

Crop Harvesting & Post-Harvest Operations

1. Overview

The purpose of this programme is to equip participants with the knowledge and practical skills required to harvest agricultural crops and natural flora using approved procedures and safe harvesting techniques. Participants will develop competencies in stock and input control, food safety and quality management, workplace communication, and the use of basic statistical methods to support agricultural operations. The programme promotes sustainable harvesting practices while improving productivity, product quality, and compliance within the agricultural supply chain.

2. Programme Outcome:

- Harvest agricultural crops using appropriate procedures and harvesting tools
- Apply sustainable harvesting practices when harvesting natural flora
- Control agricultural inputs and stock through effective record keeping and storage procedures
- Support and maintain food safety and quality management systems within the agricultural supply chain
- Communicate effectively in workplace situations using appropriate oral communication skills
- Collect, organise, interpret, and present agricultural data using basic statistical techniques
- Apply sustainable and environmentally responsible harvesting practices
- Promote quality assurance and safe working practices within agricultural operations

Qualification:

Certificate of Completion

Duration:

4-Months

Programme Type:

Category B – Workplace-Based Learning Programme

Programme ID:

PA0334

SAQA US:

116111, 116122, 116070, 8962, 9009, 116114

NQF Level:

2

Credits:

20

Entry Requirements:

Basic literacy & Numeracy skills

Training Options:

Online - Each participant will receive access to an online portal, where all programme materials and resources are available. Training is delivered fully online, and participants will join scheduled Microsoft Teams sessions facilitated by a trainer. This mode provides flexibility and allows learners to participate from any location.

Blended - Blended learning combines both online and face-to-face training. Participants receive access to an online portal for online content, resources, and self-paced activities. They also attend scheduled in-person contact sessions with a facilitator, either at the client's premises or providers campus. This approach offers the flexibility of online learning with the added support of guided, interactive sessions.

Face-to-Face - Each participant will receive training resources, which contains all programme materials and resources. Training is delivered through onsite contact sessions, either at the client's premises or providers campus, where a facilitator conducts the sessions in a classroom environment.

Minimum Participants Required: (1) Online, (1) Blended & (1) Face-to-Face

3. Programme Content

- **(116111 US):** Harvest agricultural crops: Procedures
- **(116122 US):** Control inputs and stock in agribusiness
- **(116070 US):** Operate and support a food safety and quality management system in the agricultural supply chain
- **(8962 US):** Maintain and adapt oral communication
- **(9009 US):** Apply basic knowledge of statistics and probability to influence the use of data and procedures in order to investigate life related problems
- **(116114 US):** Harvest natural flora

4. Topics

Module 1: Agricultural Crop Harvesting

- Principles of crop harvesting
- Harvesting methods and procedures
- Selection and safe use of harvesting tools
- Determining crop maturity
- Harvest timing and scheduling
- Handling harvested produce
- Minimising post-harvest losses

Module 2: Sustainable Harvesting of Natural Flora

- Introduction to natural flora harvesting
- Sustainable harvesting practices
- Environmental conservation
- Responsible resource utilisation
- Biodiversity protection
- Legal and ethical harvesting practices
- Harvest planning and monitoring

We trust that the above is in order and look forward to hearing from you for Implementation

Module 3: Agribusiness Stock and Input Control

- Agricultural inputs and resources
- Stock control procedures
- Inventory management
- Record keeping and reporting
- Storage requirements
- Contaminant management
- Relevant agricultural legislation

Module 4: Food Safety and Quality Management

- Principles of food safety
- Food contamination risks
- Hygiene and sanitation practices
- Quality assurance systems
- Monitoring food safety procedures
- Environmental and social compliance
- Traceability within the agricultural supply chain

Module 5: Workplace Communication

- Effective verbal communication
- Active listening skills
- Presenting information clearly
- Communicating in formal and informal workplace settings
- Adapting communication for different audiences
- Team communication
- Professional workplace interactions

Module 6: Statistics and Data Interpretation

- Collecting agricultural data
- Organising and presenting data
- Tables, graphs, and charts
- Basic statistical concepts
- Probability in everyday situations
- Interpreting data for decision-making
- Applying statistical information in agriculture

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Module 7: Financial Mathematics

- Budgeting and financial planning
- Income and expenditure calculations
- Cost, revenue, and profit calculations
- Simple and compound interest
- Depreciation and appreciation
- Financial problem-solving
- Household and business budgeting

Module 8: Workplace Writing Skills

- Writing business correspondence
- Completing workplace reports
- Record keeping and documentation
- Writing for different audiences
- Grammar and sentence structure
- Editing and proofreading
- Professional written communication

5. Assessments

This programme includes a Portfolio of Evidence (POE) that must be submitted at the end of the programme. The POE include:

- **Knowledge Assessments:** To evaluate theoretical understanding
- **Practical Assignments:** Hands-on tasks related to course topics
- **Workplace Assignments and Logbook:** Application of skills in real-world settings

Successful participants will receive a certificate of completion.

6. Workplace-Based Learning Programme

This WLP is a fusion of academic learning and practical work. The learning is directly applied to the workplace by using client-based mentors and extensive workplace-based portfolio work and assignments. Apart from the obvious benefits of a workplace directed qualification, each WLP qualifies for recognition as a Category B Skills Programme in the Learning Matrix of the Amended BEE codes, which allows for the salaries of participants to be recognized as part of the Skills Development Expenditure.

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