of the course, and
- Have not commenced or be scheduled to commence more than two government-subsidised courses in 2018, and
- Not be enrolled in more than two government-subsidised courses at any one time, and
- Have commenced no more than one government subsidised course at the level of the course you are enrolling in,
- Be enrolling in a course that is at a higher level than your previous highest educational level achieved. This requirement is not applicable if you will be under 20 on the first day of January in the year that your course commences.

Future options

The Skills First Program 2018 pays registered training organisation to provide training for people to upgrade their skills based on the eligibility rules above and the requirements below:

If we claim funds for your training, it limits your future options for access to funds based on the rules below.

- A higher-level qualification than what you hold
- A lifetime maximum of 2 enrolments at each level below
- Levels are Certificate 1, 2, 3, 4, Diploma, Advanced Diploma.

Eligibility for concessions on government-subsidised training

- Students enrolling in a government-subsidised course up to Certificate IV level who hold a current and valid Commonwealth Healthcare Card, Pensioner Concession Card or Veterans' Gold Card (or who are the dependent spouse or dependent child of a cardholder) at the time of enrolment are eligible for a concession on tuition and student services and amenities fees. Applicants must provide proof at the time of enrolment that they are the card holder or the dependent spouse or dependent child of a card holder.
- Students who were under 25 at January 1, 2012, and are continuing in the diploma or advanced diploma that they enrolled in prior to July 1, 2012, will also be eligible for a concession on tuition.
- Australian Aboriginal and Torres Strait Islanders will be eligible for a concession on tuition and student services and amenities fees for any level course.

Eligible students are subsidised by the Victorian and Commonwealth governments under the Skills First Program 2018. Enrolment may impact access to further government-subsidised training.

Exceptions to the Skills First Program 2018 Eligibility criteria under particular arrangements

- Individuals referred to training under particular arrangements may not be required to meet particular aspects of the eligibility criteria
- To be considered an Eligible individual for the purpose of this criteria individuals undertaking training under the following arrangements must present the relevant Referral Form or Letter to the RTO prior to enrolment
 - Single and teenage parents training initiative referral form
 - Young people transitioning from Care Initiative referral form
 - Workers in Transition Program Eligibility Letter
 - Job Seekers with a completed Job Seeker referral form

Course Fees and Subsidies

Students are assessed on their eligibility and the results of the pre-training review. The outcome of this process can determine what courses students will undertake and this in turn will affect what funds will be received by National Training Services Pty Ltd to cover the cost of your training. The course selection and course fees applicable to each student are indicated on the Fee Payment Agreement. The table below shows the maximum Government Subsidy through the Skills First Program 2018 for each qualification.

Course Titles	Maximum Government Subsidy ¹
MSM40116 Certificate IV in Process Manufacturing	\$7,700
MSS30316 Certificate III in Competitive Systems and Practices	\$2,940
MSS40316 Certificate IV in Competitive Systems and Practices	\$4,060
PMA30116 Certificate III in Process Plant Operations	\$8,000
PMA40116 Certificate IV in Process Plant Technology	\$11,600

¹ The amount of Government Subsidy received is dependent on the number and combination of elective units undertaken
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National Training Services Pty Ltd RTO 21254

National Training Services RTO 21254 Student Information

Who are we?

National Training Services RTO 21254 is a Registered Training Organisation (RTO) regulated by the Australian Skills Qualification Authority.

National Training Services RTO 21254 works to provide recognition of the training and assessment they provide, award Nationally Recognised certification and maintain the records and documentation required by State and Federal Government regulatory and funding authorities.

National Training Services RTO 21254 has a range of qualifications on its Scope of Registration. Part of its offering includes Nationally Recognised Qualifications in the manufacturing industry.

National Training Services RTO 21254 provides the following manufacturing industry qualifications:

- FBP30117 Certificate III in Food Processing
- FDF40110 Certificate IV in Food Processing
- MSA30208 Certificate III in Manufacturing Technology
- MSA40108 Certificate IV in Manufacturing Technology
- MSM40116 Certificate IV in Process Manufacturing
- MSS30316 Certificate III in Competitive Systems and Practices
- MSS40316 Certificate IV in Competitive Systems and Practices
- PMA30116 Certificate III in Process Plant Operations
- PMA40116 Certificate IV in Process Plant Technology

Where does National Training Services RTO 21254 teach its manufacturing industry courses?

National Training Services RTO 21254 delivers and assess manufacturing industry courses in the workplace and in employer training facilities.

What learning resources and assessment tools are used?

The learning material is industry based content. Prepared by a third party to National Training Services RTO 21254 specifications. National Training Services adapts the learning and assessment material by consulting with employer and validating all assessments undertaken by students.

Recognition for previous learning

National Training Services RTO 21254 offers Credit Transfer and Recognition of Prior Learning for previous study or learning to all students. This is discussed during your pre-training review and if applicable National Training Services RTO 21254 staff will assist you to make an application.

Students wanting to apply for Credit Transfer and Recognition of Prior Learning for previous study or learning must bring certified copies of all relevant qualifications, transcripts and statements of attainment to their interview and provide a copy of a signed and up to date employment resume to the interviewer.

What do you receive at the end of your study?

If you complete your course, you will receive a Nationally Recognised Qualification. If you partially complete your course, you will receive a Statement of Attainment for the units you complete. In both cases, these certificates can be used for Recognition of Prior Learning or Credit Transfer applications with other registered training organisations and TAFE Institutes. If you choose to study a higher qualification at another Registered Training Organisation (RTO) then credit transfer can be used toward the qualification.

Who are your teachers?

National Training Services RTO 21254 sources and employs professionals who hold the relevant manufacturing qualifications and current industry skills and competencies. The combination of manufacturing industry expertise with the relevant skills and qualifications, offers our students the best in education and training.

Complaints and Appeals

The NTS Complaints and Appeals procedure can be viewed at [NTS Compliance Information](#)

Brokering Arrangements

National Training Services has appointed a broker to identify and negotiate with workplaces wishing to undertake this training. Details of the broker are on the National Training Services website on the Compliance page. [National Training Services Brokers List](#).

More Information

For more information about your enrolment with National Training Services RTO 21254, please contact us on (03) 9988 7949 or email your questions and queries to info@nationaltrainingservices.edu.au