



NQF Level: 1

US No: 116160

Assessment Guide

Primary Agriculture

Apply Basic Human Resource Management Principles and Practices Applicable in an Agricultural Environment

Assessor:

Workplace / Company:

Class Group: Date:

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agriculture

Department:
Agriculture
REPUBLIC OF SOUTH AFRICA



Before we start...

This assessment guide contains all necessary activities and instructions that will enable the assessor and learner to gather evidence of the learner's competence as required by the unit standard. This guide was designed to be used by a trained and accredited assessor whom is registered to assess this specific unit standard as per the requirements of the AgriSETA ETQA.

Prior to the delivery of the program the facilitator and assessor must familiarise themselves with content of this guide, as well as the content of the relevant Learner Workbook.

The assessor, facilitator and learner must plan the assessment process together, in order to offer the learner the maximum support, and the opportunity to reflect competence.

The policies and procedures that are required during the application of this assessment are available on the website of the AgriSETA, names Policies and Procedures for Assessment, and should be strictly adhered to. The assessor must familiarise him/herself with this document before proceeding.

This guide provides step-by-step instructions for the assessment process of:

Title:	Apply basic human resource management principles and practices applicable in an agricultural environment		
US No:	116160	NQF Level:	1
		Credits:	2

This unit standard is one of the building blocks in the qualifications listed below. Please mark the qualification you are currently assessing, because that will be determined by the context of application:

Title	ID Number	NQF Level	Credits	Mark
National Certificate in Animal Production	48970	1	120	
National Certificate in Mixed Farming Systems	48971	1	120	
National Certificate in Pant Production	48972	1	120	

Please mark the learning program the learners are enrolled in:

Are you assessing a:	Yes	No
Learnership?	<input type="checkbox"/>	<input type="checkbox"/>
Skills Program?	<input type="checkbox"/>	<input type="checkbox"/>
Short Course?	<input type="checkbox"/>	<input type="checkbox"/>

Please Note:

This Unit Standard **116160** Assessment Guide must be read in conjunction with the generic Assessor Guide as prescribed and published by the AgriSETA.

Note to Assessor:

If you are assessing this module as part of a full qualification or learnership, please ensure that you have familiarised yourself with the content of the qualification.



1.1

SO 1 AC 1-4

Instructions to Learner:

Roleplay. With the assistance of your facilitator, compile a job description for a relevant "vacant" position at your workplace. Take turns to conduct an interview with a fellow learner for this "position".

Learner Workbook: Page 3

Facilitator Guide: Page 10

Model answer:

Learners must demonstrate abilities as indicated in the relevant assessment criteria.

My Notes ...

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2.1

SO 2 AC 1-3

Instructions to Learner:

Study the table below and then discuss in class, under leadership of your facilitator. Make notes for yourself: What does each act govern and why/how can it be accessed and used?

Learner Workbook: Page 4

Facilitator Guide: Page 11

Model answer:

Learners must demonstrate abilities as indicated in the relevant assessment criteria.

Act	What does it govern?	Where can you get a copy?	What / When would you use it?
Labour Relations Act 66 of 1995			
Basic Conditions of Employment Act 75 of 1997 (updated) Employment Equity Act			
Skills Development Act 97 of 1998 (updated) and SAQA			
Occupational Health and Safety Act			
Unemployment Insurance Fund Act			
Pensions Fund Act			
Receiver of Revenue			

Act	What does it govern?	Where can you get a copy?	What / When would you use it?
Smoking and Other Workplace Legislation			
Medical Schemes Act and Regulations			
Codes of Good Practice			
Public Holidays Act 35 of 1994, amended by 48 of 1995			
Promotion of Access to Information Act			
Promotion of Equality and Prevention of Unfair Discrimination Act			
Protected Disclosures Act			
Electronic Communications Acts			
Insolvency Act			

My Notes ...

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3.2

SO 3 AC 4

Instructions to Learner:

Presentation. Copies of Sample Policy and Procedure Documents will be made available to you. Each class group should pick one, and then make a 15-minute presentation on the need for that policy and procedure as well as its contents.

Learner Workbook: Page 6

Facilitator Guide: Page 12

Model answer:

Learners must demonstrate abilities as indicated in the relevant assessment criteria.

My Notes ...

A large rectangular area with a dotted line pattern, intended for students to write their notes.

4.1

SO 4 AC 1-2

Instructions to Learner:

Answer the following questions

Learner Workbook: Page 7

Facilitator Guide: Page 13

1. Name 8 types of employee benefits.

Model answer:

See Learner Guide Session 4.

Learners must demonstrate abilities as indicated in the relevant assessment criteria.

2. What impact do you think employee benefits will have for you as a worker?

Model answer:

Learners must demonstrate abilities as indicated in the relevant assessment criteria.

3. What impact do you think employee benefits will have for you as an employer?

Model answer:

Learners must demonstrate abilities as indicated in the relevant assessment criteria.

My Notes ...

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5.1

SO 5 AC 1-5

Instructions to Learner:

Research and find out.

Learner Workbook: Page 9

Facilitator Guide: Page 14

Answer True or False (✓):

Questions	True	False
1. The government has made laws to protect you when you work.	✓	
2. The name of one law is the Occupational Health and Safety Act (OHS).	✓	
3. The Occupational Health and Safety Act will protect you if you have a fight with someone at work or get injured because of such a fight		✓
4. Your employer must tell you if you have to work with dangerous chemicals and substances, like acid or benzene.	✓	
5. Workmen's Compensation means you get paid to work 24 hours a day.		✓
6. If you get injured at work you must report it to the Health and Safety Representative	✓	



5.2

SO 5 AC 1-5

Instructions to Learner:

Research and find out.

Learner Workbook: Page 10

Facilitator Guide: Page 14

Tick Yes or No (✓):

	Yes	No
1. I must take care of my own health and safety at work.	✓	
2. I must obey the health & safety rules my employer tells me to obey.	✓	
3. I must not carry out any instructions my employer gives me about health & safety.		✓
4. I must only wear protective clothing when I feel like it.		✓
5. I must report unsafe/unhealthy conditions to my employer in a week's time.		✓

	Yes	No
6. I must never tell the health & safety representative that I was involved in an accident.		✓
7. I must know about the health & safety dangers at work.	✓	
8. I must know about health and safety standards my employer gives me.	✓	
9. I am allowed to be victimised by my employer.		✓
10. I am allowed to walk around with the inspector of the Dept. of Labour if the inspector asks me.	✓	
11. I am allowed to take safety guards off machines because I feel like it.		✓
12. If I don't like an inspector's decision I can ask him/her to change the decision.		✓



5.3

SO 5 AC 1-5

Instructions to Learner:

Walk about your workplace. Try to find as many of the following signs as you can.

Learner Workbook: Page 11

Facilitator Guide: Page 14

When you find some of these:

- Draw (not more than) 3 of the signs in the space provided below.
- Next to the sign write what it means.
- Ask your training facilitator for help if you need to.
- Put what you have drawn into your portfolio of evidence.

1. **Information** Signs
2. **Instruction** Signs
3. **Fire-fighting** Signs
4. **Warning** Signs

Model answer:

Learners must demonstrate abilities as indicated in the relevant assessment criteria. Also refer to the Learner Guide, Session 5.

5.4

SO 5 AC 1-5

Instructions to Learner:

Walkabout the workplace: Protection, Protective Clothing and Safety Gear

Learner Workbook: Page 12

Facilitator Guide: Page 14

Tick off which of these signs you see and write down what you think they instruct.



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Model answer:

Learners must demonstrate abilities as indicated in the relevant assessment criteria. Also refer to the Learner Guide, Session 5.

6.1

SO 6 AC 1-5

Instructions to Learner:

In order to demonstrate your ability to handle HR information, complete task one on your own and then task two with the assistance of your facilitator.

Learner Workbook: Page 13

Facilitator Guide: Page 16

1. Write down the names, job numbers and dates of birth of at least ten (10) fellow learners or any other persons you know and then arrange this information (a) alphabetically, (b) numerically and (c) chronologically. Write the information in the space below and then complete the activity on a separate sheet of paper.

Model answer:

Learners must demonstrate abilities as indicated in the relevant assessment criteria.

2. Your facilitator will arrange that you be shown either the filing system in use at your training facility or that of your employer. Remember the importance of the concept of confidentiality. You will each in turn be asked to either file a document in its correct place in the filing system or gather a piece of information from the system. It will be of great advantage if you also could be exposed to a computer based filing system.

Model answer:

Learners must demonstrate abilities as indicated in the relevant assessment criteria.

My Notes ...

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Assessment Feedback Form

Comments / Remarks	
Feedback to learner on assessment:	
Feedback from learner to assessor:	
Learner's Signature:	Date:
Assessor's Signature:	Date:

Summative Test and Attitude & Attribute Evaluation

Before the knowledge test is undertaken, the learner must be reminded of what is expected from him / her in terms of summative and reflexive competence. Read and explain to the learner, the **Preparation for Your Final Assessment** section in the learner workbook. Learners and assessor should sign off this section to acknowledge that this step was completed.

Please set up a knowledge test from the questions given as a guideline to learners and supply each learner with a test sheet.

Supply each report with the following heading:

Unit Standard:	116160	NQF Level:	1
Learner Name:			

NOTE: Refer to the Learner Guide as guideline for model answers.

Questions	Model Answers
What do you understand the term Human Resources to mean?	Human Resources supports both organisational and individual objectives
Think of your own pay slip. Name 2 standard deductions that can be deducted from an employee's salary or wages.	Income tax (PAYE); Payments to the Unemployment Insurance Fund (UIF)
Who are these deductions paid over to?	South African Revenue Services. (SARS).
Name 3 things that a manager or supervisor should prepare before employing someone.	1. Job Description. 2. Person Specification. 3. Salary Offer.
You want to apply for the job of a tractor driver. Name 3 local places where you can normally find an advertisement for this position.	1. Local Newspapers. 2. Department of Labour. 3. Colleges and Training organisations.
When you prepare yourself for an interview. List 3 questions that you might be asked.	1. Previous experience. 2. Expected wage or salary. 3. Conditions of employment.

What is important to remember when you conduct interviews?	<ol style="list-style-type: none"> 1. Hold face-to-face interviews to match the candidate to your job description. 2. Check the suitability of their personality and compatibility. 3. Arrange a test for candidates if the skills you require from them are easily measurable. 4. Have a fair selection procedure and not discriminate on the grounds of race, gender, disability or pay. 5. Keep the documentation on applicants and interviews for about six months in case there are complaints from rejected candidates.
Do you think that unsuccessful candidates should be informed after the job interview? How?	Yes. Inform unsuccessful candidates by telephone or letter, thanking them for their interest and their time.
What kind of hours do you think a tractor driver would be expected to work?	45 hours a week.
Write down what you think a job description for a general farm worker would look like.	
Give a basic outline to the contract you would expect to receive if you started working as a general farm worker.	<p>Your (employer) details, as well as the employee's details - employer's full name, employer's address, the employee's name, and the employee's occupation (or a brief description of the work).</p> <p>Employment details - place of work, date that employment started, working hours and days of work.</p> <p>Payment details - salary or wage (or the rate and method of calculating wages), the rate for overtime, any other cash payments, any payments in kind (and their value), the frequency of payment, and any deductions from their payment; and</p> <p>Leave details - any leave to which the worker is entitled to, the period of notice required for termination (or period of contract).</p>
How do you think a farmer or manager would go about measuring the performance of the tractor driver?	Look at the tractor driver's job description
What are your rights as a tractor driver regarding meal breaks?	A farm worker is entitled to a one-hour break for a meal after not more than five hours work. Such interval may be reduced to 30 minutes, by agreement between the parties.
What are your rights as tractor driver regarding sick leave?	During every sick leave cycle of 36 months an employee is entitled to an amount of paid sick leave equal to the number of days the employee would normally work during a period of six weeks.
What are your rights as tractor driver regarding annual leave?	Annual leave may not be less than 21 consecutive days for full-time workers or by agreement, one day for every 17 days worked or one hour for every 17 hours worked.

What are the legal normal work hours expected from tractor driver?	45 hours a week.
What are your rights as in terms of overtime work as a tractor driver?	A farm worker may not work more than three hours of overtime per day or 10 hours per week and must be paid at least 1.5 times the wage or may agree to receive paid time off.
Should a tractor driver be paid a different wage if he works overtime, on public holidays and on Sundays? Motivate your answer.	Yes. Paid at least 1.5 times the wage.
What records must you keep of all your workers?	<ol style="list-style-type: none"> Personal details - name, address, emergency contact, qualifications, work-related disability. Employment history - date employment began, promotions, job title(s). Details of terms and conditions - including a copy of each employee's employment contract. Absence details - records of lateness, sickness, and any other authorised or unauthorised absences. Pension records. Training and appraisals. Meetings with trade unions/employee representatives. Disciplinary action. Termination of employments and redundancy consultations - to show you have complied with redundancy legislation and provide evidence to defend claims made against you.
<ol style="list-style-type: none"> If you decided to resign after four years of employment on a farm. How much notice should you give? If you still have 2 weeks of his annual leave due to you. What are your rights regarding this? (1) 	<ol style="list-style-type: none"> Four weeks if employed for more than four weeks. Any leave which you are entitled to. It could be taken before the 4 weeks notice or be paid out in agreement with employer.
If an employee has been legally dismissed. What duties does the employer have towards him/her?	Written notification. Letter of Service. Payment of any leave due to employee.
Explain in your own words what you think a policy document is?	Set of rules and guidelines to be followed.
Explain in your own words what you think Occupational Health & Safety means?	It provides measures to ensure the health and safety of all workers in the workplace.
Whose responsibility do you think Health & Safety on a farm is?	The Manager and all farm workers.

Assessment Feedback Form

Comments / Remarks	
<p>Feedback to learner on assessment and / or overall recommendations and action plan for competence:</p>	
<p>Feedback from learner to assessor:</p>	
<p>Assessment Judgement You have been found:</p> <p><input type="radio"/> Competent</p> <p><input type="radio"/> Not yet competent in this unit standard</p>	<p>Actions to follow:</p> <p><input type="radio"/> Assessor report to ETQA</p> <p><input type="radio"/> Learner results and attendance certification issued</p>
<p>Learner's Signature:</p>	<p>Date:</p>
<p>Assessor's Signature:</p>	<p>Date:</p>
<p>Moderator's Signature:</p>	<p>Date:</p>