



Rochdale Institute

Registration No: 21432

Certificate III in Process Manufacturing

MSA30107

Twenty-one (21) Competencies* must be achieved consisting of:

- All four (4) Group1 – mandatory units
- The remaining 17 units must be chosen from Groups 2A and 2B
- At least five (5) units must be chosen from Group 2A
- A maximum of twelve (12) units may be chosen from this list

Group 1 – mandatory units

- ❖ Apply quality standards
- ❖ Work Safely
- ❖ Achieve work outcomes
- ❖ Process and record information

Group 2A – elective units

- ❖ Sustain process improvements
- ❖ Apply quick changeover procedures
- ❖ Monitor process capability
- ❖ Use planning software systems in manufacturing
- ❖ Undertake root cause analysis
- ❖ Perform manual production assembly
- ❖ Set assembly stations
- ❖ Pick and process order

- ❖ Perform production packaging
- ❖ Administer inventory procedures
- ❖ Perform engineering measurements
- ❖ Perform basic statistical quality control
- ❖ Use improvement processes in team activities
- ❖ Perform inspection
- ❖ Facilitate the implementation of OHS for a work group
- ❖ Issue work permits
- ❖ Issue work permits (hot work/confined space)
- ❖ Identify and implement opportunities to maximise production efficiencies
- ❖ Apply HACCP to the workplace
- ❖ Identify equipment faults
- ❖ Maintain and organise workplace records
- ❖ Contribute to the development of plant documentation
- ❖ Develop and adjust a production schedule
- ❖ Provide coaching/mentoring in the workplace
- ❖ Facilitate a team
- ❖ Use structured problem solving tools
- ❖ Perform basic tests
- ❖ Provide training through instruction and demonstration of work skills

Group 2B

- ❖ Coordinate work of team/section
- ❖ Apply Just in Time (JIT) procedures
- ❖ Apply cost factors to work practices
- ❖ Apply 5S procedures in a manufacturing environment
- ❖ Participate in environmentally sustainable work practices
- ❖ Work safely with industrial chemicals
- ❖ Organise and communicate information
- ❖ Work with others in a manufacturing, engineering or related environment
- ❖ Interact with computing technology
- ❖ Use hand tools

- ❖ Use power tools/hand held operations
- ❖ Follow OHS procedures
- ❖ Follow emergency response procedures
- ❖ Control minor incidents
- ❖ Undertake first response to non-fire incidents
- ❖ Undertake first response to fire incidents
- ❖ Operate breathing apparatus
- ❖ Gas test atmospheres
- ❖ Provide initial First Aid response
- ❖ Use equipment
- ❖ Make measurements
- ❖ Perform tasks to support production
- ❖ Work in accordance with an issued permit
- ❖ Monitor and control work permits
- ❖ Enter confined space
- ❖ Apply workplace procedures
- ❖ Clean workplace or equipment
- ❖ Communicate in the workplace
- ❖ Work in a team
- ❖ Identify and minimise environmental hazards
- ❖ Receive or despatch goods
- ❖ Pack products or materials
- ❖ Transfer loads
- ❖ Monitor process operations
- ❖ Undertake minor maintenance
- ❖ Handle goods
- ❖ Manage conflict at work
- ❖ Participate in continuous improvement
- ❖ Sample and test materials and product
- ❖ Shift materials safely by hand
- ❖ Operate a forklift

