

# Occupational Certificate: Grain Depot Manager

*Curriculum Code 132408-000-00-00*

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## Practical Assessment:

- **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**

Practical Skill		Practical Task	NQF	Credits	Task
PM 01: Develop, review, and report on operational plans and targets	PS 01	Conduct SWOT analysis of the business	6	8	1
	PS 02	Develop operational plans			2
	PS 03	Review and report on the achievement of operational targets			3
PM 02: Manage, implement and review a client relationship management strategy	PS 01	Formulate a client relationship management plan	5	6	4
	PS 02	Review a client relationship management plan			5
PM 03: Direct and control the performance and conduct of subordinate personnel	PS 01	Initiate discipline in response to misconduct	5	6	6
	PS 02	Deal with workplace conflict			7
	PS 03	Determine staffing needs and allocate subordinate accordingly			8
	PS 04	Formulate and issue clear and assertive instructions			9
	PS 05	Set performance goals and conduct performance interviews			10
	PS 06	Demonstrate a work activity			11
	PS 07	Resolve problems related to conduct or performance			12
	PS 08	Conduct performance management interviews			13
PM 04: Plan, direct and control the	PS 01	Determine resources requirements to meet operational objectives	5	8	14

utilization of operational resources	PS 02	Read budget reports and evaluate compliance			15
	PS 03	Verify and reconcile grain stock and estimate grain loss			16
PM 05: Communicate operational information and data	PS 01	Conduct a meeting			17
	PS 02	Prepare and present operational information in the form of written reports			18
	PS 03	Prepare and present operational information orally with the use of visual aids	5	6	19
	PS 04	Process data to generate information and isolate trends			20
PM 06: Plan, monitor and control processes in a grain handling and storage facility	PS 01	Apply technical judgment to monitor and control grain handling and storage practices			21
	PS 02	Monitor and control equipment setup and maintenance			22
	PS 03	Plan and schedule operational activities	6	23	23
	PS 04	Recognize and respond to variations in grain flow and quality standards at various stages			24
PM 07: Maintain safety and health standards in grain handling and storage environment	PS 01	Identify and respond to work practices, events or situations that could create unsafe working conditions			25
	PS 02	Inspect structures and facilities for soundness and compliance with safety, health and quality assurance requirements	5	8	26
	PS 03	Monitor and control handling and disposal of waste			27

	<b>PS 04</b>	<b>Investigate and report incidents/accidents</b>			<b>28</b>
<b>PM 08: Plan and execute grains and oilseeds sampling and grading processes</b>	<b>PS 01</b>	<b>Collect and prepare samples of grain/oilseeds consignment of the grading process</b>	<b>4</b>	<b>16</b>	<b>29</b>
	<b>PS 02</b>	<b>Plan and prepare the grading of grain/oilseeds consignment</b>			<b>30</b>
	<b>PS 03</b>	<b>Analyse and grade the grain/oilseed working sample</b>			<b>31</b>

Please complete the following practical activities as you progress with your qualification. Each practical assessment will provide information on:

- The role of the assessor and the nature of the assessment
- The role of the learner in practicing the skill and application of theoretical knowledge.
- The evidence requirements of each task.
- Each practical task may be applied within specific work contexts, organizations and standard operating procedures.
- The internal documents used within the organization may be used a naturally occurring evidence.

<b>PRACTICAL TASK 1</b>	<b>PM-01-PS01: Conduct SWOT analysis of the business</b>	<p><b>Applied Knowledge</b></p> <p>AK0101            SWOT analysis</p> <p><b>Internal Assessment Criteria</b></p> <p>IAC0101: Analyze and report the strengths, weaknesses, opportunities and threats in the business environment.</p>
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**Scope of the practical skills**

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

PA0101: Establish the strengths, weaknesses, opportunities and threats

PA0102: Evaluate the results

PA0103: Develop a SWOT analysis report

<b>PRACTICAL TASK 2</b>	<b>PM-01-PS02: Develop operational plans</b>	<p><b>Applied Knowledge</b></p> <p>AK0201          Planning skills</p> <p><b>Internal Assessment Criteria</b></p> <p>IAC0201: The operational plan meets standards of practicability and achievability</p>
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**Scope of the practical skills**

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

PA0201: Determine stock in storage and availability of storage space

PA0202: Develop operational stock movement projections and targets

PA0203: Develop operational grain handling and storage plan

<b>PRACTICAL TASK 3</b>	<b>PM-01-PS03: Review and report on the achievement of operational targets</b>	<p><b>Applied Knowledge</b></p> <p>AK0101            Operational targets and systems</p> <p><b>Internal Assessment Criteria</b></p> <p>IAC0301:    The report is complete and an accurate interpretation of trends and data</p> <p>IAC0302:    Recommended intervention are practicable and implementable</p>
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**Scope of the practical skills**

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

PA0301: Analyze 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

<b>PRACTICAL TASK 4</b>	<b>PM-02-PS01: Formulate a client relationship management plan</b>	<p><b>Applied Knowledge</b></p> <p>AK0101            Client needs and satisfaction indicators</p> <p><b>Internal Assessment Criteria</b></p> <p>IAC0101:    An understanding of the principles of client services in the grain handling and storage industry is demonstrated</p>
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**Scope of the practical skills**

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

PA0101: Draft a client relationship plan

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 (case study on dispute with client)



<b>PRACTICAL TASK 5</b>	<b>PM-02-PS02: Review a client relationship management plan</b>	<p><b>Applied Knowledge</b></p> <p>AK0201            Data analysis</p> <p>AK0202            Report writing</p> <p><b>Internal Assessment Criteria</b></p> <p>IAC0201:    An understanding is demonstrated of client relations management in the grain handling and storage environment</p>
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**Scope of the practical skills**

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

PA0201: Review and analyze the client relations data

PA0202: Evaluate the current client relations plan and activity targets

<b>PRACTICAL TASK 6</b>	<b>PM-03-PS01: Initiate discipline in response to misconduct</b>	<p><b>Applied Knowledge</b></p> <p>AK0101 Practices and formats for administrating and recording disciplinary actions</p> <p>AK0102 Codes of practice: Discipline</p> <p><b>Internal Assessment Criteria</b></p> <p>IAC0101: The legal principles related to administrative and documentary requirements for disciplinary procedures are explained</p> <p>IAC0102: The consequences of poor administrative practices in terms of potential implications are discussed</p>
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**Scope of the practical skills**

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

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

<b>PRACTICAL TASK 7</b>	<b>PM-03-PS02: Deal with workplace conflict</b>	<p><b>Applied Knowledge</b></p> <p>AK0201 Sources of conflict</p> <p>AK0202 Conflict resolution practices</p> <p>AK0203 Inter-personnel communication practices</p> <p>AK0204 Dealing with difficult people</p> <p><b>Internal Assessment Criteria</b></p> <p>IAC0201: Workplace conflict is handled as directed</p> <p>IAC0202: Methods to deal with conflict are explained</p> <p>IAC0203: Possible sources of conflict are listed and discussed</p>
<p><b>Scope of the practical skills</b></p> <p><b>Given scenarios of workplace conflict situations and participating members the learner must be able to:</b></p> <p>PA0201: Identify possible sources of conflict</p> <p>PA0202: Decide on appropriate method to deal with conflict</p> <p>PA0203: Facilitate resolution of conflict between parties in a stimulated role-play</p>		

<b>PRACTICAL TASK 8</b>	<b>PM-03-PS03: Determine staffing needs and allocate subordinates accordingly</b>	<p><b>Applied Knowledge</b></p> <p>AK0301 Calculate staffing requirements against defined work outputs</p> <p>AK0302 Practices to allocate staff in terms of their experience or competencies</p> <p>AK0303 Practices on staff rotation and development of multi task</p> <p><b>Internal Assessment Criteria</b></p> <p>IAC0301: Staffing needs are determined and subordinates are allocated accordingly</p> <p>IAC0302: The acceptable norms are reasoning used in the allocation of staff are explained</p> <p>IAC0303: A schedule is drawn up to develop the capacity of staff that will enhance their skill by exposing them to different roles</p>
<p><b>Scope of the practical skills</b></p> <p><b>Given scenarios of work outputs that must be achieved and numbers and profiles of staff available the learner must be able to:</b></p> <p>PA0301: Estimate number of staff needed for the achievement of given tasks</p> <p>PA0302: Allocate work to specific persons, who are best qualified</p> <p>PA0303: Draw up a schedule to develop the capacity of staff that will enhance their skills by exposing them to different roles</p>		

<b>PRACTICAL TASK 9</b>	<b>PM-03-PS04: Formulate and issue clear and assertive instructions</b>	<p><b>Applied Knowledge</b></p> <p>AK0401          Written instruction practices</p> <p>AK0402          Verbal instruction practices</p> <p>AK0403          Assertiveness</p> <p><b>Internal Assessment Criteria</b></p> <p>IAC0401: Clear and assertive verbal instructions are issued(as directed)</p> <p>IAC0402: The differences between verbal and written instructions are listed and explained</p> <p>IAC0403: A written instruction to a subordinate that clearly defines expected scope and standard of the work to be completed is drafted</p>
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**Scope of the practical skills**

**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

<b>PRACTICAL TASK 10</b>	<b>PM-03-PS05: Set performance goals and conduct performance interviews</b>	<p><b>Applied Knowledge</b></p> <p>AK0501            Setting daily work schedules</p> <p>AK0502            Formulating instructions</p> <p>AK0503            Interpersonal relations</p> <p>AK0504            Controlling standards of performance</p> <p><b>Internal Assessment Criteria</b></p> <p>IAC0501:    The importance of setting clear, realistic and measurable objectives is explained</p> <p>IAC0502:    The structure of a good instruction is demonstrated and explained</p> <p>IAC0503:    The importance of sound interpersonal work relations is explained</p> <p>IAC0504:    The importance of the correct type of feedback is explained</p> <p>IAC0505:    Work objectives are set, monitored, and achievement is reported on using a visual display</p>
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**Scope of the practical skills**

**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

<b>PRACTICAL TASK 11</b>	<b>PM-03-PS06: Demonstrate a work activity</b>	<p><b>Applied Knowledge</b></p> <p>AK0601          Demonstrate practices</p> <p>AK0602          Feedback process</p> <p><b>Internal Assessment Criteria</b></p> <p>IAC0601: The critical elements of an effective practical demonstration are explained</p> <p>IAC0602: A work activity is demonstrated as directed</p> <p>IAC0603: The observation of the “new employee” performing the task is done and constructive feedback is provided</p>
<p><b>Scope of the practical skills</b></p> <p><b>Given a role-play of a new employee and a specific task the learner must be able to:</b></p> <p>PA0601: Explain how the task must be done and the standard must be achieved</p> <p>PA0602: Demonstrate the task</p> <p>PA0603: Allow an opportunity for questions</p> <p>PA0604: Observe whilst the new employee performs the task</p> <p>PA0605: Provide feedback to the new employee</p>		

<b>PRACTICAL TASK 12</b>	<b>PM-03-PS07: Resolve problems related to conduct or performance</b>	<p><b>Applied Knowledge</b></p> <p>AK0701      Addressing poor performance related to misconduct</p> <p>AK0702      Addressing poor performance related to skills</p> <p><b>Internal Assessment Criteria</b></p> <p>IAC0701: Various reasons for poor performance and those directly related to a lack of skills are compared and explained</p> <p>IAC0702: Poor performance levels are addressed in accordance with workplace procedures</p>
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**Scope of the practical skills**

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

PA0701: Distinguish between personnel performance gaps due to skills shortage and misconduct

PA0702: Isolate the case of performance problem and motivate the appropriate corrective measure

PA0703: Select the appropriate response to areas of misconduct

PA0704: Define skill-related problem areas

PA0705: Correct skill-related problem areas by conducting a simulated coaching session



<b>PRACTICAL TASK 13</b>	<b>PM-03-PS08: Conduct performance management interviews</b>	<p><b>Applied Knowledge</b></p> <p>AK0801            Interpersonal communication</p> <p>AK0802            Performance interview practices</p> <p><b>Internal Assessment Criteria</b></p> <p>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 debated is explained</p> <p>IAC0802: Performance goals are set</p> <p>LAC0803: Performance interviews are conducted according to workplace instructions</p>
<p><b>Scope of the practical skills</b></p> <p><b>Given subordinate performance levels in a simulated learning environment the learner must be able to:</b></p> <p>PA0801: Evaluate performance levels</p> <p>PA0802: Identify performance gaps</p> <p>PA0803: Compile a performance evaluation report</p> <p>PA0804: Conduct a performance interview</p> <p>PA0805: Address performance gaps</p> <p>PA0806: Recognize performance excellence</p>		

<b>PRACTICAL TASK 14</b>	<b>PM-04-PS01: Determine resource requirements to meet operational objectives</b>	<p><b>Applied Knowledge</b></p> <p>AK0101 Calculate resources requirements and balance against availability levels</p> <p>AK0102 Grain handling, treatment and out-loading scheduling practices</p> <p><b>Internal Assessment Criteria</b></p> <p>IAC0101: The importance of grain handling, treatment and out-loading scheduling practices that will ensure timeous and sufficient availability of resources is explained.</p> <p>IAC0101: Resource requirements to meet operational objectives are determined according to instructions</p> <p>IAC0103: Registers and records are completed according to workplace requirements</p>
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**Scope of the practical skills**

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

PA0101: Estimate requirements

PA0102: Identify, and where applicable, address resource shortage

PA0103: Plan utilization 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

<b>PRACTICAL TASK 15</b>	<b>PM-04-PS02: Read the budget reports and evaluate compliance</b>	<p><b>Applied Knowledge</b></p> <p>AK0201            Budgeting practices</p> <p><b>Internal Assessment Criteria</b></p> <p>IAC0201: The budgeting practices that are applied are explained</p> <p>IAC0202: Motivating funding requirements for budgeting submission are compiled</p> <p>IAC0203: Cost control principles, asset control principles, documentation and policies are explained</p> <p>IAC0204: Budget reports are read and compliance is evaluate</p>
<p><b>Scope of the practical skills</b></p> <p><b>Given financial cost control reports, an intake, storage and out loading schedule and a budget the learner must be able to:</b></p> <p>PA0201: Read financial reports and compare actual costs against budget</p> <p>PA0202: Identify and report on deviations from budget cost and recommend corrective measures to keep within budget limits</p> <p>PA0203: Estimate resources needs and costs for a specific budgeting period</p> <p>PA0204: Compile motivated funding requirements for budgeting submission</p> <p>PA0205: Evaluate processes and the use of resources to identify and eliminate areas of waste/loss</p> <p>PA0206: Monitor and control assets</p>		

<b>PRACTICAL TASK 16</b>	<b>PM-04-PS03: Verify and reconcile grain stock and estimate grain loss</b>	<p><b>Applied Knowledge</b></p> <p>AK0301 Practices to verify and reconcile stock</p> <p><b>Internal Assessment Criteria</b></p> <p>IAC0301: The norm for acceptable stock shortage are explained  IAC0302: The cost implications of stock shortage on the business are explained  IAC0303: The procedure applied for stock verification and reconciliation is explained  IAC0304: The procedure to perform verification and reconciliation of grain stock are demonstrated  IAC0305: Grain loss is estimated</p>
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**Scope of the practical skills**

**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: Recognize, record and respond to shortage above the accepted norm and notify supporting department/s

<b>PRACTICAL TASK 17</b>	<b>PM-05-PS01: Conduct a meeting</b>	<p><b>Applied Knowledge</b></p> <p>AK0101      Workplace meetings – directing and chairing a meeting</p> <p>AK0102      Dealing with emotional interruptions during meeting</p> <p>AK0103      Dealing with argumentative and difficult members of a meeting</p> <p><b>Internal Assessment Criteria</b></p> <p>IAC0101: The role of the chairperson to control and direct the proceedings during a meeting is explained</p> <p>IAC0102: An agenda is compiled in relation to the meeting objective</p> <p>IAC0103: A stimulated meeting is conducted</p> <p>IAC0104: Decisions made during the meeting are recorded in the correct format</p>
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**Scope of the practical skills**

**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 the meeting in relation to the meeting objective

PA0102: Prepare and organize 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 the stimulated meeting

PA0104: Record decisions made during the meeting

<b>PRACTICAL TASK 18</b>	<b>PM-05-PS02: Prepare and present operational information in the form of written reports</b>	<p><b>Applied Knowledge</b></p> <p>AK0201      Writing styles and language use</p> <p>AK0202      Production reporting formats</p> <p>AK0203      Organising and presenting information in production reports</p> <p><b>Internal Assessment Criteria</b></p> <p>IAC0201: A report is planned, and a first draft is written and edited</p> <p>IAC0202: Operational information is prepared and presented in the form of written reports</p>
<p><b>Scope of the practical skills</b></p> <p><b>Given example 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:</b></p> <p>PA0201: Compile reports for specific target audiences using the appropriate language, format and writing style.</p>		

<b>PRACTICAL TASK 19</b>	<b>PM-05-PS03: Prepare and present operational information orally with the use of visual aids</b>	<p><b>Applied Knowledge</b></p> <p>AK0301          Planning and preparing for a presentation</p> <p>AK0302          Target audience requirements</p> <p>AK0303          Developing a presentation</p> <p>AK0304          Presentation principles</p> <p><b>Internal Assessment Criteria</b></p> <p>IAC0301: Operational information is prepared and presented orally with the use of visual aids</p>
<p><b>Scope of the practical skills</b></p> <p><b>Given examples of a grain handling and storage facility operational data, at least three target audience(subordinate, peer, managers), the learner must be able to:</b></p> <p>PA0301: Prepare and organize presentation material to be used in an oral presentation</p> <p>PA0302: Deliver an oral presentation to each of the target groups and respond to questions raised</p>		

<b>PRACTICAL TASK 20</b>	<b>PM-05-PS04: Process data to generate information and isolate trends</b>	<p><b>Applied Knowledge</b></p> <p>AK0401            Data collation</p> <p>AK0402            Report writing</p> <p><b>Internal Assessment Criteria</b></p> <p>IAC0401: The required raw operational data is consolidated to prepare it for analysis</p> <p>IAC0402: Data is processed to generate information and isolate trend</p>
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**Scope of the practical skills**

**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: Analyze data and isolate/identify trends



<b>PRACTICAL TASK 21</b>	<b>PM-06-PS01: Apply technical judgment to monitor and control grain handling and storage practices</b>	<p><b>Applied Knowledge</b></p> <p>AK0101      Quality factors that influence grain grading and storage</p> <p>AK0102      Grain quality assurance and stock management</p> <p>AK0103      Overview of pest control principles and concept</p> <p><b>Internal Assessment Criteria</b></p> <p>IAC0101: Sampling, weighting and grain grading procedures are explained</p> <p>IAC0102: Intake and out-loading procedures are explained</p> <p>IAC0103: The appropriate response to deviations in quality standards is explained</p> <p>IAC0104: Technical judgement is applied to monitor and control grain handling and storage practices according to workplace procedures</p> <p>IAC0105: Required documentation completed</p>
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**Scope of the practical skills**

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

PA0101: Evaluate weighting, sampling and grain practices, and capture the information on the system and respond to deviation 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 spot 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

<b>PRACTICAL TASK 22</b>	<b>PM-06-PS02: Monitor and control equipment setup and maintenance</b>	<p><b>Applied Knowledge</b></p> <p>AK0201      Indicators of mechanical problems on equipment</p> <p>AK0202      Standard equipment setting and operational standards</p> <p>AK0203      Causes of mechanical problems</p> <p><b>Internal Assessment Criteria</b></p> <p>IAC0201: The appropriate usage of equipment for different processes is explained</p> <p>IAC0202: The causes of mechanical failure of equipment related to various scenarios is explained</p> <p>IAC0203: Potential problem areas and the desired course of action to address the problem are discussed</p> <p>IAC0204: Equipment setup and maintenance are monitored and controlled</p>
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**Scope of the practical skills**

**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: Recognize 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

PA0304: Proactively recognize potential problem areas, formulate preventative measures and take the desired course of action

PA0205: Report and initiate services and maintenance of equipment

<b>PRACTICAL TASK 23</b>	<b>PM-06-PS03: Plan and schedule operational activities</b>	<p><b>Applied Knowledge</b></p> <p>AK0301            Planning and scheduling</p> <p><b>Internal Assessment Criteria</b></p> <p>IAC0301: Operational activities are planned and scheduled as directed</p> <p>IAC0302: Possible corrective measures to address deviations identified in storage utilization are explained</p>
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**Scope of the practical skills**

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

PA0301: Utilize data provided to plan operational activities of a grain handling and storage facility

PA0302: Set targets to ensure optimal utilization of storage capacity for different quality grains

PA0303: Analyze trends of grain received and plan operational activities accordingly

PA0304: Evaluate storage utilization and formulate corrective measures to address deviations

<b>PRACTICAL TASK 24</b>	<b>PM-06-PS04: Recognize and respond to variations in grain flow and quality standards at various stages</b>	<p><b>Applied Knowledge</b></p> <p>AK0401 Quality factors that influence grain grading and storage</p> <p>AK0402 Relationship between and concepts related to operational control, and stock quantity and quality</p> <p>AK0403 Grain handling standards</p> <p>AK0405 Product quality concepts and standards</p> <p>AK0406 Legislation and the regulations in respect of Food Hygiene and Food Safety Standards</p> <p><b>Internal Assessment Criteria</b></p> <p>IAC0401: The importance of grain grading and quality standards are explained</p> <p>IAC0402: The implications of various deviations in grain quality and corrective measures that can be taken are discussed</p> <p>IAC0403: Variations in grain flow and quality standards at various stages are recognized and correctly responded to</p>
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**Scope of the practical skills**

**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: Recognize 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: Analyze information provided in grain inspection reports

PA0407: Select and initiate the appropriate corrective action to maintain grain quality standards and minimize loss

PA0408: Compile records and report on actions taken

<b>PRACTICAL TASK 25</b>	<b>PM-07-PS01: Identify and respond to work practices, events or situations that could create unsafe working conditions</b>	<p><b>Applied Knowledge</b></p> <p>AK0101            Safety standards and preventative practices</p> <p>AK0102            Common deviations and standard responses</p> <p><b>Internal Assessment Criteria</b></p> <p>IAC0101: The importance of Safety, Health and Environmental Protection policies and procedures in the workplace are explained</p> <p>IAC0102: Work practices, events or situations that could create unsafe working conditions are identified and responded to</p>
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**Scope of the practical skills**

**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

<b>PRACTICAL TASK 26</b>	<b>PM-07-PS02: Inspect structures and facilities for soundness and compliance with safety, health and quality assurance requirements</b>	<p><b>Applied Knowledge</b></p> <p>AK0201      Grain handling facility operational safety</p> <p><b>Internal Assessment Criteria</b></p> <p>IAC0201: The consequences of non-conforming structures and/or facilities on the business are discussed</p> <p>IAC0202: Structures and facilities are inspected for soundness and compliance with safety, health and quality assurance requirements</p>
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**Scope of the practical skills**

**The learner must be able to:**

PA0201: Conduct inspections to recognize 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

<b>PRACTICAL TASK 27</b>	<b>PM-07-PS03: Monitor and control handling and disposal of waste</b>	<p><b>Applied Knowledge</b></p> <p>AK0301                    Legislative Acts and regulations</p> <p>AK0302                    Waste handling procedures</p> <p><b>Internal Assessment Criteria</b></p> <p>IAC0301: Waste disposal practices and the risks associated with non-conformance to statutory Acts and regulations are discussed</p> <p>IAC0302: Handling and disposal of waste are monitored and controlled</p>
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**Scope of the practical skills**

**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: Recognize and initiate corrective measures to address hazards

<b>PRACTICAL TASK 28</b>	<b>PM-07-PS04: Investigate and report incidents/accidents</b>	<p><b>Applied Knowledge</b></p> <p>AK0401      Facility operational safety procedures</p> <p>AK0402      Incident investigation and reporting procedures</p> <p><b>Internal Assessment Criteria</b></p> <p>IAC0401: Incidents/accidents are investigated and reported according to workplace procedures</p>
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**Scope of the practical skills**  
**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



<b>PRACTICAL TASK 29</b>	<b>PM-08-PS01: Collect and prepare samples of a grain/oilseed consignment for the grading process</b>	<p><b>Applied Knowledge</b></p> <p>AK0101                      Concept and principles of representative grains and oilseeds sampling</p> <p>AK0102                      Sampling methods and procedures</p> <p><b>Internal Assessment Criteria</b></p> <p>IAC0101: Samples of a grain/oilseed consignment are collected and prepared for the grading process according to workplace procedures</p> <p>IAC0102: The prepared sample and documentation for the grading process are presented</p>
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**Scope of the practical skills**

**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

<b>PRACTICAL TASK 30</b>	<b>PM-08-PS02: Plan and prepare for the grading of a grain/oilseed consignment</b>	<p><b>Applied Knowledge</b></p> <p>AK0201      Organising and preparing the workplace</p> <p>AK0202      Testing procedures</p> <p>AK0203      Measuring instruments and test equipment</p> <p>AK0204      Personal protective equipment</p> <p><b>Internal Assessment Criteria</b></p> <p>IAC0201: Planning and preparation procedures for the grading of a grain/oilseed consignment are performed according to workplace procedures and instructions</p> <p>IAC0202: The appropriate instruments and equipment are selected, checked and prepared</p> <p>IAC0203: Appropriate personal protective clothing and equipment are selected</p>
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**Scope of the practical skills**

**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

<b>PRACTICAL TASK 31</b>	<b>PM-08-PS03: Analyse and grade the grain/oilseed working sample</b>	<p><b>Applied Knowledge</b></p> <p>AK0301            Grains and oilseeds grading principles and regulatory framework</p> <p>AK0302            Grading methods and procedures</p> <p>AK0303            Required calculations</p> <p><b>Internal Assessment Criteria</b></p> <p>IAC0301: The grain/oilseed working sample is analysed and graded using appropriate workplace procedures</p> <p>IAC0302: Grades are recorded and completed documentation is forwarded according to workplace procedures</p>
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**Scope of the practical skills**

**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

<b>PRACTICAL ASSESSMENT RESULTS</b>				
<b>Practical Task</b>	<b>Type of evidence</b>	<b>Competence</b>	<b>Date</b>	<b>Signature</b>
Task 1	Observation Supplementary evidence	Yes No		
Task 2	Observation Supplementary evidence	Yes No		
Task 3	Observation Supplementary evidence	Yes No		
Task 4	Observation Supplementary evidence	Yes No		
Task 5	Observation Supplementary evidence	Yes No		
Task 6	Observation Supplementary evidence	Yes No		
Task 7	Observation Supplementary evidence	Yes No		
Task 8	Observation Supplementary evidence	Yes No		
Task 9	Observation Supplementary evidence	Yes No		
Task 10	Observation Supplementary evidence	Yes No		
Task 11	Observation Supplementary evidence	Yes No		
Task 12	Observation Supplementary evidence	Yes No		
Task 13	Observation Supplementary evidence	Yes No		
Task 14	Observation Supplementary evidence	Yes No		
Task 15	Observation Supplementary evidence	Yes No		
Task 16	Observation Supplementary evidence	Yes No		

Task 17	Observation Supplementary evidence	Yes No		
Task 18	Observation Supplementary evidence	Yes No		
Task 19	Observation Supplementary evidence	Yes No		
Task 20	Observation Supplementary evidence	Yes No		
Task 21	Observation Supplementary evidence	Yes No		
Task 22	Observation Supplementary evidence	Yes No		
Task 23	Observation Supplementary evidence	Yes No		
Task 24	Observation Supplementary evidence	Yes No		
Task 25	Observation Supplementary evidence	Yes No		
Task 26	Observation Supplementary evidence	Yes No		
Task 27	Observation Supplementary evidence	Yes No		
Task 28	Observation Supplementary evidence	Yes No		
Task 29	Observation Supplementary evidence	Yes No		
Task 30	Observation Supplementary evidence	Yes No		
Task 31	Observation Supplementary evidence	Yes No		

<b>ASSESSOR</b>	<b>SIGNATURE</b>	<b>DATE</b>
<b>LEARNER</b>	<b>SIGNATURE</b>	<b>DATE</b>
<b>MODERATOR</b>	<b>SIGNATURE</b>	<b>DATE</b>