

# ASSESSMENT GUIDE FOR LEARNERS & LEARNER WORKBOOK

## Industry Overview

### Level 4

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P.O. Box 461, Hillcrest, 3650  
(031) 313-3364

|                       |        |                                                   |   |                 |   |                        |    |
|-----------------------|--------|---------------------------------------------------|---|-----------------|---|------------------------|----|
| <b>Title:</b>         |        | <b>Give an Overview of the Industry Structure</b> |   |                 |   |                        |    |
| <b>Applied Title:</b> |        | <b>Give an Overview of the Industry Structure</b> |   |                 |   |                        |    |
| <b>Field:</b>         |        | Agriculture and Nature Conservation               |   |                 |   |                        |    |
| <b>Sub-Field:</b>     |        | Primary Agriculture                               |   |                 |   |                        |    |
| <b>SETA (SGB):</b>    |        | AgriSETA                                          |   |                 |   |                        |    |
| <b>Skills Area:</b>   |        | Industry Overview                                 |   |                 |   |                        |    |
| <b>Context:</b>       |        | Citrus Production                                 |   |                 |   |                        |    |
| <b>US No:</b>         | 116286 | <b>Level:</b>                                     | 4 | <b>Credits:</b> | 2 | <b>Notional Hours:</b> | 20 |
| <b>Author:</b>        |        | L. von Broembsen                                  |   |                 |   |                        |    |

Based on the Production Guidelines of:



Supported by:



**Unit standard alignment and assessment tool development:**

Cabeton Training and Development

**Project coordinator:**

Jacomien de Klerk

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# Table of Contents

Directions ..... 4

Step 1 ..... 5

Step 2 ..... 7

Step 3 ..... 8

Step 4 ..... 9

Step 5 ..... 11

Step 6 ..... 18

Step 7 ..... 19

Step 8 ..... 20

Step 9 ..... 21

Step 10 ..... 30



## Directions

This material is aimed at learners wishing to complete this unit standard. The guide contains all necessary activities and instructions that will enable the assessor and learner to gather evidence of the learner's competence as required by the unit standard.

This guide is designed to be used by the learner with guidance from a facilitator and a trained assessor to develop competence in all knowledge, skills and attitudes required by this unit standard.

This guide contains step-by-step instructions for the assessment process. These steps are as follows:

| <b>Step</b> | <b>Description</b>                                     | <b>Timeframe</b>                                                 |
|-------------|--------------------------------------------------------|------------------------------------------------------------------|
| 1           | Learner Assessment Contract                            | Before delivery of program                                       |
| 2           | Learner Declaration of Authenticity                    | Before delivery of program                                       |
| 3           | Learning Assumed to Be in Place                        | Before delivery of program                                       |
| 4           | Learner Assessment Plan for Gathering of Evidence      | Before delivery of program                                       |
| 5           | Assessment Activity Workbook                           | During delivery of program, assessment after delivery of program |
| 6           | Quiz Design                                            | After delivery of program                                        |
| 7           | Practical Assessment                                   | After delivery of program                                        |
| 8           | Re-assessment Procedures                               | After completion of assessment                                   |
| 9           | Documentation                                          | After completion of assessment                                   |
| 10          | Administration and Completion of Portfolio of Evidence | After completion of assessment                                   |

## Step 1

### Learner Assessment Contract

The assessor and / or the facilitator holds a pre-assessment briefing with you before the learning program starts in order to guide you and assist you to make sure that you understand exactly what is expected from you in order to become competent in this learning module.

As part of the pre-assessment briefing, the learner assessment contract must be signed. The assessor will assist you and explain the agreement to you in detail.

| Learner Assessment Contract                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| <b>Learner's Name:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |        |
| <b>Assessor's Name:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |        |
| <b>Unit Standard:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 116286 |
| <p>Your rights as a learner are:</p> <ol style="list-style-type: none"> <li><b>1. You have a right to appeal</b> against any judgment given as a result of any assessment. You must have valid reasons for doing this.</li> <li><b>2. You have the right to an interpreter</b> if you need one. However, if one of the learning assumptions for the unit standard is that you are competent within the language of assessment, you may not have an interpreter.</li> <li><b>3. You can ask that an impartial observer attend any assessment.</b> This observer may not take any part in the assessment.</li> <li><b>4. If you do not agree with the assessment, you have the right to have your assessment internally moderated.</b> If you still do not agree with the result of the assessment you can ask that the ETQA to perform an <b>external moderation</b> on the assessment. If any verification upholds the assessment findings, you will be held liable for all the costs of the verification. If any verification rules that you have been aggrieved as a result of the assessment, your assessor will be held liable for all cost of verification.</li> <li><b>5. If during the assessment you are found not yet competent, your assessor will encourage you to master the areas where you have not reached competency.</b> This will be recorded on a <b>development plan</b>. You are required to arrange with the assessor for a new assessment schedule. The assessor can only permit three such re-assessments. If a learner has not reached mastery after three additional attempts, the assessor reserves the right to remove you from the program.</li> </ol> |        |
| <p><b><u>Qualification</u></b></p> <p>This standard leads to the award of credits for unit standard 116286. Once the assessment is complete application will be made to register and certify you for that standard with the AgriSETA. You may contact the assessor or facilitator at any time for information to assist you with further studies.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |        |
| <p><b><u>Confidentiality</u></b></p> <p>Each assessment application, the outcomes, results and reviews will be treated as a confidential matter by you, the learner, the facilitator(s), assessor(s), and moderator(s). No references will be made to anyone or any organisation outside the SETA about the status of an application during the assessment process.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |        |

**Consent**

I, the learner, hereby state that I have read the above and understood the contents thereof. I was given the opportunity to clarify any issues relating to the assessment process and my assessment plan. I have requested this assessment of my own free will and without duress.

|                             |  |              |  |
|-----------------------------|--|--------------|--|
| <b>Learner's Signature</b>  |  | <b>Date:</b> |  |
| <b>Assessor's Signature</b> |  | <b>Date:</b> |  |



## Step 2

### Learner Declaration of Authenticity

It is important that we make sure that each learner supplies original evidence completed by himself / herself and according to the level of knowledge and skill that he / she has acquired from the learning process.

Please sign the following declaration:

|                                                                                                                                                                                              |  |              |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------|--|
| I hereby declare that the following documentary evidence is my own. I certify that the process followed was ethical and did not infringe on the copyright of any individual or organisation. |  |              |  |
| <b>Learner's Signature</b>                                                                                                                                                                   |  | <b>Date:</b> |  |
| <b>Assessor's Signature</b>                                                                                                                                                                  |  | <b>Date:</b> |  |



## Step 3

### Learning Assumed to Be in Place

Do you have all the knowledge and skills necessary to begin this learning process?

This is a level 4 module of learning, and we have to make sure that you have already learnt all the skills, knowledge and attitudes that you will need to use in this module. It will help you to understand and learn more easily in this module, and it is important that we know whether you are ready to move on.

Please look at the list of unit standards below of modules that you should have completed before undertaking this one. Tell us whether you have completed each of the unit standards or modules, and if you did, tell us when you learnt this.

If you need help in understanding this list, please ask the facilitator or assessor.

| <b><i>NQF Level</i></b>     | <b><i>Unit Standard Number</i></b> | <b><i>Learning Module Name</i></b> | <b><i>No, I Have Not Completed It</i></b> | <b><i>Yes, I Have Completed It</i></b> | <b><i>If Yes, When Did You Complete It?</i></b> |
|-----------------------------|------------------------------------|------------------------------------|-------------------------------------------|----------------------------------------|-------------------------------------------------|
| NQF3                        |                                    | Literacy and Numeracy              |                                           |                                        |                                                 |
| <b>Learner's Signature</b>  |                                    |                                    | <b>Date:</b>                              |                                        |                                                 |
| <b>Assessor's Signature</b> |                                    |                                    | <b>Date:</b>                              |                                        |                                                 |



## Step 4

### Learner Assessment Plan for Gathering of Evidence

As the assessor has explained to you, the aim of an assessment is not to catch you out, but rather to help you develop all the skills, knowledge and attitudes that you need to move forward. It is important that you know what is expected from you and that you play an active role every step of the way.

Let us plan for the assessment together. Below are the steps that you have to work through in order to show that you are competent in this module. Check them carefully and discuss each step with the assessor. Agree with the assessor on the dates on which each step has to be completed or documents handed in. Write the dates in the right-hand column as a reminder.

| Learner Assessment Plan                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                     |
|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| <b>Module / Unit Standard Name:</b>                | Give an Overview of the Industry Structure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                     |
| <b>Module / Unit Standard Registration Number:</b> | 116286                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                     |
| <i>Step Number</i>                                 | <i>Step Description and Learner's Tasks</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <i>Completion / Submission Date</i> |
| <b>5</b>                                           | <b>Assessment Activity Workbook</b> <ul style="list-style-type: none"> <li>In this step, you complete certain tasks in class or as homework.</li> <li>It is important that you complete every task and understand why it is necessary, because it will help you to gain the knowledge, skills and attitudes that you need to be found competent in this learning module.</li> <li>If there are things that you are unsure about, please ask the facilitator or the assessor to explain it to you again.</li> <li>You hand in the completed workbook to the facilitator or assessor who will help you to check your progress.</li> <li>The assessor or facilitator mark it and discuss areas that need more work with you.</li> </ul> |                                     |
| <b>6</b>                                           | <b>Quiz Design and Completion</b> <ul style="list-style-type: none"> <li>There are many important things that you need to remember about the citrus industry in order to be found competent in this learning module, and so that you can do your job well.</li> <li>You have to design a quiz and participate in a quiz developed by another group to check if you have gained all this knowledge.</li> <li>There is a detailed list of things that you need to know in this guide and examples of the types of questions that you could be asked.</li> <li>Please prepare yourself well and remember to ask the facilitator or assessor to explain anything that you don't understand.</li> </ul>                                   |                                     |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| <b>7</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Practical Assessment</b> <ul style="list-style-type: none"> <li>You have to develop very specific character traits and attitudes and have to be able to do very specific tasks to be competent in this learning module and to be good in this job.</li> <li>Going out into the field, and showing and explaining certain skills and attitudes, is the most appropriate way for you to show that you are competent in the skills and attitudes that are needed.</li> <li>You will have an opportunity to practice these tasks and develop these attitudes during your practical learning module.</li> <li>There is a list of all the things that you would have to be able to show and explain in this guide.</li> <li>Please prepare yourself well and remember to ask the facilitator or assessor to explain anything that you don't understand.</li> </ul> |              |
| <b>8</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Re-Assessment Procedure</b> <ul style="list-style-type: none"> <li>What if the assessor tells you that you have not met the right standard or that you still need more evidence to prove your competence?</li> <li>The assessor explains to you exactly what you need to do or learn to become competent.</li> <li>You and the assessor and / or facilitator, develop an action plan together, and you may be granted a second or even a third opportunity to prove your competence.</li> <li>Remember you have the right to appeal against the assessor's decision, if you feel it is unfair. There is a copy of the form in the back of this guide if you need it.</li> </ul>                                                                                                                                                                              |              |
| <b>9</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Paperwork</b> <ul style="list-style-type: none"> <li>If you have met the standard that is explained for each step of the process you will be found competent in this unit standard.</li> <li>The assessor will discuss everything with you in detail and will ask you to fill in and sign forms throughout the process.</li> <li>You will also be given an opportunity to write down any comments you might have on the assessment process.</li> <li>Once the assessor has given you the final declaration of competence, you will be asked to give some feedback in order to help everyone to improve the learning and assessment process.</li> <li>Please think carefully. It might really help other learners in the future.</li> </ul>                                                                                                                   |              |
| <b>10</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Administration and Completion of Portfolio of Evidence</b> <ul style="list-style-type: none"> <li>All the documents, or copies of them, must be kept on file as part of your portfolio of evidence.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |              |
| <b>Into the Future</b> <ul style="list-style-type: none"> <li>The assessor will discuss what happens next and when you will get a certificate of competence.</li> <li>It is also important to remember that you learnt this module for a specific reason. Discuss with the assessor, facilitator, mentor, and / or coach how you can move forward in your career with this level of competence.</li> <li>Also remember that the learning process never stops. Plan together with the assessor, facilitator, coach, and / or mentor what you need to learn next.</li> </ul> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |              |
| <b>Learner's Signature</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Date:</b> |
| <b>Assessor's Signature</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Date:</b> |

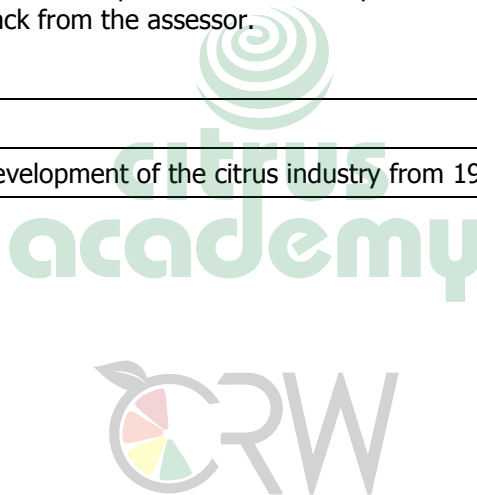
## Step 5

### Assessment Activity Workbook

- The activities that follow are designed to help you gain the skills, knowledge and attitudes that you need in order to become competent in this learning module.
- It is important that you complete all the activities and worksheets, as directed in the learner guide and at the time indicated by the facilitator.
- It is important that you ask questions and participate as much as possible in order to play an active roll in reaching competence.
- When you have completed all the activities and worksheets, hand this workbook in to the assessor who will mark it and guide you in areas where additional learning might be required.
- You should not move on to the next step in the assessment process until this step is completed, marked, and you have received feedback from the assessor.

#### Activity 1 – Flow Diagram

Draw a flow diagram about the development of the citrus industry from 1906 to the present.



### Activity 2 – Organisational Diagram

Draw an organisational diagram to explain the relationships between the different role-players in the citrus industry.



### Activity 3 – Research Project

Find out which publications does the farm where you work on or where you are completing your practical learning subscribe to, or receive on a regular basis. List the publications below and indicate the type of information contained in them.

| <i><b>Publication</b></i> | <i><b>Contents</b></i> |
|---------------------------|------------------------|
|                           |                        |
|                           |                        |
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|                           |                        |
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### Activity 4 – Worksheet

Complete the worksheet below in your own words.

What is the role of the Department of Agriculture, Forestry and Fisheries in the citrus industry?

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What is the role of the PPECB in the citrus industry?

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What is the role of NAMC in the citrus industry?

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### Activity 5 – Research and Present

Pick the name of an Act out of a hat, and do research about this Act. Give a five minute presentation to the rest of the class explaining what the Act is about and what its impact is on the citrus industry. Make key notes on your presentation below.

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[illegible]

citrus  
clean

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|--------------------------------------------------------|
| How does research benefit the citrus industry?         |
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|                                                        |
|                                                        |
|                                                        |
| What type of research is done for the citrus industry? |
|                                                        |
|                                                        |
|                                                        |
|                                                        |
|                                                        |
|                                                        |
| Who conducts research for the citrus industry?         |
|                                                        |
|                                                        |
|                                                        |
|                                                        |
|                                                        |

### Activity 7 – Interview an Expert

Interview an expert on the farm where you work or where you are completing your practical learning, and find answers to the questions below.

Who supplies nursery trees and agrochemicals to the farm?

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How were these suppliers chosen?

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Are these suppliers affiliated with ACDASA, and is the nursery accredited by the CIP?

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Who are ACDASA and AVCASA?

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What are the CIP and the CFB?

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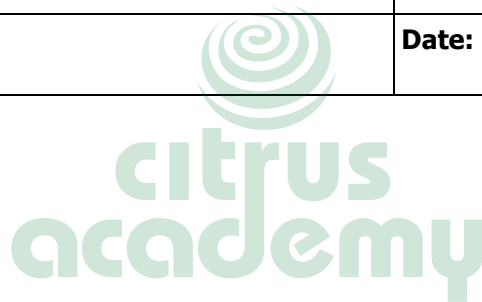
Why is it important that a citrus nursery must be accredited by the CIP?

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If you were a business owner who has decided to build a new packhouse that will pack export fruit and which will have to liaise with transport companies and depots, who would you ask for advice and what considerations do you think you should take into account while planning the packhouse?

[illegible]

| <b>Assessment Feedback Form – Activity Workbook</b> |  |                           |  |
|-----------------------------------------------------|--|---------------------------|--|
|                                                     |  | <b>Comments / Remarks</b> |  |
| Feedback to learner on assessment                   |  |                           |  |
| Feedback from learner to assessor                   |  |                           |  |
| <b>Learner's Signature</b>                          |  | <b>Date:</b>              |  |
| <b>Assessor's Signature</b>                         |  | <b>Date:</b>              |  |



## Step 6

### Quiz Design

You are now ready for step six of the assessment process, the design and completion of a quiz. Check your plan carefully to make sure that you prepare in good time. Be creative, include colour and examples in your presentation.

You have to score an overall mark of at least 85% in this task in order to be found competent.

Inform the assessor if you have any special needs or requirements **before** the agreed date for the handing in of the assessment task. You might, for example, require an interpreter to translate the questions to your mother tongue, or you might need to take this test orally. Please write your request down in your activity workbook on the front page and explain why you have made this request. Ask the assessor to sign next to your request to prove that they are aware of your special request.

Use this checklist to help you plan and prepare your research and assure that you have written information about all the criteria. These are examples of possible questions that will help you to organise and plan your task. All the information you need was taught in the classroom and can be found in the learner guide that you received.

| <i><b>Topics</b></i>                                                                                                                                            | <i><b>I Have Revised This and Understand It Well</b></i> | <i><b>I Am Unsure of This and Need to Ask the Facilitator or Assessor to Explain It Again</b></i> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| Explain the historical and current structure of the industry.                                                                                                   |                                                          |                                                                                                   |
| List media published from time to time within, for, about, on and on behalf of the industry.                                                                    |                                                          |                                                                                                   |
| List all relevant government departments that affect the citrus industry.                                                                                       |                                                          |                                                                                                   |
| Name all legislation pertaining to the specific industry.                                                                                                       |                                                          |                                                                                                   |
| Name and describe supportive resources, associations, groups, networks and services available to assist members of the industry.                                |                                                          |                                                                                                   |
| Describe the various relationships within the industry as well as between the specific industry and its components and others within and outside of the sector. |                                                          |                                                                                                   |

|                                                                                               |  |              |  |
|-----------------------------------------------------------------------------------------------|--|--------------|--|
| The assessor or facilitator has explained this step to me and I have revised these questions. |  |              |  |
| <b>Learner's Signature</b>                                                                    |  | <b>Date:</b> |  |
| <b>Assessor's Signature</b>                                                                   |  | <b>Date:</b> |  |

The assessor will give you feedback on the test and guide you if there are areas in which you still need further development.

## Step 7

### Attitudes and Attributes Assessment

You are now ready for steps seven of the assessment process, the Attitude and Attribute assessment. Check your plan carefully to make sure that you prepare in good time.

Inform the assessor if you have any special needs or requirements before the agreed date for the assessment test. You might, for example, require an interpreter to translate the questions to your mother tongue, or you might need to take this test orally. Please write your request down in your activity workbook on the front page and explain why you have made this request. Ask the assessor to sign next to your request to prove that they are aware of your special request.

Use the checklist below to help you prepare for the part of the practical assessment when you are observed on the attitudes and attributes that you need to have to be found competent for this learning module.

| <b><i>Observations</i></b>                                                                                                                                                  | <b><i>I Am Sure of This and Understand It Well</i></b> | <b><i>I Am Unsure of This and Need to Ask the Facilitator or Assessor to Explain What It Means</i></b> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| Can you identify problems and deficiencies correctly?                                                                                                                       |                                                        |                                                                                                        |
| Are you able to work well in a team?                                                                                                                                        |                                                        |                                                                                                        |
| Do you work in an organised and systematic way while performing all tasks and tests?                                                                                        |                                                        |                                                                                                        |
| Are you able to collect the correct and appropriate information and / or samples as per the instructions and procedures that you were taught?                               |                                                        |                                                                                                        |
| Are you able to communicate your knowledge orally and in writing, in such a way that you show what knowledge you have gained?                                               |                                                        |                                                                                                        |
| Can you base your tasks and answers on scientific knowledge that you have learnt?                                                                                           |                                                        |                                                                                                        |
| Are you able to show and perform the tasks required correctly?                                                                                                              |                                                        |                                                                                                        |
| Are you able to link the knowledge, skills and attitudes that you have learnt in this module of learning to specific duties in your job or in the community where you live? |                                                        |                                                                                                        |

- The assessor will complete a checklist that gives details of the points that are checked and assessed by the assessor.
- The assessor will write commentary and feedback on that checklist. They will discuss all commentary and feedback with you.
- You will be asked to give your own feedback and to sign this document.
- It will be placed together with this completed guide in a file as part of your portfolio of evidence.

## Step 8

### Re-Assessment Procedure

The assessor will discuss in detail with you what to do in case you require a re-assessment, and when the re-assessment will take place.



## Step 9

### Paperwork

Please assist the assessor by filling in these forms and signing then as instructed.

| Learner Information Form              |           |               |              |
|---------------------------------------|-----------|---------------|--------------|
| Unit Standard                         | 116286    |               |              |
| Program Date(s)                       |           |               |              |
| Assessment Date(s)                    |           |               |              |
| Surname                               |           |               |              |
| First Name                            |           |               |              |
| Learner ID / SETA Registration Number |           |               |              |
| Job / Role Title                      |           |               |              |
| Home Language                         |           |               |              |
| Gender                                | Male      | Female        |              |
| Race                                  | African   | Coloured      | Indian/Asian |
|                                       |           |               | White        |
| Employment                            | Permanent | Non-permanent |              |
| Disabled                              | Yes       | No            |              |
| Date of Birth                         |           |               |              |
| ID Number                             |           |               |              |
| Contact Telephone Numbers             |           |               |              |
| Email Address                         |           |               |              |
| Postal Address                        |           |               |              |

| <b>Assessor Report and Summative Evidence Collection Summary for Unit Standard 116286 – Level 4</b>                                                                                                                                                                                                                                                                                                                           |                                                                                                 |                                                                                      |                             |                                              |                              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-----------------------------|----------------------------------------------|------------------------------|
| <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Evidence Gathered</b>                                                                        |                                                                                      | <b>Benchmark</b>            | <b>Competent /<br/>Not yet<br/>Competent</b> | <b>Feedback and Comments</b> |
|                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Foundational and<br/>Embedded Knowledge</b>                                                  | <b>Practical Skills,<br/>Underpinning<br/>Knowledge and<br/>Reflexive Competence</b> |                             |                                              |                              |
| <b>Specific Outcome 1: Explain the historical and current framework structure of the industry.</b><br><br><i>Range:</i> Industry structures include but are not limited to important individuals, enterprises and enterprise types, associations, groupings, local, regional, provincial or national government departments, unions, research organisations and NGOs                                                          | Attend all lectures<br>Complete workbook as per instruction<br>Summative quiz design and answer | Observation checklist of attitudes and attributes.                                   | 85% competence in all areas |                                              |                              |
| <b>Specific Outcome 2: List media published from time to time within, for, about, on and on behalf of the industry.</b><br><br><i>Range:</i> Media include but are not limited to electronic or digital media (SMS, radio or television broadcasts, email, internet, newsgroups, DVD, video, CD), paper media (books, trade and technical periodicals), discussion groups and forums, agendas, minutes, newspapers, magazines | Attend all lectures<br>Complete workbook as per instruction<br>Summative quiz design and answer | Observation checklist of attitudes and attributes.                                   | 85% competence in all areas |                                              |                              |

| Assessor Report and Summative Evidence Collection Summary for Unit Standard 116286 – Level 4                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                 |                                                                            |                             |                                     |                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|-----------------------------|-------------------------------------|-----------------------|
| Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Evidence Gathered                                                                               |                                                                            | Benchmark                   | Competent /<br>Not yet<br>Competent | Feedback and Comments |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Foundational and<br>Embedded Knowledge                                                          | Practical Skills,<br>Underpinning<br>Knowledge and<br>Reflexive Competence |                             |                                     |                       |
| <b>Specific Outcome 3: List all relevant government departments that affect the specific industry.</b><br><br><i>Range:</i> Government departments include but are not limited to local, regional, provincial and national government departments and structures relating to any and all facets of the industry                                                                                                                                                                                                                     | Attend all lectures<br>Complete workbook as per instruction<br>Summative quiz design and answer | Observation checklist of attitudes and attributes.                         | 85% competence in all areas |                                     |                       |
| <b>Specific Outcome 4: Name all legislation pertaining to the specific industry.</b><br><br><i>Range:</i> Legislation pertaining to the industry includes, but is not limited to those related to production, marketing, administration, public relations, finances, human resources, taxation, local, regional and national affairs. Legislation includes but is not limited to rules, regulations, Acts, governmental notices, Administrator's notices, legal written or spoken instructions by officials, signage and indicators | Attend all lectures<br>Complete workbook as per instruction<br>Summative quiz design and answer | Observation checklist of attitudes and attributes.                         | 85% competence in all areas |                                     |                       |

| Assessor Report and Summative Evidence Collection Summary for Unit Standard 116286 – Level 4                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                 |                                                                            |                             |                                     |                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|-----------------------------|-------------------------------------|-----------------------|
| Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Evidence Gathered                                                                               |                                                                            | Benchmark                   | Competent /<br>Not yet<br>Competent | Feedback and Comments |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Foundational and<br>Embedded Knowledge                                                          | Practical Skills,<br>Underpinning<br>Knowledge and<br>Reflexive Competence |                             |                                     |                       |
| <b>Specific Outcome 5: Name and describe supportive resources, associations, groups, networks and services available to assist members of the industry.</b><br><br><i>Range:</i> Supportive resources include but are not limited to Associations, unions, action or lobby groups, networks or services                                                                                                                                                                                            | Attend all lectures<br>Complete workbook as per instruction<br>Summative quiz design and answer | Observation checklist of attitudes and attributes.                         | 85% competence in all areas |                                     |                       |
| <b>Specific Outcome 6: Describe the various relationships within the industry as well as between the specific industry and its components and others within and outside of the sector.</b><br><br><i>Range:</i> Relationships include but are not limited to agreements (verbal or written), contracts, constitutions and ownership. The importance of a component includes but is not limited to social, economic (financial, employment, public relations), political, organisational importance | Attend all lectures<br>Complete workbook as per instruction<br>Summative quiz design and answer | Observation checklist of attitudes and attributes.                         | 85% competence in all areas |                                     |                       |

| Assessor Report and Summative Evidence Collection Summary for Unit Standard 116286 – Level 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                 |                                                                            |                                   |                                     |                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|-----------------------------------|-------------------------------------|-----------------------|
| Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Evidence Gathered                                                                               |                                                                            | Benchmark                         | Competent /<br>Not yet<br>Competent | Feedback and Comments |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Foundational and<br>Embedded Knowledge                                                          | Practical Skills,<br>Underpinning<br>Knowledge and<br>Reflexive Competence |                                   |                                     |                       |
| <b>Embedded Knowledge:</b><br><br>The learner is able to demonstrate a basic knowledge of: <ol style="list-style-type: none"> <li>1. Basic comprehension and understanding of the industry</li> <li>2. All legal implications of the individual's participation and involvement in the industry</li> <li>3. Implications of networking and associating within the industry, within the sector and across industries and sectors, including access to support</li> <li>4. Impact of his own operation on the industry and its structures, the sector, other sectors and society</li> <li>5. The purpose of the industry structures, media, networks and resources</li> </ol> | Attend all lectures<br>Complete workbook as per instruction<br>Summative quiz design and answer | n/a                                                                        | Overall minimum test score of 85% |                                     |                       |

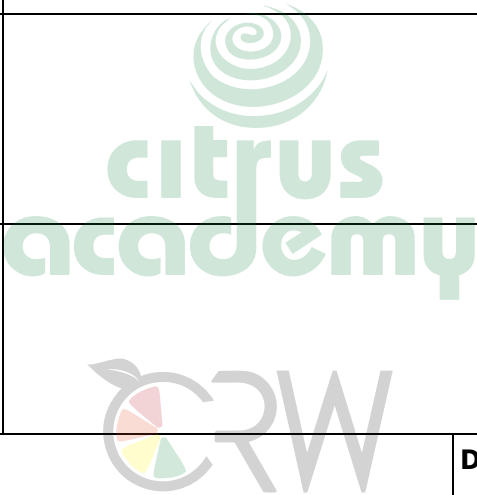
| Assessor Report and Summative Evidence Collection Summary for Unit Standard 116286 – Level 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                        |                                                                            |                                                                  |                                     |                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|----------------------------------------------------------------------------|------------------------------------------------------------------|-------------------------------------|-----------------------|
| Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Evidence Gathered                      |                                                                            | Benchmark                                                        | Competent /<br>Not yet<br>Competent | Feedback and Comments |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Foundational and<br>Embedded Knowledge | Practical Skills,<br>Underpinning<br>Knowledge and<br>Reflexive Competence |                                                                  |                                     |                       |
| <b>Unit Standard CCFOs:</b><br><br>1. <b>Problem solving</b> relates to specific outcomes 2 to 5<br>2. <b>Teamwork</b> relates to specific outcomes 1, 2 and 5<br>3. <b>Self-organisation and management</b> relates to all specific outcomes<br>4. <b>Information evaluation</b> relates to specific outcomes 2 to 5<br>5. <b>Communication</b> relates to specific outcomes 2, 4 and 5<br>6. <b>Use science and technology</b> relates to all specific outcomes<br>7. <b>Inter-relatedness of systems</b> relates to specific outcomes 1, 2, 3 and 5<br>8. <b>Self-development</b> relates to all specific outcomes | N/a                                    | Rating Scale                                                               | Minimum rating of 3:5 in each criteria or overall average of 3:5 |                                     |                       |

| <b>Learner Assessment Re-Actionnaire</b>                                                                     |  |                 |  |
|--------------------------------------------------------------------------------------------------------------|--|-----------------|--|
| <b>Questions</b>                                                                                             |  | <b>Response</b> |  |
| How did the assessor encourage you to be involved in the assessment process?                                 |  |                 |  |
| Did the assessor take your special needs into account? If so, how?                                           |  |                 |  |
| Did the assessor agree on the assessment procedures with you?                                                |  |                 |  |
| Was feedback relevant to your needs?                                                                         |  |                 |  |
| Were you always aware of the outcome of the assessment?                                                      |  |                 |  |
| Did the assessor help you to explore ways of becoming competent whenever you were judged NYC?                |  |                 |  |
| Did the assessor allow you to ask questions?                                                                 |  |                 |  |
| Did you always agree with assessment decisions?                                                              |  |                 |  |
| Was all appropriate documentation completed and signed and did you receive copies?                           |  |                 |  |
| Did the assessor assist or prevent you in any way when gathering evidence so as to obscure its authenticity? |  |                 |  |
| All the evidence submitted in my name is my authentic work, which was not acquired by any unethical means.   |  |                 |  |
| <b>Learner's Signature</b>                                                                                   |  | <b>Date:</b>    |  |
| <b>Assessor's Signature</b>                                                                                  |  | <b>Date:</b>    |  |
| <b>Moderator's Signature</b>                                                                                 |  | <b>Date:</b>    |  |

| <b>Assessor's Assessment Review and Improvement Document</b>                                                            |                        |
|-------------------------------------------------------------------------------------------------------------------------|------------------------|
| <i><b>Issues</b></i>                                                                                                    | <i><b>Comments</b></i> |
| Did the assessment go according to plan?                                                                                |                        |
| Did anything unexpected happen?                                                                                         |                        |
| Were you pleased with the assessment decision; i.e. was it what you expected?                                           |                        |
| How could the process have been carried out more efficiently?                                                           |                        |
| How could the process of assessing the knowledge be improved?                                                           |                        |
| How could the Performance Observation checklist be improved?                                                            |                        |
| Was the evidence you gathered sufficient to make a judgment of competence?                                              |                        |
| Was the way you obtained feedback from the learner effective?                                                           |                        |
| Were you pleased with the way you communicated your decision to the learner? If not, how could this have been improved? |                        |
| How would you improve the assessment process?                                                                           |                        |

## Assessment Appeal Form

Any candidate has the right of appeal against any not-yet-competent decision by the assessor. If you wish to appeal, please complete the form below.

| Appeal Form                                                               |                                                                                     |              |  |
|---------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------|--|
| I hereby appeal against the outcome of my assessment.                     |                                                                                     |              |  |
| <b>Date:</b>                                                              |                                                                                     |              |  |
| <b>Learner's Name:</b>                                                    |                                                                                     |              |  |
| <b>Assessors Name:</b>                                                    |                                                                                     |              |  |
| <b>Organisation:</b>                                                      |                                                                                     |              |  |
| <b>Assessment Details:</b><br><br>Criteria, role, standards<br>Used, etc. |  |              |  |
| <b>Issue to be Reviewed:</b>                                              |                                                                                     |              |  |
| <b>Learner's Signature</b>                                                |                                                                                     | <b>Date:</b> |  |
| <b>Assessor's Signature</b>                                               |                                                                                     | <b>Date:</b> |  |

## **Step 10**

### **Administration and Completion of Portfolio of Evidence**

All the documents or copies thereof, as prescribed previously, must be kept on file as part of the learner portfolio of evidence.

