

-SQA-SCOTTISH QUALIFICATIONS AUTHORITY

**Hanover House
24 Douglas Street
GLASGOW G2 7NG**

NATIONAL CERTIFICATE MODULE DESCRIPTOR

-Module Number- 0061151 -Session- 1986-87

-Superclass- AJ

-Title- INTRODUCTION TO WORK STUDY (x 1/2)

-DESCRIPTION-

Type
and
Purpose

A General Half - module (20 hours) which enables the student to acquire an appreciation of work study and its concepts. It is designed for the student with no industrial/commercial experience.

Preferred
Entry Level

No formal entry qualifications.

Learning
Outcomes

The student should:

1. comprehend the concept of productivity, describe its relevance to organisations and indicate how work study can be used to improve productivity;
2. apply basic method study techniques to simple tasks;
3. understand the factors which affect the standard time for a simple task;
4. appreciate the factors important to good industrial relations when conducting work study projects.

Content/
Context

Corresponding to Learning Outcomes 1-4:

1. Input/output ratio - increasing productivity by either increasing output or reducing input. Benefits to organisations and employees. The application of work study to increase productivity.
2. Flow process charts, flow diagrams, string diagrams, multiple activity charts, questioning technique.

3. Different methods, different rates of working and different materials, tools and equipment. Relaxation allowance. Standard time.
4. Approach to employee. Co-operation with employee. Communication between employee and work study officer. Integrity in dealings between work study officers/operatives/supervisors/managers.

Suggested
Learning and
Teaching
Approaches

Corresponding to Learning Outcomes 1-4:

1. Films showing applications of work study. Group discussions. Comparison of times taken to perform task using old method and new method (in work study laboratory).
2. Practical exercises : recording operators performing tasks (either laboratory demonstration or on film). Applying questioning technique to find improved methods for simple tasks.
3. Practical exercises: timing different methods of performing operations. Timing and rating of elements - showing that basic time is constant.

Group discussion on relaxation allowance.
4. Role playing exercises e.g. different approaches to employee; communication between employee and work study officer.

Assessment
Procedures

Formative assessment should operate as an integral part of learning and teaching in the module. It may include self-assessment, assessment by peers and assessment by the tutor.

It is recommended that each student is issued with a record sheet at the outset of the module and that its various purposes are explained. The record sheet:

- (a) informs the student of the minimum which is to be taught and learned;
- (b) provides a continuous record of attainment and should help both the student and the tutor to keep a track of learning and teaching;
- (c) could be used by the student to inform a third party (eg. a potential employer) of what he/she has learned.

The Performance Criteria which follow provide the tutor and the student with a statement of the minimum performance which is judged to be acceptable in the key aspects of each Learning Outcome. Many students, given the opportunity and encouragement, will go well beyond the minimum performance. A decision on whether or not a student has achieved the criteria should, where appropriate, be taken only after he/she has had the benefit of additional teaching support in areas of weakness and the opportunity to revise, redraft or rework unsatisfactory efforts. Each student should maintain a folio of work undertaken during the module. The folios should be available to a subject assessor.

LO Learning Outcome
AP Assessment Procedure
PC Performance Criteria

LO1, AP - oral questions

PC - The student:

- (a) correctly identifies inputs and outputs;
- (b) describes the importance of productivity;
- (c) states examples where work study has increased productivity.

LO2, AP- practical exercises

PC- The student:

- (a) prepares method study charts of a simple operation;
- (b) correctly completes a questioning technique form;
- (c) identifies an improved method.

LO3, AP - practical exercises

PC - The student:

- (a) identifies causes of time variations in similar tasks as:
 - (i) different rates of working,
 - (ii) different methods of working,
 - (iii) variations in tools and/or equipment,
 - (iv) variations in materials;

- (b) demonstrates that the basic time for a defined task is constant;
- (c) explains that a relaxation allowance must be added to basic time to calculate standard time.

LO4, AP - short oral questions

PC - The student:

- (a) explains the correct way to approach the employee;
- (b) explains the factors important to good industrial relations between employee and work study officer.