



CPT

SKILLS DEVELOPMENT SOLUTIONS



Learnerships



Skills
Programmes

Warehousing Team Leadership Skills - Skills Programme NQF 3 Breakdown

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Name of Module	Unit Standards covered	NQF Level	Duration	Approval Number
Warehousing Teams Leadership Skills (48)	13917 - Indicate the role of a team leader ensuring that a team meets an organisation's standard (6) 13947 - Motivate a team(6) 377362 - Discuss the role of stocktaking in ensuring inventory accuracy (5) 377384 - Describe the use of the stores and warehousing in operations (10) 377385 - Explain the role of materials handling in the warehousing (10) 8969 - Interpret and use information from texts (5) 9010 - Demonstrate and understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations (2) 9013 - Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts (4)	3	15	MERSETA SP 0912/14-17

This Skills Programme is divided into three modules, namely:

- Team Leadership (5 Days)
- Numeric Skills (5 Days)
- Stores and Warehousing (5 Days)

Team Leadership:

This module explores the role of team leader as an introduction to management within an organisation. It is intended for managers of small businesses and junior managers of business units in larger organisations. The term business unit in this unit

standard implies a small business, cost centre, section or department. This module also introduces the learner to basic ideas on motivation.

This module is for to team leaders, supervisors, first line managers and section heads. These position are used to describe the first level of management in an organisation at which an employee has other employees reporting to him/her.

Learners at this level read and view a range of texts. Learners credited with this unit standard are able to read a variety of text types with understanding and to justify their views and responses by reference to detailed evidence from text. They are also able to evaluate the effectiveness of different texts for different audiences and purposes, by using a set of criteria for analysis.

Topics that are covered in this module:

- Explaining the role of team leader.
- Explaining the intended purpose of a specific team.
- Contracting with a team or group to obtain buy in.
- Monitoring the achievement of group goals or objectives.
- Explaining why it is important to motivate a team and how levels of motivation can be assessed.
- Applying theories of motivation.
- Describing techniques that leaders can use to motivate a team.
- Providing feedback to a team.
- Recognising achievement.
- Indicating how a team leader can empower members of a team.
- Use a range of reading and viewing strategies to understand the literal meaning of specific texts
- Use strategies for extracting implicit messages in texts
- Respond to selected texts in a manner appropriate to the context
- Explore and explain how language structures and features may influence a reader.

Numeric Skills:

This module is designed to provide credits towards the mathematical literacy requirements of the NQF at level 2. The essential purposes of the mathematical literacy requirements are that, as the learner progresses with confidence through the levels, the learner will grow in:

- An insightful use of mathematics in the management of the needs of everyday living to become a self-managing person
- An understanding of mathematical applications that provides insight into the learner's present and future occupational experiences and so develop into a contributing worker
- The ability to voice a critical sensitivity to the role of mathematics in a democratic society and so become a participating citizen.

Topics that are covered in this module:

- Convert numbers between the decimal number system and binary number system
- Work with numbers in different ways to express size/magnitude.
- Demonstrate the effect of error in calculations.
- Measure, estimate, and calculate physical quantities in practical situations relevant to the adult in life or the workplace
- Explore describe and represent, interpret and justify geometrical relationships and conjectures to solve problems in two and three dimensional geometrical situations

Stores and Warehousing:

This module is required by people working in the manufacturing environment who need to know why stocktaking is performed, and to use the variety of stocktaking processes to check stock. They will also be able to perform stock reconciliation.

This module is also required by people who need to understand the functions of the store and the warehouse and are tasked with the responsibility to understand the need for improvement in supply chain operations, control stock and understand the layout of a warehouse according to workplace requirements.

The learner is also introduced to the use of materials handling from the receiving of stock, coding, pricing and categorizing, the use of materials handling equipment, and warehouse distribution.

Topics that are covered in this module:

- Discuss the reasons why stocktaking is performed.
- Discuss periodic stocktaking.
- Discuss perpetual stocktaking.
- Explain the control group approach to stocktaking.
- Discuss stock reconciliation.
- Differentiate between the functions of the store and the warehouse in a manufacturing environment.
- Explain the importance of stock control in order to improve supply chain operations.
- Discuss the principles of operations of a Warehouse Management System (WMS).
- Discuss space requirements in order to identify appropriate layout of a warehouse.
- Explain productivity in a warehouse.
- Range: push production and pull production.
- Explain various storage methods.
- Discuss the scheduling of production in a push system.
- Describe the procedure to authorise push activities.
- Perform push and pull activities within a specific environment.
- Discuss visual signalling (pull systems).
- Explain the functions related to materials handling.
- Classify, code and identify incoming stock.
- Explain the use of materials handling equipment.
- Explain the order cycle.
- Apply risk management principles in the warehouse.
- Understand the procedures regarding outbound distribution of materials.

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