



NQF Level: 3 US No: 116268

# Assessment Guide

## Primary Agriculture

# Crop harvesting



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> Monitor and co-ordinate the harvesting of agricultural products
<b>US No:</b> 116268 <b>NQF Level:</b> 3 <b>Credits:</b> 4

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.

**1****SO 1 & 6****Instructions to learner:**

Group Activity

**Learner Guide: Page 13****Facilitator Guide: Page 13**

At your place of work – Identify the harvesting tools and equipment used for the major crop that is grown on farm.

- List the equipment used in the process.
- Draw a process flow chart of the harvesting process followed.
- Describe how the equipment is used.
- Describe the main function of the various pieces of equipment.
- How is the use of various pieces of equipment coordinated logistically?
- Discuss the implemented equipment maintenance plan.
- Provide details on the schedules, methods, storage and specific documentation required.
- How are the workers encouraged to follow this maintenance plan?
- Discuss the routine maintenance that is required on farm.
- Identify and describe the maintenance procedures relevant to the harvesting equipment.
- Describe the report procedure in case of malfunctioning harvesting equipment.
- Discuss the procedure to be followed once a problem that can be corrected on farm has been identified.

**Model Answer(s):**

None provided as the answer will be site specific. The assessor/facilitator should consult with site management to ensure that a relevant model answer is developed prior to the onset of the course.



**3****SO 3****Instructions to learner:**

Group Activity

**Learner Guide: Page 24****Facilitator Guide: Page 16**

At your place of work, determine the factors that may influence harvesting of the major grown crop.

**Activity 3.1**

Write a concise report in which you discuss: The What-How-Why factors that may influence the harvest.

**Activity 3.2**

Identify the harvesting plan used (regarding the major grown crop) on farm.

Write a concise report in which you discuss:

- The harvesting plan according to main points that must be taken into account.
- The manner in which the harvest plan is implemented on farm.
- Are there any industry specific issues that require attention?
- In relation to the crop grown on the farm, explain why the harvesting plan is important at your place of work.
- How is the harvesting process managed at your place of work to ensure a quality product reaches its final destination? How are these documented?
- What special requirements does the crop have regarding the harvesting and the produce destination?

**Model Answer(s):**

None provided as the answer will be site specific. The assessor/facilitator should consult with site management to ensure that a relevant model answer is developed prior to the onset of the course.

**Instructions to learner:**  
Group Activity

**Learner Guide: Page 26      Facilitator Guide: Page 17**

Identify the health and safety plan implemented at the farm where you work.

Write a concise report in which you discuss:

- The main components of the health, hygiene and safety plan
- How the plan recognises and fulfils the requirements of the OHS Act, EUREPGAP, BRC, HACCP and food safety requirements that are relevant to the farm where you work.
- If you were in a managing position, responsible for the health and safety on the farm, how would you ensure the health, hygiene and safety of the harvested crop as well as the person harvesting the crop?
- The process and procedures to be followed if an emergency occurs.

**Model Answer(s):**

None provided as the answer will be site specific. The assessor/facilitator should consult with site management to ensure that a relevant model answer is developed prior to the onset of the course.

**My Notes ...**

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**SO 5**

**Instructions to learner:**

Group Activity

**Learner Guide: Page 28**

**Facilitator Guide: Page 19**

Identify the waste disposal plan / guidelines implemented at your place of work.

In a report on the waste disposal plan / guidelines discuss:

- What is defined as waste at your place of work?
- How is the waste separated?
- How is the waste policy implemented on farm?
- Abiding farm polices, how would you encourage co-workers to keep the harvest area clean of waste?
- Do your colleges know why it is important to keep the harvest and processing areas clean and free of waste?
- How is the waste disposal plan implemented and controlled at your place of work?
- How is the waste disposal plant monitored and evaluated at your place of work?
- What waste disposal records are kept, who is meant to complete them and how is this process monitored.

**Model Answer(s):**

None provided as the answer will be site specific. The assessor/facilitator should consult with site management to ensure that a relevant model answer is developed prior to the onset of the course.

**My Notes ...**

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# 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>	116268	<b>NQF Level:</b>	3
<b>Learner Name:</b>			

Questions	Model Answers
1. Why is it important to know the crop to be harvested?	♦ One has to know your crop to determine which tools and equipment would be required during the harvest process and to ensure market requirements are met.
2. Name the two possible harvesting methods for the crop grown at your place of employment.	♦ None Provided – site, industry or crop specific answer required.
3. Explain the importance of clean and carefully maintained harvesting tools and equipment.	♦ Lengthening the life span of the tools and to ensure that the crop is properly harvested.
4. Provide general safety tips when harvesting tools are used.	♦ None Provided – site, industry or crop specific answer required.
5. Why is it important to report accidents and problems during the harvesting process?	♦ To ensure that the circumstances surrounding the incidents can become known and similar incidents be avoided.



6. How does one determine the harvest readiness of the crop	◆ None Provided – site, industry or crop specific answer required.
7. Explain the collection process of a representative sample to determine the harvest readiness of crop	◆ None Provided – site, industry or crop specific answer required.
8. How is the harvested crop handled at your place of work, refer to storage and transport procedures.	◆ None Provided – site, industry or crop specific answer required.
9. Describe the basic safety procedures that must be in place before you can start harvesting.	◆ None Provided – site, industry or crop specific answer required.
10. Describe the waste handling procedures used on the farm with specific reference to plant leaf material and spoiled fruit.	◆ None Provided – site, industry or crop specific answer required.

### My Notes ...

Dotted lines for writing notes.

### 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>