

PRODUCTION CONTROL

Duration:	4 days
Target:	Machine operators, machine setters, machine maintenance personnel, raw materials and stock controllers
Prerequisite:	NQF 1 or Basic Literacy and Numeracy [ABET 4]
NQF Info:	NQF Level 2
Qualification:	Towards the National Certificate Production Technology NQF Level 2
Credits:	31
Certification:	merSETA-accredited Plastics SA Certification

Unit Standards

- Perform routine maintenance (13221, 8 credits)
- Explain and use organizational procedures (12456, 6 credits)
- Orientate self in the workplace (12036, 6 credits)
- Count stock for stock-take (114891, 5 credits)
- Frame and implement an individual action plan to improve productivity within an organizational unit (14445, 3 credits)
- Supply raw materials and processed materials to production line (12667, 3 credits)

Objective of Learning Programme

Qualifying learners can perform routine maintenance on machines and equipment; explain and use organizational procedures, demonstrate an understanding of these procedures and apply them to various situations at work, explain the layout of own works and works policies and procedures relating to own job. Learners will learn how to work effectively and efficiently; be able to contribute to ensuring that team work is more effective in the workplace, accurately count stock, be able to explain how individual actions affect the productivity of an organizational unit and frame and implement an individual action plan to optimize productivity within that unit. The learners will be able to determine material requirements, quantities and time frames, material sources and supply material to various points in particular processes within the plastics processes.

Outcomes

At the end of the learning programme, learners will be able to:

- Plan and prepare for routine maintenance; monitor the condition of machinery and equipment; perform routine maintenance; apply quality checks on completed work; care for and store routine maintenance tools and equipment; report machine and equipment condition
- Discuss the purpose of organizational policies and procedures; identify, select and apply organizational policies and procedures; discuss the purpose of an organization's vision, mission and values; reflect on the role of organizational policies and procedures in the work life of the individual; explain the reporting procedures
- Explain layout of own work; key performance areas of own job, work policies and procedures relating to own job
- Prepare stock for stock count; count stock; perform post stock count and housekeeping functions
- Demonstrate understanding of how individual actions affect the productivity of an organizational unit; identify opportunities to optimize productivity improvement in the unit; frame an individual activity plan to improve productivity
- Determine materials requirement, quantities and times; determine material sources; supply material to various points in the process

Contents

- Principles of routine maintenance; Understanding potential hazards; What is company's policy, vision, mission and values?
- Orientation process versus programme; Organizational structure; Stock count; Inventory count procedure
- Production technology; Lean manufacturing, six sigma; How productivity fits into the organization
- Bill of material; Look after and store materials

Assessment and Certification

- Workplace Experience Assignments to be submitted within two weeks following training. A Plastics|SA Certificate of Competence is issued to successful candidates.
- Relevant credits may be awarded to successful learners upon merSETA due-approval process.(the learner must be registered with the merSETA)