

National Occupational Qualification: Grain Handling Controller

Curriculum Code 313911000

WORKPLACE EXPERIENCE LOGBOOK

Surname: _____

First name: _____

Region _____

ID Number:

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Company: _____

Site: _____

Special needs: _____

Supervisor Name and surname: _____

Contact Number: _____

Table of Contents

Workplace Experience Overview.....4

Workplace Activity 1.....17

Workplace Activity 2.....18

Workplace Activity 3.....18

Workplace Activity 4.....19

Workplace Activity 5.....19

Workplace Activity 6.....20

Workplace Activity 7.....20

Workplace Activity 8.....21

Workplace Activity 9.....21

Workplace Activity 10.....21

Workplace Activity 11.....21

Workplace Activity 12.....21

Workplace Activity 13.....22

Workplace Activity 14.....22

Workplace Activity 15.....22

Workplace Activity 16.....22

Workplace Activity 17.....22

Workplace Activity 18.....23

Workplace Activity 19.....23

Workplace Activity 20.....23

Workplace Activity 21.....23

Workplace Activity 22.....23

Workplace Activity 23.....23

Workplace Activity 24.....23

Workplace Activity 25.....24

Workplace Activity 26.....24

Workplace Activity 27.....24

Workplace Activity 28.....25

Workplace Activity 29.....26

Workplace Activity 30.....26

Workplace Activity 31.....26

Workplace Activity 32.....26

Workplace Activity 33.....26

Workplace Activity 34.....	26
Workplace Activity 35.....	27
Workplace Activity 36.....	28
Workplace Activity 37.....	29
Workplace Activity 38.....	31
Workplace Activity 39.....	31
Assessment Results Summary.....	32

National Occupational Qualification: Grain handling Controller		Curriculum Code	313911000
Workplace Tasks	NQF 4 8 credits	WM – 01: Supervisory and team leadership procedures and processes	
WM-01-WE01: Direct and control the work activities of individuals and teams to ensure completion of tasks in accordance with set workplace procedures and performance standards.		<p>Scope of Work Experience</p> <p>The person will be expected to engage in the following work activities:</p> <p>WA0101 Attend and submit a work schedule at a planning meeting.</p> <p>WA0102 Allocate and monitor the execution of tasks by subordinates in terms of set workplace procedures.</p> <p>WA0103 Issue clear instructions on tasks that must be completed.</p> <p>WA0104 Report operational related problems to the dedicated person.</p> <p>WA0105 Respond to poor performance matters in a structured and fair manner, if applicable.</p> <p>WA0106 Record and report subordinate attendance in terms of workplace practices.</p> <p>Supporting Evidence</p> <p>SE0101 Records from meetings</p> <p>SE0102 Standard workplace records</p>	
WM-01-WE02: Maintain first-line work relations		<p>Scope of Work Experience</p> <p>The person will be expected to engage in the following work activities:</p> <p>WA0201 Monitor and direct the conduct of employees in terms of workplace practices.</p> <p>WA0202 Maintain open communication with subordinate staff members.</p> <p>Supporting Evidence</p> <p>SE0201 Records from meetings</p> <p>SE0202 Standard workplace records</p>	

Workplace Tasks	NQF 5 20 credits	WM – 02: Resource Management and control procedures and processes
	<p>WM-02-WE01: Determine requirements, secure availability and monitor efficient utilization of resources.</p>	<p>Scope of Work Experience</p> <p>The person will be expected to engage in the following work activities:</p> <p>WA0101 Compile resource estimates required for a grain handling and storage facility for a grain season.</p> <p>WA0102 Complete and administer resource requests for a grain season.</p> <p>WA0103 Allocate and monitor resources for a grain season.</p> <p>Supporting Evidence</p> <p>SE0101 Records from meetings</p> <p>SE0102 Standard workplace records</p> <p>SE0103 Production records</p>
	<p>WM-02-WE02: Monitor and control assets and maintain registers</p>	<p>Scope of Work Experience</p> <p>The person will be expected to engage in the following work activities:</p> <p>WA0201 Compile and maintain an accurate asset register.</p> <p>WA0202 Monitor and control assets with the use of the asset register for a grain season.</p> <p>WA0203 Manage movable assets according to policy.</p> <p>WA0204 Report asset losses and/or worn out items.</p> <p>Supporting Evidence</p> <p>SE0201 Records from meetings</p> <p>SE0202 Standard workplace records</p> <p>SE0203 Production records</p>

<p>WM-02-WE03: Participate in financial planning, budgeting and costing activities.</p>	<p>Scope of Work Experience</p> <p>The person will be expected to engage in the following work activities:</p> <p>WA0301 Participate in a financial planning session</p> <p>WA0302 Compile and manage a budget for a financial cycle.</p> <p>WA0303 Provide costing inputs for a financial cycle.</p> <p>WA0304 Participate in cost control and reporting for a financial cycle.</p> <p>WA0305 Identify potential cost saving, formulate recommendations to achieve these, and present to dedicated managers.</p> <p>Supporting Evidence</p> <p>SE0301 Records from meetings</p> <p>SE0302 Standard workplace records</p> <p>SE0303 Production records</p>
<p>WM-02-WE04: Set work objectives, monitor performance and provide feedback.</p>	<p>Scope of Work Experience</p> <p>The person will be expected to engage in the following work activities:</p> <p>WA0401 Develop and agree on daily/weekly subordinate objectives.</p> <p>WA0402 Monitor completion of tasks to achieve objectives.</p> <p>WA0403 Conduct a performance interview.</p> <p>WA0404 Discuss and agree on corrective steps to address shortcomings.</p> <p>WA0405 Maintain records and registers for a grain season.</p> <p>Supporting Evidence</p> <p>SE0101 Records from meetings</p> <p>SE0102 Standard workplace records</p>

<p>WM-02-WE05: Coach and develop personnel to required competency levels.</p>	<p>Scope of Work Experience</p> <p>The person will be expected to engage in the following work activities:</p> <p>WA0501 Determine and record personnel competency and identify gaps.</p> <p>WA0502 Plan and agree on coaching interventions</p> <p>WA0503 Conduct a coaching session</p> <p>WA0504 Follow-up on progress in the workplace and give guidance.</p> <p>WA0505 Measure and record performance after coaching session</p> <p>WA0506 Plan feedback sessions and give individual feedback.</p> <p>Supporting Evidence</p> <p>SE0501 Records from meetings</p> <p>SE0502 Standard workplace records</p>
<p>WM-02-WE06: Manage subordinate employees and work teams.</p>	<p>Scope of Work Experience</p> <p>The person will be expected to engage in the following work activities:</p> <p>WA0601 Maintain and administer personnel records in terms of workplace practices.</p> <p>WA0602 Respond to problems raised by subordinates during meetings on workplace related matters.</p> <p>WA0603 Conduct and record a performance management interview in accordance with workplace practices and report findings and recommendations to dedicated managers.</p> <p>WA0604 Monitor employee conduct and initiate appropriate responses to misconduct where required for the training period.</p> <p>WA0605 Enforce workplace protocols, policies and procedures.</p> <p>Supporting Evidence</p> <p>SE0101 Records from meetings</p> <p>SE0102 Standard workplace records</p>

Workplace Tasks	NQF 4 6 credits	WM – 03: Operational information and data reporting and communication procedures and processes
WM-03-WE01: Issue instructions and follow-up on execution		<p>Scope of Work Experience</p> <p>The person will be expected to engage in the following work activities:</p> <p>WA0101 Issue clear instructions on matters requiring process or technical understanding to individual subordinates and/or team members.</p> <p>WA0102 Delegate routine tasks to an individual and follow-up on execution.</p> <p>WA0103 Monitor the execution of instructions and correct poor work standards.</p> <p>Supporting Evidence</p> <p>SE0101 Operational records</p>
WM-03-WE02: Participate and provide inputs at meetings on operational planning, scheduling, output and quality standards.		<p>Scope of Work Experience</p> <p>The person will be expected to engage in the following work activities:</p> <p>WA0201 Provide inputs on technical- or process-related matters at two planning meetings.</p> <p>WA0202 Provide information on achievement of scheduled operational objectives at two reporting meetings.</p> <p>WA0203 Provide inputs at one scheduled maintenance planning meeting.</p> <p>WA0204 Respond to and provide preventative measures on non-conformance of products at two quality management meetings.</p> <p>Supporting Evidence</p> <p>SE0201 Minutes of meetings</p>

<p>WM-03-WE03: Present information to subordinates at information sharing sessions.</p>	<p>Scope of Work Experience</p> <p>The person will be expected to engage in the following work activities:</p> <p>WA0301 Present clear and understandable information on technical- or process-related matters to subordinate team members and respond to questions raised.</p> <p>WA0302 Present at least one demonstration to subordinates on product standards.</p> <p>WA0303 Provide feedback to team members on matters arising from at least two management meetings attended.</p> <p>WA0304 Maintain daily feedback to subordinates on produce targets and quality standards.</p> <p>Supporting Evidence</p> <p>SE0301 Operational records</p> <p>SE0302 Proof of presentations</p>
<p>WM-03-WE04: Record, report and maintain workplace specific operational data</p>	<p>Scope of Work Experience</p> <p>The person will be expected to engage in the following work activities:</p> <p>WA0401 Analyse and record operational data accurately.</p> <p>WA0402 Report to persons in authority on any problem-related issues.</p> <p>Supporting Evidence</p> <p>SE0101 Operational records and reports</p>

Workplace Tasks	NQF 5 30 credits	WM – 04: Grain handling and storage procedures, systems and processes
WM-04-WE01: Inspect structures, mechanical and electrical systems and equipment and maintain records/registers		<p>Scope of Work Experience</p> <p>The person will be expected to engage in the following work activities:</p> <p>WA0101 Conduct at least two inspections of structures, systems and equipment to identify problems/faults.</p> <p>WA0102 Monitor the functionality of the grain grading equipment in accordance with specifications.</p> <p>WA0103 Record and report on findings and initiate corrective measures in accordance with standard workplace procedures.</p> <p>Supporting Evidence</p> <p>SE0101 Facility inspection records and reports</p>
WM-04-WE02: Monitor and equipment and facility care, cleaning and hygiene.		<p>Scope of Work Experience</p> <p>The person will be expected to engage in the following work activities:</p> <p>WA0201 Conduct daily inspections of equipment and facility care and neatness.</p> <p>WA0202 Monitor and control the execution of standard facility and equipment cleaning and hygiene procedures.</p> <p>WA0203 Maintain records and registers</p> <p>Supporting Evidence</p> <p>SE0201 Facility inspection records and reports</p>

<p>WM-04-WE03: Monitor and control the maintenance and repair of structures, systems and equipment.</p>	<p>Scope of Work Experience</p> <p>The person will be expected to engage in the following work activities:</p> <p>WA0301 Initiate at least one structural or equipment maintenance/repair request</p> <p>WA0302 Monitor at least one maintenance/repair event</p> <p>WA0303 Control minor equipment repairs and/or adjustments.</p> <p>WA0304 Record and report maintenance and repair events.</p> <p>Supporting Evidence</p> <p>SE0301 Facility inspection records and reports</p> <p>SE0302 Maintenance records</p>
<p>WM-04-WE04: Monitor and control grain handling and storage processes</p>	<p>Scope of Work Experience</p> <p>The person will be expected to engage in the following work activities:</p> <p>WA0401 Control grain receiving for a period of one week in season.</p> <p>WA0402 Control grain storage for a minimum period of one month.</p> <p>WA0403 Control grain out-loading for a minimum period of one week.</p> <p>WA0404 Control grain cleaning, drying, aeration and fumigation/spraying processes.</p> <p>WA0405 Maintain accurate grain intake and out-loading records/registers.</p> <p>Supporting Evidence</p> <p>SE0401 Grain intake and out-loading records/registers</p> <p>SE0402 Mentor report</p>

<p>WM-04-WE05: Monitor and control stored grain quantities.</p>	<p>Scope of Work Experience</p> <p>The person will be expected to engage in the following work activities:</p> <p>WA0501 Determine actual stored grain quantities.</p> <p>WA0502 Keep accurate grain intake and out-loading records/registers.</p> <p>WA0503 Keep accurate grain intake and out-loading records/registers.</p> <p>WA0504 Complete grain verification, reconciliation and loss estimation record/report.</p> <p>Supporting Evidence</p> <p>SE0501 Grain intake and out-loading records/registers</p> <p>SE0502 Grain verification, reconciliation and grain loss estimation report</p>
<p>WM-04-WE06: Monitor and maintain grain quality standards.</p>	<p>Scope of Work Experience</p> <p>The person will be expected to engage in the following work activities:</p> <p>WA0601 Monitor the availability and correct functioning of appropriate grain grading equipment.</p> <p>WA0602 Monitor grain sampling in accordance with standard procedures.</p> <p>WA0603 Monitoring grain grading and result recording in accordance with standard procedures.</p> <p>WA0604 Conduct regular bin inspections to monitor grain quality and detect signs of deterioration or infestation.</p> <p>WA0605 Enforce compliance with food safety standards in terms of workplace protocols.</p> <p>WA0606 Maintain quality standards for a range of grains of varying types and quality to customer and market requirements.</p> <p>WA0607 Record and report findings and take corrective measures in accordance with standard procedures and work instructions.</p>

	<p>Supporting Evidence</p> <p>SE0601 Grain quality bin inspection records/reports</p> <p>SE0602 Mentor reports</p>
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Workplace Tasks	NQF 4 10 credits	WM – 05: Risk control and reporting procedures
WM-05-WE01: Conduct risk assessments and monitor compliance with risk management policies and procedures.		<p>Scope of Work Experience</p> <p>The person will be expected to engage in the following work activities:</p> <p>WA0101 Conduct a risk assessment and record findings.</p> <p>WA0102 Monitor compliance with risk management policies and procedures.</p> <p>WA0103 Identify deviating practices and initiate corrective actions.</p> <p>WA0104 Perform at least one assessment on the availability and condition of health and safety equipment, and present requests for replacements and/or additional equipment.</p> <p>WA0105 Provide inputs and feedback on risk management issues at risk management meetings.</p> <p>WA0106 Present records and registers for internal auditing on at least two occasions.</p> <p>Supporting Evidence</p> <p>SE0101 Completed reports</p> <p>SE0102 Mentor report</p>
WM-05-WE02: Identify and respond to work practices, events or situations that could create risks.		<p>Scope of Work Experience</p> <p>The person will be expected to engage in the following work activities:</p> <p>WA0201 Conduct an inspection to identify and record unsafe work practices, events or situations.</p>

	<p>WA0202 Initiate corrective actions where deviations exist and follow-up.</p> <p>WA0203 Monitor compliance with Safety, Health and Environment Protection Acts and regulations.</p> <p>Supporting Evidence</p> <p>SE0201 Safety report</p> <p>SE0202 Mentor report</p>
<p>WM-05-WE03: Control waste and the application of appropriate disposal practices.</p>	<p>Scope of Work Experience</p> <p>The person will be expected to engage in the following work activities:</p> <p>WA0301 Control housekeeping standards in grain intake, storage and out-loading areas.</p> <p>WA0302 Control collection, bagging, weighing and disposal of dust, screenings and other impurities.</p> <p>WA0303 Control sweeping, reclaiming and bagging of spillages.</p> <p>Supporting Evidence</p> <p>SE0301 Completed reports</p> <p>SE0302 Completed standard documentation.</p>

1. Format

A checklist that enables you and your Manager/Supervisor to reflect on your progress has been included. This checklist is intended as a supplementary tool that you, the Learner, and your Manager/Supervisor can use to plan for additional workplace practice, where required, in order to meet the exit level learning outcomes of this qualification.

A number of sheets are included where you and your manager will document evidence against specific criteria.

2. Your responsibilities

You are responsible for this logbook and must ensure that:

- ✓ You keep the logbook in a safe place;
- ✓ If lost, you report this in writing to your Manager/Supervisor as soon as possible;
- ✓ You make the appropriate entries and obtain the relevant evaluation/appraisal from your Manager/Supervisor;
- ✓ The logbook is readily available for inspection by Agbiz Grain Assessors, and Moderators

3. Your Manager/Supervisor's responsibilities

Your Manager/Supervisor will:

- ✓ Plan for the practical workplace learning and development required.
- ✓ Complete the duration dates per department/functional area that you have spent there.
- ✓ Facilitate access to recommended workplace assignments with the respective departmental Managers.
- ✓ Oversee the evaluation/appraisal of the practical workplace learning and development.
- ✓ Keep track of your time and of how and when you get the opportunity to practice skills.
- ✓ Complete the attached sheets to prove and detail the experience that you have gathered in the workplace.

WORKSITE DESCRIPTION

Company name			Worksite	
Workplace coach			Physical address	
Coach Tel no			Coach email	
Employment status	Employed	Unemployed	Start date of practical	
Commodities at site			Infrastructure at site	

Log of workplace activities completed

WE01					
	WM-01-WE01	Direct and control the work activities of individuals and teams to ensure completion of tasks in accordance with set workplace procedures and performance standards	Date	Signature	
Work Activities					
Task 1	WA0101	Attend and submit a work schedule at a planning meeting			
	WA0102	Allocate and monitor the execution of tasks by subordinates in terms of set workplace procedures			
	WA0103	Issue clear instructions on tasks that must be completed			
	WA0104	Report operational related problems to the dedicated person			
	WA0105	Respond to poor performance matters in a structured and fair manner, if applicable			
	WA0106	Record and report subordinate attendance in terms of workplace practices			
	Supporting Evidence				
	SE0101	Records from meetings			
	SE0102	Standard workplace records			
	Contextualised Workplace Knowledge				
1	Personnel policies, procedures and standard documentation				
Additional Assignments to be Assessed Externally					
	Assignm. 1	Planning, scheduling and controlling work teams			

WE02				
	WM-01-WE02	Maintain first-line work relations	Date	Signature
Work Activities				
Task 2	WA0201	Monitor and direct the conduct of employees in terms of workplace practices		
	WA0202	Maintain open communication with subordinate staff members		
	Supporting Evidence			
	SE0201	Records from meetings		
	SE0202	Standard workplace records		
	Contextualised Workplace Knowledge			
	1	Personnel policies, procedures and standard documentation		
Additional Assignments to be Assessed Externally				
	Assignm. 1	Planning, scheduling and controlling work teams		

WE03				
	WM-02-WE01	Determine requirements, secure availability and monitor efficient utilisation of resources	Date	Signature
Work Activities				
Task 3	WA0101	Compile resource estimates required for a grain handling and storage facility for a grain season		
	WA0102	Complete and administer resource requests for a grain season		
	WA0103	Allocate and monitor resources for a grain season		
	Supporting Evidence			
	SE0101	Records from meetings		
	SE0102	Standard workplace records		
	SE0103	Production records		

	Contextualised Workplace Knowledge			
	1	Workplace policies, procedures and standards		
	Additional Assignments to be Assessed Externally			
	Assignm. 1	Planning, scheduling and controlling work teams		

	WE04			
	WM-02-WE02	Monitor and control assets and maintain registers	Date	Signature
	Work Activities			
Task 4	WA0201	Compile and maintain an accurate asset register		
	WA0202	Monitor and control assets with the use of the asset register for a grain season		
	WA0203	Manage movable assets according to policy		
	WA0204	Report asset losses and/or worn out items		
	Supporting Evidence			
	SE0201	Records from meetings		
	SE0202	Standard workplace records		
	SE0203	Production records		
	Contextualised Workplace Knowledge			
	1	Workplace policies, procedures and standard documentation		
	Additional Assignments to be Assessed Externally			
	1	None		

	WE05			
	WM-02-WE03	Participate in financial planning, budgeting and costing activities	Date	Signature
	Work Activities			
Task 5	WA0301	Participate in a financial planning session		
	WA0302	Compile and manage a budget for a financial cycle		

	WA0303	Provide costing inputs for a financial cycle			
Task 6	WA0304	Participate in cost control and reporting for a financial cycle			
	WA0305	Identify potential cost saving, formulate recommendations to achieve these, and present to dedicated managers			
Supporting Evidence					
	SE0301	Records from meetings			
	SE0302	Standard workplace records			
	SE0303	Production records			
Contextualised Workplace Knowledge					
	1	Workplace policies, procedures and standard documentation			
Additional Assignments to be Assessed Externally					
	1	Compile an operational budget and list critical financial control points			
WE06					
	WM-02-WE04	Set work objectives, monitor performance and provide feedback	Date	Signature	
Work Activities					
Task 7	WA0401	Develop and agree on daily/weekly subordinate objectives			
	WA0402	Monitor completion of tasks to achieve objectives			
	WA0403	Conduct a performance interview			
	WA0404	Discuss and agree on corrective steps to address shortcomings			
	WA0405	Maintain records and registers for a grain season			
	Supporting Evidence				
		SE0401	Records from meetings		
		SE0402	Standard workplace records		
	Contextualised Workplace Knowledge				
		1	Workplace policies, procedures and standards		
Additional Assignments to be Assessed Externally					
	1	None			

WE07				
	WM-02-WE05	Coach and develop personnel to required competency levels	Date	Signature
Work Activities				
Task 8	WA0501	Determine and record personnel competency and identify gaps		
Task 9	WA0502	Plan and agree on coaching interventions		
	WA0503	Conduct a coaching session		
	WA0504	Follow-up on progress in the workplace and give guidance		
	WA0505	Measure and record performance after coaching session		
	WA0506	Plan feedback session/s and give individual feedback		
Supporting Evidence				
	SE0501	Records from meetings		
	SE0502	Standard workplace records/ feedback reports		
Contextualised Workplace Knowledge				
	1	Workplace policies, procedures and standard documentation		
Additional Assignments to be Assessed Externally				
	1	None		

WE08				
	WM-02-WE06	Manage subordinate employees and work teams	Date	Signature
Work Activities				
Task 10	WA0601	Maintain and administer personnel records in terms of workplace practices		
Task 11	WA0602	Respond to problems raised by subordinates during meetings on workplace related matters		
Task 12	WA0603	Conduct and record a performance management interview in accordance with workplace practices and report findings and recommendations to dedicated managers		

Task 13	WA0604	Monitor employee conduct and initiate appropriate responses to misconduct where required for the training period		
Task 14	WA0605	Enforce workplace protocols, policies and procedures		
Supporting Evidence				
	SE0601	Records from meetings		
	SE0602	Standard workplace personnel records		
Contextualised Workplace Knowledge				
	1	Workplace policies, procedures and standard documentation		
Additional Assignments to be Assessed Externally				
	1	None		

WE09				
	WM-03-WE01	Issue instructions and follow-up on execution	Date	Signature
Work Activities				
Task 15	WA0101	Issue clear instructions on matters requiring process or technical understanding to individual subordinates and/or team members		
Task 16	WA0102	Delegate routine tasks to an individual and follow-up on the execution		
Task 17	WA0103	Monitor the execution of instructions and correct poor work standards		
Supporting Evidence				
	SE0101	Operational records		
Contextualised Workplace Knowledge				
	1	Workplace policies, procedures and standards		
	2	Workplace reporting structures		
Additional Assignments to be Assessed Externally				
	1	None		

WE10				
	WM-03-WE02	Participate and provide inputs at meetings on operational planning, scheduling, output and quality standards	Date	Signature
Work Activities				
Task 18	WA0201	Provide inputs on technical- or process-related matters at two planning meetings		
Task 19	WA0202	Provide information on achievement of scheduled operational objectives at two reporting meetings		
Task 20	WA0203	Provide inputs at one scheduled maintenance planning meeting		
Task 21	WA0204	Respond to and provide preventative measures on non-conformance of products at two quality management meetings		
Supporting Evidence				
	SE0201	Minutes of meetings		
Contextualised Workplace Knowledge				
	1	Workplace policies, procedures and standards		
	2	Workplace reporting structures		
Additional Assignments to be Assessed Externally				
	1	None		

WE11				
	WM-03-WE03	Present information to subordinates at information sharing sessions	Date	Signature
Work Activities				
Task 22	WA0301	Present clear and understandable information on technical- or process-related matters to subordinate team members and respond to questions raised		
Task 23	WA0302	Present at least one demonstration to subordinates on product standards		
Task 24	WA0303	Provide feedback to team members on matters arising from at least two management meetings attended		

Task 25	WA0304	Maintain daily feedback to subordinates on produce targets and quality standards		
Supporting Evidence				
	SE0301	Operational records		
	SE0302	Proof of Presentations		
Contextualised Workplace Knowledge				
	1	Workplace policies, procedures and standards		
	2	Workplace reporting structures		
Additional Assignments to be Assessed Externally				
		None		
WE12				
	WM-03-WE04	Record, report and maintain workplace specific operational data	Date	Signature
Work Activities				
Task 26	WA0401	Analyse and record operational data accurately		
	WA0402	Report to persons in authority on any problem-related issues		
	Supporting Evidence			
	SE0401	Operational records and reports		
	Contextualised Workplace Knowledge			
	1	Workplace policies, procedures and standards		
	2	Workplace reporting structures		
Additional Assignments to be Assessed Externally				
	Assignm. 3	Reporting on grain handling operations		
WE13				
	WM-04-WE01	Inspect structures, mechanical and electrical systems and equipment and maintain records/registers	Date	Signature
Work Activities				
Task 27	WA0101	Conduct at least two inspections of structures, systems and equipment to identify problems/faults		

	WA0102	Monitor the functionality of the grain grading equipment in accordance with specifications			
	WA0103	Record and report findings and initiate corrective measures in accordance with standard workplace procedures			
Supporting Evidence					
	SE0101	Facility inspection records and reports			
Contextualised Workplace Knowledge					
	1	Standard workplace procedures and report structures			
Additional Assignments to be Assessed Externally					
	1	None			
WE14					
	WM-04-WE02	Monitor and control equipment and facility care, cleaning and hygiene	Date	Signature	
Work Activities					
Task 28	WA0201	Conduct daily inspections of equipment and facility care and neatness			
	WA0202	Monitor and control the execution of standard facility and equipment cleaning and hygiene procedures			
	WA0203	Maintain records and registers			
	Supporting Evidence				
	SE0201	Facility inspection records and reports			
	Contextualised Workplace Knowledge				
	1	Grain silo cleaning and fumigation/spraying practices			
	2	Quality assurance requirements and procedures			
3	Standard workplace procedures and report structures				
Additional Assignments to be Assessed Externally					
	1	None			
WE15					

	WM-04-WE03	Monitor and control the maintenance and repair of structures, systems and equipment	Date	Signature
	Work Activities			
Task 29	WA0301	Initiate at least one structural or equipment maintenance/repair request		
	WA0302	Monitor at least one maintenance/repair event		
	WA0303	Control minor equipment repairs and/or adjustments		
	WA0304	Record and report maintenance and repair events		
	Supporting Evidence			
	SE0301	Facility inspection records and reports		
	SE0302	Maintenance records		
	Contextualised Workplace Knowledge			
	1	Standard workplace procedures and report structures		
	Additional Assignments to be Assessed Externally			
	1	None		

WE16				
	WM-04-WE04	Monitor and control grain handling and storage processes	Date	Signature
	Work Activities			
Task 30	WA0401	Control grain receiving for a period of one week in season		
Task 31	WA0402	Control grain storage for a minimum period of one month		
Task 32	WA0403	Control grain out-loading for a minimum period of one week		
Task 33	WA0404	Control grain cleaning, drying, aeration, and fumigation/spraying processes		
Task 34	WA0405	Maintain accurate grain intake and out-loading records/registers		
	Supporting Evidence			
	SE0401	Grain intake and out-loading records/registers		

	SE0402	Mentor report		
Contextualised Workplace Knowledge				
	1	Concepts of product contamination and deterioration		
	2	Grain grading standards		
	3	Grain handling and storage specifications of different grains for different markets		
Additional Assignments to be Assessed Externally				
	Assignm.4	Controlling storage efficiency and quality standards		
WE17				
	WM-04-WE05	Monitor and control stored grain quantities	Date	Signature
Work Activities				
Task 35	WA0501	Determine actual stored grain quantities		
	WA0502	Keep accurate grain intake and out-loading records/registers		
	WA0503	Keep accurate grain intake and out-loading records/registers		
	WA0504	Complete grain verification, reconciliation and loss estimation record/report		
	Supporting Evidence			
	SE0501	Grain intake and out-loading records/registers		
	SE0502	Grain verification, reconciliation and grain loss estimation report		
	Contextualised Workplace Knowledge			
	1	Stock control procedures		
	2	Storage capacity utilisation planning		
3	Standard workplace procedures and report structures			
Additional Assignments to be Assessed Externally				
	Assignm.4	Controlling storage efficiency and quality standards		

WE18					
	WM-04-WE06	Monitor and maintain grain quality standards	Date	Signature	
Work Activities					
Task 36	WA0601	Monitor the availability and correct functioning of appropriate grain grading equipment			
	WA0602	Monitor grain sampling in accordance with standard procedures			
	WA0603	Monitor grain grading and result recording in accordance with standard procedures			
	WA0604	Conduct regular bin inspections to monitor grain quality and detect signs of deterioration or infestation			
	WA0605	Enforce compliance with food safety standards in terms of workplace protocols			
	WA0606	Maintain quality standards for a range of grains of varying types and quality to customer and market requirements			
	WA0607	Record and report findings and take corrective measures in accordance with standard procedures and work instructions			
	Supporting Evidence				
	SE0601	Grain quality bin inspection records/reports			
	SE0602	Mentor reports			
Contextualised Workplace Knowledge					
1	Concepts of product contamination and deterioration				
2	Grain grading standards				
3	Grain handling and storage specifications of different grains for different markets				
4	Standard workplace procedures and report structures				
Additional Assignments to be Assessed Externally					
	Assignm.4	Controlling storage efficiency and quality standards			

WE19					
	WM-05-WE01	Conduct risk assessments and monitor compliance with risk management policies and procedures	Date	Signature	
Work Activities					
Task 37	WA0101	Conduct a risk assessment and record findings			
	WA0102	Monitor compliance with risk management policies and procedures			
	WA0103	Identify deviating practices and initiate corrective actions			
	WA0104	Perform at least one assessment on the availability and condition of health and safety equipment, and present requests for replacements and/or additional equipment			
	WA0105	Provide inputs and feedback on risk management issues at risk management meetings			
	WA0106	Present records and registers for internal auditing on at least two occasions			
	Supporting Evidence				
	SE0101	Completed reports			
	SE0101	Mentor report			
	Contextualised Workplace Knowledge				
1	Risk assessment policy and procedures				
2	Standard reporting procedures and documentation				
3	Standard workplace operating policies and procedures				
4	Workplace emergency response procedures				
Additional Assignments to be Assessed Externally					
	Assignm.5	Controlling functionality and risks			

WE20				
	WM-05-WE02	Identify and respond to work practices, events or situations that could create risks	Date	Signature
	Work Activities			
Task 38	WA0201	Conduct an inspection to identify and record unsafe work practices, events or situations		
	WA0202	Initiate corrective actions where deviations exist and follow-up		
	WA0203	Monitor compliance with Safety, Health and Environmental Protection Acts and regulations		
	Supporting Evidence			
	SE0201	Mentor report		
	SE0201	Safety inspection report		
	Contextualised Workplace Knowledge			
	1	Risk assessment policy and procedures		
	2	Standard reporting procedures and documentation		
	3	Standard workplace operating policies and procedures		
4	Workplace emergency response procedures			
5	Pest control policy and procedures			
Additional Assignments to be Assessed Externally				
	Assignm.5	Controlling functionality and risks		

WE21				
	WM-05-WE03	Control waste and the application of appropriate disposal practices	Date	Signature
	Work Activities			
Task 39	WA0301	Control housekeeping standards in grain intake, storage and out-loading areas		
	WA0302	Control collection, bagging, weighing and disposal of dust, screenings and other impurities		
	WA0303	Control sweeping, reclaiming and bagging of spillages		
	Supporting Evidence			
	SE0301	Completed reports		
	SE0302	Completed standard documentation		
	Contextualised Workplace Knowledge			
	1	Facility cleaning and hygiene policy and procedures		
	2	Grain grading and storage policy and procedures		
	3	Standard reporting procedures and documentation		
4	Standard workplace operating policies and procedures			
	Additional Assignments to be Assessed Externally			
	Assignm.5	Controlling functionality and risks		
	Assignm.6	Customer relations		

Final Assessment Results			
Task 1	WM-01-WE01: Direct and control the work activities of individuals and teams to ensure completion of tasks in accordance with set workplace procedures and performance standards.		
	Observation	C	NYC
	Supporting evidence	C	NYC
Task 2	WM-01-WE02: Maintain first-line relations		
	Observation	C	NYC
	Supporting evidence	C	NYC
Task 3	WM-02-WE01: Determine requirements, secure availability and monitor efficient utilisation of resources.		
	Observation	C	NYC
	Supporting evidence	C	NYC
Task 4	WM-02-WE02: Monitor and control assets and maintain registers		
	Observation	C	NYC
	Supporting evidence	C	NYC
Task 5	WM-02-WE03: Participate in financial planning, budgeting and costing activities.		
	Observation	C	NYC
	Supporting evidence	C	NYC
Task 6	WM-02-WE03: Participate in financial planning, budgeting and costing activities.		
	Observation	C	NYC
	Supporting evidence	C	NYC
Task 7	WM-02-WE04: Set work objectives, monitor performance and provide feedback.		
	Observation	C	NYC

	Supporting evidence	C	NYC
Task 8	WM-02-WE05: Coach and develop personnel to required competency levels.		
	Observation	C	NYC
	Supporting evidence	C	NYC
Task 9	WM-02-WE05: Coach and develop personnel to required competency levels.		
	Observation	C	NYC
	Supporting evidence	C	NYC
Task 10	WM-02-WE06: Manage subordinate employees and work teams.		
	Observation	C	NYC
	Supporting evidence	C	NYC
Task 11	WM-02-WE06: Manage subordinate employees and work teams.		
	Observation	C	NYC
	Supporting evidence	C	NYC
Task 12	WM-02-WE06: Manage subordinate employees and work teams.		
	Observation	C	NYC
	Supporting evidence	C	NYC
Task 13	WM-02-WE06: Manage subordinate employees and work teams.		
	Observation	C	NYC
	Supporting evidence	C	NYC
Task 14	WM-02-WE06: Manage subordinate employees and work teams.		
	Observation	C	NYC
	Supporting evidence	C	NYC
Task 15	WM-03-WE01: Issue instructions and follow-up on execution		

	Observation	C	NYC
	Supporting evidence	C	NYC
Task 16	WM-03-WE01: Issue instructions and follow-up on execution		
	Observation	C	NYC
	Supporting evidence	C	NYC
Task 17	WM-03-WE01: Issue instructions and follow-up on execution		
	Observation	C	NYC
	Supporting evidence	C	NYC
Task 18	WM-03-WE02: Participate and provide inputs at meetings on operational planning, scheduling, output and quality standards.		
	Observation	C	NYC
	Supporting evidence	C	NYC
Task 19	WM-03-WE02: Participate and provide inputs at meetings on operational planning, scheduling, output and quality standards.		
	Observation	C	NYC
	Supporting evidence	C	NYC
Task 20	WM-03-WE02: Participate and provide inputs at meetings on operational planning, scheduling, output and quality standards.		
	Observation	C	NYC
	Supporting evidence	C	NYC
Task 21	WM-03-WE02: Participate and provide inputs at meetings on operational planning, scheduling, output and quality standards.		
	Observation	C	NYC
	Supporting evidence	C	NYC
Task 22	WM-03-WE03: Present information to subordinates at information sharing sessions.		
	Observation	C	NYC

	Supporting evidence	C	NYC
Task 23	WM-03-WE03: Present information to subordinates at information sharing sessions.		
	Observation	C	NYC
	Supporting evidence	C	NYC
Task 24	WM-03-WE03: Present information to subordinates at information sharing sessions.		
	Observation	C	NYC
	Supporting evidence	C	NYC
Task 25	WM-03-WE03: Present information to subordinates at information sharing sessions.		
	Observation	C	NYC
	Supporting evidence	C	NYC
Task 26	WM-03-WE04: Record, report and maintain workplace specific operational data.		
	Observation	C	NYC
	Supporting evidence	C	NYC
Task 27	WM-04-WE01: Inspect structures, mechanical and electrical systems and equipment and maintain records/registers.		
	Observation	C	NYC
	Supporting evidence	C	NYC
Task 28	WM-04-WE02: Monitor and control equipment and facility care, cleaning and hygiene.		
	Observation	C	NYC
	Supporting evidence	C	NYC
Task 29	WM-04-WE03: Monitor and control the maintenance and repair of structures, systems and equipment.		
	Observation	C	NYC

	Supporting evidence	C	NYC
Task 30	WM-04-WE04: Monitor and control grain handling and storage processes.		
	Observation	C	NYC
	Supporting evidence	C	NYC
Task 31	WM-04-WE04: Monitor and control grain handling and storage processes.		
	Observation	C	NYC
	Supporting evidence	C	NYC
Task 32	WM-04-WE04: Monitor and control grain handling and storage processes.		
	Observation	C	NYC
	Supporting evidence	C	NYC
Task 33	WM-04-WE04: Monitor and control grain handling and storage processes.		
	Observation	C	NYC
	Supporting evidence	C	NYC
Task 34	WM-04-WE04: Monitor and control grain handling and storage processes.		
	Observation	C	NYC
	Supporting evidence	C	NYC
Task 35	WM-04-WE05: Monitor and control stored grain quantities.		
	Observation	C	NYC
	Supporting evidence	C	NYC
Task 36	WM-04-WE06: Monitor and maintain grain quality standards.		
	Observation	C	NYC
	Supporting evidence	C	NYC
Task 37	WM-05-WE01: Conduct risk assessments and monitor compliance with risk management policies and procedures.		

	Observation	C	NYC
	Supporting evidence	C	NYC
Task 38	WM-05-WE02: Identify and respond to work practices, events or situations that could create risks.		
	Observation	C	NYC
	Supporting evidence	C	NYC
Task 39	WM-05-WE03: Control waste and the application of appropriate disposal practices.		
	Observation	C	NYC
	Supporting evidence	C	NYC

ASSESSOR	SIGNATURE	DATE
LEARNER	SIGNATURE	DATE
MODERATOR	SIGNATURE	DATE