

UTILISE ORGANISATIONAL POLICIES AND PROCEDURES – NQF LEVEL 3

Duration: 1 day + 1 day follow up
 Target: Operator / candidates competent in NQF Level 2
 Prerequisite: NQF Level 2
 NQF Info: NQF Level 3
 Qualification: National Certificate In Plastics Manufacturing NQF Level 3
 Credits: 6
 Certification: MERSETA accredited PFSA Certification.

Unit Standard:
 ➤ Explain and use organisational procedures [12456]

Course Objective:
 To explain and use organisational procedures within and around the organisation. They are able to demonstrate an understanding of these procedures and apply them to various situations at work.

Outcomes: At the end of the course the learners will be able to :

- Discuss the purpose of organisational policies and procedures.
- Identify, select and apply organisational policies and procedures.
- Discuss the purpose of an organisation's vision, mission and values.
- Reflect on the role of organisational policies and procedures in the work life of the individual.

Contents:

- Appropriate organisational policies and procedures for various scenarios at work are identified, selected and applied
- The role of organisational policies and procedures in the work life of the individual within an organisation is discussed and reflected upon.
- An understanding of the purpose of an organisation's vision, mission and values is demonstrated.

Assessment and Certification:

- Assignments to be submitted within two weeks following training. One follow up day is required to give feedback on assessed assignments. A PFSA Certificate of Competence is issued to successful candidates
- Relevant credits may be awarded to successful learners upon MERSETA due approval process.

Gauteng: Head Office:
 Reg. No. 79/0607/08
 18 Gazelle Avenue, Corporate Park,
 Old Pretoria Road, Midrand
 Private Bag X68, Halfway House, 1685
 South Africa
 Tel: +27 11 314 4021
 Fax: | +27 11 314 3764

KZN: Building No. 2
 KZN Experimental College
 Corner Surprise and Richmond
 Roads
 Westmead
 Durban
 Telephone Number: 031 702 7222
 Facsimile Number: 031 702 7322

W.Cape: Unit D
 Olympic Park
 969 Voortrekker Road
 Maitland
 Cape Town
 Telephone Number: 021 591 5512
 Facsimile Number: 021 591 5516