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GOVERNMENT NOTICES

No. 243

27 February 2004



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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

Secondary Agriculture: Processing

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

This notice contains the titles, fields, sub-fields, NQF levels, credits, and purpose of the qualification and unit standards upon which qualifications are based. The full qualification and unit standards can be accessed via the SAQA web site at www.saqqa.org.za. Copies may also be obtained from the Directorate of Standards Setting and Development at the SAQA offices, Hatfield Forum, 1067 Arcadia Street, Hatfield, Pretoria.

Comment on the unit standards should reach SAQA at the address ***below and no later than 26 March 2004***. All correspondence should be marked **Standards Setting – SGB for Secondary Agriculture** and addressed to

The Director: Standards Setting and Development
SAQA

Attention: *Mr. D Mphuthing*

Postnet Suite 248

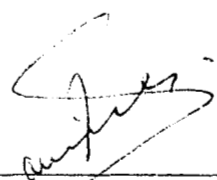
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SOUTH AFRICAN QUALIFICATIONS AUTHORITY

QUALIFICATION:

Further Education: Training Certificate: Tobacco Services

SAQA QUAL ID	QUALIFICATION TITLE	
48401	Further Education: Training Certificate: Tobacco Services	
SGB NAME	SGB for Secondary Agriculture: Processing	
ABET BAND	PROVIDER NAME	
Undefined		
QUALIFICATION CODE	QUAL TYPE	SUBFIELD
AGR-4-National Certificate	National Certificate	Secondary Agriculture
MINIMUM CREDITS	NQF LEVEL	QUALIFICATION CLASS
142	Level 4	Regular-Unit Stds Based
SAQA DECISION NUMBER	REGISTRATION START DATE	REGISTRATION END DATE

PURPOSE OF THE QUALIFICATION

This Qualification is aimed at level 4 on the National Qualification Framework. It provides learners with the opportunity to obtain competence in specialised tobacco processes and practices, namely for receiving, storing, dispatching and delivering of tobacco, as well as quality monitoring and providing opportunity for learners to grow in this specific field.

The fundamental learning, which learners will acquire, will allow them to be able to compile verbal and written communications and perform basic calculations. This Qualification complies with the objectives of the NQF with regard to facilitating access to, mobility and progression within the tobacco processing industry.

The Qualification focuses on the skills, knowledge, values and attitude required to progress further in the industry. The intention is to release the potential of people, in order for them to grow, develop and become more competent workers. This Qualification will furthermore add value to the individuals, their workplace and the economy as a whole.

Rationale

This Qualification will allow persons currently in, or aspiring to enter the tobacco processing environment and others to obtain an integrated practical and theoretical grounding in the operation of tobacco processing and the functions thereof. This will ensure a portable, nationally recognized Qualification that will:

- > Improve the quality of safety in the work environment.
- > Optimally utilize resources in the tobacco processing industry.
- > Lead to transformation in economic growth and social development.

The typical range of learners is the currently employed, unemployed and other persons, who want to enter a learning programme to obtain a National Certificate in Tobacco Services at NQF Level 4, to continue building a career path in this industry.

Improved levels of knowledge and skills lead to greater ability to produce at more competitive costs and better quality, which will impact positively both on the society and the economy of the country.

RECOGNIZE PREVIOUS LEARNING?

Y

LEARNING ASSUMED TO BE IN PLACE

The learner will have appropriate levels of written Communication, English proficiency, Numeracy and occupational competence equivalent to grade 11 (NQF3) standards.

Recognition of prior learning

This Qualification may be achieved in part or completely through the recognition of prior learning, which includes formal, informal and non-formal learning and work experience. Where RPL is required the learner will need to prove applied competence in that specific area in order to obtain recognition of that skill and / or knowledge.

Evidence can be presented in a variety of forms, including international or previous local Qualifications, reports, testimonials mentioning functions performed, work records, portfolios, videos of practice and performance records. The assessment methods and tools to be used to assess Prior Learning shall be decided upon jointly by the assessor and the learner.

QUALIFICATION RULES

To obtain this Qualification, all fundamental and core unit standards are compulsory.

In addition, a learner must select one of the following elective unit standards below:

- > Remove tobacco unit packaging material
- > Deliver batch to Primary Processing

EXIT LEVEL OUTCOMES

1. Recall and explain the basic principles, safety procedures and work ethics in the Tobacco Processing Industry in order to meet industry and work standards.
2. Describe and perform the functions/duties/responsibilities required in the preparation for and receiving of tobacco.
3. Describe and perform the functions/duties/responsibilities required to ensure the availability and quality of tobacco for processing are maintained throughout the process.
4. Describe and perform the functions/duties/responsibilities required to ensure the dispatching of tobacco procedures are adhered to.
5. Explain and carry-out the functions/duties/responsibilities required to ensure the delivery of tobacco to batching according to requirements.
6. Explain and perform the functions/duties/responsibilities required to ensure the receiving of tobacco in batching according to requirements.
7. Demonstrate the ability to work effectively as a member of a multi-cultural manufacturing team.

ASSOCIATED ASSESSMENT CRITERIA

- 1.1. The Tobacco Processing Industry's basic principles are interpreted and explained.
- 1.2. The Tobacco Processing Industry's safety procedures are interpreted and explained.
- 1.3. The Tobacco Processing Industry's work ethics are interpreted and explained.
- 1.4. The Tobacco Processing Industry's quality management principles and practices are interpreted and explained.
- 2.1. Work site preparation procedures are identified and explained.
- 2.2. Statutory requirements are described and explained.
- 2.3. Consequences of not adhering to work site procedures and statutory requirements are explained.
- 2.4. The relevant receiving activities are performed in accordance with standard operating procedures.
- 2.5. The relevant completion of documentation and capture of data are performed in accordance with standard work site procedures.
- 2.6. Procedures for handling equipment and product correctly and according to safety requirements are explained and implemented.
- 3.1. Work site procedures are identified and explained.
- 3.2. Consequences of not adhering to work site warehouse procedures are explained.
- 3.3. The relevant activities are performed in accordance with standard operating procedures and quality requirements.
- 3.4. The relevant cleaning activities are performed in accordance with standard operating procedures,

environmental, safety, health measures and quality requirements.

3.5. Procedures for handling equipment and product correctly and according to safety requirements are explained and implemented.

4.1. Prescribed work site dispatching procedures are explained and implemented according to order schedule.

4.2. Statutory requirements are described and explained.

4.3. Consequences of not adhering to work site procedures and statutory requirements are explained.

4.4. The relevant dispatching activities are performed in accordance with standard operating procedures and quality requirements.

4.5. The relevant completion, submitting of documentation and update of database are performed in accordance with standard work site procedures.

4.6. Procedures for handling equipment and product correctly and according to safety requirements are explained and implemented.

5.1. Prescribed work site delivering procedures are explained and implemented according to requirements.

5.2. Consequences of not adhering to and following work site delivering procedures are explained.

5.3. The relevant delivering activities are performed in accordance with standard operating procedures and quality requirements.

5.4. The relevant completion and submitting of documentation are performed in accordance with standard work site procedures.

5.5. Procedures for handling equipment and cleaning material correctly and according to safety requirements are explained and implemented.

6.1. Prescribed work site receiving procedures are explained and implemented according to requirements.

6.2. Consequences of not adhering to work site procedures and quality requirements are explained.

6.3. The relevant receiving activities are performed in accordance with standard operating procedures and quality requirements.

6.4. The relevant cleaning activities are performed in accordance with standard operating procedures, environmental, safety, health measures and quality requirements.

6.4. Procedures for handling equipment and product correctly and according to safety requirements are explained and implemented.

7.1. Own particular team structure and purpose are identified and explained.

7.2. Roles and responsibilities of each team member are identified and described.

7.3. External (environmental) factors that influence the workings and success of the team are explained and assessed.

7.4. The ability to perform in a team is achieved and maintained.

Integrated Assessment Criteria

Learners will produce evidence of the following:

> Verbal and written explanations of reasons for adhering to operational and work site procedures as well as statutory requirements, adhering to specific sequence of operations, identifying deviations, taking corrective actions and recording relevant data, and reporting deviations outside the jobholder's responsibility.

> Demonstrations of a range of operational actions relating to the receiving, storing and issuing of unmanufactured tobacco and applying general safety in the work place.

> Oral or written questioning regarding the reflexive competencies within the Qualification:

If the identifying and solving of problems, team work, organising one-self, the using of applied science, the implication of actions and reactions in the world as a set of related systems are not clear from the observation, a method of oral questioning or a case study should be applied to determine the whole person development and integration of applied knowledge and skills.

> A portfolio of evidence is required to prove the practical, foundational and reflexive competencies of the learner which may include processing and quality statistics.

> Assessors and moderators should develop and conduct their own integrated assessment by making use

of a range of formative and summative assessment methods. Assessors should assess and give credit for the evidence of learning that has already been acquired through formal, informal and non-formal learning and work experience.

> Unit standards in the Qualification must be used to assess specific and critical cross-field outcomes. During integrated assessments the assessor should make use of formative and summative assessment methods and should assess combinations of practical, foundational and reflexive competencies.

INTERNATIONAL COMPARABILITY

Website benchmarking was done with Australia, Canada, New Zealand, Ireland and Scotland but none could be found. Furthermore, the International Tobacco Industry was also investigated for relevant Qualification information, but even within the Industry, nothing could be found to make Industry specific comparisons.

Therefore this could be regarded as one of the first formalised Qualifications in Tobacco Services.

ARTICULATION OPTIONS

The generic nature of this qualification and the focus on multi-skilling will provide for portability across various sectors in the processing domain. It is envisaged that learners completing this qualification will be employable in fast moving consumer goods industries, amongst others such as the sugar industry, tea processing industry and others.

It prepares the learner and forms the basis for progression towards other qualifications such as National Diploma in Tobacco Production at NQF Level 5 and Cigarette Production Technology at NQF Level 4. The qualification will enable learners to acquire recognised qualifications at different levels across a wide cross-section of skills.

While the qualification will diverge as they progress upwards, there is enough commonality to provide for a solid base of generic skills. The learner will have multiple choices of learning paths and career paths in various technical occupations namely, product analyst and factory manager.

MODERATION OPTIONS

Anyone assessing a learner against these unit standards must be registered as an assessor with the relevant ETQA.

Any institution offering learning that will enable achievement of these unit standards or will assess these unit standards must be accredited as a provider with the relevant ETQA. Moderation of assessment will be overseen by the relevant ETQA according to the moderation guidelines in the relevant qualification and the agreed ETQA procedures.

Therefore anyone wishing to be assessed against these unit standards may apply to be assessed by any assessment agency, assessor or provider institution, which is accredited by the relevant ETQA.

CRITERIA FOR THE REGISTRATION OF ASSESSORS

Assessors need experience in the following areas:

Interpersonal skills, subject matter and assessment.

The assessor needs to be competent in the planning and conducting assessment of learning outcomes and design and develop assessments as described in the relevant unit standards. The subject matter experience must be well developed within the field of tobacco services.

The subject matter experience of the assessor can be established by recognition of prior learning.

Assessors need to be registered with the Education and Training Quality Assurance Body within SETASA.

NOTES

N/A

UNIT STANDARDS*(Note: A blank space after this line means that the qualification is not based on Unit Standards.)*

	UNIT STANDARD ID AND TITLE	LEVEL	CREDITS	STATUS
Core	114111 Supply tobacco units to batching line	Level 2	4	Public Comment
Core	114116 Load tobacco conveyance units	Level 2	3	Public Comment
Core	114129 Prepare a batch for primary processing	Level 2	5	Public Comment
Core	114134 Depict basic details of the tobacco processing industry	Level 2	3	Public Comment
Core	114143 Stack unmanufactured tobacco	Level 2	6	Public Comment
Core	114176 Receive tobacco blend order	Level 2	4	Public Comment
Core	114099 Issue unmanufactured tobacco	Level 3	4	Public Comment
Core	114133 Verify unpacked blend order	Level 3	5	Public Comment
Core	8561 Function in a Team	Level 4	4	Registered
Core	114087 Dispatch recovered tobacco unit packing material	Level 4	8	Public Comment
Core	114103 Dispatch unmanufactured tobacco	Level 4	12	Public Comment
Core	114112 Store unmanufactured tobacco	Level 4	10	Public Comment
Core	114179 Receive unmanufactured tobacco	Level 4	12	Public Comment
Elective	114095 Deliver batch to primary processing	Level 2	3	Public Comment
Elective	114132 Remove tobacco unit packaging material	Level 2	3	Public Comment
Elective	8038 Operating lift trucks	Level 3	6	Registered
Fundamental	8968 Accommodate audience and context needs in oral communication	Level 3	5	Registered
Fundamental	8969 Interpret and use information from texts	Level 3	5	Registered
Fundamental	8970 Write texts for a range of communicative contexts	Level 3	5	Registered
Fundamental	8973 Use language and communication in occupational learning programmes	Level 3	5	Registered
Fundamental	8974 Engage in sustained oral communication and evaluate spoken texts	Level 4	5	Registered
Fundamental	8975 Read, analyse and respond to a variety of texts	Level 4	5	Registered
Fundamental	8976 Write for a wide range of contexts	Level 4	5	Registered
Fundamental	8979 Use language and communication in occupational learning programmes	Level 4	5	Registered
Fundamental	9014 Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	Level 4	6	Registered
Fundamental	9015 Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	Level 4	6	Registered
Fundamental	9016 Represent, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	Level 4	4	Registered



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

QUALIFICATION:

National Certificate: Metallised Paper Production

SAQA QUAL ID	QUALIFICATION TITLE	
48393	National Certificate: Metallised Paper Production	
SGB NAME	SGB for Secondary Agriculture: Processing	
ABET BAND	PROVIDER NAME	
Undefined		
QUALIFICATION CODE	QUAL TYPE	SUBFIELD
AGR-3-National Certificate	National Certificate	Secondary Agriculture
MINIMUM CREDITS	NQF LEVEL	QUALIFICATION CLASS
129	Level 3	Regular-Unit Stds Based
SAQA DECISION NUMBER	REGISTRATION START DATE	REGISTRATION END DATE

PURPOSE OF THE QUALIFICATION

This Qualification is aimed at level 3 on the National Qualification Framework. It provides learners with the opportunity to obtain competence in specialised metallised paper production processes and practices, namely preparing for metallised paper production, maintaining the metallising processes, shutting down and cleaning as well as quality monitoring and providing opportunity for learners to grow in this specific field.

The fundamental learning, which learners will acquire, will allow them to be able to compile verbal and written communications and perform basic calculations. This Qualification complies with the objectives of the NQF with regard to facilitating access to, mobility and progression within the Tobacco Processing Industry.

The Qualification focuses on the skills, knowledge, values and attitude required to progress further in the industry. The intention is to release the potential of people, in order for them to grow, develop and become more competent workers. This Qualification will furthermore add value to the individuals, their workplace and the economy as a whole.

Rationale for the Qualification

This Qualification will allow persons currently in, or aspiring to enter the tobacco environment and others, to obtain an integrated practical and theoretical grounding in the operation of metallised paper production and the functions thereof. This will ensure a portable, nationally recognized Qualification that will:-

- > Improve the quality of safety in the work environment.
- > Optimally utilize resources in the production industry
- > Lead to transformation in economic growth and social development.

The typical range of learners is the currently employed, unemployed and other persons, who want to enter a learning programme to obtain a Nation Certificate in Metallised Paper Production at NQF Level 3, to continue building a career path in this industry.

Improved levels of knowledge and skills lead to greater ability to produce at more competitive costs and better quality, which will impact positively both on the society and the economy of the country.

RECOGNIZE PREVIOUS LEARNING?

Y

LEARNING ASSUMED TO BE IN PLACE

The learner will have appropriate levels of written Communication, English proficiency, Numeracy and occupational competence equivalent to grade 10 (NQF2) standards.

Recognition of prior learning

This Qualification may be achieved in part or completely through the recognition of prior learning, which includes formal, informal and non-formal learning and work experience. Where RPL is required the learner will need to prove applied competence in that specific area in order to obtain recognition of that skill and / or knowledge.

Evidence can be presented in a variety of forms, including international or previous local Qualifications, reports, testimonials mentioning functions performed, work records, portfolios, videos of practice and performance records. The assessment methods and tools to be used to assess Prior Learning shall be decided upon jointly by the assessor and the learner.

QUALIFICATION RULES

To obtain this Qualification, all fundamental and core unit standards are compulsory.

The learner must also select and complete one of the elective unit standards below:

- > Prepare mixtures for metallised paper
- > Supply raw material to production machines.

EXIT LEVEL OUTCOMES

1. Recall and explain the basic principles, safety procedures and work ethics in the Tobacco Processing Industry in order to meet industry and work standards.
2. Describe and perform the functions/duties/responsibilities required in the preparation for the metallised paper production process during material supply, paper treatment, metallising the paper and slitting of paper roll.
3. Describe and perform the functions/duties/responsibilities required to ensure the metallised paper production procedures are maintained throughout the process.
4. Describe and perform the functions/duties/responsibilities required to ensure the shut-down procedures are adhered to.
5. Carry-out the functions/duties/responsibilities required to ensure the cleaning of work area and equipment according to requirements.
6. Demonstrate the ability to work effectively as a member of a multi-cultural manufacturing team.

ASSOCIATED ASSESSMENT CRITERIA

1.
 - > The Tobacco Processing Industry's basic principles are interpreted and explained.
 - > The Tobacco Processing Industry's safety procedures are interpreted and explained.
 - > The Tobacco Processing Industry's work ethics are interpreted and explained.
 - > The Tobacco Processing Industry's quality management principles and practices are interpreted and explained.
2.
 - > Work site preparation procedures are identified and explained.
 - > Consequences of not adhering to work site procedures are explained.
 - > The relevant material supply, paper treatment, metallising the paper and slitting of paper roll activities are performed in accordance with standard operating procedures.
 - > Procedures for handling equipment and material correctly and according to safety requirements are explained and implemented.

3.

- > Work site metallised paper production procedures are identified and explained.
- > Consequences of not adhering to work site procedures regarding material supply, paper treatment, metallising the paper and slitting of paper roll are explained.
- > The relevant activities are performed in accordance with standard operating procedures and quality requirements.
- > Procedures for handling equipment and material correctly and according to safety requirements are explained and implemented.

4.

- > Prescribed work site shut-down procedures are explained and implemented according to schedule.
- > Consequences of not adhering to work site shut-down procedures are explained.
- > The relevant shut-down activities are performed in accordance with standard operating procedures and quality requirements.
- > Procedures for handling equipment and material correctly and according to safety requirements are explained and implemented.

5.

- > Work site cleaning procedures are identified and implemented.
- > Consequences of not adhering to and following work site cleaning procedures are explained.
- > The relevant cleaning activities are performed in accordance with standard operating procedures, environmental, safety, health measures and quality requirements.
- > Procedures for handling equipment and cleaning material correctly and according to safety requirements are explained and implemented.

6.

- > Own particular team structure and purpose are identified and explained.
- > Roles and responsibilities of each team member are identified and described.
- > External (environmental) factors that influence the workings and success of the team are explained and assessed.
- > The ability to perform in a team is achieved and maintained.

Integrated Assessment Criteria:

Unit standards associated with this Qualification must be used to assess specific and critical cross-field outcomes. Assessment should focus in an integrated way on determining the competence of the learner in terms of the overall purpose and title of this Qualification.

The term integrated assessment also implies that the theoretical and practical components should be assessed together and assess combinations of practical, foundational and reflective competencies.

Assessment activities should be done in real workplace situations and where simulations or role-plays are used, there should be supporting evidence to show that the learner is able to display the competencies to the real work situation.

All assessments should be conducted in line with the following documented principles of assessment: appropriateness, fairness, manageability, and integration into work of learning, validity, direct, authentic, sufficient, systematic, open and consistent.

Learners wishing to be assessed will need to provide evidence of the following:

- > Verbal and written explanations of reasons for adhering to operational and work site procedures as well as statutory requirements, adhering to specific sequence of operations, identifying deviations, taking corrective actions and recording relevant data, and reporting deviations outside the jobholder's responsibility.
- > Demonstrations of a range of operational actions relating to applying quality control on metallised paper, preparing for and metallise paper, shutting down and cleaning a pre and post treatment machine, metallising machine, slitting machine and applying general safety in the work place. Learners will also demonstrate an understanding of the Tobacco Processing Industry.
- > Oral or written questioning regarding the reflexive competencies within the Qualification:

If the identifying and solving of problems, team work, organising one-self, the using of applied science, the implication of actions and reactions in the world as a set of related systems are not clear from the observation a method of oral questioning or a cases study should be applied to determine the whole person development and integration of applied knowledge and skills.

> A portfolio of evidence is required to prove the practical, foundational and reflexive competencies of the learner which may include production and quality statistics.

> Assessors and moderators should develop and conduct their own integrated assessment by making use of a range of formative and summative assessment methods. Assessors should assess and give credit for the evidence of learning that has already been acquired through formal, informal and non-formal learning and work experience.

> Unit standards in the Qualification must be used to assess specific and critical cross-field outcomes. During integrated assessments the assessor should make use of formative and summative assessment methods and should assess combinations of practical, foundational and reflexive competencies.

Recall and explain the basic principles, safety procedures and work ethics in the Tobacco Processing Industry in order to meet industry and work standards.

INTERNATIONAL COMPARABILITY

An attempt at website benchmarking was done with Australia, Canada, New Zealand, Ireland and Scotland but none could be found. Furthermore, the International Tobacco Industry was also investigated for relevant Qualification information, but even within the Industry, nothing could be found to make Industry specific comparisons. Therefore this could be regarded as one of the first formalized Qualifications in cigarette production.

ARTICULATION OPTIONS

The generic nature of this qualification and the focus on multi-skilling will provide for portability across various sectors in the processing domain. It is envisaged that learners completing this qualification will be employable in fast moving consumer goods industries, amongst others such as the sugar industry, tea processing industry and others.

It prepares the learner and forms the basis for progression towards other qualifications such as Further Education and Training Certificate in Metallised Paper Technology at NQF Level 4 and Tobacco Services at NQF Level 4. The qualification will enable learners to acquire recognised qualifications at different levels across a wide cross-section of skills.

While the qualification will diverge as they progress upwards, there is enough commonality to provide for a solid base of generic skills. The learner will have multiple choices of learning paths and career paths in various technical occupations such as Cigarette Packaging Technology and Metallised Paper Technology.

MODERATION OPTIONS

Anyone assessing a learner against these unit standards must be registered as an assessor with the relevant ETQA.

Any institution offering learning that will enable achievement of these unit standards or will assess these unit standards must be accredited as a provider with the relevant ETQA. Moderation of assessment will be overseen by the relevant ETQA according to the moderation guidelines in the relevant qualification and the agreed ETQA procedures.

Therefore anyone wishing to be assessed against these unit standards may apply to be assessed by any assessment agency, assessor or provider institution, which is accredited by the relevant ETQA.

CRITERIA FOR THE REGISTRATION OF ASSESSORS

Assessors need experience in the following areas:

Interpersonal skills, subject matter and assessment.

The assessor needs to be competent in the planning and conducting assessment of learning outcomes and design and develop assessments as described in the relevant unit standards. The subject matter experience must be well developed within the field of filter rod production.

The subject matter experience of the assessor can be established by recognition of prior learning. Assessors need to be registered with the relevant Education and Training Quality Assurance Body.

NOTES

N/A

UNIT STANDARDS

(Note: A blank space after this line means that the qualification is not based on Unit Standards.)

	UNIT STANDARD ID AND TITLE	LEVEL	CREDITS	STATUS
Core	114086 Clean a metallising machine	Level 2	3	Public Comment
Core	114126 Clean a slitting machine	Level 2	3	Public Comment
Core	114134 Depict basic details of the tobacco processing industry	Level 2	3	Public Comment
Core	114150 Clean a pre and post treatment machine	Level 2	3	Public Comment
Core	114180 Apply quality control during tobacco processing	Level 2	5	Public Comment
Core	114083 Prepare a metallising machine for production	Level 3	8	Public Comment
Core	114091 Prepare a pre and post treatment machine for production.	Level 3	6	Public Comment
Core	114096 Process pre and post treated paper rolls	Level 3	12	Public Comment
Core	114105 Shut down a pre and post treatment machine	Level 3	4	Public Comment
Core	114113 Prepare a slitting machine for production	Level 3	6	Public Comment
Core	114114 Shut down a metallising machine	Level 3	4	Public Comment
Core	114120 Shut down a slitting machine	Level 3	4	Public Comment
Core	114138 Slit metallised paper rolls	Level 3	10	Public Comment
Core	114174 Metallise treated paper rolls	Level 3	14	Public Comment
Elective	114107 Supply raw materials to production machines	Level 2	5	Public Comment
Elective	114098 Prepare mixtures for metallised paper	Level 3	5	Public Comment
Fundamental	8968 Accommodate audience and context needs in oral communication	Level 3	5	Registered
Fundamental	8969 Interpret and use information from texts	Level 3	5	Registered
Fundamental	8970 Write texts for a range of communicative contexts	Level 3	5	Registered
Fundamental	8973 Use language and communication in occupational learning programmes	Level 3	5	Registered
Fundamental	9010 Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations	Level 3	2	Registered
Fundamental	9011 Use mathematics to investigate and monitor the financial aspects of personal and business issues	Level 3	5	Registered
Fundamental	9012 Investigate life and work related problems using data and probabilities	Level 3	5	Registered
Fundamental	9013 Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	Level 3	4	Registered



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

QUALIFICATION:

National certificate: Tobacco Production

SAQA QUAL ID	QUALIFICATION TITLE	
48637	National certificate: Tobacco Production	
SGB NAME	SGB for Secondary Agriculture: Processing	
ABET BAND	PROVIDER NAME	
Undefined		
QUALIFICATION CODE	QUAL TYPE	SUBFIELD
AGR-3-National Certificate	National Certificate	Secondary Agriculture
MINIMUM CREDITS	NQF LEVEL	QUALIFICATION CLASS
120	Level 3	Regular-Unit Stds Based
SAQA DECISION NUMBER	REGISTRATION START DATE	REGISTRATION END DATE

PURPOSE OF THE QUALIFICATION

This Qualification is aimed at level 3 on the National Qualification Framework. It provides learners with the opportunity to obtain competence in specialised cigarette production processes and practices, namely preparing for cigarette production, maintaining the cigarette production processes, shutting down and cleaning thereof as well as quality monitoring and providing opportunity for learners to grow in this specific field.

The fundamental learning, which learners will acquire, will allow them to be able to compile verbal and written communications and perform basic calculations. This Qualification complies with the objectives of the NQF with regard to facilitating access to, mobility and progression within the Tobacco Processing Industry.

The Qualification focuses on the skills, knowledge, values and attitude required to progress further in the industry. The intention is to release the potential of people, in order for them to grow, develop and become more competent workers. This Qualification will furthermore add value to the individuals, their workplace and the economy as a whole.

Rationale for the Qualification.

This Qualification will allow persons currently in, or aspiring to enter the tobacco processing environment and others to obtain an integrated practical and theoretical grounding in the operation of cigarette production and the functions thereof. This will ensure a portable, nationally recognized Qualification that will:-

- > Improve the quality of safety in the work environment.
- > Optimally utilize resources in the production industry.
- > Lead to transformation in economic growth and social development.

The typical range of learners is the currently employed, unemployed and other persons, who want to enter a learning programme to obtain a National Certificate in Cigarette Production at NQF Level 3, to continue building a career path in this industry.

Improved levels of knowledge and skills lead to greater ability to produce at more competitive costs and better quality, which will impact positively both on the society and the economy of the country.

The learner will have demonstrated an ability to make decisions and consider a range of options after completion of the following unit standards in three specified areas.

RECOGNIZE PREVIOUS LEARNING?

Y

LEARNING ASSUMED TO BE IN PLACE

The learner will have appropriate levels of written Communication, Language proficiency, Numeracy and occupational competence equivalent to grade 10 (NQF2) standards.

Recognition of prior learning.

This Qualification may be achieved in part or completely through the recognition of prior learning, which includes formal, informal and non-formal learning and work experience. Where RPL is required the learner will need to prove applied competence in that specific area in order to obtain recognition of that skill and / or knowledge.

Evidence can be presented in a variety of forms, including international or previous local Qualifications, reports, testimonials mentioning functions performed, work records, portfolios, videos of practice and performance records. The assessment methods and tools to be used to assess Prior Learning shall be decided upon jointly by the assessor and the learner.

QUALIFICATION RULES

To obtain this Qualification, all fundamental and core unit standards are compulsory.

In addition, a learner must select one of the following combinations from the elective unit standards below:

(1)

- > Laminate tipping material
- > Apply quality control on the final product

(2)

- > Apply quality control on filter rods
- > Supply raw material to production machines

Access to the Qualification

There are no restrictions placed on learners, which may prevent them from gaining access to this Qualification.

EXIT LEVEL OUTCOMES

Exit level outcome 1:

Recall and explain the basic principles, safety procedures and work ethics in the Tobacco Processing Industry in order to meet industry and work standards.

Exit level outcome 2:

Describe and perform the functions/duties/responsibilities required in the preparation for the cigarette production process during material supply, tobacco filling of the machines and brand change-over.

Exit level outcome 3:

Describe and perform the functions/duties/responsibilities required to ensure the cigarette production procedures are maintained throughout the process.

Exit level outcome 4:

Describe and perform the functions/duties/responsibilities required to ensure the shut-down procedures are adhered to.

Exit level outcome 5:

Explain and carry-out the functions/duties/responsibilities required to ensure the cleaning of work area and equipment according to requirements.

Exit level outcome 6:

Demonstrate the ability to work effectively as a member of a multi-cultural manufacturing team.

Exit level outcome 7:

Collect, record and retrieve production related data in accordance with work site procedures.

ASSOCIATED ASSESSMENT CRITERIA

1.
 - > The Tobacco Processing Industry's basic principles are interpreted and explained.
 - > The Tobacco Processing Industry's safety procedures are interpreted and explained.
 - > The Tobacco Processing Industry's work ethics are interpreted and explained.
 - > The Tobacco Processing Industry's quality management principles and practices are interpreted and explained.
2.
 - > Work site preparation procedures are identified and explained.
 - > Consequences of not adhering to work site procedures are explained.
 - > The relevant supply, filling and change-over activities are performed in accordance with standard operating procedures.
 - > Procedures for handling equipment and material correctly and according to safety requirements are explained and implemented.
3.
 - > Work site cigarette production procedures are identified and explained.
 - > Consequences of not adhering to work site procedures regarding cigarette rod making, filter attachment and cigarette supply to packaging are explained.
 - > The relevant activities are performed in accordance with standard operating procedures and quality requirements.
 - > Procedures for handling equipment and material correctly and according to safety requirements are explained and implemented.
4.
 - > Prescribed work site shut-down procedures are explained and implemented according to schedule.
 - > Consequences of not adhering to work site shut-down procedures are explained.
 - > The relevant shut-down activities are performed in accordance with standard operating procedures and quality requirements.
 - > Procedures for handling equipment and material correctly and according to safety requirements are explained and implemented.
5.
 - > Work site cleaning procedures are identified and implemented.
 - > Consequences of not adhering to and following work site cleaning procedures are explained.
 - > The relevant cleaning activities are performed in accordance with standard operating procedures, environmental, safety, health measures and quality requirements.
 - > Procedures for handling equipment and cleaning material correctly and according to safety requirements are explained and implemented.
6.
 - > Own particular team structure and purpose are identified and explained.
 - > Roles and responsibilities of each team member are identified and described.
 - > External and environmental factors that influence the workings and success of team are explained and assessed.
 - > The ability to perform in a team is achieved and maintained.
7.
 - > Type of data required for processing is identified and explained.
 - > Production data is gathered, recorded and extracted according to instructions and within specified time frames.
 - > Consequences of not recording and extracting correct production data are explained.

Integrated Assessment Criteria:

Unit standards associated with this Qualification must be used to assess specific and critical cross-field outcomes. Assessment should focus in an integrated way on determining the competence of the learner in terms of the overall purpose and title of this Qualification.

The term integrated assessment also implies that the theoretical and practical components should be assessed together and assess combinations of practical, foundational and reflective competencies.

Assessment activities should be done in real workplace situations and where simulations or role-plays are used, there should be supporting evidence to show that the learner is able to display the competencies to the real work situation.

All assessments should be conducted in line with the following documented principles of assessment: appropriateness, fairness, manageability, and integration into work of learning, validity, direct, authentic, sufficient, systematic, open and consistent.

Learners wishing to be assessed will need to provide evidence of the following:

> Verbal and written explanations of reasons for adhering to operational and work site procedures as well as statutory requirements, adhering to specific sequence of operations, identifying deviations, taking corrective actions and recording relevant data, and reporting deviations outside the jobholder's responsibility.

> Demonstrations of a range of operational actions relating to applying quality control on the cigarettes, preparing for and producing cigarettes, shutting down and cleaning a cigarette maker, conducting a cigarette brand change-over and applying general safety in the work place. Learners will also demonstrate an understanding of the Tobacco Processing Industry.

> Oral or written questioning regarding the reflexive competencies within the Qualification:

If the identifying and solving of problems, team work, organising one-self, the using of applied science, the implication of actions and reactions in the world as a set of related systems are not clear from the observation a method of oral questioning or a cases study should be applied to determine the whole person development and integration of applied knowledge and skills.

> A portfolio of evidence is required to prove the practical, foundational and reflexive competencies of the learner which may include production and quality statistics.

> Assessors and moderators should develop and conduct their own integrated assessment by making use of a range of formative and summative assessment methods. Assessors should assess and give credit for the evidence of learning that has already been acquired through formal, informal and non-formal learning and work experience.

> Unit standards in the Qualification must be used to assess specific and critical cross-field outcomes. During integrated assessments the assessor should make use of formative and summative assessment methods and should assess combinations of practical, foundational and reflexive competencies.

INTERNATIONAL COMPARABILITY

Website benchmarking was done with Australia, Canada, New Zealand, Ireland and Scotland but none could be found. Furthermore, the international Tobacco Industry was also investigated for relevant Qualification information, but even within the Industry, nothing could be found to make Industry specific comparisons.

Therefore this could be regarded as one of the first formalised qualifications in cigarette production.

ARTICULATION OPTIONS

The generic nature of this qualification and the focus on multi-skilling will provide for portability across various sectors in the processing domain. It is envisaged that learners completing this qualification will be employable in fast moving consumer goods industries, amongst others such as the sugar industry, tea processing industry and others.

It prepares the learner and forms the basis for progression towards other qualifications such as National Certificate in Filter Rod Production Technology at NQF Level 4 and Cigarette Packaging Technology at NQF Level 4. The qualification will enable learners to acquire recognised qualifications at different

levels across a wide cross-section of skills.

While the qualification will diverge as they progress upwards, there is enough commonality to provide for a solid base of generic skills. The learner will have multiple choices of learning paths and career paths in various technical occupations namely, product analyst and factory manager.

MODERATION OPTIONS

Anyone assessing a learner against these unit standards must be registered as an assessor with the relevant ETQA.

Any institution offering learning that will enable achievement of these unit standards or will assess these unit standards must be accredited as a provider with the relevant ETQA. Moderation of assessment will be overseen by the relevant ETQA according to the moderation guidelines in the relevant qualification and the agreed ETQA procedures.

Therefore anyone wishing to be assessed against these unit standards may apply to be assessed by any assessment agency, assessor or provider institution, which is accredited by the relevant ETQA.

CRITERIA FOR THE REGISTRATION OF ASSESSORS

Assessors need experience in the following areas:

Interpersonal skills, subject matter and assessment.

The assessor needs to be competent in the planning and conducting assessment of learning outcomes and design and develop assessments as described in the relevant unit standards.

The subject matter experience must be well developed within the field of cigarette production.

The subject matter experience of the assessor can be established by recognition of prior learning.

Assessors need to be registered with the relevant Education and Training Quality Assurance Body.

NOTES

N/A

UNIT STANDARDS

(Note: A blank space after this line means that the qualification is not based on Unit Standards.)

	UNIT STANDARD ID AND TITLE	LEVEL	CREDITS	STATUS
Core	8420 Operate in a team	Level 2	4	Registered
Core	114081 Clean tobacco fines filter unit	Level 2	2	Public Comment
Core	114110 Clean cutting machine	Level 2	3	Public Comment
Core	114127 Clean conditioning machines	Level 2	4	Public Comment
Core	114134 Depict basic details of the tobacco processing industry	Level 2	3	Public Comment
Core	114154 Clean production support units	Level 2	4	Public Comment
Core	114180 Apply quality control during tobacco processing	Level 2	5	Public Comment
Core	114115 Cut threshed stem	Level 3	14	Public Comment
Core	114130 Cut lamina	Level 3	10	Public Comment
Core	114144 Condition tobacco for processing	Level 3	12	Public Comment
Core	114175 Apply additives to threshed tobacco	Level 3	8	Public Comment
Elective	114128 Prepare Tobacco Humectants	Level 2	3	Public Comment
Elective	114177 Fill cutrag bins	Level 2	3	Public Comment
Elective	8038 Operating lift trucks	Level 3	6	Registered
Elective	114124 Pre-condition unmanufactured tobacco	Level 3	6	Public Comment
Elective	114125 Produce cutrag	Level 4	12	Public Comment
Fundamental	8968 Accommodate audience and context needs in oral communication	Level 3	5	Registered
Fundamental	8969 Interpret and use information from texts	Level 3	5	Registered

Fundamental	8970 Write texts for a range of communicative contexts	Level 3	5	Registered
Fundamental	8973 Use language and communication in occupational learning programmes	Level 3	5	Registered
Fundamental	9010 Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations	Level 3	2	Registered
Fundamental	9011 Use mathematics to investigate and monitor the financial aspects of personal and business issues	Level 3	5	Registered
Fundamental	9012 Investigate life and work related problems using data and probabilities	Level 3	5	Registered
Fundamental	9013 Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	Level 3	4	Registered