****

**Work Experience Component:**

**Statement of Work Experience and**

**Summative Guide**

**This Statement of Work Experience belongs to:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**OCCUPATIONAL QUALIFICATION: SUGAR PROCESSING MACHINE OPERATOR**

**WORK EXPERIENCE COMPONENT:**

**STATEMENT OF WORK EXPERIENCE AND SUMMATIVE GUIDE**

**WORK EXPERIENCE COMPONENT:**

**STATEMENT OF WORK EXPERIENCE AND SUMMATIVE GUIDE**

****

**OCCUPATIONAL CERTIFICATE:**

**SUGAR PROCESSING MACHINE OPERATOR: ID 98912: NQF 3**

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# AN INTRODUCTION TO THIS SUMMATIVE GUIDE

1. The Statement of Work Experience (Section 7 of this Log Book) is intended to be used as the final step in the Occupational Qualification: Sugar Processing Machine Operator NQF 3. This Statement of Work Experience contains the following Work Experience Module Specifications:

* 716106000-WM-01, Pre-set sugar processing equipment operation, NQF Level 2, Credits 20
* 716106000-WM-02, Operation of programmable sugar processing equipment or equipment set-up in series, NQF Level 3, Credits 24
* 716106000-WM-03, Operation of a bank of equipment set-up in series, NQF Level 3, Credits 8
* 716106000-WM-04, Occupational health, safety, environment and quality standards, NQF Level 3, Credits 8

You will need to complete Section 7 of this Summative Guide with the assistance of a Work Experience Supervisor at a Sugar Mill. The statement of authenticity (Section 8) must be completed.

1. Once completed and signed off, this document (the entire Summative Guide) and all its Supporting Evidence (Reports by Mentors, Additional Assignments) must be handed to the relevant QCTO Assessment Quality Partner.

(Note: WM = Work Experience Module, WE = Work Experience Purpose, WA = Work Experience Assessment Scope, SE = Supporting Evidence)

# LEARNER ORIENTATION

## Completion of your Summative Guide

Please ask your mill mentor to assist in completing the necessary information in your Summative Guide (Section 7 of this document), by presenting them with the letter below:

|  |
| --- |
| *Dear Sir / Madam,*  *As you are aware, this learner has taken part in the Occupational Certificate: Sugar Processing Machine Operator Qualification, NQF 3.*  *As part of their learning, they are required to show how they meet the competency criteria of this qualification in the workplace. In order to confirm their participation and log completion of their learning, we have drafted this Summative Guide that has to be completed and confirmed by the workplace.*  *The learner is responsible for completing, to competency, each of the Work Experience Module Specifications (Provided in Sections 3 to 6 of this document), providing any supplementary evidence of his/her ability to “do the task” as addendums to this document, and sign when he/she has completed each Specification. These Specifications do not need to be completed in the order provided, but can be signed off when the learner completes a particular Work Experience Module Specification, during the normal course of his/her duties. It is the learner’s responsibility to present this Summative Guide to a Mill Mentor for their opinion on whether the task can be successfully undertaken by the learner, and for their comments (if any) and signature. We appreciate your time and assistance in this regard.*  *Should you have any queries, please do not hesitate to contact the assessor whose details are provided below.*  *With Thanks*  *The Assessor*  *Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *Contact Telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |

## Stakeholder Information

### Learner Details

|  |  |
| --- | --- |
| First name: |  |
| Surname: |  |
| ID number: |  |
| Telephone number: |  |
| Mobile number: |  |
| E-mail address: |  |
| Postal address: |  |
| Start date of workplace experience: |  |
| Completion date of workplace experience: |  |
| Signature of learner: |  |

### 

### Mill Mentor Details

|  |  |
| --- | --- |
| Organisation / workplace: |  |
| Workplace designation (of Mill Mentor): |  |
| First name: |  |
| Surname: |  |
| ID number: |  |
| Telephone number: |  |
| Mobile number: |  |
| E-mail address: |  |
| Postal address: |  |
| Date completed: |  |
| Signature: |  |

### Programme Assessor Details

|  |  |
| --- | --- |
| Company: |  |
| First name: |  |
| Surname: |  |
| ID number: |  |
| Telephone number: |  |
| Mobile number: |  |
| E-mail address: |  |
| Postal address: |  |
| Date assessed: |  |
| Signature: |  |

### Moderator Details

|  |  |
| --- | --- |
| Company: |  |
| First name: |  |
| Surname: |  |
| ID number: |  |
| Telephone number: |  |
| Mobile number: |  |
| E-mail address: |  |
| Postal address: |  |
| Date moderated: |  |
| Signature: |  |

# WORK EXPERIENCE MODULE 1

## Pre-set sugar processing equipment operation

Module number: 16106000-WM-01: NQF Level 2: Credits 20

The focus of the work experience is on providing the learner an opportunity to:

**Gain experience in attending to the operation of single-stage equipment in a feed milling operation. The learner will gain experience in the operation of pre-set equipment used in uncomplicated processes such as a carbonatation filter presses, juice heater, coolers, Oliver filters, continuous centrifuges as an extension of the practical skills gained during practical training.**

The learner will be required to:

* WM-01-WE01: Operate pre-set equipment under close direction and supervision of an experienced operator for a period of two weeks
* WM-01-WE02: Operate pre-set equipment within normal operational and reporting structures for a period of six weeks

## Guidelines for Work Experiences

### WM-01-WE01: Operate pre-set equipment under close direction and supervision of an experienced operator for a period of two weeks

#### Scope of Work Experience

The person will be expected to engage in the following work activities:

* WA0101 Attend to the execution of specific operating procedures under direct supervision such as pre-operational safety and mechanical inspections, equipment, start up, shut-downs, shift hand-over, cleaning and lubrication, removal and fitting of components
* WA0102 Attend to general interaction, reporting and communication with production personnel, quality control staff, process control personnel and maintenance specialists on equipment operation under direct supervision
* WA0103 Adhere workplace policies and procedures under direct supervision such as housekeeping standards, safety inspections, general work rules, hygiene standards, scheduled maintenance, equipment lockout

#### Supporting Evidence

* SE0101 Report by mentor

### WM-01-WE02: Operate pre-set equipment within normal operational and reporting structures for a period of six weeks

#### Scope of Work Experience

The person will be expected to engage in the following work activities:

* WA0201 Attend to the execution of specific operating procedures such as pre-operational safety and mechanical inspections, equipment, start up, shut-downs, shift hand-over, cleaning and lubrication, removal and fitting of components
* WA0202 Attend to general interaction, reporting and communication with production personnel, quality control staff, process control personnel and maintenance specialists on equipment operation
* WA0203 Adhere to workplace policies and procedures such as housekeeping standards, safety inspections, general work rules, hygiene standards, scheduled maintenance, equipment lockout
* WA0204 Attend to equipment during days or times when limited support is available

#### Supporting Evidence

* SE0201 Equipment records showing operation and utilisation of equipment
* SE0202 Production records - quantity and quality

## Contextualised Workplace Knowledge

* Equipment cleaning and housekeeping procedures
* Data reporting systems
* Equipment operating parameters
* Production targets and schedules of work
* Safe working procedures
* Standard operating procedures
* SHEQ procedures and standards
* Workplace specific processes and technology

## Criteria for Workplace Approval

### Physical Requirements:

* A sugar mill or refinery

### Human Resource Requirements:

* A person with 3 years’ experience in a supervisory or managerial role in a sugar mill trained as a workplace mentor must be available for every 5 learners

### Legal Requirements:

* Workplace compliance with occupational health safety and environmental protection requirements

## Additional Assignments to be Assessed Externally

None specified.

# WORKPLACE EXPERIENCE MODULE 2

## Operation of programmable sugar processing equipment or equipment set-up in series

Module 2. 716106000-WM-02, NQF Level 3, Credits 24

The focus of the work experience is on providing the learner an opportunity to:

**Gain experience in the operation of programmable sugar processing equipment or equipment set-up in series. The learner will gain experience in the operation of equipment such as equipment used for extraction, clarification, evaporation, sugar melting, refining processes, as an extension of the practical skills gained during practical training.**

The learner will be required to:

* WM-02-WE01: Attend to the operation of programmable equipment for a period of two weeks under direct supervision
* WM-02-WE02: Attend the operation of programmable equipment within normal operational and reporting structures for a period of eight weeks

## Guidelines for Work Experiences

### WM-02-WE01: Attend to the operation of programmable equipment for a period of two weeks under direct supervision

#### Scope of Work Experience

The person will be expected to engage in the following work activities:

* WA0101 Attend to the execution of specific operating procedures under direct supervision such as pre-operational safety and mechanical inspections, start-up, shut down, shift hand-over, emergency equipment stops or shut-downs, equipment adjustments to settings
* WA0102 Attend to general interaction, reporting and communication with production personnel, quality control staff, process control personnel and maintenance specialists on equipment operation; under direct supervision

#### Supporting Evidence

* + SE0101 Report by mentor

### WM-02-WE02: Attend the operation of programmable equipment within normal operational and reporting structures for a period of eight weeks

#### Scope of Work Experience

The person will be expected to engage in the following work activities:

* WA0201 Attend to the execution of specific operating procedures such as pre-operational safety and mechanical inspections, start-up, shut down, shift hand-over, emergency equipment stops or shut-downs, equipment adjustments to settings
* WA0202 Attend to general interaction, reporting and communication with production personnel, quality control staff, process control personnel and maintenance specialists on equipment operation
* WA0203 Attend to equipment operation during days or shifts when limited support is available

#### Supporting Evidence

* SE0201 Equipment records showing operation and utilisation of equipment
* SE0202 Equipment maintenance and repair records
* SE0203 Production records - quantity and quality
* SE0204 Completed standard documentation and reports

## Contextualised Workplace Knowledge

* Equipment cleaning and housekeeping procedures
* Data reporting systems
* Equipment operating parameters
* Production targets and schedules of work
* Safe working procedures
* Standard operating procedures
* Workplace specific equipment settings
* SHEQ procedures and standards
* Workplace specific processes and technology

## Criteria for Workplace Approval

### Physical Requirements:

* + A sugar mill

### Human Resource Requirements:

* + A person with 3 years’ experience in a supervisory or managerial role in a sugar mill trained as a workplace mentor must be available for every 5 learners

### Legal Requirements:

* + Workplace compliance with occupational health safety and environmental protection requirements

## Additional Assignments to be Assessed Externally

None specified.

# WORKPLACE EXPERIENCE MODULE 3

## Operation of a bank of equipment set-up in series

Module 3. 716106000-WM-03, NQF Level 3, Credits 8

The focus of the work experience is on providing the learner an opportunity to:

**Gain experience in the operation of programmable sugar processing equipment or equipment set-up in series. The learner will gain experience in the operation of equipment such as equipment used for sugar by-products, effluent and waste control as an extension of the practical skills gained during practical training.**

The learner will be required to:

* WM-03-WE01: Attend to the operation of banks of equipment set up in series for a period of one week under direct supervision
* WM-03-WE02: Attend the operation of a bank of equipment set up in series within normal operational and reporting structures for a period of two weeks

## Guidelines for Work Experiences

### WM-03-WE01: Attend to the operation of banks of equipment set up in series for a period of one week under direct supervision

#### Scope of Work Experience

The person will be expected to engage in the following work activities:

* WA0101 Attend to the execution of specific operating procedures such as pre-operational safety and mechanical inspections, start-up, shut down, shift hand-over, emergency equipment stops or shut-downs, equipment adjustments to settings
* WA0102 Attend to general interaction, reporting and communication with production personnel, quality control staff, process control personnel and maintenance specialists on equipment operation; under direct supervision

#### Supporting Evidence

* + SE0101 Report by mentor

### WM-03-WE02: Attend the operation of a bank of equipment set up in series within normal operational and reporting structures for a period of two weeks

#### Scope of Work Experience

The person will be expected to engage in the following work activities:

* WA0201 Attend to the execution of specific operating procedures such as pre-operational safety and mechanical inspections, start-up, shut down, shift hand-over, emergency equipment stops or shut-downs, equipment adjustments to settings
* WA0202 Attend to general interaction, reporting and communication with production personnel, quality control staff, process control personnel and maintenance specialists on equipment operation; under direct supervision
* WA0203 Attend to equipment operation during days or shifts when limited support is available

#### Supporting Evidence

* SE0201 Equipment records showing operation and utilisation of equipment
* SE0202 Equipment maintenance and repair records
* SE0203 Completed standard documentation and reports

## Contextualised Workplace Knowledge

* Equipment operating parameters
* Safe working procedures
* Standard operating procedures
* Workplace specific equipment settings
* Workplace specific processes and technology

## Criteria for Workplace Approval

### Physical Requirements:

* + A sugar mill

### Human Resource Requirements:

* + A person with 3 years’ experience in a supervisory or managerial role in a sugar mill trained as a workplace mentor must be available for every 5 learners

### Legal Requirements:

* + Workplace compliance with occupational health safety and environmental protection requirements

## Additional Assignments to be Assessed Externally

None specified.

# WORKPLACE EXPERIENCE MODULE 4

## Occupational health, safety, environment and quality standards

Module 4. 16106000-WM-04, NQF Level 3, Credits 8

The focus of the work experience is on providing the learner an opportunity to:

**Adhere to occupational health, safety, environment and quality standards in an operational environment.**

The learner will be required to:

* WM-04-WE01: Perform safety inspections and adhere to workplace safety, health and environmental protection procedures
* WM-04-WE02: Control in-line quality measures in sugar processing environment

## Guidelines for Work Experiences

### WM-04-WE01: Perform safety inspections and adhere to workplace safety, health and environmental protection procedures

#### Scope of Work Experience

The person will be expected to engage in the following work activities:

* WA0101 Adhere to workplace occupational safety, health and environmental protection procedures during the execution of operator functions

#### Supporting Evidence

* + SE0101 Report by workplace mentor

### WM-04-WE02: Control in-line quality measures in sugar processing environment

#### Scope of Work Experience

The person will be expected to engage in the following work activities:

* WA0201 Attend to quality testing practices and procedures and reports such as attending quality review meetings, collection, labelling and administration of samples, in-process quality testing, establishing conformance to quality specification of materials and product (sensory cues, basic testing equipment)

#### Supporting Evidence

* SE0201 Quality reports and record

## Contextualised Workplace Knowledge

* SHEQ procedures and standards
* Workplace quality reports
* In line quality control procedures
* Product specifications

## Criteria for Workplace Approval

### Physical Requirements:

* + A sugar mill

### Human Resource Requirements:

* + A person with 3 years’ experience in a supervisory or managerial role in a sugar mill trained as a workplace mentor must be available for every 5 learners

### Legal Requirements:

* + Workplace compliance with occupational health safety and environmental protection requirements

## Additional Assignments to be Assessed Externally

None specified.

# STATEMENT OF WORK EXPERIENCE

|  |  |
| --- | --- |
| Curriculum Number: | 716106000 |
| Curriculum Title: | Sugar Processing Machine Operator |

|  |  |
| --- | --- |
| Learner Details |  |
| Name: |  |
| ID Number: |  |

|  |  |
| --- | --- |
| Employer Details |  |
| Company Name: |  |
| Address: |  |
| Mill Mentor Name: |  |
| Work Telephone number: |  |
| E-mail: |  |

## 716106000-WM-01, Pre-set sugar processing equipment operation, NQF Level 2, Credits 20

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| WM-01-WE01 | Operate pre-set equipment under close direction and supervision of an experienced operator for a period of two weeks | Learner | | | Mill Mentor | | |
| Date completed | Evidence attached | Signature | Can the learner do this? Yes / No | Comments | Signature |
| **Scope of Work Experience** | |  |  |  |  |  |  |
| WA0101 | Attend to the execution of specific operating procedures under direct supervision such as pre-operational safety and mechanical inspections, equipment, start up, shut-downs, shift hand-over, cleaning and lubrication, removal and fitting of components |  |  |  |  |  |  |
| WA0102 | Attend to general interaction, reporting and communication with production personnel, quality control staff, process control personnel and maintenance specialists on equipment operation under direct supervision |  |  |  |  |  |  |
| WA0103 | Adhere to workplace policies and procedures under direct supervision such as housekeeping standards, safety inspections, general work rules, hygiene standards, scheduled maintenance, equipment lockout |  |  |  |  |  |  |
| **Supporting Evidence** | | Date completed | Evidence attached | Signature | Can the learner do this? Yes / No | Comments | Signature |
| SE0101 | Report by mentor |  |  |  |  |  |  |
| WM-01-WE02 | Operate pre-set equipment within normal operational and reporting structures for a period of six weeks | Date completed | Evidence attached | Signature | Can the learner do this? Yes / No | Comments | Signature |
| **Scope of Work Experience** | |  |  |  |  |  |  |
| WA0201 | Attend to the execution of specific operating procedures such as pre-operational safety and mechanical inspections, equipment, start up, shut-downs, shift hand-over, cleaning and lubrication, removal and fitting of components |  |  |  |  |  |  |
| WA0202 | Attend to general interaction, reporting and communication with production personnel, quality control staff, process control personnel and maintenance specialists on equipment operation |  |  |  |  |  |  |
| WA0203 | Adhere to workplace policies and procedures such as housekeeping standards, safety inspections, general work rules, hygiene standards, scheduled maintenance, equipment lockout |  |  |  |  |  |  |
| WA0204 | Attend to equipment during days or times when limited support is available |  |  |  |  |  |  |
| **Supporting Evidence** | | Date completed | Evidence attached | Signature | Can the learner do this? Yes / No | Comments | Signature |
| SE0201 | Equipment records showing operation and utilisation of equipment |  |  |  |  |  |  |
| SE0202 | Production records - quantity and quality |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Contextualised Workplace Knowledge** | | Learner | | | Mill Mentor | | |
| Date completed | Evidence attached | Signature | Can the learner do this? Yes / No | Comments | Signature |
| 1 | Equipment cleaning and housekeeping procedures |  |  |  |  |  |  |
| 2 | Data reporting systems |  |  |  |  |  |  |
| 3 | Equipment operating parameters |  |  |  |  |  |  |
| 4 | Production targets and schedules of work |  |  |  |  |  |  |
| 5 | Safe working procedures |  |  |  |  |  |  |
| 6 | Standard operating procedures |  |  |  |  |  |  |
| 7 | SHEQ procedures and standards |  |  |  |  |  |  |
| 8 | Workplace specific processes and technology |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Additional Assignments to be Assessed Externally:** | Date completed | Evidence attached | Signature | Can the learner do this? Yes / No | Comments | Signature |
| **Subject of Assignment:** | | | | | | |
| **Form of Assignment (Report, Case study, Logs, Diaries, Reflective journal, Critical Incident accounts, Portfolio, Artefact, Poster, Presentation, Expert Witness Testimonials, Job Card, Photographs etc.):** | | | | | | |
|  | | | | | | |
|  |  |  |  |  |  |  |

## 716106000-WM-02, Operation of programmable sugar processing equipment or equipment set-up in series, NQF Level 3, Credits 24

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| WM-02-WE01 | Attend to the operation of programmable equipment for a period of two weeks under direct supervision | Learner | | | Mill Mentor | | |
| Date completed | Evidence attached | Signature | Can the learner do this? Yes / No | Comments | Signature |
| **Scope of Work Experience** | |  |  |  |  |  |  |
| WA0101 | Attend to the execution of specific operating procedures under direct supervision such as pre-operational safety and mechanical inspections, start-up, shut down, shift hand-over, emergency equipment stops or shut-downs, equipment adjustments to settings |  |  |  |  |  |  |
| WA0102 | Attend to general interaction, reporting and communication with production personnel, quality control staff, process control personnel and maintenance specialists on equipment operation; under direct supervision |  |  |  |  |  |  |
| **Supporting Evidence** | | Date completed | Evidence attached | Signature | Can the learner do this? Yes / No | Comments | Signature |
| SE0101 | Report by mentor |  |  |  |  |  |  |
| WM-02-WE02 | Attend the operation of programmable equipment within normal operational and reporting structures for a period of eight weeks | Learner | | | Mill Mentor | | |
| Date completed | Evidence attached | Signature | Can the learner do this? Yes / No | Comments | Signature |
| **Scope of Work Experience** | |  |  |  |  |  |  |
| WA0201 | Attend to the execution of specific operating procedures such as pre-operational safety and mechanical inspections, start-up, shut down, shift hand-over, emergency equipment stops or shut-downs, equipment adjustments to settings |  |  |  |  |  |  |
| WA0202 | Attend to general interaction, reporting and communication with production personnel, quality control staff, process control personnel and maintenance specialists on equipment operation |  |  |  |  |  |  |
| WA0203 | Attend to equipment operation during days or shifts when limited support is available |  |  |  |  |  |  |
| **Supporting Evidence** | | Date completed | Evidence attached | Signature | Can the learner do this? Yes / No | Comments | Signature |
| SE0201 | Equipment records showing operation and utilisation of equipment |  |  |  |  |  |  |
| SE0202 | Equipment maintenance and repair records |  |  |  |  |  |  |
| SE0203 | Production records - quantity and quality |  |  |  |  |  |  |
| SE0204 | Completed standard documentation and reports |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Contextualised Workplace Knowledge** | | Learner | | | Mill Mentor | | |
| Date completed | Evidence attached | Signature | Can the learner do this? Yes / No | Comments | Signature |
| 1 | Equipment cleaning and housekeeping procedures |  |  |  |  |  |  |
| 2 | Data reporting systems |  |  |  |  |  |  |
| 3 | Equipment operating parameters |  |  |  |  |  |  |
| 4 | Production targets and schedules of work |  |  |  |  |  |  |
| 5 | Safe working procedures |  |  |  |  |  |  |
| 6 | Standard operating procedures |  |  |  |  |  |  |
| 7 | Workplace specific equipment settings |  |  |  |  |  |  |
| 8 | SHEQ procedures and standards |  |  |  |  |  |  |
| 9 | Workplace specific processes and technology |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **Additional Assignments to be Assessed Externally:** | Date completed | Evidence attached | Signature | Can the learner do this? Yes / No | Comments | Signature |
| **Subject of Assignment:** | | | | | | |
| **Form of Assignment (Report, Case study, Logs, Diaries, Reflective journal, Critical Incident accounts, Portfolio, Artefact, Poster, Presentation, Expert Witness Testimonials, Job Card, Photographs, etc.):** | | | | | | |
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## 716106000-WM-03, Operation of a bank of equipment set-up in series, NQF Level 3, Credits 8

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| --- | --- | --- | --- | --- | --- | --- | --- |
| WM-03-WE01 | Attend to the operation of banks of equipment set up in series for a period of one week under direct supervision | Learner | | | Mill Mentor | | |
| Date completed | Evidence attached | Signature | Can the learner do this? Yes / No | Comments | Signature |
| **Scope of Work Experience** | |  |  |  |  |  |  |
| WA0101 | Attend to the execution of specific operating procedures such as pre-operational safety and mechanical inspections, start-up, shut down, shift hand-over, emergency equipment stops or shut-downs, equipment adjustments to settings |  |  |  |  |  |  |
| WA0102 | Attend to general interaction, reporting and communication with production personnel, quality control staff, process control personnel and maintenance specialists on equipment operation; under direct supervision |  |  |  |  |  |  |
| **Supporting Evidence** | | Date completed | Evidence attached | Signature | Can the learner do this? Yes / No | Comments | Signature |
| SE0101 | Report by mentor |  |  |  |  |  |  |
| WM-03-WE02 | Attend the operation of a bank of equipment set up in series within normal operational and reporting structures for a period of two weeks | Learner | | | Mill Mentor | | |
| Date completed | Evidence attached | Signature | Can the learner do this? Yes / No | Comments | Signature |
| **Scope of Work Experience** | |  |  |  |  |  |  |
| WA0201 | Attend to the execution of specific operating procedures such as pre-operational safety and mechanical inspections, start-up, shut down, shift hand-over, emergency equipment stops or shut-downs, equipment adjustments to settings |  |  |  |  |  |  |
| WA0202 | Attend to general interaction, reporting and communication with production personnel, quality control staff, process control personnel and maintenance specialists on equipment operation; under direct supervision |  |  |  |  |  |  |
| WA0203 | Attend to equipment operation during days or shifts when limited support is available |  |  |  |  |  |  |
| **Supporting Evidence** | | Date completed | Evidence attached | Signature | Can the learner do this? Yes / No | Comments | Signature |
| SE0201 | Equipment records showing operation and utilisation of equipment |  |  |  |  |  |  |
| SE0202 | Equipment maintenance and repair records |  |  |  |  |  |  |
| SE0203 | Completed standard documentation and reports |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Contextualised Workplace Knowledge** | | Learner | | | Mill Mentor | | |
| Date completed | Evidence attached | Signature | Can the learner do this? Yes / No | Comments | Signature |
| 1 | Equipment operating parameters |  |  |  |  |  |  |
| 2 | Safe working procedures |  |  |  |  |  |  |
| 3 | Standard operating procedures |  |  |  |  |  |  |
| 4 | Workplace specific equipment settings |  |  |  |  |  |  |
| 5 | Workplace specific processes and technology |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **Additional Assignments to be Assessed Externally:** | Date completed | Evidence attached | Signature | Can the learner do this? Yes / No | Comments | Signature |
| **Subject of Assignment:** | | | | | | |
| **Form of Assignment (Report, Case study, Logs, Diaries, Reflective journal, Critical Incident accounts, Portfolio, Artefact, Poster, Presentation, Expert Witness Testimonials, Job Card, Photographs etc.):** | | | | | | |
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## 716106000-WM-04, Occupational health, safety, environment and quality standards, NQF Level 3, Credits 8

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| --- | --- | --- | --- | --- | --- | --- | --- |
| WM-04-WE01 | Perform safety inspections and adhere to workplace safety, health and environmental protection procedures | Learner | | | Mill Mentor | | |
| Date completed | Evidence attached | Signature | Can the learner do this? Yes / No | Comments | Signature |
| **Scope of Work Experience** | |  |  |  |  |  |  |
| WA0101 | Adhere to workplace occupational safety, health and environmental protection procedures during the execution of operator functions |  |  |  |  |  |  |
| **Supporting Evidence** | | Date completed | Evidence attached | Signature | Can the learner do this? Yes / No | Comments | Signature |
| SE0101 | Report by workplace mentor |  |  |  |  |  |  |
| WM-04-WE02 | Control in-line quality measures in sugar processing environment | Learner | | | Mill Mentor | | |
| Date completed | Evidence attached | Signature | Can the learner do this? Yes / No | Comments | Signature |
| **Scope of Work Experience** | |  |  |  |  |  |  |
| WA0201 | Attend to quality testing practices and procedures and reports such as attending quality review meetings, collection, labelling and administration of samples, in-process quality testing, establishing conformance to quality specification of materials and product (sensory cues, basic testing equipment) |  |  |  |  |  |  |
| **Supporting Evidence** | | Date completed | Evidence attached | Signature | Can the learner do this? Yes / No | Comments | Signature |
| SE0201 | Quality reports and records |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Contextualised Workplace Knowledge** | | Learner | | | Mill Mentor | | |
| Date completed | Evidence attached | Signature | Can the learner do this? Yes / No | Comments | Signature |
| 1 | SHEQ procedures and standards |  |  |  |  |  |  |
| 2 | Workplace quality reports |  |  |  |  |  |  |
| 3 | In line quality control procedures |  |  |  |  |  |  |
| 4 | Product specifications |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **Additional Assignments to be Assessed Externally:** | Date completed | Evidence attached | Signature | Can the learner do this? Yes / No | Comments | Signature |
| **Subject of Assignment:** | | | | | | |
| **Form of Assignment (Report, Case study, Logs, Diaries, Reflective journal, Critical Incident accounts, Portfolio, Artefact, Poster, Presentation, Expert Witness Testimonials, Job Card, Photographs etc.):** | | | | | | |
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# DECLARATION OF AUTHENTICITY

## Declaration by Learner

I(learner name and surname) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ID number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

hereby declare that the work and evidence contained herein was completed by me and is my own. Where assistance or advice was received or where I used resource material from a workbook, policy wording, the internet or any other printed sources, this has been acknowledged and referenced. I further declare that I understand that plagiarism is a punishable offence as it constitutes the theft of another’s intellectual property rights.

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Learner signature Date

## Declaration by Work Experience Mill Mentor

I(name and surname) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ID number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

hereby declare that the learner was supervised by myself and that the activities listed and evidence presented is a true reflection of the learners’ situation. According to my knowledge, I declare that this is his/her own work.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mill Mentor signature Date

# NQF 3 SUGAR PROCESSING MACHINE OPERATOR FINAL LEARNER ASSESSMENT RECORD

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| OC: NQF 3: SUGAR PROCESSING MACHINE OPERATOR | | | | | INDIVIDUAL LEARNER REPORT | | | | | |
| Learner surname |  | | | Facilitator: | | | | |  | |
| Learner Name |  | | | Qualification start date: | | | | |  | |
| Learner ID number |  | | | | | |  | |  |  |
| KNOWLEDGE MODULES | | | | | | Credits | Mark | | Signature of Assessor | Date |
| 716106000-KM-01, Occupational Safety, Health and Environmental Protection, NQF Level 2 | | | | | | 4 |  | |  |  |
| 716106000-KM-02, Sugar processing equipment and technology, NQF Level 3 | | | | | | 24 |  | |  |  |
| 716106000-KM-03, Basic business studies, NQF Level 2 | | | | | | 4 |  | |  |  |
| 716106000-KM-04, Quality assurance, NQF Level 3 | | | | | | 8 |  | |  |  |
| PRACTICAL SKILLS MODULES | | | | | | Credits | Can the Learner do this? | | Signature of Mill Supervisor | Date |
| 716106000-PM-01, Operate pre-set sugar processing equipment, NQF Level 2 | | | | | | 12 |  | |  |  |
| 716106000-PM-02, Operate programmable sugar processing equipment, NQF Level 3 | | | | | | 24 |  | |  |  |
| 716106000-PM-03, Operate a bank of inter linked equipment that functions in sequence in a sugar mill, NQF Level 03 | | | | | | 8 |  | |  |  |
| 716106000-PM-04, Meet occupational health, safety, environment and quality standards, NQF Level 03 | | | | | | 8 |  | |  |  |
| WORK EXPERIENCE MODULES | | | | | | Credits | Can the Learner do this? | | Signature of Mill Mentor | Date |
| 716106000-WM-01, Pre-set sugar processing equipment operation, NQF Level 2 | | | | | | 20 |  | |  |  |
| 716106000-WM-02, Operation of programmable sugar processing equipment or equipment set-up in series, NQF Level 3 | | | | | | 24 |  | |  |  |
| 716106000-WM-03, Operation of a bank of equipment set-up in series, NQF Level 3 | | | | | | 8 |  | |  |  |
| 716106000-WM-04, Occupational health, safety, environment and quality standards, NQF Level 3 | | | | | | 8 |  | |  |  |
|  | | | | | | | | | | |
| Assessor Name and Surname | |  | **Assessor signature:** | | | | | **Date:** | | |