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GOVERNMENT NOTICES

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

No. 1032   **3 October 2008**

SAQA

SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA)

In accordance with Regulation 24(c) of the National Standards Bodies Regulations of 28 March 1998, the Standards Generating Body (SGB) for

Archives and Records Management

registered by Organising Field 04 – Communication Studies and Language, publishes the following Qualification and Unit Standards for public comment.

This notice contains the title, field, sub-field, NQF level, credits, and purpose of the Qualification and Unit Standards. The full Qualification and Unit Standards can be accessed via the SAQA web-site at **www.saqa.org.za**. Copies may also be obtained from the Directorate of Standards Setting and Development at the SAQA offices, SAQA House, 1067 Arcadia Street, Hatfield, Pretoria.

Comment on the Qualification and Unit Standards should reach SAQA at the address below and *no later than 3 November 2008.* All correspondence should be marked **Standards Setting – SGB for Archives and Records Management** and addressed to

> The Director: Standards Setting and Development
> SAQA
> *Attention: Mr. E. Brown*
> Postnet Suite 248
> Private Bag X06
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DR. S. BHIKHA
DIRECTOR: STANDARDS SETTING AND DEVELOPMENT

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

QUALIFICATION:
Further Education and Training Certificate: Archives and Records Management

SAQA QUAL ID	QUALIFICATION TITLE		
64069	Further Education and Training Certificate: Archives and Records Management		
ORIGINATOR		PROVIDER	
SGB Archives and Records Management			
QUALIFICATION TYPE	FIELD	SUBFIELD	
Further Ed and Training Cert	4 - Communication Studies and Language	Communication Studies	
ABET BAND	MINIMUM CREDITS	NQF LEVEL	QUAL CLASS
Undefined	141	Level 4	Regular-Unit Stds Based

This qualification does not replace any other qualification and is not replaced by another qualification.

PURPOSE AND RATIONALE OF THE QUALIFICATION
Purpose:

South Africa's need of ensuring that records are kept for a range of purposes is the primary purpose of the Records and Archives professionals, in a wide range of sectors. The Records and Archives profession continues to seek out new ways to meet the changing needs of identifying, retrieving, preserving and conserving information and items through well-structured record classification systems and record keeping systems, while at the same time dealing with significant changes in technology.

In the records and archives environment, lifelong learning is crucial and practitioners must develop competencies for themselves. The competencies that enable practitioners to best serve everyone remain constant. Using competencies in analysing, acquiring, synthesising, organising, conserving, evaluating and disseminating records, Records and Archives practitioners add value to the services they provide for customers.

These competencies support, and are enhanced by, technological and social transformation. This qualification recognises all these elements in current and future records and archives practice. It aims to help people entering the industry and those already working in it maintain and improve their competencies in meeting and anticipating the needs of the country as a whole.

This Qualification will enable learners within the Archives and Records Management environment to improve professionalism and enhance the quality of service delivery. It will also contribute to the further development of learners within the Archives and Records Management environment by providing articulation, recognition and mobility within this dynamic and ever changing environment.

A learner acquiring this Qualification will be able to:

> Communicate in a variety of ways in the provision of Records and Archives support services.
> Use mathematics and mathematical thinking to solve every day problems for him/herself and the Records and Archives profession.

> Manage archival materials and records.
> Provide routine frontline customer services for archives and records.
> Administer routine Records and Archives support services.

Qualifying learners will be able to show responsibility, and independently and effectively manage themselves in the specific culture of the Archives and Records Management environment and they will therefore ensure the effective delivery of relevant and appropriate Archives and Records Management services within the framework of prescribed legislation.

Rationale:

This Qualification is addressing an urgent need for the provision of training in the Archives and Records management sector. Sound record keeping, archiving and records management practices are key elements of good governance and are also evidence of official and private business. They have an ongoing use as a means of legal evidence, operational continuity, disaster recovery and are a means of accountability. This Qualification is for learners who are pursuing careers within the Archives and Records Management environment and indicates a clear learning pathway which can be followed. It provides learners with opportunities for professional development and career advancement within the broader constituencies of the administrative community that will contribute to providing better Archives and Records handling services for all the people in the Republic of South Africa.

This qualification reflects the need and demand within the Archives and Records Management environment for people who are/will be able to perform these administrative roles within surroundings which are more complex and demand more advanced knowledge, skills and attributes. This Qualification will provide a vehicle through which to develop competent Archives and Records Administrators and people that can stay abreast with the changing and dynamic environment of Archives and Records Management as well as create an atmosphere for life-long learning opportunities.

This qualification allows for the further development of learners in the Archives and Records Management` professional environment through vertical mobility to higher-level qualifications and horizontally to qualifications on the same level but in a different administrative discipline. The qualification assists learners in critically evaluating information and exercising appropriate professional judgement. The level of flexibility within the range of electives will also allow the individual to pursue further specialisation within the Archives and Records Management field.

RECOGNIZE PREVIOUS LEARNING?
N

LEARNING ASSUMED IN PLACE
> Mathematical Literacy NQF Level 3.
> Communication NQF Level 3.
> Computer Literacy NQF Level 3.

Access to the Qualification:

Access is open to all learners bearing in mind the learning assumed to be in place.

QUALIFICATION RULES
The Qualification is made up of a combination of learning outcomes from Fundamental, Core and Elective components, totalling a minimum of 141 Credits.

Fundamental component:

All unit standards to the value of 56 credits are compulsory.

Core component:

All unit standards to the value of 69 credits are compulsory.

Elective component:

The Elective component for this Qualification is divided into different specialisations from which the learners may choose. Potential learners will need to select Elective Unit Standards to the value of at least 16 credits from one of these options, depending on the sub-sector of the Records and Archives field they are employed in or wish to become involved in.

The specialisations are as follows:

Records Management:

> Apply the skills of customer care in a specific work environment.
> Demonstrate historical knowledge and understanding of continuity and change over time in a specific context.
> Generate information and reports for internal and external use.
> identify and explain the core and support functions of an organisation.
> Manage in-coming and out going mail.
> Plan, monitor and control an information system in a business environment.
> Resolve customer service problems.
> Solve problems, make decisions and implement solutions.

Archives Management:

> Apply the skills of customer care in a specific work environment.
> Demonstrate historical knowledge and understanding of continuity and change over time in a specific context.
> Demonstrate knowledge and understanding of selected periods in history.
> Generate information and reports for internal and external use.
> Identify and explain the core and support functions of an organisation.
> Resolve customer service problems.
> Solve problems, make decisions and implement solutions.

Public Sector:

> Apply administrative principles in the implementation of public sector procedures and work schedule.
> Apply the principles of good customer service to achieve public sector objectives.
> Generate information and reports for internal and external use.
> Identify, operate and maintain the records management system in a Public Sector organisation.
> Manage in-coming and out going mail.
> Resolve customer service problems.
> Solve problems, make decisions and implement solutions.

Heritage:

> Control factors causing deterioration in heritage.
> Demonstrate historical knowledge and understanding of continuity and change over time in a specific context.
> Demonstrate knowledge and understanding of selected periods in history.

> Generate information and reports for internal and external use.
> Investigate historical events to explain phases and trends.
> Resolve customer service problems.
> Solve problems, make decisions and implement solutions.

Business Environment:

> Generate information and reports for internal and external use.
> Identify and explain the core and support functions of an organisation.
> Manage in-coming and out going mail.
> Plan, monitor and control an information system in a business environment.
> Resolve customer service problems.
> Solve problems, make decisions and implement solutions.
> Manage administration records

EXIT LEVEL OUTCOMES
1. Communicate in a variety of ways in the provision of Records and Archives support services.
2. Use mathematics and mathematical thinking to solve everyday problems for him/herself and the Records and Archives services profession.
3. Manage archival materials and records.
4. Provide routine frontline customer services for archives and records.
5. Administer routine Records and Archives support services.

ASSOCIATED ASSESSMENT CRITERIA
Associated Assessment Criteria for Exit Level Outcome 1:

> Oral communication is maintained and adapted to meet customers' needs and expectations.
> Texts are interpreted and responded to in writing or orally in a range of contexts in the provision of Records and Archives Services.

Associated Assessment Criteria for Exit Level Outcome 2:

> Statistics, probability and probability models are used to solve a range of contextual problems.
> Mathematical number systems, shape, and motion analysis are used to solve a range of life related problems.
> Mathematics is used to investigate and monitor personal and organisational financial issues.

Associated Assessment Criteria for Exit Level Outcome 3:

> Records and archives are described, listed and classified in order to facilitate accessibility.
> Legal prescripts are understood and applied in the management of archives and records.
> The basic conservation and preservation functions are understood and applied in terms of the safekeeping and retention of records and archives.

Associated Assessment Criteria for Exit Level Outcome 4:

> The statutory and regulatory mandate is understood in order to operate within the records and archives environment.
> Skills and principles of customer care and cultural diversity are demonstrated in the provision of records and archives services.
> Clients are dealt with promptly in accordance with organisational procedures and requirements.

Associated Assessment Criteria for Exit Level Outcome 5:

> Classification systems are used in the storage and retrieval of records and archives.
> Reports are compiled timeously for statistical and administrative purposes.
> The evaluation of existing records and information is conducted in order to instruct sound records management practices.
> *Inventory controls are undertaken in order to ensure storage compliance and availability.*

INTERNATIONAL COMPARABILITY

The purpose of this International Comparability study is to facilitate the development of a meaningful learning path and its associated curriculum incorporating both theoretical and practical vocational skills which will ensure compatibility, comparability and compliance with existing international qualification specifications and regulations.

This Further Education and Training Certificate in Archives and Records Management was compared with equivalent qualifications from a range of countries. However, Australia, Canada and New Zealand were selected because they are in a similar situation to South Africa in that they only have history and records dating back a few hundred years. This means that the practices they employ in Archives and Records Management would be comparable to ours. However, two other countries were selected because they offer education and training that is considered international best practice in terms of Archives and Records Management.

Research was conducted to benchmark this qualification against equivalent qualifications in the following countries:

> Australia.
> Canada.
> New Zealand.
> United Kingdom.
> United States of America.

Training Qualifications and Courses referred to were:

Australia:

Records Management Association of Australia (R.M A.A).

Course Title: Code of Professional Conduct and Practice:

> Professional Responsibilities.
> Integrity and Confidentiality.
> Objective and Impartiality.
> Freedom of Conflicts in the Performance of Professional Duties.
> Awareness of Objectives and Benefits Regarding New Technology.
> Competences of Work Performance in the Work Environment.
> Obtain Additional Expertise and Information.
> Keep Up To Date With New Technologies and Practices.
> Standards Relevant to Professional Duties/Responsibilities.
> Training for increased effectiveness in Duties and Responsibilities.
> Promoting Recordkeeping and Information Management.
> The Image of the Profession.

The above course is fairly compatible with the South African one with the exception that it only concentrates on the specific requirements of the Code of Conduct and ethical issues surrounding it.

Public Record Office Victoria (PROV) Melbourne.

Course Title: Good Records - Good Business, Good Governance:

> Recordkeeping Awareness.

Course Title: Records Management Concepts:

> Understanding of Good Recordkeeping.
> Fundamental principles of Good Records Management.
> Grass Roots of Good Recordkeeping.

Course Title: Records Management Concepts - Records:

> Reasons for Records Management.
> Characteristics of Records.
> Registration of Records.
> Classification of Records.

Course Title: Records Management Concepts - Systems, Storage and Disposal:

> Advances in Records Management.
> Systems We Use.
> Records We Store.
> Principles of Disposal.
> Principles of Destruction.

Course Title: Take Away Concepts:

> Principles and Practices of Records Management Concepts.
> Storage and Disposal.
> Records and Responsibilities.
> Systems, Rules and Tools.
> Capture and Control.
> Information Retrieval.
> VERS.

Course Title: Transfer Documentation Training:

> Transferring Permanent Records into the State Archives.
> Records Accessibility.

Course Title: Getting Ready for VERS:

> What is VERS?
> Getting Started on a VERS Project.
> Recordkeeping Foundations for a VERS Project.
> VERS and System Design.
> Keeping Digital Recordkeeping on Organisational Agenda.

Course Title: VERS Technical:

> Viewing VEOs (VERS Encapsulated Objects).
> The VERS Documentation Type Definition.
> VEO Metadata.
> File VEOs.
> Binary Documents and how they are Stored in a VEO.

> VEOs Containing Multiple Documents and Renditions.
> The Use of Signatures in a VEO.
> The Creation of Onion VEOs.
> Creating VEOs.

These Australian courses put together, are very compatible with the South African FETC Qualification. The Subjects on offer cover most of the aspects covered by the individual Unit Standards in the Qualification. These courses do however have added subjects which are very specific to Australian (Victoria) regulations in terms of 'VERS'.

Canada:

The University of British Columbia: School of Library, Archival and Information Studies.

Course Titles:

> Information Technology and Archives.
> Archival Diplomatic.
> Arrangement and description of Archival Documents.
> Management of Current Records.
> History of Record Keeping.
> Selection and Acquisition of Archival Documents.
> The history of Administration in the Canadian Juridical System.
> Archival Public Services.
> Advanced Arrangement and Description of Archival Documents.
> Management of Audio-Visual and Non-Textual Archives.
> Database Design.
> The Preservation of Digital Records.
> Archives and the Web.
> Management of Libraries and Archives.
> Archival Systems and the Profession.
> Topics in the Management of Records: (Administering Freedom of Information and Protection of Privacy Legislations.
> Topics in the Management of Records: Advanced Management of Current Records.
> Preservation.
> Archival Research and Scholarship.
> Directed Research Project.
> Local Government Records.
> Directed Study.
> Internship.
> Professional Experience.
> Thesis.
> Advanced Seminar in Research Methods.
> Theoretical and Research Foundations.
> Advanced Study in Minor Area.

The majority of the subjects offered in the above Canadian courses are well aligned to the competencies contained in this South African Qualification. They do however; cover some issues which we may build into Unit Standards at a much higher level (Levels 6 to 8). These are issues like research and conducting a Thesis in Archives and records Management.

New Zealand:

New Zealand Qualifications Authority.

Unit Standard Titles:

Level 3:

> Operate a records management system in a public sector organisation: 17214.
> Describe recordkeeping and how to access records in social service work: 19495.

Level 5:

> Identify, describe, and explain principles in managing archives: 14492.
> Identify, access, and evaluate information and archives sources: 14494.
> Identify, access, and evaluate information and archives sources: 14499.

Level 6:

> Explain the history, role, theory, and methodology of archives and record keeping: 14493.
> Manage reprography in archives: 14496.
> Identify, implement, and review archives reference services: 14498.
> Plan, write, review, update, and document administrative and biographical history of archives: 14500.
> Describe the evolution of NZ's administrative and social history in relation to archives management: 14504.
> Plan and promote public programmes and exhibitions for archives: 14505.

Level 7:

> Arrange and describe archives: 14497.
> Select and apply archives appraisal strategies and criteria: 14501.
> Apply archives acquisition policies: 14502.
> Manage special format archives: 14506.
> Manage electronic archives: 14507.

The above New Zealand standards are very compatible with those contained in our FETC Qualification. There are some major differences in that New Zealand in that the New Zealand standards are spread from Levels 3 to Level 7, where ours are all at Level 4. Their higher level standards are also different in that they cover archival appraisal strategies, which we do not cover at this level.

Archives and Records Association of New Zealand (ARANZ).

Course Title: Records and Archives:

> Alphabetical Filing Rules.
> Archives.
> Data Management.
> Electronic Document and Records Management Systems.
> Metadata.
> Microform Storage and Preservation.
> Paper Permanence.
> Quality Management.
> Records Management.
> Security.
> Storage Accommodation.

The above courses are very similar to the individual Unit Standards contained in our Qualification. They do however focus quite heavily on electronic and microfilm storage, whereas the South African Unit Standards cover a range of records storage and archiving processes.

United Kingdom:

University of Edinburgh.

Course Title: Training For Practitioners with Particular Responsibility for Records Management:

> Records Management Starter Pack.
> Introduction to Records Management: Principles And Practice.
> Deciding What to Keep.
> Organising Your Information: Information Maps, Filing Schemes and Inventories.
> Implementing Records Systems.
> Recovering From an Emergency: Managing Vital Records.
> Electronic Records Management: Principle and Practice.
> JISC: Electronic Records Management.
> Implications of Freedom and Data Protection for Records Creation.

This University of Edinburgh course is very compatible with this South African one and their modules cover very similar competencies to ours.

The National Archives of Scotland:

> Record Keeping (Archival Practice).
> Preservation and Conservation.
> Guidance for Depositors (Transmission of Records).
> Legislation.
> Records Management (Paper and Electronic).
> Records Policies.

Very basic courses which only cover the bare necessities of Records and Archives Management. The actual content may offer more than can be ascertained from the information available. It seems that the South African Qualification is more comprehensive and covers the subjects in more detail.

United States of America:

Arizona State Library, Archives and Public Records.

Course Title: Electronic Records Management for State and Local Government:

> Things to watch out for when storing records solely on electronic media.
> Things to do to ensure records are protected.
> E-mail - How it fits into public record laws and it should be managed.

Course Title: Introduction into Managing Public Records:

> The statutory definition of records and records management.
> Reasoning behind a records management programme.
> The requirements of the Arizona Revised Statutes.
> The role of the Arizona State Archives.
> Records confidentiality.
> The commercial use of public records.

Course Title: Records Retention and Disposition:

> The creation, interpretation, modification and use of records retention and disposition schedules.
> Record series.
> Record retention periods.
> Historical records.
> Record series 'cut-offs'.
> Procedures for destroying records.

Course Title: Transferring and Storing Records at a Records Management Centre:

> The statutory mandate to operate a Records Management Centre.
> Transferring records.
> Using bar code labels and packing boxes.
> Completing requisite forms.

The above range of courses is broken down into smaller components of learning which are found in some of our Specific outcomes with the individual Unit Standards. So, in terms of this they are fairly compatible with this Qualification. The only major exception is that they focus quite strongly only on the management of public or government records, where the South African Qualification covers both public and private records management.

The U.S. National Archives and Records Administration.

Course Title: Records Management for Everyone:

> Understand records management principles.
> Understand repercussions of poor records management.
> Techniques and protocols that govern the lifecycle of a record.
> Concepts of adequate and proper documentation and disposition.
> Managing records and information.
> Improve staff effectiveness.

The above courses offered by the U.S. National Archives and Records Administration, are very compatible with our Unit Standards and Qualification. They do however only offer the basics of Records Management and does not go into the detail offered in the South African Qualification.

Conclusion:

The Further Education and Training Certificate: Archives and Records Management, Level 4 compares favourably with the training and development that is offered internationally by all countries included in this comparison. Differences between international practice and the contents of the FETC: Archives and Records Management, Level 4, relate mainly to legislative and regulatory issues applicable to each country and in some of the higher level of learning provided by these countries i.e. doing research and a thesis of records management. Australia in particular also focused on specific requirements i.e. VERS and the United States on Public records.

This Qualification meets the needs of both public and private archive and storage sectors which have to implement and apply records archiving and storage requirements in the work place and it is also evident that this Qualification would apply to most counties internationally. The international courses also do not offer any learning in terms of Communication and Mathematics.

ARTICULATION OPTIONS
Horizontal articulation is possible with:

> ID 49627: Further Education Training Certificate: e-Records Management.
> ID 48812: Further Education Training Certificate: Heritage Practice.
> ID 50520: Further Education Training Certificate: Library Practice.
> ID 57824: Further Education Training Certificate: Public Administration.
> ID 58346: Further Education Training Certificate: Public Administration and Management.
> ID 57712: Further Education Training Certificate: Generic Management.

Vertical articulation is possible with:

> ID 61349: National Certificate: Heritage Resource Management.
> ID 50060: National Certificate: Public Administration.
> ID 61594: National Certificate: Management.
> ID 49126: National Certificate: Management and Administration.
> ID 49554: National Diploma: Public Finance and Administration.

MODERATION OPTIONS
> Anyone assessing a learner or moderating the assessment of a learner against this Qualification must be registered as an assessor with the relevant ETQA.

> Any institution offering learning that will enable the achievement of this Qualification must be accredited as a provider with the relevant ETQA.

> Assessment and moderation of assessment will be overseen by the relevant ETQA according to the ETQA's policies and guidelines for assessment and moderation; in terms of agreements reached around assessment and moderation between ETQA's (including professional bodies); and in terms of moderation guideline detailed in the Qualification Assessor Criteria.

> Moderation must include both internal and external moderation of assessments at exit points of the Qualification, unless ETQA policies specifies otherwise. Moderation should also encompass achievement of the competence described both in individual Unit Standards, Exit Level Outcomes as well as the integrated competence described in the Qualification.

> Anyone wishing to be assessed against this Qualification may apply to be assessed by any assessment agency, assessor or provider institution that is accredited by the relevant ETQA.

CRITERIA FOR THE REGISTRATION OF ASSESSORS
For an applicant to register as an assessor, the applicant should:

> Be registered as an assessor with the relevant ETQA or an ETQA that has a memorandum of understanding with the relevant ETQA.
> Be in possession of a relevant Qualification at NQF Level 5 or higher.

NOTES
N/A

UNIT STANDARDS

	ID	UNIT STANDARD TITLE	LEVEL	CREDITS
Fundamental	119472	Accommodate audience and context needs in oral/signed communication	Level 3	5
Fundamental	119457	Interpret and use information from texts	Level 3	5
Fundamental	119467	Use language and communication in occupational learning programmes	Level 3	5

	ID	UNIT STANDARD TITLE	LEVEL	CREDITS
Fundamental	119465	Write/present/sign texts for a range of communicative contexts	Level 3	5
Fundamental	9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	Level 4	6
Fundamental	119462	Engage in sustained oral/signed communication and evaluate spoken/signed texts	Level 4	5
Fundamental	119469	Read/view, analyse and respond to a variety of texts	Level 4	5
Fundamental	9016	Represent analyse and calculate shape and motion in 2- and 3-dimensional space in different contexts	Level 4	4
Fundamental	119471	Use language and communication in occupational learning programmes	Level 4	5
Fundamental	7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	Level 4	6
Fundamental	119459	Write/present/sign for a wide range of contexts	Level 4	5
Core	259441	Arrange, describe and compile lists of records to make them accessible to users	Level 4	10
Core	259442	Conduct an information/records audit	Level 4	8
Core	259477	Demonstrate knowledge of concepts, terminology and ethics applicable to archives and records management	Level 4	4
Core	259437	Demonstrate understanding of statutory and legislative requirements which impact on records management and archives	Level 4	10
Core	259458	Interpret classification systems in order to organise, retrieve and dispose of records	Level 4	8
Core	259457	Make records and/or information available to customers	Level 4	8
Core	110023	Present information in report format	Level 4	6
Core	242811	Prioritise time and work for self and team	Level 4	5
Core	259440	Store, preserve, and conserve records throughout their lifecycle	Level 4	10
Elective	242814	Identify and explain the core and support functions of an organisation	Level 3	6
Elective	242866	Identify, operate and maintain the records management system in a Public Sector organisation	Level 3	6
Elective	259439	Manage in-coming and outgoing mail	Level 3	4
Elective	13933	Plan, monitor and control an information system in a business environment	Level 3	3
Elective	242900	Apply administrative principles in the implementation of public sector procedures and work schedule	Level 4	6
Elective	242901	Apply the principles of good customer service to achieve public sector objectives	Level 4	6
Elective	119676	Apply the skills of customer care in a specific work environment	Level 4	4
Elective	114530	Control factors causing deterioration in heritage	Level 4	16
Elective	123413	Demonstrate historical knowledge and understanding of continuity and change over time in a specific context	Level 4	5
Elective	123414	Demonstrate knowledge and understanding of selected periods in history	Level 4	4
Elective	110000	Generate information and reports for internal and external use	Level 4	10
Elective	123411	Investigate historical events to explain phases and trends	Level 4	3
Elective	110009	Manage administration records	Level 4	4
Elective	252262	Resolve customer service problems	Level 4	5
Elective	242817	Solve problems, make decisions and implement solutions	Level 4	8

LEARNING PROGRAMMES RECORDED AGAINST THIS QUALIFICATION
None

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Demonstrate understanding of statutory and legislative requirements which impact on records management and archives

SAQA US ID	UNIT STANDARD TITLE		
259437	Demonstrate understanding of statutory and legislative requirements which impact on records management and archives		
ORIGINATOR		PROVIDER	
SGB Archives and Records Management			
FIELD		SUBFIELD	
4 - Communication Studies and Language		Communication Studies	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 4	10

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

SPECIFIC OUTCOME 1
Explain the legal prescripts that influence records and archives management activities.

SPECIFIC OUTCOME 2
Demonstrate an understanding of the impact of statutory requirements on records and archives management.

SPECIFIC OUTCOME 3
Demonstrate an understanding of the purpose and application of statutory requirements.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

	ID	QUALIFICATION TITLE	LEVEL
Core	64069	Further Education and Training Certificate: Archives and Records Management	Level 4

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Manage in-coming and outgoing mail

SAQA US ID	UNIT STANDARD TITLE		
259439	Manage in-coming and outgoing mail		
ORIGINATOR		**PROVIDER**	
SGB Archives and Records Management			
FIELD		**SUBFIELD**	
4 - Communication Studies and Language		Communication Studies	
ABET BAND	**UNIT STANDARD TYPE**	**NQF LEVEL**	**CREDITS**
Undefined	Regular	Level 3	4

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

SPECIFIC OUTCOME 1
Process incoming mail.

SPECIFIC OUTCOME 2
Process outgoing mail.

SPECIFIC OUTCOME 3
Explain the importance of the process followed in a mailroom in terms of creating the necessary evidence.

SPECIFIC OUTCOME 4
Maintain confidentiality of information in the mail system.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

	ID	QUALIFICATION TITLE	LEVEL
Elective	64069	Further Education and Training Certificate: Archives and Records Management	Level 4

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Store, preserve, and conserve records throughout their lifecycle

SAQA US ID	*UNIT STANDARD TITLE*		
259440	Store, preserve, and conserve records throughout their lifecycle		
ORIGINATOR		*PROVIDER*	
SGB Archives and Records Management			
FIELD		*SUBFIELD*	
4 - Communication Studies and Language		Communication Studies	
ABET BAND	*UNIT STANDARD TYPE*	*NQF LEVEL*	*CREDITS*
Undefined	Regular	Level 4	10

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

SPECIFIC OUTCOME 1
Explain factors that impact on the storage, preservation and conservation of records.

SPECIFIC OUTCOME 2
Implement preservation and conservation measures.

SPECIFIC OUTCOME 3
Store records to enhance accessibility, preservation and conservation.

SPECIFIC OUTCOME 4
Apply specialised techniques to minimise or eliminate damage or losses.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

	ID	QUALIFICATION TITLE	LEVEL
Core	64069	Further Education and Training Certificate: Archives and Records Management	Level 4

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Arrange, describe and compile lists of records to make them accessible to users

SAQA US ID	UNIT STANDARD TITLE		
259441	Arrange, describe and compile lists of records to make them accessible to users		
ORIGINATOR		**PROVIDER**	
SGB Archives and Records Management			
FIELD		**SUBFIELD**	
4 - Communication Studies and Language		Communication Studies	
ABET BAND	**UNIT STANDARD TYPE**	**NQF LEVEL**	**CREDITS**
Undefined	Regular	Level 4	10

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

SPECIFIC OUTCOME 1
Explain and interpret finding aids for records.

SPECIFIC OUTCOME 2
Prepare for the arrangement and listing of records.

SPECIFIC OUTCOME 3
Arrange records and compile a list as a finding aid.

SPECIFIC OUTCOME 4
Use list to retrieve and store records.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

	ID	QUALIFICATION TITLE	LEVEL
Core	64069	Further Education and Training Certificate: Archives and Records Management	Level 4

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Conduct an information/records audit

SAQA US ID	*UNIT STANDARD TITLE*		
259442	Conduct an information/records audit		
ORIGINATOR		*PROVIDER*	
SGB Archives and Records Management			
FIELD		*SUBFIELD*	
4 - Communication Studies and Language		Communication Studies	
ABET BAND	*UNIT STANDARD TYPE*	*NQF LEVEL*	*CREDITS*
Undefined	Regular	Level 4	8

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

SPECIFIC OUTCOME 1
Demonstrate an understanding of an information/records audit.

SPECIFIC OUTCOME 2
Outline the organisational structure and service.

SPECIFIC OUTCOME 3
Determine information/records management systems within an organisation.

SPECIFIC OUTCOME 4
Analyse records in the organisation.

SPECIFIC OUTCOME 5
Compile an audit report to meet organisational requirements.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

	ID	QUALIFICATION TITLE	LEVEL
Core	64069	Further Education and Training Certificate: Archives and Records Management	Level 4

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Make records and/or information available to customers

SAQA US ID	*UNIT STANDARD TITLE*		
259457	Make records and/or information available to customers		
ORIGINATOR		*PROVIDER*	
SGB Archives and Records Management			
FIELD		*SUBFIELD*	
4 - Communication Studies and Language		Communication Studies	
ABET BAND	*UNIT STANDARD TYPE*	*NQF LEVEL*	*CREDITS*
Undefined	Regular	Level 4	8

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

SPECIFIC OUTCOME 1
Search for records and/or information.

SPECIFIC OUTCOME 2
Apply knowledge of the separate locations where the records and archives are housed.

SPECIFIC OUTCOME 3
Demonstrate an understanding of processing a request for records/information.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

	ID	QUALIFICATION TITLE	LEVEL
Core	64069	Further Education and Training Certificate: Archives and Records Management	Level 4

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

SAQA

UNIT STANDARD:

Interpret classification systems in order to organise, retrieve and dispose of records

SAQA US ID	UNIT STANDARD TITLE		
259458	Interpret classification systems in order to organise, retrieve and dispose of records		
ORIGINATOR		PROVIDER	
SGB Archives and Records Management			
FIELD		SUBFIELD	
4 - Communication Studies and Language		Communication Studies	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 4	8

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

SPECIFIC OUTCOME 1
Define and explain classification systems.

SPECIFIC OUTCOME 2
Apply classification system(s).

SPECIFIC OUTCOME 3
Evaluate classification system(s).

QUALIFICATIONS UTILISING THIS UNIT STANDARD

	ID	QUALIFICATION TITLE	LEVEL
Core	64069	Further Education and Training Certificate: Archives and Records Management	Level 4

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

SAQA

UNIT STANDARD:

Demonstrate knowledge of concepts, terminology and ethics applicable to archives and records management

SAQA US ID	UNIT STANDARD TITLE			
259477	Demonstrate knowledge of concepts, terminology and ethics applicable to archives and records management			
ORIGINATOR		PROVIDER		
SGB Archives and Records Management				
FIELD		SUBFIELD		
4 - Communication Studies and Language		Communication Studies		
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
Undefined	Regular	Level 4		4

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

SPECIFIC OUTCOME 1
Demonstrate an understanding of the code of ethics for archives and records management.

SPECIFIC OUTCOME 2
Explain and define the concepts of records management.

SPECIFIC OUTCOME 3
Explain and define the key concepts of archival management.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

	ID	QUALIFICATION TITLE	LEVEL
Core	64069	Further Education and Training Certificate: Archives and Records Management	Level 4

No. 1033   **3 October 2008**

SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA)

In accordance with Regulation 24(c) of the National Standards Bodies Regulations of 28 March 1998, the Standards Generating Body (SGB) for

Maritime Defence

registered by Organising Field 08, Law Military Science and Security, publishes the following Qualification and Unit Standards for public comment.

This notice contains the titles, fields, sub-fields, NQF levels, credits, and purpose of the Qualification and Unit Standards. The full Qualification and Unit Standards can be accessed via the SAQA web-site at **www.saqa.org.za**. Copies may also be obtained from the Directorate of Standards Setting and Development at the SAQA offices, SAQA House, 1067 Arcadia Street, Hatfield, Pretoria.

Comment on the Qualification and Unit Standards should reach SAQA at the address below and *no later 3 November 2008.* All correspondence should be marked **Standards Setting – SGB for Maritime Defence** and addressed to

The Director: Standards Setting and Development
SAQA
Attention: Mr. E. Brown
Postnet Suite 248
Private Bag X06
Waterkloof
0145
or faxed to 012 – 431-5144
e-mail: ebrown@saqa.org.za

DR. S. BHIKHA
DIRECTOR: STANDARDS SETTING AND DEVELOPMENT

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

QUALIFICATION:
Further Education Training Certificate: Harbour Watchkeeping

SAQA QUAL ID	QUALIFICATION TITLE		
64049	Further Education Training Certificate: Harbour Watchkeeping		
ORIGINATOR		PROVIDER	
SGB Maritime Defence			
QUALIFICATION TYPE	FIELD	SUBFIELD	
Further Ed and Training Cert	8 - Law, Military Science and Security	Sovereignty of the State	
ABET BAND	MINIMUM CREDITS	NQF LEVEL	QUAL CLASS
Undefined	135	Level 4	Regular-Unit Stds Based

This qualification does not replace any other qualification and is not replaced by another qualification.

PURPOSE AND RATIONALE OF THE QUALIFICATION
Purpose:

On a warship, as an Officer-of-the-Day, a naval officer will be responsible for the safety and security management of the warship while alongside. This Qualification will equip learners to fulfil this function by giving them a holistic introduction to a warship's procedural, structural and mechanical components and how these various components function together to optimise the performance of the ship and its crew.

The learner will use the knowledge and skills to contribute to the defence of South African territorial waters and/or area of responsibility against possible naval threats, thus providing a safer and secure country for social and economic growth.

Recipients of this qualification will be able to:

> Demonstrate an understanding of warships and warship systems.
> Manage the safety and security of a warship alongside.
> Manage emergencies of a warship alongside.
> Manage daily routines and special duties of a warship alongside.

Rationale:

This Qualification meets the needs of the Maritime Defence Sector by providing training standards against which junior naval officers can be trained. This Qualification meets the needs of society by providing competent naval officers who by managing the safety and security of a ship alongside, contribute to securing the national assets and thereby the sovereignty of the Republic of South Africa.

The majority of the learners for this qualification are likely to have entered service as candidate officers on officer training opportunities in the SA Navy or worked their way up through the ratings ranks of the SA Navy. This qualification is the first in the progressive development of officer skills for the SA Navy. This Qualification will allow learners access to the following learning pathway; the National Certificate: Bridge Watchkeeping, NQF Level 5, the National Certificate: Warship Operations, NQF Level 5, or the National Certificate: Submarine

Operations, NQF Level 5, the National Certificate: Warship Command and Control, NQF Level 6 and the National Diploma: Joint and Multi-National Operations, NQF Level 6.

This Qualification has been purpose-built for the Sovereignty of the State sub-field, the Maritime Defence Sector and naval officers in their capacity as an Officer-of-the-Day. Further this Qualification contributes to an integrated National Qualifications Framework; provides for access, mobility and progression within the South African National Defence Force career path; enhances the quality of training within the SA Navy; allows for the redress of the past and contributes to the development of the learner as an officer within the South African National Defence Force.

RECOGNIZE PREVIOUS LEARNING?
Y

LEARNING ASSUMED IN PLACE
It is assumed that the learner has the following knowledge and skills:

> Communication at NQF Level 3.
> Mathematical Literacy at NQF Level 3.
> Science at NQF Level 3.

Recognition of Prior Learning:

This Qualification makes the Recognition of Prior Learning possible, if the learner is able to demonstrate competence in the knowledge, skills, values and attitudes implicit in this naval Qualification. Recognition of Prior Learning will be done by means of an Integrated Assessment as mentioned in the previous paragraph.

This Recognition of Prior Learning may allow:

> For accelerated access to further learning.
> Gaining of credits towards a unit standard.
> For full or partial recognition of the Qualification.

All recognition of Prior Learning is subject to quality assurance by the relevant accredited Education, Training, Quality, and Assurance Body and is conducted by a registered workplace assessor. Because the standards are only core and fundamental, these standards may have been acquired in a range of economic sectors and these will be recognised as appropriate.

Access to the Qualification:

> There is an open access to this qualification, keeping in mind the "Learning Assumed to be in Place".

QUALIFICATION RULES
The Qualification consists of a Fundamental, a Core and an Elective Component.

To be awarded the Qualification learners are required to obtain a minimum of 135 credits as detailed below.

Fundamental Component:

The Fundamental Component consists of Unit Standards in:

> Communication in a First South African Language at NQF Level 4 to the value of 20 credits.

> Communication in a Second South African Language at NQF Level 3 to the value of 20 credits.
> Mathematical Literacy at NQF Level 4 to the value of 16 credits.

It is compulsory therefore for learners to do Communication in two different South African languages, one at NQF Level 4 and the other at NQF Level 3.

All Unit Standards in the Fundamental Component are compulsory.

Core Component:

> The Core Component consists of Unit Standards to the value of 75 credits all of which are compulsory.

Elective Component:

> The Elective Component consists of individual unit standards from which the learner must choose unit standards totalling a minimum of 4 credits.

EXIT LEVEL OUTCOMES

1. Demonstrate an understanding of warships and warship systems.

2. Manage the safety and security of a warship alongside.

3. Manage emergencies of a warship alongside.

4. Manage daily routines and special duties of a warship alongside.

Critical Cross-Field Outcomes:

This qualification promotes, in particular, the following Critical Cross-Field Outcomes:

Identifying and solving problems in which responses display that responsible decisions using critical and creative thinking have been made when:

> Managing the safety and security of a warship alongside.
> Managing emergencies of a warship alongside.
> Managing daily routines and special duties of a warship alongside.

Working effectively with others as a member of a team, group, organisation, and community during:

> The management of safety and security of a warship alongside.
> The management of emergencies of a warship alongside.
> The management of daily routines and special duties of a warship alongside.

Organising and managing oneself and one's activities responsibly and effectively when:

> Managing the safety and security of a warship alongside.
> Managing emergencies of a warship alongside.
> Managing daily routines and special duties of a warship alongside.

Communicate effectively using visual, mathematical and/or language in the modes of oral and/or written persuasion when:

> Managing the safety and security of a warship alongside.
> Managing emergencies of a warship alongside.
> Managing daily routines and special duties of a warship alongside.

Collecting, analysing, organising and critically evaluating information to better understand and explain:

> Warships and warship's systems.

Using science and technology effectively and critically, showing responsibility towards the environment and health of others when:

> Demonstrating an understanding of warships and warship's systems.

Demonstrating an understanding of the world as a set of related systems by recognising that problem-solving contexts do not exist in isolation when:

> Demonstrating an understanding of warships and warship's systems.
> Managing the safety and security of a warship alongside.
> Managing emergencies of a warship alongside.
> Managing daily routines and special duties of a warship alongside.

ASSOCIATED ASSESSMENT CRITERIA
Associated Assessment Criteria for Exit Level Outcome 1:

1.1 An understanding is demonstrated of warship construction in order to promote effective and efficient response to shipboard emergencies and procedures.
1.2 An understanding is demonstrated of mechanical systems, key mechanical equipment and machinery in order to improve air movement and conditioning.
1.3 An understanding is demonstrated of the warships electrical system so as to ensure effective power generation, management and distribution.
1.4 An understanding is demonstrated of the capacity and limitations of the warship and warship systems in order to promote effective decision making and control of safety and damage limitation operations.

Associated Assessment Criteria for Exit Level Outcome 2:

2.1 Safety and security procedures are applied on the warship alongside with minimum delay in routine and emergency situations.
2.2 Alarm systems are applied on the warship alongside so as to ensure prompt and appropriate responses.
2.3 Security measures are maintained on a warship alongside so as to ensure the safety of personnel, equipment and the vessel.
2.4 Routine on the warship is maintained so as to ensure the seamanlike appearance and hygiene standards of the warship are maintained.

Associated Assessment Criteria for Exit Level Outcome 3:

3.1 Appropriate emergency responses are promptly initiated according to warship emergency plans and SA Navy regulations and procedures.
3.2 Fire, flood and other damage is effectively managed to protect ship and crew.
3.3 Training evolutions are practiced and reviewed to promote confident and correct responses to emergencies.

Associated Assessment Criteria for Exit Level Outcome 4:

4.1 Special duties are directed in accordance with SA Navy policies and procedures.
4.2 Warship routine is managed in accordance with SA Navy policies and procedures.

Integrated Assessment:

Because assessment practices must be open, transparent, fair, valid, and reliable and ensure that no learner is disadvantaged in any way whatsoever, an integrated assessment approach is incorporated into the Qualification. Learning, teaching and assessment are inextricably linked. Whenever possible, the assessment of knowledge, skills, attitudes and values shown in the unit standards should be integrated.

Assessment of the communication, language, literacy and numeracy should be conducted in conjunction with other aspects and should use authentic and specific naval and maritime sector contexts wherever possible.

A variety of methods must be used in assessment and tools and activities must be appropriate to the context in which the learner is working. Where it is not possible to assess the learner in the workplace or on-the-job, simulations, case studies, role-plays and other similar techniques should be used to provide a context appropriate to the assessment.

The term 'Integrated Assessment' implies that theoretical and practical components should be assessed together. During integrated assessments the assessor should make use of formative and summative assessment methods and assess combinations of practical, applied, foundational and reflective competencies.

Assessors and moderators should make use of a range of formative and summative assessment methods. Assessors should assess and give credit for the evidence of learning that has already been acquired through formal, informal and non-formal learning and work experience.

Assessment should ensure that all Specific Outcomes, Essential Embedded Knowledge and Critical Cross-Field Outcomes are assessed. The assessment of the Critical Cross-Field Outcomes should be integrated with the assessment of Specific Outcomes and Essential Embedded Knowledge.

INTERNATIONAL COMPARABILITY
Best Practice:

The Seafarer's Training, Certification and Watchkeeping Code. All navies and maritime organisations comply with the Seafarer's Training, Certification and Watchkeeping Codes. This leads to a substantial degree of uniformity in a highly regulated environment and this qualification was developed bearing in mind the Code.

The Seafarer's Training, Certification and Watchkeeping Code:

Seafarer's Training, Certification and Watchkeeping Code as adopted by the 1995 Conference of the International Maritime Organization and recognises the specific roles and responsibilities of a watchkeeper. It lays down duties and responsibilities and provides standards and criteria for the learning and assessment of watchkeepers. Signatories to the Convention include 71 countries, amongst them leading seafaring nations such as; Argentina, Australia, Canada, China, Denmark, Finland, France, Germany, India, Japan, Netherlands, New Zealand, Norway, Portugal, Russian Federation, South Africa, Spain, Sweden, and the United Kingdom.

Areas of specified competence include:

> Plan and conduct a passage and determine position.

> Maintain a safe navigational watch.
> Use of radar and Automatic Radar Plotting Aids to maintain navigational safety.
> Respond to emergencies.
> Respond to a distress signal at sea.
> Use the Standard Navigational Vocabulary as replaced by the IMO Standard Marine Communication Phrases, and use English in written and oral form.
> Transmit and receive information by visual signaling.
> Manoeuvre the ship.
> Monitor the loading, stowage, securing, care during voyage and unloading of cargoes.
> Inspect/report defects and damage to cargo spaces, hatch covers and ballast tanks.
> Compliance with pollution-prevention requirements.
> Maintenance of seaworthiness of the vessel.
> Prevention, control and fighting of fires on board.
> Operation of life-saving appliances.
> First aid on board ship.
> Compliance with legislative requirements.

Findings:

> All of these areas are either addressed in the FETC: Harbour Watchkeeping or the National Certificate: Bridge Watchkeeping, NQF Level 5.

Conclusion:

The FETC: Harbour Watchkeeping deals with some of the requirements of the Seafarer's Training, Certification and Watchkeeping Code and therefore, due to its international acceptance, also compares favourably with a majority of foreign navies. Once the South African naval officer has completed the National Certificate: Bridge Watchkeeping, Level 5 would he/she have achieved all the competencies of the Seafarer's Training, Certification and Watchkeeping Code.

ARTICULATION OPTIONS
This Qualification lends itself to both vertical and horizontal articulation possibilities.

Horizontal articulation is possible with the following Qualifications:

> ID 59889: Further Education Training Certificate: Military Operations, NQF Level 4.

Vertical articulation is possible with the following qualifications:

> National Certificate: Bridge Watchkeeping, NQF Level 5.
> National Certificate: Warship Operations, NQF Level 5.
> ID 58840: National Certificate: Submarine Operations, NQF Level 5.
> ID 57714: National Certificate: Marine Pilotage, NQF Level 5.

MODERATION OPTIONS
> Anyone assessing a learner or moderating the assessment of a learner against this Qualification must be registered as an assessor with the relevant Education, Training, Quality, and Assurance (ETQA) Body.

> Any institution offering learning that will enable the achievement of this Qualification must be accredited as a provider with the relevant ETQA.

> Assessment and moderation of assessment will be overseen by the relevant ETQA according to the ETQA's policies and guidelines for assessment and moderation; in terms of agreements

reached around assessment and moderation between ETQA's (including professional bodies); and in terms of the moderation guideline detailed immediately below.

> Moderation must include both internal and external moderation of assessments at exit points of the Qualification, unless ETQA policies specify otherwise. Moderation should also encompass achievement of the competence described both in individual Unit Standards, the integrated competence described in the Qualification.

> Anyone wishing to be assessed against this Qualification may apply to be assessed by any assessment agency, assessor or provider institution that is accredited by the relevant ETQA.

CRITERIA FOR THE REGISTRATION OF ASSESSORS
For an applicant to register as an assessor, the applicant needs:

> A minimum of 2 (two) years' practical, relevant occupational experience.
> A relevant Qualification at NQF Level 5 or higher.
> To be registered as an assessor with the relevant ETQA.

NOTES
N/A

UNIT STANDARDS

	ID	UNIT STANDARD TITLE	LEVEL	CREDITS
Fundamental	119472	Accommodate audience and context needs in oral/signed communication	Level 3	5
Fundamental	119457	Interpret and use information from texts	Level 3	5
Fundamental	119467	Use language and communication in occupational learning programmes	Level 3	5
Fundamental	119465	Write/present/sign texts for a range of communicative contexts	Level 3	5
Fundamental	9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	Level 4	6
Fundamental	119462	Engage in sustained oral/signed communication and evaluate spoken/signed texts	Level 4	5
Fundamental	119469	Read/view, analyse and respond to a variety of texts	Level 4	5
Fundamental	9016	Represent analyse and calculate shape and motion in 2- and 3-dimensional space in different contexts	Level 4	4
Fundamental	119471	Use language and communication in occupational learning programmes	Level 4	5
Fundamental	7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	Level 4	6
Fundamental	119459	Write/present/sign for a wide range of contexts	Level 4	5
Core	259398	Apply and maintain security measures on a warship	Level 4	5
Core	259420	Conduct a fire-fighting exercise on board a ship	Level 4	4
Core	259422	Conduct naval ceremonial duties	Level 4	4
Core	259402	Control and extinguish fires on a ship	Level 4	6
Core	259399	Demonstrate an understanding of the mechanical systems on a ship	Level 4	8
Core	259405	Demonstrate knowledge of safety procedures associated with a ship	Level 4	5
Core	259403	Demonstrate understanding of ship construction	Level 4	8
Core	259417	Demonstrate understanding of the alarm systems on a ship	Level 4	4
Core	259421	Demonstrate understanding of the electrical power generation and distribution systems on a ship	Level 4	10
Core	259418	Describe administrative procedures on a ship	Level 4	4
Core	259419	Maintain a safe duty watch	Level 4	6
Core	259401	Manage and coordinate flood control activities	Level 4	6
Core	259400	Manage potential threats and/or emergency conditions onboard	Level 4	5

	ID	UNIT STANDARD TITLE	LEVEL	CREDITS
Elective	11473	Manage individual and team performance	Level 4	8
Elective	243951	Plan and conduct a meeting	Level 4	4
Elective	259404	Supervise the transfer of cargo and stores	Level 4	8
Elective	15234	Apply efficient time management to the work of a department/division/section	Level 5	4
Elective	252037	Build teams to achieve goals and objectives	Level 5	6

LEARNING PROGRAMMES RECORDED AGAINST THIS QUALIFICATION
None

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Apply and maintain security measures on a warship

SAQA US ID	UNIT STANDARD TITLE		
259398	Apply and maintain security measures on a warship		
ORIGINATOR		PROVIDER	
SGB Maritime Defence			
FIELD		SUBFIELD	
8 - Law, Military Science and Security		Sovereignty of the State	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 4	5

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

SPECIFIC OUTCOME 1
Carry out security rounds.

SPECIFIC OUTCOME 2
Explain readiness states associated with warships.

SPECIFIC OUTCOME 3
Demonstrate knowledge of security measures for alongside.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

	ID	QUALIFICATION TITLE	LEVEL
Core	64049	Further Education Training Certificate: Harbour Watchkeeping	Level 4

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Demonstrate an understanding of the mechanical systems on a ship

SAQA US ID	UNIT STANDARD TITLE		
259399	Demonstrate an understanding of the mechanical systems on a ship		
ORIGINATOR		PROVIDER	
SGB Maritime Defence			
FIELD		SUBFIELD	
8 - Law, Military Science and Security		Sovereignty of the State	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 4	8

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

SPECIFIC OUTCOME 1
Demonstrate an understanding of the ventilation system.

SPECIFIC OUTCOME 2
Demonstrate an understanding of the air conditioning system.

SPECIFIC OUTCOME 3
Demonstrate an understanding of the compressed air system.

SPECIFIC OUTCOME 4
Demonstrate knowledge of the machinery components.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

	ID	QUALIFICATION TITLE	LEVEL
Core	64049	Further Education Training Certificate: Harbour Watchkeeping	Level 4

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Manage potential threats and/or emergency conditions onboard

SAQA US ID	UNIT STANDARD TITLE		
259400	Manage potential threats and/or emergency conditions onboard		
ORIGINATOR		PROVIDER	
SGB Maritime Defence			
FIELD		SUBFIELD	
8 - Law, Military Science and Security		Sovereignty of the State	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 4	5

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

SPECIFIC OUTCOME 1
Manage potential threats and emergencies associated with ship personnel.

SPECIFIC OUTCOME 2
Manage bomb threats.

SPECIFIC OUTCOME 3
Control access to the ship when alongside.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

	ID	QUALIFICATION TITLE	LEVEL
Core	64049	Further Education Training Certificate: Harbour Watchkeeping	Level 4

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Manage and coordinate flood control activities

SAQA US ID	UNIT STANDARD TITLE		
259401	Manage and coordinate flood control activities		
ORIGINATOR		PROVIDER	
SGB Maritime Defence			
FIELD		SUBFIELD	
8 - Law, Military Science and Security		Sovereignty of the State	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 4	6

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

SPECIFIC OUTCOME 1
Describe flood and related damage control equipment.

SPECIFIC OUTCOME 2
Fight shipboard flooding.

SPECIFIC OUTCOME 3
Assess and report on damage.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

	ID	QUALIFICATION TITLE	LEVEL
Core	64049	Further Education Training Certificate: Harbour Watchkeeping	Level 4

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Control and extinguish fires on a ship

SAQA US ID	UNIT STANDARD TITLE		
259402	Control and extinguish fires on a ship		
ORIGINATOR		PROVIDER	
SGB Maritime Defence			
FIELD		SUBFIELD	
8 - Law, Military Science and Security		Sovereignty of the State	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 4	6

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

SPECIFIC OUTCOME 1
Operate fire fighting and related damage control equipment.

SPECIFIC OUTCOME 2
Extinguish and control fires.

SPECIFIC OUTCOME 3
Assess and report damage.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

	ID	QUALIFICATION TITLE	LEVEL
Core	64049	Further Education Training Certificate: Harbour Watchkeeping	Level 4

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Demonstrate understanding of ship construction

SAQA US ID	UNIT STANDARD TITLE			
259403	Demonstrate understanding of ship construction			
ORIGINATOR		PROVIDER		
SGB Maritime Defence				
FIELD		SUBFIELD		
8 - Law, Military Science and Security		Sovereignty of the State		
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
Undefined	Regular	Level 4		8

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

SPECIFIC OUTCOME 1
Demonstrate knowledge of different ship compartments.

SPECIFIC OUTCOME 2
Demonstrate an understanding of damage control zones.

SPECIFIC OUTCOME 3
Explain onboard systems for fighting fire and floods.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

	ID	QUALIFICATION TITLE	LEVEL
Core	64049	Further Education Training Certificate: Harbour Watchkeeping	Level 4

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Supervise the transfer of cargo and stores

SAQA US ID	UNIT STANDARD TITLE		
259404	Supervise the transfer of cargo and stores		
ORIGINATOR		PROVIDER	
SGB Maritime Defence			
FIELD		SUBFIELD	
8 - Law, Military Science and Security		Sovereignty of the State	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 4	8

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

SPECIFIC OUTCOME 1
Prepare for the loading and discharge of ordnance, cargo and stores.

SPECIFIC OUTCOME 2
Load, discharge, stow and secure ordnance, cargo and stores.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

	ID	QUALIFICATION TITLE	LEVEL
Elective	64049	Further Education Training Certificate: Harbour Watchkeeping	Level 4

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

SAQA

UNIT STANDARD:

Demonstrate knowledge of safety procedures associated with a ship

SAQA US ID	UNIT STANDARD TITLE		
259405	Demonstrate knowledge of safety procedures associated with a ship		
ORIGINATOR		PROVIDER	
SGB Maritime Defence			
FIELD		SUBFIELD	
8 - Law, Military Science and Security		Sovereignty of the State	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 4	5

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

SPECIFIC OUTCOME 1
Demonstrate knowledge of safety procedures on a ship.

SPECIFIC OUTCOME 2
Monitor and maintain safety of the work environment.

SPECIFIC OUTCOME 3
Demonstrate knowledge of safety procedures associated with radiation hazard.

SPECIFIC OUTCOME 4
Describe and apply safety procedures associated weapons and ammunition onboard a ship.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

	ID	QUALIFICATION TITLE	LEVEL
Core	64049	Further Education Training Certificate: Harbour Watchkeeping	Level 4

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Demonstrate understanding of the alarm systems on a ship

SAQA US ID	UNIT STANDARD TITLE		
259417	Demonstrate understanding of the alarm systems on a ship		
ORIGINATOR		PROVIDER	
SGB Maritime Defence			
FIELD		SUBFIELD	
8 - Law, Military Science and Security		Sovereignty of the State	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 4	4

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

SPECIFIC OUTCOME 1
Explain alarm systems.

SPECIFIC OUTCOME 2
Respond to different types of alarms.

SPECIFIC OUTCOME 3
Complete alarm administration and documentation.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

	ID	QUALIFICATION TITLE	LEVEL
Core	64049	Further Education Training Certificate: Harbour Watchkeeping	Level 4

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Describe administrative procedures on a ship

SAQA US ID	*UNIT STANDARD TITLE*		
259418	Describe administrative procedures on a ship		
ORIGINATOR		*PROVIDER*	
SGB Maritime Defence			
FIELD		*SUBFIELD*	
8 - Law, Military Science and Security		Sovereignty of the State	
ABET BAND	*UNIT STANDARD TYPE*	*NQF LEVEL*	*CREDITS*
Undefined	Regular	Level 4	4

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

SPECIFIC OUTCOME 1
Describe different administrative procedures.

SPECIFIC OUTCOME 2
Describe standing orders.

SPECIFIC OUTCOME 3
Complete records and documentation.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

	ID	QUALIFICATION TITLE	LEVEL
Core	64049	Further Education Training Certificate: Harbour Watchkeeping	Level 4

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Maintain a safe duty watch

SAQA US ID	UNIT STANDARD TITLE			
259419	Maintain a safe duty watch			
ORIGINATOR		PROVIDER		
SGB Maritime Defence				
FIELD		SUBFIELD		
8 - Law, Military Science and Security		Sovereignty of the State		
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
Undefined	Regular	Level 4		6

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

SPECIFIC OUTCOME 1
Conduct routine duties associated with duty watch.

SPECIFIC OUTCOME 2
Demonstrate an understanding of requirements for a smart and seamanlike appearance of a ship.

SPECIFIC OUTCOME 3
Prepare for and carry out night rounds.

SPECIFIC OUTCOME 4
Monitor and maintain a ship's hygiene.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

	ID	QUALIFICATION TITLE	LEVEL
Core	64049	Further Education Training Certificate: Harbour Watchkeeping	Level 4

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Conduct a fire-fighting exercise on board a ship

SAQA US ID	UNIT STANDARD TITLE		
259420	Conduct a fire-fighting exercise on board a ship		
ORIGINATOR		PROVIDER	
SGB Maritime Defence			
FIELD		SUBFIELD	
8 - Law, Military Science and Security		Sovereignty of the State	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 4	4

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

SPECIFIC OUTCOME 1
Prepare for fire fighting exercises.

SPECIFIC OUTCOME 2
Verify the preparedness of crew and fire fighting equipment.

SPECIFIC OUTCOME 3
Execute the fire-fighting exercise.

SPECIFIC OUTCOME 4
Evaluate the fire-fighting exercise.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

	ID	QUALIFICATION TITLE	LEVEL
Core	64049	Further Education Training Certificate: Harbour Watchkeeping	Level 4

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

SAQA

UNIT STANDARD:

Demonstrate understanding of the electrical power generation and distribution systems on a ship

SAQA US ID	UNIT STANDARD TITLE		
259421	Demonstrate understanding of the electrical power generation and distribution systems on a ship		
ORIGINATOR		PROVIDER	
SGB Maritime Defence			
FIELD		SUBFIELD	
8 - Law, Military Science and Security		Sovereignty of the State	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 4	10

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

SPECIFIC OUTCOME 1
Demonstrate an understanding of power generation on a ship.

SPECIFIC OUTCOME 2
Demonstrate an understanding of safety procedures related to power generation and distribution.

SPECIFIC OUTCOME 3
Demonstrate knowledge of the automatic power management system on a ship.

SPECIFIC OUTCOME 4
Demonstrate knowledge of the power distribution system on a ship.

SPECIFIC OUTCOME 5
Explain ship lighting system components.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

	ID	QUALIFICATION TITLE	LEVEL
Core	64049	Further Education Training Certificate: Harbour Watchkeeping	Level 4

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Conduct naval ceremonial duties

SAQA US ID	UNIT STANDARD TITLE		
259422	Conduct naval ceremonial duties		
ORIGINATOR		PROVIDER	
SGB Maritime Defence			
FIELD		SUBFIELD	
8 - Law, Military Science and Security		Sovereignty of the State	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 4	4

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

SPECIFIC OUTCOME 1
Demonstrate knowledge of special ceremonial duties.

SPECIFIC OUTCOME 2
Plan and execute daily ceremonial duties.

SPECIFIC OUTCOME 3
Explain the procedures for dressing the ship.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

	ID	QUALIFICATION TITLE	LEVEL
Core	64049	Further Education Training Certificate: Harbour Watchkeeping	Level 4

No. 1034　　　　　　　　　　　　　　　　　　**3 October 2008**

SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA)

In accordance with Regulation 24(c) of the National Standards Bodies Regulations of 28 March 1998, the Standards Generating Body (SGB) for

Manufacturing and Assembly Processes

registered by Organising Field 06 – Manufacturing, Engineering and Technology, publishes the following Qualification and Unit Standards for public comment.

This notice contains the titles, fields, sub-fields, NQF levels, credits, and purpose of the Qualification and Unit Standards. The full Qualification and Unit Standards can be accessed via the SAQA web-site at **www.saqa.org.za**. Copies may also be obtained from the Directorate of Standards Setting and Development at the SAQA offices, SAQA House, 1067 Arcadia Street, Hatfield, Pretoria.

Comment on the Qualification and Unit Standards should reach SAQA at the address below and *no later than 3 November 2008.* All correspondence should be marked **Standards Setting – SGB for Manufacturing and Assembly Processes** and addressed to

The Director: Standards Setting and Development
SAQA
Attention: Mr. E Brown
Postnet Suite 248
Private Bag X06
Waterkloof
0145
or faxed to 012 – 431-5144
e-mail: ebrown@saqa.org.za

DR. S. BHIKHA
DIRECTOR: STANDARDS SETTING AND DEVELOPMENT

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

QUALIFICATION:
National Certificate: Food and Beverage Processing: Bread Plant Baking

SAQA QUAL ID	QUALIFICATION TITLE		
64029	National Certificate: Food and Beverage Processing: Bread Plant Baking		
ORIGINATOR		PROVIDER	
SGB Manufacturing and Assembly Processes			
QUALIFICATION TYPE	FIELD	SUBFIELD	
National Certificate	6 - Manufacturing, Engineering and Technology	Manufacturing and Assembly	
ABET BAND	MINIMUM CREDITS	NQF LEVEL	QUAL CLASS
Undefined	120	Level 2	Regular-Unit Stds Based

This qualification replaces:

Qual ID	Qualification Title	NQF Level	Min Credits	Replacement Status
20657	National Certificate: Food and Beverage Processing: Plant Baking Processing	Level 2	120	Will occur as soon as 64029 is registered

PURPOSE AND RATIONALE OF THE QUALIFICATION
Purpose:

A learner acquiring this qualification will be able to operate and control primary bread plant processing operations under general supervision in an automated or semi-automated bread plant. This qualification facilitates access to and mobility of career paths within the bread plant baking environment and contributes to the social and contributes to the socio-economic development of the country.

This qualification will allow a learner to advance to the bread plant baking qualifications at NQF Level 3. Certain Unit Standards described in this qualification provide credits that can be carried over to a range of food and beverage qualifications on NQF Level 2. This qualification will enhance the social status and productivity within the baking industry.

Rationale:

This qualification fulfils the workplace-based needs of the bread plant baking industry that is expressed by employers and employees, both now and for the future. This qualification provides the learner with opportunity to be employed in the bread plant baking industry and provides flexibility to pursue different careers in the baking industry with articulation in the food industry. The electives in this qualification provide the learner with the opportunity of a broader based career.

RECOGNIZE PREVIOUS LEARNING?
Y

LEARNING ASSUMED IN PLACE
> It is assumed that learners are already competent in Communication and Mathematical Literacy at NQF Level 1 or ABET Level 4.

Recognition of Prior Learning:

This qualification may be achieved in part or completely through the recognition of prior learning, which includes formal, informal and non-formal learning and work experience. Learners who have met the requirements of any Unit Standard that forms part of this qualification may apply for recognition of prior learning to the relevant ETQA. Evidence can be presented in a variety of forms, including previous international or local qualifications, reports, and testimonials, mentoring functions performed, portfolios, work records and performance records. As such, evidence should be judged according to the general principles of assessment. The applicant must be assessed against the specific outcomes and assessment criteria for the relevant unit standards. A qualification will be awarded should a learner demonstrate competence in all the exit level outcomes of the qualification.

QUALIFICATION RULES
All the Fundamental Unit Standards (38 credits) are compulsory.

All the Core Unit Standards (58 credits) are compulsory.

A minimum of 24 credits from the Elective Unit Standards including:
> Either 10695 for a fully automated plant bakery.
OR
> 10692 and 10700 for a semi-automatic plant bakery.
OR
> 10693 and 10703 for manually operations in the plant baking system.

The learner has to choose the applicable Elective Unit Standard as defined by the level of automation of the particular bread plant bakery.

A minimum of 120 credits is required to obtain the qualification.

EXIT LEVEL OUTCOMES
Qualifying learners can:

1. Demonstrate a basic knowledge of the bread plant baking environment and the related personal and food safety practices.

2. Perform basic pan handling, cleaning, sanitation of equipments, and mixing of dry ingredient tasks within the bread plant bakery.

3. Operate and control the equipment in a bread plant baking environment according to industry standards.

4. Demonstrate an understanding of fundamental bread plant baking related concepts, principles and procedures.

Critical Cross Field Outcomes:

While performing bread plant baking activities, qualifying learners can:

1. Identify and solve problems in which response displays responsible decisions, using critical and creative thinking, have been made by:
> Problem solving during mixing, pan handling, production of bread dough, make up of dough, proving and baking, stacking and storing, slicing and wrapping processes.
 > Evident in all Exit Level Outcomes.

2. Work effectively with others as a member of a team, group, organisation or community by:
> Applying team-work during the complete production cycle.
> Evident in all the exit level outcomes.

3. Organize and manage oneself and one's activities responsibly and effectively by:
> Properly preparing one's workplace before production begins.
> Planning one's activities.
> Evident in all the Exit Level Outcomes.

4. Collect, analyse, organise and critically evaluate information by:
> Evaluating the quality of the dough and the bread.
> Evident in all the exit level outcomes.

5. Communicate effectively by using language skills by:
> Keeping supervisors and team members informed of progress and problems.
> Evident in all the Exit Level Outcomes.

6. Demonstrate an understanding of the world as a set of related systems by:
> Problem solving during mixing, pan handling, production of bread dough, make up of dough, proving and baking, stacking and storing, slicing and wrapping processes.
> Evident in all the Exit Level Outcomes.

ASSOCIATED ASSESSMENT CRITERIA
Associated Assessment Criteria for Exit Level Outcome 1:

> The history, ingredients used and the processes involved in the bread plant bakery are understood.
> Personal safety practices in food manufacturing environment are understood and demonstrated.
> Food safety principles are demonstrated in line with industry expectations.

Associated Assessment Criteria for Exit Level Outcome 2:

> Food manufacturing equipment & surfaces are cleaned and sanitised according to site specific requirements.
> Pans are prepared, handled stacked and stored according to site specific bread plant operating principles and procedures.
> Raw ingredients are mixed according to site specific bread plant operating principles and procedures.

Associated Assessment Criteria for Exit Level Outcome 3:

> Bread dough is produced and made up according to standard bread plant baking principles.
> Automated plant baking proofer and oven are operated and controlled according to site specific bread plant operating principles and procedures.
> Slicing and wrapping equipment are operated and controlled according to site specific bread plant operating principles and procedures.

Associated Assessment Criteria for Exit Level Outcome 4:

> Fundamental knowledge of bread plant baking related concepts and principles is demonstrated and applied according to site specific standard operating procedures.

Integrated Assessment:

The applied competence (practical, foundational and reflexive competencies) of this qualification will be achieved if a candidate is able to operate and control primary bread plant processing operations under general supervision and control in an automated or semi-automated bread plant.

The identification and solving of problems, team work, organising one-self, the using of applied science, the implication of actions and reactions in the world as a set of related systems must be assessed during any combination of practical, foundational and reflexive competencies assessment methods and tools to determine the whole person development and integration of applied knowledge and skills.

Applicable assessment tool(s) to establish foundational, reflexive and embedded knowledge, problem solving and the application of the world as a set of related systems within the manufacturing environment.

A detailed portfolio of evidence is required to prove the practical, applied and foundational competencies of the learner.

Assessors and moderators should develop and conduct their own integrated assessment by making use of a range of formative and summative assessment methods. Assessors should assess and give credit for the evidence of learning that has already been acquired through formal, informal and non-formal learning and work experience.

Unit standards in the qualification must be used to assess specific and critical cross-field outcomes. During integrated assessments the assessor should make use of formative and summative assessment methods and should assess combinations of practical, applied, foundational and reflexive competencies.

INTERNATIONAL COMPARABILITY

Benchmarking was done against the NZQA from New Zealand, NVQ from England, Wales and Northern Ireland, AQF from Australia and the SVQ from Scotland as these countries perform a number of services related to South African plant baking processes.

The NZQA baking related qualifications requires the learner to first complete the generic Level 2 and 3 baking standards and full qualifications before they can gain entry into the specialized field of bread plant baking.

On the NZQA from New Zealand, 4 qualifications exit for Baking namely:

> National Certificate in Food Production - Baking (Level 1).
> National Certificate in Food Production - Baking (Level 2).
> National Certificate in Food Production - Baking (Level 3).
> National Certificate in Food Production - Baking (Craft Baking Level 4).
> National Certificate in Food Production - Baking (Plant Baking Level 4).

The Levels 1, 2 and 3 qualifications cover all the competencies expected from a learner in both the craft baking and the bread baking plant environments.

South Africa's bread plant bakery industry caters for learners entering on a Level 2 within the specific field of bread plant baking. It is for this reason that the South African Level 2 qualifications incorporate a number of Level 1 and 2 unit standards which address the basic knowledge and skills required by for example the pan handler which the New Zealand learner would be exposed to in the generic standards included in the Level 2 and 3 qualifications.

The qualification requires the learner to be awarded 70 credits. There are compulsory unit standards that comprise of Occupational Health and Safety, communication skills, reading and

writing, mathematics, personal presentation and knowledge of baking legislation at Level 1 and 2 a total of 15 credits. A minimum of 30 credits must come from the Baking unit standards at Level 2 and above. The remaining 30 credits may either come from the baking unit standards and/or the subfields of computing and information technology engineering technology, health humanities, manufacturing science and service sector.

The New Zealand qualification requires the learner to first do Level 1, 2 and 3 in craft bread making and flour confectionery. At Level 4 there are two qualifications (1) craft baking and (2) plant baking. At this stage the learner can decide which pathway to take.

The Australian qualification framework:

The Australian Qualification Framework contains an equivalent one year qualification in:

> Certificate 2 in food processing (Retail baking - cake and pastry).
> Certificate 2 in food processing (Retail baking - bread).
> Certificate 2 in food processing (Retail baking - combined).

These qualifications are packaged in two ways either what is known as 'Single level programmes' where it is assumed that a person on entry has completed the lower level qualification or 'Composite level programs' where the person has not completed a lower level qualification and reflect the minimum requirement this person would be expected to complete any pre-requisites as additional mandatory units in order to complete the qualification.

The certificates are offered as either individual specialities in bread or confectionery or a combination of the two.

The combination qualification is aimed at both the bread and flour confectionery bakery and includes units regarding occupational health and safety and food safety the processing of standard breads, sponges, cakes, cookies, choux paste and meringues.

The South African Plant Bread Baking qualification is unique in that it allows the learner opportunity to enter the plant baking environment at a lower level, e.g. Level 1.

The Learner can progress through Levels 1, 2 and 3 and can articulate at Level 4.

SVQ from Scotland:

The SVQ from Scotland equivalent qualification are awarded by the Scottish Association of Master Baker and Scottish Qualification Authority.

> Scottish Vocational Qualification in bakery (Dough Production) Level 2.
> Scottish Vocational Qualification in bakery (Flour Confectionery Production) Level 2.

The qualifications are split into Mandatory Units which are the same in both of the above qualifications and cover aspects regarding health and safety, personal and work place hygiene, working with others, quality control of products, problem solving and organizing own activities regarding and production schedules all of which are aspects that are covered in the South African Level 2 qualification.

Learners must then choose 6 units form the optional units, these cover a far broader spectrum of disciplines from craft, bread baking, plant bread baking, pastry manufacturing, craft confectionery baking, plant confectionery baking and cake decorating.

The South African qualification relates to the following Level 2 plant baking unit standards:

> Stack and store bread manually in a bread plant bakery.
> Manage and handle pan operations manually in a bread plant bakery.
> Apply personal safety practices in a food manufacturing environment.
> Clean and sanitise food manufacturing equipment and surfaces manually.
> Apply knowledge of the effect of micro-organisms on personal health, hygiene and food safety.
> Pre-batch food raw material.
> Make-up of dough in automated plant bread bakery.
> Demonstrate knowledge of plant baking terminology, equipment and systems.
> Control the cooling process of baked bread manually in a bread plant bakery.
> Operate and control and automated bread packaging machine.

The South African qualification relates to the following Level 3 plant baling unit standards:

> Demonstrate an understanding of occupational health, safety and environmental legislation relevant to the food or beverage environment.
> Demonstrate an understanding of food or beverage safety practices and procedures in a food or beverage manufacturing environment.
> Monitor and control quality assurance practices in a food or beverage manufacturing environment.
> Apply microbiological principles in a food or beverage environment.
> Demonstrate an understanding of introductory business principles.
> Demonstrate an understanding of heating and cooling procedures.
> Demonstrate an understanding of the origin, purpose, function of raw materials used in craft fermented products and plant bread.
> Produce bread dough in an automated plant bakery.
> Operate and control an automated plant baking proover and oven.

Conclusion:

The South African Plant Baking qualifications are more comprehensive and cover a wider field than comparable international qualifications.

ARTICULATION OPTIONS
This Qualification articulates horizontally with the following Qualifications:

> ID 50307 National Certificate: Bread and Flour Confectionery Baking, NQF Level 2.
> ID 58953 National Certificate: Biscuit Manufacturing, NQF Level 2.

Vertical articulation is possible with the following Qualifications:

> ID 20658 National Certificate: Food and Beverage Processing: Plant Baking Processing, NQF Level 3.

MODERATION OPTIONS
> Anyone assessing a learner or moderating the assessment of a learner against this Qualification must be registered as an assessor with the relevant ETQA.

> Any institution offering learning that will enable the achievement of this Qualification must be accredited as a provider with the relevant ETQA.

> Assessment and moderation of assessment will be overseen by the relevant ETQA according to the ETQAs policies and guidelines for assessment and moderation; in terms of agreements reached around assessment and moderation between ETQAs (including professional bodies); and in terms of the moderation guideline detailed immediately below.

> Moderation must include both internal and external moderation of assessments at exit points of the qualification, unless ETQA policies specify otherwise. Moderation should also encompass achievement of the competence described both in individual unit standards, exit level outcomes as well as the integrated competence described in the qualification.

> Anyone wishing to be assessed against this Qualification may apply to be assessed by any assessment agency, assessor or provider institution that is accredited by the relevant ETQA.

CRITERIA FOR THE REGISTRATION OF ASSESSORS
Assessors need experience in the following areas:

> Interpersonal skills, subject matter and assessment.

> The assessor needs to be competent in the planning and conducting of assessment of learning outcomes and in the design and development of assessments as described in the unit standard Plan and conduct assessment of learning outcomes NQF Level 5. Subject matter experience must be well developed within the field of flour confectionery and craft bread baking. The assessor must have completed:
 > A similar qualification with a minimum of 6-12 months field experience after he/she has completed the qualification.
OR
 > National Certificate in Plant Bread Processing NQF Level 3.
OR
 > Food science and technology qualification on NQF Level 5 or higher.

> The subject matter experience of the assessor can be established by recognition of prior learning.
> Assessors need to be registered with the Food and Beverage Education and Training Quality Assurance Body.

NOTES
This qualification replaces qualification 20657, "National Certificate: Food and Beverage Processing: Plant Baking Processing", Level 2, 120 credits.

UNIT STANDARDS

	ID	UNIT STANDARD TITLE	LEVEL	CREDITS
Fundamental	119463	Access and use information from texts	Level 2	5
Fundamental	9009	Apply basic knowledge of statistics and probability to influence the use of data and procedures in order to investigate life related problems	Level 2	3
Fundamental	120402	Demonstrate an understanding of introductory principles of chemistry and physics	Level 2	5
Fundamental	9008	Identify, describe, compare, classify, explore shape and motion in 2-and 3-dimensional shapes in different contexts	Level 2	3
Fundamental	119454	Maintain and adapt oral/signed communication	Level 2	5
Fundamental	119460	Use language and communication in occupational learning programmes	Level 2	5
Fundamental	7469	Use mathematics to investigate and monitor the financial aspects of personal and community life	Level 2	2
Fundamental	9007	Work with a range of patterns and functions and solve problems	Level 2	5
Fundamental	119456	Write/present for a defined context	Level 2	5
Core	120410	Clean and sanitise food manufacturing equipment and surfaces manually	Level 1	4
Core	259379	Demonstrate knowledge of bread plant baking history, ingredients and processes	Level 1	5
Core	120403	Apply good manufacturing practices as part of a food safety system	Level 2	4

	ID	UNIT STANDARD TITLE	LEVEL	CREDITS
Core	120416	Apply personal safety practices in a food or sensitive consumer product environment	Level 2	5
Core	259397	Make-up of dough in an automated bread plant bakery	Level 2	10
Core	259381	Operate and control a bread packaging machine	Level 2	6
Core	259377	Operate and control an automated plant baking prover and oven	Level 2	13
Core	120417	Understand the control of pests and waste materials as part of a food safety system	Level 2	3
Core	259382	Produce bread dough in an automated bread plant	Level 3	8
Elective	13998	Demonstrate an understanding of the principles of supply and demand, and the concept: production	Level 1	2
Elective	116932	Operate a personal computer system	Level 1	3
Elective	15091	Plan to manage one`s time	Level 1	3
Elective	259378	Prepare and handle pans for production in a semi-automated bread plant bakery	Level 1	4
Elective	259380	Stack and store bread in a semi-automated bread plant bakery	Level 1	4
Elective	14096	Understand and apply technological knowledge and skills in Processes	Level 1	2
Elective	117902	Use generic functions in a Graphical User Interface (GUI)-environment	Level 1	4
Elective	120238	Collate and shrink-wrap packaged products using automated wrapping equipment	Level 2	6
Elective	10703	Control the cooling process of baked bread manually in a bread plant bakery	Level 2	8
Elective	8766	Mix or blend food raw materials for processing using automated equipment	Level 2	4
Elective	10700	Operate and control an automated bread plant cooler	Level 2	4
Elective	242781	Pack manually	Level 2	2
Elective	10695	Prepare and handle pans for production	Level 2	4
Elective	8804	Store and route food raw materials and products	Level 3	8

LEARNING PROGRAMMES RECORDED AGAINST THIS QUALIFICATION
None