

Domain Title: Level: 3	Unit ID: 1332 HUMAN RESOURCES MANAGEMENT Coordinate workforce deployment in agriculture	Credits: 4
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Purpose

This unit standard specifies the competencies required to:

- Advise on workforce requirements
- Assign and monitor tasks
- Demonstrate knowledge of leadership.

This unit standard is intended for people working in agriculture.

Special Notes

1. Entry information:

Prerequisites:

- *Unit 1331 - Work effectively in the agricultural industry*
- *Unit 1155 - Demonstrate basic awareness of HIV and AIDS*
- *Unit 1157 - Demonstrate knowledge of basic workplace health and safety*

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

- '*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.
- '*Safety requirements*' may include but not limited to safe systems and procedures for handling livestock, hazard and risk control, operating livestock handling equipment, safe use of hand tools and equipment, manual handling procedures, application and storage of hazardous substances, maintaining personal hygiene, outdoor work and the use of personal protective equipment.

- '*Potential and existing hazards*' may include but are not limited to animal movement and handling, obstacles, veterinary chemicals, damaged infrastructure, solar radiation, slippery and uneven surfaces, electricity, sharp tools, unsafe and damaged equipment and machinery and loose clothing.
- '*Personal protective equipment (PPE)*' may include but is not limited to clothing and footwear that prevents feet crushing, skin abrasions and tangles in machinery, helmet, gloves, protective eye wear, hearing protection, respirator, face mask and sun protection.
- '*Supervise*' includes but is not limited to observing and evaluating workmanship, giving instructions, practical demonstrations and taking corrective action.
- '*Coordinate*' includes but is not limited to planning and organising people for specific activities and tasks, which may take place sequentially or simultaneously, in order to achieve the desired outcomes.

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
- Biosafety Act No. 7 of 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.org.na and the Namibia Training Authority on www.nta.com.na

Elements and Performance Criteria

Element 1. Advise on workforce requirements

Performance Criteria

- 1.1 Farm organogram is understood.
- 1.2 Job descriptions are understood.
- 1.3 Numbers of required persons for work are determined and communicated according to workplace procedures.
- 1.4 Skill needs are assessed and communicate according to workplace procedures.

- 1.5 Materials, tools, equipment and PPE needs are determined and communicated according to workplace procedure.

Element 2. Assign and monitor tasks

Range

Tasks include but are not limited to once-off or routine daily, weekly, annual and seasonal activities.

Performance Criteria

- 2.1 Production process and related tasks are understood.
- 2.2 Tasks are assigned to workforce according to work plan.
- 2.3 Performance is observed and corrected according to workplace procedure.
- 2.4 Health and safety procedures are implemented according to workplace procedures and policies.

Element 3. Demonstrate knowledge of leadership

Performance Criteria

- 3.1 Production goals and work objectives are understood by workforce.
- 3.2 Practises to enhance team work, communication and job satisfaction are demonstrated.
- 3.3 Non-compliance with workplace rules and procedures are reported and corrective action taken according to workplace procedures.
- 3.4 Conflicts are addressed and reported according to workplace procedures.

Registration Data

Subfield:	Farm Management
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