

Formulate & implement an action plan to improve productivity within an organisational unit

Detailed course content as per SAQA requirements



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Formulate and implement an action plan to improve productivity within an organisational unit

Unit Standard: 114877

NQF Level: 04

Credits: 8

PURPOSE OF THE UNIT STANDARD:

This unit standard is intended for all persons working as a supervisor in an organisational unit with the responsibility of measuring, improving and reporting on the productivity of that organisational unit.

SPECIFIC OUTCOMES AND ASSESSMENT CRITERIA:

SPECIFIC OUTCOME 1

Measure current levels of Single Factor Productivity and identify the factors:

- Productivity measures are selected to identify single factor productivity in the organisational unit.
- Quantitative factors that influence productivity are measured correctly, and their influence on single factor productivity levels identified correctly.

SPECIFIC OUTCOME 2

Formulate an activity plan to improve productivity within the organisational unit:

- The causes and effects of unacceptable labour, material and capital productivity are analysed for use in the plan.
- People employed in the organisational unit are involved in drawing up a plan and setting priorities to improve the productivity of all three resources.
- Priorities are set to improve the quantitative factors that influences productivity of all three resources.
- The causes of unacceptable productivity levels within the operational unit should be identified and measures taken to ensure their removal.

SPECIFIC OUTCOME 3

Optimise productivity within the organisational unit:

- Tasks are allocated to team members as per the plan.
- Actual improvements in productivity are established and compared to set targets.
- Actions are adjusted to ensure targets are achieved.