

**LEARN TO DESIGN, PLAN,
ORGANISE AND CONTROL
THE PRODUCTION LINE
WITHIN AN ORGANISATION
FOR OPTIMUM
OPERATIONAL EFFICIENCY
HIGHEST PRODUCTION
STANDARDS AND COST
CONTROL**

CERTIFICATION

Learners who successfully complete the programme will be awarded a Diploma in Production Management from PMI

ENTRY REQUIREMENTS

Communication and Mathematical Literacy at NQF Level 4 in terms of PMI's policy on Admission to Study and one of the following:

- Senior Certificate with an achievement rating of 40-49% or better in four recognised NSC (National Senior Certificates) subjects and a minimum of 30% in English. This excludes Life Orientation
- NC(V) with Diploma admission at Level 4 with a minimum of 50% in English and two other fundamental subjects and 60% in three compulsory vocational modules
- A learnership at NQF 4 provided the learner has successfully completed Academic Literacy
- Recognition of prior learning in accordance with PMI's RPL policy applies to this qualification

WHO WILL BENEFIT FROM THIS PROGRAMME?

This qualification is designed for management within the supply chain sector who want a holistic and advanced understanding of the organisational and procedural requirements of all aspects of production management. Disciplines include logistics, project management, human resource management, financial management, quality management, and information technology.

DURATION

PMI's Diploma in Production Management must be completed in a minimum of 2 years or a maximum of 5 years.

ACCREDITATION

This programme is accredited by the Council on Higher Education. This programme is not aligned to the new HEQSF

MODULES COVERED

YEAR 1

PRODUCTION MANAGEMENT I

- The operations management function
- How operations performance can affect the business
- Work study
- Lean synchronisation
- Layout and design
- Planning and control in operations
- Capacity and its determinants

HUMAN RESOURCE MANAGEMENT I

- Human Resource Management in a global economy and critical people issues
- Organising human resources for organisational success
- Job design and analysis
- Internal staffing and career management
- Recruitment and selection
- Induction
- Performance management
- Training and development

QUALITY MANAGEMENT I

- The Quality Management approach
- Ethics and values within the quality management approach
- Current Quality Management Systems (QMS) and their implementation
- Continuous Process Improvement
- Quality Management tools
- Statistical Process Control (SPC) and techniques

YEAR 2

PRODUCTION MANAGEMENT II

- Process design
- Product design
- Location and overall capacity
- Process technologies
- Queuing systems
- Project planning and control

HUMAN RESOURCE MANAGEMENT II

- Managing diversity
- Labour law and HRM in South Africa
- Occupational health and safety
- Training, development and career planning
- Institute and conduct disciplinary action
- Job analysis: job description
- Job analysis: job specification
- Negotiation
- Communication

QUALITY MANAGEMENT II

- Environmental Management System
- Quality by design
- Product liability
- Total Productive Maintenance
- Failure Mode and Effect Analysis

APPLIED MATHEMATICS II

- Multiplication, division, powers, roots, inequalities, linear equations and graphs (revision)

INTEGRATED APPLICATION PROJECT I

- Understand the characteristics of research
- Steps in the research process
- Define the problem/question and the research topic
- Legitimate evidence and support
- Research purpose
- Devise an appropriate work plan
- Methods of data collection
- Write a basic research report

APPLIED MATHEMATICS I

- Recognise, describe, represent and work confidently with numbers and their relationships to estimate, calculate and check solutions
- Investigate, analyse and describe a wide range of algebraic expressions and equations, solving related problems
- Investigate, analyse, describe and represent a wide range of functions and solve related problems
- Collect, organise, analyse and interpret data to establish probability models to solve related problems

LOGISTICS MANAGEMENT I

- Supply chain logistics management
- Supply chain logistics operations
- Supply chain logistics design
- Supply chain logistics administration

FINANCIAL MANAGEMENT I

- An overview of the financial function
- Introduction to basic bookkeeping
- Preparation of the financial statements
- The balance sheet and working capital management
- Classification of costs
- Management of labour and material costs
- Overhead costs: classification, application and allocation
- Essentials of budgeting
- Flexible budgeting and control

INFORMATION TECHNOLOGY I

- The basic components of the computer system and its use in networks

- Linear modelling
- Linear Equations and Matrices
- Matrix Algebra
- Linear programming

LOGISTICS MANAGEMENT II

- Techniques of logistics management
- Design and implementation of logistics plans and actions
- Identifying areas where logistics management is appropriate
- The integration of logistics related systems

FINANCIAL MANAGEMENT II

- Introduction to cost and management accounting
- Cost classification and cash flows
- Direct and absorption costing
- Activity based costing
- Product orientated costing: job costing and contract costing
- Marginal costing
- Standard costing

QUANTITATIVE METHODS I

- Basic Mathematical calculations
- Quantitative decision making
- Probability theory
- Capacity decisions and line balancing
- Forecasting techniques
- Factory location
- Transportation problems
- Linear programming techniques
- Simulation

INTERGRATED APPLICATION PROJECT II

- Workplace based research project

- The Windows operating system
- MS Word
- Excel
- PowerPoint
- Electronic mail and the internet