DIPLOMA IN OPERATIONS MANAGEMENT
NQF LEVEL 6
(SAQA ID 59509)
360 CREDITS

LEARN TO PLAN AND MANAGE OUTPUTS AND OPTIMISE RESOURCES THORUGH THE DEPLOYMENT OF STRATEGY AND THE EFFECTIVE USE OF SYSTEMS, TOOLS AND TECHNIQUES ITHIN MANUFACTORING OR SERVICE ENVIRONMENT

ENTRY REQUIREMENTS

- National Senior Certificate with an achievement rating of (40-49%) or better in four recognised National Senior Certificate (NSC) subjects and a minimum of 30% in English. This excludes Life Orientation

  Or
- 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

  Or
- 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
- Competence on Mathematics/Mathematical Literacy at NQF 4

CERTIFICATION

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

WHO WILL BENEFIT FROM THIS PROGRAMME?

This qualification is designed for high-level management who want to improve productivity, reduce production costs and optimise operations through technology and managerial skills. Current or aspiring production managers, project managers, operations managers and business owners within a service or manufacturing industry will benefit from this qualification.

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DURATION

PMI's Diploma in Operations Management is a full qualification, which runs over four years on a part-time basis or two years on a full-time basis.

ACCREDITATION

This programme is accredited by the Council on Higher Education.

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

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

APPLIED MATHEMATICS I

- Recognise, describe, represent and work confidently with numbers and their relationships to estimate, calculate and check solutions

SUPPLY CHAIN MANAGEMENT I

The progression to Professional Supply Chain Management

- Supply Management as an Organisation Spanning Activity
- Portfolio Relationships
- New Product Development
- Purchasing descriptions and specifications
- Managing for quality in a supply chain context
- Sourcing and outsourcing
- Ethic

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

INTEGRATED APPLICATION PROJECT II (OPERATIONS)

- Workplace based research project

- 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

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

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

INTEGRATED APPLICATION PROJECT I

PROJECT PLANNING AND CONTROL

- Introduction to project management
- The life-cycle approach to project management
- Feasibility studies
- Project estimating
- Scope management
- Critical path method of project planning
- Project procurement management
- Project risk management
- Creating high performance teams
- Project management software

YEAR 3

PRODUCTION MANAGEMENT III

- Operations improvement
- Failure and recovery from failure
- The human factor in the production/ operations function
- World class manufacturing
- Lean manufacturing
- Computers in manufacturing
- Strategic operations management

QUALITY MANAGEMENT III

- TQM strategies and techniques
- Organisational and managerial aspects of quality management
- The concepts and practice of continuous improvement
- Process models
- Benchmarking
- Business re-engineering

QUANTITATIVE METHODS II

- Basic linear algebra
- Problem solving methodologies
- Data and information collection techniques
- Probability theory concepts and applications

- 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

INFORMATION TECHNOLOGY I

- The basic components of the computer system and its use in networks
- The Windows operating system
- MS Word
- Excel
- PowerPoint
- Electronic mail and the internet

YEAR 2

PRODUCTION MANAGEMENT II

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

QUALITY MANAGEMENT II

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

LABOUR LAW

- The employment relationship
- Laws governing labour relations
- Quantitative tools: decision trees, inventory models, advanced forecasting models, queuing theory models, location models

HUMAN RESOURCE STRATEGY

- Establishing job requirements
- Job design and job grading
- Recruitment and selection
- Performance management
- Training and development
- Compensation management
- Career development

SUPPLY CHAIN MANAGEMENT II

- Customer relationship management
- Global supply chains
- Supply chain networks
- Operations analysis
- Collaboration in supply chain management
- Supply chain performance
- Risk and sustainability of supply chains

FINANCIAL MANAGEMENT III

- Introduction to Financial Management
- Analysis of financial statements
- Ratio analysis
- Capital Budgeting
- Discounted cash flow techniques
- Present and future value of money
- Financial structuring of a business
- The construction of a business model

INTEGRATED APPLICATION PROJECT III

- Workplace based research project

- The Basic Conditions of Employment Act
- Unfair labour practice
- The Labour Relations Act
- The Employment Equity Act
- The Skills Development Act
- Social Security Legislation and the Occupational Health and Safety Act
- Dismissals and Terminations