

Curriculum Document				
Curriculum Code	Curriculum Title			
132408-000-00-00	Occupational Certificate: Grain Depot Manager			
	Name	Email	Phone	Logo
Development Quality Partner	AgriSETA	info@agriseta.co.za	(012) 301 5600	

Learner QDF Signature

Date

QDF Signature

Date

DQP Representative Signature

Date

Table of content

SECTION 1: CURRICULUM SUMMARY	4
1. Occupational Information	4
1.1 Associated Occupation.....	4
1.2 Occupation or Specialisation Addressed by this Curriculum	4
1.3 Alternative Titles used by Industry	4
2. Curriculum Information.....	4
2.1 Curriculum Structure	4
2.2 Entry Requirements.....	4
3. Assessment Quality Partner Information	4
4. Part Qualification Curriculum Structure.....	4
2.2 Entry Requirements.....	5
SECTION 2: OCCUPATIONAL PROFILE	6
1. Occupational Purpose.....	6
2. Occupational Tasks.....	6
3. Occupational Task Details	6
3.1. Conduct grain and oilseed sampling and grading processes (NQF Level 4).....	6
3.2. Manage and control the achievement of operational targets (NQF Level 5)	6
3.3. Lead and manage staff to ensure smooth business operations (NQF Level 5).....	6
3.4. Manage and control the utilisation of operational resources (NQF Level 5).....	7
3.5. Achieve grain handling and storage efficiency and quality standards by controlling unit operations (NQF Level 5).....	7
SECTION 3: CURRICULUM COMPONENT SPECIFICATIONS.....	8
SECTION 3A: KNOWLEDGE MODULE SPECIFICATIONS.....	8
1. 132408-000-00-00-KM-01, Grain Handling Operations HR Management, NQF Level 5, Credits 8.....	9
2. 132408-000-00-00-KM-02, Communication Studies, NQF Level 5, Credits 8.....	12
3. 132408-000-00-00-KM-03, Grain Handling Operations Management, NQF Level 5, Credits 16	14
4. 132408-000-00-00-KM-04, Stored grain quality control, NQF Level 5, Credits 8	17
5. 132408-000-00-00-KM-05, Bulk grain handling and storage process technology, NQF Level 5, Credits 24.....	19
6. 132408-000-00-00-KM-06, Sampling and grading of grains and oilseed, NQF Level 4, Credits 12 ...	22
132408-000-00-00-KM-07, Employee of Choice, NQF Level 4, Credits 6.....	24
SECTION 3B: PRACTICAL SKILL MODULE SPECIFICATIONS	25
1. 132408-000-00-00-PM-01, Develop, review and report on operational plans and targets, NQF Level 6, Credits 8	26

2. 132408-000-00-00-PM-02, Manage, implement and review a client relationship management strategy, NQF Level 5, Credits 6	28
3. 132408-000-00-00-PM-03, Direct and control the performance and conduct of subordinate personnel, NQF Level 5, Credits 6	30
4. 132408-000-00-00-PM-04, Plan, direct and control the utilisation of operational resources, NQF Level 5, Credits 8	35
5. 132408-000-00-00-PM-05, Communicate operational information and data, NQF Level 5, Credits 6	38
6. 132408-000-00-00-PM-06, Plan, monitor and control processes in a grain handling and storage facility, NQF Level 6, Credits 23.....	41
7. 132408-000-00-00-PM-07, Maintain safety and health standards in a grain handling and storage environment, NQF Level 5, Credits 8	45
8. 313911-000-00-00-PM-08, Plan and execute grains and oilseeds sampling and grading processes, NQF Level 4, Credits 16	48
SECTION 3C: WORK EXPERIENCE MODULE SPECIFICATIONS	51
1. 132408-000-00-00-WM-01, Operational planning, review and management processes in a grain handling and storage environment, NQF Level 5, Credits 12	52
2. 132408-000-00-00-WM-02, Staff management and leadership in a grain handling and storage environment, NQF Level 5, Credits 12	54
3. 132408-000-00-00-WM-03, Operational resource utilisation practices in a grain handling and storage operation, NQF Level 5, Credits 6	56
4. 132408-000-00-00-WM-04, Grain handling and storage procedures, systems, standards and processes, NQF Level 5, Credits 30	58
5. 132408-000-00-00-WM-05, Grain grading practices and procedures, NQF Level 4, Credits 12	60
SECTION 4: STATEMENT OF WORK EXPERIENCE	62

SECTION 1: CURRICULUM SUMMARY

1. Occupational Information

1.1 Associated Occupation

132408: Grain Depot Manager

1.2 Occupation or Specialisation Addressed by this Curriculum

132408-000-00-00: Grain Depot Manager

1.3 Alternative Titles used by Industry

- None

2. Curriculum Information

2.1 Curriculum Structure

This qualification is made up of the following compulsory Knowledge, Practical Skills and Work Experience Modules:

Knowledge Modules:

Total number of credits for Knowledge Modules: 64

Practical Skill Modules:

Total number of credits for Practical Skill Modules: 65

Work Experience Modules:

Total number of credits for Work Experience Modules: 60

2.2 Entry Requirements

NQF Level 4

3. Assessment Quality Partner Information

Name of body: AgriSETA

Address of body: AgriSETA House 529 Belvedere Road Arcadia 0083

Contact person name: QCTO Projects Manager

Contact person work telephone number: (012) 301 5600

4. Part Qualification Curriculum Structure

313911-000-00-01: Grain Grader

This qualification is made up of the following compulsory Knowledge, Practical Skills and Work Experience Modules:

Knowledge Modules:

Total number of credits for Knowledge Modules: 18

Practical Skill Modules:

Total number of credits for Practical Skill Modules: 16

Work Experience Modules:

Total number of credits for Work Experience Modules: 12

2.2 Entry Requirements

NQF Level 3

SECTION 2: OCCUPATIONAL PROFILE

1. Occupational Purpose

The 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 unit.

2. Occupational Tasks

- Conduct grain and oilseed sampling and grading processes (NQF Level 4)
- Manage and control the achievement of operational targets (NQF Level 5)
- Lead and manage staff to ensure smooth business operations (NQF Level 5)
- Manage and control the utilisation of operational resources (NQF Level 5)
- Achieve grain handling and storage efficiency and quality standards by controlling unit operations (NQF Level 5)

3. Occupational Task Details

3.1. Conduct grain and oilseed sampling and grading processes (NQF Level 4)

Unique Product or Service:

Grains and oilseeds are sampled and graded

Occupational Responsibilities:

- Plan and execute grains and oilseeds sampling and grading processes

Occupational Contexts:

Grain grading facilities and procedures

3.2. Manage and control the achievement of operational targets (NQF Level 5)

Unique Product or Service:

Operational targets are achieved

Occupational Responsibilities:

- Develop, review and report on operational plans and targets,
- Manage, implement and review a client relationship management strategy

Occupational Contexts:

- Operational planning, review and management processes in a grain handling and storage environment

3.3. Lead and manage staff to ensure smooth business operations (NQF Level 5)

Unique Product or Service:

Deployment and management of human resources

Occupational Responsibilities:

- Direct and control the performance and conduct of subordinate personnel

Occupational Contexts:

- Staff management and leadership in a grain handling and storage environment

3.4. Manage and control the utilisation of operational resources (NQF Level 5)**Unique Product or Service:**

Operational resource availability and optimal use

Occupational Responsibilities:

- Plan, direct and control the utilisation of operational resources
- Communicate operational information and data

Occupational Contexts:

- Operational resource utilisation practices in a grain handling and storage operation

3.5. Achieve grain handling and storage efficiency and quality standards by controlling unit operations (NQF Level 5)**Unique Product or Service:**

Effective and efficient grain handling and storage operations

Occupational Responsibilities:

- Plan, monitor and control processes in a grain handling and storage facility
- Maintain safety and health standards in a grain handling and storage environment

Occupational Contexts:

- Grain handling and storage procedures, systems, standards and processes

SECTION 3: CURRICULUM COMPONENT SPECIFICATIONS

SECTION 3A: KNOWLEDGE MODULE SPECIFICATIONS

List of Knowledge Modules for which Specifications are included

- 132408-000-00-00-KM-01, Grain Handling Operations HR Management, NQF Level 5, Credits 8
- 132408-000-00-00-KM-02, Communication Studies, NQF Level 5, Credits 8
- 132408-000-00-00-KM-03, Grain Handling Operations Management, NQF Level 5, Credits 16
- 132408-000-00-00-KM-04, Stored grain quality control, NQF Level 5, Credits 8
- 132408-000-00-00-KM-05, Bulk grain handling and storage process technology, NQF Level 5, Credits 24
- 132408-000-00-00-KM-06, Sampling and grading of grains and oilseed, NQF Level 4, Credits 12
- 132408-000-00-00-KM-07, Employee of Choice, NQF Level 4, Credits 6

1. 132408-000-00-00-KM-01, Grain Handling Operations HR Management, NQF Level 5, 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 general line management functions of human resources.

The learning will enable learners to demonstrate an understanding of:

- KM-01-KT01: Performance management (25%)
- KM-01-KT02: Personnel management concepts (25%)
- KM-01-KT03: Employment relations management (25%)
- KM-01-KT04: Motivation and team leadership concepts (25%)

1.2 Guidelines for Topics

1.2.1. KM-01-KT01: Performance management (25%)

Topic elements to be covered include:

- KT0101 Overview of performance management
- KT0102 Setting daily work schedules
- KT0103 Formulating instructions
- KT0104 Controlling standards of performance
- KT0105 Coaching and mentoring

Internal Assessment Criteria and Weight

- IAC0101 IAC0203 Explain 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)
- IAC0102 Explain the principles of setting clear, realistic and measurable work objectives
- IAC0103 Daily work is scheduled in terms of clear priorities
- IAC0104 Draft a work schedule indicating the tasks to be performed
- IAC0105 Explain the importance of clear instruction, (including the structure of a good instruction, and how to ensure understanding)
- IAC0106 Formulate and issue a verbal instruction
- IAC0107 Formulate and record a written instruction
- IAC0108 Draft a performance standard
- IAC0109 Demonstrate understanding of steps to correct performance-related problems (including, coaching to address performance problems)
- IAC0110 Demonstrate an understanding of the application of coaching and mentorship in building competencies

1.2.2. KM-01-KT02: Personnel management concepts (25%)

Topic elements to be covered include:

- KT0201 Recruitment and selection
- KT0202 Training and development

Internal Assessment Criteria and Weight

- IAC0201 Demonstrate an understanding of the recruitment and selection process
- IAC0202 Demonstrate an understanding of the training and development environment in South Africa

1.2.3. KM-01-KT03: Employment relations management (25%)

Topic elements to be covered include:

- KT0301 The employment relationship
- KT0302 Key provisions of the legislative framework governing the employment relationship
- KT0303 Workplace discipline
- KT0304 Workplace conflict and grievances
- KT0305 Managing capacity-related problems

Internal Assessment Criteria and Weight

- IAC0301 Demonstrate an understanding of the manager's role in managing employment relations
- IAC0302 Demonstrate an understanding of the key provisions of the legislative framework governing the employment relationship (including The SA Constitution and the Bill of Rights, The contract of employment, The Labour Relations Act, The Basic Conditions of Employment Act, The Occupational Health and Safety Act, Employment Equity Act)
- IAC0303 Demonstrate an understanding of workplace discipline (including Disciplinary codes and procedures, Unfair dismissal and unfair labour practices, Principles established through cases and awards for poor timekeeping, dishonesty, theft, insubordination, assault, abuse of or damage to property, substance abuse, discrimination, harassment, Conducting disciplinary hearings, (roles, procedures and records, The role of the CCMA in unfair dismissal disputes)
- IAC0304 Select the appropriate response to different examples of misconduct
- IAC0305 Define the concepts of an unfair labour practice in terms of practical workplace examples
- IAC0306 Demonstrate an understanding of workplace conflict and grievances (Conflict resolution styles, Grievance resolution procedures, Workplace negotiation principles, Resolving grievances through conciliation and mediation)
- IAC0307 Describe informal and formal disciplinary procedures
- IAC0308 Describe the role of the CCMA in resolving disciplinary disputes
- IAC0309 Describe a grievance procedure to resolve an individual grievance
- IAC0310 Demonstrate an understanding of how to manage capacity-related problems (including Specific types of incapacity, Procedural requirements for dealing with incapacity, Principles established through cases and awards for incapacity related to HIV/Aids, Ill health, Injuries on duty)
- IAC0311 Select the appropriate response to different examples of incapacity

1.2.4. KM-01-KT04: Motivation and team leadership concepts (25%)

Topic elements to be covered include:

- KT0401 Understanding motivation

- KT0402 Understanding teams
- KT0403 Interpersonal and people relations
- KT0404 Leadership theories and concepts

Internal Assessment Criteria and Weight

- IAC0401 Define motivation and explain motivational concepts
- IAC0402 Define motivation in terms of different theories of motivation
- IAC0403 Demonstrate an understanding of team work (including team dynamics, team building, effective team communication)
- IAC0405 Demonstrate an understanding of the establishment of sound interpersonal work relations (including workplace discrimination, diversity, effective work relations, gaining respect)
- IAC0406 Demonstrate an understanding of leadership theories and concepts

1.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Learning resources accepted by the QCTO for accreditation
- Assessment documentation, instruments and standards accepted by the QCTO for accreditation

Human Resource Requirements:

- Facilitators of learning accepted by the QCTO for accreditation
- The capacity to conduct internal quality assurance by employed staff or contracted experts

Legal Requirements:

- Compliance with occupational health, safety and environmental protection regulations

1.4 Exemptions

- None specified

2. 132408-000-00-00-KM-02, Communication Studies, NQF Level 5, Credits 8

2.1 Purpose of the Knowledge Modules

The main focus of the learning in this knowledge module is to build an understanding of effective communication by management staff in a business environment.

The learning will enable learners to demonstrate an understanding of:

- KM-02-KT01: Workplace communication (90%)
- KM-02-KT02: Group interaction (10%)

2.2 Guidelines for Topics

2.2.1. KM-02-KT01: Workplace communication (90%)

Topic elements to be covered include:

- KT0101 Communication theory
- KT0102 Verbal communication
- KT0103 Report writing
- KT0104 Business correspondence

Internal Assessment Criteria and Weight

- IAC0101 Demonstrate an understanding of communication theory
- IAC0102 Demonstrate understanding of the roles and responsibilities of a manager in terms of workplace communication
- IAC0103 Demonstrate understanding of presentations (including target audience, principles of presentation)
- IAC0104 Demonstrate understanding of report writing (including writing styles and language use, production reporting formats, organising and presenting information in production reports)
- IAC0105 Prepare a production report and develop a presentation using the standard format
- IAC0107 Explain the importance of clarity in business correspondence

2.2.2. KM-02-KT02: Group interaction (10%)

Topic elements to be covered include:

- KT0201 Workplace meetings
- KT0202 Small group communication

Internal Assessment Criteria and Weight

- IAC0201 Demonstrate an understanding of workplace meeting procedures and administration (including meeting procedures and protocols, Meeting administration, Recording decisions taken during a meeting for own use)
- IAC0202 Draw up a meeting agenda with given information
- IAC0203 Demonstrate an understanding of how to record decisions taken during a meeting for own use
- IAC0204 Demonstrate an understanding of small group communication (including Group dynamics and characteristics, Group outputs and productivity, Conflict handling and problem solving, Reaching consensus in groups)

2.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Learning resources accepted by the QCTO for accreditation
- Assessment documentation, instruments and standards accepted by the QCTO for accreditation

Human Resource Requirements:

- Facilitators of learning accepted by the QCTO for accreditation
- The capacity to conduct internal quality assurance by employed staff or contracted experts

Legal Requirements:

- Compliance with occupational health, safety and environmental protection regulations

2.4 Exemptions

- None specified

3. 132408-000-00-00-KM-03, Grain Handling Operations Management, NQF Level 5, Credits 16

3.1 Purpose of the Knowledge Modules

The main focus of the learning in this knowledge module is to build an understanding of operational management concepts as applicable to the grain handling and storage environment.

The learning will enable learners to demonstrate an understanding of:

- KM-03-KT01: General business management concepts (25%)
- KM-03-KT02: Grain handling industry structure and markets (25%)
- KM-03-KT03: Financial management concepts (25%)
- KM-03-KT04: Infrastructure maintenance (25%)

3.2 Guidelines for Topics

3.2.1. KM-03-KT01: General business management concepts (25%)

Topic elements to be covered include:

- KT0101 Planning, organising, directing and controlling
- KT0102 Decision making and problem solving
- KT0103 Planning and scheduling
- KT0104 Continuous improvement
- KT0105 Delegation
- KT0106 Client relationship management

Internal Assessment Criteria and Weight

- IAC0101 Demonstrate an understanding of the role of the manager in terms of planning, organising, directing and controlling resources
- IAC0102 Demonstrate an understanding of decision making and problem solving (including brain storming, SWOT analysis and PEST analysis)
- IAC0103 Analyse problems and formulate decisions by using a structured approach
- IAC0104 Demonstrate an understanding of planning and scheduling (including The planning cycle, Developing time schedules and action plans, Plot and sequence schedules)
- IAC0105 Demonstrate and understanding of scheduling and plan a grain handling cycle
- IAC0106 Demonstrate an understanding of the concept of continuous improvement (including continuous improvement models, quality management)
- IAC0107 Demonstrate an understanding of delegation principles (including Accountability vs Responsibility)
- IAC0108 Demonstrate and understanding of client relation management in relation to business promotion and increasing market share

3.2.2. KM-03-KT02: Grain handling industry structure and markets (25%)

Topic elements to be covered include:

- KT0201 Marketing channels

- KT0202 Marketing practices and challenges
- KT0203 Competitiveness
- KT0204 Traceability

Internal Assessment Criteria and Weight

- IAC0201 Demonstrate an understanding of marketing channels (including role players)
- IAC0202 Demonstrate an understanding of grain handling operations within the complexities of the global and local consumer driven markets
- IAC0203 Explain the concepts of competitiveness and traceability

3.2.3. KM-03-KT03: Financial management concepts (25%)

Topic elements to be covered include:

- KT0301 Budgeting concepts
- KT0302 Financial terms and concepts
- KT0303 Stock management concepts

Internal Assessment Criteria and Weight

- IAC0301 Demonstrate an understanding of budgeting concepts (including Operational budgeting principles, Types of budgets - Budget cost items)
- IAC0302 Demonstrate an understanding of the budgeting process for operational cost control purposes
- IAC0303 Define and explain a range of financial terms and concepts (including Monthly operating budget reports, Cost control and variance reports, Cost of handling and storage, Recording and processing financial documents)
- IAC0304 Demonstrate an understanding of stock management concepts (including Availability of different quality grains and oilseeds, Niche market requirements/customer needs, Stock control)

3.2.4. KM-03-KT04: Infrastructure maintenance (25%)

Topic elements to be covered include:

- KT0401 Preventative maintenance management concepts
- KT0402 Equipment maintenance planning and scheduling
- KT0403 Essential maintenance and repair stock items

Internal Assessment Criteria and Weight

- IAC0401 Demonstrate an understanding of preventative maintenance management and inspection methods (including, planned preventative maintenance, Inspection methods)
- IAC0402 Demonstrate an understanding of grain handling equipment maintenance principles and concepts (including Maintenance requirements for grain handling mechanical and electrical equipment, interpretation of operation and maintenance budgets. Use operation and maintenance manuals)
- IAC0403 Demonstrate and understanding of procedures during emergency breakdowns

3.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Learning resources accepted by the QCTO for accreditation
- Assessment documentation, instruments and standards accepted by the QCTO for accreditation

Human Resource Requirements:

- Facilitators of learning accepted by the QCTO for accreditation
- The capacity to conduct internal quality assurance by employed staff or contracted experts

Legal Requirements:

- Compliance with occupational health, safety and environmental protection regulations

3.4 Exemptions

- None specified

4. 132408-000-00-00-KM-04, Stored grain quality control, NQF Level 5, Credits 8

4.1 Purpose of the Knowledge Modules

The main focus of the learning in this knowledge module is to build an understanding of quality control practices and concepts in grain handling and storage operations

The learning will enable learners to demonstrate an understanding of:

- KM-04-KT01: Grain quality specifications (35%)
- KM-04-KT02: Quality management concepts in grain handling and storage operations (35%)
- KM-04-KT03: Introduction to stored grain pests (30%)

4.2 Guidelines for Topics

4.2.1. KM-04-KT01: Grain quality specifications (35%)

Topic elements to be covered include:

- KT0101 Types of grains and oilseeds
- KT0102 Grain characteristics
- KT0103 Grain grading standards

Internal Assessment Criteria and Weight

- IAC0101 Demonstrate an understanding of the specifications on which the quality evaluation of grain is based

4.2.2. KM-04-KT02: Quality management concepts in grain handling and storage operations (35%)

Topic elements to be covered include:

- KT0201 Quality management concepts and standards
- KT0202 Concepts of product contamination and deterioration
- KT0203 Legislation and the regulations in respect of Food Hygiene and Food Safety Standards
- KT0204 Stock management principles and practices

Internal Assessment Criteria and Weight

- IAC0201 Demonstrate an understanding of product quality concepts and standards
- IAC0202 Demonstrate an understanding of grain handling standards and processes
- IAC0203 Demonstrate an understanding of the concepts of product contamination and deterioration
- IAC0204 Demonstrate an understanding of the legislation and the regulations in respect of Food Hygiene and Food Safety Standards
- IAC0205 Explain stock management principles and practices

4.2.3. KM-04-KT03: Introduction to stored grain Pests (30%)

Topic elements to be covered include:

- KT0301 Overview of pest control principles and concepts
- KT0302 Overview of insect control planning, inspection and treatment

Internal Assessment Criteria and Weight

- IAC0301 Demonstrate a basic understanding of pest control principles and concepts (including Primary and secondary grain pests, Principles of pest management, Pest harbourage and infestation signs, Pest monitoring techniques)
- IAC0302 Demonstrate a basic understanding of insect control planning, inspection and treatment (including Storage options, Treatment options for grains and oilseeds)
- IAC0303 List and explain the methods applied to prevent insect infestations
- IAC0304 List and explain the methods applied to control insect infestations in stored grain

4.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Learning resources accepted by the QCTO for accreditation
- Assessment documentation, instruments and standards accepted by the QCTO for accreditation

Human Resource Requirements:

- Facilitators of learning accepted by the QCTO for accreditation
- The capacity to conduct internal quality assurance by employed staff or contracted experts

Legal Requirements:

- Compliance with occupational health, safety and environmental protection regulations

4.4 Exemptions

- None specified

5. 132408-000-00-00-KM-05, Bulk grain handling and storage process technology, NQF Level 5, Credits 24

5.1 Purpose of the Knowledge Modules

The main focus of the learning in this knowledge module is to build an understanding of grain handling and storage technology, control systems, cleaning and care and health and safety concepts

The learning will enable learners to demonstrate an understanding of:

- KM-05-KT01: Grain handling and storage technology (60%)
- KM-05-KT02: Grain handling facility and equipment cleaning and care (15%)
- KM-05-KT03: Statutory health and safety principles and control practices (25%)

5.2 Guidelines for Topics

5.2.1. KM-05-KT01: Grain handling and storage technology (60%)

Topic elements to be covered include:

- KT0101 Principles of operational processes in a grain handling and storage facility
- KT0102 Terminology commonly used in a grain handling and storage facility
- KT0103 Segregation of grain and oilseed by type and quality standards
- KT0104 Basic functioning of mechanical equipment and systems
- KT0105 Basic functioning of electrical equipment and systems
- KT0106 Grain handling equipment capacity and optimal operating ranges
- KT0107 Principles and methods for monitoring and controlling mechanical and electrical equipment based on operating parameters
- KT0108 Process control systems and their applications
- KT0109 Grain treatment technology and handling systems

Internal Assessment Criteria and Weight

- IAC0101 Demonstrate an understanding of the basic functioning principles of operational equipment and systems in a grain handling and storage facility (including flow patterns, Weight distribution in grain masses)
- IAC0102 Define and explain terminology commonly used in a grain handling and storage facility
- IAC0103 Explain the segregation of grain and oilseed by type and quality standards
- IAC0104 Demonstrate an understanding of the basic functioning of mechanical equipment and systems (including weighbridges, hoppers, conveyor belts, bucket elevators, chutes and spouts, grain cleaners, augers, bins, and dust collection systems)
- IAC0105 Demonstrate an understanding of the basic functioning of electrical equipment and systems (including control panels, electrical motors, indicating lamps, push buttons, safety switches, level sensor indicators, limit switches)
- IAC0106 Demonstrate an understanding of the principles and methods for monitoring and controlling mechanical and electrical equipment based on operating parameters (including Drives and conveyors and their application)
- IAC0107 Explain process control systems and their applications (including Statistical process control, key controls at operational stages)

- IAC0108 Demonstrate an understanding of the technology and processes for various grain treatments (including Grain cleaning process, Grain drying process, Grain aeration process, Grain insect control treatments)

5.2.2. KM-05-KT02: Grain handling facility and equipment cleaning and care (15%)

Topic elements to be covered include:

- KT0201 Grain handling equipment cleaning and care principles and concepts
- KT0202 Principles and concepts related to product, equipment and facility hygiene
- KT0203 Dust explosion risks and prevention

Internal Assessment Criteria and Weight

- IAC0201 Demonstrate an understanding of the principles and concepts related to product, equipment and facility hygiene (including Contamination and deterioration control, Operational food safety and hygiene controls, Equipment and facility cleaning practices, Area sanitation and housekeeping processes, Waste handling and disposal)

5.2.3. KM-05-KT03: Statutory health and safety principles and control practices (25%)

Topic elements to be covered include:

- KT0301 Occupational Safety and Health Acts and Regulations
- KT0302 Regulatory provisions and SHE workplace structures
- KT0303 Safe work practices and rules
- KT0304 Risk assessments and prevention
- KT0305 Incident investigation and reporting
- KT0306 Silo operational hazards and precautionary measures
- KT0307 The role of hygiene and cleaning in relation to safety and health

Internal Assessment Criteria and Weight

- IAC0301 Demonstrate an understanding of the safety and health legislation and regulatory requirements applicable to a silo complex
- IAC0302 List and explain safe work practices and rules (including Intoxication, unauthorised entry, unauthorised use of mobile equipment, lock-out procedures, housekeeping, fire prevention)
- IAC0303 Describe the procedure for a risk assessment inspection
- IAC0304 Describe the steps in the procedure for incident investigating and reporting
- IAC0305 Describe the common silo operational hazards and the precautionary measures that must be adhered to
- IAC0306 Explain the role of hygiene and cleaning in relation to safety and health

5.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Learning resources accepted by the QCTO for accreditation

- Assessment documentation, instruments and standards accepted by the QCTO for accreditation

Human Resource Requirements:

- Facilitators of learning accepted by the QCTO for accreditation
- The capacity to conduct internal quality assurance by employed staff or contracted experts

Legal Requirements:

- Compliance with occupational health, safety and environmental protection regulations

5.4 Exemptions

- None specified

6. 132408-000-00-00-KM-06, Sampling and grading of grains and oilseed, NQF Level 4, Credits 12

6.1 Purpose of the Knowledge Modules

The main focus of the learning in this knowledge module is to build an understanding of the processes for the sampling and grading of grains and oilseeds.

The learning will enable learners to demonstrate an understanding of:

- KM-06-KT01: The Grains and Oilseeds Industries (20%)
- KM-06-KT02: Grains and oilseeds sampling (40%)
- KM-06-KT03: Grains and oilseeds grading (40%)

6.2 Guidelines for Topics

6.2.1. KM-06-KT01: The Grains and Oilseeds Industries (20%)

Topic elements to be covered include:

- KT0101 Grains and oilseeds quality properties
- KT0102 Grains and oilseeds grading principles and regulatory framework

Internal Assessment Criteria and Weight

- IAC0101 List and describe the properties that influence grains and oilseeds quality
- IAC0102 List and explain the physical and chemical quality properties
- IAC0103 Explain the effect of quality properties on biological processes
- IAC0104 Explain intrinsic and induced quality characteristics
- IAC0105 Explain the purpose and types of grains and oilseeds grading standards incorporated in regulation, specifically the regulatory requirements and food hygiene and food safety standards
- IAC0106 Explain the grains and oilseeds quality factors that are part of the grading standard
- IAC0107 Explain the grains and oilseeds quality factors that are not part of the grading standard

6.2.2. KM-06-KT02: Grains and oilseeds sampling (40%)

Topic elements to be covered include:

- KT0201 Concepts and principles of representative grains and oilseeds sampling
- KT0202 Sampling methods and procedures

Internal Assessment Criteria and Weight

- IAC0201 Define the concept and principles of representative sampling in terms of grading standards and practical workplace procedures (including, the need for sampling, composite primary representative sample, working sample sizes for various grains and oilseeds)
- IAC0202 Describe the sampling tools, method and procedure for obtaining primary samples from bagged grains and oilseeds
- IAC0203 Describe the equipment, method and procedure for sampling bulk grains and oilseeds
- IAC0204 Describe the method and procedure for sampling moving grains and oilseeds
- IAC0205 Describe the equipment and procedure for sample reduction
- IAC0206 Explain the possible consequences of not following the correct sampling procedures

- IAC0207 Explain the need to use sampling equipment according to quality, safety and workplace procedures
- IAC0208 List and explain sampling documentation and record keeping during grain sampling procedures

6.2.3. KM-04-KT03: Grains and oilseeds grading (40%)

Topic elements to be covered include:

- KT0301 Organising and preparing the workplace, calibration (where applicable) of the measuring instruments and test equipment
- KT0302 Grading methods and procedures

Internal Assessment Criteria and Weight

- IAC0301 Demonstrate the ability to interpret standards and quality factors to make sound grading judgements
- IAC0302 Describe a range of actions to determine the grade for wheat, white maize, yellow maize, sorghum, soya beans, sunflower-seed, canola, barley, oats, groundnuts and dry-beans (as applicable)
- IAC0303 Explain the different stored product insect pests and how to identify them
- IAC0304 Explain the primary causes of grain deterioration
- IAC0305 Apply technical judgement to identify and solve problems when defects or other anomalies are detected
- IAC0306 List and explain the method and equipment used for the separation and calculation of screenings; preparation of a falling number sample and determination of the falling number (where applicable); preparation of a protein content sample and determination of the protein content (where applicable); preparation of a hectolitre mass sample and the determination of the hectolitre mass (where applicable)
- IAC0307 Explain the identification and calculation of deviations from set grading standards
- IAC0308 List and describe the measuring instruments/equipment needed and the methods used for the determination of moisture content
- IAC0309 List and explain the necessary grading documentation and the record keeping processes for completed documentation

6.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Learning resources accepted by the QCTO for accreditation
- Assessment documentation, instruments and standards accepted by the QCTO for accreditation

Human Resource Requirements:

- Facilitators of learning accepted by the QCTO for accreditation

Legal Requirements:

- Compliance with occupational health, safety and environmental protection regulations

4.4 Exemptions

- None specified

132408-000-00-00-KM-07, Employee of Choice, NQF Level 4, Credits 6

7.1 Purpose of the Knowledge Modules

The main focus of the learning in this knowledge module is to understand work practices and concepts that promotes accountability and the achievement of ethical work outcomes.

The learning will enable learners to demonstrate an understanding of:

- KM-07-KT01: Accountability at work (50%)
- KM-07-KT02: Promote an ethical workplace (50%)

7.2 Guidelines for Topics

7.2.1. KM-07-KT01: Accountability at work (50%)

Topic elements to be covered include:

- KT0101 Understand accountability (personal and mutual accountability)
- KT0102 Establish mutual accountability
- KT0103 Overcome organisational obstacles

Internal Assessment Criteria and Weight

- IAC0101 Explain the concept of accountability and why it's important in the workplace.
- IAC0203 Identify and explain the components for building personal and mutual accountability (building trust in relationships, seek feedback)
- IAC0102 Explain how to overcome obstacles to accountability (unclear or competing priorities, silo mentality)

7.2.2. KM-01-KT02: Promote an ethical workplace (50%)

Topic elements to be covered include:

- KT0201 Ethical decision making
- KT0202 Cultivate an ethical culture in the workplace
- KT0203 Identify ethical and unethical behaviour and practices in the workplace

Internal Assessment Criteria and Weight

- IAC0201 Understand the concept of business ethics and the importance of making ethical decisions
- IAC0202 Identify ways in which a workplace can encourage ethical behaviour (code of conduct, values, policies and procedures, training)
- IAC0203 Identify the benefits of good business ethical practice
- IAC0204 Identify unethical behaviour and evaluate the consequences thereof (nepotism, bribes, conflict of interest, compliance)

SECTION 3B: PRACTICAL SKILL MODULE SPECIFICATIONS

List of Practical Skill Module Specifications

- 132408-000-00-00-PM-01, Develop, review and report on operational plans and targets, NQF Level 5, Credits 8
- 132408-000-00-00-PM-02, Manage, implement and review a client relationship management strategy, NQF Level 5, Credits 6
- 132408-000-00-00-PM-03, Direct and control the performance and conduct of subordinate personnel, NQF Level 5, Credits 6
- 132408-000-00-00-PM-04, Plan, direct and control the utilisation of operational resources, NQF Level 5, Credits 8
- 132408-000-00-00-PM-05, Communicate operational information and data, NQF Level 5, Credits 6
- 132408-000-00-00-PM-06, Plan, monitor and control processes in a grain handling and storage facility, NQF Level 5, Credits 23
- 132408-000-00-00-PM-07, Maintain safety and health standards in a grain handling and storage environment, NQF Level 5, Credits 8
- 132408-000-00-00-PM-08, Plan and execute grains and oilseeds sampling and grading processes, NQF Level 4, Credits 16

1. 132408-000-00-00-PM-01, Develop, review and report on operational plans and targets, NQF Level 6, Credits 8

1.1 Purpose of the Practical Skill Modules

The focus of the learning in this module is on providing the learner an opportunity to gain practical skills in a controlled learning environment related to operational plans and targets for grain handling and storage operations.

The learner will be required to:

- PM-01-PS01: Conduct SWOT analysis of the business
- PM-01-PS02: Develop operational plans
- PM-01-PS03: Review and report on the achievement of operational targets

1.2 Guidelines for Practical Skills

1.2.1. PM-01-PS01: Conduct SWOT analysis of the business

Scope of Practical Skill

Given a profile of a grain handling and storage business learner must be able to:

- PA0101 Establish the strengths, weaknesses, opportunities and threats
- PA0102 Evaluate the results
- PA0103 Develop a SWOT analysis report

Applied Knowledge

- AK0101 SWOT analysis

Internal Assessment Criteria

- IAC0101 Analyse and report the strengths, weaknesses, opportunities and threats in the business environment.

1.2.2. PM-01-PS02: Develop operational plans

Scope of Practical Skill

Given a scenario based on crop estimates and previous year's utilisation statistics of storage space the learner must be able to:

- PA0201 Determine stocks in storage and availability of storage space
- PA0202 Develop operational stock movement projections and targets
- PA0203 Develop operational grain handling and storage plan

Applied Knowledge

- AK0201 Planning skills

Internal Assessment Criteria

- IAC0201 The operational plan meets standards of practicability and achievability

1.2.3. PM-01-PS03: Review and report on the achievement of operational targets

Scope of Practical Skill

Given a scenario based on operational data and activity reports the learner must be able to:

- PA0301 Analyse the data and activity reports against planned targets
- PA0302 Collate and present data
- PA0303 Draft and present a report which details trends and results achieved
- PA0304 Present proposal to address any problem areas

Applied Knowledge

- AK0301 Operational targets and systems

Internal Assessment Criteria

- IAC0301 The report is complete and an accurate interpretation of trends and data
- IAC0302 Recommended interventions are practicable and implementable

1.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Learning resources accepted by the QCTO for accreditation
- Assessment documentation, instruments and standards accepted by the QCTO for accreditation

Human Resource Requirements:

- Facilitators of learning accepted by the QCTO for accreditation

Legal Requirements:

- Compliance with occupational health, safety and environmental protection regulations

1.4 Exemptions

- None specified

2. 132408-000-00-00-PM-02, Manage, implement and review a client relationship management strategy, NQF Level 5, Credits 6

2.1 Purpose of the Practical Skill Modules

The focus of the learning in this module is on providing the learner an opportunity to gain the practical skills related to the development of a client relationship strategy that addressed the maintenance of relations and recruitment of new clients

The learner will be required to:

- PM-02-PS01: Formulate a client relationship management plan
- PM-02-PS02: Review a client relationship management plan

2.2 Guidelines for Practical Skills

2.2.1. PM-02-PS01: Formulate a client relationship management plan

Scope of Practical Skill

Given a learning environment related company policies and procedures, operational targets and statistics the learner must be able to:

- PA0101 Draft a client relations plan and targets
- PA0102 Design an evaluation procedure that can be used to monitor and respond to client relations and needs
- PA0103 Role-play a client relationship session addressing various scenarios

Applied Knowledge

- AK0101 Client needs and satisfaction indicators

Internal Assessment Criteria

- IAC0101 An understanding of the principles of client service in the grain handling and storage industry is demonstrated

2.2.2. PM-02-PS02: Review a client relationship management plan

Scope of Practical Skill

Given a learning environment based on client relations plan, activity targets and data the learner must be able to:

- PA0201 Review and analyse the client relations data
- PA0202 Evaluate the current client relations plan and activity targets

Applied Knowledge

- AK0201 Data analysis
- AK0202 Report writing

Internal Assessment Criteria

- IAC0201 An understanding is demonstrated of client relations management in the grain handling and storage environment

2.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Learning resources accepted by the QCTO for accreditation
- Assessment documentation, instruments and standards accepted by the QCTO for accreditation

Human Resource Requirements:

- Facilitators of learning accepted by the QCTO for accreditation

Legal Requirements:

- Compliance with occupational health, safety and environmental protection regulations

2.4 Exemptions

- None specified

3. 132408-000-00-00-PM-03, Direct and control the performance and conduct of subordinate personnel, NQF Level 5, Credits 6

3.1 Purpose of the Practical Skill Modules

The focus of the learning in this module is on providing the learner an opportunity to direct the performance and conduct of subordinate employees, and

The learner will be required to:

- PM-03-PS01: Initiate discipline in response to misconduct
- PM-03-PS02: Deal with workplace conflict
- PM-03-PS03: Determine staffing needs and allocate subordinates accordingly
- PM-03-PS04: Formulate and issue clear and assertive instructions
- PM-03-PS05: Set performance goals and conduct performance interviews
- PM-03-PS06: Demonstrate a work activity
- PM-03-PS07: Resolve problems related to conduct or performance
- PM-03-PS08: Conduct performance management interviews

3.2 Guidelines for Practical Skills

3.2.1. PM-03-PS01: Initiate discipline in response to misconduct

Scope of Practical Skill

Given a disciplinary code of conduct and case studies of a range of misconduct the learner must be able to:

- PA0101 Organise misconduct in terms of seriousness
- PA0102 Determine the appropriate disciplinary action that must be initiated
- PA0103 Complete disciplinary notices and forms
- PA0104 Participate in various roles in simulated disciplinary hearings

Applied Knowledge

- AK0101 Practices and formats for administrating and recording disciplinary actions
- AK0102 Codes of practice: Discipline

Internal Assessment Criteria

- IAC0101 The legal principles related to administrative and documentary requirements for disciplinary procedures are explained
- IAC0102 The consequences of poor administrative practices in terms of potential implications are discussed

3.2.2. PM-03-PS02: Deal with workplace conflict

Scope of Practical Skill

Given scenarios of workplace conflict situations and participating members the learner must be able to:

- PA0201 Identify possible sources of conflict
- PA0202 Decide on appropriate method to deal with conflict

- PA0203 Facilitate resolution of conflict between parties in a simulated role-play

Applied Knowledge

- AK0201 Sources of conflict
- AK0202 Conflict resolution practices
- AK0203 Inter-personnel communication practices
- AK0204 Dealing with difficult people

Internal Assessment Criteria

- IAC0201 Workplace conflict is handled as directed
- IAC0202 Methods to deal with conflict are explained
- IAC0203 Possible sources of conflict are listed and discussed

3.2.3. PM-03-PS03: Determine staffing needs and allocate subordinates accordingly

Scope of Practical Skill

Given scenarios of work outputs that must be achieved and numbers and profiles of staff available the learner must be able to:

- PA0301 Estimate number of staff needed for the achievement of given tasks
- PA0302 Allocate work to specific persons, who are best qualified
- PA0303 Draw up a schedule to develop the capacity of staff that will enhance their skills by exposing them to different roles

Applied Knowledge

- AK0301 Calculating staff requirements against defined work outputs
- AK0302 Practices to allocate staff in terms of their experience or competencies
- AK0303 Practices on staff rotation and development of multi skills

Internal Assessment Criteria

- IAC0301 Staffing needs are determined and subordinates are allocated accordingly
- IAC0302 The acceptable norms and reasoning used in the allocation of staff are explained
- IAC0303 A schedule is drawn up to develop the capacity of staff that will enhance their skills by exposing them to different roles

3.2.4. PM-03-PS04: Formulate and issue clear and assertive instructions

Scope of Practical Skill

Given scenarios of work that has to be completed in specific time frames the learner must be able to:

- PA0401 Issue a verbal instruction to a subordinate that clearly defines expected scope and standard of work to be completed
- PA0402 Draft a written instruction to a subordinate that clearly defines expected scope and standard of work to be completed

Applied Knowledge

- AK0401 Written instruction practices
- AK0402 Verbal instruction practices
- AK0403 Assertiveness

Internal Assessment Criteria

- IAC0401 Clear and assertive verbal instructions are issued (as directed)
- IAC0402 The differences between verbal and written instructions are listed and explained
- IAC0403 A written instruction to a subordinate that clearly defines expected scope and standard of work to be completed is drafted

3.2.5. PM-03-PS05: Set performance goals and conduct performance interviews

Scope of Practical Skill

Given examples of intake and out load schedules and tasks, scenarios of work outputs achieved the learner must be able to:

- PA0501 Set daily work objectives (in the form of a schedule indicating tasks) that are clear, realistic and measurable
- PA0502 Develop a basic monitoring schedule defining what, when and how monitoring will be done
- PA0503 Provide visual display of the achievement of planned tasks
- PA0504 Give oral feedback on achievement of tasks in a simulated exercise

Applied Knowledge

- AK0501 Setting daily work schedules
- AK0502 Formulating instructions
- AK0503 Interpersonal relations
- AK0504 Controlling standards of performance

Internal Assessment Criteria

- IAC0501 The importance of setting clear, realistic and measurable objectives is explained
- IAC0502 The structure of a good instruction is demonstrated and explained
- IAC0503 The importance of sound interpersonal work relations is explained
- IAC0504 The importance of the correct type of feedback is explained
- IAC0505 Work objectives are set, monitored, and achievement is reported on using a visual display

3.2.6. PM-03-PS06: Demonstrate a work activity

Scope of Practical Skill

Given a role-play of a new employee and a specific task the learner must be able to:

- PA0601 Explain how the task must be done and the standard that must be achieved
- PA0602 Demonstrate the task
- PA0603 Allow an opportunity for questions

- PA0604 Observe whilst the new employee performs the task
- PA0605 Provide feedback to the new employee

Applied Knowledge

- AK0601 Demonstration practices
- AK0602 Feedback process

Internal Assessment Criteria

- IAC0601 The critical elements of an effective practical demonstration are explained
- IAC0602 A work activity is demonstrated as directed
- IAC0603 The observation of the "new employee" performing the task is done and constructive feedback is provided

3.2.7. PM-03-PS07: Resolve problems related to conduct or performance

Scope of Practical Skill

Given scenarios and case studies of a range of performance related problems, including problems based on conduct and poor skills the learner must be able to:

Given subordinate performance levels in a simulated learning environment the learner must be able to:

- PA0701 Distinguish between personnel performance gaps due to skills shortages and misconduct
- PA0702 Isolate the cause of the performance problem and motivate the appropriate corrective measure
- PA0703 Select the appropriate response to areas of misconduct
- PA0704 Define skills-related problem areas
- PA0705 Correct skills-related problem areas by conducting a simulated coaching session

Applied Knowledge

- AK0701 Addressing poor performance related to misconduct
- AK0702 Addressing poor performance related to skills problems
- AK0703 Coaching practices

Internal Assessment Criteria

- IAC0701 Various reasons for poor performance and those directly related to a lack of skills are compared and explained
- IAC0702 Poor performance levels are addressed in accordance with workplace procedures
- IAC07

3.2.8. PM-03-PS08: Conduct performance management interviews

Scope of Practical Skill

Given subordinate performance levels in a simulated learning environment the learner must be able to:

- PA0801 Evaluate performance levels
- PA0802 Identify performance gaps

- PA0803 Compile a performance evaluation report
- PA0804 Conduct a performance interview
- PA0805 Address performance gaps
- PA0806 Recognise performance excellence

Applied Knowledge

- AK0801 Interpersonal communication
- AK0802 Performance interview practices

Internal Assessment Criteria

- IAC0801 The importance of a constructive and focused process in terms of providing clear direction, focusing on facts and expected outputs without being drawn into emotional and personal debates is explained
- IAC0802 Performance goals are set
- IAC0803 Performance interviews are conducted according to workplace instructions

3.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Learning resources accepted by the QCTO for accreditation
- Assessment documentation, instruments and standards accepted by the QCTO for accreditation

Human Resource Requirements:

- Facilitators of learning accepted by the QCTO for accreditation

Legal Requirements:

- Compliance with occupational health, safety and environmental protection regulations

3.4 Exemptions

- None specified

4. 132408-000-00-00-PM-04, Plan, direct and control the utilisation of operational resources, NQF Level 5, Credits 8

4.1 Purpose of the Practical Skill Modules

The focus of the learning in this module is on providing the learner an opportunity to gain practical skills in planning, directing and reporting on the utilisation of resources.

The learner will be required to:

- PM-04-PS01: Determine resource requirements to meet operational objectives
- PM-04-PS02: Read budget reports and evaluate compliance
- PM-04-PS03: Verify and reconcile grain stock and estimate grain loss

4.2 Guidelines for Practical Skills

4.2.1. PM-04-PS01: Determine resource requirements to meet operational objectives

Scope of Practical Skill

Given resources available and grain handling plan the learner must be able to:

- PA0101 Estimate requirements
- PA0102 Identify, and where applicable, address resource shortages
- PA0103 Plan utilisation and allocate resources in order to achieve consistent workflow to meet objectives
- PA0104 Draw up a schedule that will ensure timeous and sufficient availability of resources
- PA0105 Maintain registers and records

Applied Knowledge

- AK0101 Calculate resources requirements and balance against availability levels
- AK0102 Grain handling, treatment and out-loading scheduling practices

Internal Assessment Criteria

- IAC0101 The importance of grain handling, treatment and out-loading scheduling practices that will ensure timeous and sufficient availability of resources is explained
- IAC0102 Resource requirements to meet operational objectives are determined according to instructions
- IAC0103 Registers and records are completed according to workplace requirements

4.2.2. PM-04-PS02: Read budget reports and evaluate compliance

Scope of Practical Skill

Given financial cost control reports, an intake, storage and out loading schedule and a budget the learner must be able to:

- PA0201 Read financial reports and compare actual costs against budget
- PA0202 Identify and report on deviations from budget costs and recommend corrective measures to keep within budget limits
- PA0203 Estimate resource needs and costs for a specific budgeting period
- PA0204 Compile motivated funding requirements for budgeting submission

- PA0205 Evaluate processes and the use of resources to identify and eliminate areas of waste/loss
- PA0206 Monitor and control assets

Applied Knowledge

- AK0201 Budgeting practices

Internal Assessment Criteria

- IAC0201 The budgeting practices that are applied are explained
- IAC0202 Motivated funding requirements for budgeting submission are compiled
- IAC0203 Cost control principles, asset control principles, documentation and policies are explained
- IAC0204 Budget reports are read and compliance is evaluated

4.2.3. PM-04-PS03: Verify and reconcile grain stock and estimate grain loss

Scope of Practical Skill

Given data of stock on hand, grain receipt and out loading documentation the learner must be able to:

- PA0301 Collect and interpret grain receipt and out loading documentation and compile accurate records
- PA0302 Verify stored grain quantities
- PA0303 Reconcile stock and estimate grain loss
- PA0304 Recognise, record and respond to shortages above the accepted norm and notify supporting department/s

Applied Knowledge

- AK0301 Practices to verify and reconcile stock

Internal Assessment Criteria

- IAC0301 The norm for acceptable stock shortages is explained
- IAC0302 The cost implications of stock shortages on the business are explained
- IAC0303 The procedure applied for stock verification and reconciliation is explained
- IAC0304 The procedures to perform verification and reconciliation of grain stock are demonstrated
- IAC0305 Grain loss is estimated

4.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Demonstrate access to:
 - Structured examples and scenarios
 - Learner instructions and work sheets
 - Assessment instruments and standards for each practical skill that clearly defines standards of competence as competent or not yet competent
- Reflective learning exercises

Human Resource Requirements:

- Learner facilitator ratio of 1:15
- Facilitators with subject matter expertise
- Internal assessors can be the same person as the facilitator
- Assessors with recognised assessment practice training and subject matter expertise

Legal Requirements:

- Compliance with occupational health, safety and environmental protection regulations

4.4 Exemptions

- None specified

5. 132408-000-00-00-PM-05, Communicate operational information and data, NQF Level 5, Credits 6

5.1 Purpose of the Practical Skill Modules

The focus of the learning in this module is on providing the learner an opportunity to organise, present and report operational data in a controlled learning environment and share information and keep subordinates informed.

The learner will be required to:

- PM-05-PS01: Conduct a meeting
- PM-05-PS02: Prepare and present operational information in the form of written reports
- PM-05-PS03: Prepare and present operational information orally with the use of visual aids
- PM-05-PS04: Process data to generate information and isolate trends

5.2 Guidelines for Practical Skills

5.2.1. PM-05-PS01: Conduct a meeting

Scope of Practical Skill

Given a simulated meeting, structured to involve a group of participants with specific roles, past minutes of a meeting and operational information to inform the members the learner must be able to:

- PA0101 Plan the agenda of a meeting in relation to the meeting objective
- PA0102 Prepare and organise meeting information material including an agenda and past minutes and documentary records to be considered during the meeting, from the learning aids provided
- PA0103 Chair a simulated meeting
- PA0104 Record decisions made during the meeting

Applied Knowledge

- AK0101 Workplace meetings - directing and chairing a meeting
- AK0102 Dealing with emotional interruptions during meetings
- AK0103 Dealing with argumentative and difficult members of a meeting

Internal Assessment Criteria

- IAC0101 The role of the Chairperson to control and direct the proceedings during a meeting is explained
- IAC0102 An agenda is compiled in relation to the meeting objective
- IAC0103 A simulated meeting is conducted
- IAC0104 Decisions made during the meeting are recorded in the correct format

5.2.2. PM-05-PS02: Prepare and present operational information in the form of written reports

Scope of Practical Skill

Given examples of a grain handling and storage facility operational data, at least three target audiences (subordinate, peer, manager) and a personal computer the learner must be able to:

- PA0201 Compile reports for specific target audiences using the appropriate language, format and writing style

Applied Knowledge

- AK0201 Writing styles and language use
- AK0202 Production reporting formats
- AK0203 Organising and presenting information in production reports

Internal Assessment Criteria

- IAC0201 A report is planned, and a first draft is written and edited
- IAC0202 Operational information is prepared and presented in the form of written reports

5.2.3. PM-05-PS03: Prepare and present operational information orally with the use of visual aids

Scope of Practical Skill

Given examples of a grain handling and storage facility operational data, at least three target audiences (subordinate, peer, managers), the learner must be able to:

- PA0301 Prepare and organise presentation material to be used in an oral presentation
- PA0302 Deliver an oral presentation to each of the target groups and respond to questions raised

Applied Knowledge

- AK0301 Planning and preparing for a presentation
- AK0302 Target audience requirements
- AK0303 Developing a presentation
- AK0304 Presentation principles

Internal Assessment Criteria

- IAC0301 Operational information is prepared and presented orally with the use of visual aids

5.2.4. PM-05-PS04: Process data to generate information and isolate trends

Scope of Practical Skill

Given raw operational data, a personal computer and instruction to report data for a range of scenarios the learner must be able to:

- PA0401 Consolidate information from more than one source
- PA0402 Analyse data and isolate/identify trends

Applied Knowledge

- AK0401 Data collation
- AK0402 Report writing

Internal Assessment Criteria

- IAC0401 The required raw operational data is consolidated to prepare it for analysis
- IAC0402 Data is processed to generate information and isolate trends

5.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Learning resources accepted by the QCTO for accreditation
- Assessment documentation, instruments and standards accepted by the QCTO for accreditation

Human Resource Requirements:

- Facilitators of learning accepted by the QCTO for accreditation
- The capacity to conduct internal quality assurance by employed staff or contracted experts

Legal Requirements:

- Compliance with occupational health, safety and environmental protection regulations

5.4 Exemptions

- None specified

6. 132408-000-00-00-PM-06, Plan, monitor and control processes in a grain handling and storage facility, NQF Level 6, Credits 23

6.1 Purpose of the Practical Skill Modules

The focus of the learning in this module is on providing the learner an opportunity to plan, monitor and control grain intake, storage and out loading processes in accordance with specifications, policies and procedures.

The learner will be required to:

- PM-06-PS01: Apply technical judgment to monitor and control grain handling and storage practices
- PM-06-PS02: Monitor and control equipment setup and maintenance
- PM-06-PS03: Plan and schedule operational activities
- PM-06-PS04: Recognise and respond to variations in grain flow and quality standards at various stages

6.2 Guidelines for Practical Skills

6.2.1. PM-06-PS01: Apply technical judgment to monitor and control grain handling and storage practices

Scope of Practical Skill

Given a controlled learning environment and grain intake, storage and out-loading processes the learner must be able to:

- PA0101 Evaluate weighing, sampling and grain grading practices, and capture the information on the system and respond to deviations from operating procedures to maintain standards
- PA0102 Interpret grain grading results to allocate grain to correct bins or pre-storage treatment process
- PA0103 Use visual and sensory cues to determine grain deterioration (mouldy-sour smell, condensation, hot spots and insect infestation) to maintain grain quality during storage
- PA0104 Monitor and control standards, practices and the associated documentation requirements applied during grain receiving processes, and respond to deviations
- PA0105 Monitor and control practices (including documentation) applied during out-loading processes and respond to deviations to maintain standards

Applied Knowledge

- AK0101 Quality factors that influence grain grading and storage
- AK0102 Grain quality assurance and stock management
- AK0103 Overview of pest control principles and concept

Internal Assessment Criteria

- IAC0101 Sampling, weighing and grain grading procedures are explained
- IAC0102 Intake and out-loading procedures are explained
- IAC0103 The appropriate response to deviations in quality standards is explained
- IAC0104 Technical judgment is applied to monitor and control grain handling and storage practices according to workplace procedures
- IAC0105 Required documentation completed

6.2.2. PM-06-PS02: Monitor and control equipment setup and maintenance

Scope of Practical Skill

Given a grain handling facility, a range of scenarios, pictures and/or physical examples representing indications of mechanical problems the learner must be able to:

- PA0201 Apply technical understanding to ensure that equipment is operated within designed mechanical specifications and safety parameters
- PA0202 Recognise a basic mechanical problem, isolate the cause of the problem and recommend the desired actions to address the situation
- PA0203 Make/initiate adjustments to meet required grain flow
- PA0204 Proactively recognise potential problem areas, formulate preventative measures and take the desired course of action
- PA0205 Report and initiate services and maintenance of equipment

Applied Knowledge

- AK0201 Indicators of mechanical problems on equipment
- AK0202 Standard equipment settings and operating standards
- AK0203 Causes of mechanical problems

Internal Assessment Criteria

- IAC0201 The appropriate usage of equipment for different processes is explained
- IAC0202 The causes of mechanical failure of equipment related to various scenarios is explained
- IAC0203 Potential problem areas and the desired course of action to address the problem are discussed
- IAC0204 Equipment setup and maintenance are monitored and controlled

6.2.3. PM-06-PS03: Plan and schedule operational activities

Scope of Practical Skill

Given a simulated environment or case study with historic data or examples of grain crop estimates, trend data and market requirements the learner must be able to:

- PA0301 Utilise data provided to plan operational activities of a grain handling and storage facility
- PA0302 Set targets to ensure optimal utilisation of storage capacity for different quality grains
- PA0303 Analyse trends of grain received and plan operational activities accordingly
- PA0304 Evaluate storage utilisation and formulate corrective measures to address deviations

Applied Knowledge

- AK0301 Planning and scheduling

Internal Assessment Criteria

- IAC0301 Operational activities are planned and scheduled as directed
- IAC0302 Possible corrective measures to address deviations identified in storage utilisation are explained

6.2.4. PM-06-PS04: Recognise and respond to variations in grain flow and quality standards at various stages

Scope of Practical Skill

Given various grain specifications and a controlled grain handling and storage learning environment the learner must be able to:

- PA0401 Inspect grain quality to maintain consistent application of grain grading standards
- PA0402 Channel sub-standard grain to the appropriate pre-storage treatment process
- PA0403 Monitor optimal grain flow in terms of equipment capacity
- PA0404 Recognise and respond to deviations in grain flow at various stages during the grain handling process
- PA0405 Use visual and sensory cues to determine grain deterioration (mouldy-sour smell, condensation, hot spots, insect infestation)
- PA0406 Analyse information provided in grain inspection reports
- PA0407 Select and initiate the appropriate corrective action to maintain grain quality standards and minimise loss
- PA0408 Compile records and report on actions taken

Applied Knowledge

- AK0401 Quality factors that influence grain grading and storage
- AK0402 Relationship between and concepts related to operational control, and stock quantity and quality
- AK0403 Grain handling standards
- AK0404 Concepts of product contamination and deterioration
- AK0405 Product quality concepts and standards
- AK0406 Legislation and the regulations in respect of Food Hygiene and Food Safety Standards

Internal Assessment Criteria

- IAC0401 The importance of grain grading and quality standards are explained
- IAC0402 The implications of various deviations in grain quality and corrective measures that can be taken are discussed
- IAC0403 Variations in grain flow and quality standards at various stages are recognised and correctly responded to

6.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Learning resources accepted by the QCTO for accreditation
- Assessment documentation, instruments and standards accepted by the QCTO for accreditation

Human Resource Requirements:

- Facilitators of learning accepted by the QCTO for accreditation
- The capacity to conduct internal quality assurance by employed staff or contracted experts

Legal Requirements:

- Compliance with occupational health, safety and environmental protection regulations

6.4 Exemptions

- None specified

7. 132408-000-00-00-PM-07, Maintain safety and health standards in a grain handling and storage environment, NQF Level 5, Credits 8

7.1 Purpose of the Practical Skill Modules

The focus of the learning in this module is on providing the learner an opportunity to perform the required processes and procedures to maintain safety and health standards in a grain handling and storage environment.

The learner will be required to:

- PM-07-PS01: Identify and respond to work practices, events or situations that could create unsafe working conditions
- PM-07-PS02: Inspect structures and facilities for soundness and compliance with safety, health and quality assurance requirements
- PM-07-PS03: Monitor and control handling and disposal of waste
- PM-07-PS04: Investigate and report incidents/accidents

7.2 Guidelines for Practical Skills

7.2.1. PM-07-PS01: Identify and respond to work practices, events or situations that could create unsafe working conditions

Scope of Practical Skill

Given a controlled learning environment in a grain handling facility the learner must be able to:

- PA0101 Inspect a work area to identify risks and recommend corrective measures
- PA0102 Identify the appropriate response to a range of situations to enforce compliance with Safety, Health and Environmental Protection measures
- PA0103 Compile reports on risks in terms of Safety Health and Environmental protection policies and procedures

Applied Knowledge

- AK0101 Safety standards and preventative practices
- AK0102 Common deviations and standard responses

Internal Assessment Criteria

- IAC0101 The importance of Safety, Health and Environmental Protection policies and procedures in the workplace are explained
- IAC0102 Work practices, events or situations that could create unsafe working conditions are identified and responded to

7.2.2. PM-07-PS02: Inspect structures and facilities for soundness and compliance with safety, health and quality assurance requirements

Scope of Practical Skill

Given Inspect structures and facilities for soundness and compliance with safety the learner must be able to:

- PA0201 Conduct inspections to recognise potential problem areas, formulate preventive measures and the desired course of action
- PA0202 Formulate maintenance and repair requests to inform dedicated maintenance and repair department of services required

- PA0203 Record findings of inspections and request corrective measures in accordance with standard quality assurance procedures

Applied Knowledge

- AK0201 Grain handling facility operational safety

Internal Assessment Criteria

- IAC0201 The consequences of non-conforming structures and/or facilities on the business are discussed
- IAC0202 Structures and facilities are inspected for soundness and compliance with safety, health and quality assurance requirements

7.2.3. PM-07-PS03: Monitor and control handling and disposal of waste

Scope of Practical Skill

Given a controlled learning environment, an operational grain handling and storage facility and waste produced during normal operating conditions the learner must be able to:

- PA0301 Monitor and control waste disposal operations to ensure compliance with legislative requirements
- PA0302 Monitor grain dust and chaff bagging, weighing, documentation, disposal and the loss adjustment from stock records
- PA0303 Recognise and initiate corrective measures to address hazards

Applied Knowledge

- AK0301 Legislative Acts and regulations
- AK0302 Waste handling procedures

Internal Assessment Criteria

- IAC0301 Waste disposal practices and the risks associated with non-conformance to statutory Acts and regulations are discussed
- IAC0302 Handling and disposal of waste are monitored and controlled

7.2.4. PM-07-PS04: Investigate and report incidents/accidents

Scope of Practical Skill

Given a simulated incident/accident the learner must be able to:

- PA0401 Conduct an investigation and submit a report
- PA0402 Establish an official record and report as required by regulatory requirements
- PA0403 Formulate recommendations on preventive measures

Applied Knowledge

- AK0401 Facility operational safety procedures
- AK0402 Incident investigation and reporting procedures

Internal Assessment Criteria

- IAC0401 Incidents/accidents are investigated and reported according to workplace procedures

7.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Learning resources accepted by the QCTO for accreditation
- Assessment documentation, instruments and standards accepted by the QCTO for accreditation

Human Resource Requirements:

- Facilitators of learning accepted by the QCTO for accreditation
- The capacity to conduct internal quality assurance by employed staff or contracted experts

Legal Requirements:

- Compliance with occupational health, safety and environmental protection regulations

7.4 Exemptions

- None specified

8. 313911-000-00-00-PM-08, Plan and execute grains and oilseeds sampling and grading processes, NQF Level 4, Credits 16

8.1 Purpose of the Practical Skill Modules

The focus of the learning in this module is on providing the learner an opportunity to Collect and reduce samples of a grain/oilseed consignment and execute processes for the grading of grains and oilseeds

The learner will be required to:

- PM-08-PS01: Collect and prepare samples of a grain/oilseed consignment for the grading process
- PM-08-PS02: Plan and prepare for the grading of a grain/oilseed consignment
- PM-08-PS03: Analyse and grade the grain/oilseed working sample

8.2 Guidelines for Practical Skills

8.2.1. PM-08-PS01: Collect and prepare samples of a grain/oilseed consignment for the grading process

Scope of Practical Skill

Given a case study, a simulated grain/oilseed consignment (scaled), sampling tables and applicable rules, sampling instruments/equipment and clothing, relevant documents and standard operating procedures the learner must be able to:

- PA0101 Select the appropriate instruments/equipment and personal protective clothing/equipment required for the sampling procedure
- PA0102 Draw the required primary samples of the grain or oilseed consignment
- PA0103 Apply the applicable sample reduction technique to obtain a representative working sample
- PA0104 Present the prepared sample and documentation for the grading process

Applied Knowledge

- AK0101 Concept and principles of representative grains and oilseeds sampling
- AK0102 Sampling methods and procedures

Internal Assessment Criteria

- IAC0101 Samples of a grain/oilseed consignment are collected and prepared for the grading process according to workplace procedures
- IAC0102 The prepared sample and documentation for the grading process are presented

8.2.2. PM-08-PS02: Plan and prepare for the grading of a grain/oilseed consignment

Scope of Practical Skill

Given a suitable workplace, accompanying documentation, the relevant instruments, equipment, standard operating procedures and regulations the learner must be able to:

- PA0201 Determine a sequence of operation and prepare the workplace with the instruments and equipment required for the testing procedures pertaining to the specific grain or oilseed to be analysed
- PA0202 Select and check the functionality and calibration (where applicable) of the appropriate measuring instruments and test equipment and make adjustments where required
- PA0203 Select the appropriate personal protective clothing and equipment

Applied Knowledge

- AK0201 Organising and preparing the workplace
- AK0202 Testing procedures
- AK0203 Measuring instruments and test equipment
- AK0204 Personal protective equipment

Internal Assessment Criteria

- IAC0201 Planning and preparation procedures for the grading of a grain/oilseed consignment are performed according to workplace procedures and instructions
- IAC0202 The appropriate instruments and equipment are selected, checked and prepared
- IAC0203 Appropriate personal protective clothing and equipment are selected

8.2.3. PM-08-PS03: Analyse and grade the grain/oilseed working sample

Scope of Practical Skill

Given a representative working sample of a grain/oilseed consignment and accompanying documentation, measuring and testing instruments/equipment and grading standards the learner must be able to:

- PA0301 Determine the moisture content of a working sample using appropriate equipment and record result
- PA0302 Separate grain/oilseed and screenings, defective grain, poisonous seeds, other grain and foreign matter
- PA0303 Calculate and record screening percentage and identify, calculate and record defects, poisonous seeds, other grain and foreign matter
- PA0304 Prepare falling number sample and determine and record result (where applicable)
- PA0305 Prepare a protein content sample and determine and record result (where applicable)
- PA0306 Prepare a hectolitre mass sample and determine and record result (where applicable)
- PA0307 Interpret results and allocate grade
- PA0308 Record grade allocated, deviations, actions taken/recommended
- PA0309 Forward completed documentation in accordance with standard operating procedures

Applied Knowledge

- AK0301 Grains and oilseeds grading principles and regulatory framework
- AK0302 Grading methods and procedures
- AK0303 Required calculations

Internal Assessment Criteria

- IAC0301 The grain/oilseed working sample is analysed and graded using appropriate workplace procedures
- IAC0302 Grades are recorded and completed documentation is forwarded according to workplace procedures

8.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Learning resources accepted by the QCTO for accreditation
- Assessment documentation, instruments and standards accepted by the QCTO for accreditation

Human Resource Requirements:

- Facilitators of learning accepted by the QCTO for accreditation

Legal Requirements:

- Compliance with occupational health, safety and environmental protection regulations

8.4 Exemptions

- None specified

SECTION 3C: WORK EXPERIENCE MODULE SPECIFICATIONS

List of Work Experience Module Specifications

- 132408-000-00-00-WM-01, Operational planning, review and management processes in a grain handling and storage environment, NQF Level 5, Credits 12
- 132408-000-00-00-WM-02, Staff management and leadership in a grain handling and storage environment, NQF Level 5, Credits 12
- 132408-000-00-00-WM-03, Operational resource utilisation practices in a grain handling and storage operation, NQF Level 5, Credits 6
- 132408-000-00-00-WM-04, Grain handling and storage procedures, systems, standards and processes, NQF Level 5, Credits 30
- 1323408-000-00-00-WM-05, Grain grading practices and procedures, NQF Level 4, Credits 12

1. 132408-000-00-00-WM-01, Operational planning, review and management processes in a grain handling and storage environment, NQF Level 5, Credits 12

1.1 Purpose of the Work Experience Modules

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

Gain experience in an environment in which the learner is exposed to the complexities of operational planning, review and management processes. The experience provides a further experiential learning opportunity in the practical skills presented by the provider

The learner will be required to:

- WM-01-WE01: Observe and assist an experienced person with the provision of operational planning and target setting activities for a week
- WM-01-WE02: 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

1.2 Guidelines for Work Experiences

1.2.1. WM-01-WE01: Observe and assist an experienced person with the provision of operational planning and target setting activities for a week

Scope of Work Experience

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

- 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

Supporting Evidence

- SE0101 Records from meetings
- SE0102 Standard workplace records

1.2.2. WM-01-WE02: 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

Scope of Work Experience

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

- 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

Supporting Evidence

- SE0201 Records from meetings
- SE0202 Standard workplace records

1.3 Contextualised Workplace Knowledge

1 Standard workplace policies procedures and documents

1.4 Criteria for Workplace Approval

Physical Requirements:

- Standard documentation on protocols and procedures
- Standard reporting documentation

Human Resource Requirements:

- Grain Handling Controller expert trained in coaching and mentoring
- Learner expert ratio of 1:5

Legal Requirements:

- None specified in addition to workplace specific regulatory requirements

1.5 Additional Assignments to be Assessed Externally

None

2. 132408-000-00-00-WM-02, Staff management and leadership in a grain handling and storage environment, NQF Level 5, Credits 12

2.1 Purpose of the Work Experience Modules

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

Gain experience in managing personnel of a grain handling and storage facility

The learner will be required to:

- WM-02-WE01: Observe and assist an experienced person with the personnel management and leadership related activities for a week
- 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 learner for two weeks

2.2 Guidelines for Work Experiences

2.2.1. WM-02-WE01: Observe and assist an experienced person with the personnel management and leadership related activities for a week

Scope of Work Experience

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

- 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

Supporting Evidence

- SE0101 Records from meetings
- SE0102 Standard workplace records

2.2.2. 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 learner for two weeks

Scope of Work Experience

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

- 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

Supporting Evidence

- SE0201 Records from meetings
- SE0202 Standard workplace records

2.3 Contextualised Workplace Knowledge

1 Workplace policies, procedures and standards

2.4 Criteria for Workplace Approval

Physical Requirements:

- Standard documentation on protocols and procedures
- Standard reporting documentation

Human Resource Requirements:

- Grain Handling Controller expert trained in coaching and mentoring
- Learner expert ratio of 1:5

Legal Requirements:

- None specified in addition to workplace specific regulatory requirements

2.5 Additional Assignments to be Assessed Externally

None

3. 132408-000-00-00-WM-03, Operational resource utilisation practices in a grain handling and storage operation, NQF Level 5, Credits 6

3.1 Purpose of the Work Experience Modules

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

Gain experience in communicating information, keeping subordinates informed, and providing inputs in respect of operational data and trends at planning and quality meetings

The learner will be required to:

- WM-03-WE01: Observe and assist an experienced person with the operational resource utilisation, data management and reporting related practices for a week
- WM-03-WE02: Attend to operational resource utilisation, data management and reporting practices under guidance and with assistance of an experienced person for two weeks

3.2 Guidelines for Work Experiences

3.2.1. WM-03-WE01: Observe and assist an experienced person with the operational resource utilisation, data management and reporting related practices for a week

Scope of Work Experience

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

- 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

Supporting Evidence

- SE0101 Operational records

3.2.2. WM-03-WE02: Attend to operational resource utilisation, data management and reporting practices under guidance and with assistance of an experienced person for two weeks

Scope of Work Experience

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

- 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

Supporting Evidence

- SE0201 Production records

3.3 Contextualised Workplace Knowledge

1 Workplace policies, procedures and standards

2 Workplace reporting structures

3.4 Criteria for Workplace Approval

Physical Requirements:

- Standard documentation on protocols and procedures
- Standard reporting documentation

Human Resource Requirements:

- Grain Handling Controller expert trained in coaching and mentoring
- Learner expert ratio of 1:5

Legal Requirements:

- None specified in addition to workplace specific regulatory requirements

3.5 Additional Assignments to be Assessed Externally

None

4. 132408-000-00-00-WM-04, Grain handling and storage procedures, systems, standards and processes, NQF Level 5, Credits 30

4.1 Purpose of the Work Experience Modules

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

Gain experience in monitoring and controlling the handling and storage processes, grain quantities and quality, and the operational functionality of equipment and facilities in a bulk grain handling facility

The learner will be required to:

- WM-04-WE01: Observe and assist an experienced person with activities related to grain handling and storage procedures, systems, standards and processes management
- 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.

4.2 Guidelines for Work Experiences

4.2.1. WM-04-WE01: Observe and assist an experienced person with activities related to grain handling and storage procedures, systems, standards and processes management

Scope of Work Experience

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

- 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

Supporting Evidence

- SE0101 Records and reports

4.2.2. 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.

Scope of Work Experience

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

- 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

Supporting Evidence

- SE0201 Facility inspection records and reports
- SE0202 Grain quality bin inspection records/reports
- SE0203 Mentor reports

4.3 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 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

4.4 Criteria for Workplace Approval

Physical Requirements:

- Bulk grain handling and storage facility
- Standard reporting documentation

Human Resource Requirements:

- Grain Handling Controller expert trained in coaching and mentoring
- Learner expert ratio of 1:5

Legal Requirements:

- Workplace compliance with occupational health safety and environmental protection requirements

4.5 Additional Assignments to be Assessed Externally

None

5. 132408-000-00-00-WM-05, Grain grading practices and procedures, NQF Level 4, Credits 12

5.1 Purpose of the Work Experience Modules

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

Collect and prepare representative samples and grade grains and oilseeds during intake or dispatch operations in accordance with grading standards, regulatory requirements and safety procedures.

The learner will be required to:

- WM-05-WE01: Observe and assist an experienced person with the grain grading related activities for a week
- 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 weeks

5.2 Guidelines for Work Experiences

5.2.1. WM-05-WE01: Observe and assist an experienced person with the grain grading related activities for a week

Scope of Work Experience

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

- 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

Supporting Evidence

- SE0101 Sampling and grading documents
- SE0102 Standard workplace records

5.2.2. 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 weeks

Scope of Work Experience

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

- 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

Supporting Evidence

- SE0201 Sampling and grading documents
- SE0202 Standard workplace records

5.3 Contextualised Workplace Knowledge

1 Workplace practices and standards

2 Workplace reporting structures

5.4 Criteria for Workplace Approval

Physical Requirements:

- Standard documentation on protocols and procedures
- Standard reporting documentation

Human Resource Requirements:

- Subject matter expert trained in coaching and mentoring
- Learner expert ratio of 1:5

Legal Requirements:

- None specified in addition to workplace specific regulatory requirements

5.5 Additional Assignments to be Assessed Externally

None specified

SECTION 4: STATEMENT OF WORK EXPERIENCE

Curriculum Number:	132408-000-00-00
Curriculum Title:	Grain Depot Manager

Learner Details	
Name:	
ID Number:	

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

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

WM-01-WE01	Observe and assist an experienced person with the provision of operational planning and target setting activities for a week		
	Scope Work Experience	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		
	Supporting Evidence	Date	Signature
SE0101	Records from meetings		
SE0102	Standard workplace records		
WM-01-WE02	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		
	Scope Work Experience	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		
	Supporting Evidence	Date	Signature
SE0201	Records from meetings		
SE0202	Standard workplace records		

	Contextualised Workplace Knowledge	Date	Signature
1	Standard workplace policies procedures and documents		

	Additional Assignments to be Assessed Externally	Date	Signature

132408-000-00-00-WM-02, Staff management and leadership in a grain handling and storage environment, NQF Level 5, Credits 12

WM-02-WE01	Observe and assist an experienced person with the personnel management and leadership related activities for a week		
	Scope Work Experience	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		
	Supporting Evidence	Date	Signature
SE0101	Records from meetings		
SE0102	Standard workplace records		
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 learner for two weeks		
	Scope Work Experience	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		
	Supporting Evidence	Date	Signature
SE0201	Records from meetings		
SE0202	Standard workplace records		

	Contextualised Workplace Knowledge	Date	Signature
1	Workplace policies, procedures and standards		

	Additional Assignments to be Assessed Externally	Date	Signature
--	---	------	-----------

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

WM-03-WE01	Observe and assist an experienced person with the operational resource utilisation, data management and reporting related practices for a week		
	Scope Work Experience	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		
	Supporting Evidence	Date	Signature
SE0101	Operational records		
WM-03-WE02	Attend to operational resource utilisation, data management and reporting practices under		

	guidance and with assistance of an experienced person for two weeks		
	Scope Work Experience	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		
	Supporting Evidence	Date	Signature
SE0201	Production records		

	Contextualised Workplace Knowledge	Date	Signature
1	Workplace policies, procedures and standards		
2	Workplace reporting structures		

	Additional Assignments to be Assessed Externally	Date	Signature
--	---	------	-----------

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

WM-04-WE01	Observe and assist an experienced person with activities related to grain handling and storage procedures, systems, standards and processes management		
	Scope Work Experience	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		
	Supporting Evidence	Date	Signature
SE0101	Records and reports		
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.		
	Scope Work Experience	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		
	Supporting Evidence	Date	Signature
SE0201	Facility inspection records and reports		
SE0202	Grain quality bin inspection records/reports		
SE0203	Mentor reports		

	Contextualised Workplace Knowledge	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		

	Additional Assignments to be Assessed Externally	Date	Signature

132408-000-00-00-WM-05, Grain grading practices and procedures, NQF Level 4, Credits 12

WM-05-WE01	Observe and assist an experienced person with the grain grading related activities for a week		
	Scope Work Experience	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		
	Supporting Evidence	Date	Signature
SE0101	Sampling and grading documents		
SE0102	Standard workplace records		
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 weeks		
	Scope Work Experience	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		
	Supporting Evidence	Date	Signature
SE0201	Sampling and grading documents		
SE0202	Standard workplace records		

	Contextualised Workplace Knowledge	Date	Signature
1	Workplace practices and standards		
2	Workplace reporting structures		

	Additional Assignments to be Assessed Externally	Date	Signature