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| **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 | | | | 1.1  1.2  1.3  1.4  1.5 | | Describe how to determine stock requirements in the workplace  Explain consequences of not maintaining optimum stocks in the workplace  Identify the workplace principles and procedures for stores/stock control  Explain the workplace procedures for  recording receipt and issue of supplies  Describe why it is important to maintain records for quality standards |
| 2 Understand the need for effective and efficient use of equipment | | | | 2.1  2.2  2.3  2.4  2.5 | | Explain why equipment should be used effectively and efficiently  Describe how the use of equipment is monitored and controlled in the  workplace  Explain why it is important to have a scheduled maintenance programme for equipment in the workplace  Compile a simple maintenance programme for equipment in the workplace  Conduct 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 | | | | 3.1  3.2  3.3 | | Identify potential waste in the organisation  Describe the techniques and/or methods for measuring and monitoring waste in the organisation  Compile a simple action plan to  minimise 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 2008  NOS: 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 | | | | |