

Modification history

Release	Comments
Release 2	This version released with FWP Forest and Wood Products Training Package Version [4.0] Version created to clarify intent of unit in application.
Release 1	This version replaces equivalent unit FPITMM5204B Manage product design, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

UNIT CODE	FWPTMM5204 Manage product design
Application	<p>This unit of competency describes the skills and knowledge required to <u>manage all design processes ready for production acceptance in a timber products manufacturing facility, including prefabricated timber building components and systems</u>. clarify and confirm design objectives and to manage all design processes ready for production acceptance. Work involves <u>confirming design objectives and</u> managing the performance of a design team and is completed in a forest products factory environment.</p> <p>The unit applies to individuals who work as timber designers and production managers. <u>They generally demonstrate autonomy, judgement and defined responsibility in known or changing contexts and within broad but established parameters.</u></p> <p>No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.</p>
Prerequisite Unit	Nil
Unit Sector	Timber Manufactured Products Timber Merchandising

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Establish design objectives and success factors	1.1 Collect and analyse information on design tasks 1.2 Establish and specify criteria and key success factors and indicators for design outcomes
2. Plan the design activity	2.1 Package design workload into discrete, manageable design work units 2.2 Evaluate scope of each design work unit and specify personnel and material resource requirements 2.3 Schedule work for design work units in line with target achievement dates and resource constraints 2.4 Document design work plan, including key success or performance indicators and gain approved in line with organisational procedures
3. Implement design work plan	3.1 Allocate human, material, equipment and system resources to particular design work units and tasks 3.2 Consult with designers to establish key performance indicators and direct to finalise work preparations and processes 3.3 Resolve coordination issues with supporting agencies and departments 3.4 Identify inhibitors to achieving appropriate designs, consider solutions and resolve 3.5 Complete progress reviews and provide support to designers to maintain technical design standards and achievement targets 3.6 Prepare and certify final designs as meeting the required specifications 3.7 Document and process final designs for client acceptance 3.8 Record design process and problems and report to appropriate personnel

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
4. Monitor and respond to design team performance	4.1 Monitor performance targets to assess progress, revise targets or provide assistance to achieve 4.2 Identify unsatisfactory performance and take prompt action to rectify 4.3 Provide mentoring and coaching to support individuals and teams through the design process 4.4 Negotiate and gain approval for recommended variations to plans 4.5 Manage systems, procedures and records for performance management in line with organisational procedures

Foundation Skills	
<i>This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.</i>	
Skill	Description
Numeracy	<ul style="list-style-type: none"> determine quantity of design work and deadlines and divide work activities into manageable units calculate human, material, equipment and system resources required to achieve design outcomes complete reviews against timelines and targets and calculate adjustments
Oral communication	<ul style="list-style-type: none"> develop rapport with and nurture ongoing positive relationships with design team members provide clear and unambiguous information to staff about roles, responsibilities, targets and performance expectations discuss unsatisfactory performance in a professional and constructive manner
Reading	<ul style="list-style-type: none"> interpret complex information in source documents to establish design requirements
Writing	<ul style="list-style-type: none"> develop and document comprehensive design work plans in a style and format easily understood by design team and other personnel produce basic reports on the design process and problems encountered clearly articulate key success and performance indicators in quantifiable language clearly and accurately document performance management issues and records
Plan and organise	<ul style="list-style-type: none"> source, collect and organize data to inform design work plans efficiently and logically manage operational logistics for design activities
Problem-solving	<ul style="list-style-type: none"> analyse design and staff performance problems, consider various solutions and resolve
Teamwork	<ul style="list-style-type: none"> take responsibility for leading a design team and for team outcomes
Technology	<ul style="list-style-type: none"> use a computer, keyboard and software to prepare design work plans and performance management records

Unit Mapping Information			
Code and title current version	Code and title previous version	Comments	Equivalence status
FWPTMM5204 Manage product design	FWPTMM5204 Manage product design	Clarified intent of unit	Equivalent unit

Links	Companion Volumes, including Implementation Guides, are available at VETNet: https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47
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TITLE	Assessment Requirements for FWPTMM5204 Manage product design
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Performance Evidence

An individual demonstrating competency must satisfy all of the elements, performance criteria and foundation skills of this unit. There must be evidence that, on at least one occasion, the individual has:

- managed product design in line with design criteria and performance targets that includes establishment, planning, implementing and monitoring the process
- determined, documented and communicated key success indicators for the whole job and individual staff targets and performance indicators
- produced a written design work plan
- completed a basic report on the design process and problems encountered.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- content and application of applicable regulations for certifying final designs
- project management principles
- planning processes for a design job
- common products for which designs are produced, their features, use and individual design components
- design capacity of equipment and systems
- skill capabilities of design team members
- ways of breaking up design tasks into manageable parts for design teams members and methods to coordinate whole of job outcomes
- key success and performance indicators for design activities and methods of communicating these to team members:
 - producing designs in the time allocated
 - meeting specified design criteria
 - minimising the impact of production on the environment
- format, content and use of:
 - design work plans
 - final designs
 - certification documents
 - records for performance management of team members
 - reports on design processes and problems
- methods to monitor and respond to team performance:
 - assessing skill capability and outputs
 - mentoring and coaching
 - conflict resolution and staff counselling
- organisational procedures for managing product designs:
 - communication reporting lines for design team
 - staff counselling
 - documenting design work plans and reports
 - certifying designs.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - skills must be demonstrated in an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - computers, keyboards, printers and software used to document plans and reports
- specifications:
 - comprehensive information about the operation of a real or simulated design job to manage plans and outcomes
 - template design work plans, reports and certification documents
 - organisational procedures for managing product designs

Assessment Conditions	
<ul style="list-style-type: none">relationships:<ul style="list-style-type: none">a design team with whom the individual can interact <p>Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.</p>	
Links	Companion Volumes, including Implementation Guides, are available at VETNet: https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47