



CORPORATE PARTNERS  
EXCELLENCE THROUGH PEOPLE AND PROCESS

## Standardise work practices



Nationally accredited training and workplace consultation  
Implement continuous improvements based on standardised work practices

Corporate Partners Pty Ltd RTO National Code – 91467

SHORT COURSE



***In any business it is important to have standard processes to maximise the effectiveness of your business. we have developed a customised solution that will introduce a standard work program to optimise your productivity and operational results***

## Standardise work practices

The standard work process establishes the best sequence for each process, manufacturing and office to establish a base on which to improve. The key to business efficiency is ensuring that “best practice” procedures are followed by all employees undertaking the same task. This will also include training employees to be competent to work to the new standard procedures and at the required task times. Employees need to be involved in establishing the Standard Work procedures to engage them to perform at the required levels.

Corporate Partners offers a training and consultation program in one, which encompasses individual workplace specific process analysis using lean techniques and tools to help train workers to improve their area of operation and achieve standard work. The program is based on a Nationally accredited unit of competency MSS402052 Implement continuous improvements based on standardised work practices.

The training also provides opportunity for employees not only to learn a new skill or build on existing knowledge and skills, but to also achieve a Statement of Attainment for a unit of competency once they successfully and competently complete.

The process tools used will be directly modelled from the Lean implementation and process improvement strategies and will include the direct methodology of takt time, waste (Muda) reduction, variability, continuous improvement, and standard work analysis.

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

- Current work practices – Current State
- Workshop process/task improvements
- Identify waste (Muda) reduction opportunities
- Calculate Takt time (Customer demand rate)
- Define internal & external customer requirements
- Workshop process improvement opportunities
- Designing checklists
- Implementing agreed standard work procedures using a standard work analysis template.

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

### Part Qualification Delivery

Code	Unit
* MSS402052	Implement continuous improvements based on standardised work practices

\* the unit can be standalone or combined with other units



# Organise your business with Standard Work

In the current climate; efficiency, time management and waste reduction are at the forefront of everyone's mind and are particularly essential for businesses who need to manage workplace efficiencies and meet the demands of internal and external stakeholders.

Standard work consists of a set of procedures that control tasks so that they are always executed consistently. The work or jobs are organised to ensure all waste is eliminated or at least minimised. Standard work is a major component of Lean Management as it paces production to customer demand, helps eliminate waste, improves current practices and engages employees.

## 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 including problem solving.

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 how to set up Standard Work procedures and monitor performance to look for improvement opportunities. These skills can be applied across the business to all processes and be relevant well beyond the training period.

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

***When your business has standardised procedures, remarkable things happen.  
The workplace will be improved, efficiencies uncovered, and profitability maximised***

## The delivery

Corporate Partners provides the solution that supports workplace standard work practices. The program is designed with four (4) sessions, usually 1.5 hours for each session in total over a period of four (4) 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 MSS402052 Implement continuous improvements based on standardised work practices.

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