

Title	Demonstrate knowledge of workflow management in a manufacturing environment		
Level	3	Credits	4

Purpose	People credited with this unit standard are able to: demonstrate knowledge of workflow systems; and describe a workflow system's documentation or software.
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Classification	Manufacturing Skills > Manufacturing Processes
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Available grade	Achieved
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Guidance Information

- 1 Legislation relevant to this unit standard includes but is not limited to the:
Health and Safety at Work Act 2015.
Resource Management Act 1991 and subsequent amendments.
Hazardous Substances and New Organisms Act 1996 and subsequent amendments.
- 2 Definition
Workplace procedures refer to procedures used by the organisation carrying out the work and applicable to the tasks being carried out. Examples are – standard operating procedures, site safety procedures, equipment operating procedures, codes of practice, quality management practices and standards, and procedures to comply with legislative and local body requirements.
- 3 Assessment information
All activities and evidence must be in accordance with workplace procedures.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of workflow systems.

Range workflow systems may include but are not limited to – kanban, one-piece-flow, made-to-order, inventory, just-in-time, material requirements planning, theory of constraints;
evidence of two is required.

Performance criteria

- 1.1 Reasons for selecting particular workflow systems are described.

Range reasons may include but are not limited to – product flow, volume, cost, demand variability, inventory, control of work in progress.

1.2 Workflow systems are described in terms of their features and application, and any disadvantages are identified.

1.3 Outcomes achieved from the use of workflow systems are described in terms of measurable benefits.

Range outcomes may include but are not limited to – reduced lead time, reduced work in progress, reduced inventory, minimum stock outs, minimum wastage, service or availability of product.

Outcome 2

Describe a workflow system's documentation or software.

Range evidence of one of the two workflow systems used for outcome 1 is required.

Performance criteria

2.1 Documentation or software use is described.

Range when used, where used, personnel involved.

2.2 Document or software control procedures are described.

Range may include but is not limited to – audit procedures, quality assurance requirements, product tracking.

Planned review date	31 December 2025
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	26 July 2005	31 December 2014
Review	2	18 March 2011	31 December 2023
Review	3	26 August 2021	N/A

Consent and Moderation Requirements (CMR) reference	0013
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact Competenz qualifications@competenz.org.nz if you wish to suggest changes to the content of this unit standard.