	External Assessment Specifications Document		
Curriculum Code	**Qualification Title**	**NQF Level**	**Logo**
612102001	**Occupational Certificate: Dairy Unit Manager**	**5**	

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1 ASSESSMENT STRATEGY

1.1 Assessment Model

An external integrated summative assessment, conducted through the relevant QCTO Assessment Quality Partner is required for the issuing of this qualification or any part qualification. The external integrated summative assessment will focus on the exit level outcomes and the associated assessment criteria. The assessment will be conducted at registered assessment sites or workplaces. An open book knowledge assessment, based on dairy farming related case studies, theoretical concepts and practices will be conducted.

1.2 Qualification Purpose

The purpose of this qualification is to prepare a learner to operate as a Dairy Unit Manager

A Dairy Unit Manager attends to the day to day management of a dairy farming unit, of dairy farm animals, harvesting and processing of milk, general operation and maintenance of dairy and farming equipment, the protection of natural farm resources and the performance of work teams or individuals.

A qualified learner will be able to:

- Attend to livestock feeding, production and health care functions on a dairy farm
- Attend dairy parlour hygiene, milk harvesting and equipment care activities
- Oversee and manage dairy farming activities

1.3 Assessment Standards

1.3.1 Assessment Standards for the Qualification

Integrated Assessment Focus Area 1

Attend to livestock feeding, production and health care functions on a dairy farm

Associated Assessment Criteria

- Calf rearing and care practices are performed in accordance with accepted dairy farming practices and procedures
- General health inspections of the calf and heifer are conducted in a systematic manner in accordance with accepted dairy farming practices and procedures
- Basic animal health treatments are administered on calves and heifers in accordance with accepted dairy farming practices and procedures
- Heifers and cows are selected and prepared for AI or natural breeding in accordance with accepted dairy farming practices and procedures
- Cows and bulls are cared for in accordance with accepted dairy farming practices and procedures
- General health inspections of cows and bulls are conducted in a systematic manner in accordance with accepted dairy farming practices and procedures
- Basic animal health treatments are administered on cows and bulls in accordance with accepted dairy farming practices and procedures
- Supplementary and concentrated feeds are prepared, mixed and distributed in accordance with accepted dairy farming practices and procedures

- Production related problems are recognised and categorised in terms of urgency and potential impact on the success of the farm and addressed in accordance with accepted dairy farming practices and procedures

- Solutions provided to production problems recognises the inter relationship between different variables in milk farming, are practically implementable and take potential costs into consideration

- Support and professional advice network is secured and maintained, including professional support structures to achieve sustainable dairy farming standards

Integrated Assessment Focus Area 2

Attend dairy parlour hygiene, milk harvesting and equipment care activities

Associated Assessment Criteria

- Cows are prepared for milking in accordance with accepted dairy farming practices and procedures

- Lactating cows under treatment are handled in accordance with accepted dairy farming practices and procedures

- Cows fresh in milk (colostrum) are handled in accordance with accepted dairy farming practices and procedures

- Cows are milked and milk records maintained in accordance with accepted dairy farming practices and procedures

- The milk cooling and storage equipment are utlised and maintained in accordance with milk handling and hygiene industry standards

- Dairy parlour hygiene practices are performed in accordance with milk handling and hygiene industry standards

- Dairy parlour equipment are cleaned and maintained in accordance with milk handling and hygiene industry standards

- Routine maintenance of the water treatment system is performed in accordance with water quality assurance and operational procedures

- Milk harvesting related problems are recognised and categorised in terms of urgency and potential impact on the success of the farm and addressed in accordance with accepted dairy farming practices and procedures

- Solutions provided to address milk harvesting related problems recognises the inter relationship between different variables in milk farming, are practically implementable and take potential costs into consideration

- The principles of the Code of Good Practice for dairy farming and all related requirements are practically implemented and adhered to across all aspects of an operational dairy farm

Integrated Assessment Focus Area 3

Oversee and manage dairy farming activities

Associated Assessment Criteria

- The principles of the Code of Good Practice for dairy farming and all related requirements are practically implemented and adhered to across all aspects of an operational dairy farm

- First line discipline of the workforce is maintained and conduct and capacity related problems addressed in accordance with standards of fairness
- Supervision concepts and practices are applied to ensure productive work teams
- Performance standards are monitored, work schedules are planned and work allocated to achieve desired work standards and outputs
- The principles of coaching is applied to maintain informed and competent team members
- Team members are informed through well structured and facilitated briefing and information sharing sessions
- Clearly worded instructions are issued to team members to ensure understanding
- Herd composition objectives are formulated and herd management practices implemented in accordance with accepted dairy farming practices
- Herd health care policy is formulated and herd health care management practices implemented in accordance with accepted dairy farming practices
- Herd breeding policy is formulated and herd health care management practices implemented in accordance with accepted dairy farming practices
- Herd feeding policy is formulated and herd nutritional management practices implemented in accordance with accepted dairy farming practices
- A milk parlour quality management system is formulated and quality management practices implemented in accordance with milk handling and hygiene industry standards
- Milk parlour routines are monitored and managed in accordance with milk parlour inspection and replacement protocols for daily, weekly, monthly, quarterly and annual inspections
- Results on milk quality and composition can be analysed and corrective measures implemented to meet milk quality objectives
- Herd health certification and statutory inspections of the milk parlour is scheduled according to statutory requirements
- Operational costs budgets can be prepared and monitored in accordance with accepted financial control concepts and practices
- Milk recording data is recorded, analysed, problem areas identified, trends recognised and improvements recommended in a systematic and that demonstrates sound technical dairy farming practice knowledge and application
- Reproduction data is recorded, analysed, problem areas identified, trends recognised and improvements recommended in a systematic and that demonstrates sound technical dairy farming practice knowledge and application
- Health records is recorded, analysed, problem areas identified, trends recognised and improvements recommended in a systematic and that demonstrates sound technical dairy farming practice knowledge and application
- Farm management records are recorded, evaluated, variances are recognised and recommendations formulated including financial, stock and personnel records, in a systematic and that demonstrates sound technical dairy farming practice knowledge and application

- Financial management concepts in dairy farming are applied in a systematic manner and that demonstrates sound dairy farming financial management practice knowledge
- Pasture management concepts relating to a dairy farm are applied in a structured manner that demonstrates sound dairy farming pasture management practice knowledge

1.3.2 Assessment Standards for Phases

None

1.3.3 Assessment Standards for Part Qualifications

The assessment standards specified for the qualification equally applies for the selected components of the part qualifications included

2 ASSIGNMENTS TO BE EVALUATED EXTERNALLY

None

3 CRITICAL ASPECTS OF THE INTERNAL ASSESSMENTS TO BE ASSESSED EXTERNALLY

- None

4 CRITERIA FOR THE REGISTRATION OF ASSESSORS

- A person trained in assessment practice with 5 years operational experience in the management of fresh milk production farming unit

5 FOUNDATIONAL LEARNING

Foundational learning competence is a pre-requisite for the awarding this qualification.

6 ELIGIBILITY REQUIREMENTS FOR THE EXTERNAL ASSESSMENT

In order to qualify for the external summative assessment learners must have a copy of a completed and signed Statement of Work Experience as well as proof of successful completion of the following subjects and modules or alternative programmes where applicable.

6.1 Qualification

	Proof of Knowledge Modules			***OR***			***Proof of Alternative Programmes***	
Number	***Title***	***NQF Level***	***Credits***		***Number***	***Title***	***NQF Level***	***Credits***
612102001-KM-01	South African dairy farming environment	3	4					
612102001-KM-02	Dairy calf and heifer rearing, feeding and health care	3	8					
612102001-KM-03	Dairy animal health care	2	8					
612102001-KM-04	Dairy animal production	3	8					
612102001-KM-05	Dairy livestock feeding	3	8					
612102001-KM-06	Milk harvesting and in-parlour processing	3	10					
612102001-KM-07	Team Leadership	4	8					
612102001-KM-08	Code of Good Practice for Milk Producers in the dairy industry	4	8					
612102001-	Dairy farm production	5	10					

KM-09	management							
612102001-KM-10	Farm business management	5	10					
612102001-KM-11	Pasture management	5	12					

	Proof of Practical Skill Modules			***OR***			***Proof of Alternative Programmes***	
Number	***Title***	***NQF Level***	***Credits***		***Number***	***Title***	***NQF Level***	***Credits***
612102001-PM-01	Perform calf and heifer rearing, production and health care practices	3	9					
612102001-PM-02	Perform animal production and health care practices of cows and bulls	3	9					
612102001-PM-03	Prepare feed and feed cows in milk	3	9					
612102001-PM-04	Harvest milk, attend to milk parlour hygiene and equipment	3	9					
612102001-PM-05	Attend to dairy parlour water treatment and waste water	3	4					

612102001-PM-06	Initiate and maintain first line discipline	4	7					
612102001-PM-07	Lead and direct work teams	4	7					
612102001-PM-08	Keep dairy farm records	4	7					
612102001-PM-09	Attend to concepts related to the dairy code of good practise for milk producers	4	7					
612102001-PM-10	Attend to dairy herd management activities	5	8					
612102001-PM-11	Attend to milk parlour management activities	5	10					
612102001-PM-12	Attend to farm business management activities	5	10					
612102001-PM-13	Attend to pasture management activities	5	10					

And

Statement of Work experience

6.2 Phase 1

No Phase Tests applicable

6.3 Part Qualification

Part Qualification 1:

Title:

Dairy Farm Worker, NQF Level 2, Credits 132

Purpose:

A Dairy Farm Worker attends to the daily livestock farming and milking practices on a dairy farm

Applicable Modules (Rules of Combination)

Knowledge Modules:

- 612102001-KM-01, South African dairy farming environment, NQF Level 3, Credits 4
- 612102001-KM-02, Dairy calf and heifer rearing, feeding and health care, NQF Level 3, Credits 8
- 612102001-KM-03, Dairy animal health care, NQF Level 2, Credits 8
- 612102001-KM-04, Dairy animal production, NQF Level 3, Credits 8
- 612102001-KM-05, Dairy livestock feeding, NQF Level 3, Credits 8
- 612102001-KM-06, Milk harvesting and in-parlour processing, NQF Level 3, Credits 10

Total number of credits for Knowledge Modules: 46

Practical Skill Modules:

- 612102001-PM-01, Perform calf and heifer rearing, production and health care practices, NQF Level 3, Credits 9
- 612102001-PM-02, Perform animal production and health care practices of cows and bulls, NQF Level 3, Credits 9
- 612102001-PM-03, Prepare feed and feed cows in milk, NQF Level 3, Credits 9
- 612102001-PM-04, Harvest milk, attend to milk parlour hygiene and equipment, NQF Level 3, Credits 9
- 612102001-PM-05, Attend to dairy parlour water treatment and waste water, NQF Level 3, Credits 4

Total number of credits for Practical Skill Modules: 40

This qualification also requires the following Work Experience Modules:

- 612102001-WM-01, Calf and heifer rearing practices and a dairy farm, NQF Level 3, Credits 18
- 612102001-WM-02, Heifer, cow and bull production and health care practices on a dairy farm, NQF Level 3, Credits 18
- 612102001-WM-03, Lactating cow feeding practices on a dairy farm, NQF Level 3, Credits 18
- 612102001-WM-04, Milk harvesting, parlour hygiene and equipment care processes on a dairy farm, NQF Level 3, Credits 23
- 612102001-WM-05, In parlour milk processing and handling, NQF Level 3, Credits 13

Total number of credits for Work Experience Modules: 90

Assessment Qualification Standards:

- Attend to livestock feeding, production and health care functions on a dairy farm (30%)
- Attend dairy parlour hygiene, milk harvesting and equipment care activities (30%)

Part Qualification 2:

Title:

Dairy Farm Supervisor, NQF Level 3, Credits 266

Purpose:

A Dairy Farm Supervisor attends to the daily livestock farming and milking practices on a dairy farm. A Dairy Farm Supervisor also attends to the implementation of the Code of good practice for dairy farmers and lead and direct work teams.

Applicable Modules (Rules of Combination)

Knowledge Modules:

- 612102001-KM-01, South African dairy farming environment, NQF Level 3, Credits 4
- 612102001-KM-02, Dairy calf and heifer rearing, feeding and health care, NQF Level 3, Credits 8
- 612102001-KM-03, Dairy animal health care, NQF Level 2, Credits 8
- 612102001-KM-04, Dairy animal production, NQF Level 3, Credits 8
- 612102001-KM-05, Dairy livestock feeding, NQF Level 3, Credits 8
- 612102001-KM-06, Milk harvesting and in-parlour processing, NQF Level 3, Credits 10
- 612102001-KM-07, Team Leadership, NQF Level 4, Credits 8
- 612102001-KM-08, Code of Good Practice for Milk Producers in the dairy industry, NQF Level 4, Credits 8

Total number of credits for Knowledge Modules: 62

Practical Skill Modules:

- 612102001-PM-01, Perform calf and heifer rearing, production and health care practices, NQF Level 3, Credits 9
- 612102001-PM-02, Perform animal production and health care practices of cows and bulls, NQF Level 3, Credits 9
- 612102001-PM-03, Prepare feed and feed cows in milk, NQF Level 3, Credits 9
- 612102001-PM-04, Harvest milk, attend to milk parlour hygiene and equipment, NQF Level 3, Credits 9
- 612102001-PM-05, Attend to dairy parlour water treatment and waste water, NQF Level 3, Credits 4
- 612102001-PM-06, Initiate and maintain first line discipline, NQF Level 4, Credits 7
- 612102001-PM-07, Lead and direct work teams, NQF Level 4, Credits 7
- 612102001-PM-08, Keep dairy farm records, NQF Level 4, Credits 7

- 612102001-PM-09, Attend to concepts related to the dairy code of good practise for milk producers, NQF Level 4, Credits 7

Total number of credits for Practical Skill Modules: 68

This qualification also requires the following Work Experience Modules:

- 612102001-WM-01, Calf and heifer rearing practices and a dairy farm, NQF Level 3, Credits 18
- 612102001-WM-02, Heifer, cow and bull production and health care practices on a dairy farm, NQF Level 3, Credits 18
- 612102001-WM-03, Lactating cow feeding practices on a dairy farm, NQF Level 3, Credits 18
- 612102001-WM-04, Milk harvesting, parlour hygiene and equipment care processes on a dairy farm, NQF Level 3, Credits 23
- 612102001-WM-05, In parlour milk processing and handling, NQF Level 3, Credits 13
- 612102001-WM-06, Direct a work team in different dairy farming production activities, NQF Level 4, Credits 18
- 612102001-WM-07, Dairy farm records and administrative processes, NQF Level 4, Credits 10
- 612102001-WM-08, Implementation of Code of Good Practice for Milk Producers in the dairy industry, NQF Level 4, Credits 18

Total number of credits for Work Experience Modules: 136

Assessment Qualification Standards:

- Attend to livestock feeding, production and health care functions on a dairy farm
- Attend dairy parlour hygiene, milk harvesting and equipment care activities
- Oversee and manage dairy farming activities