

<b>Domain</b>	<b>HUMAN RESOURCES MANAGEMENT</b>	<b>Unit ID:</b>	<b>1330</b>
<b>Title:</b>	<b>Use workplace English in agricultural operations</b>		
<b>Level: 2</b>		<b>Credits: 2</b>	

### Purpose

This unit standard specifies the competencies required to use English in agricultural operations. It is intended for those who work in agriculture and related occupations. It includes the elements:

- Use workplace documents in written English
- Communicate in spoken English.

### Special Notes

1. Entry information:

Prerequisites:

- None

2. This unit standard is to be delivered and assessed in the context of agricultural operations and can be assessed in conjunction with other relevant technical unit standards.

3. The evidence required to demonstrate competency in this unit must be relevant to workplace operations.

4. Assessment evidence may be collected from a real workplace or an appropriate simulated environment in which agricultural operations are carried out.

5. All inspection, operation and maintenance procedures associated with the use of tools and equipment shall comply with manufacturers' guidelines and instructions.

6. Demonstration of competence, at a minimum, requires evidence in the application of the elements in this unit standard to one of each of: timesheets, employment forms, employment contracts, payslips, work schedules, written and oral workplace instructions, work activity records, delivery documents, labels, emergency procedures, safety and first aid instructions and notices, accident report forms and crop or livestock health monitoring forms or machinery maintenance forms.

7. Glossary of terms

- '*Agricultural workplace records*' may include but are not limited to timesheets, employment forms, labels, work activity records, records of meteorological conditions, testing report forms (e.g. simple soil and water tests), treatment records, production records, and crop and livestock health monitoring forms.
- '*Labels*' are tags, stakes and other means of identification and information transfer placed by staff in the work context. Examples may include ear tags, plant and pot labels, row labels and others.

8. Regulations and legislation relevant to this unit standard include the following:

- Labour Act, No. 11 of 2007

- Regulations relating to the Health and Safety of employees at work, 1997
- National Agricultural Policy, 1995

and all subsequent amendments to any of the above.

### **Quality Assurance Requirements**

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority on [www.namqa.org](http://www.namqa.org) and the Namibia Training Authority on [www.nta.com.na](http://www.nta.com.na).

## **Elements and Performance Criteria**

### **Element 1. Use workplace documents in written English**

#### **Range**

Workplace documents may include but are not limited to employment contracts, employment related notices, workplace procedures and policies, written instructions, work schedules, delivery documents, payslips, agricultural industry information documents, warnings, emergency procedures, safety and first aid instructions and notices.

#### **Performance Criteria**

- 1.1 Workplace documents, requiring action, are acted on in accordance with workplace procedures.
- 1.2 Workplace documents requiring understanding only, are explained.
- 1.3 Agricultural workplace records, forms and reports are completed in English in accordance with workplace procedures.

### **Element 2. Communicate in spoken English**

#### **Range**

Workplace procedures may include, but are not limited to; work notes, plans, product labels, manufacturer's specifications, operator's manuals, safety plans, fire control, waste disposal, recycling, re-use guidelines and supervisor's oral or written instructions.

#### **Performance Criteria**

- 2.1 Oral communication is conducted in English.
- 2.2 Oral information and instructions in English are interpreted and verified.
- 2.3 Instructions are carried out in accordance with workplace requirements.
- 2.4 Oral explanation of agricultural workplace records is made in accordance with workplace procedures.

## **Registration Data**

<b>Subfield:</b>	Farm Management
<b>Date first registered:</b>	25 November 2015
<b>Date this version registered:</b>	25 November 2015
<b>Anticipated review:</b>	2020
<b>Body responsible for review:</b>	Namibia Training Authority