

Title	Apply productivity improvement principles in a manufacturing team environment		
Level	3	Credits	20

Purpose	People credited with this unit standard are able to: demonstrate knowledge of productivity improvement principles and their application in the manufacture of a product; contribute within a manufacturing team to apply productivity improvement principles; and apply productivity improvement principles to manufacturing tasks.
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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 Definitions
 - Customer* refers to internal and/or external customers.
 - Manufacturing tasks* refer to tasks within the manufacturing process assigned to the individual.
 - Process* refers to the series of operations required to produce a manufactured product.
 - Productivity improvement principles* refer to the accepted principles and processes used in the manufacturing industry to improve the value of manufactured products for a customer. The principles embody a structured process that requires employees to continually evaluate their workplace and allocated tasks in the context of the value that is provided for the customer. The aim is to make changes that may include but are not limited to – improved operator safety and health, more efficient use of operator time and effort, more effective use of tooling and equipment, improved housekeeping, more effective layout of the workplace, reduction in damaged or substandard product, reduction in manufacturing costs, reduction in waste of raw material, reduction in handling.
 - Productivity programme* refers to an organisation's set of procedures or approach to improve efficiencies and/or value for customers.
 - 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.

Value for a customer is defined as the difference between what a customer wants or needs from a product, and what they have to give or pay to get it. Improving value for a customer may include but is not limited to – reducing cost for the same quality, improving lead time or providing a product that better meets the customer need.

- 3 Assessment information
 - a All activities and evidence for Outcomes 2 and 3 must be in accordance with workplace procedures.
 - b Where naturally occurring evidence is used for assessment against this unit standard, a verifier's checklist is acceptable if accompanied by evidence that includes examples from the candidate's performance.
 - c Skills must be demonstrated consistently over a minimum period of 20 days during which time the candidate must provide evidence they have identified and promoted a minimum of three changes that improve value for a customer.
- 4 The literacy requirements for this unit standard require candidates to be able to understand company procedures, a process and/or product description, health and safety procedures, and complete a hazard identification form and company documentation relating to the productivity improvement process.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of productivity improvement principles and their application in the manufacture of a product.

Performance criteria

- 1.1 The manufactured product is described in terms of its purpose, end use, customer needs, and quality requirements.
- 1.2 Tasks within the manufacturing process are described in terms of their contribution to the process, and value for a customer.
- 1.3 Productivity improvement principles are explained in terms of identification of opportunities for improvement, and problem solving.

Outcome 2

Contribute within a manufacturing team to apply productivity improvement principles.

Performance criteria

- 2.1 Own role within the team and productivity programme is identified.
- 2.2 Own responsibilities within the team and productivity improvement programme are met.

Range may include but is not limited to participation in – a productivity improvement group, a formal or informal discussion group, a suggestion scheme.

2.3 Communication with other team members is carried out.

Range may include but is not limited to – timeliness, proactivity, active listening.

Outcome 3

Apply productivity improvement principles to manufacturing tasks.

Performance criteria

3.1 Manufacturing tasks are evaluated in terms of effective use of resources.

Range resources may include but are not limited to – time, effort, equipment, materials, work area.

3.2 Changes that improve value for a customer are identified.

3.3 Changes that improve value for a customer are promoted.

Range methods to promote changes may include but are not limited to – verbal suggestion, completing a suggestion form, tabling a proposal at a meeting.

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	18 October 2012	31 December 2023
Review	2	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.