

## MSS40316 Certificate IV in Competitive Systems and Practices

This qualification is applicable to general manufacturing, basic assembly lines and jobbing shops. The qualification is offered as a single qualification or in conjunction with MSM40116 Certificate IV in Process Manufacturing. 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.

### MSS40316 Single Qualification Cohort

This qualification is suitable for all manufacturing environments where employees required a grounding in Lean technologies. Participants should be currently employed in supervisory positions in a manufacturing company or are in development to be upskilled or promoted to a supervisory position.

This program is suitable for non-manufacturing employees working in a manufacturing company or other business. with significant experience of 5 years and over who can lead projects and work unsupervised in their job roles: Typically, this cohort will be in a support role in a manufacturing company and hold senior job roles in the following areas:

- Office Management
- Human Resources Management
- Sales Management
- Marketing Management
- Warehousing Supervisor

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

### MSS40316/MSM40116 Dual Qualification Cohort

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

### Entry Requirements MSS40316 Certificate IV in Competitive Systems and Practices

There are no mandated prerequisite qualification requirements for entry into the Certificate IV in Competitive Systems and Practices. However, National Training Services offers these qualifications as a work based training and assessment program. Participants must be employed in a suitable manufacturing company or other business and 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 MSS40316 qualification outlined in this Training and Assessment Strategy is suitable for:

- A team leader or other person to implement competitive systems and practices in the work of a team or work group, or
- A specialist in competitive systems and practices

This qualification is not intended to supply operational or technical skills that are used in conjunction with competitive systems and practices skills.

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

The usual duration for this program is 14 months.

### 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. The 12 units are comprised of:

- Three core units of competency
- Nine elective units of competency, as specified below:
  - A minimum of one of the nine elective units must be from the Group A elective list for the qualification
  - A minimum of five of the nine elective units must from the Group B elective list for the qualification
  - The balance of three elective units of competency may be selected in any combination from Group A units, not previously selected; Group B units, not previously selected; Group C units listed in the qualification packaging rules.
  - A maximum of three Group C elective units may be selected from other qualifications in this Training Package, other endorsed Training Packages and accredited courses where those units are available at Certificates III, IV or Diploma level. Units chosen should be relevant to the workplace and would normally be drawn from the appropriate sector Training Package, or possibly the Business Services Training Package.

### 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 MSS50316 Diploma of Competitive Systems and Practices

This qualification is not offered by National Training Services.

### 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.

### MSS40316 Certificate IV in Competitive Systems and Practices Structure

Code	Name of Unit/Module	Core / 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

### National Training Services RTO 21254 Student Information Sheet

#### 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:

- 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](mailto:info@nationaltrainingservices.edu.au)