

SOUTH AFRICAN QUALIFICATIONS AUTHORITY**REGISTERED UNIT STANDARD:**

Apply basic human resource management principles and practices applicable in an agricultural environment

SAQA US ID	UNIT STANDARD TITLE			
116160	Apply basic human resource management principles and practices applicable in an agricultural environment			
ORIGINATOR		ORIGINATING PROVIDER		
SGB Primary Agriculture				
QUALITY ASSURING BODY				
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FIELD			SUBFIELD	
Field 01 - Agriculture and Nature Conservation			Primary Agriculture	
ABET BAND	UNIT STANDARD TYPE	PRE-2009 NQF LEVEL	NQF LEVEL	CREDITS
Undefined	Regular	Level 1	NQF Level 01	2
REGISTRATION STATUS		REGISTRATION START DATE	REGISTRATION END DATE	SAQA DECISION NUMBER
Reregistered		2012-07-01	2015-06-30	SAQA 0695/12
LAST DATE FOR ENROLMENT		LAST DATE FOR ACHIEVEMENT		
2016-06-30		2019-06-30		

In all of the tables in this document, both the pre-2009 NQF Level and the NQF Level is shown. In the text (purpose statements, qualification rules, etc), any references to NQF Levels are to the pre-2009 levels unless specifically stated otherwise.

This unit standard does not replace any other unit standard and is not replaced by any other unit standard.

PURPOSE OF THE UNIT STANDARD

A learner achieving this unit standard will be able to describe and understand the basic principles of Human Resources Management as applied at within an agricultural workplace environment.

Learners will understand the importance of the application of business principles in agricultural production with specific reference to human resource management principles.

They will be able to operate farming practices as businesses and will gain the knowledge and skills to move from a subsistence orientation to an economic orientation in agriculture. Farmers will gain the knowledge and skills to access mainstream agriculture through a business-orientated approach to agriculture.

LEARNING ASSUMED TO BE IN PLACE AND RECOGNITION OF PRIOR LEARNING

No learning assumed to be in place.

UNIT STANDARD RANGE

Whilst range statements have been defined generically to include as wide a set of alternatives as possible, all range statements should be interpreted within the specific context of application.

Range statements are neither comprehensive nor necessarily appropriate to all contexts. Alternatives must however be comparable in scope and complexity. These are only as a general guide to scope and complexity of what is required.

Specific Outcomes and Assessment Criteria:

SPECIFIC OUTCOME 1

Name and define human resource management rules and procedures applicable to the immediate working environment.

OUTCOME RANGE

Human resources include but are not limited to policies, disciplinary procedures, grievances procedures, etc.

ASSESSMENT CRITERIA**ASSESSMENT CRITERION 1**

The ability to understand and recall the reasoning behind the presence of human resource policies and procedures is demonstrated.

ASSESSMENT CRITERION 2

The ability to identify and have a basic understanding of selected human resource policies and procedures, such as disciplinary rules and procedures, performance evaluation, job descriptions, safety regulations, etc is demonstrated.

ASSESSMENT CRITERION 3

The ability to respect and adhere to basic human resource policies and rules is demonstrated.

ASSESSMENT CRITERION 4

The ability to explain basic procedures to be followed when company rules and procedures are not followed is demonstrated.

SPECIFIC OUTCOME 2

Name and identify labour legislation applicable to the immediate working environment.

OUTCOME RANGE

Basic conditions of Employment Act, Labour Relations Act, Employment Equity Act, UIF, Skills Development Act, etc.

ASSESSMENT CRITERIA**ASSESSMENT CRITERION 1**

Basic knowledge regarding the Basic conditions of Employment Act, Labour Relations Act, Employment Equity Act, UIF, Skills Development Act, ESTA Act, etc is demonstrated.

ASSESSMENT CRITERION 2

An ability to explain in a simple way the consequences of non-adherence to the above legislation is demonstrated.

ASSESSMENT CRITERION 3

The ability to explain the value to both the employer as well as the employee of the advantages of adherence to these acts is demonstrated.

SPECIFIC OUTCOME 3

Identify and describe the different types of contracts and agreements applicable to the workplace.

OUTCOME RANGE

Recognition agreements and Training Agreements.

ASSESSMENT CRITERIA**ASSESSMENT CRITERION 1**

An understanding of what a legal contract and agreement is, is demonstrated.

ASSESSMENT CRITERION 2

An understanding of the reasoning behind a legal contract and the implications to all parties involved is demonstrated.

ASSESSMENT CRITERION 3

The ability to be aware of the different contracts and agreements applicable in the workplace, especially the Basic Conditions of Employment act is demonstrated.

ASSESSMENT CRITERION 4

An awareness and understanding of agreements with other stakeholders such as trade unions and the basic responsibilities of stakeholders is demonstrated.

SPECIFIC OUTCOME 4

Describe the different human resource benefits applicable at the workplace.

OUTCOME RANGE

This includes the whole remuneration policy, performance evaluation, housing and security of tenure conditions, etc.

ASSESSMENT CRITERIA**ASSESSMENT CRITERION 1**

The ability to identify applicable company benefits (UIF, Provident/pension fund) is demonstrated.

ASSESSMENT CRITERION 2

The ability to explain the remuneration (remuneration levels, in-natural remuneration) and performance evaluation process is demonstrated.

ASSESSMENT CRITERION 3

The ability to identify the implications of non-compliance to statutory benefits is demonstrated.

SPECIFIC OUTCOME 5

Know and describe the health and safety rules and practices applicable at the workplace.

OUTCOME RANGE

This includes all health and safety rules and practices prescribed by legislation and in-house.

ASSESSMENT CRITERIA**ASSESSMENT CRITERION 1**

The ability to identify and describe Health and Safety rules is demonstrated.

ASSESSMENT CRITERION 2

The ability to identify effective personal hygiene practices (correct way of washing hands, drinking clean water, etc.) is demonstrated.

ASSESSMENT CRITERION 3

The ability to identify risk factors pertaining to contamination (including chemical contamination) is demonstrated.

ASSESSMENT CRITERION 4

The ability to recognise and respect warning signs of non-compliance of health and safety rules within the workplace is demonstrated.

ASSESSMENT CRITERION 5

The ability to identify and select appropriate preventative measures to combat the non-compliance of health and safety rules (waste handling, disposal of toxic material, maintenance of clean working areas, training programs, etc.) is demonstrated.

SPECIFIC OUTCOME 6

Demonstrate basic knowledge on the filing of applicable human resource information.

OUTCOME RANGE

Office procedures, electronic and physical filing, retrieving of information, security of information, confidentiality of information.

ASSESSMENT CRITERIA

ASSESSMENT CRITERION 1

The ability to follow given procedures (alphabetically/ numerical/chronological, etc) in filing personnel information is demonstrated.

ASSESSMENT CRITERION 2

The ability to adhere to confidentiality of personal information is demonstrated.

ASSESSMENT CRITERION 3

The ability to understand the reasoning behind confidentiality of information is demonstrated.

ASSESSMENT CRITERION 4

The ability to understand the reasoning behind the physical security of personnel information (prevention of theft, damage to documents via fire and water, electronic [IT] espionage) is demonstrated.

ASSESSMENT CRITERION 5

The ability to retrieve personnel information or other human resource documents from the filing system is demonstrated.

UNIT STANDARD ACCREDITATION AND MODERATION OPTIONS

The assessment of qualifying learners against this standard should meet the requirements of established assessment principles.

It will be necessary to develop assessment activities and tools, which are appropriate to the contexts in which the qualifying learners are working. These activities and tools may include an appropriate combination of self-assessment and peer assessment, formative and summative assessment, portfolios and observations etc.

The assessment should ensure that all the specific outcomes; critical cross-field outcomes and essential embedded knowledge are assessed.

The specific outcomes must be assessed through observation of performance. Supporting evidence should be used to prove competence of specific outcomes only when they are not clearly seen in the actual performance.

Essential embedded knowledge must be assessed in its own right, through oral or written evidence and cannot be assessed only by being observed.

The specific outcomes and essential embedded knowledge must be assessed in relation to each other. If a qualifying learner is able to explain the essential embedded knowledge but is unable to perform the specific outcomes, they should not be assessed as competent. Similarly, if a qualifying learner is able to perform the specific outcomes but is unable to explain or justify their performance in terms of the essential embedded knowledge, then they should not be assessed as competent.

Evidence of the specified critical cross-field outcomes should be found both in performance and in the essential

embedded knowledge.

Performance of specific outcomes must actively affirm target groups of qualifying learners, not unfairly discriminate against them. Qualifying learners should be able to justify their performance in terms of these values.

- Anyone assessing a learner against this unit standard must be registered as an assessor with the relevant ETQA.
- Any institution offering learning that will enable achievement of this unit standard or assessing this unit standard 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.

UNIT STANDARD ESSENTIAL EMBEDDED KNOWLEDGE

The person is able to demonstrate a basic knowledge of:

- Human Resource policy, principles and procedures.
- Labour Laws.
- Contractual agreements.
- Job descriptions.
- Personnel evaluation.
- Performance agreements.
- Occupational Health and Safety, and environmental regulations.
- Personal hygiene.
- Filing and retrieving of documents/personnel information.
- Security of filing system.
- Confidentiality of personnel information.
- Identification of all stakeholders involved.
- Non-compliance consequences to stakeholders.
- Benefits to stakeholders.
- Role of labour unions.

UNIT STANDARD DEVELOPMENTAL OUTCOME

N/A

UNIT STANDARD LINKAGES

N/A

Critical Cross-field Outcomes (CCFO):

UNIT STANDARD CCFO IDENTIFYING

Problem Solving: relates to all specific outcomes.

UNIT STANDARD CCFO WORKING

Teamwork: relates to all specific outcomes.

UNIT STANDARD CCFO ORGANISING

Self-management: relates to all specific outcomes.

UNIT STANDARD CCFO COLLECTING

Interpreting Information: relates to all specific outcomes.

UNIT STANDARD CCFO COMMUNICATING

Communication: relates to all specific outcomes.

UNIT STANDARD CCFO SCIENCE

Use Science and Technology: relates to all specific outcomes.

UNIT STANDARD CCFO DEMONSTRATING

The world as a set of related systems: relates to all specific outcomes.

UNIT STANDARD CCFO CONTRIBUTING

Self-development: relates to all specific outcomes.

QUALIFICATIONS UTILISING THIS UNIT STANDARD:

	ID	QUALIFICATION TITLE	PRE-2009 NQF LEVEL	NQF LEVEL	STATUS	END DATE	QUALITY ASSURING BODY
Core	48970	National Certificate: Animal Production	Level 1	NQF Level 01	Reregistered	2015-06-30	AgriSETA
Core	48971	National Certificate: Mixed Farming Systems	Level 1	NQF Level 01	Reregistered	2015-06-30	AgriSETA
Core	48972	National Certificate: Plant Production	Level 1	NQF Level 01	Reregistered	2015-06-30	AgriSETA
Elective	58493	General Education and Training Certificate: Equine and Equestrian Practices	Level 1	NQF Level 01	Reregistered	2015-06-30	AgriSETA