



Curriculum Document					
Curriculum Code	Curriculum Title				
313916001	Production Process Controller				
	Name	Email	Phone	Logo	
Development Quality Partner	Manufacturing, Engineering and Related Services Sector Education Training Authority (merSETA)	tmokwena@merseta.org.za	010 219 3457		

Learner QDF Signature

Date

QDF Signature

Date

DQP Representative Signature

Date

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1. 313501001-PM-01, Carry out operational and administrative processes, duties and functions, NQF Level 4, Credits 16
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SECTION 1 CURRICULUM SUMMARY

1. Occupational Information

1.1 Associated Occupation

313916 Manufacturing Production Technician

1.2 Occupation or Specialisation Addressed by this Curriculum

313916001 Production Process Controller

1.3 Alternative Titles used by Industry

- Process Controller
- Process coordinator
- Plant Operator
- Control room operator

2. Curriculum Information

2.1 Curriculum Structure

This qualification is made up of the following compulsory Knowledge and Practical Skill Modules

Knowledge Modules

- 313501001-KM-01, Occupational health and safety and environment, NQF Level 4, Credits 8
- 313501001-KM-02, Process plant management, NQF Level 4, Credits 24

Total number of credits for Knowledge Modules 32

Practical Skill Modules

- 313501001-PM-01, Carry out operational and administrative processes, duties and functions, NQF Level 4, Credits 16
- 313501001-PM-02, Operate, monitor and control production process plant, NQF Level 4, Credits 32

Total number of credits for Practical Skill Modules 48

This qualification also requires the following Work Experience Modules

- 313501001-WM-01, Production process plant operations, NQF Level 4, Credits 60

Total number of credits for Work Experience Modules 60

2.2 Entry Requirements

- Occupational Certificate Production Operator, linked to OFO 712101, which is in development; or
- Three years of experience within a production environment

3. Assessment Quality Partner Information

Name of body: Manufacturing, Engineering and Related Services Sector Education Training Authority (merSETA)

Address of body: 95, 7th Avenue, Melville 2092

Contact person name: Mr Thabo Mokwena

Contact person work telephone number: 010 219 3457

4. Part-qualification Curriculum Structure

SECTION 2 OCCUPATIONAL PROFILE

1. Occupational Purpose

A Production Process Controller monitors and controls production process plant using a combination of electrical, electronic, mechanical, hydraulic, pneumatic, or computer technologies; applies and exercises occupational health, safety and environmental requirements; applies and exercises organisational standards, policies and procedures; carries out routine/minor/first-line maintenance if applicable; applies and complies with quality assurance and control procedures; and completes controller administrative functions and duties, as applicable.

The qualifying learner will be able to monitor and control production process plant; apply and exercise occupational health, safety and environmental measures; apply and exercise organisational standards, policies and procedures; and carry out administrative duties, functions, processes and procedures safely and productively in accordance with operating requirements. This is done for production operations in the manufacturing, mining, construction, chemical, energy, water, food and beverage sectors.

2. Occupational Tasks

- Carry out production plant operational and administrative processes, duties and functions (NQF Level 4)
- Operate, monitor and control production plant operations (NQF Level 4)

3. Occupational Task Details

3.1. Carry out production plant operational and administrative processes, duties and functions (NQF 4)

Unique Product or Service

Production plant operational and administrative processes, duties and functions carried out

Occupational Responsibilities

- Apply and exercise health, safety and environmental measures
- Carry out operational and administrative processes, duties and functions

Occupational Contexts

- Production operations

3.2 Operate, monitor and control production plant operations (NQF Level 4)

Unique Product or Service

Production plant, machinery and equipment operated, monitored and controlled

Occupational Responsibilities

- Complete operational requirements
- Operate, monitor and control the plant

Occupational Contexts

- Production operations

SECTION 3 CURRICULUM COMPONENT SPECIFICATIONS

SECTION 3A KNOWLEDGE MODULE SPECIFICATIONS

List of Knowledge Modules for which Specifications are included

- 313501001-KM-01, Occupational health and safety and environment, NQF Level 04, Credits 8
- 313501001-KM-02, Process plant management, NQF Level 04, Credits 24

1. 313501001-KM-01, Occupational health and safety and environment, NQF Level 04, Credits 8

1.1 Purpose of the Knowledge Modules

The main focus of the learning in this knowledge module is to build an understanding of the key concepts, principles and theories of the occupational health, safety and environmental requirements associated with a process controller.

The learning will enable learners to demonstrate an understanding of:

- KM-01-KT01 Concepts and application principles of occupational health, safety and environmental requirements (100%)

1.2 Guidelines for Topics

1.2.1. KM-01-KT01 Concepts and application of occupational health, safety and environmental requirements (100%)

Topic elements to be covered include

- KT0101 Legislation applicable to the production process
- KT0102 Incident and accident investigations
- KT0103 Occupational health, safety and environmental management systems and requirements
- KT0104 Emergency preparedness and response
- KT0105 Hazard identification and risk assessment

Internal Assessment Criteria and Weight

- IAC0101 Describe and explain legislation applicable to the production process
- IAC0102 Describe and explain incident and accident investigations
- IAC0103 Describe and explain occupational health, safety and environmental management systems and requirements
- IAC0104 Describe and explain hazard identification and risk assessment
- IAC0105 Describe and explain emergency preparedness and response
- IAC0106 Demonstrate understanding of the concepts and application of occupational health, safety and environmental requirements

(Weight 100%)

1.3 Provider Programme Accreditation Criteria

Physical Requirements

- Learning and development resources
- Learner assessment resources

Human Resource Requirements

- Facilitators/trainers with subject-matter expertise

- Assessors with subject-matter expertise

Legal Requirements

- Facilities conform to all operational and legal requirements

1.4 Exemptions

- None

2. 313501001-KM-02, Process plant management, NQF Level 04, Credits 24

2.1 Purpose of the Knowledge Modules

The main focus of the learning in this knowledge module is to build an understanding of the key concepts and theories underpinning the operation and management of a production process plant.

The learning will enable learners to demonstrate an understanding of

- KM-02-KT01 Concepts and operating principles of process control systems (40%)
- KM-02-KT02 Operations management (30%)
- KM-02-KT03 Quality control, assurance and management (30%)

2.2 Guidelines for Topics

2.2.1. KM-02-KT01 Concepts and operating principles of process control systems (40%)

Topic elements to be covered include

- KT0101 Monitoring and controlling
- KT0102 Production control and efficiency
- KT0103 Production schedules; input material control to manage the production requirements; and adjusting the schedule to optimise production
- KT0104 Fundamentals of process control systems; using process control to optimise efficiency
- KT0105 Planned and emergency shutdowns; locking out plant and machinery
- KT0106 Authorisations, documentation and reports; including permits

Internal Assessment Criteria and Weight

- IAC0101 Describe and explain production monitoring and control
- IAC0102 Describe and explain production control and efficiency
- IAC0103 Describe and explain production schedules; input material control to manage the production requirements; and adjusting the schedule to optimise production
- IAC0104 Describe and explain process control systems; and using process control to optimise efficiency
- IAC0105 Describe and explain planned and emergency shutdowns, including locking out plant and machinery
- IAC0105 Describe and explain authorisations, documentation and reports; including permits
- IAC0105 Demonstrate understanding of the concepts and operating principles of process control systems

(Weight 40%)

2.2.2. KM-02-KT02 Operations management (30%)

Topic elements to be covered include

- KT0201 Production principles, techniques and methods
- KT0202 Management: Plan, organise, lead and control
- KT0203 Basic concepts of a business plan, including strategy, vision, mission, goals, objectives and targets integrated computer operating systems
- KT0204 Management information systems (MIS)/Enterprise resource planning systems (ERP)
- KT0205 Production planning and scheduling
- KT0206 Problem solving
- KT0207 Basic budgeting and expense control
- KT0208 Risk management
- KT0208 Waste management
- KT0208 Reports

Internal Assessment Criteria and Weight

- IAC0201 Describe and explain the management information system
- IAC0202 Describe and explain production planning and scheduling
- IAC0203 Describe and explain the methods and application of problem solving
- IAC0204 Describe and explain risk management
- IAC0205 Describe and explain waste management
- IAC0206 Demonstrate understanding of operations management

(Weight 30%)

2.2.3. KM-02-KT03 Quality control, assurance and management (30%)

Topic elements to be covered include

- KT0301 Principles, theory and concepts of quality control, assurance and management
- KT0302 Quality control measures: Utilisation and efficiency; planned maintenance; operating standards and requirements; production demand; data capturing and documentation; and communication
- KT0303: Inspections, testing and sampling
- KT0304: Input material monitoring and control
- KT0305: Product delivery and despatch: Wrapping, packing and labelling

Internal Assessment Criteria and Weight

- IAC0301 Describe and explain the quality control measures

- IAC0202 Describe and explain production planning and scheduling
- IAC0203 Describe and explain inspections, testing and sampling
- IAC0204 Describe and explain input material monitoring and control
- IAC0205 Describe and explain wrapping, packing and labelling
- IAC0206 Demonstrate understanding of quality control, assurance and management

(Weight 30%)

2.3 Provider Programme Accreditation Criteria

Physical Requirements

- Learning and development resources
- Learner assessment resources

Human Resource Requirements

- Facilitators/trainers with subject-matter expertise
- Assessors with subject-matter expertise

Legal Requirements

- Facilities conform to all operational and legal requirements

2.4 Exemptions

- None

SECTION 3B PRACTICAL SKILL MODULE SPECIFICATIONS

List of Practical Skill Module Specifications

- 313501001-PM-01, Carry out operational and administrative processes, duties and functions, NQF Level 4, Credits 16
- 313501001-PM-02, Operate, monitor and control the production plant operations, NQF Level 4, Credits 32

1. 313501001-PM-01, Carry out operational and administrative processes, duties and functions, NQF Level 4, Credits 16

1.1 Purpose of the Practical Skill Modules

The focus of the learning in this module is on providing the learner an opportunity to develop the practical skills required to carry out operational and administrative processes, duties and functions

The learner will be required to

- PM-01-PS01 Apply and exercise health, safety and environmental requirements
- PM-01-PS02 Carry out operational and administrative processes, duties and functions

1.2 Guidelines for Practical Skills

1.2.1. PM-01-PS01 Apply and exercise health, safety and environmental requirements

Scope of Practical Skill

Given a simulated and controlled plant environment the learner must be able to

- PA0101 Carry out hazard identification and risk assessment; describe and categorise risks; determine measures required to eliminate or mitigate risks; complete risk assessments
- PA0102 Inspect and confirm that all personnel have the required personal protective equipment and clothing (PPE) and are safe to work
- PA0103 Apply access procedures; ensure that persons entering the workplace comply to requirements and procedures; verify documentation; monitor and control access
- PA0104 Participate in health and safety meetings
- PA0105 Participate in health, safety and environment inspections
- PA0106 Participate in incident and accident investigations

Applied Knowledge

- AK0101 Hazard identification and risk assessment
- AK0102 PPE requirements
- AK0103 Standards, policies and procedures

Internal Assessment Criteria

- IAC0101 Hazard identification and risk assessment is completed in accordance with operating requirements
- IAC0102 PPE is inspected and confirmed, in accordance with operating requirements
- IAC0103 Access procedures are applied, in accordance with operating requirements
- IAC0104 Participation in health and safety meetings is completed
- IAC0105 Participation in incident and accident investigations is completed, in accordance with operating requirements

- IAC0106 Participation in inspections is completed in accordance with operating requirements

1.2.2. PM-01-PS02 Carry out operational and administrative processes, duties and functions

Scope of Practical Skill

Given the necessary resources, the learner must be able to

- PA0201 Participate in reviewing and updating policies, procedures, specifications, standards and codes of practice, as required
- PA0202 Participate in planned task observations
- PA0203 Participate in incident and accident investigations
- PA0204 Apply quality assurance and control procedures, as required; complete quality audits, as required
- PA0205 Participate in and contribute to optimising production
- PA0206 Participate in and contribute to productivity improvement reviews and preparation of action plans
- PA0207 Participate in and apply expense monitoring and control, as required; contribute to the budgeting process, as required
- PA0208 Participate in and contribute production planning and scheduling
- PA0209 Apply statistical analysis for production and process control, as required
- PA0210 Carry out on-the-job training/coaching
- PA0211 Carry out induction of new employees/team members
- PA0211 Compile reports

Applied Knowledge

- AK0201 Standards, policies and procedures
- AK0202 Cost control and budgeting
- AK0202 Statistical analysis
- AK0203 On-the-job training/coaching
- AK0204 Report writing

Internal Assessment Criteria

- IAC0201 Risk assessments are completed, in accordance with operating requirements
- IAC0202 Reviews are completed, in accordance with operating requirements
- IAC0203 Planned task observations are completed, in accordance with operating requirements
- IAC0204 Productivity improvement reviews and action plans are completed, in accordance with operating requirements
- IAC0205 On-the-job training/coaching is completed, in accordance with operating requirements

- IAC0206 Reports are completed, in accordance with operating requirements

1.3 Provider Programme Accreditation Criteria

Physical Requirements

- Learning and development resources
- Learner assessment resources

Human Resource Requirements

- Facilitators/trainers with subject-matter expertise
- Assessors with subject-matter expertise

Legal Requirements

- Facilities conform to all operational and legal requirements

1.4 Exemptions

- None

2. 313501001-PM-02, Operate monitor and control production plant operations NQF Level 4, Credits 32

2.1 Purpose of the Practical Skill Modules

The focus of the learning in this module is on providing the learner an opportunity to operate, monitor and control the production process

The learner will be required to

- PM-02-PS01 Operate, monitor and control the plant

2.2 Guidelines for Practical Skills

2.2.1. PM-02-PS01 Operate, monitor and control the plant

Scope of Practical Skill

Given a simulated and controlled plant environment the learner must be able to

- PA0101 Complete pre- and start-of-shift procedures, such as the green area pre-shift meeting, as applicable
- PA0102 Participate in the process of inspecting the workplace; including testing, fault-finding and trouble-shooting; apply remedial and corrective actions, as applicable
- PA0103 Carry out pre-operational inspections and activities; and set up the plant and equipment, if applicable
- PA0104 Identify changed operating, health, safety and environmental conditions; identify, deal with and report hazards; take remedial and corrective action, as applicable
- PA0105 Apply quality assurance and control procedures; including testing and sampling, as required; in accordance with operating requirements
- PA0106 Operate, monitor and control the plant; demonstrate the use of control systems; monitor that the plant operates according to operational requirements
- PA0107 Identify and report plant defects, damage, deviations and wear; carry out minor repairs, if applicable
- PA0108 Interpret the production schedule; make necessary adjustments; ensure material availability and accessibility for processing
- PA0109 Record and report data
- PA0110 Carry out housekeeping, including waste removal and disposal, as required
- PA0111 Perform sampling activities, if applicable
- PA0112 Carry out plant stop, shutdown and lock-out, as required
- PA0112 Perform end-of-shift procedures; complete reports, as required

Applied Knowledge

- AK0101 Operational requirements
- AK0102 Inspecting, fault-finding and trouble-shooting

- AK0102 Standards, policies and procedures

Internal Assessment Criteria

- IAC0201 Start- and end-of-shift procedures are completed, in accordance with operating requirements
- IAC0202 Changed operating, health, safety and environmental conditions are identified; remedial and corrective action is taken, as applicable; in accordance with operating requirements
- IAC0203 Quality assurance and control procedures, including testing and sampling, as required are completed, in accordance with operating requirements
- IAC0204 Plant is operated, monitored and controlled; the use of control systems is demonstrated; in accordance with operating requirements
- IAC0205 The production schedule is interpreted and necessary adjustments made; material availability and accessibility for processing is ensured; in accordance with operating requirements
- Reports are completed, in accordance with operating requirements

4.3 Provider Programme Accreditation Criteria

Physical Requirements

- Learning and development resources
- Learner assessment resources

Human Resource Requirements

- Facilitators/trainers with subject-matter expertise
- Assessors with subject-matter expertise

Legal Requirements

- Facilities conform to all operational and legal requirements

.

4.4 Exemptions

- None

SECTION 3C WORK EXPERIENCE MODULE SPECIFICATIONS

List of Work Experience Module Specifications

- 313501001-WM-01, Production plant operations, NQF 4, 60 Credits

1. 313501001-WM-01, Production operations, NQF Level 4, Credits 60

1.1 Purpose of the Work Experience Modules

The focus of the work experience is on providing the learner an opportunity to:

Gain exposure to and sufficient experience in operating, monitoring and controlling production process plant, in accordance with full production and organisational operating requirements.

The learner will be required to

- WM-01-WE01 Complete operational and administrative processes, duties and functions
- WM-01-WE02 Carry out production process control operations

1.2 Guidelines for Work Experiences

1.2.1. WM-01-WE01 Complete operational and administrative processes, duties and functions

Scope of Work Experience

The person will be expected to engage in the following work activities

- WA0101 Apply health, safety and environmental requirements; participate in health and safety meetings; participate in health, safety and environment inspections
- WA0102 Complete risk assessments, as required
- WA0103 Participate in reviews of policies, procedures, specifications, standards and codes of practice, as required
- WA0104 Participate in planned task observations, as required
- WA0105 Participate in projects, if required
- WA0106 Participate in inspections, incident and accident investigations, as required; participate in planned task observations, as required
- WA0107 Apply quality assurance and control procedures, as required; complete quality audits, as required
- WA0108 Participate in and contribute to optimising production, as required
- WA0109 Participate in productivity improvement reviews and preparation of action plans, as required
- WA0110 Participate in and apply expense monitoring and control, as required
- WA0111 Participate in budget preparation, if required
- WA0112 Participate in production planning and scheduling, as required
- WA0113 Apply statistical analysis for production and process control, as required
- WA0114 Carry out induction of new employees/team members, if required
- WA0115 Carry out on-the-job training/coaching, as required
- WA0116 Participate in quality audits, if required

- WA0117 Complete reports, as required

Supporting Evidence

- SE0101 A learner's journal reflecting the reflecting the shifts, the key points and activities noted by the learner, signed off by the assigned persons
- SE0102 Check-lists, reports, registers and schedules, as applicable
- SE0103 Planned task observation reports
- SE0104 Controller's reports, which may be verbal or written; and supervisor's reports, as applicable

1.2.1. WM-01-WE02 Carry out production process control operations

Scope of Work Experience

The person will be expected to engage in the following work activities

- WA0201 Carry out pre-shift and start-of shift functions and duties; including start-up/green area meetings and risk assessments, as applicable
- WA0202 Interpret the production schedule; check availability and arrange for input/raw materials, as applicable; control material flows
- WA0203 Carry out continuous hazard identification and risk assessment; identify and report incidents and substandard acts or conditions; take remedial action
- WA0204 Operate, monitor and control the plant; apply the production schedule; interpret statistical data, if applicable; make adjustments to optimise production, as required
- WA0205 Apply risk management, fault finding and problem-solving techniques, as required, to maintain availability, efficiency and optimisation
- WA0206 Apply occupational health, safety, environmental, quality and security processes and procedures
- WA0207 Apply business and production action plans
- WA0208 Perform shut-down, lock out and hand-over procedures, as required
- WA0209 Complete inspections, as required; report defects, deviations and substandard conditions; take appropriate actions
- WA0210 Deal with alarms and emergency situations, as required; participate in emergency drills, as required; follow all emergency evacuation procedures, as required; take roll call and take appropriate action, if required
- WA0211 Participate in planned maintenance, shut-downs and break-downs, if applicable
- WA0212 Carry out routine/minor/first-line maintenance, if applicable
- WA0213 Complete testing and sampling, if required
- WA0114 Complete documentation, reporting and associated actions, as required

Supporting Evidence

- SE0101SE0101 A learner's journal reflecting the reflecting the shifts, the key points and activities noted by the learner, signed off by the assigned persons

- SE0102 Check-lists, reports, registers and schedules, as applicable
- SE0103 Planned task observation reports
- SE0104 Controller's reports, which may be verbal or written; and supervisor's reports, as applicable

1.3 Contextualised Workplace Knowledge

1 Applicable legislation, regulations, guidelines and directives

2 Organisation policies, procedures, specifications, standards and codes of practice

1.4 Criteria for Workplace Approval

Physical Requirements

- Learning and development resources

Human Resource Requirements

- Facilitators/trainers with subject matter expertise and experience

Legal Requirements

- Compliance with relevant occupational health, safety and environmental regulations.

1.5 Additional Assignments to be Assessed Externally

- None

SECTION 4: STATEMENT OF WORK EXPERIENCE

Curriculum Number	313916001
Curriculum Title	Production Process Controller

Learner Details	
Name	
ID Number	

Employer Details	
Company Name	
Address	
Supervisor Name	
Work Telephone	
E-Mail	

313501001-WM-01, Risk Management, NQF Level 4, Credits 8

WM-01-WE01	Complete operational and administrative processes, duties and functions		
	Scope Work Experience	Date	Signature
WA0101	Apply health, safety and environmental requirements; participate in health and safety meetings; participate in health, safety and environment inspections		
WA0102	Complete risk assessments, as required		
WA0103	Participate in reviews of policies, procedures, specifications, standards and codes of practice, as required Participate in planned task observations, as required		
WA0104	Participate in planned task observations, as required		
WA0105	Participate in projects, if required		
WA0106	Participate in incident and accident investigations, as required		
WA0107	Apply quality assurance and control procedures, as required; complete quality audits, as required		
WA0108	Participate in and contribute to optimising production, as required		
WA0109	Participate in productivity improvement reviews and preparation of action plans, as required		
WA0110	Participate in and apply expense monitoring and control, as required		
WA0111	Participate in budget preparation, if required		
WA0112	Participate in production planning and scheduling as required		
WA0113	Apply statistical analysis for production and process control, as required		

WA0114	Carry out induction of new employees/team members, if required		
WA0115	Carry out on-the-job training/coaching, as required		
WA0116	Participate in quality audits, if required		
WA0117	Complete reports, as required		
	Supporting Evidence	Date	Signature
SE0101	A learner's journal reflecting the reflecting the shifts, the key points and activities noted by the learner, signed off by the assigned persons		
SE0102	Check-lists, reports, registers and schedules, as applicable		
SE0103	Planned task observation reports		
SE0104	Controller's reports, which may be verbal or written; and supervisor's reports, as applicable		
WM-01-WE02	Carry out production process control plant operations		
	Scope Work Experience	Date	Signature
WA0201	Carry out pre-shift and start-of shift functions and duties; including start-up/green area meetings and risk assessments, as applicable		
WA0202	Interpret the production schedule; check availability and arrange for input/raw materials, as applicable; control material flows		
WA0203	Carry out continuous hazard identification and risk assessment; identify and report incidents and substandard acts or conditions; take remedial action		
WA0204	Operate, monitor and control the plant; apply the production schedule; interpret statistical data, if applicable; make adjustments to optimise production, as required		
WA0205	Apply risk management, fault finding and problem-solving techniques, as required, to maintain		

	availability, efficiency and optimisation		
WA0206	Apply occupational health, safety, environmental, quality and security processes and procedures		
WA0207	Apply business and production action plans		
WA0208	Perform shut-down, lock out and hand-over procedures, as required		
WA0209	Complete inspections, as required; report defects, deviations and substandard conditions; take appropriate actions;		
WA0210	Deal with alarms and emergency situations, as required; participate in emergency drills, as required; follow all emergency evacuation procedures, as required; take roll call and take appropriate, if required		
WA0211	Participate in planned maintenance, shut-downs and break-downs, if applicable		
WA0212	Carry out routine/minor/first-line maintenance, if applicable		
WA0213	Complete testing and sampling, if required		
WA0214	Complete documentation, reporting and associated actions, as required		
	Supporting Evidence	Date	Signature
SE0201	A learner's journal reflecting the reflecting the shifts, the key points and activities noted by the learner, signed off by the assigned persons		
SE0202	Check-lists, reports, registers and schedules, as applicable		
SE0203	Planned task observation reports		
SE0204	Controller's reports, which may be verbal or written; and supervisor's reports, as applicable		
SE0205	Competency declaration		

	Contextualised Workplace Knowledge	Date	Signature
1	Applicable legislation, regulations, guidelines and directives		
2	Organisation policies, procedures, specifications, standards and codes of practice		

	Additional Assignments to be Assessed Externally	Date	Signature
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