

-SQA-SCOTTISH QUALIFICATIONS AUTHORITY

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

NATIONAL CERTIFICATE MODULE DESCRIPTOR

-Module Number- 0061152 -Session-1986-87

-Superclass- AJ

-Title- WORK STUDY 1 (x ½)

-DESCRIPTION-

Type and Purpose A General Half - module (20 hours) which enables the student to apply the two principal techniques of work study: method study and work measurement.

Preferred Entry Level 01151 Introduction to Work Study or relevant work experience.

Learning Outcomes The student should:

1. know the principal stages in method study and apply them to the investigation of a simple problem;
2. know the use of work measurement in providing standards;
3. perform simple rating and timing exercises.

Content Context Corresponding to Learning Outcomes 1-3:

1. Select, record, examine, develop, install, maintain. Method study recording techniques: outline and flow process charts, two-handed process charts, multiple activity charts. Practical examples: recording and examination of present work situation, development of new improved method.
2. The concept that all work is measurable, and that quantification enables valid comparisons of differing methods of operation to be made. The accuracy of work measurement techniques most appropriate for setting accurate standards. Linking of method study and work measurement through the co-ordinated procedure.

3. Factors of rating: effort, speed, dexterity, consistency, effectiveness.

Factors of timing: elements, break points, element descriptions, time-study recording forms.

All definitions and terminology to be in accordance with BS3138.

Suggested Learning and Teaching Approaches

Exposition with the aid of films and/or videos.

Description of industrial situations.

Demonstration by lecturer of method study and work measurement techniques using models, lay-outs and practical exercises, prior to practical exercises being undertaken by the student.

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 - method study assignment

PC - The student:

- (a) identifies and describes correctly the principal stages in method study;
- (b) describes correctly the sequence and inter-relationship of the stages;
- (c) uses method study procedures correctly to derive an improvement in method.

LO2, AP - written exercise

PC - The student:

- (a) demonstrates by comparing times taken to perform tasks that work is measurable;
- (b) describes correctly how work measurement techniques provide required accuracy for setting time standards.

LO3, AP - work measurement assignment

PC - The student correctly rates and times elements of a task.