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Established in terms of Act 58 of 1995

### 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

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

This notice contains the titles, fields, sub-fields, NQF levels, credits, and purpose of the unit standard upon which qualifications are based. The full unit standard can be accessed via the SAQA web site at [www.saga.org.za](http://www.saga.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 6 November 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*  
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**JOE SAMUELS**  
**DIRECTOR: STANDARDS SETTING AND DEVELOPMENT**



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### QUALIFICATION:

#### National Certificate: Cigarette Packaging

SAQA QUAL ID	QUALIFICATION TITLE		
49078	National Certificate: Cigarette Packaging		
SGB NAME	SGB for Secondary Agriculture: Processing		
NSB ACRONYM	PROVIDER NAME		
NSB 01			
QUAL TYPE	FIELD	SUBFIELD	
National Certificate	Agriculture and Nature Conservation	Secondary Agriculture	
ABET BAND	MINIMUM CREDITS	NQF LEVEL	QUALIFICATION CLASS
Undefined	126	Level 3	Regular-Unit Stds Based

#### 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 packaging processes and practices, namely preparing for packaging, maintaining the packing 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 cigarette packaging 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 packaging 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 packing 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 Packaging 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 favorably 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:

## Fundamental learning:

- > Demonstrate understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations (ID9010).
- > Use mathematics to investigate and monitor the financial aspects of personal and business issues (ID9011).
- > Investigate life and work related problems using data and probabilities (ID9012).
- > Measure, estimate and calculate physical quantities and explore, describe and represent, interpret and justify geometrical relationships in two and three-dimensional space relevant to the life or workplace of the community (ID9013).
- > Accommodate audience and context needs in oral communication (ID8968).
- > Interpret and use information from texts (ID8969).
- > Write texts for a range of communicative contexts (ID8970).
- > Use language and communication in occupational learning programmes (ID8973).

## Core learning:

- > Depict basic details of the Tobacco Processing Industry.
- > Fill packing machine hopper with cigarettes.
- > Prepare a cigarette packer for production.
- > Pack cigarettes.
- > Shut down a cigarette packer.
- > Conduct a cigarette packer brand change-over.
- > Clean a cigarette packer.
- > Prepare a cigarette packet over-wrapper and display filling unit for production.
- > Over-wrap cigarette packets and fill display units.
- > Shut down a cigarette packet over-wrapper and display filling unit.
- > Conduct a brand change-over on a cigarette packet over-wrapper and display filling unit.
- > Clean cigarette packet over-wrapper and display filling unit.
- > Capture and retrieve production related data on a production machine's data processor.
- > Operate in a team (ID8420).

## Elective learning:

- > Over-wrap display units.
- > Clean a display over-wrapper unit.
- > Fill and seal final container.
- > Supply raw material to production machines.
- > Apply quality control on cigarettes.

**RECOGNIZE PREVIOUS LEARNING?**

Y

**LEARNING ASSUMED TO BE IN PLACE**

Learners accessing this Qualification will be able to demonstrate competence against the numeracy and literacy at NQF level 2 or equivalent.

## Recognition of prior learning (RPL)

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**

This Qualification consists of 126 credits taken from 36 Fundamental, 80 Core and a minimum of 10 credits from the Elective category as per the rules of combination. At least 92 credits are at level 3.

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

1.
  - > Over-wrap display units.
  - > Clean display over-wrapper unit.
2.
  - > Fill and seal final container.
  - > Supply raw material to production machines.
3.
  - > Apply quality control on cigarettes.

### **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 packaging process during material supply, filling of the machines and brand change-over.
3. Describe and perform the functions/duties/responsibilities required to ensure the packing 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. Explain and 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.
7. Gather, record and retrieve production related data in accordance with work site procedures.

Critical cross field outcomes:

The following reflect the relevance of the critical cross field outcomes applicable to this Qualification.

Identifying and solving problems in which responses display that responsible decisions using critical and creative thinking have been made.

- > Fill packing machine hopper with cigarettes
- > Prepare a cigarette packer for production
- > Pack cigarettes
- > Shut down a cigarette packer
- > Conduct a cigarette packer brand change-over
- > Clean a cigarette packer
- > Prepare a cigarette packet over-wrapper and display filling unit for production
- > Over-wrap cigarette packets and fill display units
- > Shut down a cigarette packet over-wrapper and display filling unit
- > Conduct a brand change-over on a cigarette packet over-wrapper and display filling unit
- > Clean cigarette packet over-wrapper and display filling unit
- > Capture and retrieve production related data on a production machine's data processor
- > Over-wrap display units

- > Clean a display over-wrapper unit
- > Fill and seal final container
- > Supply raw material to production machines
- > Apply quality control on cigarettes

Working effectively with others as a member of a team.

- > Depict basic details of the Tobacco Processing Industry
- > Fill packing machine hopper with cigarettes
- > Prepare a cigarette packer for production
- > Pack cigarettes
- > Shut down a cigarette packer
- > Conduct a cigarette packer brand change-over
- > Clean a cigarette packer
- > Prepare a cigarette packet over-wrapper and display filling unit for production
- > Over-wrap cigarette packets and fill display units
- > Shut down a cigarette packet over-wrapper and display filling unit
- > Conduct a brand change-over on a cigarette packet over-wrapper and display filling unit
- > Clean cigarette packet over-wrapper and display filling unit
- > Capture and retrieve production related data on a production machine's data processor
- > Operate in a team (ID8420)

Organizing and managing oneself and one's activities responsibly and effectively.

- > Depict basic details of the Tobacco Processing Industry
- > Fill packing machine hopper with cigarettes
- > Prepare a cigarette packer for production
- > Pack cigarettes
- > Shut down a cigarette packer
- > Conduct a cigarette packer brand change-over
- > Clean a cigarette packer
- > Prepare a cigarette packet over-wrapper and display filling unit for production
- > Over-wrap cigarette packets and fill display units
- > Shut down a cigarette packet over-wrapper and display filling unit
- > Conduct a brand change-over on a cigarette packet over-wrapper and display filling unit
- > Clean cigarette packet over-wrapper and display filling unit
- > Capture and retrieve production related data on a production machine's data processor
- > Operate in a team (ID8420)
- > Over-wrap display units
- > Clean a display over-wrapper unit
- > Fill and seal final container
- > Supply raw material to production machines
- > Apply quality control on cigarettes

Communicating effectively using visual, mathematical and/or language skills in the modes of oral and/or written persuasion.

- > Depict basic details of the Tobacco Processing Industry
- > Fill packing machine hopper with cigarettes
- > Prepare a cigarette packer for production
- > Pack cigarettes
- > Shut down a cigarette packer
- > Conduct a cigarette packer brand change-over
- > Clean a cigarette packer
- > Prepare a cigarette packet over-wrapper and display filling unit for production
- > Over-wrap cigarette packets and fill display units
- > Shut down a cigarette packet over-wrapper and display filling unit
- > Conduct a brand change-over on a cigarette packet over-wrapper and display filling unit

- > Clean cigarette packet over-wrapper and display filling unit
- > Capture and retrieve production related data on a production machine's data processor
- > Operate in a team (ID8420)
- > Over-wrap display units
- > Clean a display over-wrapper unit
- > Fill and seal final container
- > Supply raw material to production machines
- > Apply quality control on cigarettes

Collecting, analysing, organising and critically evaluating information.

- > Prepare a cigarette packer for production
- > Pack cigarettes
- > Shut down a cigarette packer
- > Conduct a cigarette packer brand change-over
- > Prepare a cigarette packet over-wrapper and display filling unit for production
- > Over-wrap cigarette packets and fill display units
- > Shut down a cigarette packet over-wrapper and display filling unit
- > Conduct a brand change-over on a cigarette packet over-wrapper and display filling unit
- > Capture and retrieve production related data on a production machine's data processor
- > Supply raw material to production machines
- > Apply quality control on cigarettes

Using science and technology effectively and critically, showing responsibility towards the environment and health of others.

- > Fill packing machine hopper with cigarettes
- > Pack cigarettes
- > Clean a cigarette packer
- > Prepare a cigarette packet over-wrapper and display filling unit for production.
- > Over-wrap cigarette packets and fill display units.
- > Shut down a cigarette packet over-wrapper and display filling unit.
- > Clean cigarette packet over-wrapper and display filling unit.
- > Capture and retrieve production related data on a production machine's data processor.
- > Over-wrap display units.
- > Clean a display over-wrapper unit.
- > Supply raw material to production machines.
- > Apply quality control on cigarettes.

Demonstrating an understanding of the world as a set of related systems by recognising that problem-solving contexts do not exist in isolation.

- > Depict basic details of the Tobacco Processing Industry.
- > Fill packing machine hopper with cigarettes.
- > Prepare a cigarette packer for production.
- > Pack cigarettes.
- > Shut down a cigarette packer.
- > Conduct a cigarette packer brand change-over.
- > Clean a cigarette packer.
- > Prepare a cigarette packet over-wrapper and display filling unit for production.
- > Shut down a cigarette packet over-wrapper and display filling unit.
- > Conduct a brand change-over on a cigarette packet over-wrapper and display filling unit.
- > Clean cigarette packet over-wrapper and display filling unit.
- > Capture and retrieve production related data on a production machine's data processor.
- > Over-wrap display units.
- > Clean a display over-wrapper unit.
- > Fill and seal final container.
- > Supply raw material to production machines.

> Apply quality control on cigarettes.

Contributing to the personal development of each learner and the social and economic development of the society at large.

> Operate in a team (ID8420).

### **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 packing procedures are identified and explained
- > Consequences of not adhering to work site packing, wrapping and sealing procedures 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.

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, 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 final product, preparing for and packing cigarettes, shutting down and cleaning a cigarette packer, 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 packaging.



**ARTICULATION OPTIONS**

N/A

**MODERATION OPTIONS**

> Moderation includes internal and external moderation of assessments. Internal and external moderation systems must ensure that all assessors conduct assessments that are credible, fair, reliable, consistent, adequate and practical.

> Internal and external moderation systems must provide learning opportunities that are transparent, affordable and enhancing development in the field and sub-field of the National Qualifications Framework.

> The accredited provider with the relevant ETQA must be able to provide internal moderation.

> External moderation will be done by the relevant ETQA at its discretion.

**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 packaging.

> 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	114222 Depict basic details of the Tobacco processing industry	Level 2	3	Registered
Core	116950 Clean a cigarette packet over-wrapper and display filling unit	Level 2	4	Draft - Prep for P Comment
Core	116952 Prepare a cigarette packet over-wrapper and display filling unit for production	Level 2	6	Draft - Prep for P Comment
Core	116954 Fill packing machine hopper with cigarettes	Level 2	3	Draft - Prep for P Comment
Core	116955 Over-wrap cigarette packet and fill display unit	Level 2	4	Draft - Prep for P Comment
Core	116957 Shut down a cigarette packet over-wrapper and display filling unit	Level 2	2	Draft - Prep for P Comment
Core	116959 Conduct a brand change-over on a cigarette packet over-wrapper and display filling unit	Level 2	2	Draft - Prep for P Comment
Core	116963 Clean a cigarette packer	Level 2	6	Draft - Prep for P Comment
Core	114152 Capture and retrieve production related data on a production machine's data processor	Level 3	2	Registered
Core	116953 Apply quality control on the final product	Level 3	10	Draft - Prep for P Comment
Core	116961 Prepare a cigarette packer for production	Level 3	8	Draft - Prep for P Comment

04/09/28

Qual ID

49078

SAQA: NLRD Report "Qualification Detail"

Core	116962 Conduct a cigarette packer brand change-over	Level 3	3	Draft - Prep for P Comment
Core	116964 Shut down a cigarette packer	Level 3	5	Draft - Prep for P Comment
Core	116965 Pack cigarettes	Level 3	18	Draft - Prep for P Comment
Elective	114107 Supply raw materials to production machines	Level 2	5	Registered
Elective	116951 Fill and seal a final container	Level 2	5	Draft - Prep for P Comment
Elective	116956 Over-wrap display units	Level 2	6	Draft - Prep for P Comment
Elective	116958 Clean a display over-wrapper unit	Level 2	4	Draft - Prep for P Comment
Elective	114102 Apply quality control on cigarettes	Level 3	10	Registered
Fundamental	7456 Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	Level 3	2	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	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	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

### UNIT STANDARD:

1

### Clean a cigarette packer

SAQA US ID	UNIT STANDARD TITLE		
116963	Clean a cigarette packer		
SGB NAME	NSB ACRONYM	PROVIDER NAME	
SGB for Secondary Agriculture: Processing	NSB 01		
FIELD	SUBFIELD		
Agriculture and Nature Conservation	Secondary Agriculture		
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 2	6

#### **Specific Outcomes:**

##### **SPECIFIC OUTCOME 1**

Prepare cigarette packer for cleaning.

##### **SPECIFIC OUTCOME 2**

Clean cigarette packer.

##### **SPECIFIC OUTCOME 3**

Complete cleaning process.





## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### UNIT STANDARD:

3

#### Clean a display over-wrapper unit

SAQA US ID	UNIT STANDARD TITLE		
116958	Clean a display over-wrapper unit		
SGB NAME		NSB ACRONYM	PROVIDER NAME
SGB for Secondary Agriculture: Processing		NSB 01	
FIELD		SUBFIELD	
Agriculture and Nature Conservation		Secondary Agriculture	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 2	4

#### **Specific Outcomes:**

##### **SPECIFIC OUTCOME 1**

Prepare over-wrapper unit for cleaning.

##### **SPECIFIC OUTCOME 2**

Clean over-wrapper unit.

##### **SPECIFIC OUTCOME 3**

Complete cleaning process.



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

## UNIT STANDARD:

4

Conduct a brand change-over on a cigarette packet over-wrapper and display filling unit

SAQA US ID	UNIT STANDARD TITLE		
116959	Conduct a brand change-over on a cigarette packet over-wrapper and display filling unit		
SGB NAME	NSB ACRONYM	PROVIDER NAME	
SGB for Secondary Agriculture: Processing	NSB 01		
FIELD	SUBFIELD		
Agriculture and Nature Conservation	Secondary Agriculture		
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 2	2

**Specific Outcomes:****SPECIFIC OUTCOME 1**

Prepare cigarette packet over-wrapper and display filling unit for change-over.

**SPECIFIC OUTCOME 2**

Conduct change-over.

**SPECIFIC OUTCOME 3**

Complete change-over.

**SPECIFIC OUTCOME 4**

Finalise change-over activities.

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## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### UNIT STANDARD:

5

**Fill and seal a final container**

SAQA US ID	UNIT STANDARD TITLE		
116951	Fill and seal a final container		
SGB NAME	NSB ACRONYM	PROVIDER NAME	
SGB for Secondary Agriculture: Processing	NSB 01		
FIELD		SUBFIELD	
Agriculture and Nature Conservation		Secondary Agriculture	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 2	5

#### **Specific Outcomes:**

##### **SPECIFIC OUTCOME 1**

Prepare for case filling and sealing.

##### **SPECIFIC OUTCOME 2**

Perform case filling and sealing.

##### **SPECIFIC OUTCOME 3**

Complete case filling and sealing.



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

**UNIT STANDARD:**

6

**Fill packing machine hopper with cigarettes**

SAQA US ID	UNIT STANDARD TITLE		
116954	Fill packing machine hopper with cigarettes		
SGB NAME	NSB ACRONYM	PROVIDER NAME	
SGB for Secondary Agriculture: Processing	NSB 01		
FIELD	SUBFIELD		
Agriculture and Nature Conservation	Secondary Agriculture		
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 2	3

**Specific Outcomes:****SPECIFIC OUTCOME 1**

Prepare hopper for production.

**SPECIFIC OUTCOME 2**

Conduct visual inspection of cigarettes.

**SPECIFIC OUTCOME 3**

Maintain constant supply of cigarettes to hopper.

**SPECIFIC OUTCOME 4**

Complete the hopper filling process.





## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### UNIT STANDARD:

7

#### Over-wrap cigarette packet and fill display unit

SAQA US ID	UNIT STANDARD TITLE		
116955	Over-wrap cigarette packet and fill display unit		
SGB NAME	NSB ACRONYM	PROVIDER NAME	
SGB for Secondary Agriculture: Processing	NSB 01		
FIELD	SUBFIELD		
Agriculture and Nature Conservation	Secondary Agriculture		
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 2	4

#### **Specific Outcomes:**

##### **SPECIFIC OUTCOME 1**

Commence over-wrapping and display unit filling.

##### **SPECIFIC OUTCOME 2**

Maintain over-wrapping and filling process.

##### **SPECIFIC OUTCOME 3**

Complete over-wrapping and filling process.



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

8

Over-wrap display units

SAQA US ID	UNIT STANDARD TITLE		
116956	Over-wrap display units		
SGB NAME	NSB ACRONYM	PROVIDER NAME	
SGB for Secondary Agriculture: Processing	NSB 01		
FIELD	SUBFIELD		
Agriculture and Nature Conservation	Secondary Agriculture		
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 2	6

**Specific Outcomes:****SPECIFIC OUTCOME 1**

Apply raw materials to over-wrapper.

**SPECIFIC OUTCOME 2**

Prepare over-wrapper for production.

**SPECIFIC OUTCOME 3**

Over-wrap display units.

**SPECIFIC OUTCOME 4**

Complete over-wrapping process.



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### UNIT STANDARD:

9

#### Prepare a cigarette packet over-wrapper and display filling unit for production

SAQA US ID	UNIT STANDARD TITLE		
116952	Prepare a cigarette packet over-wrapper and display filling unit for production		
SGB NAME	NSB ACRONYM	PROVIDER NAME	
SGB for Secondary Agriculture: Processing	NSB 01		
FIELD	SUBFIELD		
Agriculture and Nature Conservation	Secondary Agriculture		
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 2	6

#### **Specific Outcomes:**

##### **SPECIFIC OUTCOME 1**

Ensure the readiness of the over-wrapper and display filling.

##### **SPECIFIC OUTCOME 2**

Apply raw materials.

##### **SPECIFIC OUTCOME 3**

Position material and equipment.

##### **SPECIFIC OUTCOME 4**

Complete preparing process.



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

## UNIT STANDARD:

10

## Shut down a cigarette packet over-wrapper and display filling unit

SAQA US ID	UNIT STANDARD TITLE		
116957	Shut down a cigarette packet over-wrapper and display filling unit		
SGB NAME	NSB ACRONYM	PROVIDER NAME	
SGB for Secondary Agriculture: Processing	NSB 01		
FIELD	SUBFIELD		
Agriculture and Nature Conservation	Secondary Agriculture		
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 2	2

**Specific Outcomes:****SPECIFIC OUTCOME 1**

Prepare for shut down.

**SPECIFIC OUTCOME 2**

Perform basic cleaning.

**SPECIFIC OUTCOME 3**

Perform basic maintenance.

**SPECIFIC OUTCOME 4**

Complete shutdown activities.



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### UNIT STANDARD:

11

**Apply quality control on the final product**

SAQA US ID	UNIT STANDARD TITLE		
116953	Apply quality control on the final product		
SGB NAME	NSB ACRONYM	PROVIDER NAME	
SGB for Secondary Agriculture: Processing	NSB 01		
FIELD	SUBFIELD		
Agriculture and Nature Conservation	Secondary Agriculture		
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 3	10

#### **Specific Outcomes:**

##### ***SPECIFIC OUTCOME 1***

Demonstrate an understanding of quality control.

##### ***SPECIFIC OUTCOME 2***

Demonstrate an understanding of cigarette packaging standards.

##### ***SPECIFIC OUTCOME 3***

Demonstrate the ability to identify packaging faults.

##### ***SPECIFIC OUTCOME 4***

Demonstrate the ability to consider a range of options and make decisions about quality deviations.



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

## UNIT STANDARD:

12

## Conduct a cigarette packer brand change-over

SAQA US ID	UNIT STANDARD TITLE		
116962	Conduct a cigarette packer brand change-over		
SGB NAME	NSB ACRONYM	PROVIDER NAME	
SGB for Secondary Agriculture: Processing	NSB 01		
FIELD	SUBFIELD		
Agriculture and Nature Conservation	Secondary Agriculture		
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 3	3

**Specific Outcomes:****SPECIFIC OUTCOME 1**

Prepare cigarette packer for change-over.

**SPECIFIC OUTCOME 2**

Conduct change-over.

**SPECIFIC OUTCOME 3**

Complete change-over.

**SPECIFIC OUTCOME 4**

Finalise change-over procedure.



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

13

Pack cigarettes

SAQA US ID	UNIT STANDARD TITLE		
116965	Pack cigarettes		
SGB NAME	NSB ACRONYM	PROVIDER NAME	
SGB for Secondary Agriculture: Processing	NSB 01		
FIELD	SUBFIELD		
Agriculture and Nature Conservation	Secondary Agriculture		
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 3	18

**Specific Outcomes:****SPECIFIC OUTCOME 1**

Commence production.

**SPECIFIC OUTCOME 2**

Pack cigarettes.

**SPECIFIC OUTCOME 3**

Maintain process quality.

**SPECIFIC OUTCOME 4**

Complete cigarette packing process.



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### UNIT STANDARD:

14

#### Prepare a cigarette packer for production

SAQA US ID	UNIT STANDARD TITLE		
116961	Prepare a cigarette packer for production		
SGB NAME	NSB ACRONYM	PROVIDER NAME	
SGB for Secondary Agriculture: Processing	NSB 01		
FIELD	SUBFIELD		
Agriculture and Nature Conservation	Secondary Agriculture		
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 3	8

#### **Specific Outcomes:**

##### **SPECIFIC OUTCOME 1**

Ensure the readiness of the cigarette packer.

##### **SPECIFIC OUTCOME 2**

Apply raw materials.

##### **SPECIFIC OUTCOME 3**

Position materials and equipment.

##### **SPECIFIC OUTCOME 4**

Complete preparing process.





## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### UNIT STANDARD:

15

#### Shut down a cigarette packer

SAQA US ID	UNIT STANDARD TITLE		
116964	Shut down a cigarette packer		
SGB NAME	NSB ACRONYM	PROVIDER NAME	
SGB for Secondary Agriculture: Processing	NSB 01		
FIELD	SUBFIELD		
Agriculture and Nature Conservation	Secondary Agriculture		
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 3	5

#### **Specific Outcomes:**

##### **SPECIFIC OUTCOME 1**

Prepare for shut down.

##### **SPECIFIC OUTCOME 2**

Perform basic cleaning.

##### **SPECIFIC OUTCOME 3**

Perform basic maintenance.

##### **SPECIFIC OUTCOME 4**

Complete shut-down procedure.