

NOTICE 556 OF 2001
SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA)

In accordance with regulation 24(c) of the National Standards Bodies Regulations of 28 March 1998, the Standards Generating Body (SGB) for

Grain

Registered by NSB 01, Agriculture and Nature Conservation, publishes the following unit standards-based qualifications for public comment.

This notice contains the titles, fields, sub-fields, NQF levels, credits, and purposes of the qualifications, and the titles and specific outcomes of the unit standards upon which qualifications are based. The full qualifications and unit standards can be accessed via the SAQA web-site at www.saqacoza.co.za. Copies may also be obtained from the Directorate of Standards Setting and Development at the SAQA offices, 659 Pienaar street, Brooklyn, Pretoria.

Comment on the qualifications and unit standards should reach SAQA at the address *below and no later than Monday 2 April 2001*. All correspondence should be marked **Standards Setting – SGB for Grain** and addressed to

The Director: Standard Setting and Development
SAQA
Attention: Mrs S. Vasuthevan
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SAMUEL B.A. ISAACS
EXECUTIVE OFFICER

NATIONAL CERTIFICATE IN GRAIN HANDLING PROCESSES – NQF LEVEL 2

Field:	Agriculture and Nature Conservation
Sub-field:	Secondary Agriculture
NQF level:	Level 2
Credits:	128 of which at least 118 will be at or above level 2 43 credits fundamental; 58 credits core, and 27 credits elective

Purpose of Qualification: This qualification is registered at level 2 on the National Qualifications Framework. It provides learners with the opportunity to access learning in broad Grain Handling processes and practices, which include opportunities for learners to grow in the specific field.

Learners will be able to combine fundamental, core and elective unit standards in order to gain competence linked to best practice. Learners will, once qualified and assessed as competent, be able to demonstrate competence in storage of stock, control of stock, shunt railway trucks, measure consignment mass, unload grain consignments in bulk, intake of grain, drying of grain, cleaning of grain, apply storage hygiene, dispatch grain and provide effective administrative support. Learners will also demonstrate an understanding of the Grain Handling Industry.

UNIT STANDARDS AT NQF LEVEL 2**Fundamental learning:**

1. Literacy and communication at NQF level 2
2. Numeracy at NQF level 2
3. Use data entry skills to input computer data
4. Care for electronic equipment and measuring instruments

Core learning:

5. Introduction to Grain Handling Industry
6. Storage of stock
7. Shunt railway trucks
8. Measure consignment mass
9. Unload grain consignments in bulk
10. Intake of grain
11. Drying of grain

UNIT STANDARDS AND SPECIFIC OUTCOMES NQF LEVEL 2**1. Title: Shunt railway trucks**

- Specific outcome 1.1: Prepare for shunting
Specific outcome 1.2: Shunt railway trucks
Specific outcome 1.3: Complete shunting process

2. Title: Measure consignment mass

- Specific outcome 2.1: Prepare for the measuring of consignment mass
Specific outcome 2.2: Measuring consignment mass
Specific outcome 2.3: Complete the mass measuring process

3. Title: Unload grain consignments in bulk

- Specific outcome 3.1: Prepare for the unloading of grain consignments in bulk
Specific outcome 3.2: Unload consignment
Specific outcome 3.3: Complete the unloading process of grain consignments in bulk

4. Title: Intake of grain

- Specific outcome 4.1: Prepare for the intake process
Specific outcome 4.2: Perform intake of grain
Specific outcome 4.3: Complete the intake of grain process

5. Title: Drying of grain

- Specific outcome 5.1: Prepare for the drying of grain process
Specific outcome 5.2: Reclaim grain
Specific outcome 5.3: Determine moisture content
Specific outcome 5.4: Complete drying of grain

6. Title: Cleaning of grain

- Specific outcome 6.1: Prepare for the cleaning process
Specific outcome 6.2: Perform cleaning process
Specific outcome 6.3: Complete cleaning of grain

7. Title: Dispatch grain

- Specific outcome 7.1: Prepare for dispatch
Specific outcome 7.2: Dispatch grain consignments
Specific outcome 7.3: Complete dispatch process

NATIONAL CERTIFICATE IN AGRI TRADE PROCESSES – NQF LEVEL 2

Field:	Agriculture and Nature Conservation
Sub-field:	Secondary Agriculture
NQF level:	Level 2
Credits:	137 of which 121 will be at or above level 2 69 credits fundamental; 49 credits core, and 19 credits elective.

Purpose of Qualification: This qualification is registered at level 2 on the National Qualifications Framework. It provides learners with the opportunity to access learning in broad Agri Trade processes and practices, which include opportunities for learners to grow in the specific field.

Learners will be able to combine fundamental, core and elective unit standards in order to gain competence linked to best practice. Learners will, once qualified and assessed as competent, be able to demonstrate competence in ordering, receiving, pricing, storing and selling of merchandise as well as stock taking and completing of sales transactions. Learners will also demonstrate an understanding of the Agri Trade Industry.

Fundamental learning:

1. Applying basic business principles
2. Care for hand tools, utensils and protective equipment
3. Care for technical- and site equipment
4. Care for electronic equipment and measuring instruments
5. Providing customer service
6. Provide administrative support
7. Literacy and communication at NQF level 2
8. Numeracy at NQF level 2
9. Use data entry skills to input computer data

Core learning:

10. Introduction to Agri Trade
11. Place merchandise order
12. Receive merchandise
13. Pricing of merchandise
14. Storage of stock

15. Determine stock level
16. Merchandise store
17. Complete sales transactions
18. Handling cash
19. Introduction to safety, health and environment
20. Apply general safety in the work place

Elective learning:

21. Operate forklift
22. Apply storage hygiene
23. Contribute to planning, allocation and supervision of work
24. Receive, store and handle hazardous materials

CREDIT COMPOSITION

FUNDAMENTAL		CORE		ELECTIVE	
Applying basic business principles	9	Introduction to Agri Trade	2	Operate fork lift	6
Care for hand tools, utensils and pro-TECTIVE equipment	2	Place merchandise order	4	Apply storage hygiene	4
Care for technical- and site equipment	3	Receive merchandise	4	Contribute to planning, allocation and supervision of work	6
Care for electronic equipment and measuring instruments	4	Pricing of merchandise	3	Receive, store and handle hazardous materials	3
Providing customer service	8	Storage of stock	4		
Provide administrative support	4	Determine stock level	5		
Literacy and communication at NQF level 2	20	Merchandise store	4		
Numeracy at (NQF level 2)	16	Complete sales transactions	6		
Use data entry skills to input computer data	3	Handling cash	12		
		Introduction to safety, health and environment	2		
		Apply general safety in the work place	3		
Total	69	Total	49	Total	19

UNIT STANDARDS AND SPECIFIC OUTCOMES NQF LEVEL 2**1. Title: Care for hand tools, utensils and protective equipment**

Specific outcome 1.1: Inspect and report faulty hand tools, utensils and protective equipment

Specific outcome 1.2: Maintain and store hand tools, utensils and protective equipment

2. Title: Routine maintenance of technical- and site equipment

Specific outcome 3.1: Inspect and report faulty technical – and site equipment

Specific outcome 3.2: Maintain and store technical – and site equipment

3. Title: Care for electronic equipment and measuring instruments

Specific outcome 3.1: Inspect and report faulty electronic equipment and measuring instruments

Specific outcome 3.2: Maintain and store electronic equipment and measuring instruments

4. Title: Place merchandise order

Specific outcome 4.1: Prepare for ordering merchandise

Specific outcome 4.2: Determine appropriate ordering method

Specific outcome 4.3: Generate merchandise order

5. Title: Receive merchandise

Specific outcome 5.1: Prepare for receiving merchandise

Specific outcome 5.2: Check that correct merchandise is received

Specific outcome 5.3: Group merchandise for distribution

Specific outcome 5.4: Record receipt of merchandise

Specific outcome 5.5: Distribute merchandise

6. Title: Pricing of merchandise

Specific outcome 6.1: Prepare for pricing of merchandise

Specific outcome 6.2: Apply correct price labels

Specific outcome 6.3: Complete price labelling task

7. Title: Storage of stock

Specific outcome 7.1: Prepare for storage of stock

Specific outcome 7.2: Move stock to correct storage areas

Specific outcome 7.3: Stack commodities

Specific outcome 7.4: Dismantle stack

Specific outcome 7.5: Complete storage of stock process

8. Title: Determine stock level

Specific outcome 8.1: Prepare for determining stock levels

Specific outcome 8.2: Determine stock levels

Specific outcome 8.3: Complete the process of determining stock levels

9. Title: Merchandise store

Specific outcome 9.1: Prepare for merchandising store

Specific outcome 9.2: Replenish stock

Specific outcome 9.3: Complete the process of merchandising store

NATIONAL CERTIFICATE IN AGRI SALES AND SERVICES - NQF LEVEL 4

Field:	Agriculture and Nature Conservation
Sub-field:	Secondary Agriculture
NQF level:	Level 4
Credits:	178 of which 131 will be at or above level 4 46 credits fundamental; 93 credits core, and 39 credits elective

Purpose of Qualification: This qualification is registered at level 4 on the National Qualifications Framework. It provides learners with the opportunity to access learning in Agri Sales and Services which include opportunities for learners to grow in the specific field.

Learners will be able to combine fundamental, core and elective unit standards in order to gain competence linked to best practice. Learners will, once qualified and assessed as competent, be able to demonstrate competence in ordering, receiving, pricing, storing, selling and marketing of merchandise as well as implementing and running promotions. Learners will demonstrate an understanding of broader business principles such as interpretation of financial reports applicable to the Agri Trade as well as coordinating promotional activities, customer service and supervision of people.

UNIT STANDARDS AT NQF LEVEL 4**Fundamental learning:**

1. Literacy and communication at NQF level 4
2. Numeracy at NQF level 4
3. Interpret financial reports

Core learning:

4. Place merchandise order
5. Receive merchandise
6. Pricing of merchandise
7. Storage of stock
8. Determine stock levels
6. Complete sales transactions
7. Control of stock
8. Marketing of merchandise

9. Purchase merchandise
10. Selling goods and services
11. Providing customer service
12. Contribute to the planning allocation and supervision of work

Elective learning:

13. Implement and run promotions
14. Coordinating promotional activities
15. Provide effective administrative support
16. Function as a safety, health and environmental representative
17. Maintain sound labour relations

CREDIT COMPOSITION

FUNDAMENTAL		CORE		ELECTIVE	
Literacy and communication at (NQF level 4)	20	Control of stock	8	Implement and run promotions	7
Numeracy at (NQF level 4)	16	Place merchandise order	4	Coordinating promotional activities	16
Interpreting financial reports	10	Receive merchandise	4	Provide effective administrative support	4
		Pricing of merchandise	3	Function as a Safety Health Environmental representative	4
		Storage of stock	4	Maintain sound labour relations	8
		Determine stock level	5		
		Marketing of merchandise	10		
		Complete sales transactions	6		
		Purchase merchandise	12		
		Providing customer services	16		
		Contribute to the planning allocation and supervision of work	5		
		Selling goods and services	16		
Total	46	Total	93	Total	39

UNIT STANDARDS AND SPECIFIC OUTCOMES NQF LEVEL 4**1. Title: Complete sales transactions**

Specific outcome 1.1: Prepare for processing of transactions

Specific outcome 1.2: Determine transaction details

Specific outcome 1.3: Complete sales transaction

2. Title: Control of stock

Specific outcome 2.1: Prepare for controlling of stock

Specific outcome 2.2: Apply stock control measures

Specific outcome 2.3: Complete the process of adjusting stock levels

3. Title: marketing of merchandise

Specific outcome 3.1: Prepare for marketing merchandise

Specific outcome 3.2: Identify prospective customers

Specific outcome 3.3: Provide product information

Specific outcome 3.4: Complete marketing process

4. Title: Purchase merchandise

Specific outcome 4.1: Prepare for purchasing of merchandise

Specific outcome 4.2: Determine product ranges

Specific outcome 4.3: Identify and select supplier

Specific outcome 4.4: Negotiate purchase agreement

Specific outcome 4.5: Capture supplier details

5. Title: Implement and run promotions

Specific outcome 5.2: Prepare for implementing promotion

Specific outcome 5.3: Implement promotion

Specific outcome 5.4: Provide product information

Specific outcome 5.5: Complete promotional activities

NATIONAL DIPLOMA IN AGRI SALES AND SERVICES MANAGEMENT – NQF LEVEL 5

Field:	Agriculture and Nature Conservation
Sub-field:	Secondary Agriculture
NQF level:	Level 5
Credits:	246 of which at least 153 will be at or above level 5: 46 credits fundamental; 144 credits core, and 56 credits elective

Purpose of Qualification: This qualification is registered at level 5 on the National Qualifications Framework. It provides learners with the opportunity to access learning in Agri Sales and Service Management which include opportunities for learners to grow in the field of Agri Trade Management.

Learners will be able to combine fundamental, core and elective unit standards in order to gain competence linked to best practice. Learners will, once qualified and assessed as competent, be able to demonstrate competence in principles of local and international trade, managing transactions, promotional strategies, stock and financial decision making. Learners will also demonstrate an understanding of broader business management principles such as budget control and cost allocation, work place supervision, labour relations and performance management.

UNIT STANDARDS AT NQF LEVEL5**Fundamental learning:**

1. Business communication
2. Numeracy at NQF level 5
3. Writing business reports

Core learning:

4. Plan merchandise layout
5. Managing cash and credit transactions
5. Managing merchandise policy
6. Develop and implement promotion strategies
7. Developing customer service policy
8. Managing stock
9. Allocate costs and control budgets
10. Provide work place supervision

11. Provide effective administrative support
12. Manage performance of people

Elective learning:

13. Applying basic principles of local and international trade
14. Interpret financial reports
15. Co-ordinate and control sales and marketing function
16. Develop and implement marketing plan
17. Assess and manage risk
18. Assist conduct of internal audits
19. Maintain compliance with policy, procedures and legal requirements
20. Maintain sound labour relations
21. Recruitment and selection of personnel

CREDIT COMPOSITION

FUNDAMENTAL		CORE		ELECTIVE	
Writing business reports	6	Plan merchandise layout	7	Applying basic principles of local and international trade	4
Business communication	20	Managing cash and credit transactions	25	Interpret financial reports	6
Numeracy (NQF level 5)	20	Managing merchandise policy	30	Co-ordinate sales and marketing function	
		Develop and implement promotional strategies	20	Develop and implement marketing plan	
		Developing customer service policy	12	Assess and manage risk	10
		Managing stock	20	Assist conduct of internal audits	10
		Allocate cost and control budgets	10	Maintain compliance with policy, procedure and legal requirements	10
		Provide work place supervision	6	Maintain sound labour relations	8
		Provide effective administrative support	4	Recruitment and selection of personnel	8
		Manage performance of people	10		
Total	46	Total	144	Total	56

UNIT STANDARDS AND SPECIFIC OUTCOMES NQF LEVEL 5**1. Title: Plan merchandise layout**

- Specific outcome 1.1: Prepare for merchandise layout
- Specific outcome 1.2: Determine store layout
- Specific outcome 1.3: Apply category management
- Specific outcome 1.4: Complete merchandise layout planning process

NATIONAL CERTIFICATE AGRICULTURAL MACHINERY TECHNICIAN- NQF LEVEL 2

Field: Agriculture and Nature Conservation

Sub-field: Secondary Agriculture

NQF level: Level 2

Credits: 115 of which at least 86 will be at or above level 2
48 credits fundamental;
49 credits core, and
18 credits elective

Purpose of Qualification: This qualification is registered at level 2 on the National Qualifications Framework. It provides learners with the opportunity to access learning in fundamental servicing, reconditioning and repairing agricultural machinery which include opportunities for learners to grow in the specific field.

Learners will be able to combine fundamental, core and elective unit standards in order to gain competence linked to best practice. Learners will, once qualified and assessed as competent, be able to demonstrate competence in service, repair and reconditioning vehicle systems and implements. Learners will demonstrate an understanding of technical principles such as lubrication, service methods, procedures, and identification of ferrous and non-ferrous metal.

Fundamental learning:

1. Literacy and communication
2. Introduction to Agricultural Machinery Industry
3. Identify, select, use and care for measuring instrument

Core learning:

4. Service vehicle system
5. Service and test battery
6. Recondition fuel system components
7. Recondition clutch
8. Weld metals using oxy-fuel gas process
9. Cut metals using oxy-fuel gas process
10. Tack weld ferrous metals

Elective learning:

11. Repair belt and chain driven systems
12. Commission agricultural implement

CREDIT COMPOSITION

FUNDAMENTAL		CORE		ELECTIVE	
Literacy and communication at NQF level 2	20	Service vehicle systems	5	Repair belt and chain driven system	8
Numeracy at (NQF level 2)	16	Service and test battery	5	Commission agricultural implement	10
Introduction to agricultural machinery industry.	4	Recondition fuel systems	8		
Identify, select, use and care for measuring instruments	8	Weld metal using oxy-fuel gas process	8		
		Recondition clutch.	10		
		Cut metals using oxy-fuel gas process	8		
		Tack weld ferrous metals	5		
TOTAL	48	TOTAL	49	TOTAL	18

UNIT STANDARDS AND SPECIFIC OUTCOMES NQF LEVEL 2**1. Identify, select, use and care for measuring instruments**

Specific outcome 1.1: Identify, select and prepare measuring instrument

Specific outcome 1.2: Use measuring instrument

Specific outcome 1.3: Maintain and store measuring instrument

2. Title: Service vehicle system

Specific outcome 2.1: Plan and prepare for servicing vehicle system

Specific outcome 2.2: Service vehicle system

Specific outcome 2.3: Complete servicing activity

3. Title: Service and test battery

Specific outcome 3.1: Plan and prepare for servicing and testing battery

Specific outcome 3.2: Servicing battery

Specific outcome 3.3: Test battery

Specific outcome 3.4: Complete servicing and testing procedure of battery

4. Title: Recondition fuel system components

Specific outcome 4.1: Plan and prepare for reconditioning fuel system components

Specific outcome 4.2: Assess fuel system components

Specific outcome 4.3: Assemble fuel system components

Specific outcome 4.4: Complete fuel system reconditioning task

5. Title: Recondition clutch

Specific outcome 5.1: Plan and prepare for reconditioning a clutch

Specific outcome 5.2: Dismantle clutch and assess parts

Specific outcome 5.2: Repair and assemble clutch

Specific outcome 5.3: Complete work activity of recondition clutch

6. Title: Weld metals using oxy-fuel gas process

Specific outcome 6.1: Plan and prepare for welding process

Specific outcome 6.2: Weld metals

Specific outcome 6.3: Care for and store welding equipment, tools and consumables

7. Title: Cut metals using oxy-fuel gas process

Specific outcome 7.1: Plan and prepare for cutting process

Specific outcome 7.2: Cut metals

Specific outcome 7.3: Care for and store cutting equipment, tools and consumables

8. Title: Tack weld ferrous metals

Specific outcome 8.1: Plan and prepare for tack welding

Specific outcome 8.2: Arc weld metals manually

Specific outcome 8.3: Care for and store welding equipment, tools and consumables

9. Title: Repair belt and chain driven systems

Specific outcome 9.1: Plan and prepare for dismantling, repairing and assembling

Specific outcome 9.2: Dismantle belt and chain in driven system

Specific outcome 9.3: Repair and assemble belt and chain driven system

Specific outcome 9.4: Complete dismantling / repairing activity of belt and chain driven system

10. Title: Commission agricultural implement

Specific outcome 10.1: Plan and prepare for commissioning of an agricultural implement

Specific outcome 10.2: Prepare commission work site

Specific outcome 10.3: Commission implement

Specific outcome 10.4: Complete commissioning of implement

NATIONAL CERTIFICATE AGRICULTURAL MACHINERY TECHNICIAN– NQF LEVEL 3

Field:	Agriculture and Nature Conservation
Sub-field:	Secondary Agriculture
NQF level:	Level 3
Credits:	159 of which at least 143 will be at or above level 3: 52 credits fundamental; 82 credits core, and 25 credits elective

Purpose of Qualification: This qualification is registered at level 3 on the National Qualifications Framework. It provides learners with the opportunity to access learning in diagnosing, removing, installing and reconditioning advanced technical systems which include opportunities for learners to grow in the specific field.

Learners will be able to combine fundamental, core and elective unit standards in order to gain competence linked to best practice. Learners will, once qualified and assessed as competent, be able to demonstrate competence in diagnosing and repairing advanced technical systems and solving technical problems. Learners will demonstrate an understanding of broader business principles such as planning, supervision, administration as well as customer service.

UNIT STANDARDS AT NQF LEVEL 3**Fundamental learning:**

1. Literacy and communication NQF level 3
2. Numeracy at NQF level 3
3. Providing customer service

Core learning:

5. Recondition steering systems components
6. Recondition system and components
7. Remove and install system and components
8. Recondition brake system components
9. Diagnose and repair baler
10. Recondition knotter mechanism
11. Complete sales transactions

Elective learning:

12. Contribute to planning allocation and supervision of work
13. Provide effective administrative support
14. Diagnose and repair combine harvest system

CREDIT COMPOSITION

FUNDAMENTAL		CORE		ELECTIVE	
Literacy and communication at (NQF level 3)	20	Recondition steering system components	15	Contribute to the planning and allocation of work	6
Numeracy at (NQF level 3)	16	Recondition system and components	15	Provide effective administrative support	4
Providing customer service	16	Remove and install system and components	6	Diagnose and repair combine harvest system	15
		Recondition brake system components	10		
		Diagnose and repair baler.	15		
		Recondition knotter mechanism	15		
		Complete sales transactions	6		
TOTAL	52	TOTAL	82	TOTAL	25

UNIT STANDARDS AND SPECIFIC OUTCOMES NQF LEVEL 3**1. Title: Recondition steering systems components**

- Specific outcome 1.1: Plan and prepare for reconditioning of steering system components
- Specific outcome 1.2: Assess steering system components
- Specific outcome 1.3: Assembly steering system components
- Specific outcome 1.4: Complete reconditioning of steering system components

2. Title: Recondition system and components

- Specific outcome 2.1: Plan and prepare for reconditioning of system components
- Specific outcome 2.2: Dismantle system and components
- Specific outcome 2.3: Assemble system and components and attach secondary attachment
- Specific outcome 5.4: Complete reconditioning of system and components

3. Title: Remove and install system and components

- Specific outcome 3.1: Plan and prepare for removing and installing a system and components
- Specific outcome 3.2: Remove system and components and attach secondary attachment
- Specific outcome 3.3: Install system and complete components and detach secondary attachments
- Specific outcome 3.4: Complete removing and installing task

4. Title: Recondition brake system components

- Specific outcome 4.1: Plan and prepare for reconditioning of brake system components
- Specific outcome 4.2: Assess brake system components parts
- Specific outcome 4.3: Recondition and assemble brake system components
- Specific outcome 4.4: Complete reconditioning of brake system components

5. Title: Diagnose and repair baler

- Specific outcome 5.1: Plan and prepare for diagnosing and repairing baler by
- Specific outcome 5.2: Diagnose baler operational defects
- Specific outcome 5.3: Repair and adjust baler
- Specific outcome 5.4: Complete diagnosing and repairing of baler

6. Title: Recondition knotter mechanism

Specific outcome 6.1: Plan and prepare for reconditioning of knotter mechanism

Specific outcome 6.2: Dismantle knotter mechanism and assess components

Specific outcome 6.3: Recondition and assemble knotter mechanism

Specific outcome 6.4: Complete reconditioning of knotter mechanism

7. Title: Diagnose and repair combine harvest system

Specific outcome 7.1: Plan and prepare for diagnosing and repairing combine harvest system

Specific outcome 7.2: Diagnose combine harvest system defects

Specific outcome 7.3: Repair and adjust combine harvest system

Specific outcome 7.4: Complete diagnosing and repairing of combine harvest system

NATIONAL DIPLOMA SPECIALIST AGRICULTURAL MACHINERY TECHNICIAN – NQF LEVEL 5

Field:	Agriculture and Nature Conservation
Sub-field:	Secondary Agriculture
NQF level:	Level 5
Credits:	258 of which at least 168 will be at or above level 5 49 credits fundamental; 132 credits core, and 67 credits elective

Purpose of qualification: This qualification is registered at level 5 on the National Qualifications Framework. It provides learners with the opportunity to access learning in Specialist technical areas and management principles which include opportunities for learners to grow in the field of Agricultural Machinery Services and Workshop Management.

Learners will be able to combine fundamental, core and elective unit standards in order to gain competence linked to best practice. Learners will, once qualified and assessed as competent, be able to demonstrate competence in principles of diagnosing and problem solving of integrated hydraulic mechanical electrical and electronic systems. Learners will also demonstrate an understanding of broader business management principles such as budget control and cost allocation, work place supervision, labour relations and performance management.

Fundamental learning:

1. Business communication
2. Numeracy at NQF level 5
3. Writing business reports
4. Use data entry skills to input computer data

Core learning:

5. Diagnose and repair a single system and components
6. Diagnose and repair power driven machines
7. Recondition pumps and motors
8. Managing cash and credit transactions
9. Manage customer service policy
10. Managing stock
11. Allocate costs and control budgets

12. Provide work place supervision
13. Provide effective administrative support
14. Manage performance of people

Elective learning:

15. Diagnose and repair advanced integrated system and components
16. Interpret financial reports
17. Assess and manage risk
18. Assist conduct of internal audits
19. Maintain compliance with policy, procedure and legal requirements
20. Maintain sound labour relations
21. Recruitment and selection of personnel

CREDIT COMPOSITION

FUNDAMENTAL		CORE		ELECTIVE	
Writing business reports.	6	Diagnose and repair a single system and components	15	Diagnose and repair advanced integrated system and components	25
Business communication	20	Managing cash and credit transactions	25	Interpret financial reports	6
Numeracy (NQF level 5)	20	Diagnose and repair power driven machines.	15	Assess and manage risk	10
Use data entry skills to input computer data.	3	Recondition pumps and motors	15	Assist conduct of internal audits	10
		Manage customer service policy	12	Maintain compliance with policy, procedure and legal requirements	10
		Managing stock	20	Maintain sound labour relations	8
		Allocate cost and control budgets	10	Recruitment and selection of personnel	8
		Provide work place supervision	6		
		Provide effective administration support	4		
		Manage performance of people	10		
TOTAL	49	TOTAL	132	TOTAL	77

UNIT STANDARDS AND SPECIFIC OUTCOMES NQF LEVEL 5**1. Title: Diagnose and repair single system and components**

- Specific outcome 1.1: Plan and prepare for diagnosing and repairing single system and components
- Specific outcome 1.2: Diagnose single system and components operational defects
- Specific outcome 1.3: Repair and adjust single system and components
- Specific outcome 1.4: Complete diagnosing and repairing of single system and components

2. Title: Diagnose and repair power driven machines

- Specific outcome 2.1: Plan and prepare for diagnosing and repairing power driven machines
- Specific outcome 2.2: Diagnose power driven machines operational defects
- Specific outcome 2.3: Repair and adjust power driven machines
- Specific outcome 2.4: Complete diagnosing and repairing of power driven machines

3. Title: Diagnose and repair advance integrated system and components

- Specific outcome 3.1: Plan and prepare for diagnosing and repairing advanced integrated system and components
- Specific outcome 3.2: Repair and adjust advanced integrated system and component
- Specific outcome 3.3: Complete diagnosing and repairing of advanced integrated system and components