



# **PRODUCTION AND OPERATIONS MANAGEMENT**

INSTITUTE FOR PROFESSIONAL AND EXECUTIVE DEVELOPMENT

United Kingdom

## **UNIT SPECIFICATION**

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## Unit Title

Production and Operations Management

## Credit value

The credit value for this unit is 30

30 credits equivalent to 300 hours of teaching and learning  
(10 hours is equivalent to 1 credit)

Guided learning hours (GLH) = 50 hours

GLH includes lectures, tutorials and supervised study. This may vary to suit the needs and requirements of the learner and/or the approved centre of study.

Directed learning = 50 hours: This includes advance reading and preparation, group study, and undertaking research tasks.

Self-managed learning = 200 hours: This includes completing assignments and working through the core and additional reading texts. It also includes personal research reading via other physical and/or electronic resources.

<b>Learning outcome</b> Learner will:	<b>Assessment criteria</b> Learner can:
1.0 Understand the nature of production and operations management	1.1 Explain what is meant by production and operations management 1.2 Evaluate the importance of developing a production strategy 1.3 Examine key issues that must be considered in developing a production strategy 1.4 Give an account on the steps involved in formulating a production strategy 1.5 Explain what is meant by a production policy and examine its significance in production management 1.6 Analyse the factors that must be considered in developing a production policy (such as amount of repetition, range of products, quality) 1.7 Discuss the product life cycle 1.8 Examine how computers can assist production controls
2.0 Understand key issues in the design of products	2.1 Examine the nature of design for production, design for appearance, design for function and design for distribution 2.2 Evaluate the roles of the design director, design and development engineer and the drawing office 2.3 Describe how production estimation can be done from a final design
3.0 Understand the importance of quality control in production and operations	3.1 Explain the meaning of quality control and examine its importance 3.2 Analyse the contribution of inspections to quality control 3.3 Evaluate the responsibilities of a quality inspector 3.4 Give an account on total quality management

<p>4.0 Understand the nature of process engineering</p>	<p>4.1 Explain what is meant by process engineering  4.2 Examine the work of the head of the process engineering department  4.3 Explain what is meant by work study and evaluate its importance in production  4.4 Give an account on the 2 techniques used in work study (i.e. method study and work measurement)</p>
<p>5.0 Understand how materials can be stored and controlled</p>	<p>5.1 Explain what is meant by materials control  5.2 Examine the requirements of a good system of materials control  5.3 Examine the importance of stock control  5.4 Analyse the factors that aid stock control  5.5 Examine the factors that affect minimum stock levels  5.6 Evaluate the duties of a storekeeper  5.7 Explore the different types of stores in production management</p>
<p>6.0 Understand the nature of purchasing</p>	<p>6.1 Examine the responsibilities of a purchasing manager or the purchasing department  6.2 Examine the use of a purchasing policy  6.3 Explain the meaning of resource management and analyse the systems approach to resource management  6.4 Analyse how quality assurance of the purchasing process can be maintained</p>

<p>7.0 Understand maintenance issues relating to plant, equipment and buildings</p>	<p>7.1 Examine the importance of maintenance in production and operations  7.2 Evaluate the responsibilities of the maintenance department of a company  7.3 Explain the meaning of preventive maintenance and evaluate its importance  7.4 Give an account on the main considerations that must be made in drawing up a preventive maintenance scheme</p>
<p>8.0 Understand the nature of lean production</p>	<p>8.1 Examine the nature of lean production  8.2 Evaluate the just-in-time (JIT) system of production  8.3 Explore the benefits and drawbacks of JIT</p>

## Recommended learning resources

<b>Indicative reading</b>	<p>Alex Hill et al 2011. Essential Operations Management: Palgrave Macmillan. ISBN: 978-0230232594</p> <p>Robert Appleby 1994. Modern Business Administration 6th Edition: Pitman Publishing London ISBN 0-273-60282-9</p>
<b>Learning Aid</b>	<ul style="list-style-type: none"><li>• A comprehensive IPED study material is available to aid in learning and research of this unit.</li><li>• We supply IPED course materials free of charge. Our study materials, which offer quick learning start, are comprehensive, use simple English, and are easy to read and understand. The contents are so sufficient and self-explanatory; that in majority of cases readers do not require further support; although support is always available when you need it.</li></ul>