

*Crop Produce Analysts:
Grain Grader*

Curriculum Code 684301001

**WORKPLACE EXPERIENCE
LOGBOOK**

Surname: _____

First name: _____

Region _____

ID Number:

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Company: _____

Site: _____

Special needs: _____

Supervisor Name and surname: _____

Contact Number: _____

National Occupational Award: Crop Produce Analysts: Grain Grader		Curriculum Code	684301001
Workplace Tasks	24 credits		
WM-01-WE01: Collect and prepare a grain/oilseed consignment sample for grading		<p>Scope of Work Experience</p> <p>WA0101 Collect the prescribed primary samples of a grain/oilseed consignment</p> <p>WA0102 Obtain a working sample and a file sample</p> <p>WA0103 Complete the required documentation</p> <p>Supporting Evidence</p> <p>SE0101 Sampling and grading documents</p> <p>SE0102 Standard workplace records</p>	
WM-01-WE02: Grade grains and oilseeds		<p>Scope of Work Experience</p> <p>The person will be expected to engage in the following work activities:</p> <p>WA0201 Attend to all pre-grading preparation activities in accordance with workplace procedures</p> <p>WA0202 Measure, prepare, analyse and grade samples of grains/oilseeds of at least four varieties in accordance with statutory requirements</p> <p>WA0203 Maintain grading standards during work pressure situations such as high volumes and borderline deviations</p> <p>WA0204 Attend to queries and requests received from line managers and customers on grading standards allocated with confidence</p> <p>WA0205 Apply workplace procedures for the retention of file samples</p> <p>WA0206 Apply applicable workplace procedures for non-conforming grain or oilseed consignments</p> <p>WA0207 Allocate graded consignment to the nominated storage area according to the storage specifications of the workplace</p>	

	WA0208 Complete the documentation for receiving, grading and storage allocation according to workplace procedures Supporting Evidence SE0201 Sampling and grading documents SE0202 Standard workplace records
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1. Format

A checklist that enables you and your Manager/Supervisor to reflect on your progress has been included. This checklist is intended as a supplementary tool that you, the Learner, and your Manager/Supervisor can use to plan for additional workplace practice, where required, in order to meet the exit level learning outcomes of this qualification.

A number of sheets are included where you and your manager will document evidence against specific criteria.

2. Your responsibilities

You are responsible for this logbook and must ensure that:

- ✓ You keep the logbook in a safe place;
- ✓ If lost, you report this in writing to your Manager/Supervisor as soon as possible;
- ✓ You make the appropriate entries and obtain the relevant evaluation/appraisal from your Manager/Supervisor;
- ✓ The logbook is readily available for inspection by Agbiz Grain Assessors, and Moderators

3. Your Manager/Supervisor's responsibilities

Your Manager/Supervisor will:

- ✓ Plan for the practical workplace learning and development required.
- ✓ Complete the duration dates per department/functional area that you have spent there.
- ✓ Facilitate access to recommended workplace assignments with the respective departmental Managers.
- ✓ Oversee the evaluation/appraisal of the practical workplace learning and development.
- ✓ Keep track of your time and of how and when you get the opportunity to practice skills.
- ✓ Complete the attached sheets to prove and detail the experience that you have gathered in the workplace.

WORKSITE DESCRIPTION

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

Log of workplace activities completed

WE01			
WM-01-WE01	Collect and prepare a grain/oilseed consignment sample for grading	Date	Signature
Work Activities			
WA0101	Collect the prescribed primary samples of a grain/oilseed consignment		
	Primary sample obtained		
	Primary sample obtained		
	Primary sample obtained		
	Primary sample obtained		
	Primary sample obtained		
	Primary sample obtained		
WA0102	Obtain a working sample and a file sample	Date	Signature
	Working sample/File sample obtained		
	Working sample/File sample obtained		
	Working sample/File sample obtained		
	Working sample/File sample obtained		
	Working sample/File sample obtained		
	Working sample/File sample obtained		

WA0103	Complete the required documentation	Date	Signature
	List of documents included in this logbook at Annexure A		
Supporting Evidence			
SE0101	Sampling and grading documents Included in Annexure B		
SE0102	Standard workplace records Included in Annexure C		

WE02			
WM-01-WE02	Grade grains and oilseeds	Date	Signature
Work Activities			
WA0201	Attend to all pre-grading preparation activities in accordance with workplace procedures Include evidence in Annexure D		
WA0202	Measure, prepare, analyse and grade samples of grains/oilseeds of at least four varieties in accordance with statutory requirements		
	Commodity 1		
	Commodity 2		
	Commodity 3		
	Commodity 4		
WA0203	Maintain grading standards during work pressure situations such as high volumes and borderline deviations Include evidence in Annexure E		
WA0204	Attend to queries and requests received from line managers and customers on grading standards allocated with confidence Include evidence in Annexure F		
WA0205	Apply workplace procedures for the retention of file samples Include evidence in Annexure G		
WA0206	Apply applicable workplace procedures for non-conforming grain or oilseed consignments Include evidence in Annexure H		
WA0207	Allocate graded consignment to the nominated storage area according to the storage specifications of the workplace Include evidence in Annexure I		
WA0208	Complete the documentation for receiving, grading and storage allocation according to workplace procedures Include evidence in Annexure J		
Supporting Evidence			
SE0201	Sampling and grading documents Included in Annexure B		
SE0202	Standard workplace records Included in Annexure C		

Final Assessment Results			
Task 1	WM-01-WE01: Collect and prepare a grain/oilseed consignment sample for grading		
	Observation	C	NYC
	Supporting evidence	C	NYC
Task 2	WM-01-WE02: Grade grains and oilseeds		
	Observation	C	NYC
	Supporting evidence	C	NYC

ASSESSOR	SIGNATURE	DATE
LEARNER	SIGNATURE	DATE
MODERATOR	SIGNATURE	DATE