




Occupational Qualification Document				
Occupational Code	Qualification Title	NQF Level	[insert image here]	
132408	Occupational Certificate: Grain Depot Manager	5		
	Name	Email	Phone	Logo
Development Quality Partner	AgriSETA	info@agriseta.co.za	(012) 301 5600	
Assessment Quality Partner	AgriSETA	info@agriseta.co.za	(012) 301 5600	

## **QUALIFICATION DETAILS**

Qualification Title: Occupational Certificate: Grain Deport Manager.

Occupational Code: 132408.

Quality Assuring Body: Quality Council for Trades and Occupations (QCTO).

Sub-Framework: Occupational Qualifications Sub-Framework.

Field: Field 01 - Agriculture and Nature Conservation.

Subfield: Secondary Agriculture.

NQF Level: 5.

Credits: 234.

Originator/Development Quality Partner (DQP): AgriSETA.

Qualification Type: Occupational Certificate.

Registered qualifications and or learning programmes to be replaced:

- National Diploma: Grain Handling Management, NQF Level 5.

## **RATIONALE**

This qualification will ensure that candidates are presented with an opportunity to achieve formal recognition for competencies related to grain handling and storage functions. This opens career path and labour mobility opportunities in industries associated with storage and processing of grains and oilseeds.

The competencies addressed by this qualification is essential for persons employed to ensure food safety and security and management and maintain quality standards of grain stocks in storage. The stocks produced by the farming community is placed in the care and safe keeping of the grain deport manager.

This qualification will equip learners with the necessary skills and competence to manage bulk grain handling depots. As grain handling facilities are mostly located in the rural areas of the country where employment and skills development opportunities are critical, this qualification promotes career opportunities in our rural farming areas.

Of specific importance is the inclusion of competencies related to grading of grain and oil seed as a foundational step for persons entering into formal career paths towards grain deport management.

Learners will find employment as Grain Graders and Grain Deport Managers in the formal economy with enterprises involved in grading, handling, storage and distribution of grains and oilseeds as a service to farmers. Grain processing operations as well as intensive grain farming operations include grain handling and storage facilities as a component of the infrastructure. This curriculum also

provides a standard for training of persons who will be tasked with the management or control of these grain storages or handling facilities.

Target groups identified include school leavers with an NQF Level 4 qualification or persons who has been working in grain grading and depot management positions in the grain depot industry without formal qualifications and has the desire to formalise their skills and knowledge.

Employers will benefit from appointing qualified persons and thereby achieve increased productivity and capacity to be competitive in the global and international grain distribution markets. Career path leads toward operational management positions with the management structures of agricultural businesses.

## **PURPOSE**

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

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

A qualified learner will be able to:

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

## **RULES OF COMBINATION**

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: 82

### **Practical Skill Modules**

Total number of credits for Practical Skill Modules: 81

### **Work Experience Modules**

Total number of credits for Work Experience Modules: 71

## **ENTRY REQUIREMENTS**

NQF Level 1 with Mathematics.

## **EXIT LEVEL OUTCOMES AND ASSOCIATED ASSESSMENT CRITERIA**

### **Exit Level Outcome 1**

Manage and control the achievement of operational targets.

#### **Associated Assessment Criteria**

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

### **Exit Level Outcome 2**

Lead and manage staff to ensure smooth business operations.

#### **Associated Assessment Criteria**

- Fair labour practices, procedure and general codes of conduct are applied as established by legislative and regulatory standards;
- Team leadership and good interpersonal dynamics are applied as related team results achieved;
- Performance measurement principles and practices are executed in accordance with workplace requirements;
- The principles of setting clear, realistic and measurable work objectives are applied in accordance with workplace requirements;
- Work schedules indicating the tasks to be performed are drafted and communicated in accordance with workplace requirements;
- Written and verbal instructions are issued in accordance with workplace requirements;
- Performance management concepts and standards (including developing performance standards, measuring performance and isolating causes of poor performance, performance interviews and feedback, rewarding good performance and correcting poor performance) are applied in accordance with workplace standards;
- Leadership theories and concepts (including leadership vs management, leadership styles, team leadership theories, models and styles, task vs relationship orientations in teams, creating high performance teams) are applied in accordance with workplace standards.

### **Exit Level Outcome 3**

Manage and control the utilisation of operational resources.

## **Associated Assessment Criteria**

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

## **Exit Level Outcome 4**

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

## **Associated Assessment Criteria**

- The efficient and productive use of resources is achieved in terms of production targets, operational capacities and quality standards;
- Facility and asset utilisation practices and principles are applied in terms of accepted industry practices;
- Storage conditions and pest control operations are monitored and controlled in accordance with accepted industry practices;
- Grain handling facility and equipment inspections and remedial actions are performed to ensure efficiencies and quality standards;
- Occupational health and safety standards are controlled and enforced as related to a risk assessment requirements;
- Operational practices and quality standards are controlled as related to risk assessment requirements;
- Grain sampling and grading are monitored and applied in terms of accepted industry practices;
- Emergency response procedures are maintained in terms of risks associated with the handling and storage of grains and oilseed;

- Pest control principles and concepts (including primary and secondary grain pests, principles of pest management, pest harbourage and infestation signs, pest monitoring techniques) are applied in accordance with workplace standards;
- Work practices, events or situations that could create unsafe working conditions are identified and responded to in accordance with workplace standards.

### **Exit Level Outcome 5**

Conduct grain and oilseed grading processes.

### **Associated Assessment Criteria**

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

## **INTERNATIONAL COMPARABILITY**

This qualification was compared with two qualifications, namely the:

- The training program offered by the Grain Elevator and Processing Society (GEAPS) in conjunction with the Kansas State University; and the
- Vocational qualification is offered in Germany for Process Technologist for the Grain Storage industry

### **GEAPS in conjunction with Kansas State University on the United States.**

Training program offered by the Grain Elevator and Processing Society (GEAPS) was specifically selected, as this is regarded by the South African industry as the worldwide leaders regarding grain handling and storage training. In essence, the GEAPS program is regarded as the global best practice example for training Grain Operations Management.

The South Africa representative body of the grain storage industry, Agbiz Grain, is also a member of The Grain Elevator and Processing Society and played a key role in the development of this qualification through expert member representatives.

GEAPS offers distance education programmes for grain silo personnel in conjunction with the Kansas State University. The program is aligned with core competencies and specified as specific credential bearing program *in Grain Operations Management (CGOM)* as follows:

- GEAPS 500: Introduction to Grain Operations or GEAPS 501 – Management Basics for Grain Facility Supervisors
- GEAPS 510: Grain Facilities Planning and Design I
- GEAPS 520: Grain Quality Management
- GEAPS 530: Quality Management Systems for Bulk Materials Handling Operations
- GEAPS 540: Entry Level Safety
- GEAPS 550: Materials Handling I

A specific unit of learning available from GEAPS addresses training in grain grading in accordance with the standards set by the USA Department of Agriculture through the Federal Grain Inspection Service of the USA as follows:

- GEAPS 522: FGIS Grain Inspection Orientation

The competencies addressed by the South African qualification are comparable to the GEAPS standards in terms of complexity and content.

The SA qualification is comparable to the credentials covered under the GEAPS Grain Operations Management as well as the emphasis placed on the specific unit of learning in Grain Inspection.

This South African standard is designed to be fit for purpose and is specially aligned with the occupational competencies included in the GEAPS standard.

### **German Vocational Qualification**

Acting on behalf of the Federal Government, the Federal Institute for Vocational Education and Training (BIBB) joined forces with the social partners and experts from the milling and agricultural grain storage industries. A three-year vocational qualification was developed and is offered in German.

The qualification includes:

- The control, measurement and regulation of process technology procedures,
- The acceptance and inspection of raw materials,
- Sensory-based quality investigations,
- The cleaning, treatment, storage and preparation of raw materials for processing,
- The operation, maintenance and servicing of plants, machines and technical equipment used in the grain storage industry.

The specific focus areas on agricultural storage places emphasis on storing various raw materials in a way which retains their value, the management of drying, cooling and ventilation processes, protection of stocks and energy efficiency.

This qualification is comparable to the South African standard, in as far as quality assurance, storage and inspection of grain are concerned.

## **Conclusion**

The South African standard is designed to be fit for purpose and is specially aligned with the occupational competencies of a Grain Depot Manager employed by enterprises who operates grain handling and storage facilities. The approach followed by South Africa in scope and complexity compares well to the GEAPS and German standards.

## **INTEGRATED ASSESSMENT**

### **Integrated Formative Assessment**

The skills development provider will use the curriculum to guide them on the stipulated internal assessment criteria and weighting. They will also apply the scope of practical skills and applied knowledge as stipulated by the internal assessment criteria. This formative assessment leads to entrance into the integrated external summative assessment.

### **Integrated Summative Assessment**

An external integrated summative assessment, conducted through the relevant QCTO Assessment Quality Partner is required for the issuing of this qualification. The external integrated summative assessment will focus on the exit level outcomes and associated assessment criteria.

## **RECOGNITION OF PRIOR LEARNING (RPL)**

### **RPL for Access to the External Integrated Summative Assessment**

Accredited providers and approved workplaces must apply the internal assessment criteria specified in the related curriculum document to establish and confirm prior learning. Accredited providers and workplaces must confirm prior learning by issuing a statement of result or certifying a work experience record.

### **RPL for Access to the Qualification**

Accredited providers and approved workplaces may recognise prior learning against the relevant access requirements.

## **ARTICULATION**

### **Horizontal**

This qualification articulates horizontally with the following qualification:

- Occupational Certificate: Feed Miller, NQF Level 5
- Occupational Certificate: Miller, NQF Level 5

### **Vertical**

This qualification articulates vertically with the following qualifications:

- Advanced Certificate in Operations Management, NQF Level 6



## NOTES

### Qualifying for External Assessment

In order to qualify for an external assessment, learners must provide proof of completion of all required modules by means of statements of results and work experience records.

### Additional Legal or Physical Entry Requirements

None

### Criteria for the Accreditation of Providers

Accreditation of providers will be done against the criteria as reflected in the relevant curriculum on the QCTO website.

The curriculum title and code is: Grain Depot Manager: 132408-000-00-00

### Encompassed Trades

- This is not a trade

### Assessment Quality Partner (AQP)

AgriSETA

## MODULES

COMPONENT	ID	MODULE TITLE	NQF LEVEL	CREDITS
Knowledge	132408-000-00-00-KM-01	Grain Handling Operations HR Management	5	8
Knowledge	132408-000-00-00-KM-02	Communication studies	5	8
Knowledge	132408-000-00-00-KM-03	Grain Handling Operations Management	5	16
Knowledge	132408-000-00-00-KM-04	Stored grain quality control	5	8
Knowledge	132408-000-00-00-KM-05	Bulk grain handling and storage process technology	5	24
Knowledge	132408-000-00-00-KM-06	Sampling and grading of grains and oilseed	4	12
Knowledge	132408-000-00-00-KM-07	Employee of choice	4	6
Practical	132408-000-00-00-PM-01	Develop, review and report on operational plans and targets	5	8
Practical	132408-000-00-00-PM-02	Manage, implement and review a client relationship management strategy	5	6
Practical	132408-000-00-00-PM-03	Direct and control the performance and conduct of subordinate personnel	5	6
Practical	132408-000-00-00-PM-04	Plan, direct and control the utilisation of operational resources	5	8

Practical	132408-000-00-00-PM-05	Communicate operational information and data	5	6
Practical	132408-000-00-00-PM-06	Plan, monitor and control processes in a grain handling and storage facility	5	23
Practical	132408-000-00-00-PM-07	Maintain safety and health standards in a grain handling and storage environment	5	8
Practical	132408-000-00-00-PM-08	Plan and execute grains and oilseeds sampling and grading processes	4	16
Work Experience	132408-000-00-00-WM-01	Operational planning, review and management processes in a grain handling and storage environment	5	12
Work Experience	132408-000-00-00-WM-02	Staff management and leadership in a grain handling and storage environment	5	12
Work Experience	132408-000-00-00-WM-03	Operational resource utilisation practices in a grain handling and storage operation	5	6
Work Experience	132408-000-00-00-WM-04	Grain handling and storage procedures, systems, standards and processes	5	30
Work Experience	132408-000-00-00-WM-05	Grain grading practices and procedures	4	12

#### DERIVED QUALIFICATIONS REGISTERED AS PART QUALIFICATIONS

SAQA ID	Curriculum Code	Title	NQF Level	Credits
	132408-000-00-01	Grain Grader	4	

Occupational Qualification Document				
Occupational Code	Qualification Title	NQF Level	[insert image here]	
132408	Occupational Certificate: Grain Grader	4		
	Name	Email	Phone	Logo
Development Quality Partner	AgriSETA	info@agriseta.co.za	(012) 301 5600	[insert image here]
Assessment Quality Partner	AgriSETA	info@agriseta.co.za	(012) 301 5600	[insert image here]

## QUALIFICATION DETAILS

Qualification Title: Occupational Certificate: Grain Grader.

Occupational Code: 132408.

Quality Assuring Body: Quality Council for Trades and Occupations (QCTO).

Sub-Framework: Occupational Qualifications Sub-Framework.

Field: Field 01 - Agriculture and Nature Conservation.

Subfield: Secondary Agriculture.

NQF Level: 4.

Credits: 46.

Originator/Development Quality Partner (DQP): AgriSETA.

Qualification Type: Occupational Certificate.

Registered qualifications and or learning programmes to be replaced:

- None

## **RATIONALE**

This qualification will equip learners with the necessary skills and competence to function as a grader of grains and oilseeds. After successful completion of this qualification, the learner will be skilled and capable of grading grains and oilseeds to specified national standards.

Learners will find employment as a grain grader at various grain handling and storage facilities. These facilities are mostly located in the rural farming areas of South Africa.

Target groups identified include school leavers with an NQF Level 4 qualification or persons who has been working in the grain handling and storage industry without formal qualifications and has the desire to formalise their skills and knowledge. It is a common practice and a requirement in the industry to start a formal career by firstly achieving the standard of competence related to grain or oilseed grading service as an entry level competence.

This qualification forms part of a career path the grain silo industry and provides progression opportunities for many currently employed in the industry. The formal opportunities in the industry is associated with progressive positions in managerial and operational management functions.

Employers will benefit from appointing qualified grain graders as this is a standard requirement to access local and international marketing opportunities.

## **PURPOSE**

A Grain Grader controls the standards of grain delivered to and by the facility.

## **RULES OF COMBINATION**

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

## **ENTRY REQUIREMENTS**

NQF Level 4

## **EXIT LEVEL OUTCOMES AND ASSOCIATED ASSESSMENT CRITERIA**

### **Exit Level Outcome1**

Conduct grain and oilseed grading processes.

### **Associated Assessment Criteria**

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

## **INTERNATIONAL COMPARABILITY**

This qualification was compared with two qualifications, namely the:

- The training program offered by the Grain Elevator and Processing Society (GEAPS) in conjunction with the Kansas State University; and the
- Vocational qualification is offered in Germany for Process Technologist for the Grain Storage industry

### **GEAPS in conjunction with Kansas State University on the United States.**

Training program offered by the Grain Elevator and Processing Society (GEAPS) was specifically selected, as this is regarded by the South African industry as the worldwide leaders regarding grain handling and storage training. In essence, the GEAPS program is regarded as the global best practices example for training Grain Operations Management.

The South Africa representative body of the grain storage industry, Agbiz Grain, is also a member of The Grain Elevator and Processing Society and played a key role in the development of this qualification through expert member representatives.

A specific unit of learning available from GEAPS addresses training in grain grading in accordance with the standards set by the USA Department of Agriculture through the Federal Grain Inspection Service of the USA as follows:

- GEAPS 522: FGIS Grain Inspection Orientation

The competencies addressed by the South African part qualification is comparable to the GEAPS standards in terms of complexity and content.

### **German Vocational Qualification**

Acting on behalf of the Federal Government, the Federal Institute for Vocational Education and Training (BIBB) joined forces with the social partners and experts from the milling and agricultural grain storage industries.

The qualification includes a specific learning area as follows:

- The acceptance and inspection of raw materials,
- Sensory-based quality investigations,

This part qualification represents the South African standard, in as far as inspection of grain are concerned.

### **Conclusion**

This part qualification compares well with the components of the compared qualifications in terms of content and complexity.

## **INTEGRATED ASSESSMENT**

### **Integrated Formative Assessment**

The skills development provider will use the curriculum to guide them on the stipulated internal assessment criteria and weighting. They will also apply the scope of practical skills and applied knowledge as stipulated by the internal assessment criteria. This formative assessment leads to entrance into the integrated external summative assessment.

### **Integrated Summative Assessment**

An external integrated summative assessment, conducted through the relevant QCTO Assessment Quality Partner is required for the issuing of this qualification. The external integrated summative assessment will focus on the exit level outcomes and associated assessment criteria.

## **RECOGNITION OF PRIOR LEARNING (RPL)**

### **RPL for access to the external integrated summative assessment**

Accredited providers and approved workplaces must apply the internal assessment criteria specified in the related curriculum document to establish and confirm prior learning. Accredited providers and workplaces must confirm prior learning by issuing a statement of result or certifying a work experience record.

### **RPL for access to the qualification**

Accredited providers and approved workplaces may recognise prior learning against the relevant access requirements.

## **ARTICULATION**

### **Horizontal**

This part qualification articulates horizontally with the following qualification currently being developed:

- Occupational Certificate: Occupational trainer, NQF Level 4.

### **Vertical**

This part qualification articulates vertically with the following qualification currently being developed

- Occupational Certificate: Grain Depot Manager, Submitted to the QCTO
- Occupational Certificate: Feed Miller, NQF Level 5
- Occupational Certificate: Miller, NQF Level 5

## **NOTES**

### **Qualifying for External Assessment**

In order to qualify for an external assessment, learners must provide proof of completion of all required modules by means of statements of results and work experience records.

### **Additional legal or physical entry requirements**

None

### **Criteria for the Accreditation of Providers**

Accreditation of providers will be done against the criteria as reflected in the relevant curriculum on the QCTO website.

The curriculum title and code is: Grain Grader: 132408-000-00-01

### **Encompassed Trades**

This qualification encompasses the following trades as recorded on the NLRD:

- This is not a trade qualification

### **Assessment Quality Partner (AQP)**

- AgriSETA.

## MODULES

COMPONENT	ID	MODULE TITLE	NQF LEVEL	CREDITS
Knowledge	132408-000-00-00-KM-04	Sampling and grading of grains and oilseed	4	12
Knowledge	132408-000-00-00-KM-07	Employee of choice	4	6
Practical	132408-000-00-00-PM-05	Plan and execute grains and oilseeds sampling and grading processes	4	16
Work Experience	132408-000-00-00-WM-03	Grain grading practices and procedures	4	12

## PARENT QUALIFICATION

SAQA ID	Curriculum Code	Title	NQF Level	Credits
	132408-000-00-00	Occupational Certificate: Grain Depot Manager	5	