

## MSA30107 Certificate III in Process Manufacturing

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 certificate 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 Training Packages:

- Chemical, Hydrocarbons and Oil Refining Training Package (PMA02)
- Plastics, Rubber and Cablemaking Training Package (PMB07)
- Manufactured Mineral Products Training Package (PMC04).

**The mandatory units and most of the support units are common to all three packages. Electives can be chosen from the lists below or from the PMA, PMB or PMB Training Packages as specified within the rules.**

**To be awarded the Certificate III in Process Manufacturing, competency must be achieved in 21 units chosen as specified below.**

Note that:

- a maximum of six units may be imported from other Training Packages, as specified below
- units marked with \* in the final column have a prerequisite (please refer to the unit for details)
- selection of units must comply with the following rules, including prerequisite requirements.

### Group 1 – mandatory units

Select all four units from this list:

MCMT251A	Apply quality standards	
MSAPMOHS200A	Work safely	
MSAPMSUP200A	Achieve work outcomes	
MSAPMSUP210A	Process and record information	

## Group 2 – elective units

The remaining **17 units** must be chosen from Groups 2A and 2B as specified below.

### Group 2A

Select at least five from this list:

	<b>Support units</b>	
MCMS201A	Sustain process improvements	
MCMT220A	Apply quick changeover procedures	
MCMT250A	Monitor process capability	
MCMT260A	Use planning software systems in manufacturing	
MCMT280A	Undertake root cause analysis	
MEM03001B	Perform manual production assembly	
MEM03006B	Set assembly stations	
MEM11005B	Pick and process order	
MEM11006B	Perform production packaging	
MEM11007B	Administer inventory procedures	
MEM12023A	Perform engineering measurements	
MEM15001B	Perform basic statistical quality control	
MEM15003B	Use improvement processes in team activities	
MEM15004B	Perform inspection	
MSAPMOHS300A	Facilitate the implementation of OHS for a work group	*
MSAPMPER300A	Issue work permits	*
MSAPMPER302A	Issue work permits (hot work/confined space)	*
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	
MSAPMSUP383A	Facilitate a team	
MSAPMSUP390A	Use structured problem solving tools	
PMLTEST300B	Perform basic tests	
TAADEL301A	Provide training through instruction and demonstration of work skills	
	<b>Technical units</b>	
MEM09002B	Interpret technical drawing	
MEM09003B	Prepare basic engineering drawing	*
MSAPMOPS363A	Organise on site work	
<p><b>Note: Units may also be chosen from the support and technical electives available at Certificate III in PMA, PMB and PMC Training Packages</b></p> <p>A maximum of two relevant units may be chosen from other endorsed Training Packages where those units are available at Certificates III or IV.</p>		

## Group 2B

A maximum of 12 units may be chosen from this list:

	<b>Support units</b>	
LMTPRGN15A	Coordinate work of team/section	
MCMT221A	Apply Just in Time (JIT) procedures	
MCMT230A	Apply cost factors to work practices	
MCMT240A	Apply 5S procedures in a manufacturing environment	
MEM13003B	Work safely with industrial chemicals	
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	
MSAENV272A	Participate in environmentally sustainable work practices	
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	
MSAPMOHS220A	Provide initial First Aid response	
MSAPMOPS100A	Use equipment	
MSAPMOPS101A	Make measurements	
MSAPMOPS102A	Perform tasks to support production	
MSAPMPER200A	Work in accordance with an issued permit	
MSAPMPER201A	Monitor and control work permits	
MSAPMPER205A	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	
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	
TDTD1097B	Operate a forklift	
	<b>Technical units</b>	

FPICOT2206A	Cross cut materials with a hand-held chainsaw	
MSAPMOPS200A	Operate equipment	
MSAPMOPS212A	Use enterprise computers or data systems	
<b>Note: Units may also be chosen from the units available at Certificate II in PMA, PMB and PMC Training Packages</b> Up to four relevant units may be chosen from other endorsed Training Packages.		

## Employability Skills 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.

Employability Skill	Industry/enterprise requirements for this qualification include:
<b>Communication</b>	<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>
<b>Teamwork</b>	<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>
<b>Problem solving</b>	<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>
<b>Initiative and enterprise</b>	<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> <li>• distinguish between causes of faults</li> </ul>
<b>Planning and organising</b>	<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>
<b>Self-management</b>	<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>
<b>Learning</b>	<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**

- operation and adjustment of processes
- start up and shut down equipment
- set up equipment
- monitor product/process quality
- function and operating principles of equipment, machine components
- maintain computer based workplace records

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.