



Pivotal Training and Development

RTO Code: 90272

MSS30316 - Certificate III in Competitive Systems and Practices

The MSS30316 Certificate III in Competitive Systems and Practices specifies the competencies required to apply competitive systems and practices to one's own work as well as, where required, to assist others to apply competitive systems and practices to their work.

This qualification provides a mixture of introductory and more advanced skills in competitive systems and practices.

This qualification provides the skills needed to improve efficiency in a person's own work role or the efficiency of a team or work area. It complements but does not duplicate qualifications supplying operational, production, maintenance, logistics, administration or other technical skills to industry. Where these skills are required appropriate qualifications from other Training Packages should be considered.



The skills in this qualification are often known in industry under a variety of titles many of which relate to manufacturing which is the origin of many competitive systems and practices. The most common term is lean manufacturing. However, other names for some of the system skills and techniques include agile manufacturing, lean operations, six sigma, lean six sigma, and so on.

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, facilitation or similar level of responsibility exists. The qualification is not suitable for direct entry from school.

This qualification will be issued according to the Australian Qualifications Framework



Pathways	
<i>Pathways into the qualification</i>	<p>Preferred pathways for candidates considering this qualification include:</p> <p>MSS20316- Certificate II in Competitive Systems and Practices or</p> <p>Candidates with extensive vocational experience in Advanced manufacturing with limited responsibility for the output of others.</p>
<i>Pathways from the qualification</i>	After achieving this qualification candidate my undertake MSS40316- Certificate IV in Competitive Systems and Practices
Support	
	Pivotal provides a variety of delivery modes and assessment evidence techniques to support the learner to meet the requirements of this qualification.
<i>Language, Literacy and Numeracy Requirements and Assistance</i>	<p>Students who experience difficulties in basic areas of learning and behaviour, regardless of the cause are supported through Learning and Support resources available at Pivotal.</p> <p>Students do not need a formal disability diagnosis to access support. Support is available It for students with significant learning difficulties, mild intellectual disability, language disorder.</p>
<i>Academic Support</i>	Your experienced Trainers and Assessors are your first point of contact for support. They will guide you through your academic journey and also refer you to other support that you may require.
<i>Learning Support</i>	Where language, literacy and numeracy gaps or physical barriers are identified, Pivotal will use strategies to address gaps and support the learner throughout the qualification.
<i>Student support</i>	If Throughout the program students circumstances of hardship (financially, health, etcetera) that may hinder the student's progression in the program. Our staff will work with each affected student to make sure that the student gets the proper attention and support to successfully complete the program.
<i>Peer support</i>	Our students are encouraged to work together and in teams. You will find plenty of encouragement amongst your peers.

Why Pivotal Training & Development	
<i>Our Mission Statement</i>	<p>Pivotal Training and Development Pty Ltd is a Registered Training Organisation (RTO) with Australian Skills Quality Authority to deliver and assess accredited courses within the Australian Qualification Framework (AQF).</p> <p>Our mission is to work with organisations that aspire to develop and maintain a highly skilled and productive workforce.</p> <p>We strive to facilitate personal and professional growth in individuals by providing a unique first class training and structured assessment strategies. Therefore, we offer a specialised range of accredited courses that can be specifically tailored to suit individual trainees and their organisational needs.</p>
<i>Qualifications</i>	<p>Our expertise focuses on following areas of specialisation:</p> <ul style="list-style-type: none"> ✓ Warehousing Operations ✓ Food Processing ✓ Pharmaceutical Manufacturing ✓ Process Manufacturing ✓ Competitive Systems and Practices ✓ Sales ✓ Leadership and Management ✓ Work Health and Safety ✓ Retail ✓ Hospitality
<i>Our trainers and Assessors</i>	<p>All our trainers are experts in their chosen field. Each has the prescribed professional and training qualification.</p> <p>All Pivotal trainers must have current vocational experience in their respective field. Although our customised training solutions are pioneering and original, however it is our team's expertise and their passion that really makes the difference.</p> <p>We recognise that the contribution of a competent, motivated and confident employee is the key to the organisation's success. Therefore, we customise our programs to meet your organisational needs and the needs respective regulatory requirements to ensure a positive outcome for all stakeholders.</p>

Course entry requirements	
<i>Employment</i>	Learners must be currently employed in a workplace that allows them to contribute to a workplace project.
<i>Education</i>	While there are no formal education entry requirements stipulated by the Training Package, given the nature of the course learners must have: Completed schooling to Year 12, OR 2 years industry experience in a role that requires the use of written documentation and communication.
<i>English</i>	Where prospective learners have not successfully completed English at Year 12 level, they can demonstrate equivalency.
Recognition and Credit transfer	
<i>Recognition of Prior Learning (RPL) Credit Transfer</i>	RPL: Students who believe they already have some of the competencies in the course may apply for Recognition of Prior Learning (RPL). Application may only be made after enrolment and must be made using the Application Form.
<i>Credit transfer:</i>	Students who have completed units from their course at other institutions will be given recognition on presentation of a verified transcript, Award or Statement of Attainment.
Delivery & Assessment	
<i>Delivery</i>	Enrolment Options available: Students select one option <ul style="list-style-type: none"> ✓ Full time on campus program ✓ Self-paced external studies program ✓ On the Job training (Eligibility requirements apply)
<i>Start date</i>	Ongoing
<i>Duration</i>	Full time up to 20hrs per week for 40. Duration may vary depending on your current competence in Leadership and Management. Students with experience in the field are encouraged to apply for RPL.
<i>AQF Level</i>	III
<i>Location</i>	Parramatta and/or Workplace
<i>Assessment outline</i>	A minimum of 3 forms of evidence are required by Pivotal to confirm competence, each unit will require 3

	<p>of the following:</p> <ul style="list-style-type: none"> ✓ Short Answer Assessment Questions* ✓ Practical demonstration/ observation ✓ Project Task ✓ Portfolio of evidence – workplace documents ✓ Third Party report * ✓ indicates essential evidence if completing a work based training. <p>Assessment is conducted at the following session to which the training has been conducted allowing the participant to carry out tasks directly related to the unit studied and the supervisor to adequately observe the participant in depth during this time period</p>
Funding and Recognition	
<i>NSW SMART AND SKILLED</i>	No
<i>Austudy/Abstudy Approved</i>	No
<i>Nationally recognised</i>	Yes
Payment (Fee for Service)	
<i>Enrolment fee</i>	NIL
<i>Total course fee</i>	<p>\$6,160.00</p> <p>Fees are not levied for credit transfer applications or transition for superseded qualifications.</p>
<i>Instalments</i>	<p>Fees may be paid in 10 equal installments of \$616</p> <p>All overdue fees are to be paid before a statement of attainment / certificate is issued.</p>
<i>Payment Options</i>	<p>Fee for Service Payment Plan Available</p> <p>This option is available in some circumstances and must be negotiated with Pivotal prior to the administrative date.</p> <p>A deposit of \$500 per study session is payable before the administration date. Full payment must be made by the end of the teaching period for which the student is enrolled.</p>
<i>Pivotal accepts the following payment methods for upfront fees:</i>	<p>Payment plans can be negotiated with Pivotal accounts department and can be fulfilled in the following way:</p> <ol style="list-style-type: none"> 1. Cheque or money order 2. Credit card (not Amex or Diners Club) 3. Bank deposit

	Students will be liable for any bank fees and charges associated with dishonoured cheques, credit cards or bank transfers.
Refunds	
	<p>The following refund policy will apply:</p> <ul style="list-style-type: none"> • Students who give notice to cancel their enrolment more than 10 days prior to the commencement of a program will be entitled to a full refund of fees paid. • Students who give notice to cancel their enrolment less than 10 days prior to the commencement of a program will be entitled to a 75% refund of fees paid. The amount retained (25%) by Pivotal Training & Development is required to cover the costs of staff and resources which will have already been committed based on the students initial intention to undertake the training. • Students who cancel their enrolment after a training program has commenced will not be entitled to a refund of fees.
How to apply	
	<p>Pivotal Training and Development Pty Ltd RTO Enrolments Level 8, 80 George Street Parramatta NSW 2150 Phone: 02 9687 9299 Fax: 02 9687 9499 Email: pivotal@pivotal.com.au</p>
Complaints and appeals	
	Complaints and appeals are recorded, acknowledged and dealt with fairly, efficiently and effectively.
More information	
	We recommend that you read The Student Handbook available on our website prior to enrolling with us.

MSS30316 - Certificate III in Competitive Systems and Practices

Core/elective	Unit code	Unit title	Sequence
Core	MSS403001	Implement competitive systems and practice	1
Core	MSMENV272	Participate in environmentally sustainable work practices	2
Core	MSMWHS200	Work safely	3
Elective	MSS403002	Ensure process improvements are sustained	4
Elective	MSS403005	Facilitate use of a Balanced Scorecard for performance improvement	5
Elective	MSS403006	Facilitate implementation of competitive systems and practices in an office	6
Elective	MSS403010	Facilitate change in an organisation implementing competitive systems and practices	7
Elective	MSS403011	Facilitate implementation of competitive systems and practices	8
Elective	MSS402010	Manage the impact of change on own work	9
Elective	MSS402040	Apply 5S procedures	10

MSS30316 - Certificate III in Competitive Systems and Practices

Volume of Learning

Core/elective	Unit code	Unit title	Sequence
Core	MSS403001	Implement competitive systems and practice	50
Core	MSMENV272	Participate in environmentally sustainable work practices	30
Core	MSMWHS200	Work safely	30
Elective	MSS403002	Ensure process improvements are sustained	50
Elective	MSS403005	Facilitate use of a Balanced Scorecard for performance improvement	40
Elective	MSS403006	Facilitate implementation of competitive systems and practices in an office	50
Elective	MSS403010	Facilitate change in an organisation implementing competitive systems and practices	50
Elective	MSS403011	Facilitate implementation of competitive systems and practices	40
Elective	MSS402010	Manage the impact of change on own work	40
Elective	MSS402040	Apply 5S procedures	40

Other Accredited Courses available at Pivotal Training and Development:

COURSE CODE	Qualification name
BSB51915	- Diploma of Leadership and Management
BSB40615	- Certificate IV in Business Sales
BSB42015	- Certificate IV in Leadership and Management
FDF10111	- Certificate I in Food Processing
FDF10210	- Certificate I in Pharmaceutical Manufacturing
FDF20111	- Certificate II in Food Processing
FDF20211	- Certificate II in Pharmaceutical Manufacturing
FDF30111	- Certificate III in Food Processing
FDF30210	- Certificate III in Pharmaceutical Manufacturing
FDF40110	- Certificate IV in Food Processing
MSM30116	- Certificate III in Process Manufacturing
SIT30616	- Certificate III in Hospitality
MSS40316	- Certificate IV in Competitive Systems and Practices
SIR30216	- Certificate III in Retail
SIR40316	- Certificate IV in Retail Management
SIT30616	- Certificate III in Hospitality
BSB41415	- Certificate IV in Work Health and Safety



Pivotal Training and Development

RTO Code: 90272

MSS40316- Certificate IV in Competitive Systems and Practices

The MSS40316 Certificate IV in Competitive Systems and Practices specifies the competencies required by team leaders or those in similar job roles that are responsible for the implementation of competitive systems and practices in the work of a team or in a work area.

This qualification provides the skills and knowledge required by a team leader or other person to implement competitive systems and practices in the work of a team or work group, or by a specialist in competitive systems and practices.



NATIONALLY RECOGNISED
TRAINING

This qualification provides the skills needed to improve efficiency in a team or work area as well as in a person's own work role through the implementation of competitive systems and practices. It complements but does not duplicate qualifications supplying operational, production, maintenance, logistics or other technical skills to industry. Where these skills are required appropriate qualifications from other Training Packages should be considered.

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.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

This qualification will be issued according to the Australian Qualifications Framework



Pathways	
<i>Pathways into the qualification</i>	<p>Preferred pathways for candidates considering this qualification include:</p> <p>MSS30316- Certificate III in Competitive Systems and Practices or</p> <p>Candidates with extensive vocational experience in Advanced manufacturing with limited responsibility for the output of others.</p>
<i>Pathways from the qualification</i>	After achieving this qualification candidate my undertake MSS50316 - Diploma of Competitive Systems and Practices
Support	
	Pivotal provides a variety of delivery modes and assessment evidence techniques to support the learner to meet the requirements of this qualification.
<i>Language, Literacy and Numeracy Requirements and Assistance</i>	<p>Students who experience difficulties in basic areas of learning and behaviour, regardless of the cause are supported through Learning and Support resources available at Pivotal.</p> <p>Students do not need a formal disability diagnosis to access support. Support is available It for students with significant learning difficulties, mild intellectual disability, language disorder.</p>
<i>Academic Support</i>	Your experienced Trainers and Assessors are your first point of contact for support. They will guide you through your academic journey and also refer you to other support that you may require.
<i>Learning Support</i>	Where language, literacy and numeracy gaps or physical barriers are identified, Pivotal will use strategies to address gaps and support the learner throughout the qualification.
<i>Student support</i>	If Throughout the program students circumstances of hardship (financially, health, etcetera) that may hinder the student's progression in the program. Our staff will work with each affected student to make sure that the student gets the proper attention and support to successfully complete the program.
<i>Peer support</i>	Our students are encouraged to work together and in teams. You will find plenty of encouragement amongst your peers.

Why Pivotal Training & Development

<p><i>Our Mission Statement</i></p>	<p>Pivotal Training and Development Pty Ltd is a Registered Training Organisation (RTO) with Australian Skills Quality Authority to deliver and assess accredited courses within the Australian Qualification Framework (AQF).</p> <p>Our mission is to work with organisations that aspire to develop and maintain a highly skilled and productive workforce.</p> <p>We strive to facilitate personal and professional growth in individuals by providing a unique first class training and structured assessment strategies. Therefore, we offer a specialised range of accredited courses that can be specifically tailored to suit individual trainees and their organisational needs.</p>
<p><i>Qualifications</i></p>	<p>Our expertise focuses on following areas of specialisation:</p> <ul style="list-style-type: none"> ✓ Warehousing Operations ✓ Food Processing ✓ Pharmaceutical Manufacturing ✓ Process Manufacturing ✓ Competitive Systems and Practices ✓ Sales ✓ Leadership and Management ✓ Work Health and Safety ✓ Retail ✓ Hospitality
<p><i>Our trainers and Assessors</i></p>	<p>All our trainers are experts in their chosen field. Each has the prescribed professional and training qualification.</p> <p>All Pivotal trainers must have current vocational experience in their respective field. Although our customised training solutions are pioneering and original, however it is our team's expertise and their passion that really makes the difference.</p> <p>We recognise that the contribution of a competent, motivated and confident employee is the key to the organisation's success. Therefore, we customise our programs to meet your organisational needs and the needs respective regulatory requirements to ensure a positive outcome for all stakeholders.</p>

Course entry requirements	
<i>Employment</i>	Learners must be currently employed in a workplace that allows them to contribute to a workplace project.
<i>Education</i>	While there are no formal education entry requirements stipulated by the Training Package, given the nature of the course learners must have: Completed schooling to Year 12, OR 2 years industry experience in a role that requires the use of written documentation and communication.
<i>English</i>	Where prospective learners have not successfully completed English at Year 12 level, they can demonstrate equivalency.
Recognition and Credit transfer	
<i>Recognition of Prior Learning (RPL) Credit Transfer</i>	RPL: Students who believe they already have some of the competencies in the course may apply for Recognition of Prior Learning (RPL). Application may only be made after enrolment and must be made using the Application Form.
<i>Credit transfer:</i>	Students who have completed units from their course at other institutions will be given recognition on presentation of a verified transcript, Award or Statement of Attainment.
Delivery & Assessment	
<i>Delivery</i>	Enrolment Options available: Students select one option <ul style="list-style-type: none"> ✓ Full time on campus program ✓ Self-paced external studies program ✓ On the Job training (Eligibility requirements apply)
<i>Start date</i>	Ongoing
<i>Duration</i>	Full time up to 20hrs per week for 40. Duration may vary depending on your current competence in Leadership and Management. Students with experience in the field are encouraged to apply for RPL.
<i>AQF Level</i>	IV
<i>Location</i>	Parramatta and/or Workplace

<i>Assessment outline</i>	<p>A minimum of 3 forms of evidence are required by Pivotal to confirm competence, each unit will require 3 of the following:</p> <ul style="list-style-type: none"> ✓ Short Answer Assessment Questions* ✓ Practical demonstration/ observation ✓ Project Task ✓ Portfolio of evidence – workplace documents ✓ Third Party report * ✓ indicates essential evidence if completing a work based training. <p>Assessment is conducted at the following session to which the training has been conducted allowing the participant to carry out tasks directly related to the unit studied and the supervisor to adequately observe the participant in depth during this time period</p>
Funding and Recognition	
<i>NSW SMART AND SKILLED</i>	No
<i>Austudy/Abstudy Approved</i>	No
<i>Nationally recognised</i>	Yes
Payment (Fee for Service)	
<i>Enrolment fee</i>	NIL
<i>Total course fee</i>	<p>\$5,980.00</p> <p>Fees are not levied for credit transfer applications or transition for superseded qualifications.</p>
<i>Instalments</i>	<p>Fees may be paid in 10 equal instalments of \$598</p> <p>All overdue fees are to be paid before a statement of attainment / certificate is issued.</p>
<i>Payment Options</i>	<p>Fee for Service Payment Plan Available</p> <p>This option is available in some circumstances and must be negotiated with Pivotal prior to the administrative date.</p> <p>A deposit of \$500 per study session is payable before the administration date. Full payment must be made by the end of the teaching period for which the student is enrolled.</p>

<p><i>Pivotal accepts the following payment methods for upfront fees:</i></p>	<p>Payment plans can be negotiated with Pivotal accounts department and can be fulfilled in the following way:</p> <ol style="list-style-type: none"> 1. Cheque or money order 2. Credit card (not Amex or Diners Club) 3. Bank deposit <p>Students will be liable for any bank fees and charges associated with dishonoured cheques, credit cards or bank transfers.</p>
<p>Refunds</p>	
	<p>The following refund policy will apply:</p> <ul style="list-style-type: none"> • Students who give notice to cancel their enrolment more than 10 days prior to the commencement of a program will be entitled to a full refund of fees paid. • Students who give notice to cancel their enrolment less than 10 days prior to the commencement of a program will be entitled to a 75% refund of fees paid. The amount retained (25%) by Pivotal Training & Development is required to cover the costs of staff and resources which will have already been committed based on the students initial intention to undertake the training. • Students who cancel their enrolment after a training program has commenced will not be entitled to a refund of fees.
<p>How to apply</p>	
	<p>Pivotal Training and Development Pty Ltd RTO Enrolments Level 8, 80 George Street Parramatta NSW 2150 Phone: 02 9687 9299 Fax: 02 9687 9499 Email: pivotal@pivotal.com.au</p>
<p>Complaints and appeals</p>	
	<p>Complaints and appeals are recorded, acknowledged and dealt with fairly, efficiently and effectively.</p>
<p>More information</p>	
	<p>We recommend that you read The Student Handbook available on our website prior to enrolling with us.</p>

MSS40316- Certificate IV in Competitive Systems and Practices Delivery Sequence

Core/elective	Unit code	Unit title	Sequence
Core	MSS403001	Implement competitive systems and practice	1
Core	MSMENV272	Participate in environmentally sustainable work practices	2
Core	MSMWHS200	Work safely	3
Elective	MSS403002	Ensure process improvements are sustained	4
Elective	MSS403005	Facilitate use of a Balanced Scorecard for performance improvement	5
Elective	MSS403006	Facilitate implementation of competitive systems and practices in an office	6
Elective	MSS403010	Facilitate change in an organisation implementing competitive systems and practices	7
Elective	MSS403011	Facilitate implementation of competitive systems and practices	8
Elective	MSS402010	Manage the impact of change on own work	9
Elective	MSS402040	Apply 5S procedures	10

MSS40316- Certificate IV in Competitive Systems and Practices

Volume of Learning

Core/elective	Unit code	Unit title	Sequence
Core	MSS403001	Implement competitive systems and practice	50
Core	MSMENV272	Participate in environmentally sustainable work practices	30
Core	MSMWHS200	Work safely	30
Elective	MSS403002	Ensure process improvements are sustained	50
Elective	MSS403005	Facilitate use of a Balanced Scorecard for performance improvement	40
Elective	MSS403006	Facilitate implementation of competitive systems and practices in an office	50
Elective	MSS403010	Facilitate change in an organisation implementing competitive systems and practices	50
Elective	MSS403011	Facilitate implementation of competitive systems and practices	40
Elective	MSS402010	Manage the impact of change on own work	40
Elective	MSS402040	Apply 5S procedures	40

Other Accredited Courses available at Pivotal Training and Development:

COURSE CODE	Qualification name
-------------	--------------------

BSB51915	- Diploma of Leadership and Management
----------	--

BSB40615	- Certificate IV in Business Sales
----------	------------------------------------

BSB42015	- Certificate IV in Leadership and Management
----------	---

FDF10111	- Certificate I in Food Processing
----------	------------------------------------

FDF10210	- Certificate I in Pharmaceutical Manufacturing
----------	---

FDF20111	- Certificate II in Food Processing
----------	-------------------------------------

FDF20211	- Certificate II in Pharmaceutical Manufacturing
----------	--

FDF30111	- Certificate III in Food Processing
----------	--------------------------------------

FDF30210	- Certificate III in Pharmaceutical Manufacturing
----------	---

FDF40110	- Certificate IV in Food Processing
----------	-------------------------------------

MSM30116	- Certificate III in Process Manufacturing
----------	--

SIT30616	- Certificate III in Hospitality
----------	----------------------------------

MSS30316	- Certificate III in Competitive Systems and Practices
----------	--

SIR30216	- Certificate III in Retail
----------	-----------------------------

SIR40316	- Certificate IV in Retail Management
----------	---------------------------------------

SIT30616	- Certificate III in Hospitality
----------	----------------------------------

BSB41415	- Certificate IV in Work Health and Safety
----------	--
