



External Assessment Specifications Document

Curriculum Code	Qualification Title	NQF Level		
132408-000-00-00	Occupational Certificate: Grain Depot Manager	5		
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DQP Representative Signature

Date

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Date

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1 ASSESSMENT STRATEGY

1.1 Assessment Model

An external integrated summative assessment (EISA), conducted by the QCTO AQP is required for the issuing of this qualification. The external integrated summative assessment will focus on the exit level outcomes of the qualification.

The external assessment consists of one written theoretical and one practice related assessment managed by the AQP at an approved assessment site.

1.2 Qualification Purpose

The purpose of this qualification is to prepare a learner to operate as a Grain Depot Manager

A Grain Depot Manager achieves operational efficiencies by monitoring, controlling and responding to operational variables, the utilisation of resources and the mechanical integrity of a bulk grain handling and storage depot.

A qualified learner will be able to:

- Manage and control the achievement of operational targets
- Lead and manage staff to ensure smooth business operations
- Manage and control the utilisation of operational resources
- Achieve grain handling and storage efficiency and quality standards by controlling unit operations
- Conduct grain and oilseed grading processes

1.3 Assessment Standards

1.3.1 Assessment Standards for the Qualification

Integrated Assessment Focus Area 1

Manage and control the achievement of operational targets

Associated Assessment Criteria

- Planning, organising, directing and controlling resources management functions are executed in accordance with workplace requirements
- Resource scheduling, planning and control practices are applied in accordance with workplace requirements
- The achievement of set operational targets are monitored and reported on in accordance with workplace requirements
- Problems are analysed and decisions are formulated by using a structured approach
- Client relations are managed in accordance with workplace requirements
- Preventative maintenance management and inspections are executed in accordance with workplace requirements

Integrated Assessment Focus Area 2

Lead and manage staff to ensure smooth business operations

Associated Assessment Criteria

- Fair labour practices, procedure and general codes of conduct are applied as established by legislative and regulatory standards

- Team leadership and good interpersonal dynamics are applied as related team results achieved
- Performance measurement principles and practices are executed in accordance with workplace requirements
- The principles of setting clear, realistic and measurable work objectives are applied in accordance with workplace requirements
- Work schedules indicating the tasks to be performed are drafted and communicated in accordance with workplace requirements
- Written and verbal instructions are issued in accordance with workplace requirements
- Performance management concepts and standards (including Developing performance standards, Measuring performance and isolating causes of poor performance, Performance interviews and feedback, Rewarding good performance and correcting poor performance) are applied in accordance with workplace standards
- Leadership theories and concepts (including Leadership vs management, Leadership styles, Team leadership theories, models and styles, Task vs relationship orientations in teams, Creating high performance teams) are applied in accordance with workplace standards

Integrated Assessment Focus Area 3

Manage and control the utilisation of operational resources

Associated Assessment Criteria

- Production data and reports are analysed, trends recognised and interpreted in view of addressing production demands
- Operational reports are comprehensive and accurate as required by workplace standards and reporting procedures
- Grain handling technology operation is controlled and problems addressed to accepted industry standards
- Demonstrate an understanding of communication theory
- Budgeting concepts (including operational budgeting principles, types of budgets, budget cost items) are applied in accordance with workplace requirements
- Operational cost are monitored and controlled in accordance with workplace requirements
- Financial reporting duties (including monthly operating budget reports, cost control and variance reports, cost of handling and storage, recording and processing financial documents) are executed in accordance with workplace requirements
- Stock management duties (including availability of different quality grains and oilseeds, niche market requirements/customer needs, stock control) are executed in accordance with workplace requirements
- Appropriate writing styles, format and language is used when producing production reports and presenting information
- Business correspondence (including written instructions, memoranda, electronic messages, completing of prescribed documents and records) is maintained in accordance with workplace standards and requirements

Integrated Assessment Focus Area 4

Achieve grain handling and storage efficiency and quality standards by controlling unit operations

Associated Assessment Criteria

- The efficient and productive use of resources is achieved in terms of production targets, operational capacities and quality standards
- Facility and asset utilisation practices and principles are applied in terms of accepted industry practices
- Storage conditions and pest control operations are monitored and controlled in accordance with accepted industry practices
- Grain handling facility and equipment inspections and remedial actions are performed to ensure efficiencies and quality standards
- Occupational health and safety standards are controlled and enforced as related to a risk assessment requirements
- Operational practices and quality standards are controlled as related to risk assessment requirements
- Grain sampling and grading are monitored and applied in terms of accepted industry practices
- Emergency response procedures are maintained in terms of risks associated with the handling and storage of grains and oilseed
- Pest control principles and concepts (including Primary and secondary grain pests, Principles of pest management, Pest harbourage and infestation signs, Pest monitoring techniques) are applied in accordance with workplace standards
- Work practices, events or situations that could create unsafe working conditions are identified and responded to in accordance with workplace standards

Integrated Assessment Focus Area 5

Conduct grain and oilseed grading processes

Associated Assessment Criteria

- Valid and reliable grain and oilseed grading results are assured by applying standard prescribed sampling practices
- Regulated grading standards and requirements are complied with and documented
- Food safety standards and practices are adhered to in accordance with standard procedures
- Grading equipment and consumables are selected and used in accordance with standard procedures
- Work is planned and executed in a structured manner to ensure that the pace of work meets accepted turnaround times.
- The grading results obtained and the interpretation of the results is accurate in accordance with regulatory standards.
- Grading documentation are accurately completed and administrative requirements are met in accordance with standard procedures

1.3.2 Assessment Standards for Phases

None

1.3.3 Assessment Standards for Part Qualifications

None

2 ASSIGNMENTS TO BE EVALUATED EXTERNALLY

No assignments must be produced for external evaluation.

3 CRITICAL ASPECTS OF THE INTERNAL ASSESSMENTS TO BE ASSESSED EXTERNALLY

- None

4 CRITERIA FOR THE REGISTRATION OF ASSESSORS

- None

5 FOUNDATIONAL LEARNING

6 ELIGIBILITY REQUIREMENTS FOR THE EXTERNAL ASSESSMENT

In order to qualify for the external summative assessment learners must have a copy of a completed and signed Statement of Work Experience as well as proof of successful completion of the following subjects and modules or alternative programmes where applicable.

6.1 Qualification

	<i>Proof of Knowledge Modules</i>			<i>OR</i>			<i>Proof of Alternative Programmes</i>	
<i>Number</i>	<i>Title</i>	<i>NQF Level</i>	<i>Credits</i>		<i>Number</i>	<i>Title</i>	<i>NQF Level</i>	<i>Credits</i>
132408-000-00-00-KM-01	Grain Handling Operations HR Management	5	8					
132408-000-00-00-KM-02	Communication Studies	5	8					
132408-000-00-00-KM-03	Grain Handling Operations Management	5	16					
132408-000-00-00-KM-04	Stored grain quality control	5	8					
132408-000-00-00-KM-05	Bulk grain handling and storage process technology	5	24					
132408-000-00-00-KM-06	Sampling and grading of grains and oilseed	4	12					

	<i>Proof of Practical Skill Modules</i>			<i>OR</i>			<i>Proof of Alternative Programmes</i>	
<i>Number</i>	<i>Title</i>	<i>NQF Level</i>	<i>Credits</i>		<i>Number</i>	<i>Title</i>	<i>NQF Level</i>	<i>Credits</i>
132408-000-00-00-PM-01	Develop, review and report on operational	5	8					

	plans and targets							
132408-000-00-00-PM-02	Manage, implement and review a client relationship management strategy	5	6					
132408-000-00-00-PM-03	Direct and control the performance and conduct of subordinate personnel	5	6					
132408-000-00-00-PM-04	Plan, direct and control the utilisation of operational resources	5	8					
132408-000-00-00-PM-05	Communicate operational information and data	5	6					
132408-000-00-00-PM-06	Plan, monitor and control processes in a grain handling and storage facility	5	23					
132408-000-00-00-PM-07	Maintain safety and health standards in a grain handling and storage environment	5	8					
132408-000-00-00-PM-08	Plan and execute grains and oilseeds sampling and grading processes	4	16					

And

Statement of Work experience