



CORPORATE PARTNERS  
EXCELLENCE THROUGH PEOPLE AND PROCESS

## Apply 5S



Nationally accredited training and workplace consultation  
Apply 5S Procedures

Corporate Partners Pty Ltd RTO National Code – 91467

SHORT COURSE



***In any business it is important to be organised. To maximise the effectiveness of your business, we have developed a customised solution that will use 5S strategies to optimise your productivity and operational results***

## Apply 5S procedures

The key to a business' safety, efficiency and organisation is the application of the LEAN 5S process. The 5S process is implemented to ensure work areas are regularly and routinely cleaned and organised to ensure employee safety and engagement and is an essential process to support a business's LEAN system.

The 5S process provides a structure for workplaces to be better organised, arranged and clean. Key outcomes include:

- Engage staff to be responsible for their own work areas
- Set standards of workplace housekeeping/cleanliness
- Establish visual workplace standards for each workplace
- Improve employee morale by providing a safe clean workplace
- Employees take pride in their workplace, giving confidence to customers and potential clients

Corporate Partners offers a training and consultation program in one, which encompasses the application of 5S tools and techniques to individual workplaces to address learning to "real workplace" issues. The program is based off a Nationally accredited unit of competency MSS402040 Apply 5S procedures.

The training also provides opportunity for staff not only to learn a new skill or build on existing knowledge and skills, but to achieve a Nationally Accredited Statement of Attainment for a unit of competency once they successfully and competently complete. This completed unit can then be used as a Credit Transfer for other linked training packages.

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The process tools used will be directly modelled from our Lean implementation and process improvement strategies and will include the direct methodology of 5S including process steps Sort, Set, Shine, Standardise and Sustain.

The tools that will be taught to employees and used to analyse the business will include:

- Lean 5S strategies including understanding 5S in the workplace
- Muda (waste) identification
- Designing checklists
- Implementing the checklists including:
  - ✓ Set-in order checklist
  - ✓ A shine plan
  - ✓ A standardised checklist
  - ✓ Sustain audits procedures

The solutions will be tailored to the business and will encourage the participation of all employees to help improve safety, efficiencies, productivity, delivery, and service.

### Part Qualification Delivery

Code	Unit
MSS402040	Apply 5S procedures

# Organise your business with 5S

5S is often just viewed as a way to focus on safety and housekeeping but whilst this is important, the main benefit of 5S is to improve process flow, reduce waste and generally make doing the job right first time a lot easier. This is done by looking at having the right tools, in the right place, having correct specifications, reviewing ergonomics in undertaking a task, reviewing workflows and having a standard system in place. Discipline in our work practices is also important in sustaining the 5S process.

5S is a very important process to analysis the processes needed to look for ways to reduce waste and therefore cost in our processes.

## What we offer

Corporate Partners is a Nationally Registered and Accredited training organisation utilising over 15 years of consulting and training experience to deliver training and assessment to workplaces. We specialise in Lean implementation processes and skill groups in essential areas for businesses.

Our training is based on years of experience working in businesses to apply tools and processes to real “live work issues” and deliver a tangible benefit to the business. Employees will learn proven LEAN Manufacturing processes that will equip them to be able to apply to other issues in the business well beyond the training.

- Proven training program
- Applied to issues in the workplace
- Training materials and templates
- Experienced and passionate trainers and assessors

***When your business is organised, remarkable things happen.***

***The workplace will be improved, efficiencies uncovered, and profitability maximised***

## The delivery

The program is designed with five (5) sessions, usually 1.5 hours for each session in total over a period of five (5) weeks. There will be one (1) session a week allowing time for improvement and analysis in between training sessions.

This part qualification can be delivered onsite or online within a workplace and is designed to be delivered to small or large businesses with one of our highly skilled and highly trained consultants leading you through the program.

The program will consist of training with our consultants and then learner assessment at the completion of the training to confirm the learner’s knowledge and skills gathered.

## Outcomes

Learners who successfully complete all training and assessment requirements will be awarded a Nationally Accredited Statement of Attainment for the unit of competency MSS402040 Apply 5S in the workplace.

Learners will also have the opportunity and pathway to use the units towards a full qualification which could include:

- MSS30316 Certificate III in Competitive Systems and Practices or
- MSS40316 Certificate IV in Competitive Systems and Practices

## Cost (Cost may vary due to learner group size, delivery method and delivery location)

\$400 pp for Accredited training – each learner will receive a Nationally Accredited Statement of Attainment on completion

\$350 pp for Non-accredited training - no assessment required



## Program phases



### Corporate Partners clients right across Australia

Capral - Trisco Foods - bernafon - Downer EDI Rail - CQMS Razer - CQMS Castings - Reliance Worldwide  
- Crane Copper Tube/Metals - Global Manufacturing Group - Weston Cereal Industries - Hyne Timber -  
Bundaberg Sugar - Seawind Catamarans - Sun Engineering Australia - Camerons - Gekko - L and M Radiator  
- AlSCO - Iplex Pipelines - Rockpress - Chess Engineering - Prysmian - Schweppes - Birch and Waite - Adpost