

Program Outline



FORMATION
TRAINING

MSM30116

Certificate III in Process Manufacturing

Release 5

This **Program Outline** is designed to provide you with detailed course information to support your decision about whether this course is the most suitable and appropriate for your career goals and individual needs.

Course Details

- *Code name:* Certificate III in Process Manufacturing
 - *Course code:* MSM30116
 - *Release Number:* 5
- Reference:* <https://training.gov.au/Training/Details/MSM30116>

This nationally recognised qualification is the perfect starting point for people wanting to work in an entry level process manufacturing role.

Students gain skills and knowledge required for a variety of roles across different industry sectors, learning to apply a broad range of competencies using some discretion, judgement and relevant theoretical knowledge.

Target Students

This nationally recognised qualification is the perfect starting point for people wanting to work in an entry level process manufacturing role.

Students gain skills and knowledge required for a variety of roles across different industry sectors, learning to apply a broad range of competencies using some discretion, judgement and relevant theoretical knowledge.

Formation Training predominant student target groups for this course are:

- Those who have little to no experience in this industry sector. These participants would like to develop the knowledge and skills under this program in order to create further employment or educational opportunities.

*Others who are welcome to study the *Certificate III in Processing Manufacturing* course, under this Program include:

- people in their first or second year of working
- those wishing to enter a different industry sector
- existing workers within the industry who are looking to gain a Certificate in their field of work.

*We understand not all students who have industry experience will have developed the required knowledge and skills under the Units of Competency included. Therefore, the structure of this course program will be suited to these participants.

Location

Formation Training main office is located at Unit 1, 75 Flinders Parade, North Lakes QLD 4509. Your specific course location is noted on the email sent to you with this program outline.

Course Duration & Timelines

This Program is via blended delivery with external study and supported tutorials. **This course is typically delivered over ten (10) weeks which includes a face to face component, a take home project and final assessment moderation and issuing of Certificate to students who have successfully completed the course.** This time period may be varied where additional tuition is required, workplace delivery arrangements are in place or where the student has prior knowledge and skills.

Assessments are typically finalised by the end of the 10th week from the start of the course.

The program may be delivered over 12 months depending on individual student needs.

Specific Industry / Stakeholder Needs

Depending on the industry area where course delivery occurs, Formation Training will customise delivery activities for workplaces to support industry licensing requirements or the specific employer needs for employees undertaking the course.

Students should note that this course and related occupations require a reasonable level of English as it is important that graduates are able to communicate effectively in Australian workplaces. As such, minimum entry requirements for English ability have been specified.

Course Organisation & Delivery Modes

The course units of competency are clustered into four groups, so we can optimise the time spent in class by not repeating topics that may be found in other units of competency. These clusters are outlined in the attached Training Plan.

You will be assessed by the following delivery modes

- Knowledge Evidence
- Performance Evidence
 - Projects
 - Practical Activities

Pathways for Students

Students completing the course may move through a career pathway to Certificate IV or Diploma qualifications in manufacturing related fields. This may include generic, technical or supervisory course streams. Some of these qualifications represent a logical pathway regardless of whether Formation Training offers the qualifications or not.

Employment Pathways

After completing this course, students can pursue a career in a wide variety of occupations across industry sectors, including roles such as:

- Production support workers
- Production workers who use a range of equipment and provide support functions directly related to producing products

Course Requirements

The MSM30116 Certificate III in Process Manufacturing requires 21 units to be completed:

- **Four (4)** core units of competency
- **Seventeen (17)** elective units of competency,
 - a minimum of **five (5)** units from Group A
 - a maximum of **twelve (12)** units from Group B

Note: Where pre-requisite units are identified they must be counted in the total number of units required for achievement of the qualification.

The structure including how units are clustered, is outlined in your training plan. Electives have been chosen after discussions with industry representatives to best position the graduate for an employment outcome.

Course Entry Requirements

Apart from the eligibility checks already discussed with you, there are no other mandatory requirements specified.

MSM30116 Certificate III in Process Manufacturing consists of a range of practical tasks and in order to meet workplace experience and job role expectations, students should be physically, mentally and emotionally healthy to meet duty of care obligations.

Students should also have a reasonable level of fitness to cope with physical demands such as standing, lifting, bending, twisting and reaching.

Formation Training Course Admission Requirements

Student must:

- Be at least 15 years of age;
- Have completed Year 10 in the Australian school system or equivalent; and
- Have language, literacy and numeracy skills equivalent to ACSF Level 2.

Language literacy and numeracy assessment (LLN)

To work in a business environment, students must demonstrate suitable LLN skills which are assessed when applying for enrolment. The assessment relates to the Australian Core Skills Framework (ACSF) and is a required part of applying for enrolment.

Please refer to the Formation Training *Student Handbook – Student Entry Procedure* for further information.

Formation Training selection criteria takes into account various factors when deciding upon which students will be offered places in the course including;

- The students' needs and desired outcomes;
- The ability and commitment of the student to complete the course;
- Eligibility requirements listed in the National Training Package;
- Students existing ability in the ACSF core skills - learning, reading, writing, oral communication and numeracy;
- Any areas where students may need additional support (e.g. if they have low English levels) and to identify whether student's physical attributes may influence their ability to complete the training and assessment (e.g. if heavy lifting is required).

Student Identification Requirements

Students are advised the following minimum identification requirements must be met prior to enrolment:

- Provision of the student's Unique Student Identifier (USI);
- Provision of Australian legal photo identification for assessment purposes.

If students do not have a USI they can create one at www.usi.gov.au or ask Formation Training for assistance. Please refer to Formation Training *Student Handbook* for further information. You must bring three forms of ID one of which must include a photograph of you.

Please see the eligibility and evidence checklist at the back in this document.

Fees

Course tuition related to this qualification is as follows:

MSM30116 Certificate III in Process Manufacturing		
Student contribution fees under the *Certificate 3 Guarantee Program (*see below for more information)		
Concessional	\$21.00	21 Units @ \$1.00 per unit
Non-Concessional	\$42.00	21 Units @ \$2.00 per unit
Subsidies – full subsidised cost from Queensland Government		
Concessional	\$4194.00	Note 15% loading if the training is carried out in a recognised rural or remote location
Non-Concessional	\$3728.00	Note 15% loading if the training is carried out in a recognised rural or remote location

Government Support Programs

Certificate 3 Guarantee

This course is available through the Certificate 3 Guarantee for eligible Queensland students, funded by the Queensland Government.

The principal goal of the Certificate 3 Guarantee is to assist working-age Queenslanders to obtain an entry-level qualification needed to gain employment in various industry sectors. The Certificate 3 Guarantee aims to support its eligible individuals to move into employment or advance their career by completing a funded qualification.

Formation Training is one of the select providers in Queensland to help in turning this ambition into a reality. For further information or to consider your eligibility, visit:

<https://training.qld.gov.au/training/incentives/certificate3/faq>

Formation Training will apply for the Certificate 3 Guarantee funding towards the cost of your course. In turn, you acknowledge that you will no longer be eligible for subsidised training under the Queensland Government's Certificate 3 Guarantee Program once you complete the qualification with Formation Training. This also means that in the future you will pay a higher fee than someone who does not have a Certificate 3 Guarantee funded qualification.

Please click on the link below and read the Certificate 3 Guarantee Fact Sheet:

<https://training.qld.gov.au/site/providers/Documents/funded/certificate3/c3g-factsheet-student.pdf>

Formation training will ask you to provide us with evidence of your eligibility (including your date of birth, evidence that you are an Australian or New Zealand Citizen or Australian permanent Resident and your Queensland residential address). For information about the type of documents that are acceptable, please click on the link below and review **Appendix 1**:

<https://Acceptable documents-Appendix 1>

Student Handbook

The student handbook is available via our website, we advise that you download this and read prior to attending your class <http://www.formationtraining.edu.au/>

Support Services

Formation Training 'Training Plan' is completed with all students prior to enrolment to identify any individual need, resource requirements, delivery unit schedule and support options.

Students are asked to identify their individual needs but are sometimes reluctant to do so. Formation Training personnel monitor the progress of all students and their readiness for assessment as they progress through their course.

Delivery materials and methods may be adapted for the special needs of clients. Some examples may include enlarging print materials for vision requirements, provision of ICT equipment and support, accessing interpreter services or using individual delivery methods.

A range of support services, including LLN training, may be accessed as required for student needs.

Information regarding these educational and support services, resources, any associated costs and limitations to these services, is available to students.

Recognition of Prior Learning (RPL) and Credit Transfer (CT)

Recognition documentation and applications is available for all units of competency for those students who have extensive experience in the unit areas. RPL applications will be offered and processed as per Formation Training Student Advice and Selection Policy.

Formation Training recognises Qualifications and Statements of Attainment issued by other RTOs under the Australian Qualifications Framework (AQF). Students may use Qualifications and Statements of Attainment to gain credit towards programs offered by Formation Training.

Please refer to Formation Training *Student Handbook* for further information.

Our Responsibilities

All providers have obligations, including but not limited to:

- Provide the training and support necessary to all the student to achieve competency
- Provide a quality training and assessment experience for all students
- Provide a clear and accessible feedback and consumer protection system
- Maintain information

Student Code of Conduct

All students/course participants enrolled in any Formation Training course are required to maintain appropriate standards of conduct. Improper or inappropriate behaviour includes, but is not restricted to:

- Consuming or having consumed alcohol and other drugs,
- Persistent disruptive behaviour,
- Abusive conduct, verbally abusive or hostile behaviour,
- Physical assault on a member of administration or training staff or other students or any behaviour which is perceived to be threatening,
- Smoking or the use of prohibited or illegal substances,
- Deliberate misuse of Formation Training equipment or materials
- Behaviour of a discriminatory, bullying or harassing nature,
- Carriage, use or being in possession of a prescribed or regulated weapon or dangerous article of any nature,
- Theft from staff or students at any Formation Training facility
- Wilful or malicious damage to Formation Training property or equipment
- Wilfully or accidentally activating fire or security alarms which result in the calling out of emergency services.

Where behaviour is deemed to be improper or inappropriate, Formation Training will take necessary action which could include counselling, verbal warning, written warning and/or removal from the course. Formation Training requires behaviour in any of its training Rooms, including online environments, to be conducive to promoting a positive learning environment, a co-operative spirit and harmony, Formation Training is committed to providing a learning environment free of discrimination and harassment. Any conduct or behaviour which causes a disturbance affront or offence by any student/course participant may result in threat person(s) being removed from the training room by an authorised representative of Formation Training or the VET Trainer.

Units delivered under this program are outlined below:	
Unit Code	Unit of Competency
Cluster 1	
MSMWHS200	Work safely (<i>Pre-requisite to MSMWHS300. i.e. must be assessed first</i>)
MSMENV272	Participate in environmentally sustainable work practices
MSMWHS100	Follow WHS procedures
MSMWHS110	Follow emergency response procedures
MSMWHS300	Facilitate the implementation of WHS for a work group
PMBHAN103	Shift materials safely by hand
Cluster 2	
MSMSUP100	Apply workplace procedures
MSMSUP101	Clean workplace or equipment
MSMOPS102	Perform tasks to support production
MSMOPS200	Operate equipment
MEM15004B	Perform inspection
Cluster 3	
MEM16006A	Organise and communicate information
MSMSUP382	Provide coaching/mentoring in the workplace
MSMSUP383	Facilitate a team
TLIA3016	Use inventory systems to organise stock control
Cluster 4	
MSMOPS101	Make measurements
MSMSUP210	Process and record information
MSMSUP291	Participate in continuous improvement
MSMSUP303	Identify equipment faults
MSS402051	Apply quality standards
Apply 5S	
MSS402040	<p><i>Apply 5S Procedures (Project)</i></p> <p><i>The Student will be given a take home assessment at the beginning of the Units of Competency within Cluster four (4). This take-home assessment is a 'project' and it is to be completed by the end of the tenth week from the start of the course. There is an option for an extension if required.</i></p>
Practical Assessments	
MSM30116	<p>Practical Assessment Booklets</p> <p><i>(Note: this includes Practical Assessments for each Cluster and practical assessments are to be carried out during the 'face to face' training and assessment component of this course)</i></p>

Next Steps

Thank you again for your interest in this course program. Please contact Triumph Training Academy Student Support team for further information or to commence the application process!

Contact details

Formation Training

RTO: 40686

Phone: 1300 889 134

Address: Unit 1, 75 Flinders Parade, North Lakes QLD 4509