|  |  |
| --- | --- |
| **Title:** | **Understanding how to manage the efficient use of materials and equipment** |
| **Level:** | **3** |  |  |
| **Credit value:** | **2** |  |  |
| **Unit guided learning hours** | **7** |  |  |
| **Learning outcomes (the learner will)** | **Assessment criteria (the learner can)** |
| 1 Understand how material stocks are acquired, controlled and recorded in an organisation | 1.11.21.31.41.5 | Describe how to determine stock requirements in the workplaceExplain consequences of not maintaining optimum stocks in the workplaceIdentify the workplace principles and procedures for stores/stock control Explain the workplace procedures forrecording receipt and issue of suppliesDescribe why it is important to maintain records for quality standards |
| 2 Understand the need for effective and efficient use of equipment | 2.12.22.32.42.5 | Explain why equipment should be used effectively and efficientlyDescribe how the use of equipment is monitored and controlled in theworkplaceExplain why it is important to have a scheduled maintenance programme for equipment in the workplaceCompile a simple maintenance programme for equipment in the workplaceConduct a simple risk assessment of equipment security in the workplace and explain how these risks could be reduced |
| 3 Know how to minimise waste in an organisation | 3.13.23.3 | Identify potential waste in the organisationDescribe the techniques and/or methods for measuring and monitoring waste in the organisationCompile a simple action plan tominimise waste in the workplace |
| **Additional information about the unit** |
| Unit purpose and aim(s) |  | To develop knowledge and understanding of managing the efficient use of materials and equipment as required by a practising or potential first line manager. |
| Details of the relationship between the unit and relevant national occupational standards or professional standards or curricula (if appropriate) | Links to Management & Leadership 2008NOS: E8 |
| Assessment requirements or guidance specified by a sector or regulatory body (if appropriate) |  |
| Support for the unit from a sector skills council or other appropriate body (if required) | Council for Administration (CfA) |
| Equivalencies agreed for the unit (if required) |  |
| Location of the unit within the subject/sector classification system | 15.3 – Business Management |
| **Additional Guidance about the Unit** |
| **Indicative Content:** |
| 1 | • The importance of maintaining optimum stocks• Methods of determining stock requirements• Stores and stock control principles and procedures• Procedures for recording receipt and issue of supplies and equipment• Maintenance of records for quality standards |
| 2 | • Implications of equipment usage – acquisition and operating costs – for the organisation• Awareness of marginal costs, and how these are used within the organisation• Methods of capacity planning• The importance of scheduled maintenance programmes, and how to plan these• Security issues in the workplace• Risk assessments for security issues• Security and care of equipment |
| 3 | • Areas of potential waste inefficiency including misuse, extravagance, scrap, rework, shrinkage or others as appropriate• Techniques and methods for measurement and monitoring waste• Simple principles of action planning and evaluation as relevant to minimising waste |