Executive Summary

Qualification	National Certificate: Productivity
Qualification ID	49793
NQF Level	5
Minimum Credits	124
Duration	12 months
Field	Business, Commerce and Management Studies
Subfield	Human Resources
ETQA	South African Board for People Practices (SABPP)
Purpose	This qualification is intended for any person who wants to enter the field of productivity management as a potential career, and has little or no previous exposure to productivity; or who may have been practising within the field, but without formal recognition.
Entry Requirements	- Communication at NQF Level 4 - Mathematical Literacy at NQF Level 3 - End user computer skills in a business environment at NQF Level 3

Exit Level Outcomes

- Measure and assess factors that influence productivity in an organisational unit.
- Prepare, communicate and co-ordinate a plan for the improvement of productivity in a functional unit.
- Develop and implement operational plans for a functional unit and supervise work to achieve objectives, using a range of generic management and project management skills.
- Plan and implement change within a functional unit.

The KLM Empowered X-Perience

X-Ploration
For each of the SIX integrated learning blocks, learners explore content on their own before engaging with others. Guided by self-study plans and diagnostic self-assessment, they formulate their own insights to share.

X-Tension
Workplace application assignments allow learners to put their new learning to use on the job. Under the guidance of mentors, and with access to performance and wellness support, learners hone their skills and add value.

X-Citement
Learners receive a welcome letter and an X-Perience Map detailing the flow of their qualification. An orientation session helps them to understand the benefits and career options linked to the qualification.

X-Change
Learners attend facilitator-led sessions, either in class or online, to share their learning and refine their skills in a safe environment. Collaborative activities and peer feedback build learning synergy and allow learners to master specific skills.

X-Cellence
Each learner's progress is measured against learning outcomes through formative and summative assessment. Final examinations and presentations are used to obtain an accurate picture of overall understanding and mastery of the content.

Learning Blocks

1. Measuring and Assessing Factors That Influence Productivity in an Organisational Unit

ID	Unit Standard Title	Level	Credits
114875	Measure and assess the factors that influence capital productivity and establish the relative impact of each factor	5	8
114886	Measure and assess the factors that influence labour productivity and establish the relative impact of each factor	5	8
114876	Measure and assess the factors that influence material productivity and establish the relative impact of each factor	5	8
		Total	

2. Mathematical and Statistical Techniques

ID	Unit Standard Title	Level	Credits
12432	Use mathematical and statistical techniques effectively	5	20
		Total	20

3. Preparing, communicating and co-ordinating a plan for the improvement of productivity in a functional unit

ID	Unit Standard Title	Level	Credits
114884	Co-ordinate the improvement of productivity within a functional unit	4	8
114877	Formulate and implement an action plan to improve productivity within an organisational unit	4	8
114885	Prepare and communicate a productivity improvement plan for a functional unit	5	6
		Total	22

4. Developing and implementing operational plans for a functional unit and supervising work to achieve objectives, using a range of generic management and project management skills

ID	Unit Standard Title	Level	Credits
15220	Set, monitor and measure the achievement of goals and objectives for a team, department or division within an organisation	5	4
15216	Create opportunities for innovation and lead projects to meet innovative ideas	5	4
15219	Develop and implement a strategy and action plans for a team, department or division	5	4
		Total	12

5. Planning and implementing change within a functional unit

ID	Unit Standard Title	Level	Credits
15214	Recognise areas in need of change, make recommendations and implement change in the team, department or division	5	3
14525	Present an informed argument on a current issue in a business sector	5	5
12138	Conduct an organisational needs analysis	6	10
		Total	18

Project Management

ID	Unit Standard Title	Level	Credits
10148	Supervise a project team of a business project to deliver project objectives	5	14
10149	Support the project environment and activities to deliver project objectives	5	14
		Total	28

The Greatness Effect