

UTILISE ORGANISATIONAL POLICIES AND PROCEDURES

Duration:	1 day
Target:	Operators / candidates competent in NQF Level 2
Prerequisite:	NQF Level 2
NQF Info:	NQF Level 3
Qualification:	Towards the National Certificate in Plastics Manufacturing NQF Level 3
Credits:	6
Certification:	merSETA-accredited Plastics SA Certification

Unit Standard

- Explain and use organisational procedures [12456]

Objective of Learning Programme

To explain and use organisational procedures within and around the organisation. Learners are able to demonstrate an understanding of these procedures and apply them to various situations at work.

Outcomes

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

- Discuss the purpose of organisational policies and procedures
- Identify, select and apply organisational policies and procedures
- Discuss the purpose of an organisation's vision, mission and values
- Reflect on the role of organisational policies and procedures in the work life of the individual

Contents

- Appropriate organisational policies and procedures for various scenarios at work are identified, selected and applied
- The role of organisational policies and procedures in the work life of the individual within an organisation is discussed and reflected upon
- An understanding of the purpose of an organisation's vision, mission and values is demonstrated

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.