

Farm Operations & Agricultural Enterprise

1. Overview

The purpose of this programme is to equip participants with the knowledge and practical skills required to understand agricultural enterprise management, farm planning, production processes, human resource management, marketing, financial record keeping, and agri-ecotourism. Participants will develop an understanding of agriculture as a business by applying sound business principles to improve productivity, sustainability, and profitability. The programme also develops learners' numeracy and workplace writing skills to support effective decision-making and communication within an agricultural environment.

2. Programme Outcome:

- Apply basic agricultural enterprise selection principles
- Explain the production process and production factors within an agri-business
- Apply basic farm layout principles and identify essential farm infrastructure
- Demonstrate an understanding of basic human resource management practices in agriculture
- Explain the importance of marketing in agricultural production
- Identify the need for capital and maintain basic financial and production records
- Collect, analyse, interpret, and communicate agricultural data
- Produce a range of workplace documents using appropriate writing techniques
- Explain the role of agri-ecotourism within the agricultural sector
- Apply business principles that support sustainable and profitable farming enterprises

Qualification:

Certificate of Completion

Duration:

4-Months

Programme Type:

Category B – Workplace-Based Learning Programme

Programme ID:

PA0227

SAQA US:

116158, 116165, 116172, 116160, 116164, 116159, 7451, 12470, 116209

NQF Level:

1

Credits:

27

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.

**A choice of leveraged programmes for any person,
At any level, in any department, of any company, in any industry.**

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

- **(116158 US):** Apply basic agricultural enterprise selection principles
- **(116165 US):** Define production and understand the basic activities of production / conversion in the agri-business environment
- **(116172 US):** Apply elementary farm layout and infrastructure
- **(116160 US):** Apply basic human resource management principles and practices applicable in an agricultural environment
- **(116164 US):** Demonstrate an understanding of the importance of marketing
- **(116159 US):** Identify the need for capital and understand the need for the recording of the income and different costs in an agri-business
- **(7451 US):** Collect, analyse, use and communicate numerical data
- **(12470 US):** Write for a variety of different purposes
- **(116209 US):** Demonstrate an understanding of agri/ecotourism as a system at micro level

4. Topics

Module 1: Agricultural Enterprise Management

- Introduction to agricultural enterprises
- Enterprise selection principles
- Types of farming enterprises
- Enterprise planning
- Business-oriented farming
- Sustainable agricultural enterprises

Module 2: Agricultural Production Systems

- Basic insect anatomy
- Insect life cycles
- Identifying common crop pests
- Pest monitoring and reporting
- Basic pest control methods
- Safe handling of pest control products

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

Module 3: Farm Layout and Infrastructure

- Principles of farm layout
- Farm planning
- Agricultural infrastructure
- Farm buildings and facilities
- Fencing and access routes
- Infrastructure maintenance
- Health and safety considerations

Module 4: Human Resource Management in Agriculture

- Introduction to human resource management
- Roles and responsibilities of employees
- Workplace policies and procedures
- Teamwork and communication
- Labour practices in agriculture
- Workplace ethics

Module 5: Agricultural Marketing

- Introduction to agricultural marketing
- Marketing principles
- Understanding customer needs
- Product quality and value
- Market channels
- Marketing strategies
- Delivering products to the market

Module 6: Agricultural Finance and Record Keeping

- Introduction to agricultural finance
- Sources of capital
- Income and expenditure
- Recording farm transactions
- Budgeting basics
- Financial decision-making
- Record-keeping systems

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

Module 7: Numeracy and Agricultural Data

- Collecting agricultural data
- Organising and analysing information
- Presenting numerical data
- Graphs, tables, and charts
- Interpreting agricultural statistics
- Communicating findings

Module 8: Workplace Writing Skills

- Writing workplace documents
- Completing reports and forms
- Recording agricultural information
- Business correspondence
- Grammar and sentence construction
- Editing and proofreading

Module 9: Introduction to Agri-Ecotourism

- Overview of the tourism industry
- Introduction to agri-ecotourism
- Agricultural tourism opportunities
- Sustainable tourism practices
- Farm attractions and visitor experiences
- Customer service in agri-ecotourism
- Promoting agricultural tourism

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.

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

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.

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