



# NATIONAL CERTIFICATE: PRODUCTIVITY

NQF LEVEL 5 / CREDITS: 132

ID: 49793

Learnership Code: 13Q130049161245

## PURPOSE

The critical link between improving competitiveness, and the standard of living, is to improve the productive capacity of the South African population. Improving the productivity of a country starts with equipping its workforce with the right skills.

This qualification is structured in such a way that it exposes learners to a broad set of core competencies, covering all aspects of productivity, and key aspects of management, whilst the choice of electives allows for competence in further and specialist productivity and management competencies.

## CONTENT

### **MODULE 1: Organisational Excellence Through Effective Goal Setting and Teamwork**

Getting all people to pull together, individually and in teams, in the same direction, is a fundamental building block for the organisation that strives towards sustainable excellence. Requiring all organisational levels to have clear objectives and measures, which are aligned from top to bottom, and across functions.

### **MODULE 2: Measuring Productivity**

If you cannot measure something, you cannot manage and control it. Measurement drives behaviour. To improve productivity, an important first step is having a productivity measurement system. Such a system must be an integral part of a cycle of checking performance, analysing it against targets, planning for improvement, and implementing defined actions.

### **MODULE 3: Improving Productivity**

Achieving and sustaining excellence, by continuously improving productivity, and by involving all people. Continuously looking at improving the efficiency and utilisation of all resources used in producing products, and services. Engaging and equipping all people with the knowledge, tools, and techniques for improving productivity.

### **MODULE 4: Managing Change**

The only constant in business (and our personal lives) is change. Most people do not have a fear of change, but they are against being changed. Involving all the people in the process of change, and managing the change effectively; as a joint effort between those making the change, and those involved in the change.