



NQF Level: **3** US No: **116218**

# Assessment Guide

## Primary Agriculture

# Production Management



Assessor: .....

Workplace / Company: .....

Commodity: ..... Date: .....

## 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 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:

<b>Title:</b>	Explain the Planning and Scheduling of Tasks in a Production Environment
<b>US No:</b>	<b>116218</b>
<b>NQF Level:</b>	<b>3</b>
<b>Credits:</b>	<b>3</b>

This unit standard is one of the building blocks in the qualification 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	49048	3	120	<input type="checkbox"/>
National Certificate in Plant Production	49052	3	120	<input type="checkbox"/>

Please mark the learning program you are enrolled in:

Are you enrolled in a:	Y	N
Learnership?	<input type="checkbox"/>	<input type="checkbox"/>
Skills Program?	<input type="checkbox"/>	<input type="checkbox"/>
Short Course?	<input type="checkbox"/>	<input type="checkbox"/>

### Note to Assessor:

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



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SO 2

**Instructions to learner:**  
Production Calendar

**Learner Guide: Page 21**      **Facilitator Guide: Page 15**

Design a calendar with the months of the current year. Record the correct scheduling dates for inputs, processes and outputs. Take the following into account:

- Fertilising
- Picking
- Harvesting
- Selling

Present your calendar to the assessor and the rest of your class, explaining the concepts and your rationale.

**Model Answer(s):**  
(Similar to calendar below)

<i>Month</i>	<i>Production Processes</i>					
	<i>Fertilisation</i>	<i>Pest and Disease Control</i>	<i>Irrigation</i>	<i>Pruning</i>	<i>Harvesting</i>	<i>Storing</i>
<i>July</i>						
<i>August</i>						
<i>September</i>						
<i>October</i>						
<i>November</i>						
<i>December</i>						
<i>January</i>						
<i>February</i>						
<i>March</i>						
<i>April</i>						
<i>May</i>						
<i>June</i>						

**3**

**SO 3**

**Instructions to learner:**  
Production team interviews

**Learner Guide: Page 28**                      **Facilitator Guide: Page 17**

As a group, interview a working team on a crop (cotton) farm. Record in detail the following:

Statistical Information	
How many members are there in the team?	
How is the team structured?	
What is the average wage of the team?	
What kinds of inputs are needed for them to produce a result?	
What are their production goals?	
What kinds of outputs have they produced during the past 12 months?	

**Model Answer(s):**  
*No model answer due to variance in circumstances.*

Analyse the group’s findings above, and take into account what you have learnt regarding production optimisation techniques. Discuss how you think the productivity and production optimisation of this team can be improved. Write down your recommendations.

**Model Answer(s):**  
*No model answer due to variance in circumstances.*



# Summative Test and Attitude & Attribute Evaluation

**B**efore 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:

<b>Unit Standard:</b>	116218	<b>NQF Level:</b>	3
<b>Learner Name:</b>			

Questions	Model Answers
1. Explain production planning on the farm where you are doing your workplace experience and the different levels of planning that can be used in production planning activities.	<i>No model answer due to variance in circumstances.</i>
2. Draw up a monthly schedule for production and the activities related to the plan for the farm where you are doing your workplace experience.	<i>No model answer due to variance in circumstances.</i>
3. Demonstrate the ability to make meaningful comments on the planning and scheduling process. Comment may be made but is not limited to the timely usage of the specific inputs, processes and outputs scheduled such as planting dates, fertilising, pruning, harvesting, feeding, mating periods, vaccinations, selling, etc.	<i>No model answer due to variance in circumstances.</i>
4. What is the purpose and list the procedures to follow with production planning and scheduling related to the farm where you are doing your workplace experience?	<i>No model answer due to variance in circumstances.</i>

### 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><b>Assessment Judgement</b> 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><b>Learner's Signature:</b></p>	<p><b>Date:</b></p>
<p><b>Assessor's Signature:</b></p>	<p><b>Date:</b></p>
<p><b>Moderator's Signature:</b></p>	<p><b>Date:</b></p>