

Title	Demonstrate knowledge of, and apply, automotive workplace efficiency and productivity concepts		
Level	5	Credits	4

Purpose	People credited with this unit standard are able to demonstrate knowledge of: automotive workplace efficiency and productivity calculations, standard (flat rate) times and performance values in the workplace, and down time in the workplace; and apply concepts of automotive workplace efficiency and productivity to workplace operations.
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Classification	Motor Industry > Automotive Administration
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Available grade	Achieved
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Guidance Information

None.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of automotive workplace efficiency and productivity calculations.

Performance criteria

1.1 Workplace efficiency is defined in terms of services, systems and processes.

1.2 Productivity in the workplace is defined in terms of total staff work output to provide a service and a profit.

1.3 The relationship between efficiency and productivity is identified.

1.4 Examples of increases and decreases in productivity are calculated.

Range example of one increase and one decrease in productivity is required.

1.5 The range of outputs and inputs used for productivity calculations is identified.

1.6 Productivity efficiency ratios are calculated.

Range examples of two productivity efficiency ratios are required.

Outcome 2

Demonstrate knowledge of standard (flat rate) times and performance values in the workplace.

Performance criteria

- 2.1 Basic minute values are calculated from a breakdown of a job.
- 2.2 Minutes are converted to standard times by the addition of contingency allowances and rest times.
- 2.3 Performance and efficiency values are calculated from given output and input data.

Outcome 3

Demonstrate knowledge of down time in the workplace.

Performance criteria

- 3.1 The difference between down time and built-in contingencies are identified in terms of workplace labour efficiency.
- 3.2 Examples of down time in an automotive workplace are categorised and analysed to show how improvements in efficiency can be achieved.

Outcome 4

Apply concepts of automotive workplace efficiency and productivity to workplace operations.

Performance criteria

- 4.1 Existing services, systems and processes are identified to calculate workplace efficiency.
- 4.2 Workplace productivity is determined according to total staff work output against company performance goals.

Planned review date	31 December 2023
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	23 February 1999	31 December 2020
Revision	2	16 April 2003	31 December 2020
Review	3	16 December 2004	31 December 2020
Review	4	30 August 2018	N/A

Consent and Moderation Requirements (CMR) reference

0014

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact MITO New Zealand Incorporated info@mito.org.nz if you wish to suggest changes to the content of this unit standard.