

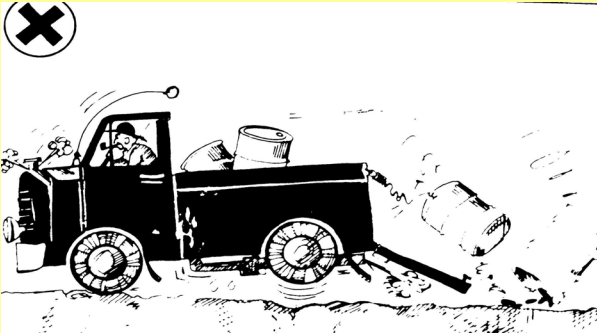


NQF Level: **3** US No: **116240**

Assessment Guide

Primary Agriculture

Store inputs



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:

Title: Explain store inputs categories, labelling and storage methods
US No: 116240 NQF Level: 3 Credits: 3

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.

Instructions to learner:

Individual activity

Learner Guide: Page 9 Facilitator Guide: Page 11

Distinguish between different types of stock in relation to Agricultural Inputs.

Model Answer(s):

1. *Raw materials and components*

These are the materials and components that are normally used to manufacture a product. In agriculture, raw materials refer to seeds and fertilisers that are needed in crop production. Raw material also includes pesticides used in pest control during crop production.

2. *Work in progress*

Work in progress refers to a product that goes through stages in a manufacturing process. The concept does not apply to agriculture, as the work in progress would be the crop growing in the field, and it is not a stock item.

3. *Finished goods*

Finished goods are the finished product that after being manufactured is sold to a retailer or wholesalers. In agricultural terms this is the final crop that is placed on the market. This could be fresh produce or maize kernels etc. Often, the final product in agricultural terms will not be stored on farm, but may be transported directly to a co-operative or market trader and stored there. At any rate the final product will never be in storage together with the inputs. The final product in the case of fresh produce will be stored in specialised cold rooms. Grains are normally stored in silos.

4. *Consumables*

Consumables are the inputs that are required during the season to ensure crop growth. Here it becomes a bit confusing for agricultural inputs. Pesticides and fertilisers could be viewed as consumables, but also as raw materials.

Other consumables may include packaging materials where the crops are processed on the farm. Again components such as packing material will not necessarily be stored together with pesticides.

Instructions to learner:

Individual activity

Learner Guide: Page 12

Facilitator Guide: Page 11

Discuss the five basic, generic principals regarding quality of the stock that must be adhered to.

Model Answer(s):

- *Shelf Life*
All pesticides and fertilisers and seed have a distinct expiry date. If the expiry date on pesticides is exceeded, the pesticide may not contain the correct amount of active ingredient. Lack of active ingredient will lead to a loss in pesticide effectiveness. The solvents in the compound may also have evaporated during storage. This will lead to the formulation being over-concentrated, which could lead to too much active ingredient being applied and thus residue limits may be exceeded.
- *Open containers*
No agricultural inputs should be used from containers that have been opened, and for which there is not record of having been opened and used partially. This is because the identity of the contents is uncertain or unknown. If for example a granular herbicide has for some reason, been stored in a fertiliser bag, crops may be damaged or killed if such a product is used.
- *Unlabelled containers*
The same principals applying to open containers apply to unlabelled containers. A container without a label is of unknown origin and contains an unknown product.
Both unlabelled and opened containers must be disposed of correctly.
- *Product safety*
All inputs will be labelled with information on the safety of the product. It is essential that these guidelines are followed. Where the label does not state the product safety and safe handling guidelines, the product safety data sheet must be obtained. Where safety information is lacking, the product should not be placed in storage.
- *Product specifications*
Agricultural inputs will be ordered according to specific specifications. When the order is received, it is critical that the information on specifications (Brand name, active ingredient, concentrations etc.) is checked against the original order placed, as well as against the labels on the containers delivered, before they are signed off.

3

SO 1 & 2

Instructions to learner:

Individual activity

Learner Guide: Page 14 Facilitator Guide: Page 12

Name the 8 basic points that are likely to be included in a policy on incoming stock.

Model Answer(s):

- *Count the boxes to check if the correct number has been delivered.*
- *Separate unopened boxes, i.e. those that are sealed and labelled containing only one type and kind of input (e.g. a box containing 25, one litre bottles of Roundup herbicide), from opened boxes (i.e. those containing different items in one box).*
- *Sealed boxes can be counted unopened. The contents of opened cartons should be checked. The contents of sealed boxes can also be checked if time allows it.*
- *Open damp or damaged boxes and check the contents for damage and breakages*
- *If cartons have been tampered with, their contents should also be checked.*
- *According to site procedures, the contents of boxes that are tempered with or damaged must be returned to supplier.*
- *Check the contents for quality and expiry dates. If expiry dates have been exceeded, return the goods to the supplier, following the site procedures.*
- *Any discrepancies should be recorded on the invoice, following site procedures.*
- *Only after having checked the delivered stock for correctness, it may be signed off. It is a good policy to check the invoice against the order to ensure they coincide before signing off the delivery.*

Which additional Activities should be added in your opinion and why?

Model Answer(s):

Non provided, site and farm specific answer, likely to vary between sites.

4

SO 1 & 2

Instructions to learner:

Individual activity

Learner Guide: Page 16 Facilitator Guide: Page 12

Following the example provided, design an order and delivery note for inputs you would require at your place of work.

Model Answer(s):

Non provided, site and farm specific answer, likely to vary between sites and individuals.

5

SO 1 & 2

Instructions to learner:

Individual activity

Learner Guide: Page 18 Facilitator Guide: Page 12

What are the main aspects that should be covered in a delivery processing procedure?

Model Answer(s):

- *Waste material should be disposed of as soon as possible after unpacking. Care must be taken if a compactor is used. All packing material should be disposed of according to store policy.*
- *Stock levels should be accurately recorded onto the store's stock systems immediately.*
- *Those goods that need to be stored should be placed in the storage area and stacked neatly and safely according to the principle of First in First out (FIFO).*
- *Relevant labelling should be applied before goods are placed in storage where they are required.*
- *Store rooms should always be secured when unattended. Goods that have special storage requirements, such as flammable material, chemicals or expensive items, should be stored securely according to the relevant regulations, store policy and label requirements.*

6

SO 2,3,4 & 6

Instructions to learner:

Individual activity

Learner Guide: Page 20 Facilitator Guide: Page 14

Discuss the 3 main types of stocktaking.

Model Answer(s):

- A *full stocktaking* implies that every item in the store is counted. Full stocktaking is generally undertaken yearly or six monthly.
- A *cyclical stocktaking* implies that only a part of the stock is counted at any one time, but these counts are carried out on a regular, scheduled basis. In a pesticide store, stocktaking may be taken weekly during the spraying season to ensure that the minimum stock level is still satisfactory.
- *Spot checks*, in a particular area of the store, stock is checked for discrepancies.

7

SO 2,3,4 & 6

Instructions to learner:

Individual activity

Learner Guide: Page 22 Facilitator Guide: Page 14

Discuss the concept of minimum stock levels in relation to an example of an agricultural input used commonly on the farm where you work.

Model Answer(s):

Non provided, site and farm specific answer, likely to vary between sites and individuals.

8**SO 2,3,4 & 6****Instructions to learner:**

Individual activity

Learner Guide: Page 23 Facilitator Guide: Page 14

Design a stock dispatch procedure and necessary forms for dispatching pesticides from a farm store.

Model Answer(s):

Non provided, site and farm specific answer, likely to vary between sites and individuals.

9**SO 2,3,4 & 6****Instructions to learner:**

Individual activity

Learner Guide: Page 24 Facilitator Guide: Page 14

Discuss the concept of stock rotation of fertilisers used at the farm where you work.

Model Answer(s):

Non provided, site and farm specific answer, likely to vary between sites and individuals.

10

SO 5

Instructions to learner:

Individual activity

Learner Guide: Page 29 Facilitator Guide: Page 15

Discuss the 5 main toxicity groups of pesticides.

Model Answer(s):

Hazard Group	LD ₅₀ for rats (mg/kg body mass)			
	Oral		Dermal	
	Solid	Liquid	Solid	Liquid
Group 1a Very toxic	< 5	< 20	< 10	< 40
Group 1B Toxic	5 - 50	20 – 200	10 - 100	40 – 400
Group 2 Harmful	50 – 500	200 – 2000	100 – 1000	400 – 4000
Group 3 Caution	> 500	> 2000	> 1000	> 4000
Group 4 Acute hazard unlikely during normal use	> 2000	> 3000	-	-

11

SO 5

Instructions to learner:

Individual activity

Learner Guide: Page 48 Facilitator Guide: Page 15

What are the two main Acts that should be adhered to in the storage of pesticides?

Model Answer(s):

- *Pesticide registration act*
- *Occupational health And safety act*

Instructions to learner:

Individual activity

Learner Guide: Page 48 Facilitator Guide: Page 15

Discuss the implications of DoA Act 36 of 1947.

Model Answer(s):

- *All pesticides and fertilisers must be registered under the regulations of Act 36 of 1947, which is the Fertilisers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, governed by the National Department of Agriculture. This process must be undergone before a pesticide can be made commercially available. The registration process involves submitting data on the composition, toxicology, pharmacology, efficacy and phytotoxicity to the Registrar of Act 36. Trials in which data is generated must be carried out according to guidelines set out by the office of the Registrar. The results must show that the pesticide does control the pest against which it is aimed under a range of environmental conditions before registration is granted. Also the results should show that the compound would not adversely affect the health of operators and environment.*
- *No pesticide may be used in a way that contradicts the Label. This means that the pesticide must be registered for every crop it is to be used on, for a specified target at a specified application rate. Any use of a pesticide not in accordance with the label is a criminal offence and could lead to criminal charges being laid against you. The outcome of this could be a fine or jail sentence.*

My Notes ...

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

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:	116240	NQF Level:	3
Learner Name:			

Questions	Model Answers
1. Name the different types of stock?	<ul style="list-style-type: none"> • <i>Raw materials and components</i> • <i>Work in progress</i> • <i>Finished goods</i> • <i>Consumables</i>
2. Name the 5 five basic, generic principals regarding quality of the stock that must be adhered to?	<ul style="list-style-type: none"> • <i>Shelf Life</i> • <i>Open containers</i> • <i>Unlabelled containers</i> • <i>Product safety</i> • <i>Product specifications</i>

Questions	Model Answers
<p>3. Name the 8 basic points that are likely to be included in a policy on incoming stock?</p>	<ul style="list-style-type: none"> • <i>Count the boxes to check if the correct number has been delivered.</i> • <i>Separate unopened boxes i.e. those that are sealed and labelled containing only one type and kind of input (e.g. a box containing 25, one litre bottles of Roundup herbicide), from opened/mixed boxes (i.e. those containing different items in one box).</i> • <i>Sealed boxes can be counted unopened. Mixed cartons should be opened and the contents checked. If time allows, check the contents of sealed boxes as well.</i> • <i>Open damp or damaged boxes and check the contents for damage and breakages. If cartons have been tampered with, their contents should also be checked. Any goods that are tampered with and/or damaged contents must be returned to the supplier following the site procedures.</i> • <i>Check the goods for quality and expiry dates. If expiry dates have been exceeded return the goods to the supplier, following the site procedures.</i> • <i>Any discrepancies should be recorded on the invoice following site procedures.</i> • <i>Only sign the delivered stock off after having checked it for correctness. It is a good policy to check the invoice against the order placed to ensure they coincide.</i>
<p>4. What are the main aspects that should be covered in a delivery processing procedure?</p>	<ul style="list-style-type: none"> • <i>Waste material should be disposed of as soon as possible after unpacking. Care must be taken if a compactor is used. All packing material should be disposed of according to store policy.</i> • <i>Stock levels should be accurately recorded onto the store's stock systems immediately.</i> • <i>Those goods that need to be stored should be placed in the storeroom and stacked neatly and safely according to the principle of First in First out (FIFO).</i> • <i>Relevant labelling should be applied before they are placed in storage where required.</i> • <i>Storerooms should always be secured when unattended. Goods that have special storage requirements, such as flammable material, chemicals or expensive items, should be stored securely according to the relevant regulations, store policy and label requirements.</i>
<p>5. Name the 3 main types of stocktaking?</p>	<ul style="list-style-type: none"> • <i>A full stocktaking</i> • <i>A cyclical stocktaking</i> • <i>Spot checks</i>
<p>6. What is meant by minimum stock levels?</p>	<ul style="list-style-type: none"> • <i>A predetermined minimum number of stocked items which, when reached, will trigger ordering of new stocks.</i>
<p>7. What is meant by Obsolete stock?</p>	<ul style="list-style-type: none"> • <i>Old stock that is out of date (has expired).</i>

Questions	Model Answers																																						
8. What is stock rotation?	<ul style="list-style-type: none"> A stock control system where older stock is sold before fresh stock. 																																						
9. What is meant by the FIFO system?	<ul style="list-style-type: none"> A stock rotation system, which requires the inputs that are bought first used first 																																						
10. Discuss the 5 main toxicity groups of pesticides?	<table border="1"> <thead> <tr> <th rowspan="3">Hazard Group</th> <th colspan="4">LD₅₀ for rats (mg/kg body mass)</th> </tr> <tr> <th colspan="2">Oral</th> <th colspan="2">Dermal</th> </tr> <tr> <th>Solid</th> <th>Liquid</th> <th>Solid</th> <th>Liquid</th> </tr> </thead> <tbody> <tr> <td>Group 1a Very toxic</td> <td>< 5</td> <td>< 20</td> <td>< 10</td> <td>< 40</td> </tr> <tr> <td>Group 1B Toxic</td> <td>5 - 50</td> <td>20 – 200</td> <td>10 - 100</td> <td>40 – 400</td> </tr> <tr> <td>Group 2 Harmful</td> <td>50 – 500</td> <td>200 – 2000</td> <td>100 – 1000</td> <td>400 – 4000</td> </tr> <tr> <td>Group 3 Caution</td> <td>> 500</td> <td>> 2000</td> <td>> 1000</td> <td>> 4000</td> </tr> <tr> <td>Group 4 Acute hazard unlikely during normal use</td> <td>> 2000</td> <td>> 3000</td> <td>-</td> <td>-</td> </tr> </tbody> </table>	Hazard Group	LD ₅₀ for rats (mg/kg body mass)				Oral		Dermal		Solid	Liquid	Solid	Liquid	Group 1a Very toxic	< 5	< 20	< 10	< 40	Group 1B Toxic	5 - 50	20 – 200	10 - 100	40 – 400	Group 2 Harmful	50 – 500	200 – 2000	100 – 1000	400 – 4000	Group 3 Caution	> 500	> 2000	> 1000	> 4000	Group 4 Acute hazard unlikely during normal use	> 2000	> 3000	-	-
Hazard Group	LD ₅₀ for rats (mg/kg body mass)																																						
	Oral		Dermal																																				
	Solid	Liquid	Solid	Liquid																																			
Group 1a Very toxic	< 5	< 20	< 10	< 40																																			
Group 1B Toxic	5 - 50	20 – 200	10 - 100	40 – 400																																			
Group 2 Harmful	50 – 500	200 – 2000	100 – 1000	400 – 4000																																			
Group 3 Caution	> 500	> 2000	> 1000	> 4000																																			
Group 4 Acute hazard unlikely during normal use	> 2000	> 3000	-	-																																			
11. What are the two main Acts that should be adhered to in the storage of pesticides?	<ul style="list-style-type: none"> Pesticide registration act Occupational health And safety act 																																						
12. Is it legally allowed to apply an unregistered pesticide to a crop?	<ul style="list-style-type: none"> NO. No pesticide may be used in a way that contradicts the Label. This means that the pesticide must be registered for every crop it is to be used on, for a specified target at a specified application rate. Any use of a pesticide not in accordance with the label is a criminal offence and could lead to criminal charges being laid against you. The outcome of this could be a fine or jail sentence. 																																						
13. If you require information concerning the use of pesticides on your crops, who would you contact?	<ul style="list-style-type: none"> Any of: Department of Agriculture SA Institute for Agricultural Extension Agricultural Research Council (ARC) Your local Co-operative or Agrimark Agri SA The South African Pest Control Association (SAPCA) Suppliers of Agricultural Chemicals such as Aventis, Bayer, Agricol, UAP, Terrasson and many more. Sector and National Trade Magazines – such as Farmer’s Weekly and Landbou Weekblad. Annual trade shows. 																																						

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>