



NQF Level: 1

US No: 116160

Learner Workbook

Primary Agriculture

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

My Name:

My Workplace:

Commodity: Date:

The availability of this product is due to the financial support of the National Department of Agriculture and the AgriSETA.



agriculture

Department:
Agriculture
REPUBLIC OF SOUTH AFRICA



Before we start...

Dear Learner - on completion of the Learner Guide, you will have acquired all the knowledge and skills to be assessed against the following unit standard:

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

Please read the unit standard at your own time (see **Learner Guide**).

What is assessment all about?

Assessment takes place at different intervals of the learning process and includes various activities. Some activities will be done before the commencement of the program whilst others will be done during programme delivery and other after completion of the program.

The assessment experience should be user friendly, transparent and fair. Should you feel that you have been treated unfairly, you have the right to appeal. Please ask your facilitator about the appeals process and make your own notes.

How to use this Workbook ...

Your activity workbook will be handed in from time to time on request of the facilitator / assessor for the following purposes:

- ◆ The activities that follow are designed to help you gain the skills, knowledge and attitudes that you need in order to become competent in this learning module.
- ◆ It is important that you complete all the activities and worksheets, as directed in the learner guide and at the time indicated by the facilitator.
- ◆ It is important that you ask questions and participate as much as possible in order to play an active roll in reaching competence.
- ◆ When you have completed all the activities and worksheets, hand this workbook in to the assessor who will mark it and guide you in areas where additional learning might be required.
- ◆ You should not move on to the next step in the assessment process until this step is completed, marked and you have received feedback from the assessor.
- ◆ Your facilitator should identify sources of information to complete these activities.
- ◆ **Please note** that all completed activities, tasks and other items on which you were assessed must be kept in good order, as it becomes part of your **Portfolio of Evidence** for final assessment.



1.1

SO 1 AC 1-4

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”.

My Name:

.....

My Workplace:

.....

My ID Number:

.....

Make sure that you have mastered the content of Session 1 in your Learner Guide before attempting this activity. Also use the said content as a guideline. Use the space below to compile the questions that you think would be relevant for this interview.

My Notes ...

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Facilitator comments:

Assessment:



2.1

SO 2 AC 1-3

Study the table below and then **discuss in class**, under leadership of your facilitator. Make notes for yourself.

My Name:

My Workplace:

My ID Number:

Let's look at each Act, what it governs and why / how we can access and use it?

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			
Smoking and Other Workplace Legislation			

Act	What does it govern?	Where can you get a copy?	What / When would you use it?
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 ...

.....

.....

.....

.....

.....

Facilitator comments:

Assessment:



3.1

SO 3 AC 1-3

Complete a sample Contract of Employment

My Name:

My Workplace:

My ID Number:

Take into account all terms and conditions that we have discussed, then complete the Sample Contract of Employment in your workbook and answer the relevant questions. Your facilitator should supply you with a suitable format. Make your own notes.

My Notes ...

.....

.....

.....

.....

Facilitator comments:

Assessment:



3.2

SO 3 AC 4

Presentation

My Name:

My Workplace:

My ID Number:

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. Make your own notes.

My Notes ...

.....

.....

.....

.....

Facilitator comments:

Assessment:



4.1
SO 4 AC 1-2

Answer the following questions

My Name:

My Workplace:

My ID Number:

1. Name 8 types of employee benefits.

.....

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

.....

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

.....

My Notes ...
.....
.....

Facilitator comments:

Assessment:



5.1
SO 5 AC 1-5

Research and find out

My Name:
.....
My Workplace:
.....
My ID Number:
.....

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.		

My Notes ...

.....

Facilitator comments:

Assessment:



5.2

SO 5 AC 1-5

Research and find out

My Name:
.....

My Workplace:
.....

My ID Number:
.....

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.		
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.		

My Notes ...

.....

.....

Facilitator comments:

Assessment:



5.3

SO 5 AC 1-5

Walk about your workplace.

Try to find as many of the following signs as you can.

My Name:

.....

My Workplace:

.....

My ID Number:

.....

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

Facilitator comments:

Assessment:

ACTIVITY

5.4

SO 5 AC 1-5

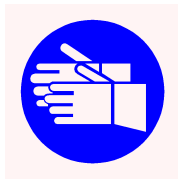
Walk about the workplace:
Protection, Protective Clothing and Safety Gear

My Name:

My Workplace:

My ID Number:

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



.....

.....

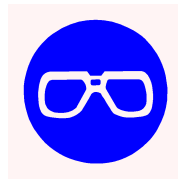
.....



.....

.....

.....



.....

.....

.....



.....

.....

.....



.....

.....

.....



.....

.....

.....



.....

.....

.....



.....

.....

.....

My Notes ...

.....

.....

.....

.....

Facilitator comments:

Assessment:



6.1
SO 6 AC 1-5

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.

My Name:
.....
My Workplace:
.....
My ID Number:
.....

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.
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.

My Notes ...

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Facilitator comments:

Assessment:

Assessment Feedback Form

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

Am I ready for my test?

- ◆ Check your plan carefully to make sure that you **prepare in good time**.
- ◆ You have to be found **competent** by a qualified **assessor** to be declared competent.
- ◆ Inform the assessor if you have any **special needs** or requirements **before** the agreed date for the test to be completed. You might, for example, require an interpreter to translate the questions to your mother tongue, or you might need to take this test orally.
- ◆ Use this worksheet to help you prepare for the test. These are **examples of possible questions** that might appear in the test. All the information you need was taught in the classroom and can be found in the learner guide that you received.

1. **I am sure** of this and understand it well
2. **I am unsure** of this and need to ask the Facilitator or Assessor to explain what it means

Questions	1. I am sure	2. I am unsure
What do you understand the term Human Resources to mean?		
Think of your own pay slip. Name 2 standard deductions that can be deducted from an employee's salary or wages.		
Who are these deductions paid over to?		
Name 3 things that a manager or supervisor should prepare before employing someone.		
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.		
When you prepare yourself for an interview. List 3 questions that you might be asked.		
What is important to remember when you conduct interviews?		
Do you think that unsuccessful candidates should be informed after the job interview? How?		
What kind of hours do you think tractor driver would be expected to work?		
Write down what you think a job description for a general farm worker would look like.		

Questions	1. I am sure	2. I am unsure
Give a basic outline to the contract you would expect to receive if you started working as a general farm worker.		
How do you think a farmer or manager would go about measuring the performance of the tractor driver?		
What are your rights as a tractor driver regarding meal breaks?		
What are your rights as tractor driver regarding sick leave?		
What are your rights as tractor driver regarding annual leave?		
What are the legal normal work hours expected from tractor driver?		
What are your rights as in terms of overtime work as a tractor driver?		
Should a tractor driver be paid a different wage if he works overtime, on public holidays and on Sundays?		
What records must you keep of all your workers?		
<ul style="list-style-type: none"> • If you decided to resign after four years of employment on a farm. How much notice should you give? • What are you entitled to? • If you still have 2 weeks of his annual leave due to you. What are your rights regarding this? 		
If an employee has been legally dismissed. What duties does the employer have towards him/her?		
Explain in your own words what you think a policy document is?		
Explain in your own words what you think Occupational Health & Safety means?		
Whose responsibility do you think Health & Safety on a farm is?		

My Notes ...

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Checklist for practical assessment ...

Use the **checklist** below to help you prepare for the part of the practical assessment when you are observed on the **attitudes** and **attributes** that you need to have to be found competent for this learning module.

When observed ...	Answer Yes or No	Motivate your answer (Give examples, reasons, etc.)
1. Can you identify problems and deficiencies correctly?		
2. Are you able to work well in a team?		
3. Do you work in an organised and systematic way while performing all tasks and tests?		
4. Are you able to collect the correct and appropriate information and / or samples as per the instructions and procedures that you were taught?		
5. Are you able to communicate your knowledge orally and in writing, in such a way that you show what knowledge you have gained?		
6. Can you base your tasks and answers on scientific knowledge that you have learnt?		
7. Are you able to show and perform the tasks required correctly?		
8. Are you able to link the knowledge, skills and attitudes that you have learnt in this module of learning to specific duties in your job or in the community where you live?		

- ◆ The assessor will complete a checklist that gives details of the points that are checked and assessed by the assessor.
- ◆ The assessor will write commentary and feedback on that checklist. They will discuss all commentary and feedback with you.
- ◆ You will be asked to give your own feedback and to sign this document.
- ◆ **It will be placed together with this completed guide in a file as part of your Portfolio of Evidence.**
- ◆ The assessor will give you feedback on the test and guide you if there are areas in which you still need further development.

Paperwork to be done ...

Please assist the assessor by filling in this form and then sign as instructed.

Learner Information Form				
Unit Standard	116160			
Program Date(s)				
Assessment Date(s)				
Surname				
First Name				
Learner ID / SETA Registration Number				
Job / Role Title				
Home Language				
Gender:	Male:		Female:	
Race:	African:	Coloured:	Indian/Asian:	White:
Employment:	Permanent:		Non-permanent:	
Disabled	Yes:		No:	
Date of Birth				
ID Number				
Contact Telephone Numbers				
Email Address				
Postal Address				Signature: