



CPT

SKILLS DEVELOPMENT SOLUTIONS



Learnerships



Skills
Programmes

Allocator & Planner of Production Tasks - Skills Programme NQF 3 Breakdown

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Name of Module	Unit Standards covered	NQF Level	Duration (Days)	Approval Number
Allocator and Planner of Production Tasks (12 Credits)	116218 – Explain the planning and scheduling of tasks in a production environment (3) 244504 – Describe and explain the principles of logistics support in a specific contexts (6) 9530 – Manage work time effectively (3)	3	5	MERSETA SP 0288/08-17

Unit Standard 116218 – Explain the planning and scheduling of tasks in a production environment

The learner achieving this unit standard will be able to understand the use of day to day planning and scheduling for optimal production in the manufacturing environment. The learner will also be able to make useful inputs in the planning and scheduling process.

Learners will understand the importance of the application of business principles in manufacturing with specific reference to production.

On completion the Learner will be able to:

- Explain production planning and the different levels of planning that can be used in production planning activities.
- Enterprise and product options are described.
- Demonstrate an understanding of scheduling.
- Demonstrate production optimisation techniques.
- Demonstrate the ability to make meaningful comments on the planning and scheduling process.

Unit Standard 244504 – Describe and explain the principles of logistics support in a specific contexts

This unit standard will enable learners to improve professionalism and enhance the quality and effectiveness of services by being able to describe and explain the principles of logistics support in a specific context.

On completion the Learner will be able to:

- Explain the role of logistics as they apply to a specific operation.
- Understand supply chains and the movement of materials within supply chains.
- Describe logistics activities in a specific operation.
- Describe the concepts relating to inventory that are applicable to a specific operation.

Unit Standard 9530 – Manage work time effectively

To create a general understanding of time-management, and be able to prioritize activities in the environment. They will also be able to manage their work-time effectively.

On completion the Learner will be able to:

- Demonstrate understanding of the concept "time management in a 24-hour day world"
- Describe the difference between urgent and important and prioritize daily activities
- Estimate time spent on a task and draw up a general day, week and month planner to manage time
- Demonstrate an understanding of the importance of time in the working environment, and respect for their own employer and customer`s time.

Contact Details

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