



# PROSPECTUS

## Further Education and Training



**2005/2006**

**Cape Institute for Agricultural Training: Elsenburg**

## **MISSION**

**To provide a needs driven, practical agricultural training to resource poor farmers, commercial farmers as well as farm workers.**

## **OBJECTIVES**

- **To empower the previously disadvantaged farmers to enabling them to farm sustainably and independently.**
- **To improve agricultural production techniques and practices to promote increased productivity.**
- **To promote food security in rural and urban communities.**
- **To increase the income and quality of life in rural and urban communities.**

**Last Reviewed: 13/10/2005**

<b><u>CONTENTS</u></b>	<b>PAGE</b>
<b>GENERAL INFORMATION: ADMINISTRATION</b>	6
<b>REGISTRATION</b>	8
<b>COURSE DETAIL:</b>	
• <b>GENERAL AGRICULTURE</b>	
○ SAFE HANDLING OF CHEMICALS (AVCASA) OS2	10
○ CALIBRATION OF KNAPSACK SPRAYERS OS3	11
○ CALIBRATION OF SPRAYING EQUIPMENT OS4	12
○ OPERATING A PERSONAL COMPUTER OS4	13
○ SOIL PREPARATION AND PLANT NUTRITION OS3	14
○ INTRODUCTION TO IRRIGATION OS3	15
• <b>VEGETABLE PRODUCTION</b>	
○ INTRODUCTION TO VEGTABLE PRODUCTION OS3	16
○ SOIL PREPARATION AND PLANT NUTRITION OF VEGETABLES OS4	17
○ PARTS AND FUNCTIONING OF VEGETABLE PLANTS OS4	18
○ MANIPULATION OF VEGETABLES OS4	19
○ CROP PROTECTION OF VEGETABLES OS4	20
○ HARVESTING AND POST-HARVEST HANDLING OF VEGETABLES OS4	21
• <b>VITICULTURE*1</b>	
○ VINEYARD CULTIVATION: A BIRD'S EYE VIEW OS2	22
○ BASIC SOIL SCIENCE AND VINE NUTRITION OS3	23
○ SOIL SCIENCE AND VINE NUTRITION OS4	24
○ ESTABLISHMENT OF VINEYARDS OS3	25
○ PARTS AND FUNCTIONING OF THE VINE OS2	26
○ STRUCTURE AND FUNCTIONING OF THE VINE OS3	27
○ IRRIGATION OF VINES OS5	28
○ PLANT VINES OS2	29
○ INTRODUCTION TO VINEYARD CROP PROTECTION OS3	30
○ VINEYARD CROP PROTECTION OS3	31
○ INSTALLATION OF TRELLIS SYSTEMS IN VINEYARD OS2	32

○ FRAMEWORK DEVELOPMENT OF VINES OS3	33
○ CANOPY MANAGEMENT OF VINES OS3	34
○ MAINTENANCE PRUNING OF VINES OS3	35
○ HARVESTING OF GRAPES OS3	36
○ VITICULTURAL NURSERY PRACTICES OS3	37
○ INTRODUCTION TO VINEYARD BLOCK MANAGEMENT OS4	38
○ VINEYARDBLOCK MANAGEMENT OS6	39

\*1 The following are included under VITICULTURE: Table-, wine-, or raisin grapes. (Specify when booking)

• **FRUIT PRODUCTION**

○ INTRODUCTION TO DECIDUOUS FRUIT PRODUCTION*2 OS1	40
○ DECIDUOUS FRUIT CULTIVARS OS2	41
○ SOIL PREPARATION AND DECIDUOUS FRUIT TREE NUTRITION OS3	42
○ ESTABLISHMENT OF DECIDUOUS FRUIT TREES OS2	43
○ STRUCTURE AND FUNCTIONS OF THE DECIDUOUS FRUIT TREE OS3	44
○ CROP PROTECTION OF DECIDUOUS FRUIT OS3	45
○ PRUNING AND MANIPULATION OF DECIDUOUS FRUIT OS3	46
○ IRRIGATION OF DECIDUOUS FRUIT TREES OS4	47
○ HARVESTING AND POST-HARVEST HANDLING OF DECIDUOUS FRUIT OS3	48
○ PROPAGATE DECIDUOUS FRUIT TREES OS2	49
○ OLIVE PRODUCTION:	
▪ STRUCTURE AND FUNCTIONING OF THE OLIVE PLANT OS3	50
▪ PLANT OLIVE TREES OS2	51
▪ IRRIGATION OF OLIVE GROVES OS5	52
▪ FRAMEWORK DEVELOPMENT & MAINTENANCE PRUNING OF OLIVE TREES OS5	53
▪ HARVESTING OF OLIVES OS3	54
▪ INTRODUCTION TO OLIVE GROVE MANAGEMENT OS4	55

\*2 The following crops are included under DECIDUOUS FRUIT PRODUCTION: Pome fruit, stone fruit, and citrus. (Please specify when booking)

• **ANIMAL HUSBANDRY**

○ INTRODUCTION TO POULTRY PRODUCTION OS1	56
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○ POULTRY PRODUCTION OS3	57
○ ADVANCED POULTRY PRODUCTION OS10	58
○ INTRODUCTION TO PIG PRODUCTION OS1	59
○ PIG PRODUCTION OS3	60
○ BEEF PRODUCTION OS3	61
○ BOER GOAT PRODUCTION OS3	62
○ OSTRICH PRODUCTION 0-3 MONTHS OS3	63
○ OSTRICH PRODUCTION 3 MONTHS UP TILL SLAUGHTER OS1	64
○ SHEEP PRODUCTION OS3	65
○ DAIRY PRODUCTION OS10	66
• <b>AGRICULTURAL ENGINEERING</b>	
○ ERECTION AND MAINTENANCE OF WIRE FENCING OS5	67
○ METALWORK ON THE FARM OS10	68
○ ROUTINE TRACTOR CARE ON THE FARM OS2	69
• <b>AGRICULTURAL MANAGEMENT / ECONOMICS</b>	
○ AGRICULTURAL AWARENESS OS3	70
○ AGRICULTURAL MARKETING OS3	71
○ FINANCIAL MANAGEMENT OS4	72
○ AGRICULTURAL MANAGEMENT OS3	73
○ ENTREPRENEURSHIP OS4	74
• <b>HUMAN AND SOCIAL SCIENCES</b>	
○ COMMUNICATION OS3	75
○ HIV/AIDS OS2	76
○ CONFLICT MANAGEMENT OS2	77
○ LEADERSHIP OS3	78
○ LIFE ORIENTATION OS4	79
○ MOTIVATION OS3	80
○ MEETING PROCEDURES OS2	81
<b>DIRECTIONS TO ELSENBURG</b>	82
<b>DIRECTIONS TO OLD POST OFFICE AT ELSENBURG</b>	83
<b>GENERAL INFORMATION: ADMINISTRATION</b>	

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- Where a different **language** from the indicated ones is desired, the applicant will be responsible to organize an interpreter.  
Normally all learning material is available in English and Afrikaans.
- Courses will be presented only if the prescribed **number of students** have applied, normally a minimum of 8 and a maximum of 25 are required.
- All **courses** can be presented **away from** the **Elsenburg** campus, provided the necessary training facilities / equipment are available.
- Additional **follow-up training** sessions on farms / sites can be arranged at a specific tariff.
- Course attendants must have their **ID books** available during registration

**Bookings and Payment procedure**

- All bookings must be done on the applicable **Registration form** (Post, Fax or e-mail).
- The cut off date for bookings is two weeks before the course commencement date.
- **Confirmation** of bookings will be forwarded on receipt of payment.
- No **refunds** will be considered on cancellations made less than one full week prior to the course commencement date.
- **Payment** into Bank Account:

Dept. of Agriculture

Account No.: 4054910586

Branch Code: 638909

ABSA BANK (Western Cape Gov.)

Clearly indicate on Receipt of Payment:

81 FET Elsenburg College

Course Title and Date

Fax the Receipt as evidence of payment to:

Attention: Ms O. Bosch

Course Title and Date

From: Your name

**GENERAL INFORMATION: ADMINISTRATION (Continued)**

- **Student fees**
  - Tuition
    - R50 per person per course day (**AWAY** from Training Centre).
    - R70 per person per course day (**AT** Training Centre), lunch included.
    - Lecture material (language of preference, Afrikaans or English) is included in tuition fees.
    - R120 per person per course day (**AT** Training Centre): tuition, accommodation and three meals included.
  - All fees are VAT inclusive.
  - Fees are subject to change.
  
- **Attendance**
  - The duration of a course day is from 08h30 until approximately 15h30. On the last day of course presentation (6 hours per Training day).
  - Persons who arrive after 10h00 or without prior bookings / payments will be turned away (unless prior arrangements have been made for **late arrival**).
  
- **Report and Registration**
  - Time:
    - 08h30 on first day of course.
  - Venue:
    - **OLD POST OFFICE**, Elsenburg (see Directions).
    - **OUTENIQUA TRAINING CENTRE**, George
    - **KLEIN KAROO TRAINING CENTRE**, Oudtshoorn
    - **AUGSBURG TRAINING CENTRE**, Clanwilliam
    - Rural communities or villages (as previously discussed)
  
- **Accreditation/Assessment**

The courses are presented according to SAQA approved unit standards and assessments will be executed according to the applicable assessment criteria. Learners being **certified competent, will receive credits for the applicable unit standards**. Learners who want to be assessed (examined) must indicate this when confirmation of booking is made. Learners attending a full course without being assessed, will receive a **Certificate of Attendance**. The Certificate of Attendance of learners, not being assessed in the past, will be replaced by a **Certificate of Competence** if they would be found competent after an assessment of the same unit standard based on the study material (course).
  
- **To bring along**
  - All courses:
    - Pen, Pencil, (Optional: File to keep learning material neat).
  - Practical courses:
    - Work wear (Overall, gumboots, rainwear).
  - Staying over at Elsenburg: Toiletries, towel, clothes.
  - Equipment, e.g. pruning shears where applicable.
  
- **Meals**
  - Lunch: 12h45 – 13h30
  - Breakfast: 07h15 – 07h45 (only available when staying over)
  - Supper: 18h00 – 18h45 (only available when staying over)

## REGISTRATION

### A: COURSE DETAIL



## **REGISTRATION (Continued)**

### **E. DECLARATION**

#### **Commitment of the applicant:**

I declare:

- (a) that the particulars supplied in the above registration form are true and correct;
- (b) that I understand that the Cape Institute for Agricultural Training (Institute) has the right to cancel my registration or enrolment if the particulars supplied in my application form have been found false or incorrect;
- (c) that I agree not to make demands of any nature against the Institute or any employee of the Institute, under no circumstances will the Institute be held accountable for any damage or loss to my personal property or belongings, that may directly or indirectly result from my participation in any activity during the study period at the Institute or from sport or recreation of any nature, how ever, such damage or loss may happen. I will be solely responsible for any of the above-mentioned activities and accept the risks attached thereto;
- (d) that I will authorise the Institute to obtain medical assistance, should I require treatment. I accept responsibility for the payment of all relevant costs for any treatment required;
- (e) to pay all legal costs of the Institute if I should fail to pay any fees as mentioned in paragraph (f);
- (f) to pay all the applicable fees at registration. Delay / postponement will be granted for a maximum of 30 days only after which the interest at prevailing state interest rates will be levied on the outstanding fees.
- (g) that in case of an emergency, my next of kin contact details are:

Name:.....

Address:.....

Tel: .....

**Signature of applicant:..... Date: .....**

## SAFE HANDLING OF CHEMICALS (AVCASA)

Code: AVCASA OS2

### OBJECTIVE

To equip the student with theoretical and practical knowledge and skills regarding the safe use and handling of chemicals with crops, to be able to make wellthought and informed observations and limited decisions.

### UNIT STANDARDS (CREDITS):

NQF Level 1

NQF Level 2  
116125 (4)

NQF Level 3

NQF Level 4

### CONTENTS:

- Storage and packaging
- Classification codes
- First aid
- Pictograms
- Poisoning
- Contamination
- Container and waste disposal
- Protective clothing
- Protection of environment

### OUTCOMES:

Learners that are certified as competent will have acquired the necessary **knowledge** and **skills** to **understand** and apply the responsible use of poisonous substances.

### TARGET GROUP:

Any person who can read and write, regardless of prior education

### DURATION:

2 Days

### TO BRING ALONG:

Pen, pencil and paper

## CALIBRATION OF KNAPSACK SPRAYERS

Code: KSPRAY OS3

### OBJECTIVE

To provide students with the knowledge and skills regarding the principles related to the calibration of knapsack sprayers to ensure optimal spraying.

### UNIT STANDARDS (CREDITS):

NQF Level 1	NQF Level 2	NQF Level 3	NQF Level 4
116167 (4)	7812 (3)	116275 (3)	116290 (3)
12564 (5)	116060 (5)		
	14374 (6)		
<b>NQF Below Level 1</b>			
13501 (2)			

### CONTENTS:

- Components of spraying equipment
  - Types of nozzles; Droplet size
  - Pump; Pressure control system; Filtering; Agitating the tank
- Calibrating the spraying machine
- Application volume; Speed; Flow rate
- Perform basic calculations, use the metric system
- Basic equipment appropriate to calibration of sprayers.
- Operate, care for and store basic tools / equipment in safe and responsible manner
- Apply a routine maintenance procedures to ensure ongoing working order of equipment

### OUTCOMES:

Learners that are certified as competent will have acquired:

- adequate **knowledge** and **understanding** of the components of knapsack sprayers, all working parts' function and the **skill** to calibrate knapsack sprayers.

### TARGET GROUP:

Any person who have passed Standard 6/Grade 8 mathematics. **(Reading, writing and the ability to work with a calculator is a requirement).**

### DURATION:

3 Days

### TO BRING ALONG:

Pen, pencil, paper, work wear and a calculator

## CALIBRATION OF SPRAYING EQUIPMENT

Code: SPRAY OS4

### OBJECTIVE

To provide students with the knowledge and skills regarding the principles related to the calibration of spraying equipment to ensure optimal spraying.

### UNIT STANDARDS (CREDITS):

**NQF Level 1**

116167(4)

**NQF Level 2**

7812 (3)

116060 (5)

**NQF Level 3**

116275 (3)

**NQF Level 4**

116290 (3)

**NQF Below Level 1**

13501 (2)

### CONTENTS:

- Components of spraying equipment
  - Types of nozzles; Droplet size
  - Pumps; Pressure control systems; Filtering
- Generation of air energy
- Stirring
- Calibration
- Application volume; Speed; Flow rate
- Perform basic calculations, use the metric system accurately
- Able to select hand tools / basic equipment appropriate to calibration of sprayers.
- Operate, care for and store basic tools / equipment in safe and responsible manner
- Apply a routine maintenance and routine servicing plan procedures to ensure ongoing efficient working order of equipment

### OUTCOMES:

Learners that are certified as competent will have acquired:

- adequate **knowledge** and **understanding** about the components of spraying equipment, all working parts' function and the **skill** to calibrate spraying equipment.

### TARGET GROUP:

Any person who have passed Standard 6/Grade 8 mathematics. (Reading, writing and the ability to work with a calculator is a requirement).

### DURATION:

4 Days

### TO BRING ALONG:

Pen, pencil, paper, work wear and a calculator

## OPERATING A PERSONAL COMPUTER

Code: REK OS4

### OBJECTIVE

To give learners a solid foundation of knowledge and skills in computer hardware and software to prepare them for learning more specific application programs.

### UNIT STANDARDS (CREDITS):

NQF Level 1

NQF Level 2  
7547 (6)

NQF Level 3

NQF Level 4

### CONTENTS:

- Understanding, use and maintenance of hardware components.
- Basic operating system procedures.
- Understanding different types of application software and the purpose of each.
- Managing files on the computer.

### OUTCOMES:

People credited with this unit standard are able to:

- describe, operate and maintain the hardware components of a personal computer
- perform operating system operations
- describe personal computer software
- describe how computer data is stored
- manage computer files
- protect computer data and
- operate a personal computer printer.

### TARGET GROUP:

Any person that has passed Grade 9 (Standard 7).

### DURATION:

4 Days

## SOIL PREPARATION AND PLANT NUTRITION

Code: SOIL OS3

### OBJECTIVE

To supply the student with theoretical and practical knowledge and skills regarding soil preparation and plant nutrition, to make well-considered and informed observations and limited decisions

### UNIT STANDARDS (CREDITS):

**NQF Level 1**  
116206 (5)

**NQF Level 2**  
116053 (5)

**NQF Level 3**  
116267 (5)

**NQ Level 4**  
116311 (3)

### CONTENTS:

- Soil properties
  - Physical soil properties
  - Chemical soil properties
  - Organic soil properties
- Plant nutrition
  - Necessary nutrients
  - Fertilizers
  - Sampling
  - Preparing compost
  - Soil analysis
- Cultivation practices

### OUTCOMES:

The student who have attended the complete course, should have the theoretical and practical **knowledge** and **skills** regarding the most important aspects of soil preparation and plant nutrition and should be able to make well-considered and informed observations and limited decisions.

### TARGET GROUP:

Any person who can read, write and can do basic calculations with a calculator regardless of prior education

### DURATION:

3 Days

### TO BRING ALONG:

Pen, pencil, paper and calculator

## INTRODUCTION TO IRRIGATION

Code: INTRO IRR OS3

### OBJECTIVE

To provide students with basic knowledge and skills regarding irrigation, soil - water relationships, water requirements of crops and different methods of irrigation.

### UNIT STANDARDS (CREDITS):

NQF Level 1	NQF Level 2	NQF Level 3	NQF Level 4
116168 (1)			
116202 (2)			

### CONTENTS:

- Soil – water relationships; movement of water in soil; availability of water
- Soil texture, Soil structure
- Water requirements of crops
- Methods of irrigation; Irrigation scheduling; Crop requirements
- Irrigation system installation

### OUTCOMES:

The learner who is accredited with the Unit Standards that are incorporated in this course will have acquired:

- adequate **knowledge** and **understanding** of the basic principles of irrigation
- the necessary **skills** needed to implement these different aspects successfully in their daily farming operations, in co-operation with the manager.

### TARGET GROUP:

Any person, regardless of prior education (Reading and writing is recommended, but is not a requirement).

### DURATION:

3 Days

### TO BRING ALONG:

Pen, pencil and paper

## INTRODUCTION TO VEGETABLE PRODUCTION

Code: VEG INTRO OS3

### OBJECTIVE

This course is aimed at students wishing to start farming with vegetables and / or those already farming with vegetables who wish to improve their theoretical and practical knowledge and skills of farming successfully with vegetables.

### UNIT STANDARDS (CREDITS):

**NQF Level 1**

116199 (4)

**NQF Level 2**

**NQF Level 3**

116265 (2)

**NQF Level 4**

### CONTENTS:

- Introduction
- Crop establishment
  - Soil (soil sampling, soil preparation)
  - Season
  - Planting
  - Training, trellising.
  - Equipment
- Planning
  - Market environment
  - Time of establishment and harvest
  - Labour distribution
  - Rotation
  - Crop choices
  - Sowing guide
- Nutrition (Fertilization, compost)
- Irrigation
- Safe use of chemicals
- Plant diseases and weeds
- Weed and pest control
- Harvest and storage

### OUTCOMES:

Learners that are certified as competent will have acquired the relevant theoretical and practical **knowledge** and **skills** to farm successfully with vegetables.

### TARGET GROUP:

Any person, regardless of prior education (Reading and writing is recommended, but is not a requirement).

**DURATION:** 3 Days

**TO BRING ALONG:** Pen, pencil, paper and calculator

## SOIL PREPARATION AND PLANT NUTRITION OF VEGTABLES

Code: VEG SOIL OS4

### OBJECTIVE

To supply the student with theoretical and practical knowledge and skills regarding soil preparation and plant nutrition, to make well-considered and informed observations and limited decisions.

### UNIT STANDARDS (CREDITS):

**NQF Level 1**  
116206 (5)

**NQF Level 2**

**NQF Level 3**

**NQF Level 4**

### CONTENTS:

- Soil properties
  - Physical soil properties
  - Chemical soil properties
  - Organic soil properties
- Plant nutrition
  - Necessary nutrients
  - Fertilizers
  - Sampling
  - Making compost
  - Soil analysis
- Cultivation practices

### OUTCOMES:

The student who have attended the complete course, should have the theoretical and practical **knowledge** and **skills** regarding the most important aspects of soil preparation and plant nutrition and should be able to make well-considered and informed observations and limited decisions.

### TARGET GROUP:

Any person who can read, write and can do basic calculations with a calculator regardless of prior education

### DURATION:

4 Days

### TO BRING ALONG:

Pen, pencil, paper and calculator

## PARTS AND FUNCTIONING OF VEGETABLE PLANTS

Code: VEG PARTS OS4

### OBJECTIVE

To supply the student with theoretical and practical knowledge and skills regarding parts and functioning of vegetable plants to make well-considered and informed observations and limited decisions

### UNIT STANDARDS (CREDITS):

NQF Level 1

NQF Level 2

NQF Level 3

NQF Level 4

116057 (5)

### CONTENTS:

- Subsurface parts
  - Root system
- External structure of the plant
  - Shoots
  - Leaves
  - Buds
  - Flowers
- Internal structure of the plant
- Pollination

### OUTCOMES:

The student who have attended the complete course, should have the theoretical and practical **knowledge** and **skills** regarding the most important aspects regarding the parts and functioning of vegetable plants and should be able to make well-considered and informed observations and limited decisions.

### TARGET GROUP:

Any person who can read and write, regardless of prior education

### DURATION:

4 Days

### TO BRING ALONG:

Pen, pencil and paper

## MANIPULATION OF VEGETABLES

Code: VEG MANI OS4

### OBJECTIVE

To supply the student with theoretical and practical knowledge and skills regarding manipulation of vegetables to make well-considered and informed observations and limited decisions

### UNIT STANDARDS (CREDITS):

NQF Level 1

NQF Level 2

NQF Level 3

NQF Level 4

116128 (4)

### CONTENTS:

- Training systems
- Thinning methods
- Flower manipulation
- Fruit manipulation

### OUTCOMES:

The student who have attended the complete course, should have the theoretical and practical **knowledge** and **skills** regarding the most important aspects of manipulation of vegetables and should be able to make well-considered and informed observations and limited decisions.

### TARGET GROUP:

Any person who can read and write, regardless of prior education

### DURATION:

4 Days

### TO BRING ALONG:

Pen, pencil, paper and pruning shear

## CROP PROTECTION OF VEGETABLES

Code: VEG PROTECT OS4

### OBJECTIVE

To supply the student with theoretical and practical knowledge and skills regarding crop protection of vegetables to make well-considered and informed observations and limited decisions.

### UNIT STANDARDS (CREDITS):

**NQF Level 1**  
116204 (5)

**NQF Level 2**

**NQF Level 3**

**NQF Level 4**

### CONTENTS:

- Plant diseases
- Pests
- Diseases associated with vegetables
- Insects
- Pests associated with vegetables
- Weeds
- Integrated pest control

### OUTCOMES:

The student who have attended the complete course, should have the theoretical and practical **knowledge** and **skills** regarding the most important aspects of crop protection of vegetables and should be able to make well-considered and informed observations and limited decisions.

### TARGET GROUP:

Any person who can read and write, regardless of prior education

### DURATION:

4 Days

### TO BRING ALONG:

Pen, pencil and paper

## HARVESTING AND POST-HARVEST HANDLING OF VEGETABLES

Code: VEG HARVEST OS4

### OBJECTIVE

To supply the student with theoretical and practical knowledge and skills regarding harvesting and post-harvest handling of vegetables to make well-considered and informed observations and limited decisions

### UNIT STANDARDS (CREDITS):

**NQF Level 1**  
116204 (5)

**NQF Level 2**  
116124 (2)

**NQF Level 3**

**NQF Level 4**

### CONTENTS:

- Fruit development
- Maturity determination
- Sampling
- Harvesting process
- Harvesting methods
- Post-harvest handling

### OUTCOMES:

The student who have attended the complete course, should have the theoretical and practical **knowledge** and **skills** regarding the most important aspects of harvesting and post-harvest handling of vegetables and should be able to make well-considered and informed observations and limited decisions.

### TARGET GROUP:

Any person who can read and write, regardless of prior education

### DURATION:

4 Days

### TO BRING ALONG:

Pen, pencil and paper

## VINEYARD CULTIVATION: A BIRD'S EYE VIEW

Code: VIT VIEW OS2

### OBJECTIVE

To give the student an overview of the scope of vine cultivation, especially regarding the basic production practices.

### UNIT STANDARDS (CREDITS):

NQF Level 1	NQF Level 2	NQF Level 3	NQF Level 4
116158 (2)			
116163 (2)			
116165 (2)			

### CONTENTS:

- Overview: National qualifications framework (NQF)
- Overview: Soil science
- Overview: Vineyard establishment
- Overview: Structure and functioning of vine
- Overview: Irrigation of vines
- Overview: Plant vines
- Overview: Vineyard crop protection
- Overview: Vineyard trellis systems
- Overview: Canopy management
- Overview: Maintenance pruning
- Overview: Harvesting of grapes
- Overview: Viticultural nursery practices
- Overview: Vineyard management

### OUTCOMES:

On completion of the course, students should have acquired a sound **understanding** of the aspects that entail successful vineyard cultivation.

### TARGET GROUP

Any person, regardless of prior education. (Reading and writing is recommended, but is not a requirement).

### DURATION:

2 Days

### TO BRING ALONG:

Pen, pencil and paper

## BASIC SOIL SCIENCE AND VINE NUTRITION

Code: VIT BSOIL OS3

### OBJECTIVE

To provide students with knowledge and skills regarding the vine's basic soil needs as well as vine nutrition.

### UNIT STANDARDS (CREDITS):

NQF Level 1	NQF Level 2	NQF Level 3	NQF Level 4
12584 (4)			
12575 (5)			
12556 (2)			
116206 (5)			

### CONTENTS:

- The properties of soil.
- Nutrient requirements of vines
- Nutritional deficiencies
- Fertilization methods of growing vines
- Soil sample taking
- Soil preparation
- How to make compost and when to use it

### OUTCOMES:

Learners that are certified as competent will have acquired adequate **knowledge** and **understanding** of elementary soil science. Learners will be able to apply soil nutrient preparations in a safe, effective and responsible manner to the benefit of vine growth.

### TARGET GROUP

Any person, regardless of prior education. (Reading and writing is recommended, but is not a requirement).

### DURATION:

3 Days

### TO BRING ALONG:

Pen, pencil and paper

## SOIL SCIENCE AND VINE NUTRITION

Code: VIT SOIL OS4

### OBJECTIVE

To provide students with the necessary knowledge and skills regarding soil science and vine nutrition.

### UNIT STANDARDS (CREDITS):

NQF Level 1	NQF Level 2	NQF Level 3	NQF Level 4
	116053 (5)	116267 (5)	116311 (3)

### CONTENTS:

- Properties of soil and how these impact on vine nutrition and soil preparation
- Soil preparation and remediation
- Nutritional programme based on recommendations of soil analysis
- Implement soil utilization plan for vines
- Identify and interpret symptoms of nutritional deficiencies, and make recommendations

### OUTCOMES:

Learners that are certified as competent will have acquired:

- adequate **knowledge** and **understanding** of soil science
- the necessary skills to apply basic soil nutrient additions in a safe, effective and responsible manner for the benefit of vine growth with consideration to the environment.

### TARGET GROUP:

Persons who have successfully completed the course "BASIC SOIL SCIENCE AND VINE NUTRITION OS3".

### DURATION:

4 Days

### TO BRING ALONG:

Pen, pencil, paper and a calculator

## ESTABLISHMENT OF VINEYARDS

Code: VIT ESTB OS3

### OBJECTIVE

To provide students with the necessary knowledge and skills regarding the most important aspects to be considered during the establishment of a vineyard.

### UNIT STANDARDS (CREDITS):

NQF Level 1	NQF Level 2	NQF Level 3	NQF Level 4
12573 (5)			
12574 (4)			
12578 (4)			

### CONTENTS:

- Vine structure
- Selection of site
  - Influence of climate and soil on production
  - Correct selection of location and terrain
- Choice of scion and rootstock
  - Most important scion and rootstock cultivars
  - Rootstock / soil association
  - Improvement of plant material
- Establishment of a block
  - Spacing for wine, table and raisin grapes
  - Layout of a block
  - Treatment of planting material before and during planting

### OUTCOMES:

The learner who is accredited with the Unit Standards that are incorporated in this course will have acquired:

- adequate **knowledge** and **understanding** of the factors that influence site selection, the most important scion and rootstock cultivars, and the most important factors that influence the establishment of a block.
- the necessary **skills** to implement the different aspects successfully in their daily vineyard farming operations.

### TARGET GROUP:

Any person, regardless of prior education (Reading and writing is recommended, but is not a requirement).

**DURATION:** 3 Days

**TO BRING ALONG:** Pen, pencil and paper

## PARTS AND FUNCTIONING OF THE VINE

Code: VIT P&F OS2

### OBJECTIVE

To provide students with the necessary knowledge and understanding regarding the most basic parts and the functioning of vines

### UNIT STANDARDS (CREDITS):

**NQF Level 1**  
116199 (4)

**NQF Level 2**  
116057 (5)

**NQF Level 3**

**NQF Level 4**

### CONTENTS:

- Names and functions of the different parts of the plant including the roots, leaves, flower and fruit
- Descriptions of the life cycle of plants
- Basic concepts of water/ chemical uptake and food production by the plant parts
- Relationships that exist between the entire plant and the environment

### OUTCOMES:

The learner who is accredited with the Unit Standards that are incorporated in this course will have acquired:

- adequate **knowledge** and **understanding** of basic structures and functions of a vine.
- the necessary **skills** in plant physiology and anatomy and will be able to operate in a vineyard production environment implementing sustainable and economically viable production principles.

### TARGET GROUP:

Any person, regardless of prior education (Reading and writing is recommended, but is not a requirement).

### DURATION:

2 Days

### TO BRING ALONG:

Pen, pencil and paper

## STRUCTURE & FUNCTIONING OF THE VINE

Code: VIT S&F OS3

### OBJECTIVE

To provide students with the necessary knowledge and understanding regarding the structures and functioning of vines

### UNIT STANDARDS (CREDITS):

NQF Level 1

NQF Level 2

NQF Level 3  
116272 (4)

NQF Level 4  
116295 (3)

### CONTENTS:

- Different parts of a plant; Plant relationship to environment.
- Structure and basic functioning of a plant cell; Translocation of water and nutrients
- Anatomy and physiology of a leaf
- Processes of transpiration, respiration and photosynthesis
- Maturity and ripening of fruit
- Gaseous exchange, osmosis and translocation
- Cell division

### OUTCOMES:

The learner who is accredited with the Unit Standards that are incorporated in this course will have acquired:

- adequate **knowledge** and **understanding** of basic structures and functions of a vine.
- the necessary **skills** in plant physiology and anatomy and will be able to operate in a vineyard production environment implementing sustainable and economically viable production principles.

### TARGET GROUP:

Persons who have successfully completed the course "PARTS AND FUNCTIONING OF THE VINE OS2".

### DURATION:

3 Days

### TO BRING ALONG:

Pen, pencil and paper

## IRRIGATION OF VINES

Code: VIT IRR OS5

### OBJECTIVE

To provide students with the necessary knowledge and skills regarding irrigation, soil - water relationships, water requirements of vines, different methods of irrigation as well as a basic understanding of irrigation scheduling.

### UNIT STANDARDS (CREDITS):

NQF Level 1	NQF Level 2	NQF Level 3	NQF Level 4
12565 (5)	116077 (3)	116212 (2)	116322 (3)
12582 (4)	116066 (3)	116266 (3)	116317 (3)
14395 (8)			

### CONTENTS:

- Soil – water relationships; movement of water in soil
- Availability of water, soil texture, soil structure, sample and observe water quality
- Water requirements of vines
- Methods of irrigation, irrigation system installation, basic maintenance of systems
- Flow and pressure regulation, cleaning filters, pipeline maintenance, cleaning of blocked sprinklers, shifting of pipes
- Care and maintenance of equipment and tools used during irrigation

### OUTCOMES:

The learner who is accredited with the unit standard that are incorporated in this course will have acquired:

- adequate **knowledge** and **understanding** of the principles of irrigation
- the necessary **skills** needed to implement these different aspects successfully in their daily farming operations.

### TARGET GROUP:

Persons who successfully completed the course “INTRODUCTION TO IRRIGATION OS3”

### DURATION:

5 Days

### TO BRING ALONG:

Pen, pencil and paper

## PLANT VINES

Code: VIT PLANT OS2

### OBJECTIVE

To provide students with the basic knowledge and skills to plant and successful establish vineyards

### UNIT STANDARDS (CREDITS):

**NQF Level 1**  
116200 (4)

**NQF Level 2**  
116079 (4)

**NQF Level 3**

**NQF Level 4**

### CONTENTS:

- Select, use and care for the appropriate tools and equipment used in the planting of vines
- Monitor the handling of planting material for successful establishment according to required procedures
- Understand the impact of environmental conditions on the successful establishment

### OUTCOMES:

The learner who is accredited with the Unit Standards that are incorporated in this course will have acquired:

- adequate **knowledge** and **understanding** of the principles of planting vines and the influence of environmental conditions.
- the necessary **skills** to implement the different aspects successfully in their farming operations.

### TARGET GROUP:

Any person, regardless of prior education (Reading and writing is recommended, but is not a requirement).

### DURATION:

2 Days

### TO BRING ALONG:

Pen, pencil and paper

## INTRODUCTION TO VINEYARD CROP PROTECTION

Code: VIT INTRO PROTECT OS3

### OBJECTIVE

To provide students with basic knowledge and skills regarding the principles related to disease, pest and weed control (crop protection) of a vineyard.

### UNIT STANDARDS (CREDITS):

NQF Level 1	NQF Level 2	NQF Level 3	NQF Level 4
116204 (5)	116124 (2)		
12583 (4)	14374 (6)		
12554 (3)			
12564 (5)			
12586 (5)			

### CONTENTS:

- Principles of disease and pest control
- Symptoms of fungi, bacteria and virus diseases
- Control of diseases and pests in vines
- Understand and control abnormalities/damages caused by environmental conditions

### OUTCOMES:

The learner who is accredited with the Unit Standards that are incorporated in this course will have acquired:

- adequate **knowledge** and **understanding** of the principles of disease and pest control, the symptoms of fungi, bacteria and virus diseases, as well as abnormalities and damages caused by environmental conditions.
- the necessary **skills** to implement the different aspects successfully in their daily farming operations.

### TARGET GROUP:

Any person, regardless of prior education (Reading and writing is recommended, but is not a requirement).

### DURATION:

3 Days

### TO BRING ALONG:

Pen, pencil and paper

## VINEYARD CROP PROTECTION

Code: VIT PROTECT OS3

### OBJECTIVE

To provide students with knowledge and skills regarding the principles related to disease, pest and weed control (crop protection) of a vineyard.

### UNIT STANDARDS (CREDITS):

NQF Level 1

NQF Level 2

NQF Level 3  
116265 (3)

NQF Level 4  
116301 (3)

### CONTENTS:

- General characteristics, principles and control of plant diseases:
  - Fungi
  - Bacteria
  - Viruses
- General characteristics, principles and control of insects
- General characteristics, principles and control of weeds

### OUTCOMES:

The learner who is accredited with the Unit Standards that are incorporated in this course will have acquired:

- adequate **knowledge** and **understanding** of the principles of disease and pest control understand and demonstrate the symptoms of fungi, bacteria and virus diseases as well as abnormalities and damages caused by environmental conditions.
- the necessary **skills** to implement the different aspects successfully in their daily farming operations, in co-operation with the manager.

### TARGET GROUP:

All persons who have successfully completed the course "INTRODUCTION TO VINEYARD CROP PROTECTION OS3".

### DURATION:

3 Days

### TO BRING ALONG:

Pen, pencil and paper

## INSTALLATION OF TRELLIS SYSTEMS IN VINEYARDS

Code: VIT TRELLIS OS2

### OBJECTIVE

To provide students with the knowledge and skills regarding the advantages, disadvantages and practices of trellising, as well as the installation of trellis systems.

### UNIT STANDARDS (CREDITS):

NQF Level 1	NQF Level 2	NQF Level 3	NQF Level 4
12561 (4)			
12577 (3)			

### CONTENTS:

- Advantages of trellising
  - practices, sunlight, micro - climate
- Disadvantages of trellising
  - diseases, production practices
- Choices of trellis systems
  - vigor, row width, wind, frost
- Installation of trellising system

### OUTCOMES:

The learner who is accredited with the Unit Standards that are incorporated in this course will have acquired:

- adequate **knowledge** and **understanding** of the advantages and disadvantages of trellising and the choice between different trellising systems.
- the necessary **skills** to do the installation of trellising systems.

### TARGET GROUP:

Any person, regardless of prior education (Reading and writing is recommended, but is not a requirement).

### DURATION:

2 Days

### TO BRING ALONG:

Pen, pencil, paper, work wear and pliers

## FRAMEWORK DEVELOPMENT OF VINES

Code: VIT FRAME OS3

### OBJECTIVE

To provide students with the knowledge and skills regarding handling of young vines from nursery to plant, the reasons for vine frame development as well as skills to do greenshoot development and development during 2nd, 3rd and 4th growing seasons.

### UNIT STANDARDS (CREDITS):

NQF Level 1	NQF Level 2	NQF Level 3	NQF Level 4
12579 (3) 116203 (5)	116128 (4)	116264 (3)	116305 (3)

### CONTENTS:

- Handling from nursery to plant
- Reasons for vine frame development
- Vigour and quality; balanced framework; leaf distribution; micro-climate
- Greenshoot development method
- Development during second, third and fourth growing season
- Winter pruning of different vine frames; Winter cane development

### OUTCOMES:

The learner who is accredited with the Unit Standards that are incorporated in this course will have acquired:

- adequate **knowledge** and **understanding** of handling of young vines from nursery to plant, reasons for vine frame development, green shoot development and development during 2nd, 3rd and 4th growing seasons and winter cane development.
- the necessary **skills** to implement the green shoot development and development during 2nd, 3rd and 4th growing seasons as well as winter cane development successfully in their daily farming operations.

### TARGET GROUP:

Any person, regardless of prior education (Reading and writing is recommended, but is not a requirement).

### DURATION:

3 Days

### TO BRING ALONG:

Work wear and pruning shear

## CANOPY MANAGEMENT OF VINES

Code: VIT CANOPY OS3

### OBJECTIVE

To provide students with the knowledge and skills regarding canopy management as well as spring and summer practices in a vineyard.

### UNIT STANDARDS (CREDITS):

NQF Level 1	NQF Level 2	NQF Level 3	NQF Level 4
12581 (3) 116203 (5)	116128 (4)	116264 (3)	116305 (3)

### CONTENTS:

- Principles of canopy management
  - Nutrition sinks; efficient leaf surface; light and air penetration; influence on pruning and harvesting costs; the control of crop loads
- Application of canopy management practices
  - Light management; suckering; tipping and topping; tucking in of shoots; removal of unwanted leaves; crop control and removal of new growth; spring and summer practices

### OUTCOMES:

The learner who is accredited with the Unit Standards that are incorporated in this course will have acquired:

- adequate **knowledge** and **understanding** of the reasons for canopy management, spring and summer practices, and canopy management practices.
- the necessary **skills** to implement canopy management practices successfully in their daily farming operations.

### TARGET GROUP:

Any person, regardless of prior education (Reading and writing is recommended, but is not a requirement).

### DURATION:

3 Days

### TO BRING ALONG:

Work wear and pruning shear

## MAINTENANCE PRUNING OF VINES

Code: VIT PRUNE OS3

### OBJECTIVE

To provide students with knowledge and skills regarding the purpose, principles and application of vine pruning

### UNIT STANDARDS (CREDITS):

NQF Level 1	NQF Level 2	NQF Level 3	NQF Level 4
12580 (4) 116203 (5)	116128 (4)	116264 (3)	116305 (3)

### CONTENTS:

- Principles of vineyard pruning
  - Reasons for pruning
  - Principles and application of pruning
  - Time of pruning
  - Pruning systems
- Application of pruning principles
  - Making the correct cut

### OUTCOMES:

The learner who is accredited with the Unit Standards that are incorporated in this course will have acquired:

- adequate **knowledge** and **understanding** of reasons, principles and application of vine pruning
- skills to integrate these aspects successfully in farming operations

### TARGET GROUP:

Any person, regardless of prior education (Reading and writing is recommended, but is not a requirement).

### DURATION:

3 Days

### TO BRING ALONG:

Work wear and pruning shear

## HARVESTING GRAPES

Code: VIT HAR OS3

### OBJECTIVE

To provide students with the necessary knowledge and skills to determine the optimum ripeness of grapes for a specific purpose, as well as skills to harvest grapes according to standard procedures.

### UNIT STANDARDS (CREDITS):

NQF Level 1	NQF Level 2	NQF Level 3	NQF Level 4
116201(5)	116111(4)	116268 (4)	116297 (3)
12585 (3)			
14335 (5)			

### CONTENTS:

- Ripening and determination of ripeness of grapes
  - The development of the berries, criteria to determine ripeness; evaluation of quality; maturity indexing
- Harvesting of the product
  - Planning of a harvesting programme; sampling; preparations before harvest; harvesting systems
- Post harvest handling of grapes
  - Biological and environmental factors involved in decay; cooling of fresh produce; post harvest technology

### OUTCOMES:

The learner who is accredited with this course will have acquired:

- adequate **knowledge** and **understanding** of the ripeness of grapes for a specific purpose, analyse grapes to determine optimum ripeness and harvesting of grapes
- the necessary **skills** to implement the different aspects successfully in their daily farming operations.

### TARGET GROUP:

Any person, regardless of prior education (Reading and writing is recommended, but is not a requirement).

### DURATION:

3 Days

### TO BRING ALONG:

Work wear and harvesting shear

## VITICULTURAL NURSERY PRACTICES

Code: VIT NURSE OS3

### OBJECTIVE

To provide students with the necessary knowledge and skills in plant propagation, as well as an understanding of good nursery practices.

### UNIT STANDARDS (CREDITS):

NQF Level 1	NQF Level 2	NQF Level 3	NQF Level 4
116205 (4) 14396 (3)	116119 (3)	116220 (4)	116316 (3)

### CONTENTS:

- The propagation environment
- Prepare propagation material and propagation media
- Propagation procedures
- Propagation structures
- Different types of propagation media and environment
- Establish a process for the post propagation activities

### OUTCOMES:

The learner who is accredited with this course will have acquired:

- adequate **knowledge** and **understanding** of vine propagation
- the necessary **skills** to implement the different aspects successfully in their daily propagation operations, in co-operation with the manager.

### TARGET GROUP:

Any person, regardless of prior education. Persons working at nurseries would receive preference. (Reading and writing is recommended, but is not a requirement).

### DURATION:

3 Days

### TO BRING ALONG:

Work wear and pruning shear

## INTRODUCTION TO VINEYARD BLOCK MANAGEMENT

Code: VIT INTRO BLOCKMAN OS4

### OBJECTIVE

To equip students with knowledge of resources, infrastructure and production inputs needed as well as the basic production cycle and harvesting procedure for successful vine cultivation.

### UNIT STANDARDS (CREDITS):

NQF Level 1	NQF Level 2	NQF Level 3	NQF Level 4
116158 (2)	116081 (2)	116214 (3)	116293 (3)

### CONTENTS:

- Natural resources required for vine cultivation
- Infrastructure & stock requirements for vine cultivation
- Production cycle/procedure for vine cultivation
- Harvest and post harvest practice/procedure for vine cultivation

### OUTCOMES:

Learners that are certified as competent will have acquired adequate **knowledge** and **understanding** of vineyard cultivation and the basic principles regarding the management of a block.

### TARGET GROUP

Any person, regardless of prior education. (Reading and writing is recommended, but is not a requirement).

### DURATION:

4 Days

### TO BRING ALONG:

Pen, pencil and paper

## VINEYARD BLOCK MANAGEMENT

Code: VIT BLOCKMAN OS6

### OBJECTIVE

To provide students with the necessary knowledge and skills regarding aspects of management of vineyards and to give them an overview of the cultivation practices applied on a farm where vines are cultivated.

### UNIT STANDARDS (CREDITS):

NQF Level 1	NQF Level 2	NQF Level 3	NQF Level 4
116165 (2)	116115 (2)	116218 (3)	116291 (3)

### CONTENTS:

- Basic production factors (Land, labour, capital and management)
- General management functions within vine cultivation
  - Planning
  - Leading
  - Organising
  - Implementing
  - Control
- Additional production management tasks
  - Decision making
  - Communication
  - Motivation
  - Coordinating
  - Delegating
  - Discipline
  - HR management
- Business plan

### OUTCOMES:

Learners that are certified as competent will have acquired adequate **knowledge**, and **understanding** and **skills** to successful vineyards.

### TARGET GROUP:

Persons who have successfully completed the course "INTRODUCTION TO VINEYARD BLOCK MANAGEMENT OS4" or is interested in junior-/ middle management of vine farming.

### DURATION:

6 Days

### TO BRING ALONG:

Pen, pencil, paper and a calculator

## INTRODUCTION TO DECIDUOUS FRUIT PRODUCTION

Code: FRUIT INTRO OS1

### OBJECTIVE

To supply the student with theoretical and practical knowledge and skills regarding the fruit industry in South Africa, to make well-considered and informed observations and limited decisions.

### UNIT STANDARDS (CREDITS):

**NQF Level 1**  
116158 (2)

**NQF Level 2**  
116081 (2)

**NQF Level 3**  
116214 (3)

**NQF Level 4**

### CONTENTS:

- Overview of the fruit industry in South Africa
- Economical considerations
- Natural resources
- Seasonal growth cycle of the fruit tree

### OUTCOMES:

The student who have attended the complete course, should have the theoretical and practical **knowledge** and **skills** regarding the most important aspects of the South African fruit industry and should be able to make well-considered and informed observations and limited decisions.

### TARGET GROUP:

Any person who can read and write, regardless of prior education

### DURATION:

1 Day

### TO BRING ALONG:

Pen, pencil and paper

## DECIDUOUS FRUIT CULTIVARS

Code: FRUIT CULTI OS2

### OBJECTIVE

To supply the student with theoretical and practical knowledge and skills regarding deciduous fruit cultivars, to make well-considered and informed observations and limited decisions.

### UNIT STANDARDS (CREDITS):

**NQF Level 1**  
14356 (5)

**NQF Level 2**

**NQF Level 3**

**NQF Level 4**

### CONTENTS:

- Deciduous fruit cultivars
- Climatic requirements for different cultivars
- Site selection for different cultivars

### OUTCOMES:

The student who have attended the complete course, should have the theoretical and practical **knowledge** and **skills** regarding the most important aspects of deciduous fruit cultivars and should be able to make well-considered and informed observations and limited decisions.

### TARGET GROUP:

Any person who can read and write, regardless of prior education

### DURATION:

2 Days

### TO BRING ALONG:

Pen, pencil and paper

## SOIL PREPARATION AND DECIDUOUS FRUIT TREE NUTRITION

Code: FRUIT SOIL OS3

### OBJECTIVE

To supply the student with theoretical and practical knowledge and skills regarding soil preparation and plant nutrition, to make well-considered and informed observations and limited decisions.

### UNIT STANDARDS (CREDITS):

**NQF Level 1**  
116206 (5)

**NQF Level 2**  
116053 (5)

**NQF Level 3**  
116267 (5)

**NQ Level 4**  
116311 (3)

### CONTENTS:

- Soil properties
  - Physical soil properties
  - Chemical soil properties
  - Organic soil properties
- Plant nutrition
  - Necessary nutrients
  - Fertilizers
  - Sampling
  - Making compost
  - Soil analysis
- Cultivation practices

### OUTCOMES:

The student who have attended the complete course, should have the theoretical and practical **knowledge** and **skills** regarding the most important aspects of soil preparation and plant nutrition and should be able to make well-considered and informed observations and limited decisions.

### TARGET GROUP:

Any person who can read, write and can make basic calculations with a calculator regardless of prior education

### DURATION:

3 Days

### TO BRING ALONG:

Pen, pencil, paper and calculator

## ESTABLISHMENT OF DECIDUOUS FRUIT TREES

Code: FRUIT ESTB OS2

### OBJECTIVE

To supply the student with theoretical and practical knowledge and skills regarding the establishment of fruit trees, to make well-considered and informed observations and limited decisions.

### UNIT STANDARDS (CREDITS):

**NQF Level 1**  
116200 (4)

**NQF Level 2**  
116079 (4)

**NQF Level 3**

**NQF Level 4**

### CONTENTS:

- Select correct tools and equipment for the establishment of fruit trees
- Correct handling of the plant material
- Effect of the environment on the fruit tree
- Layout of the orchard

### OUTCOMES:

The student who have attended the complete course, should have the theoretical and practical **knowledge** and **skills** regarding the most important aspects of the establishment of fruit trees and should be able to make well-considered and informed observations and limited decisions.

### TARGET GROUP:

Any person who have successfully completed the course "SOIL PREPARATION AND DECIDUOUS FRUIT TREE NUTRITION OS3"

### DURATION:

2 Days

### TO BRING ALONG:

Pen, pencil and paper

## STRUCTURE AND FUNCTIONS OF THE DECIDUOUS FRUIT TREE

Code: FRUIT PARTS OS3

### OBJECTIVE

To supply the student with theoretical and practical knowledge and skills regarding part and working of the deciduous fruit tree to make well-considered and informed observations and limited deciduous.

### UNIT STANDARDS (CREDITS):

**NQF Level 1**  
116199 (4)

**NQF Level 2**  
116057 (5)

**NQF Level 3**  
116272 (4)

**NQF Level 4**  
116295 (3)

### CONTENTS:

- Subsurface parts
  - Root system
- Above-ground parts
  - Stem
  - Scaffold
  - Branches
  - Shoots
  - Leaves
  - Buds
- Internal structure of the tree

### OUTCOMES:

The student who have attended the complete course, should have the theoretical and practical **knowledge** and **skills** regarding the most important aspects parts and functioning of the deciduous fruit tree and should be able to make well-considered and informed observations and limited decisions.

### TARGET GROUP:

Any person who can read and write, regardless of prior education

### DURATION:

3 Days

### TO BRING ALONG:

Pen, pencil and paper

## CROP PROTECTION OF DECIDUOUS FRUIT

Code: FRUIT PROTECT OS3

### OBJECTIVE

To supply the student with theoretical and practical knowledge and skills regarding crop protection of pome- and stone fruit, to make well-considered and informed observations and limited decisions.

### UNIT STANDARDS (CREDITS):

**NQF Level 1**

116204 (5)

**NQF Level 2**

116124 (2)

**NQF Level 3**

116265 (2)

**NQF Level 4**

116301 (3)

### CONTENTS:

- Plant diseases
- Diseases associated with deciduous fruit
- Insects
- Pests associated with deciduous fruit
- Weeds
- Integrated pest control

### OUTCOMES:

The student who have attended the complete course, should have the theoretical and practical **knowledge** and **skills** regarding the most important aspects of crop protection of pome- and stone fruit and should be able to make well-considered and informed observations and limited decisions.

### TARGET GROUP:

Any person who can read and write, regardless of prior education

### DURATION:

3 Days

### TO BRING ALONG:

Pen, pencil and paper

## PRUNING AND MANIPULATION OF DECIDUOUS FRUIT

Code: FRUIT PRUNE OS3

### OBJECTIVE

To supply the student with theoretical and practical knowledge and skills regarding pruning and manipulation of deciduous fruit to make well-considered and informed observations and limited decisions.

### UNIT STANDARDS (CREDITS):

NQF Level 1	NQF Level 2	NQF level 3	NQF Level 4
116203 (5)	116128 (4)	116264 (3)	116305 (3)

### CONTENTS:

- Training systems
- Pruning methods
- Flower manipulation
- Fruit manipulation

### OUTCOMES:

The student who have attended the complete course, should have the theoretical and practical **knowledge** and **skills** regarding the most important aspects of pruning and manipulation of deciduous fruit and should be able to make well-considered and informed observations and limited decisions.

### TARGET GROUP:

Any person who can read and write, regardless of prior education

### DURATION:

3 Days

### TO BRING ALONG:

Pen, pencil, paper and pruning shear

## IRRIGATION OF DECIDUOUS FRUIT TREES

Code: FRUIT IRR OS4

### OBJECTIVE

To supply the student with theoretical and practical knowledge and skills regarding the irrigation of fruit trees, to make well-considered and informed observations and limited decisions.

### UNIT STANDARDS (CREDITS):

NQF Level 1	NQF Level 2	NQF Level 3	NQF Level 4
	116077 (3)	116212 (2)	116322 (3)
	116066 (3)	116266 (3)	116317 (3)

### CONTENTS:

- Soil-water relationship
- Availability of water
- Water sampling
- Water requirement
- Methods of irrigation
- Maintenance of irrigation systems

### OUTCOMES:

The student who have attended the complete course, should have the theoretical and practical **knowledge** and **skills** regarding the most important aspects of the irrigation of fruit trees and should be able to make well-considered and informed observations and limited decisions.

### TARGET GROUP:

Any person who successfully completed the course "INTRODUCTION TO IRRIGATION OS3"

### DURATION:

4 Days

### TO BRING ALONG:

Pen, pencil and paper

## HARVESTING AND POST-HARVEST HANDLING OF DECIDUOUS FRUIT

Code: FRUIT HARVEST OS3

### OBJECTIVE

To supply the student with theoretical and practical knowledge and skills regarding harvesting and post-harvest handling of deciduous fruit to make well-considered and informed observations and limited decisions.

### UNIT STANDARDS (CREDITS):

NQF Level 1	NQF Level 2	NQF Level 3	NQF Level 4
116201 (5)	116111 (4)	116268 (4)	116297 (3)

### CONTENTS:

- Fruit development
- Maturity determination
- Sampling
- Harvesting process
- Harvesting methods
- Post-harvest handling

### OUTCOMES:

The student who have attended the complete course, should have the theoretical and practical **knowledge** and **skills** regarding the most important aspects of harvesting and post-harvest handling of deciduous fruit and should be able to make well-considered and informed observations and limited decisions.

### TARGET GROUP:

Any person who can read and write, regardless of prior education

### DURATION:

3 Days

### TO BRING ALONG:

Pen, pencil and paper

## PROPAGATE DECIDUOUS FRUIT TREES

Code: FRUIT PROP OS2

### OBJECTIVE

To supply the student with theoretical and practical knowledge and skills regarding the propagation of fruit trees, to make well-considered and informed observations and limited decisions.

### UNIT STANDARDS (CREDITS):

**NQF Level 1**  
116205 (4)

**NQF Level 2**  
116119 (3)

**NQF Level 3**  
116220 (4)

**NQF Level 4**  
116316 (3)

### CONTENTS:

- Propagation environment
- Preparation of plant material
- Propagation procedures

### OUTCOMES:

The student who have attended the complete course, should have the theoretical and practical **knowledge** and **skills** regarding the most important aspects of propagation of fruit trees and should be able to make well-considered and informed observations and limited decisions.

### TARGET GROUP:

Any person who can read and write, regardless of prior education

### DURATION:

2 Days

### TO BRING ALONG:

Pen, pencil and paper

## STRUCTURE AND FUNCTIONING OF THE OLIVE PLANT

Code: OLIVE S&F OS3

### OBJECTIVE

To provide students with the necessary knowledge and understanding regarding the structures and functioning of olive plant.

### UNIT STANDARDS (CREDITS):

NQF Level 1	NQF Level 2	NQF Level 3	NQF Level 4
116199 (4)	116057 (5)	116272 (4)	116295 (3)

### CONTENTS:

- Different parts of a plant; plant relationship to environment
- Structure and basic functioning of a plant cell; translation of water and nutrients
- Anatomy and physiology of leaf
- Processes of transpiration, respiration and photosynthesis
- Maturity and ripening of the olive
- Gaseous exchange, osmosis and translocation
- Cell division

### OUTCOMES:

The learners who is accredited with the unit standards that are incorporated in this course have acquired:

- adequate **knowledge** and **understanding** of the basic structures and functions of an olive plant
- the necessary **skills** in plant physiology and anatomy and will be able to operate in an olive production environment implementing sustainable and economically viable production principles.

### TARGET GROUP:

Any person, regardless of prior education (Reading and writing is recommended, but is not a requirement)

### DURATION:

3 Days

### TO BRING ALONG:

Pen, pencil and paper

## PLANT OLIVE TREES

Code: OLIVE PLANT OS2

### OBJECTIVE

To provide students with the basic knowledge and skills to plant and successfully establish olive trees.

### UNIT STANDARDS (CREDITS):

**NQF Level 1**  
116200 (4)

**NQF Level 2**  
116079 (4)

**NQF Level 3**

**NQF Level 4**

### CONTENTS:

- Select, use and care for the appropriate tools and equipment use in the planting of olive trees
- Monitor the handling of planting material for successful establishment according to required procedures
- Understand the impact of environmental conditions on the successful establishment

### OUTCOMES:

The learners who is accredited with the unit standards that are incorporated in this course will have acquired:

- adequate **knowledge** and **understanding** of the principles of planting olive trees and the influence of environmental conditions
- the necessary **skills** to implement the different aspects successfully in their farming operations

### TARGET GROUP:

Any person, regardless of prior education (Reading and writing is recommended, but is not a requirement)

### DURATION:

2 Days

### TO BRING ALONG:

Pen, pencil and paper

## IRRIGATION OF OLIVE GROVES

Code: OLIVE IRR OS5

### OBJECTIVE

To provide students with the necessary knowledge and skills regarding irrigation, soil - water relationships, water requirements of olive trees, different methods of irrigation as well as a basic understanding of irrigation scheduling.

### UNIT STANDARDS (CREDITS):

NQF Level 1	NQF Level 2	NQF Level 3	NQF Level 4
12565 (5)	116077 (3)	116212 (2)	116322 (3)
12582 (4)	116066 (3)	116266 (3)	116317 (3)
14395 (8)			

### CONTENTS:

- Soil – water relationships; movement of water in soil
- Availability of water, soil texture, soil structure, sample and observe water quality
- Water requirements of olive trees
- Methods of irrigation, irrigation system installation, basic maintenance of systems
- Flow and pressure regulation, cleaning filters, pipeline maintenance, cleaning of blocked sprinklers, shifting of pipes
- Care and maintenance of equipment and tools used during irrigation

### OUTCOMES:

The learner who is accredited with the unit standard that are incorporated in this course will have acquired:

- adequate **knowledge** and **understanding** of the principles of irrigation
- the necessary **skills** needed to implement these different aspects successfully in their daily farming operations.

### TARGET GROUP:

Persons who successfully completed the course “INTRODUCTION TO IRRIGATION OS3”

### DURATION:

5 Days

### TO BRING ALONG:

Pen, pencil and paper

## FRAMEWORK DEVELOPMENT AND MAINTENANCE PRUNING OF OLIVE TREES

Code: OLIVE PRUNE OS5

### OBJECTIVE

To provide students with the knowledge and skills regarding young tree development, as well as maintenance pruning of mature trees

### UNIT STANDARDS (CREDITS):

NQF Level 1	NQF Level 2	NQF Level 3	NQF Level 4
116203 (5)	116128 (4)	116264 (3)	116305 (3)

### CONTENTS:

- Reasons for frame development
- Vigour and quality; balanced framework; leaf distribution; micro-climate
- Development during the juvenile stage
- Principles of maintenance pruning
- Application of pruning principles

### OUTCOMES:

The learners who is accredited with the unit standard that are incorporated in this course will have acquired:

- adequate **knowledge** and **understanding** of reasons, principles and application of olive tree framework development and maintenance pruning.

### TARGET GROUP:

Any person, regardless of prior education (Reading and writing is recommended, but is not a requirement)

### DURATION:

5 Days

### TO BRING ALONG:

Pen, pencil, paper, and pruning shear

## HARVESTING OF OLIVES

Code: OLIVE HAR OS3

### OBJECTIVE

To provide students with the necessary knowledge and skills to determine ripeness for a specific purpose (e.g. green table olives, black table olive, oil), as well as skills to harvest olives according to standard procedures

### UNIT STANDARDS (CREDITS):

NQF Level 1	NQF Level 2	NQF Level 3	NQF Level 4
116201 (5)	116111 (4)	116268 (4)	116297 (3)

### CONTENTS:

- Ripening and determination of ripeness of olives
  - Criteria to determine ripeness, evaluation of quality
- Harvesting of the olive
  - Planting of a harvesting programme, sampling preparations before harvest, harvesting systems
- Post harvest handling
  - Biological factors involved in decay

### OUTCOMES:

The learner who is accredited with the unit standard that are incorporated in this course will have acquired:

- adequate **knowledge** and **understanding** of ripeness for a specific purpose and evaluation of quality
- the necessary **skills** to implement the different aspects successfully in their daily farming operations.

### TARGET GROUP:

Any person, regardless of prior education (Reading and writing is recommended, but is not a requirement)

### DURATION:

3 Days

### TO BRING ALONG:

Pen, pencil and paper

## INTRODUCTION TO OLIVE GROVE MANAGEMENT

Code: OLIVE INTRO BLOCKMAN OS4

### OBJECTIVE

To equip students with knowledge of resources, infrastructure and production inputs needed as well as the basic production cycle and harvesting procedure for successful olive cultivation.

### UNIT STANDARDS (CREDITS):

NQF Level 1	NQF Level 2	NQF Level 3	NQF Level 4
116158 (2)	116081 (2)	116214 (3)	116293 (3)

### CONTENTS:

- Natural resources required for olive cultivation
- Infrastructure & stock requirements for olive cultivation
- Production cycle/procedure for olive cultivation
- Harvest and post harvest practice/procedure for olive cultivation

### OUTCOMES:

Learners that are certified as competent will have acquired adequate **knowledge** and **understanding** of olive cultivation and basic principles regarding the manager of a grove.

### TARGET GROUP

Any person, regardless of prior education (Reading and writing is recommended, but is not a requirement)

### DURATION:

4 Days

### TO BRING ALONG:

Pen, pencil and paper

## INTRODUCTION TO POULTRY PRODUCTION

Code: POL INTRO OS1

### OBJECTIVE

To supply the prospective poultry farmer with the theoretical knowledge, in order for him/her to make a carefully considered and informed decision in the planning of his/her intended poultry production unit.

### UNIT STANDARDS (CREDITS):

**NQF Level 1**  
116158 (2)

**NQF Level 2**  
116081 (2)

**NQF Level 3**

**NQF Level 4**

### CONTENTS:

- General overview of the South African and international poultry industry.
- Market research and marketing requirements
- Characteristics and needs of poultry
  - Biological features of poultry.
  - The suitable environment for poultry.
  - Production cycles.
- Production systems.
- Housing facilities.
- Effective management.
- Economic considerations.

### OUTCOMES:

The student, who has attended the complete course, should have the theoretical **knowledge** and **insight** regarding the principles according to which a poultry production unit is based.

### TARGET GROUP:

Any person who plans to start a poultry production unit or who wishes to acquire more knowledge regarding the principles related to a poultry production unit. Students must be literate and also be able to do basic calculations on a pocket calculator.

### DURATION:

1 Day

### TO BRING ALONG:

Pen, pencil, paper, calculator and working clothes

## POULTRY PRODUCTION

Code: POL OS3

### OBJECTIVE

This course is designed for people who are already farming with poultry as well as those people who have successfully completed the introductory course for poultry production (POL INTRO OS1) and who want to broaden their theoretical knowledge and skills with regard to the production practices of poultry.

### UNIT STANDARDS (CREDITS):

NQF Level 1	NQF Level 2	NQF Level 3	NQF Level 4
116191 (6)	116074 (5)		
116173 (5)	116081 (2)		

### CONTENTS:

- Poultry breeds.
- Production cycles.
- Care of poultry during different growth stages.
- Housing and infrastructure.
- Nutrition.
- Health management.
- Record keeping.
- Marketing.

### OUTCOMES:

The student, who has attended the complete course, should have the theoretical **knowledge** and **skills** to be able to implement the applicable principles within a production unit.

### TARGET GROUP:

Any person who is already farming with poultry or have successfully completed the introductory course for poultry production (POL OS1).

### DURATION:

3 Days

### TO BRING ALONG:

Pen, pencil, paper and working clothes

## ADVANCED POULTRY PRODUCTION

Code: POL ADV OS10

### OBJECTIVE

This course is designed for people who have successfully completed the poultry production course (POL OS3) and who want to broaden their theoretical knowledge and skills with regard to the production practices of poultry.

### UNIT STANDARDS (CREDITS):

NQF Level 1	NQF Level 2	NQF Level 3	NQF Level 4
116164 (2)	116117 (5) 116055 (7)	116219 (5) 116214 (3)	

### CONTENTS:

- Poultry breeds.
- Production cycles.
- Poultry anatomy and physiology.
- Care of poultry during different growth stages.
- Housing and infrastructure.
- Nutrition.
- Health management.
- Record keeping.
- Marketing.

### OUTCOMES:

The student, who has attended the complete course, should have the theoretical **knowledge** and **skills** to be able to implement and manage the applicable principles within a production unit.

### TARGET GROUP:

Any person who has successfully completed the poultry production course, (POL OS3), and is involved within a poultry production unit.

### DURATION:

10 Days over a period of 6 weeks

### TO BRING ALONG:

Pen, pencil, paper and working clothes

## INTRODUCTION TO PIG PRODUCTION

Code: PIG INTRO OS1

### OBJECTIVE

To supply the prospective pig farmer with the theoretical knowledge in order for him/her to make a carefully considered and informed decision in the planning of his/her intended pig production unit.

### UNIT STANDARDS (CREDITS):

NQF Level 1	NQF Level 2	NQF Level 3	NQF Level 4
116158 (2)	116081 (2)		

### CONTENTS:

- General overview of the South African and international pork industry.
- Market research and marketing requirements
- Characteristics and needs of pigs
  - Biological features of pigs.
  - The social and structural environment of pigs.
  - The production cycle.
- Production systems
- Housing facilities
- Effective management
- Economic considerations

### OUTCOMES:

The student, who has attended the complete course, should have the theoretical **knowledge** and **insight** regarding the principles according to which a pig production unit is based.

### TARGET GROUP:

Any person who plans to start a pig production unit or who wishes to acquire more knowledge regarding the principles related to a pig production unit. Student must be literate and also be able to do basic calculations on a pocket calculator.

### DURATION:

1 Day

### TO BRING ALONG:

Pen, pencil, paper and a calculator

PIG PRODUCTION

Code: PIG OS3

### OBJECTIVE

This course is designed for people who are already farming with pigs as well as those people who have successfully completed the introductory course for pig production (PIG OS1) and who want to broaden their theoretical knowledge and skills with regard to the production practices of a pig unit

### UNIT STANDARD (CREDITS):

NQF Level 1	NQF Level 2	NQF Level 3	NQF Level 4
116153 (5)	116107 (5) 116120 (4)	116216 (4)	

### CONTENTS:

- Pig breeds
- Breeding and selection
- Production cycle
- Care of pigs during different growth stages
- Housing
- Nutrition
- Health management
- Record keeping
- Marketing and value adding

### OUTCOME:

The student, who has attended the complete course, should have the theoretical **knowledge** and **skills** to start a pig unit and be able to implement the applicable principles in the unit.

### TARGET GROUP:

Any person who is already farming with pigs or have successfully completed the introductory course for pig production (PIG OS1).

### DURATION:

3 Days

### TO BRING ALONG:

Pen, pencil, paper and working clothes

## BEEF PRODUCTION

Code: BEEF OS3

### OBJECTIVE

To provide the theoretical knowledge and practical skills regarding beef cattle farming.

### UNIT STANDARDS (CREDITS):

NQF Level 1	NQF Level 2	NQF Level 3	NQF Level 4
116158 (2)	116081 (2)		
116197 (5)	116074 (5)		
116173 (5)			
116174 (6)			

### CONTENTS:

- Beef production in the Western Cape
- Breed types
- Selection
- Breeding seasons
- Animal management
- Marketing
- Nutrition
- Animal health
- Record keeping

### OUTCOMES:

Learners that are certified as competent should have the theoretical and practical **knowledge** and **skills** to apply principles within beef cattle production.

### TARGET GROUP:

Any person who plans to start a beef production unit or who wishes to acquire more knowledge regarding the principles related to beef farming. Students must be literate and also be able to do basic calculations on a pocket calculator

### DURATION:

3 Days

### TO BRING ALONG:

Pen, pencil, paper and working clothes.

## BOER GOAT PRODUCTION

**Code: SSK OS3**

**OBJECTIVE**

To provide students with knowledge and skills in respect of boer goat production practices which will enable them to farm successfully with goats.

**UNIT STANDARDS (CREDITS):**

<b>NQF Level 1</b>	<b>NQF Level 2</b>	<b>NQF Level 3</b>	<b>NQF Level 4</b>
116158 (2)	116637 (2)		
116197 (5)			
116190 (4)			
116191 (6)			
116164 (2)			
116173 (5)			
116174 (6)			

**CONTENTS:**

- Boer goat breeds
- Selection
- Nutrition
- Flock management
- Mating season
- Lambing and weaning
- Health management
- Preparation of the product for marketing
- Classing
- Record keeping

**OUTCOMES:**

Qualified students will acquire:

- **Knowledge** and **understanding** on managing a flock of boer goat during mating, weaning and lambing.
- **Knowledge** on and **understanding** of nutrition and health management of goats
- **Skills** to implement the different goat farming practices successfully in daily farming operations.

**TARGET GROUP:**

Any person, regardless of prior education (Reading and writing is recommended, but is not a requirement).

**DURATION:** 3 Days

**TO BRING ALONG:** Work wear

**OSTRICH PRODUCTION (0-3 MONTHS)**

**Code: OST OS3**

**OBJECTIVE**

This course is designed for people who are already farming with ostriches who want to broaden their theoretical knowledge and skills with regard to the production practices of ostriches during the first 3 months.

**UNIT STANDARDS (CREDITS):**

<b>NQF Level 1</b>	<b>NQF Level 2</b>	<b>NQF Level 3</b>	<b>NQF Level 4</b>
116191 (6)	116081 (2)		
116164 (2)	116074 (5)		
116173 (5)			

**CONTENTS:**

- General overview of the South African and international industry.
- Characteristics and needs of ostriches
- Production cycles.
- Care of ostriches during different growth stages.
- Housing and infrastructure.
- Nutrition.
- Health management.
- Record keeping.
- Marketing.

**OUTCOMES:**

The student, who has attended the complete course, should have the theoretical **knowledge** and **skills** to be able to implement the applicable principles within a production unit.

**TARGET GROUP:**

Any person who is already farming with ostriches, or intends to start such a farming enterprise.

**DURATION:**

3 Days

**TO BRING ALONG:**

Pen, pencil, paper and working clothes.

**OSTRICH PRODUCTION 3 MONTHS UP TILL SLAUGHTER**

**Code: OST OS1**

**OBJECTIVE**

This course is designed for people who are already farming with ostriches who want to broaden their theoretical knowledge and skills with regard to the production practices of ostriches from 3 months till slaughter.

**UNIT STANDARDS (CREDITS):**

<b>NQF Level 1</b>	<b>NQF Level 2</b>	<b>NQF Level 3</b>	<b>NQF Level 4</b>
116191 (6)	116081 (2)		
116164 (2)	116074 (5)		
116173 (5)			

**CONTENTS:**

- General overview of the South African and international industry.
- Characteristics and needs of ostriches
- Production cycles.
- Care of ostriches during different growth stages.
- Housing and infrastructure.
- Nutrition.
- Health management.
- Product handling (skin, feathered and meat)
- Record keeping.
- Marketing.

**OUTCOMES:**

The student, who has attended the complete course, should have the theoretical **knowledge** and **skills** to be able to implement the applicable principles within a production unit.

**TARGET GROUP:**

Any person who is already farming with ostriches, or intends to start such a farming enterprise.

**DURATION:**

1 Day

**TO BRING ALONG:**

Pen, pencil, paper and working clothes.

**SHEEP PRODUCTION**

**Code: SSK OS3**

**OBJECTIVE**

To provide students with knowledge and skills in respect of sheep production practices which will enable them to farm successfully with sheep.

**UNIT STANDARDS (CREDITS):**

<b>NQF Level 1</b>	<b>NQF Level 2</b>	<b>NQF Level 3</b>	<b>NQF Level 4</b>
116158 (2)	116637 (2)		
116197 (5)			
116190 (4)			
116191 (6)			
116164 (2)			
116173 (5)			
116174 (6)			

**CONTENTS:**

- Sheep breeds
- Selection
- Nutrition
- Flock management
- Mating season
- Lambing and weaning
- Health management
- Preparation of the product for marketing
- Classing
- Record keeping

**OUTCOMES:**

Qualified students will acquire:

- **Knowledge** and **understanding** on managing a flock of sheep during mating, weaning and lambing.
- **Knowledge** on and **understanding** of nutrition and health management of sheep
- **Skills** to implement the different sheep farming practices successfully in daily farming operations.

**TARGET GROUP:**

Any person, regardless of prior education (Reading and writing is recommended, but is not a requirement).

**DURATION:** 3 Days

**TO BRING ALONG:** Work wear

## DAIRY PRODUCTION

Code: DAIRY OS10

### OBJECTIVE

To provide students with knowledge and skills regarding dairy production practices.

### UNIT STANDARDS (CREDITS):

NQF Level 1	NQF Level 2	NQF Level 3	NQF Level 4
116173 (5)	116074 (5)	116219 (5)	
116174 (6)	116110 (5)		
116207 (6)	116081 (2)		
116197 (5)	116117 (5)		

### CONTENTS:

- Dairy breeds.
- Anatomy and morphology.
- Factors influencing milk production.
- Reproduction and calving.
- Calf rearing.
- Nutrition.
- Health Management
- Milk machines, milking procedure and hygiene.
- Economics of dairy production

### OUTCOMES:

Qualified students will have acquired:

- **Knowledge** and **understanding** of calf rearing, rearing replacement heifers and feeding dairy cows at different production stages.
- **Skills** to implement the different dairy farming practices successfully in daily farming operations.

### TARGET GROUP:

Any person who plans to start with dairy farming or who wishes to acquire more knowledge regarding the principles related to a dairy farm. Students must be literate and also be able to do basic calculations on a pocket calculator.

### DURATION:

10 Days

### TO BRING ALONG:

Pen, pencil, paper and working clothes

## ERECTING AND MAINTENANCE OF WIRE FENCING

Code: FENCE OS5

### OBJECTIVE

To supply the student with the theoretical knowledge and basic skills with regard to the principles of erecting and maintaining wire fences.

### UNIT STANDARDS (CREDITS):

NQF Level 1	NQF Level 2	NQF Level 3	NQF Level 4
12561 (4)			

### CONTENTS:

- Boundary and/or ordinary fences – important prerequisites
- Type of fences
- Fencing material
- Types of anchors and anchor construction
- Planting of a pole
- Fence heights
- The unrolling of wires
- The stretching of boundary fences
- Joining and tying of wires
- Spacing of line poles and droppers
- Stretch lengths
- Hanging of gates
- Safety measures

### OUTCOMES:

The student who has attended the complete course, should have

- the basic **knowledge** and insight with regards to the principles of the erecting and maintenance of wire fences.
- the basic **skills** to erect and maintain wire fences.

### TARGET GROUP:

Any literate person who can also do basic calculations.

### DURATION:

5 Days

### TO BRING ALONG:

Working wear

## METALWORK ON THE FARM

Code: METAL OS10

### OBJECTIVE

To supply the student with the theoretical knowledge and basic skills with regard to the principles of shielded metal arc and oxy-acetylene welding.

### UNIT STANDARDS (CREDITS):

NQF Level 1

NQF Level 2

NQF Level 3

NQF Level 4

9880 (8)

### CONTENTS:

- Workshop practices
- Prepare and secure work pieces for welding
- Shielded metal arc welding
- Safety measures and legislation
- Prepare and assemble welding equipment
- Fundamental principles of arc welding
- Welding techniques
- Welding defects
- Gas welding (Oxy – acetylene)
- Safety measures
- Prepare and assemble welding equipment
- Welding of sheet metal
- Brazing
- Manual cutting of mild steel

### OUTCOMES:

The student who has attended the complete course, should have

- the basic **knowledge** and insight with regards to the principles of shielded metal arc and oxy-acetylene welding.
- the basic **skills** to implement the different principles in their daily farming activities.

### TARGET GROUP:

Student must be literate and also be able to do basic calculations on a pocket calculator.

### Duration:

10 Days

### To bring along:

Working clothes (overall) and protective shoes

## ROUTINE TRACTOR CARE ON THE FARM

Code: MAIN OS2

### OBJECTIVE

To supply the student with the theoretical knowledge and basic skills with regard to the principles of routine care of tractors.

### UNIT STANDARDS (CREDITS):

NQF Level 1

NQF Level 2

NQF Level 3

NQF Level 4

116818 (2)

### CONTENTS:

- Basic principles of the working of the internal combustion engine
- Electrical system
- Air intake system
- Fuel system
- Lubrication system
- Cooling system
- Clutch
- Front wheel bearings
- Brakes
- Steering mechanism
- Tyres and tyre pressure
- Three point system
- Safety
- Safe on-farm storage of fuel

### OUTCOMES:

The student who has attended the complete course, should have

- the basic **knowledge** and insight with regards to the principles of routine tractor care.
- the basic **skills** to implement the various principles of routine tractor care in his/her daily farming activities.

### TARGET GROUP:

Any literate person who can also do basic calculations.

### DURATION:

2 Days

### TO BRING ALONG:

Working wear and protective shoes

## FARMING AWARENESS

Code: AWARE OS3

### OBJECTIVE

To provide students with the basic knowledge related to the challenges in the farming environment and to make purposeful decisions regarding choices between the different enterprises.

### ABET LEVEL 4 (CREDITS):

AGRI 001 (2)

AGRI 004 (3)

AGRI 005 (7)

### CONTENTS:

- Choose a crop and / or livestock to farm with
- Choose a system for operating your farming venture
- Choose the right practices
- Choose the right technology
- Managing your farm
- Agriculture as a science

### OUTCOMES:

On completion of the course, students should have acquired a sound **knowledge** and **understanding** of the challenges a farmer is exposed to in the farming environment and to make purposeful decisions regarding choices between the different enterprises.

### TARGET GROUP:

LRAD clients who want to farm or has already started farming.

Any person, regardless of prior education (reading and writing is recommended, but is not a requirement).

### DURATION:

3 Days

### TO BRING ALONG:

Pen, pencil, writing pad and a calculator

## AGRICULTURAL MARKETING

Code: MARK OS3

### OBJECTIVE

To provide students with sound knowledge and skills in respect of the principles of marketing and marketing practices required to market agricultural products successfully.

### UNIT STANDARDS (CREDITS):

NQF Level 1	NQF Level 2	NQF Level 3	NQF Level 4
116164 (2)	116126 (2)	116259 (3)	116296 (4)

### CONTENTS:

- Introduction to marketing
- Principles of marketing
- The concept market
- Demand and supply of goods and services
- Market equilibrium
- Market research
- Marketing mix
- Marketing channels and chain
- Marketing plan and strategy

### OUTCOMES:

On completion of the course, students should have acquired a sound **knowledge** and **understanding** of the concept marketing and procedures of marketing agricultural products.

### TARGET GROUP:

Any person, regardless of prior education (Reading and writing is recommended, but is not a requirement).

### DURATION:

3 Days

### TO BRING ALONG:

Pen, pencil, writing pad and a calculator

## FINANCIAL MANAGEMENT

Code: FIN OS4

## OBJECTIVE

To equip students with the understanding and knowledge of the fundamental aspects and procedures of financial management in the agricultural environment

### UNIT STANDARDS (CREDITS):

NQF Level 1	NQF Level 2	NQF Level 3	NQF Level 4
116159 (2)	116083 (2)	116237 (3)	116319 (3)

### CONTENTS:

- Introduction to financial management
- Financial management concepts (income, expenditure profit, etc.)
- The need for capital within an agri-business
- Sources of income for agri-business
- Requirement for a recording system
- Basic record keeping (Petty Cash and Cash Books)
- Financial Statements (Cash Flow Statement, Income Statement and Balance Sheet)
- Budgeting (Cash flow Budget, Enterprise Budget and Whole Farm Budgeting)

### OUTCOMES:

At the end of the course, students are expected to have acquired adequate **knowledge** and **understanding** of financial management procedures and are also expected to have acquired **skills** to perform financial accounting and management successfully.

### TARGET GROUP:

Any person, regardless of prior education (Reading and writing is recommended, but is not a requirement).

### DURATION:

4 Days

### TO BRING ALONG:

Pen, pencil, writing pad and a calculator

## AGRICULTURAL MANAGEMENT

Code: MAN OS3

### OBJECTIVE

To provide students with knowledge and understanding of the principles of agricultural management, as well as the necessary skills of managing a farm business successfully.

### UNIT STANDARDS (CREDITS):

NQF Level 1	NQF Level 2	NQF Level 3	NQF Level 4
116165 (2)	116115 (2)	116218 (3)	116291 (3)

### CONTENTS:

- Introduction to management
- Components of the agricultural production environment
- Factors of production (Land, Labour, Capital and Management)
- Agricultural production systems
- Managerial Tasks (Planning, Organising, Decision Making and Control)
- Different Levels of Management (Top, Middle and lower management)
- Different Management Styles (Democratic, autocratic, laissez-fair etc)
- Administrative systems (Communication and information systems)

### OUTCOMES:

On completion of the course, students are expected to have sufficient **knowledge** and **skills** in how to manage a farm business and to **understand** agricultural management principles.

### TARGET GROUP:

Any person, regardless of prior education (Reading and writing is recommended, but is not a requirement).

### DURATION:

3 Days

### TO BRING ALONG:

Pen, pencil, writing pad and a calculator

## ENTREPRENEURSHIP

Code: ENTR OS4

### OBJECTIVE

To equip students with knowledge and an understand of the fundamental aspects and procedures of starting a new business

### UNIT STANDARDS (CREDITS):

**NQF Level 1**  
10006 (2)

**NQF Level 2**

**NQF Level 3**  
12631 (7)

**NQF Level 4**  
10385 (5)

### CONTENTS:

- The concept Entrepreneurship
- The importance of entrepreneurship in South Africa
- Characteristics of a successful entrepreneur
- Business ethics and social responsibility
- Different type of businesses
- Selection of a good farm business idea
- Farming operation plan (FOP)
- Importance of a Business Plan
- Components of a business Plan (Production Plan, Marketing Plan, Financial Plan etc)
- Risk identification and management in farming

### OUTCOMES:

At the end of the course, students are expected to have achieved adequate **knowledge** and **understanding** of entrepreneurship, as well as entrepreneurship **skills** to start a new winning business.

### TARGET GROUP:

Any person, regardless of prior education (Reading and writing is recommended, but is not a requirement).

### DURATION:

4 Days

### TO BRING ALONG:

Pen, pencil, writing pad and a calculator

## COMMUNICATION

Code: COM OS3

### OBJECTIVE

To provide the student with the necessary knowledge and skill in respect of communication in order to ensure that they can communicate effectively

### UNIT STANDARDS (CREDITS):

**NQF Level 1**  
7530 (4)

**NQF Level 2**  
114999 (6)

**NQF Level 3**  
115001 (6)

**NQF Level 4**  
114967 (6)

### CONTENT:

- The objective and medium of communication
- The different ways of communication
- Effective ways of having a conversation

### OUTCOMES:

Qualified students will acquire:

- **Knowledge** and understanding of communication structures, conventions and language to communicate effectively
- **Skills** to communicate verbally and non-verbally with confidence
- **Knowledge** and **skill** to use written and verbal communication where necessary

### TARGET GROUP:

Any person, regardless of prior education (Reading and writing is recommended).

### DURATION:

3 Days

### TO BRING ALONG:

Pen, pencil and paper

## HIV/AIDS

Code: HIV/AIDS OS2

### OBJECTIVE

To provide the student with knowledge and skills in respect of HIV/AIDS, the effect that it has on the society, and how to improve the situation

### UNIT STANDARDS (CREDITS):

NQF Level 1

NQF Level 2

NQF Level 3  
13915 (4)

NQF Level 4

### INHOUD:

- The effect of HIV/AIDS on the immune system
- Knowing how HIV/AIDS is transmitted
- Knowing how to prevent HIV/AIDS
- Attitudes towards HIV and AIDS in the workplace and society
- The impact of HIV and AIDS in the workplace
- Plan, prepare and offer an information session on HIV and AIDS in the workplace

### OUTCOMES:

Qualified students will have acquired:

- the necessary **knowledge** and **skills** in respect of HIV/AIDS on the immune system and how the virus is transmitted
- the necessary **knowledge** regarding attitudes towards HIV positive patients and how to improve the situation
- the necessary **knowledge** regarding the impact of HIV and AIDS on the society
- the necessary **knowledge** and **skills** to plan, prepare and offer an information session on HIV and AIDS in the workplace

### TARGET GROUP:

Any person, regardless of prior education (Reading and writing is recommended, but is not a requirement).

### DURATION:

2 Days

### TO BRING ALONG:

Pen, pencil and writing paper

## CONFLICT MANAGEMENT

Code: CONFL OS2

**OBJECTIVE**

To provide students with the necessary knowledge and skills to handle conflict effectively in any given situation

**UNIT STANDARDS (CREDITS):**

**NQF Level 1**

**NQF Level 2**

**NQF Level 3**  
9533 (3)

**NQF Level 4**

**CONTENT:**

- Identify different conflict situations
- Identify conflict situations in the workplace
- The difference between feelings and actual problems
- How to handle conflict

**OUTCOMES:**

Qualified students will acquire:

- The necessary **knowledge** and **understanding** to identify conflict situations
- The necessary **knowledge** and **understanding** to differentiate between feelings and actual problems
- The necessary **knowledge** and **skills** to demonstrate how to resolve conflict situations effectively

**TARGET GROUP:**

Any person, regardless of prior education (Reading and writing is recommended, but is not a requirement).

**DURATION:**

2 Days

**TO BRING ALONG:**

Pen, pencil and writing paper

**LEADERSHIP**

Code: LEAD OS3

### OBJECTIVE

To provide the student with the necessary knowledge and skills to lead a team effectively

### UNIT STANDARDS (CREDITS):

NQF Level 1

NQF Level 2

NQF Level 3

NQF Level 4

13912 (5)

NQF Level 5

15237 (3)

### CONTENT:

- Different role players in a group / group dynamics
- The role / function of the leader in a group
- Characteristics and skills of an effective leader
- Conflict Management in a group
- Encouraging participation in decision-making
- The importance of delegating tasks
- Developing a plan of action to enhance team performance

### OUTCOMES:

Qualified students will acquire:

- **knowledge** and **understanding** of him/herself as a role player in a group
- the necessary **knowledge** and **understanding** of group dynamics and leadership **skills**
- the necessary **knowledge** and **skills** to enhance team performance
- the necessary **knowledge** and **skills** to lead a team through shared decision-making, resolving conflict, delegating tasks and motivating team members to greater performance

### TARGET GROUP:

Any person, regardless of prior education (Reading and writing is recommended, but is not a requirement).

### DURATION:

3 Days

### TO BRING ALONG

Pen, pencil and writing paper

LIFE ORIENTATION

Code: LO. OS4

### OBJECTIVE

To provide the student with the necessary knowledge, life skills and self confidence to play a significant role in society

### UNIT STANDARDS (CREDITS):

NQF Level 1	NQF Level 2	NQF Level 3	NQF Level 4
7503 (2)	11813 (3)		
14659 (4)			

### CONTENT:

- Knowledge of self
  - Me as an individual
  - My role in the community
- Life Skills:
  - Self image
  - Self Management
  - Goal Setting
  - Thinking Skills
  - Time Management
  - Listening Skills
  - Problem Solving
  - Decision making
  - Studying Skills
  - Assertiveness
  - Career Planning
- A Healthy Lifestyle

### OUTCOMES:

Qualified students will have acquired:

- The necessary **knowledge** and **skills** to manage his/her life efficiently
- The necessary **knowledge** and **skills** to make an informed life decision
- The necessary **knowledge** and **understanding** to live a healthy lifestyle

### TARGET GROUP:

Any person, regardless of prior education (Reading and writing is recommended, but is not a requirement).

**DURATION:** 4 Days

**TO BRING ALONG:** Pen, pencil and writing paper

## MOTIVATION

Code: MOTIV. OS3

### OBJECTIVE

To provide the student with the necessary knowledge and understanding in respect of the importance of motivation and skills needed to motivate himself/herself and a team to greater achievements

### UNIT STANDARDS (CREDITS):

NQF Level 1

NQF Level 2

NQF Level 3

NQF Level 4  
13947 (6)

### CONTENT:

- The importance and role of motivation
- Motivation theories
- Motivation techniques
- Participation in decision making
- Leadership and motivation
- The importance of feedback and recognizing achievement

### OUTCOMES:

Qualified students will acquire:

- the necessary **knowledge** and **understanding** about the importance of self motivation and motivating a team
- the necessary **knowledge** in respect of the theories of motivation
- the necessary **knowledge** and **skills** to demonstrate how to apply the theories and techniques of motivation
- the necessary **skills** to indicate how a team leader can empower a team and enhance team performance

### TARGET GROUP:

Any person, regardless of prior education (Reading and writing is recommended, but is not a requirement).

### DURATION:

3 Days

### TO BRING ALONG:

Pen, pencil and writing paper

## MEETING PROCEDURES

Code: MEET OS2

### OBJECTIVE

To provide the student with the necessary knowledge, understanding and skills in respect of planning, organizing and conducting meetings

### UNIT STANDARDS (CREDITS):

NQF Level 1

NQF Level 2

NQF Level 3

NQF Level 4

13934 (4)

13914 (3)

### CONTENT:

- Planning an effective meeting
- The purpose and objective of the agenda of meetings
- The purpose and objective of minutes of meetings
- Taking minutes of meetings
- How to handle conflict in a meeting
- Lead the post meeting follow-up

### OUTCOMES:

Qualified students will acquire:

- the necessary **knowledge** and **understanding** of planning a meeting
- an **understanding** of the purpose and objective of the minutes of a meeting
- the necessary **knowledge** and **skills** to take minutes in a meeting
- the necessary **skills** to resolve conflict in a meeting
- the necessary **knowledge** and **skills** to conduct an effective meeting

### TARGET GROUP:

Any person, regardless of prior education (Reading and writing is recommended.).

### DURATION:

2 Days

### TO BRING ALONG:

Pen, pencil and writing paper

At Elsenburg follow the directions to the “Institute” and “Old Post Office”.  
Report at “Old Post Office” for registration.

## DIRECTIONS to ELSENBURG



