



THE
LEARNING
DEVELOPMENT
GROUP

Introduction

The accredited Skills Programme, Production Coordinating Skills, is for individuals working in production to improve productivity and solve operational problems in different manufacturing and assembly environments.

It is a practical occupational programme with a strong focus on quality assurance and developing actions plans to improve productivity and solve problems. Subjects covered include: Measuring Single Factor Productivity Levels, Coordinating and Implementing Action Plans for Improved Productivity, Analysing Quantitative and Non-Quantitative Factors, Identifying Problems and Root Causes and Solving Operational Problems.

The Skills Programme offers career progression in the manufacturing and production sector and articulates into the NC: Production Technology, level 4.

Target Audience

The Skills Programme is aimed at individuals working in any type of production environment in quality assurance, planning, scheduling and logistics. Those in support positions responsible for influencing and improving productivity and solving operational problems in manufacture, assembly and logistics will benefit from the programme.

Entry Requirements

- Competence in Communication at NQF level 3.
- Competence in Mathematical Literacy at NQF level 3.

Additional Requirements

- You will need access to appropriate workplace activities to complete the practical components of the skills programme.
- Active support and mentorship by your manager.
- Access to a PC, software and the internet.

Manufacturing & Production

Production Coordinating Skills

MERSETA Statement of Results

SP ID:	SP 0888/14-17
NQF Level:	4
Credits:	26

Course Delivery & Assessment

We use a blend of inclass and virtual interactive learning, workplace learning, coaching and mentoring, theoretical assessment, practical workplace observation and self-study to embed skills.

You will need to:

- Attend all sessions.
- Complete practical workplace experiential learning and assignments.
- Demonstrate theoretical and practical understanding of programme content.
- Compile and submit a Portfolio of Evidence (PoE).

To receive your Statement Of Results, Production Coordinating Skills, you will need to compile, submit and be found competent on a Portfolio of Evidence (PoE).

Learning Outcomes

By the end of the skills programme, you will be able to:

- Measure current levels of Single Factor Productivity and identify the factors that influence productivity levels.
- Formulate an activity plan to improve productivity.
- Optimise productivity using action plans.
- Analyse quantitative and non-quantitative factors influencing productivity and identify root causes of low productivity.
- Identify interventions and develop plans to remove root causes and co-ordinate implementing interventions.
- Review interventions and set new targets continuously.
- Solve operational problems through analysis, and identifying and implementing solutions.





Course Content

SP: Production Coordinating Skills
Accreditation Body: MERSETA

| SETA Skills Programme ID: SP 0888/14-17
| NQF Level: 4 | Credits: 26

Unit Standard 114877: Formulate And Implement an Action Plan to Improve Productivity Within an Organisational Unit

- Measure current levels of Single Factor Productivity and identify the factors that influence productivity levels
- Formulate an activity plan to improve productivity within the organisational unit
- Optimise productivity within the organisational unit

Unit Standard 114884: Co-ordinate The Improvement of Productivity Within a Functional Unit

- Analyse the quantitative and non-quantitative factors influencing productivity
- Identify the interventions and develop plans to remove the identified root causes
- Co-ordinate the implementation of interventions of various organisational units
- Review the implementation of the interventions and set new targets

Unit Standard 116284: Solve Operational Problems in a Manufacturing and Assembly Context

- Define and analyse an operational problem
- Identify possible solutions
- Implement solutions



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Our Accredited Organisations



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