

<b>Domain</b>	<b>HUMAN RESOURCES MANAGEMENT</b>	<b>Unit ID:</b>	<b>1331</b>
<b>Title:</b>	<b>Work effectively in the agricultural industry</b>		
<b>Level: 2</b>			<b>Credits: 4</b>

### Purpose

This unit standard specifies the competencies required to:

- Obtain information about the agricultural industry
- Adhere to employment requirements
- Accept responsibility for quality of own work
- Plan and execute own work
- Promote workplace co-operation
- Contribute to a productive work environment.

This unit standard is intended for people working in agriculture.

### Special Notes

1. Entry information:

Prerequisite:

- 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. Glossary of terms

- '*Information*' may include but not limited to, different sectors of the industry and the services available in each sector, relationship between sectors and other industries, industry working conditions, legislation that affects the industry, major organisations representing the industry, career opportunities within the industry, work ethic required to work in the industry and industry expectations of staff and quality assurance.
- '*Safety requirements*' may include but not limited to safe systems and procedures for safe use of machinery, tools and equipment, hazard and risk control, manual handling, handling, application and storage of hazardous substances, outdoor work and the use of personal protective equipment.
- '*Workplace procedures*' may include but not limited to work notes, farm management plans, product labels, manufacturer's specifications, operator's manuals, safety plans, fire control, waste disposal, recycling, re-use guidelines and supervisors oral or written instructions.

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

- Labour Act No. 11, 2007
- Regulations relating to the Health and Safety of employees at work, 1997
- National Agricultural Policy, 1995
- Animal Health Act 2011
- Animal Protection Act of 1962
- Prevention of Undesirable Residue in Meat Act, 1991
- FANMeat standards for producers 2010
- Fertilisers, farm feeds and agriculture and stock remedies Act No. 46, 1998
- Stock Theft Act 1990
- Animal disease and parasite act No. 10 2005
- Biosafety Act No. 7 of 2006
- Water Resources Management Act No. 24, 2004
- Environmental Management Act No. 7, 2007
- Forest Act No. 12, 2001
- Communal Land Reform Act No. 5, 2002
- Environmental Management and Assessment Bill 2004
- Pollution Control and Waste Management Bill, 2003 3<sup>rd</sup> draft
- National Policy on Human and Wildlife Conflict Management, 2009
- Desertification and Biodiversity Policy March 2005
- Proposed Climate Change Policy October 2009
- Karakul and pelts and wool act, 1982
- Code of practise for care and handling of Karakul sheep in Namibia, 2006
- Standards Act, 2005, Standards Regulations: Standards Act, 2005 and relevant Namibian Standards as established

and all subsequent amendments to any of the above.

- All current sets of Good Agricultural Practices to which Namibia subscribes and that regulate agricultural products entering a country to which Namibian producers may export.

### **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.or.na](http://www.namqa.or.na) and the Namibia Training Authority on [www.nta.com.na](http://www.nta.com.na)

## **Elements and Performance Criteria**

### **Element 1. Obtain information about the agricultural industry**

#### **Range**

Sources of information may include but not limited to, news media, reference books, libraries, unions, industry associations, industry journals, internet sites, personal observation and experience.

Terms and conditions and support structures may include but not limited to workplace agreements, relevant union and other organisational bodies, relevant awards, employment contracts, workplace requirements and legislation.

## **Performance Criteria**

- 1.1 Sources of information about the industry are correctly identified and accessed.
- 1.2 Specific information on sector of work is obtained and updated.
- 1.3 Safety requirements are identified in accordance with safety plans and policies and applied to day-to-day work activities.
- 1.4 Employment terms and conditions and support structures are understood.
- 1.5 Career pathways and training possibilities within the industry are identified.

## **Element 2. Adhere to employment requirements**

### **Range**

Industry developments may include but not limited to implications of technology, changes on employment, industry environment, regulation changes and changes in market conditions.

Action may include but not limited to reporting, rectifying faults and prevention of damage.

## **Performance Criteria**

- 2.1 Industry developments are used in workplace context to improve quality, productivity and conditions.
- 2.2 Work practices comply with workplace procedures.
- 2.3 Faults and abnormalities in workplace practices are recognised and remedial action is taken according to workplace procedures.
- 2.4 Dress and personal requirements comply with workplace standards.
- 2.5 Punctuality in work attendance is observed according to workplace procedures.

## **Element 3. Accept responsibility for quality of own work**

### **Performance Criteria**

- 3.1 Work space is kept well organised, in accordance with safety requirements and workplace procedures.
- 3.2 Workplace code of conduct is adhered to.
- 3.3 Responsibility for own actions in the workplace is shown.
- 3.4 Variations in the quality of service and/or products from required standards are detected and reported in accordance with workplace procedures.

#### **Element 4. Plan and execute own work**

##### **Range**

Factors affecting work requirements may include but not limited to time, weather contingencies and other work demands.

Workplace activities may include but not limited to daily routines, periodic routines and ad hoc activities.

##### **Performance Criteria**

- 4.1 Instructions are interpreted correctly and observed.
- 4.2 Factors affecting work requirements are identified and appropriate action is taken.
- 4.3 Work load is assessed and prioritised within allocated timeframes.
- 4.4 The need for assistance to improve performance is communicated clearly to the appropriate person.
- 4.5 Interpretation of work schedules is consistent with the schedule and tasks defined.
- 4.6 Knowledge and skills required for task are discussed with supervisors and co-workers.
- 4.7 Availability of materials and equipment are checked to ensure they are consistent with work schedules and the requirements of the tasks.
- 4.8 A daily schedule for completing workplace activities, allocated tasks including priorities, allocated start times, estimation of completion times, materials, equipment and assistance required for completion is decided upon.

#### **Element 5. Promote workplace co-operation**

##### **Performance Criteria**

- 5.1 Responsibilities and work duties are undertaken in a positive manner to promote co-operation and good relationships.
- 5.2 Co-operation with others is conducted in a courteous manner and is appropriate to culture, special needs, linguistic background and position in the workplace.
- 5.3 Problems and conflict are resolved, where possible, through personal communication and/or are referred to a supervisor, manager or employer.

#### **Element 6. Contribute to a productive work environment**

##### **Performance Criteria**

- 6.1 Commitments to undertake work or assist colleagues/co-workers are fulfilled.
- 6.2 Information relevant to work is shared with colleagues/co-workers to ensure designated work goals are met.

- 6.3 Knowledge and skills are shared with colleagues/co-workers through conversations and meetings.
- 6.4 Contribution of individuals of different gender and social and cultural backgrounds is recognised and sought.
- 6.5 Work is consistent with workplace standards relating to anti-discrimination and workplace harassment.

**Registration Data**

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