

# Occupational Certificate: Grain Depot Manager

*Curriculum Code 132408-000-00-00*

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## WORKPLACE EXPERIENCE LOGBOOK

**Surname:** \_\_\_\_\_

**First name:** \_\_\_\_\_

**Region** \_\_\_\_\_

**ID Number:**

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**Company:** \_\_\_\_\_

**Site:** \_\_\_\_\_

**Special needs:** \_\_\_\_\_

**Supervisor Name and surname:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

Workplace Tasks	NQF 5 Credits 12	WM – 01: Operational planning, review and management processes in a grain handling and storage environment
<p><b>WM-01-WE01: Observe and assist an experienced person with the provision of operational planning and target setting activities for a week</b></p>		<p><b>Scope of Work Experience</b></p> <p>The person will be expected to engage in the following work activities:</p> <p>WA0101: Observe and assist an experienced person with the provision of operational planning and target setting activities for a week.</p> <p>WA0102: Provide operational planning and target setting activities under guidance and with the support and experienced person delegated as coach and mentor for two weeks</p> <p><b>Supporting Evidence</b></p> <p>SE0101           Records from meetings</p> <p>SE0102           Standard workplace records</p>
<p><b>WM-01-WE02: Provide operational planning and target setting activities under guidance and with the support of an experience person delegated as coach and mentor for two weeks.</b></p>		<p><b>Scope of Work Experience</b></p> <p>The person will be expected to engage in the following work activities:</p> <p>WA0201: Operational planning and targeting activities related to reviewing and reporting on operational plans and targets such as statistical reports on targets and activities, scheduling of resources, workflow processes.</p> <p>WA0202: Operational planning and management activities related to the client relations management such as retention strategies, relationship building, monitoring tools and statistical information related to client relations management.</p> <p><b>Supporting Evidence</b></p> <p>SE0201 Records form meetings</p> <p>SE0202 Standard workplace records</p>

Workplace Tasks	NQF 5 Credits 12	WM – 02: Staff management and leadership in a grain handling and storage environment
<p><b>WM-02-WE01: Observe and assist an experience person with the personnel management and leadership related activities for a week</b></p>		<p><b>Scope of Work Experience</b></p> <p>The person will be expected to engage in the following work activities:</p> <p>WA0101: Observation and assistance with workplace industrial relations management such as discipline, workplace conflict and conduct or poor performance</p> <p>WA0102 : Observation and assistance with activities such as determine staffing needs and allocate o accordingly, issuing of instructions, setting performance goals and conducting performance interviews</p> <p><b>Supporting Evidence</b></p> <p>SE0101 Records for meetings</p> <p>SE0202 Standard workplace records</p>
<p><b>WM-02-WE02: Provide personnel management and leadership related activities under guidance and with the support of a person delegated as coach and mentor the leaners for two weeks</b></p>		<p><b>Scope of Work Experience</b></p> <p>The person will be expected to engage in the following work activities:</p> <p>WA0201 Attending to workplace industrial relations management such as discipline, workplace conflict and conduct or poor performance</p> <p>WA0202 Attending to activities such as determine staffing needs and allocate subordinates accordingly, issuing of instructions, setting performance goals and conducting performance interviews</p> <p><b>Supporting Evidence</b></p> <p>SE0201 Records for meetings</p> <p>SE0202 Standard workplace records</p>

Workplace Tasks	NQF 5 Credits 6	WM – 03: Operational resource utilization practices in a grain handling and storage operation
	<p><b>WM-03-WE01: Observe and assist an experience person with the operational resource utilization, data management and reporting related practices for a week</b></p>	<p><b>Scope of Work Experience</b></p> <p>The person will be expected to engage in the following work activities:</p> <p>WA0101:Observation and assistance with estimating resource requirements, operational budgeting and cost control and grain intake and waste estimates and control and reporting</p> <p>WA0102:Observation and assistance with operational data management and reporting</p> <p><b>Supporting Evidence</b></p> <p>SE0101 Production records</p>

Workplace Tasks	NQF 5 Credits 30	WM – 04: Grain handling and storage procedures, systems, standards and processes
<p><b>WM-04-WE01: Observe and assist an experienced person with activities related to grain handling and storage procedures, systems, standards and processes management.</b></p>		<p><b>Scope of Work Experience</b></p> <p>The person will be expected to engage in the following work activities:</p> <p>WA0101: Inspection of structure, mechanical and electrical systems and equipment and maintain records   registers</p> <p>WA0102: Monitoring and controlling equipment and facility and housekeeping</p> <p>WA0103:Monitoring and controlling the maintenance and repair of structures, systems and equipment</p> <p>WA0104: Monitoring and controlling grain handling and storage processes</p> <p>WA0105: Monitoring and controlling stored grain quantities</p> <p>WA0106: Monitoring and controlling grain quality standards</p> <p><b>Supporting Evidence</b></p> <p>SE0101 Records and reports</p>
<p><b>WM-04-WE02: Attend to activities related to grain handling and storage procedures, systems, standards and processes management under guidance and with the assistance of an experienced person.</b></p>		<p><b>Scope of Work Experience</b></p> <p>The person will be expected to engage in the following work activities:</p> <p>WA0201: Inspection of structures, mechanical and electrical systems and equipment and maintain records/ registers</p> <p>WA0202 : Monitoring and controlling equipment and facility care and neatness</p> <p>WA0203:Monitoring and controlling the maintenance and repair of structure, systems and equipment</p>

	<p>WA0204:Monitoring and controlling grain handling and storage processes</p> <p>WA0205:Monitoring and controlling stored grain quantities</p> <p>WA0206:Monitoring and controlling grain quality standards</p> <p>WA0207:Conducting risk assessments and monitoring compliance with risk management policies and procedures</p> <p><b>Supporting Evidence</b></p> <p>SE0201 Facility inspection records and reports</p> <p>SE0202 Grain quality bin inspection records/ reports</p> <p>SE0203 Mentor reports</p>
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Workplace Tasks	NQF 4 Credits12	WM – 05: Grain grading and procedures
WM-05-WE01: Observe and assist and experienced person with the grain grading related activities for a week		<p><b>Scope of Work Experience</b></p> <p>The person will be expected to engage in the following work activities:</p> <p>WA0101:The collection of prescribed primary samples of a grain/oilseed consignment</p> <p>WA0102:Obtaining a working sample and a file sample</p> <p>WA0103 :Completion of the required documentation</p> <p>WA0104: Attendance to all pre-grading preparation activities in accordance with workplace procedures</p> <p>WA0105:The measurement preparation, analysis and grading samples of grains/oilseeds of at least</p>

	<p>four varieties in accordance with statutory requirements</p> <p>WA0106:Maintenance of grading standards during work pressure situations such as high volumes and borderline deviations</p> <p>WA0107:Attendance to queries and requests received from line managers and customers on grading standards allocated with confidence</p> <p>WA0108:Application of workplace procedures for the retention of file samples</p> <p>WA0109:Application of applicable workplace procedures for non-conforming grain or oilseed consignments</p> <p>WA0110:Allocation of graded consignment to the nominated storage area according to the storage specification of the workplace</p> <p>WA0111:Completion of the documentation for receiving , grading and storage allocation according to workplace procedures</p> <p><b>Supporting Evidence</b></p> <p>SE0101 Sampling and grading documents</p> <p>SE0102 Standard workplace records</p>
<p><b>WM-05-WE02 : Attend to grain grading related activities under guidance and with the support of a person delegated as coach and mentor the learner for two week</b></p>	<p><b>Scope of Work Experience</b></p> <p>The person will be expected to engage in the following work activities:</p> <p>WA0201:The collection of prescribed primary samples of a grain/oilseed consignment</p> <p>WA0202:Obtaining a working sample and a file sample</p> <p>WA0203:Completion of the required documentation</p> <p>WA0204: Attendance to all pre-grading preparation activities in accordance with workplace procedures</p>

	<p>WA0205: The measurement, preparation, analysis and grading samples of grain/oilseeds of at least four varieties in accordance with statutory requirements</p> <p>WA0206: Maintenance of grading standards during work pressure situations such as high volumes and borderline deviations</p> <p>WA0207: Attendance to queries and requests received from line managers and customers on grading standards allocated with confidence</p> <p>WA0208: Application of workplace procedure for the retention of file samples</p> <p>WA0209: Application of applicable workplace procedures for non-conforming grain or oilseed consignments</p> <p>WA0210: Allocation of graded consignment to the nominated storage area to the storage specification of the workplace</p> <p>WA0211: Completion of the documentation for receiving, grading and storage according to workplace procedures</p> <p><b>Supporting Evidence</b></p> <p>SE0201 Sampling and grading documents</p> <p>SE0202 Standard workplace records</p>
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## 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

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

## Log of workplace activities completed

**132408-000-00-00-WM-01, Operational planning, review and management processes in a grain handling and storage environment, NQF Level 6, Credits 12**

<b>WM-01-WE01</b>	<b>Observe and assist an experienced person with the provision of operational planning and target setting activities for a week</b>		
	<b>Scope Work Experience</b>	Date	Signature
WA0101	Observation and assistance with operational planning and targeting activities related to reviewing and reporting on operational plans and targets such as statistical reports on targets and activities, scheduling of resources, workflow processes		
WA0102	Observation and assistance with activities related to the client relations management such as retention strategies, relationship building, monitoring tools and statistical information related to client relations management		
	<b>Supporting Evidence</b>	Date	Signature
SE0101	Records from meetings		
SE0102	Standard workplace records		
<b>WM-01-WE02</b>	<b>Provide operational planning and target setting activities under guidance and with the support of an experienced person delegated as coach and mentor for two weeks</b>		
	<b>Scope Work Experience</b>	Date	Signature
WA0201	Operational planning and targeting activities related to reviewing and reporting on operational plans and targets such as statistical reports on		

	targets and activities, scheduling of resources, workflow processes		
WA0202	Operational planning and management activities related to the client relations management such as retention strategies, relationship building, monitoring tools and statistical information related to client relations management		
	<b>Supporting Evidence</b>	Date	Signature
SE0201	Records from meetings		
SE0202	Standard workplace records		

	<b>Contextualised Workplace Knowledge</b>	Date	Signature
1	Standard workplace policies procedures and documents		

	<b>Additional Assignments to be Assessed Externally</b>	Date	Signature
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**132408-000-00-00-WM-02, Staff management and leadership in a grain handling and storage environment, NQF Level 5, Credits 12**

<b>WM-02-WE01</b>	<b>Observe and assist an experienced person with the personnel management and leadership related activities for a week</b>		
	<b>Scope Work Experience</b>	Date	Signature
WA0101	Observation and assistance with workplace industrial relations management such as discipline, workplace conflict and conduct or poor performance		
WA0102	Observation and assistance with activities such as determine staffing needs and allocate subordinates accordingly, issuing of instructions, setting performance goals and conducting performance interviews		
	<b>Supporting Evidence</b>	Date	Signature
SE0101	Records from meetings		
SE0102	Standard workplace records		
<b>WM-02-WE02</b>	<b>Provide personnel management and leadership related activities under guidance and with the support of a person delegated as coach and mentor the learner for two weeks</b>		
	<b>Scope Work Experience</b>	Date	Signature
WA0201	Attending to workplace industrial relations management such as discipline, workplace conflict and conduct or poor performance		
WA0202	Attending to activities such as determine staffing needs and allocate subordinates accordingly, issuing of instructions, setting performance goals and conducting performance interviews		

	<b>Supporting Evidence</b>	Date	Signature
SE0201	Records from meetings		
SE0202	Standard workplace records		

	<b>Contextualised Workplace Knowledge</b>	Date	Signature
1	Workplace policies, procedures and standards		

	<b>Additional Assignments to be Assessed Externally</b>	Date	Signature

**132408-000-00-00-WM-03, Operational resource utilization practices in a grain handling and storage operation, NQF Level 5, Credits 6**

<b>WM-03-WE01</b>	<b>Observe and assist an experienced person with the operational resource utilization, data management and reporting related practices for a week</b>		
	<b>Scope Work Experience</b>	Date	Signature
WA0101	Observation and assistance with estimating resource requirements, operational budgeting and cost control and grain intake and waste estimates and control		
WA0102	Observation and assistance with operational data management and reporting		
	<b>Supporting Evidence</b>	Date	Signature
SE0101	Operational records		
<b>WM-03-WE02</b>	<b>Attend to operational resource utilization, data management and reporting practices under guidance and with assistance of an experienced person for two weeks</b>		
	<b>Scope Work Experience</b>	Date	Signature
WA0201	Attend to activities related to estimating and ensuring the availability of required resources, budgeting and cost control, grain intake and waste estimates and control under guidance and with expert assistance		
WA0202	Attend to activities related to operational data management and reporting under guidance and with expert assistance		
	<b>Supporting Evidence</b>	Date	Signature
SE0201	Production records		

	<b>Contextualised Workplace Knowledge</b>	Date	Signature
1	Workplace policies, procedures and standards		
2	Workplace reporting structures		

	<b>Additional Assignments to be Assessed Externally</b>	Date	Signature



**132408-000-00-00-WM-04, Grain handling and storage procedures, systems, standards and processes, NQF Level 5, Credits 30**

<b>WM-04-WE01</b>	<b>Observe and assist an experienced person with activities related to grain handling and storage procedures, systems, standards and processes management</b>		
	<b>Scope Work Experience</b>	Date	Signature
WA0101	Inspection of structures, mechanical and electrical systems and equipment and maintain records/registers		
WA0102	Monitoring and controlling equipment and facility care and neatness		
WA0103	Monitoring and controlling the maintenance and repair of structures, systems and equipment		
WA0104	Monitoring and controlling grain handling and storage processes		
WA0105	Monitoring and controlling stored grain quantities		
WA0106	Monitoring and controlling grain quality standards		
WA0107	Conducting risk assessments and monitoring compliance with risk management policies and procedures		
	<b>Supporting Evidence</b>	Date	Signature
SE0101	Records and reports		
<b>WM-04-WE02</b>	<b>Attend to activities related to grain handling and storage procedures, systems, standards and processes management under guidance and with the assistance of an experienced person.</b>		
	<b>Scope Work Experience</b>	Date	Signature
WA0201	Inspection of structures, mechanical and electrical systems and equipment and maintain records/registers		

WA0202	Monitoring and controlling equipment and facility care and neatness		
WA0203	Monitoring and controlling the maintenance and repair of structures, systems and equipment		
WA0204	Monitoring and controlling grain handling and storage processes		
WA0205	Monitoring and controlling stored grain quantities		
WA0206	Monitoring and controlling grain quality standards		
WA0207	Conducting risk assessments and monitoring compliance with risk management policies and procedures		
	<b>Supporting Evidence</b>	Date	Signature
SE0201	Facility inspection records and reports		
SE0202	Grain quality bin inspection records/reports		
SE0203	Mentor reports		

	<b>Contextualised Workplace Knowledge</b>	Date	Signature
1	Concepts of product contamination and deterioration		
2	Grain grading standards		
3	Grain handling and storage specifications of different grains for different markets		
4	Grain silo cleaning and fumigation/spraying practices		
5	Quality assurance requirements and procedures		

6	Standard workplace procedures and report structures		
7	Pest control policy and procedures		
8	Grain grading and storage policy and procedures		
9	Risk assessment policy and procedures		

	<b>Additional Assignments to be Assessed Externally</b>	Date	Signature
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**132408-000-00-00-WM-05, Grain grading practices and procedures, NQF Level 4, Credits 12**

<b>WM-05-WE01</b>	<b>Observe and assist an experienced person with the grain grading related activities for a week</b>		
	<b>Scope Work Experience</b>	Date	Signature
WA0101	The collection of prescribed primary samples of a grain/oilseed consignment		
WA0102	Obtaining a working sample and a file sample		
WA0103	Completion of the required documentation		
WA0104	Attendance to all pre-grading preparation activities in accordance with workplace procedures		
WA0105	The measurement, preparation, analysis and grading samples of grains/oilseeds of at least four varieties in accordance with statutory requirements		
WA0106	Maintenance of grading standards during work pressure situations such as high volumes and borderline deviations		
WA0107	Attendance to queries and requests received from line managers and customers on grading standards allocated with confidence		
WA0108	Application of workplace procedures for the retention of file samples		

WA0109	Application of applicable workplace procedures for non-conforming grain or oilseed consignments		
WA0110	Allocation of graded consignment to the nominated storage area according to the storage specifications of the workplace		
WA0111	Completion of the documentation for receiving, grading and storage allocation according to workplace procedures		
	<b>Supporting Evidence</b>	Date	Signature
SE0101	Sampling and grading documents		
SE0102	Standard workplace records		
<b>WM-05-WE02</b>	<b>Attend to grain grading related activities under guidance and with the support of a person delegated as coach and mentor the learner for two weeks</b>		
	<b>Scope Work Experience</b>	Date	Signature
WA0201	The collection of prescribed primary samples of a grain/oilseed consignment		
WA0202	Obtaining a working sample and a file sample		
WA0203	Completion of the required documentation		
WA0204	Attendance to all pre-grading preparation activities in accordance with workplace procedures		

WA0205	The measurement, preparation, analysis and grading samples of grains/oilseeds of at least four varieties in accordance with statutory requirements		
WA0206	Maintenance of grading standards during work pressure situations such as high volumes and borderline deviations		
WA0207	Attendance to queries and requests received from line managers and customers on grading standards allocated with confidence		
WA0208	Application of workplace procedures for the retention of file samples		
WA0209	Application of applicable workplace procedures for non-conforming grain or oilseed consignments		
WA0210	Allocation of graded consignment to the nominated storage area according to the storage specifications of the workplace		
WA0211	Completion of the documentation for receiving, grading and storage allocation according to workplace procedures		
	<b>Supporting Evidence</b>	Date	Signature
SE0201	Sampling and grading documents		
SE0202	Standard workplace records		

	<b>Contextualised Workplace Knowledge</b>	Date	Signature
1	Workplace practices and standards		
2	Workplace reporting structures		

	<b>Additional Assignments to be Assessed Externally</b>	Date	Signature