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**SOUTH AFRICAN QUALIFICATIONS AUTHORITY
REGISTERED UNIT STANDARD:**

Assume co-responsibility and participation in human resource management

SAQA US ID	UNIT STANDARD TITLE			
116302	Assume co-responsibility and participation in human resource management			
ORIGINATOR		ORIGINATING PROVIDER		
SGB Primary Agriculture				
QUALITY ASSURING BODY				
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FIELD			SUBFIELD	
Field 01 - Agriculture and Nature Conservation			Primary Agriculture	
ABET BAND	UNIT STANDARD TYPE	OLD NQF LEVEL	NEW NQF LEVEL	CREDITS
Undefined	Regular	Level 4	NQF Level 04	3
REGISTRATION STATUS		REGISTRATION START DATE	REGISTRATION END DATE	SAQA DECISION NUMBER
Reregistered		2009-07-01	2012-06-30	SAQA 0480/09
LAST DATE FOR ENROLMENT		LAST DATE FOR ACHIEVEMENT		
2013-06-30		2016-06-30		

In all of the tables in this document, both the old and the new NQF Levels are shown. In the text (purpose statements, qualification rules, etc), any reference to NQF Levels are to the old levels unless specifically stated otherwise.

This unit standard does not replace any other unit standard and is not replaced by any other unit standard.

PURPOSE OF THE UNIT STANDARD

A learner achieving this unit standard will be able to participate in the development and implementation of an organisation's Human Resource management procedures and practices as well as be able to take co-responsibility for this. In addition the learner will be well positioned to extend his/her learning and experience within managing the diversity of human resources. The profession will benefit through a greater understanding of the needs of all stakeholders involved.

Learners will understand the importance of the application of business principles in agricultural production with specific reference to human resource support.

They will be able to operate farming practices as businesses and will gain the knowledge and skills to move from a subsistence orientation to an economic orientation in agriculture. Farmers will gain the

knowledge and skills to access mainstream agriculture through a business-orientated approach to agriculture.

LEARNING ASSUMED TO BE IN PLACE AND RECOGNITION OF PRIOR LEARNING

It is assumed that a learner attempting this unit standard will demonstrate competence against the unit standards or equivalent:

- NQF 3: Explain human resources policies and procedures.

UNIT STANDARD RANGE

Whilst range statements have been defined generically to include as wide a set of alternatives as possible, all range statements should be interpreted within the specific context of application.

Range statements are neither comprehensive nor necessarily appropriate to all contexts. Alternatives must however be comparable in scope and complexity. These are only as a general guide to scope and complexity of what is required.

Specific Outcomes and Assessment Criteria:

SPECIFIC OUTCOME 1

Participate in the development of Human Resources related to policy and procedures.

OUTCOME RANGE

Policies and procedures include but are not limited to disciplinary, grievance, recruitment and selection, harassment, etc.

ASSESSMENT CRITERIA

ASSESSMENT CRITERION 1

Inputs based on knowledge of context and objectives of the specific plan and policy - employment equity, skills development, recruitment policy, selection criteria, etc. are provided.

ASSESSMENT CRITERION 2

Inputs provided, contribute to effective problem resolution.

ASSESSMENT CRITERION 3

Inputs provided are relevant, unambiguous and acceptable within the policy generation/amendment process.

SPECIFIC OUTCOME 2

Communicate the principle, practices, policies and procedures.

OUTCOME RANGE

Management level, worker level and external to the organisation level.

ASSESSMENT CRITERIA

ASSESSMENT CRITERION 1

Information is communicated accurately, transparent and unambiguously.

ASSESSMENT CRITERION 2

Feedback from constituencies are welcomed and encouraged.

ASSESSMENT CRITERION 3

Responsibility has been taken for the formulation of mandates and that it has been noted officially.

ASSESSMENT CRITERION 4

All communication occur in a transparent and inclusive way before deadlines.

ASSESSMENT CRITERION 5

All human resources records are accessible by all stakeholders in compliance with relevant legislation.

SPECIFIC OUTCOME 3

Participate in the implementation plan of agreed policies, contracts and agreements applicable at the workplace.

OUTCOME RANGE

Internal and external (employment equity, skills development, job creation, performance evaluation, training, etc.)

ASSESSMENT CRITERIA

ASSESSMENT CRITERION 1

Established plans and policies are interpreted and thus understood.

ASSESSMENT CRITERION 2

The implementation of plans is effectively communicated to all stakeholders through various channels.

ASSESSMENT CRITERION 3

Relevant and specific actions are utilised to implement plans, agreements and contracts.

ASSESSMENT CRITERION 4

Effective two-way communication is maintained at all levels between all stakeholders.

ASSESSMENT CRITERION 5

The necessary adjustments is effected to implementation processes when required.

ASSESSMENT CRITERION 6

Any delays, the reasons for it and adjusted timeframes are communicated to stakeholders.

SPECIFIC OUTCOME 4

Contributes to the monitoring and evaluation of Human Resource principles, plans, practices, policies and procedures.

OUTCOME RANGE

Legislation, employment equity, skills development plan, personnel turnover ratio, remuneration bargaining processes, etc.

ASSESSMENT CRITERIA

ASSESSMENT CRITERION 1

Progress on various human resource issues such as targeted employment equity, skills development, the lowering of personnel turnover ratios through acceptable monitoring systems is monitored.

ASSESSMENT CRITERION 2

Regular feedback on human resource issues is given to management.

ASSESSMENT CRITERION 3

Regular feedback on human resource issues is given to other stakeholders.

ASSESSMENT CRITERION 4

Feedback from employees and other stakeholders is encouraged, received and acknowledged.

ASSESSMENT CRITERION 5

Feedback and inputs is reacted to and relevant issues are incorporate into adjustments to plans, policies and procedures as and when required.

UNIT STANDARD ACCREDITATION AND MODERATION OPTIONS

The assessment of qualifying learners against this standard should meet the requirements of established assessment principles.

It will be necessary to develop assessment activities and tools, which are appropriate to the contexts in which the qualifying learners are working. These activities and tools may include an appropriate combination of self-assessment and peer assessment, formative and summative assessment, portfolios and observations etc.

The assessment should ensure that all the specific outcomes; critical cross-field outcomes and essential embedded knowledge are assessed.

The specific outcomes must be assessed through observation of performance. Supporting evidence should be used to prove competence of specific outcomes only when they are not clearly seen in the actual performance.

Essential embedded knowledge must be assessed in its own right, through oral or written evidence and cannot be assessed only by being observed.

The specific outcomes and essential embedded knowledge must be assessed in relation to each other. If a qualifying learner is able to explain the essential embedded knowledge but is unable to perform the specific outcomes, they should not be assessed as competent. Similarly, if a qualifying learner is able to perform the specific outcomes but is unable to explain or justify their performance in terms of the essential embedded knowledge, then they should not be assessed as competent.

Evidence of the specified critical cross-field outcomes should be found both in performance and in the essential embedded knowledge.

Performance of specific outcomes must actively affirm target groups of qualifying learners, not unfairly discriminate against them. Qualifying learners should be able to justify their performance in terms of these values.

- Anyone assessing a learner against this unit standard must be registered as an assessor with the relevant ETQA.
- Any institution offering learning that will enable achievement of this unit standard or assessing this unit standard must be accredited as a provider with the relevant ETQA.
- Moderation of assessment will be overseen by the relevant ETQA according to the moderation guidelines in the relevant qualification and the agreed ETQA procedures.

UNIT STANDARD ESSENTIAL EMBEDDED KNOWLEDGE

The person is able to demonstrate a basic knowledge of:

- Equity issues related to employment equity plan, skills development plan, recruitment and selection policy, training initiatives, harassment policy, diversity initiation.

- Consultation processes.
- Problem solving processes related to implementation of Human Resource policy and procedure.
- Relevant Labour legislations and its implementation e.g. BCEA, LRA, EEA, SDA, OHSACT.
- Implication of not following agreed procedures, labour legislation.
- Feedback to stakeholders and corrective/remedial measures.
- Communication.

UNIT STANDARD DEVELOPMENTAL OUTCOME

N/A

UNIT STANDARD LINKAGES

N/A

Critical Cross-field Outcomes (CCFO):

UNIT STANDARD CCFO IDENTIFYING

Problem Solving: relates to all specific outcomes.

UNIT STANDARD CCFO WORKING

Teamwork: relates to all specific outcomes.

UNIT STANDARD CCFO ORGANISING

Self-management: relates to specific outcomes:

- Participate in the development of relevant Human Resources related to policy and procedures.
- Contribute to the monitoring and evaluation of Human Resource principles, plans, practices, policies and procedures.

UNIT STANDARD CCFO COLLECTING

Interpreting Information: relates to specific outcomes:

- Communicate the principle, practices, policies and procedures.
- Contribute to the monitoring and evaluation of Human Resource principles, plans, practices, policies and procedures.

UNIT STANDARD CCFO COMMUNICATING

Communication: relates to all specific outcomes.

UNIT STANDARD CCFO SCIENCE

Use Science and Technology: relates to specific outcomes:

- Participate in the development of relevant Human Resources related to policy and procedures.
- Communicate the principle, practices, policies and procedures.
- Contribute to the monitoring and evaluation of Human Resource principles, plans, practices, policies and procedures.

UNIT STANDARD CCFO DEMONSTRATING

The world as a set of related systems: relates to specific outcome:

- Contribute to the monitoring and evaluation of Human Resource principles, plans, practices, policies and procedures.

UNIT STANDARD CCFO CONTRIBUTING

Self-development: relates to all specific outcomes.

QUALIFICATIONS UTILISING THIS UNIT STANDARD:

	ID	QUALIFICATION TITLE	OLD LEVEL	NEW LEVEL	STATUS	END DATE	QUALITY ASSURING BODY
Core	48979	National Certificate: Animal Production	Level 4	New Level Assignment Pend.	Reregistered	2012- 06-30	AgriSETA
Core	49009	National Certificate: Plant Production	Level 4	New Level Assignment Pend.	Reregistered	2012- 06-30	AgriSETA

PROVIDERS CURRENTLY ACCREDITED TO OFFER THIS UNIT STANDARD:

This information shows the current accreditations (i.e. those not past their accreditation end dates), and is the most complete record available to SAQA as of today. Some Quality Assuring Bodies have a lag in their recording systems for provider accreditation, in turn leading to a lag in notifying SAQA of all the providers that they have accredited to offer qualifications and unit standards, as well as any extensions to accreditation end dates. The relevant Quality Assuring Body should be notified if a record appears to be missing from here.

NONE