

Further Education and Training Certificate: Generic Management: Planning and Scheduling Techniques



Bizzco ID SCML03

SAQA ID 83988

NQF Level 04

Min Credits 150

Duration 12 Months

MERSETA Accredited

ENTRY REQUIREMENTS?

Communication, Mathematical Literacy & Computer Literacy at NQF level 3

COURSE DESCRIPTION

This certification provides core and fundamental skills needed for an employee in a planning and scheduling role. Planning involves the understanding of demand management and the role of forecasting, whereas scheduling are the detailed activities involved in a production facility. All aspects of planning such as demand planning, material planning, capacity planning and master production scheduling are covered.

WHO IS THIS COURSE FOR?

This Learnership is aimed at people who work in a Supply Chain environment and have responsibilities for operational planning and scheduling activities. This learnership also provides an excellent grounding for other Supply Chain personnel who need to understand how the planning function can affect their own role. This qualification is intended for junior managers of small organisations, junior managers of business units in medium and large organisations, or those aspiring to these positions. Junior managers include team leaders, supervisors, foremen and section heads.

In the event that the learner requires SETA registration, the learner would need to be employed by a company. Please contact us for more information.

SUPPORTING DOCUMENTS NEEDED?

Certified copy of ID

Certified copy of highest qualification

Employment letter/contract*

**Only needed for SETA registration*



DELIVERY METHODS

Online, Facilitated or Blended

Speak to us about other methods of training delivery and corporate customization!

Online

Interactive self-study 2- 3 hours per day over the 12-month period.

Blended

7 - 48 Facilitation hours, depending on group size.

Facilitated

96 Facilitation hours, total of 12 days of training.

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COURSE STRUCTURE

Module 01	Lessons
Introduction to Supply Chain Management Understanding the end to end supply chain as well as the overall performance of the	01 End to End Supply Chain
	02 Internal and External Supply Chains
	03 Supply Chain Performance Management
	04 Entities in the Supply Chain and Procurement
Module 02	Lessons
Calculations and Statistics Mathematics, numbers and statistics are used every day in the supply chain. As Inventory Practitioners, knowing how to identify and solve problems, how to interpret statistics and how to optimise space usage are some of the key skills you will learn.	01 Working with Numbers
	02 Defining and Investigating Problems
	03 Generate Possible Solutions Using Problem Solving Techniques
	04 Select and Evaluate Solutions to Problems
	05 Applying Statistics
	06 Use Math to Investigate & Monitor Financial Aspects of Issues
	07 Using Maths to Manage Budgets
	08 Shapes and Mass
Module 03	Lessons
Sales and Operational Planning As businesses grow and develop, they must create a strategic plan on how this growth and development will take place. This module focuses on the long term planning and business strategies required to keep a company ahead of the market and on track.	01 Strategy and Business Planning
	02 Understanding the Market
	03 Understanding Demand
	04 Collaboration in the Supply Chain
	05 Sales & Operations Planning
	06 Forecasting Techniques
	07 Production Scheduling Environment
	08 Material Requirements Planning
Module 04	Lessons
Short Term Planning Short term planning deals with the execution and control of production including MPS and MRP.	01 Understanding Capacity Resource Planning
	02 Capacity Measurements and Levelling the Load
	03 Production Activity Control
	04 Measuring Production Performance

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Module 05

Importance of Customer Service (Long)

This course emphasises the importance of customer service to a business in detail. The importance of a customer and the effects poor service has on a business. The module also addresses the impact of inventory on customer service.

Lessons

01	What is Customer Service?
02	Effects of Poor Customer Service on the Business
03	Standards of Customer Service
04	Impact of Inventory on Customer Service
05	The Perfect Order - Why Is It So Important?
06	Cost of Back Orders
07	Demand and Customer Service
08	Measuring Customer Satisfaction

Module 06

Business Communication

Communication is two way street. There is a sender and a receiver. It is important to be able to communicate effectively – both in receiving communication and sending it out. It is a skill that can be developed.

Lessons

01	Language Structure
02	The Written Language
03	Effects of Communication on your Audience
04	Communication Responses
05	Preparing to Write for an Audience
06	Business Writing Skills
07	Spoken Communication
08	Preparing and Conducting a Meeting

Module 07

Motivate and Build a Team

Team work is important in any company. A strong team will ensure the success of a department as well as a business. Knowing the purpose of a team, the team dynamics, how to set goals and motivate a team is important.

Lessons

01	Team Leader and the Purpose of a Team
02	Conduct and Ethics
03	Induct a New Member into a Team
04	Strengths, Weaknesses and Personal Development
05	Strengthening and Motivating a Team
06	Team Goals and Implementing a Performance Plan
07	Performance Management and Feedback
08	Maintain Records for A Team

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UNIT STANDARD INFORMATION

Type	US ID	US Title	NQF	Credits
Core	242824	Apply leadership concepts in a work context	NQF Level 04	12
Core	242815	Apply the organisation's code of conduct in a work environment	NQF Level 04	5
Core	242816	Conduct a structured meeting	NQF Level 04	5
Core	242822	Employ a systematic approach to achieving objectives	NQF Level 04	10
Core	242821	Identify responsibilities of a team leader in ensuring that organisational standards are met	NQF Level 04	6
Core	242810	Manage Expenditure against a budget	NQF Level 04	6
Core	242829	Monitor the level of service to a range of customers	NQF Level 04	5
Core	242819	Motivate and Build a Team	NQF Level 04	10
Core	242811	Prioritise time and work for self and team	NQF Level 04	5
Core	242817	Solve problems, make decisions and implement solutions	NQF Level 04	8
Fundamental	119472	Accommodate audience and context needs in oral/signed communication	NQF Level 03	5
Fundamental	119457	Interpret and use information from texts	NQF Level 03	5
Fundamental	119467	Use language and communication in occupational learning programmes	NQF Level 03	5
Fundamental	119465	Write/present/sign texts for a range of communicative contexts	NQF Level 03	5
Fundamental	9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	NQF Level 04	6
Fundamental	119462	Engage in sustained oral/signed communication and evaluate spoken/signed texts	NQF Level 04	5
Fundamental	119469	Read/view, analyse and respond to a variety of texts	NQF Level 04	5
Fundamental	9016	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	NQF Level 04	4
Fundamental	7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	NQF Level 04	6
Fundamental	12153	Use the writing process to compose texts required in the business environment	NQF Level 04	5
Fundamental	119459	Write/present/sign for a wide range of contexts	NQF Level 04	5
Elective	377382	Perform forecasting in a manufacturing environment	NQF Level 05	8
Elective	377383	Planning and controlling in a manufacturing environment	NQF Level 04	6
Elective	377400	Perform sales and operations planning	NQF Level 04	5
Elective	377402	Perform master scheduling in the workplace	NQF Level 04	5