



## PROSPECTUS

*Foundation to Prosperity*



## Graduation Ceremony





## VISION

To be the leading agricultural institute par excellence

## MISSION

To serve agriculture and home economics through the higher education sector by producing well balanced individuals with relevant knowledge and skills focusing on:

- Long term sustainability
- Community development
  - Food security
  - Hospitality
  - Research



## **HISTORY**

Owen Sitole College of Agriculture (OSCA), formerly known as Cwaka Agricultural College was established in 1968. The former name of the college, Cwaka, was derived from the Cwaka stream, which means a calm stream.

On 20 April 1985, the college was renamed after the late Inkosi Sigidisabathembu Owen Lancelot Sitole, the first Councillor for Agriculture and subsequently Minister of Agriculture for KwaZulu.

In January 1990, the management of the college was taken over by the Technikon Mangosuthu and it was run as a satellite campus for the training of students in agriculture, nature conservation and home economics. In June 1991, the Technikon decided to rationalise and they withdrew and transferred all training to the main campus in Umlazi near Durban.

Since that date the college was not open for students, but was used for inservice training to staff. In January 1996 the college re-opened for the training of students.

## **LOCATION OF COLLEGE**

The College is situated " 16 kilometres North of Empangeni on the old Mtubatuba road. To get here from Empangeni, take the Eshowe / Melmoth road and turn off right at the Ngwelezana / Old Main road intersection. Proceeding along this road cross the railway line, pass the airstrip to the right and finally cross the iron bridge over the Nseleni river. The College signpost to the left is visible soon after the river crossing Cwaka river with the steel bridge.



## FARMING ENTERPRISES AT OWEN SITOLE COLLEGE

The farm on which the college is situated, is approximately 670 ha in extent. As the college is situated in a sub-tropical area, the summers (even during night) are hot and humid and the winters are pleasant. It is only by exception that frost occurs.

In view of the location of the college, much emphasis is placed on sub-tropical crops including litchis, bananas, mangoes, macadamias, avocado, sugar cane and cotton. In addition, a full programme in both small and large animal production is offered. The College has pig, poultry and dairy sections and is the home of Nguni cattle.

The vegetation on most of the farm is natural veld grazing, with some cultivated pastures. Fruit and vegetables are produced under irrigation, and agronomic crops are cultivated under irrigation and under dry-land conditions. The college also boasts hydroponic production and nursery

## COLLEGE FACILITIES

The hostels accommodate 156 students. Each unit houses six (6) students - in their own separate rooms. The hostels are within walking distance of the lecture halls. **Students are provided with linen and curtains, but must bring their own towels and blankets.**

There is a well equipped laundry, but their washing can also be done by the college. All clothes must be marked. Students should preferably stay in the hostels but other arrangements can be made. Numerous class and tutorial rooms as well as 2 lecture theatres are used for lectures. The science laboratories and general farm facilities are used in student practicals. Farm visits are arranged as part of the course work. Meals are prepared in a college kitchen and served in a dining hall.



## TABLE OF CONTENTS

	PAGE
I. VISION AND MISSION	i
II. HISTORY	ii
II. LOCATION OF COLLEGE	ii
III. FARMING ENTERPRISES AT OWEN SITOLE COLLEGE	iii
III. COLLEGE FACILITIES	iii
<b>1. ADMISSION POLICY</b>	
1. INTRODUCTION	1
2. APPLICATION FOR ADMISSION	2
2.1 Procedures	2
2.2 Admission requirements	2
2.3 Fees	3
2.4 Foreign Students	8
3. RECOGNITION OF PRIOR LEARNING (RPL) & FURTHER EDUCATION AND TRAINING (FET)	8
4. REGISTRATION	8
5. BURSARIES	9
6. BURSARY HOLDERS	9
7. MONITORING AND EVALUATION	9
8. PREAMBLES	9
9. EXPLANATION OF TERMINOLOGY	10

10. DEVELOPMENT OF EXAMINATION PAPERS	13
11. EDITING AND TRANSLATION	13
12. MODERATION	13
13. DELIVERY OF EXAMINATION QUESTION PAPERS	13
14. PRINTING	14
15. STORAGE	14
16. DELIVERY TO EXAMINATION CENTRES / VENUE	14
17. SECURITY AT EXAMINATION CENTRES	14
18. INVIGILATION	14
19. RETURN OF EXAMINATION ANSWER BOOKS FROM THE EXAMINATION CENTRES / VENUE	15
20. ISSUING OF PAPERS TO ACADEMICS	15
21. ISSUING OF PAPERS TO EXTERNAL MARKERS	
22. RETURN OF PAPERS	15
23. INTEGRITY OF DATA	
24. PRESERVATION OF RECORDS FOR CREDIT ACCUMULATION AND QUALIFICATION COMPLETION	16
25. EXAMINATION TIMETABLE	16
26. ANOUNCEMENT OF EXAMINATION RESULTS	17
27. VIEWING OF FINAL ASSESSMENT / EXAMINATION / SUPPLEMENTARY ASSESSMENT SCRIPTS	17
28. REMARKING OF FINAL ASSESSMENT/ EXAMINATION / SUPPLEMENTARY ASSESSMENT SCRIPTS	18
29. SPECIAL ASSESSMENT/EXAMINATION EXEMPTIONS	19
30. ASSESSMENT AND EXAMINATION PROCESS RULES	20

31. APPOINTMENT AND DUTIES OF EXAMINERS	22
32. APPOINTMENT AND DUTIES OF MODERATORS	24
33. APPOINTMENT AND DUTIES OF QUALITY ASSURERS	27
34. APPOINTMENT AND DUTIES OF CHECKERS	27
35. APPOINTMENT AND DUTIES OF THE EXAMINATIONS OFFICER	28
36. APPOINTMENT AND DUTIES OF THE ASSESSMENT BOARD	30
37. RULES FOR CHIEF INVIGILATORS	31
38. RULES FOR INVIGILATORS	33
39. INSTRUCTION TO CANDIDATE	37
40. EXTRA - TIME CONCESSIONS	38
41. AWARDING DIPLOMAS	39
ANNEXURE I	40
ANNEXURE II	45
ANNEXURE III	48
ANNEXURE IV	50
42. COURSE OFFERED FOR A DIPLOMA IN AGRICULTURE: 51 CROP STREAM	
43. COURSE OFFERED FOR A DIPLOMA IN AGRICULTURE: 57 ANIMAL STREAM	
44. COURSE OFFERED FOR A DIPLOMA IN AGRICULTURE: 76 CONSUMER STREAM	
46. CAREER OPPORTUNITIES	83
47. ENQUIRIES	83





# **ADMISSION POLICY**

## **1. INTRODUCTION**

Access concerns all institutional actions that affect the admission and successful throughput of the student. Successful throughput is the shared responsibility of both the college and the student personally. The fundamental value of the College's admission policy is to ensure equal access to all prospective students from the relevant agro-ecological area or commodity groupings of South Africa. The College should commit itself to the admission of prospective students who have the potential to study successfully and to optimize the potential of students whose performance was handicapped because of insufficient preparation at school. Entry into the instructional programs of the College is subject to meeting the minimum entry requirements. Admission means the approval to report for registration as a student of the Institute, irrespective of a candidate being previously registered as a student at the College. Owen Sitole College of Agriculture's admission policy is based on the use of weighted results, with provision for recognition of prior learning (RPL), and Further Education and Training (FET), and adopted by the College Council.



## **2. APPLICATION FOR ADMISSION**

### **2.1 Procedures**

- 2.1.1 Applications for admission to the College must be made on the prescribed application forms. The application form must be completed in detail and signed by the student and submitted to the College by the end of October.
- 2.1.2 Each application for admission must be accompanied by documentation as stipulated in the Regulations for Admission of the College.
- 2.1.3 Admission to the College of students with special learning needs (disabilities) is investigated in each specific case and tested against this policy and ability to meet the requirements and outcomes of the practical training program.

### **2.2 Admission requirements**

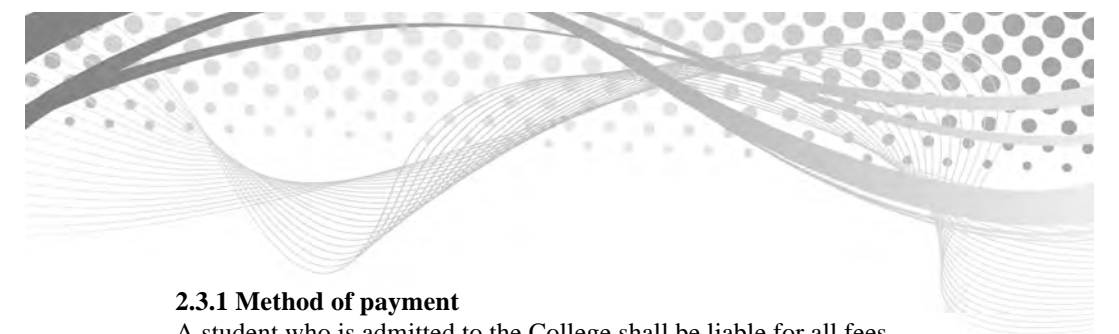
- 2.2.1 The minimum requirement for admission to the Diploma in Agriculture is a National Senior Certificate (Grade 12) certified by UMALUSI and complying with the minimum statutory requirements for admission to Diploma study or such qualification as the College may recognize as equivalent or prior learning as recognized by the College.
- 2.2.2 Based on the languages used as medium of instruction of the College, it is advisable that students should offer English.
- 2.2.3 Life Orientation is calculated in the admission points on half bases.
- 2.2.4 Selection of candidates for the respective study programs may further be done in accordance with any other criteria and such procedures as the College may from time to time develop. Prospective students will be adequately informed in advance of such criteria and procedures.
- 2.2.5 Selection for the Further Education programs is based on the prescribed norms of the different qualifications and unit standards.

- 2.2.6 The College, as a result of specific capacity restrictions, reserves the right to select candidates for admission to the instructional program. This implies that prospective students that meet the minimum requirements for admission will not necessarily be admitted to the study program. As a result of the capacity restrictions and the over offer of students the students will be selected on basis of their scholastic performance.
- 2.2.7 The achievement of the minimum requirements does not necessarily guarantee admission to the instructional program.
- 2.2.8 \* A National Senior Certificate, certified by UMALUSI, with an achievement of “3” (40-49%) in at least four recognized 24-credit subjects

## 2.3 FEES

COURSE	STUDENT UNION	ACCOMMODATION	TUITION	TOTAL
Crop Production	2,700.00	11600.00	4800.00	<b>19100.00</b>
Animal Production	2,700.00	11600.00	4800.00	<b>19100.00</b>
Home Economics + Crop Production	2,700.00	11600.00	4800.00	<b>19100.00</b>
Home Economics + Animal Production	2,700.00	11600.00	4800.00	<b>19100.00</b>

Allow for an approximate increase of 10% per annum.



### **2.3.1 Method of payment**

A student who is admitted to the College shall be liable for all fees payable by him/her.

Student Union Fees for the year have to be paid in full before or on day of registration for the first semester. Student union fees are non-refundable, up to (80%) of library deposit will be refunded if no book are missing and a key deposit is also refunded if the key is returned.

Academic and accommodation fees:

1. May be paid in one lump sum for the year
2. Full academic and accommodation fees for each semester before registration for that semester
3. Fees for the year can be paid in ten (10) equally instalments (Jan - Oct). Proof of a bank stop order for the payment of the relevant amounts from a bank account into the college account must be provided prior to or on registration day.

By signing the registration form and the associated undertakings, the student personally accept responsibility for the payment of all money he/she is owing, irrespective of whether he/she is sponsored by private individuals or bodies or any other source.

### **2.3.2 Method of payment of fees**

Student Union Fees for the year shall be paid in full, and a proof of payment must be presented before a candidate can be allowed to register.

**Note:** No student union refunds will be made to a student if he/she has any outstanding college fees such as library material and key deposits, breakage or damage to college property.



### **2.3.3 Admission requirements**

The minimum requirement for admission to the Diploma in Agriculture is a National Senior Certificate (Grade 12) certified by UMALUSI and complying with the minimum statutory requirements for admission to Diploma study or such qualification as the College may recognize as equivalent or prior learning as recognized by the College.

- For admission to a diploma ,the National Senior Certificate(NSC) must be achieved ,with an achievement rating of 3 (40% or better)in four recognized NSC 20 credits subjects,together with institutional faculty or programmes –specific requirements
- The language of Teaching and Learning of the tertiary institution must be passed as a home language or First Additional language at a minimum of level 4(50%)

*Recognized NSC subjects are as follows:*Mathematics or mathematical

- Literacy
- *Consumer studies*
- *Agricultural science*
- *Physical science*
- *Life science*
- *Geography*
- *And other three official or non official languages*

*At least 24 points on the admission points Score system*

NSC Rating	NSC Percentage	Points Rating for APS	Adjusted Percentages for APS
		8	90% to 100%
7	80% to 100%	7	80% to 89%
6	70% to 79%	6	70% to 79%
5	60% to 69%	5	60% to 69%
4	50% to 59%	4	50% to 59%
3	40% to 49%	3	40% to 49%
2	30% to 39%	2	30% to 39%
1	0% to 29%	1	0% to 29%

- 2 subjects at level 5 (60% -69%), preferably Physical Sciences
- A level 3 (40% - 49%) in Mathematics (Core Maths) or
- a level 6 (70% to 79%) in Maths Literacy
- a level 4 (50% -59%) for English
- A level 4 ( 50% - 59% ) Geography, Life Science and Agric. Science
- At least a level 4 in Life Orientation.

Entrance Requirement(for the applicant who attempted the old National Senior Certificate(Matric))

All candidates who comply with the minimum entrance qualification will be subjected to a selection procedure. To the school subjects passed, the level/ grade in which they were passed and the symbols/ percentage obtained in these subjects. English, Mathematics and Physical Science have the highest weighting followed by Biology, Geography, Consumer science /Home Economics, Agriculture Science and Accounting. Those students who have not attained mathematics (any level) will be at a distinct disadvantage.

Swedish rating system used to calculate points



A minimum total of 22 points are require

SUBJECT	GRADE	SYMBOL					
		A	B	C	D	E	F
English, Maths, Physical Science	HG	18	16	14	12	8	4
Biology, Geography, Accountancy, Agric Science, Home Economics		14	12	10	8	6	4
All other subjects		6	5	4	3	2	1
English, Maths, Physical Science	SG	14	12	9	6	3	0
Biology, Geography, Accountancy, Agric Science, Home Economics		10	8	6	4	2	0
All other subjects		4	3	2	1	0	0



## **2.4 FOREIGN STUDENTS**

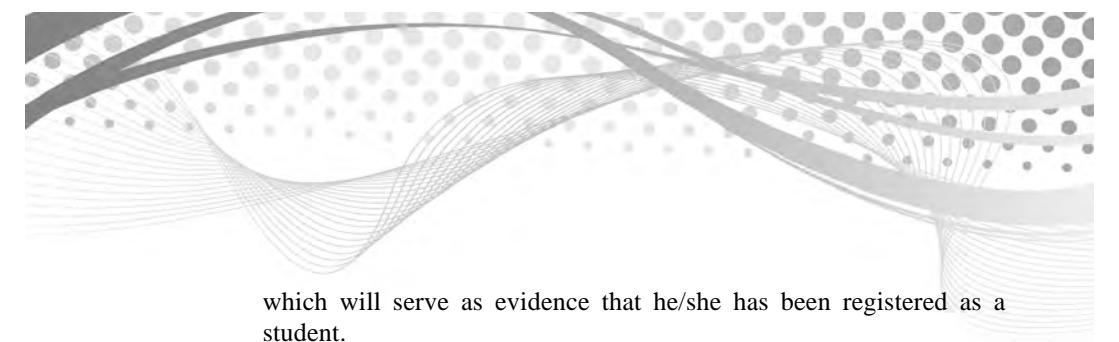
Applicants who completed their schooling outside the Republic of South Africa, should first send their certificates to the Human Science Research Council for evaluation before applying to the College. Head: CEEQ HSRC Private bag x41 PRETORIA 0001 TEL: (012) 302-2529

## **3. RECOGNITION OF PRIOR LEARNING (RPL) & FURTHER EDUCATION AND TRAINING (FET)**

Previously obtained qualifications, training and experience will be considered for admission to certain programs.

## **4. REGISTRATION**

- 4.1 No prospective student may report for registration unless notified in writing in advance by the Principal that he/she has been accepted as a student. Registration takes place on the prescribed time as determined by the College. No candidate shall be allowed to report for registration after the last date and time laid down, unless written consent from the Principal has been obtained for late registration. On the day of registration the student must submit a written permission to report for registration and the appropriate recognized certificate. The final Grade 12 results remain the determining factor with regard to admission and registration.
- 4.2 In the case of a student who fails to submit documents and/or statements required on dates as prescribed, the Principal may:
- Cancel registration
  - Refuse admission to examination to such student
  - On registration every student shall be supplied with a student card



which will serve as evidence that he/she has been registered as a student.

## **5. BURSARIES**

### **Sugar Industry Trust Fund for Education**

Application forms obtainable from the College in May each year. Preference will be given to those students who register for the Diploma in Agriculture.

#### **Selection criteria:**

- Applicants must have passed their 1<sup>st</sup> semester examination

## **6. BURSARY HOLDERS**

You must, before or on day of registration, submit written proof of the bursary grant to the Student Finance Officer. The document confirming the granting of a bursary must, amongst others, indicate the amount of the bursary.

However, the student will still be liable to pay the registration fee in cash on day of registration and will be refunded the said amount, as soon as bursary pays out.

## **7. MONITORING AND EVALUATION**


The College have committees and structures that will ensure effective implementation of this policy. *THIS DOCUMENT MUST BE READ IN CONJUNCTION WITH THE ACADEMIC RULES FOR STUDENTS.*

## **8. PREAMBLES**

The college have approved administrative committees that ensure sound academic & general governance functioning as part of internal quality assurance mechanisms and systems. Amongst the committees, there is an assessment board whose main responsibility is to ensure that the assessment practices are credible and reliable. This assessment will be monitored implemented by the assessment board / board of examiners for compliance. All the various procedures ensure that the institution has an assessment policy that is water tight and credible.

## **9. EXPLANATION OF TERMINOLOGY**

- **College** means the **Owen Sitole College of Agriculture, its employees and agents.**
- **Manager** means **the person currently appointed to be in charge of the Training Directorate** of the KwaZulu-Natal Department of Agriculture and Environmental Affairs, or its successors in title; and **includes an Acting Manager.**
- **Principal** means the **person currently appointed to be in charge** of the College and includes an **Acting Principal.**
- **Staff member** means **any person currently appointed as a lecturer, an instructor, a warden, a matron/housekeeping supervisor or hostel and farm staff** and includes any other person to whom College duties have been assigned.
- **Course (instructional offering)** – a course can consist of one or more theoretical modules, and/or one of more practicals, projects or assignments.
- **Credits** – the number of points allocated to a course according to the scope and time spent on the course.
- **Module** – consists of a number of lectures presented over a period of time.
- **Aegrotat** – is a special supplementary assessment/examination for a student who misses the original assessment/examination through illness or under exceptional circumstances.
- **Examination** means a **written** and/or **oral**, and/or **project** and/or **practical evaluation**, as the case may be, in accordance with general education policies, and includes **aegrotats** and **supplementary examinations.**
- **Examinations Officer** means **the person currently appointed to be responsible for the keeping, assimilation and organisation of question papers, memoranda, answer scripts and student test and examination marks.**
- **Examiner** means **the person who is responsible for drafting all**



assessments of examination papers and memoranda as well as for the marking of assessments and examination scripts and who has been appointed by the College for this purpose.

- **Exit level** means the final examination of a particular course in the third year of the three-year Diploma in Agriculture.
- **Moderator** means the person who, apart from the examiner, is in the final instance responsible for ensuring the correctness and standard of the examination paper and memorandum, and for the marking of a random sample of examination scripts and who is appointed by the College for this purpose. A moderator is a person who is not a member of the College staff. He/she must have a sound working knowledge in the course to be examined and/or relevant experience. A moderator is a prerequisite for **all** exit level courses.
- **Chief Invigilator** means the first-named person in the examination timetable for that particular course to be examined and is the person specifically appointed to take responsibility for the administration of the examinations.
- **Invigilator** means the person assigned to supervise candidates during an examination.
- **Memorandum** means the model answer and the framework for marking of an examination paper.
- **Quality Assurer** means the person who, audits and monitors the quality of the learning and assessment activities, and feeds this information back to the Examiners and/or Vice Principal (Academics/Higher Education), who can contribute to enhancing quality of education and training and who is appointed by the College for this purpose.

DEFINITION OF SYMBOLS ON MARK SHEETS AND / OR REPORT	
<b>Q</b>	student does not qualify to write the examination. He/she does not qualify to continue with the course for the academic year in question.
<b>X</b>	student has not attained a subminimum of 40% in the final

	assessment/examination.
<b>S</b>	student has not attained a course mark of 50% and thus has to write a supplementary examination, provided that he/she has attained a sub minimum of 40% in the final assessment / examination.
<b>Y</b>	student has passed the course after having written a supplementary assessment /examination.
<b>N</b>	student has failed the course after having written a supplementary assessment/examination. The student must repeat the course and re-register for the course.
<b>K</b>	student has failed part(s) of course which must be repeated (refer to rule 6.12 in Academic Rules for Students at Cedara and Owen Sitole Colleges of Agriculture).
<b>Ex</b>	student has been granted exemption for a particular course (refer to rule 12 in Academic Rules for Students at Cedara and Owen Sitole Colleges of Agriculture).
<b>Ag</b>	student who has qualified for an aegrotat (refer to rule 6.9 in Academic Rules for Students at Cedara and Owen Sitole Colleges of Agriculture).
<b>M</b>	student must provide a medical certificate/affidavit (refer to rule 6.9 in Academic Rules for Students at Cedara and Owen Sitole Colleges of Agriculture).
<b>I</b>	incomplete course
<b>C</b>	Competent / successfully completed
<b>V</b>	Not yet competent

**45% / 55%** = the original course mark / the final course mark after the supplementary examination has been written, dependant on the actual marks obtained.

## 10. DEVELOPMENT OF EXAMINATION PAPERS

The preparation of examination papers must take place with strict attention given to security. Papers should not be saved to a hard drive. Computer disks or written/printed copies must be locked away at all times.





## 11. EDITING AND TRANSLATION

During the editing and translation of the examination papers, it must take place with strict attention given to security. Papers should not be saved to a hard drive. Computer disks or written/ printed copies must be locked away at all times. When papers are returned to the academic department, security must be maintained in transferring the data. The disk/ document must be delivered by hand or couriered. The envelopes must bear the inscription '**PRIVATE AND CONFIDENTIAL**'. It may not be faxed or e-mailed.

## 12. MODERATION

The moderator or hand delivered must pick up draft examination papers as well as examination answer books in person. Otherwise, papers must be sent and returned by courier. The envelopes must bear the inscription '**PRIVATE AND CONFIDENTIAL**'. The envelope must have a special seal, which shows tamper proof evidence from the examiner to Moderator and from Moderator to the Examination officer onward to the examiner.

Moderator must inform the College of any change of address that could affect the despatch of draft examination question papers or examination answer books.

## 13. DELIVERY OF EXAMINATION QUESTION PAPERS


5.1 Examination question papers must be delivered **by hand** to the moderators and back to the exams office. Should the examinations question papers be sent by courier to the college addresses, these envelopes must bear the inscription '**PRIVATE AND CONFIDENTIAL**' with tamper proof evidence to the examination officer.

## 14. PRINTING

Papers are delivered by hand to the examinations office that uses a secured area for examination paper printing.

## 15. STORAGE

The Examiners are required to set three(3) examination questions by due date and hand over to the examinations officer who personally locks the papers in strong



room where they are kept before the packaging process. During the examinations times, the examination officer and a security officer is assigned to the strong room to ensure that there is no unauthorized access. Packaging is done in the strong room where papers are placed in sealed envelopes or boxes.

## **16. DELIVERY TO EXAMINATION CENTRES / VENUE**

Examination question papers are delivered to invigilators by the examinations officer. Invigilators receive lists containing information on dates, papers and candidates with the packages and must check that all the relevant papers are there and sealed envelopes are still intact.

## **17. SECURITY AT EXAMINATION CENTRES**

- A. The College will ensure that the examination being written is attributable to the person being assessed by requiring students to produce identification documents at the examination centres / venue.
- B. Invigilators open papers in the presence of candidates.

## **18. INVIGILATION**

- A. Invigilators will be used for all examinations to facilitate the process, keep records and ensure security and honesty as far as possible. The college academic and examination rules and regulations outline the responsibilities of invigilators and chief invigilators.
- B. Any instances of dishonesty are reported to the college management and evidence forwarded to the disciplinary committees for action.

## **19. RETURN OF EXAMINATION ANSWER BOOKS FROM THE EXAMINATION CENTRES / VENUE**

Exam scripts are returned to the examiners by the examinations officer, who henceforth ensures that examiners count the number of scripts and signs for them during collection.



## **20. ISSUING OF PAPERS TO ACADEMICS**

The examiner is responsible for receiving answer books from the examinations office and signing for them or for authorizing another person to do so on his/her behalf. Identification will be required when answer books are made available to examiners.

## **21. ISSUING OF PAPERS TO EXTERNAL MARKERS**

The first examiner ensures that the answer books are hand delivered or forwarded by courier to external examiners for marking, and returned by the same method.

## **22. RETURN OF PAPERS**


Examiners must return papers to the examination officers on or before the appointed due date.

## **23. INTEGRITY OF DATA**

- 23.1 The examiners captures marks. Once marks are entered, they cannot be changed on the system except by written authorization of the Deputy Principal / Head of Academics.
- 23.2 Mark lists are generated and signed off by the Head of Department or / and the Deputy Principal.

## **24. PRESERVATION OF RECORDS FOR CREDIT ACCUMULATION AND QUALIFICATION COMPLETION**

- 24.1 When the results are released, they are recorded in the student system on each student's record, which are then printed for the notice boards.

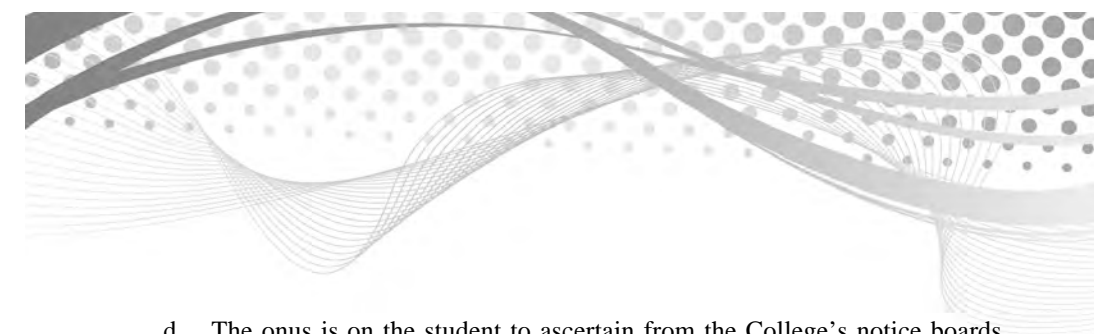
- 
- 24.2 The system automatically flags people completing qualifications. A 'final' record card is printed from the system and sent to the office of the examination office for the attention of the Chairperson of the assessment Board / committee, who henceforth convene a Board of examiners meeting.
  - 24.3 The office of the Deputy Principal / Board of Examiners summarizes the cards. If they are satisfied after checking, the information is sent for Graduation.
  - 24.4 The record cards are stored on the electronic documentation system once the graduation ceremony has taken place.

## **25. EXAMINATION TIMETABLE**

A draft examination timetable shall be made available for all concerned and will be posted on the students' notice board at the beginning of each academic term. It shall include the date, subject, time, examiner, chief invigilator, invigilator, checker and venue for each examination to be written. Any modifications to this timetable must be made in writing to the Principal within seven (7) days of being posted. The Principal's decision will be final for any proposed amendments. The final examination timetable will be posted 14 days after the beginning of each term. **NO CHANGES WILL BE MADE TO THIS TIMETABLE UNLESS UNDER EXCEPTIONAL CIRCUMSTANCES.**

## **26. ANOUNCEMENT OF EXAMINATION RESULTS**

- a. **The examination results will be posted on the College notice boards when verified by a sub-committee of the Assessment Board. Final results will be posted on the day of, or the day following the Marks Meeting as scheduled on the College timetable. The College as the official notification of results will regard these postings.**
- b. A statement of results will be posted to each student at the end of each semester if finances are up to date. This is NOT the official notification of examination results as the College cannot guarantee delivery of such notification.
- c. The student may choose to obtain his/her results telephonically. This is NOT the official notification of results as the College cannot guarantee accuracy, or student interpretation, over the telephone.

- 
- d. The onus is on the student to ascertain from the College's notice boards whether he/she qualifies for a supplementary assessment / examination and the time and place of such assessment / examination. A student, who interprets his/her summons of a supplementary assessment/examination incorrectly, cannot claim another opportunity to be assessed/examined.



## **27. VIEWING OF FINAL ASSESSMENT / EXAMINATION / SUPPLEMENTARY ASSESSMENT SCRIPTS**

- 27.1 All students are allowed to view assessment/examination scripts, irrespective of the marks obtained.
- 27.2 A student may apply to the Vice-Principal, in writing on the *pro forma*, to view his/her assessment / examination or supplementary assessment/examination script. The Principal will refer the application to the Examinations Officer.
- 27.3 Viewing of assessments/examination scripts written during the first three terms of an academic year must take place within five (5) days of results being posted on the official College notice boards. Viewing of scripts for the fourth term examinations must take place at least five (5) working days prior to the start of the supplementary assessments/examinations. Viewing of supplementary assessments /examination scripts must take place within five (5) working days after the results of the supplementary assessments/examinations have been posted on the official College notice boards.
- 27.4 Only the student requesting to view his/her assessment /examination script is allowed into the venue, together with the Examinations Officer or the Principal's designate.
- 27.5 A student is not allowed to enter such venue with any writing material.
- 27.6 Only 10 minutes per student is allowed to view a script.
- 27.7 The memorandum (or model answer) must form part of the documentation available at the time of viewing scripts.
- 27.8 If a student is not satisfied with the marking of his/her assessment/examination script, he/she may apply for a remark of such script, for which a fee will be charged.






## **28. REMARKING OF FINAL ASSESSMENT/ EXAMINATION / SUPPLEMENTARY ASSESSMENT SCRIPTS**

- 28.1 A student may apply to the Vice-Principal, in writing on the *pro forma*, for a remark of his/her assessment/examination or supplementary assessment/examination script. The Vice-Principal will refer the application to the Examinations Officer.
- 28.2 An application for a remark of an assessment/examination script written during the first three terms of an academic year must be made within five (5) working days of results being posted on the official College notice boards. Remark applications for the fourth term examinations must take place at least five (5) working days prior to the start of the supplementary examinations. An application for a remark of a supplementary assessment/examination must be made within five (5) working days after the results of the supplementary examinations have been posted on the official College notice boards.
- 28.3 The application must be accompanied by the remark fee as determined by Treasury. The students can obtain information on the amount of this fee from the Registrar's Office and must pay it before the remark. Should the remark result in the student passing the course, or if the student then qualifies for a supplementary assessment/examination, or if the mark changes by 3% or more, the student will be refunded the remark fee.

## **29. SPECIAL ASSESSMENT/EXAMINATION EXEMPTIONS**

- 29.1 A student may apply to the Vice-Principal for an exemption to miss a scheduled assessment/ examination under special circumstances. Such requests must be made in writing at least fourteen (14) days prior to the event. Special circumstances include:
- a. where a student, as a representative member, is required to participate in an official provincial, national or international sporting event, or

- 
- b. where a student, for an identifiable reason other than sickness or the death of a close family member, is unable to write an assessment / examination.

29.2 The exemption may only be granted on the following grounds:

- a. When the student applying for exemption is, in the opinion of the Principal, academically sound.
- b. The student will miss the assessment / examination, but will be allowed to write the supplementary assessment / examination. This will be deemed to be the final assessment/examination and the course mark will be calculated in the normal manner (refer to rule 6.7 in Academic Rules for Students at Cedara and Owen Sitole Colleges of Agriculture). Should the student fail the course after having written this assessment / examination, the course will have to be repeated, *i.e.* no supplementary assessment / examination will be allowed.


## **30. ASSESSMENT AND EXAMINATION PROCESS RULES**

30.1 It is the student's responsibility to find out where and when an assessment / examination is to be written. Assessment / examination dates could change and the onus is on the student to establish changes, which appear on the official notice boards.

30.2 A draft examination timetable will be posted on the official College notice board at the beginning of each term/semester. Students have seven (7) days in which to peruse the timetable and notify the Vice-Principal in writing, *via* the SRC, of any proposed amendments to this timetable. The Principal's decision will be final for any amendments. The final timetable will then be posted fourteen (14) days after the beginning of each term/semester.

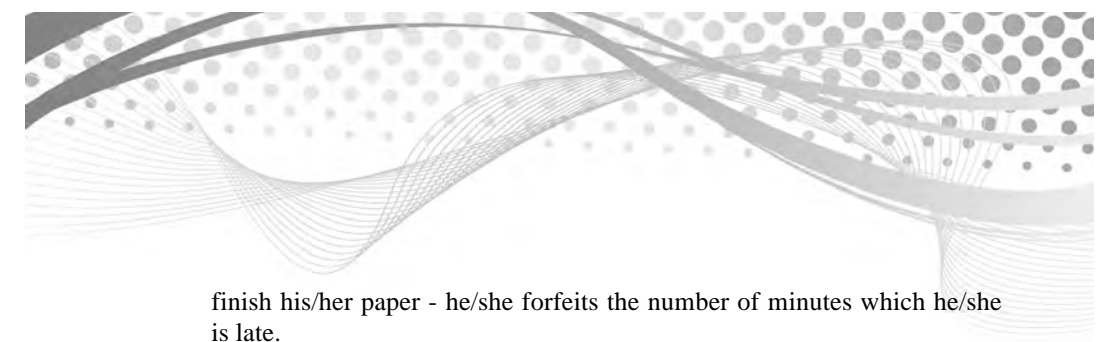
**NO CHANGES WILL BE MADE TO THE FINAL TIMETABLE UNLESS UNDER EXCEPTIONAL CIRCUMSTANCES.**

30.3 Students may not enter an examination room until told to do so by an invigilator. Any student who, on the day of an assessment / examination



enters the examination room before such permission is given, can be disqualified from the assessment / examination.

- 30.4 The instructions of the invigilator must be obeyed at all times during the assessment/examination session.
- 30.5 Any student presenting him/herself at an assessment or an examination must ensure that he/she is in possession of some official identifying documentation which includes a photograph of the person concerned, *e.g.* student card, driver's license, identity book. This must be displayed in a prominent position on his/her desk. Any student unable to produce the relevant documentation must provide other proof of identification, *i.e.* positive identification by any College staff member. Any student unable to provide proof of identification will be excluded from the examination room.
- 30.6 Students must ensure that they have all the necessary equipment for the particular assessment or examination they are writing. A student may NOT borrow ANY equipment, *e.g.* calculator, rubber, ruler, *etc.* from any other student during an assessment or examination.
- 30.7 No cellular telephones, briefcases, attaché cases, programmable or alpha-numeric calculators, notes or other articles of a similar kind may be brought into an examination room, unless otherwise stipulated. Pencil boxes or cases must be emptied onto the desk and the empty container placed on the floor.
- 30.8 **A student who, during any assessment or examination process (and not just in the examination room itself), is proved to have aided or tried to aid him or herself or any other student, or obtained aid from or tried to obtain aid from any other person, or has in his or her possession any information, book, paper, or printed or written material not specifically required or permitted by an examiner or invigilator, may be expelled from the College forthwith.**
- 30.9 A student shall not be admitted to the examination room if he/she is more than 30 minutes late. The student will not be granted extended time to




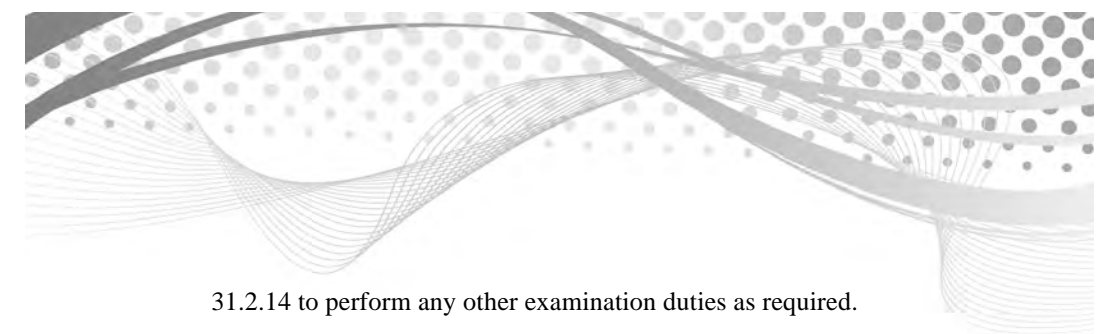
finish his/her paper - he/she forfeits the number of minutes which he/she is late.

- 30.10 Notwithstanding Rule 7.11, no student may leave the examination room during the last 15 minutes of the assessment / examination being written.
- 30.11 Once a student has moved from his / her seat, he / she may not return to continue writing, except after having gone to the toilet. Once his/her script has been handed in, the student must leave the examination room.
- 30.12 **A student may not hand in any script or part of any script once he/she has left the examination room, even if such a script was removed inadvertently.**
- 30.13 No smoking is allowed in the examination room.
- 30.14 A student is to put up his / her hand and request permission from the invigilator to go to the bathroom. Only one student will be allowed in the bathroom at any given time during the assessment process.
- 30.15 Students must sign an approved attendance register for all assessments/examinations.

## **31. APPOINTMENT AND DUTIES OF EXAMINERS**

- 31.1 These are members of the College lecturing staff, and/or additional relevant persons appointed by the Principal.
- 31.2 The duties of the examiners are:
  - 31.2.1 to prepare final and/or supplementary examination papers, including projects, in accordance with the prescribed syllabus; three weeks prior to the start of examinations;
  - 31.2.2 to prepare a marked memorandum for each question paper, three weeks prior to the start of the examinations. The memorandum shall indicate the allocation of marks for each question, including sub-sections of questions;

- 
- 31.2.3 to ensure that one study guide and one set of study notes is made available for the moderator and Quality Assurance;
  - 31.2.4 to ensure that one study guide and one set of study notes is placed in the subject examination box;
  - 31.2.5 to despatch the question paper and memorandum to the moderator. These must be accompanied by one study guide, one set of study notes and a blank copy of the moderator's report sheet (Annexure I);
  - 31.2.6 to collect the question paper and memorandum from the moderator and to implement any changes as discussed (refer to Examination Procedures and Checklist - Annexure III);
  - 31.2.7 to preserve the secrecy of examination papers and the memorandum at all stages until the examinations have been written by the candidates and to preserve the secrecy of student marks until the assessment board meeting has been held;
  - 31.2.8 to invigilate for the first fifteen (15) minutes of the examination in case there is a query;
  - 31.2.9 to mark answer scripts within the stimulated time period, refer to Examination Procedures and Checklist (Annexure III);
  - 31.2.10 to enter all marks in the appropriate space provided on the inside cover of the examination answer scripts, to transfer the final mark to the front cover, to convert it into a percentage and then sign the front cover;
  - 31.2.11 to keep a paper copy of the student mark sheet for his/her own records;
  - 31.2.12 to ensure that all marked scripts received from the Examinations Officer are accompanied by one question paper, one memorandum, one study guide, one set of study notes, one moderator's report sheet (Annexure II), and two copies of mark sheets duly completed by the examiner (of which the moderator retains one), despatching all of the above to the moderator and reminding them of the time period required to moderate the scripts (refer to Examination Procedures and Checklist – Annexure III);
  - 31.2.13 to check for discrepancies between the examiner's and the moderator's marks and to resolve the differences (refer 9.8) and then to return the scripts to the Examinations Officer and;



31.2.14 to perform any other examination duties as required.

22.3 Question papers shall be set in such a way that:

22.3.1 they stress the most important parts of the syllabus and they cover the entire syllabus;

31.3.2 they test the knowledge, insight and application of the student;

31.3.3 there is a balance between long and short questions, and between recall and application type questions (lower, middle and higher order questions), refer to the guide attached (Annexure IV);

31.3.4 each well-prepared student can comfortably complete the paper within the set time period;

31.3.5 there is no confusion in the way the questions are worded. Language should be clear and simple;


31.3.6 the marks allocated to each question are clearly indicated at the end of each question; and

31.3.7 the instructions to students, the total number of marks and the time allowed for the examination / supplementary examination are clearly indicated at the top of the question paper.

31.4 Security is of the utmost importance when dealing with examinations and supplementary examinations. All question papers and memoranda must be typed and saved onto a removable disc. When not in use, the disc must be placed in the safe used for examination purposes. In addition, all files must be password protected. No test or exam questions may be sent via email.


31.5 Scripts for despatch to moderators should be handed to the Examinations Officer within the stipulate time period allocated to marking by the examiner as described in the Examination Procedure and Checklist (Annexure III). These scripts should be accompanied by one question paper, one memorandum, one study guide, one set of study notes and two copies of mark sheets duly completed by the examiner. A copy of the mark sheet should be retained by the examiner.

31.6 Examiners must date and sign the question paper, supplementary question paper and marking memoranda;

- 
- 31.7 Examiners must date and sign in the relevant space provided on the Examination Procedures and Checklist (Annexure III) which is found on the inside cover of the examinations file.
  - 31.8 Examiners must sign off their subject examination box within seven (7) days of the final examination results been made available.

## **32. APPOINTMENT AND DUTIES OF MODERATORS**

- 32.1 Appointment of moderator(s) shall be based on the following:
  - 32.1.1 He/she shall be an expert in the subject concerned.
  - 32.1.2 He/she shall have a sound knowledge of the syllabus.
  - 32.1.3 He/she shall be aware of the capability of the candidates at the level concerned.
  - 23.1.4 He/she shall have relevant experience in the subject field
- 32.2 Moderators shall be appointed by the beginning of the academic year. Moderators must be appointed for all exit level courses.
- 32.3 Moderators shall be appointed by means of a letter and a contract.
- 32.4 The signed acceptance of the moderating contract will be viewed as a binding contract. All College instructions and requests with regard to the execution of the moderator duties shall be strictly adhered to.
- 32.5 A moderator may be eligible for re-appointment.
- 32.6 The duties of a moderator in any examination, including a supplementary examination, shall be:
  - 32.6.1 to ensure that there are no language and other errors in the concept question paper and that the appropriate standard and quality is maintained, that question papers of previous examinations or questions in previous question papers are not repeated verbatim, and that the questions can be answered in the time allowed;
  - 32.6.2 to ascertain that a question paper conforms to the core syllabus, adequately provides for differentiation, and includes questions addressing the different cognitive levels (Annexure IV);

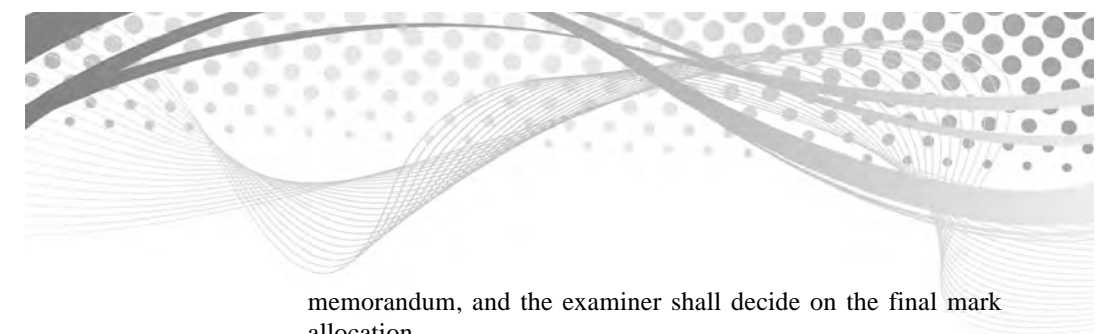
- 
- 32.6.3 approve, date and sign the finally agreed upon question paper and memorandum;
  - 32.6.4 recommend the necessary changes to the question paper and memorandum to the Quality Assurance body and submit a report to the Examiner (refer to Annexure I);
  - 32.6.5 to moderate the marking of a random sample of answer scripts and student projects in the academic discipline(s) for which he/she is a moderator. A minimum of 20 scripts or all scripts if there are less than 20 answer scripts. The sample should include all pass/fail and distinction borderline cases.
  - 32.6.6 moderation involves remarking the scripts, i.e. allocating marks per question. Moderators are requested to use a green pen, to enter all marks on the inside front cover, to transfer the final mark to the front cover and convert it into a percentage and to sign the front cover of all moderated answer scripts.
  - 32.6.7 to conduct or take part in practical and/or oral examinations as may be required by the College;
  - 32.6.8 to report to the Examiner on the following matters:
    - a. the standard of the examination;
    - b. the standard of marking;
    - c. the standard of the projects, the depth and scope of the question paper in accordance with the syllabus and general course outline, the formulation of questions including technical accuracy; and the allocation of marks and time for each question; and
    - d. any other matters that call for comment (Refer to Annexures I and II).

32.7 Moderator(s) must complete their marking within three (3) working days of receipt of the answer scripts. The answer scripts and the mark sheet must be returned to the Examiner. A copy of the mark sheet must be retained for the moderator's own record.

32.8 Discrepancy in marks between the examiner and the moderator.

- 32.8.1 If there are minor differences, namely 5% or less in the final overall percentage, then the examiner is to check the moderator's marking in the spirit of the agreed-upon






memorandum, and the examiner shall decide on the final mark allocation.

- 32.8.2 If there are major differences, namely more than 5% in the final overall percentage, then the examiner and the moderator must sit together and in the spirit of the agreed-upon memorandum, discuss and resolve the marks differences.
- 32.8.3 The examiner must decide based on the moderator's marking and the difference in marks on all moderated scripts if there will be any adjustment across all examination scripts;
- 32.8.4 All marks differences must be resolved before the papers reach the checker.

- 32.9 The moderator is responsible for remarking a question paper should a student request a remark in a particular subject. This must be done in a different coloured ink not yet used on the paper. The outcome of the remark and the moderator's signature must be clearly indicated on the front cover of the answer script.
- 32.10 Moderators must date and sign in the relevant space provided on the Examination Procedures and Checklist (Annexure III) which is found on the inside cover of the examinations file.

### **33. APPOINTMENT AND DUTIES OF QUALITY ASSURERS**


- 33.1 Appointment of Quality Assurer(s) shall be based on the following:
  - 33.1.1 He/she shall be an expert in the subject of learning and assessment activities.
  - 33.1.2 He/she shall have a sound knowledge of the syllabus.
  - 33.1.3 He/she shall be aware of the capability of the candidates at the level concerned.
- 33.2 Quality Assurance shall appoint all examiners and moderators.
- 33.3 The Quality Assurers are responsible for:
  - 33.3.1 Checking question papers and memoranda for the appropriate standard and format.


- 
- 33.3.2 Ensuring that question papers and memoranda are dated and signed by examiner, moderator and QA;
  - 33.3.3 Overseeing the entire examinations procedure.
  - 33.3.4 Verifying overall marks prior to the release of the results.
  - 33.4 Upon completion of the examinations and supplementary examinations, Quality Assurance will conduct an audit on all examination boxes.
  - 33.5 The Quality Assurers must date and sign in the relevant space provided on the Examination Procedures and Checklist (Annexure III) which is found on the inside cover of the examinations file.

## **34. APPOINTMENT AND DUTIES OF CHECKERS**

- 34.1 These are all members of the College lecturing staff, and/or additional relevant persons appointed by the Principal.
- 34.2 The duties of the checkers are:
  - (a) to check the correctness of the summation of marks in examination papers,
  - (b) to ensure the correct transfer thereof to the cover of the answer script and,
  - (c) to ensure the correct transfer of marks to the mark sheet and check the course report.
- 34.3 The checker may not be involved with an examination paper for which he/she was an examiner or moderator.
- 34.4 The checker must complete his/her duties within one (1) working day of receipt of the answer scripts. All scripts must be returned to the Examinations Officer for safe keeping.
- 34.5 Checkers must date and sign in the relevant space provided on the Examination Procedures and Checklist (Annexure III) which is found on the inside cover of the examinations file.

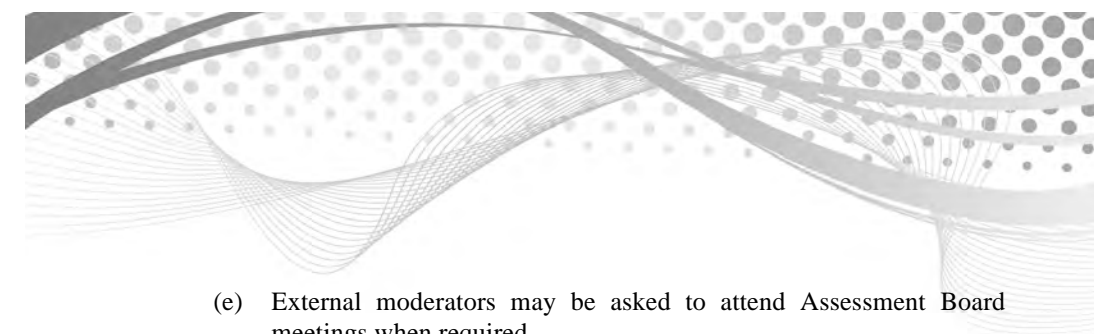
## **35. APPOINTMENT AND DUTIES OF THE EXAMINATIONS OFFICER**

- 
- 35.1 A member of staff, nominated by the Principal and verified by the College Management Committee, shall be the Examinations Officer.
- 35.2 In close collaboration with all relevant personnel, the Examinations Officer shall generally be responsible for making arrangements for the examinations in all disciplines and in particular the preparation of examination papers, as well as record keeping of all student marks.
- 35.3 The Examinations Officer is responsible for the booking of all test and examination venues.
- 35.4 The Examinations Officer is responsible for the compilation and distribution of both the draft and the final examination timetable and shall inform all persons concerned of the dates, times and venues of examinations.
- 35.5 The Examinations Officer shall ensure that the strictest security is maintained during the typing of examination papers, the storage of the computer disks and/or hard copies as well as the printing of the question papers.
- 35.6 The Examinations Officer shall be present for the first 15 minutes of ALL examinations.
- 35.7 Upon completion of an examination, the Examinations Officer shall be responsible for:
- 35.7.1 determining whether any candidate did not write the examination for whatever reason;
  - 35.7.2 confirming with the examiner that he/she has all the answer scripts for marking and reminding them that they have five (5) working days in which to mark the scripts;
  - 35.7.3 obtaining scripts for despatch to the checker from the examiner. The scripts must be accompanied by the completed mark sheet and must be collected within one (1) working day of despatch.

- 
- 35.8 The Examinations Officer shall arrange for all marked scripts and mark sheets to be kept securely in the College. No marked scripts shall be destroyed within three years of the completion of the examination. Under normal circumstances, no person or organisation outside the College, except members of the external accreditation body and a moderator may have access to any marked scripts and/or mark sheets.
- 35.9 The Examinations Officer will note students who are eligible for aegrotats and supplementary examinations and ensure that these examinations are carried out.
- 35.10 After the marks have been entered into the computer, a computer print-out will be sent back to the lecturer concerned to counter-check against his/her original copy of results. Any queries must be reported to the Examinations Officer within one (1) working day of receipt.
- 35.11 THE EXAMINATIONS OFFICER WILL BE RESPONSIBLE FOR THE PUBLICATION OF RESULTS. THE OFFICIAL NOTIFICATION OF RESULTS IS REGARDED AS THEM BEING POSTED ON THE STUDENT'S NOTICE BOARD. EXAMINERS/MODERATORS SHOULD UNDER NO CIRCUMSTANCES GIVE ANY INFORMATION ON EXAMINATION RESULTS TO STUDENTS. THE VICE-PRINCIPAL AND EXAMINATIONS OFFICER ARE SOLEY RESPONSIBLE FOR THE RELEASE OF RESULTS.
- 35.12 The Examinations officer must date and sign in the relevant space provided on the Examination Procedures and Checklist (Annexure III) which is found on the inside cover of the examinations file.

## **36. APPOINTMENT AND DUTIES OF THE ASSESSMENT BOARD**

- 36.1 The Assessment Board shall consist of the following people:
- (a) Quality Assurance (Chairperson);
  - (b) Vice-Principal;
  - (c) Examinations Officer;
  - (d) Academic staff; and



(e) External moderators may be asked to attend Assessment Board meetings when required.

36.2 A sub-committee of the Assessment Board will verify all marks prior to the results being posted on the notice board. The sub-committee shall consist of the Vice-Principal, Quality Assurance Manager, Examinations Officer and the relevant lecturer.

36.3 The functions of this Board are to:

36.3.1 oversee all examination activities at the College;

36.3.2 review examination results in all academic disciplines at the College;

36.3.3. discuss and finalize exceptional cases;

36.3.4 prepare final list of students who qualify for aegrotats and/or supplementary examinations and/or the various qualifications; and

36.3.5 appoint moderators;

36.3.6 prepare a final report on examination results for the Principal.

## **37. RULES FOR CHIEF INVIGILATORS**

37.1 The Chief invigilator must have a thorough knowledge of the procedures, rules and regulations regarding the examinations.

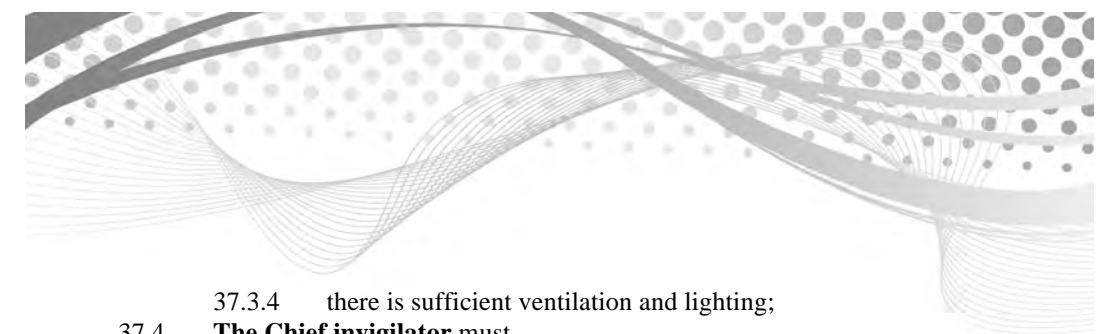
37.2 The Chief Invigilator is responsible for the management of the entire examination.

37.3 It is the responsibility of the Chief Invigilator to ensure that the venue is prepared for the examination. This should ideally be done on the day prior to the examination. The Chief Invigilator ensures that in the examination room –

37.3.1 not more than one candidate occupies a table or desk;

37.3.2 charts, including drawings, formulae and any other written material are removed from the walls or whiteboard;

37.3.3 candidates are seated at least one metre apart from each other and;

- 
- 37.3.4 there is sufficient ventilation and lighting;
- 37.4 **The Chief invigilator must –**
- 37.4.1 read all instructions to candidates before the start of the examination, in the language of instruction as per the following notification:
- 37.4.2 inform the candidates that if one is found guilty of contravening any of the rules, his or her results may be declared null and void. Where an invigilator has grounds to believe that a candidate has contravened the examination rules the invigilator must:
- (a) immediately bring the matter to the attention of the Chief invigilator;
  - (b) confiscate any incriminating material and his/her answer book; issue the student with a new answer book so that he/she may continue writing;
  - (c) together with the chief invigilator, submit separate reports on the incident together with any confiscated material to the Vice Principal/Quality Assurance as soon as possible after the examination; and
- (d) at the end of the session the candidate must be instructed to submit a written report on the occurrence and the reason for his/her actions to the Vice Principal/Quality Assurance.



## ANNOUNCEMENTS AT EXAMINATIONS

Please place your official identification documentation on the desk

You may NOT borrow ANY equipment, e.g. calculator, rubber, ruler etc. from anyone. Please ensure that you have everything that you need for this examination.

If you have any briefcases, notes or other articles of a similar kind, please remove them to outside the examination room.

No cellphones or any other communication devices are allowed in the examination venue.

No student may leave this room during the first half hour or the last 15 minutes of the examination.

All students must sign the attendance register when you hand in your answer script.

You have (5 minutes per hour) reading time. Please use it to plan your examination.

**A student who, during the examination, is proved to have aided or tried to aid any other student, or obtained aid from or tried to obtain aid from any other person may be expelled from the College.**

## 38. RULES FOR INVIGILATORS

38.1 Unless the Examinations Officer indicates otherwise, in any examination room where written examinations are conducted, there shall be a minimum of two invigilators depending on the number of candidates writing examinations. Both male and female invigilators must be present. An additional invigilator must be appointed for every 30 candidates writing the examination. This must be translated as follows:


- (a) 0 – 60 candidates = 2 invigilators
- (b) 61 – 90 candidates = 3 invigilators and



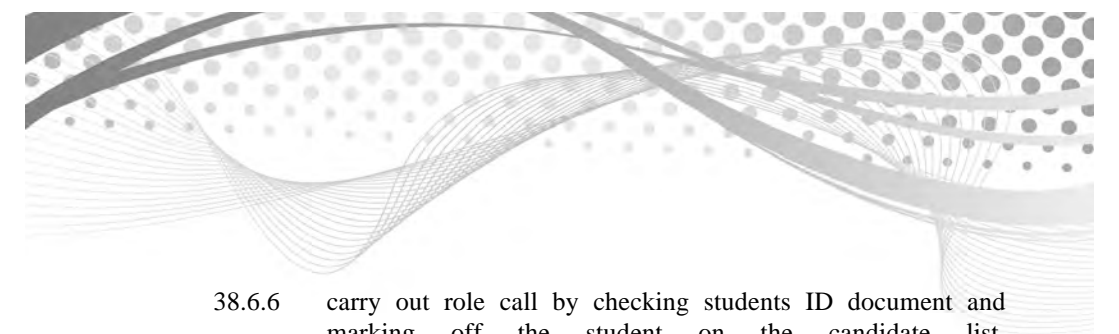
(c) 91 – 120 candidates = 4 invigilators etc.


- 38.2 All invigilators should be in the examination room at least 15 minutes before the published starting time of the examination.
- 38.3 The invigilators allow the students to enter the examination venue five minutes prior to the start of the examination. Students must be silent on entering the room.
- 38.4 The invigilators must -
- 38.4.1 ensure that the candidates have the complete question paper and answer book;
  - 38.4.2 give the candidates 5 minutes reading time per examination hour before the commencement of the examinations;
  - 38.4.3 ensure that no writing takes place during the reading time;
  - 38.4.4 only allow a candidate to leave the examination room in the case of an emergency or to go to the toilet, and in these cases, this must be done under supervision;
  - 38.4.5 not allow a candidate to leave the examination room before the first half-hour of the examination has lapsed or during the last 15 minutes of the examination session;
  - 38.4.6 move around in the examination room without disturbing the candidates; refer any violation of the rules and regulations by a candidate to the Chief Invigilator immediately;
  - 38.4.7 ensure that the candidate's examination number is written on each answer book and on loose sheets of paper used by the candidate during the examination;
  - 38.4.8 ensure that the times specified on the examination timetable are adhered to;
- 38.5 Invigilators are requested to refer to the “academic rules” for students and in accordance with these rules ensure that:
- 38.5.1 candidates have in their possession only books, papers, notes or material of any kind supplied to them by the invigilators. All other material should be left outside or handed over to the invigilator before commencement of the examination;



- 
- 38.5.2 candidates do not borrow any equipment, *e.g.* calculators, erasers, rulers, pens, pencils, *etc.* from any other person during the examination;
  - 38.5.3 no candidate communicates in any way with other candidates;
  - 38.5.4 candidates do not use odd pieces of paper (or blotting paper or question paper) for rough work. Rough work should be done in the answer book and scored out when it is no longer needed;
  - 38.5.5 candidates check their question papers to make sure that they are complete;
  - 38.5.6 candidates provide all information asked for on the cover of the answer book;
  - 38.5.7 under no circumstances may a candidate remove an answer book from the examination room. A student may not hand in any script or part of any script once he/she has left the examination room, even if such script was removed inadvertently.
  - 38.5.8 if a candidate requires any attention, he/she should raise his/her hand and;
  - 38.5.9 candidates have no cellphones in their possession.

- 38.6 The invigilators must place the examination papers (face down) and the seat allocation numbers on the student desks. After distributing the question papers the invigilator must-
  - 38.6.1 check against the mark sheet that all the candidates have received the correct question paper;
  - 38.6.2 not read aloud any question or part thereof to a candidate;
  - 38.6.3 not draw attention to any error he or she may have observed in the examination material unless the error is included in the erratum;
  - 38.6.4 refrain from explaining any question to a candidate;
  - 38.6.5. inform the students that they may begin and remind them as to what time they are scheduled to stop writing. This must take into account the time allocated for students to read the question paper. The invigilator must note the exact starting time of the examination;

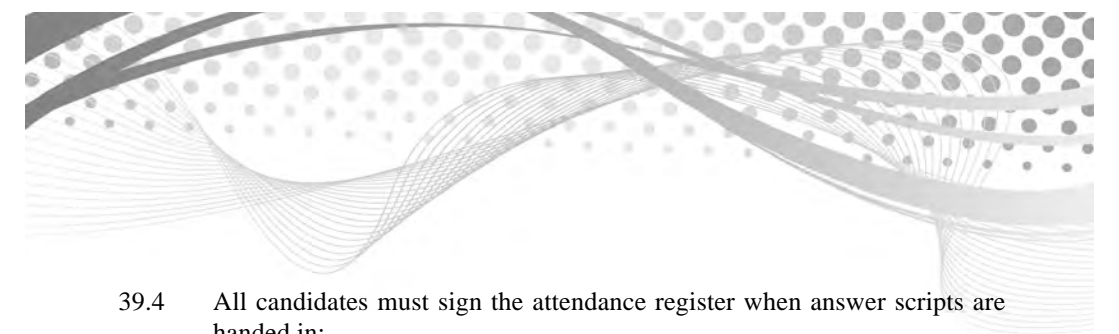
- 
- 38.6.6 carry out role call by checking students ID document and marking off the student on the candidate list.
- 38.7 Excess question papers and answer books should not be removed until after the initial 30 minutes of the examination have lapsed.
- 38.8 The invigilator may not provide candidates with an extra answer book for rough work.
- 38.9 The invigilator may not issue a second answer book unless he or she is satisfied that the first one is full.
- 38.10 Invigilators shall advise candidates of the time remaining at both fifteen minutes and five minutes before the end of the session.
- 38.11 The invigilator must collect all used and unused answer books including spoiled answer books that are left on the desk or table by a candidate.
- 38.12 The invigilator must collect all material belonging to the College, used by the candidate in the examination, at the end of the examination.
- 38.13 The invigilators must ensure that the students sign an approved attendance register for all examinations. This is to be done as the student hands in his/her script.
- 38.14 The invigilators must ensure that the numbers of scripts correspond with the number of candidates.
- 38.15 The invigilator must not -
- 29.15.1 leave the examination room without consulting with another invigilator.
  - 38.15.2 read, mark papers or do any work that will hinder him or her from properly performing his or her duties;
  - 38.15.3 use a cellphone;
  - 38.15.4 assist a candidate in answering any examination questions;
  - 38.15.5 speak to another invigilator in a manner that disturbs the candidates;


- 
- 38.15.6 hand over a copy of the question paper to any person outside the examination room or take the question paper out of the examination room before the examination has ended;
  - 38.15.7 carry a dangerous weapon in the examination room;
  - 38.15.8 smoke in the examination room;
  - 38.15.9 allow candidates to violate the rules and regulations of the examination.
- 38.16 Where an invigilator has grounds to believe that a candidate has contravened the examination rules the invigilator must:
- (a) immediately bring the matter to the attention of the Chief invigilator;
  - (b) confiscate any incriminating material and his/her answer book; issue the student with a new answer book so that he/she may continue writing;
  - (c) together with the chief invigilator, submit separate reports on the incident together with any confiscated material to the Vice Principal/Quality Assurance as soon as possible after the examination; and
  - (d) at the end of the session the candidate must be instructed to submit a written report on the occurrence and the reason for his/her actions to the Vice Principal/Quality Assurance.

## 39. INSTRUCTIONS CANDIDATE

The Chief Invigilator or his/her deputy must read out the following instructions to the candidates before the start of the examinations:

- 39.1 Examination rules come into effect as soon as a candidate enters the examination venue;
- 39.2 Please place your official identification documentation on the desk;
- 39.3 You may **NOT** borrow **ANY** equipment, *e.g.* calculator, rubber, ruler, *etc.* from anyone. Please ensure now that you have everything that you need for this examination.

- 
- 39.4 All candidates must sign the attendance register when answer scripts are handed in;
- 39.5 Cellular phones or any other communication devices must not be brought to the examination venue;
- 39.6 No candidate may leave the examination room during the first half hour or the last 15 minutes of the examination;
- 39.7 As soon as a candidate hands in his or her answer script, he or she must leave the examination room;
- 39.8 A candidate must carefully read and comply with the instructions, which appear on the front cover of his or her answer book and also those on the question paper and the examination timetable;
- 39.9 A candidate is not allowed to assist another candidate or try to assist him or her or communicate with another candidate;
- 39.10 All questions must be directed to the invigilator;
- 39.11 A candidate may not cause a disturbance in the examination room or behave in an improper or unseemly manner;
- 39.12 Unless otherwise stipulated as a requirement for the particular examination, a candidate may not be in possession of –
- (i) any written material, e.g. books, examination memorandums, notes, etc.
  - (ii) unused examination paper;
  - (iii) other documents, papers or material which may be of help to candidates in the examination;
  - (iv) programmable calculators (unless used in subjects where indicated as necessary on the question paper) ; or
  - (v) any electronic receiver or transmission devices e.g. cellphones
- 39.13 No extra time will be given to late-comers to complete their examinations. After the first half hour has lapsed no student will be allowed into the examination room. Late-comers must report to the examinations office for further instructions;

- 
- 39.14 All answer scripts, answer sheets and any other aids issued to the candidate must be handed in before the candidate leaves the examination room, otherwise these will not be recognised for evaluation;
- 39.15 All work, including rough work (which should be indicated as such), must be completed in the answer script provided;
- 39.16 Candidates must write neatly and legibly and use both sides of the page. Leave margins blank for use by the examiner;
- 39.17 A candidate must not remove any used or unused answer books from the examination room;
- 39.18 A student who, during the examination, is proved to have aided or tried to aid any other student, or obtained aid from or tried to obtain aid from any other person may be expelled from the College.

## **40. EXTRA-TIME CONCESSIONS**

- 40.1 Extra time, to a maximum of 15 minutes per hour, may be granted for the completion of assessments and examinations if a student is affected by one or more of the following conditions:
- (a) proven neurological dysfunctions which affect writing rate and/or rate of reading/processing information,
  - (b) a history of learning disabilities,
  - (c) physical handicaps/injuries which impair the writing performance during assessments/examinations, provided that application is made by the student, in writing, to the Principal no later than six weeks after the commencement of the first academic year. The student must provide written proof from a specialist in the relevant field.
- 40.2 Late applications will be considered only where the problem has initially occurred after the six weeks deadline and the student concerned immediately contacts the Principal.



## **41. AWARDING DIPLOMAS**

- 41.1 All Diplomas are issued with the approval of the HEQC when the student has satisfied the requirements for such an award.
- 41.2 The College will issue Diplomas only to students who have met all the necessary requirements for the qualification.
- 41.3 The College will only issue Diplomas to students who have completed (and passed) 50% or more of their qualification at this institution.
- 41.4 A student shall be awarded a Diploma with distinction if he/she obtains a weighted average of 75% or more in all courses combined.
- 41.5 A student is entitled to attend only the relevant graduation ceremony occurring successively after the actual date of processing of his/her qualification. A student unable to attend the graduation ceremony will have his/her qualification awarded “in absentia”.

**NO SMOKING, EATING OR DRINKING IS ALLOWED IN  
THE EXAMINATION ROOM.**

## **ANNEXURE I**

### **RULES FOR CHIEF INVIGILATORS**

#### **OWEN SITOLE COLLEGE OF AGRICULTURE**

#### **MODERATOR'S REPORT ON EXAMINATION QUESTION PAPER AND MEMORANDUM**

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Address:** \_\_\_\_\_

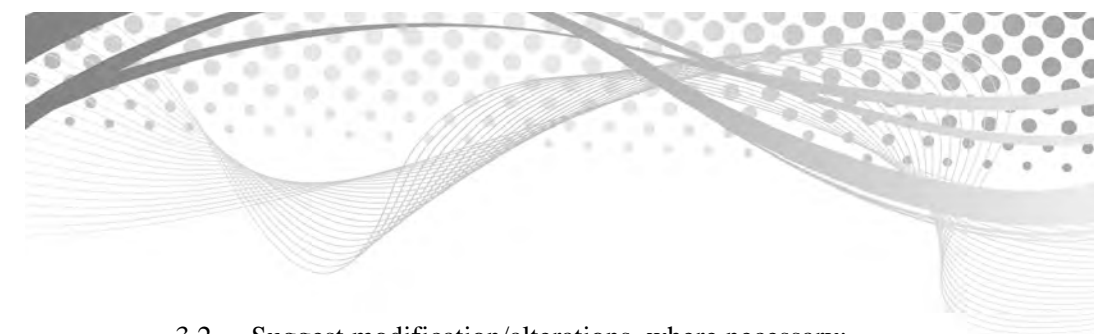
**1. EXAMINATION PAPER:** \_\_\_\_\_

**2. DATE OF EXAMINATION:** \_\_\_\_\_

**3. SCOPE AND DEPTH OF EXAMINATION:**

3.1 Are the questions adequately formulated to ensure student comprehension, clarity, technical accuracy, language use, etc?

YES	NO
-----	----



3.2 Suggest modification/alterations, where necessary:

---

---

---

---

---

---

---

---

#### 4. MARK AND TIME DISTRIBUTION OF EXAMINATION

4.1 Is there congruency in respect of mark and time allocation?

YES	NO
-----	----

4.2 Suggest modification/alterations, where necessary:

---

---

---

---

---

---

---



## 5. STANDARD OF EXAMINATION

- 5.1 Is the standard of the examination adequate/satisfactory for the course in question and for this institution?

YES	NO
-----	----

- 5.2 Has the guideline on cognitive levels for the examination been satisfied?

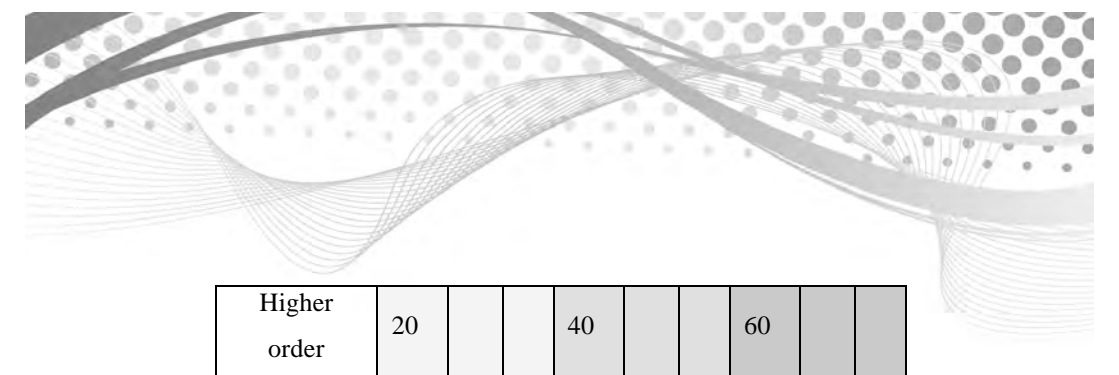
YES	NO
-----	----

- 5.3 Please complete the table below according to the appropriate year.

**Table of cognitive levels recommended for each year of study.**

TICK/CROSS WHERE APPLICABLE.

Cognitive levels	1 <sup>st</sup> year (%)			2 <sup>nd</sup> year (%)			3 <sup>rd</sup> year (%)		
		✓	×		✓	×		✓	×
Lower order	40			20			0		
Middle order	40			40			40		



Higher order	20			40			60		
-----------------	----	--	--	----	--	--	----	--	--

5.4 Provide an overall assessment of the examination paper:

---

---

---

---

---

---

---

## 6. ADDITIONAL INFORMATION

Comments, observations, and other relevant suggestions  
for the general improvement of the examination paper.

---

---

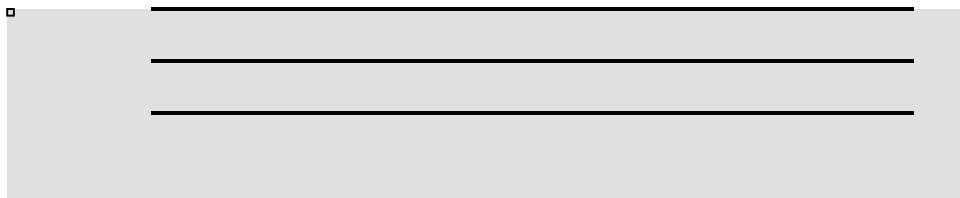
---

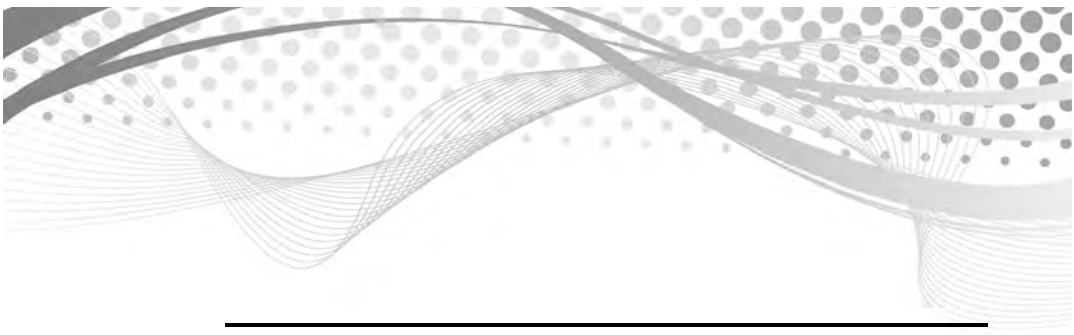
---

---

---

---





---

---

---

---

**7. SIGNATURE:**

---

**MODERATOR**

DATE \_\_\_\_\_

**8. COMMENTS NOTED AND ACKNOWLEDGED:**

---

---

---

---

---

---

**9. SIGNATURE:**

## MODERATOR

DATE \_\_\_\_\_

## ANNEXURE II

### OWEN SITOLE COLLEGE OF AGRICULTURE

#### MODERATOR'S REPORT ON EXAMINATION ANSWER SCRIPTS

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1. EXAMINATION PAPER: \_\_\_\_\_

2. DATE OF EXAMINATION: \_\_\_\_\_

3. NUMBER OF SCRIPTS MODERATED: \_\_\_\_\_

4. STANDARD OF MARKING BY EXAMINER(S)

4.1 Was the standard of marking adequate/satisfactory?

YES	NO
-----	----



4.2 Was the summation of marks accurate?

YES	NO
-----	----

4.3 Please outline any discrepancies:

---

---

---

---

---

---

---

## 5. PERFORMANCE OF STUDENTS

Provide an overall assessment of student performance in this examination, and specifically comment on those questions that were not well answered:

---


## 6. ADDITIONAL INFORMATION

□

Comments and observations on the examination answer scripts:

---

---



---

---

---

---

**7. SIGNATURE:**

<hr/>	<hr/>
<b>MODERATOR</b>	<b>DATE</b>

**8. COMMENTS NOTED AND ACKNOWLEDGED:**

---

---

---

---

**9. SIGNATURE:**

<hr/>	<hr/>
<b>MODERATOR</b>	<b>DATE</b>

<b>ANNEXURE III</b>
---------------------

EXAMINATION PROCEDURE AND CHECKLIST EVERY STEP MUST BE SIGNED OFF					
RESPONSIBILITIES					
EO = Examinations Officer		W = Moderator		E = Checker	
EO	1 week	Examinations and memoranda typeset by EO and returned to examiner for checking (1 week maximum)	Memoranda to EO available (if you are not able to print)	Date	Signature
EX	1 day	Examiner to check question paper and memoranda and sign the question paper and memoranda if correct (Stamp the question paper and memoranda and ensure that the correct version is signed) (SAME DAY)		Date	Signature
QA		Quality Assurance to check standard of question paper and memoranda, all relevant persons signed, all relevant documentation for moderator and sign off the question paper and memoranda		Date	Signature
EX		Examination and memoranda to be taken to moderator (2 DAYS FOR MODERATION) NOTE: Box-file to include: Question paper, memoranda, previous assessments, Annexure I, claim form (where necessary), syllabus, study guides, notes and reading list		Date	Signature
W		NOTES TO MODERATOR: Please sign and date front page of question papers and memoranda Complete and return Annexure I		Date	Signature
EX		Examiner to check moderators comments and amend where necessary (EO to amend if applicable) (Final copy to be dated and signed and dated on front page of examination paper)		Date	Signature
QA		Quality Assurance to check changes made by moderator (if any) and whether these have been implemented by the examiner		Date	Signature
EO		EO to collate and store examination in safe NOTE: Box-file must include question papers in answer books, extra 5 question papers, seating plan (with Q indicated), mark sheet, attendance sheet		Date	Signature
Ex		Examiner to be present for the first 15 minutes of examination.	Time in: Time out:	Time in: Time out:	Signature

TE : UNLESS WORKING WITH THE CONTENTS HEREIN, NO ITEMS MAY  
REMOVED FROM THE BOX-FILE

step 5	EX	Examiner to mark examination scripts, transfer marks and absentees to mark sheet, and return to EO (10 SCRIPTS/DAY TO MAXIMUM 5 DAYS)	Date	Signature
	EO EX	EO to create course report and return box-file to examiner with 20 scripts chosen by EO and EX for moderating <b>NOTE: Box-file must include: Question paper, memorandum, answer scripts, previous tests, Annexure II, claim form (if necessary), green pen, course report and rules for moderators</b>	Date	Signature
	EX	Examiner to check Box-file for question paper, memorandum, answer scripts, previous tests, Annexure II, claim form (if necessary), green pen, course report and rules for moderators. Pass onto moderator	Date	Signature
	M	<p><b>NOTES TO MODERATOR:</b> Please use a GREEN colour pen You have 3 days for moderation</p> <p>Enter marks on front page</p> <p>Convert to percentage</p> <p>Sign all moderated scripts</p> <p>Complete and return Annexure II</p> <p>Complete and return Claim Forms</p>	Date	Signature
	EX	Examiner to check moderators comments and marks, discuss any changes (if necessary), enter adjusted mark, sign front cover of answer scripts, return examination scripts and updated mark sheet to EO	Date	Signature
	EO	EO to enter amended marks, create updated course report and pass on to checker	Date	Signature
	U	<p><b>NOTES TO CHECKER:</b> YOU HAVE ONE (1) DAY TO COMPLETE CHECKING (discuss discrepancies with examiner, if necessary)</p> <p>Check all scripts</p> <p>Check Mark Sheet</p> <p>Check Course Report for anomalies</p>	Date	Signature
	EX	Examiner to check checkers comments and marks, enter final mark and sign front cover of answer scripts	Date	Signature
	EO	EO to enter amended marks, create updated course report and return to examiner	Date	Signature
	HA QA	HA and QA to check moderation process and box-file and 1) return to examiner if changes required; 2) pass on to EO for storage	Date	Signature
	EO	EO to store box-file, make copy of checklist and pass copy of checklist on to examiner	Date	Signature



## ANNEXURE IV

Cognitive levels		1 <sup>st</sup> year (%)	2 <sup>nd</sup> year (%)	3 <sup>rd</sup> year (%)
Low order		40	20	0
Middle order		40	40	40
Higher order	20	40	60	

THIS DOCUMENT MUST BE READ IN CONJUNCTION  
WITH THE ACADEMIC RULES FOR STUDENTS.

# Course Offered for a Diploma in Agriculture

CROP STREAM



# DIPLOMA IN AGRICULTURE

DIPLOMA IN AGRICULTURE (ANIMAL/CROP PRODUCTION)	
<b>PURPOSE OF QUALIFICATION</b>	<ul style="list-style-type: none"> <li>• To train agricultural entrepreneurs (mixed farming)</li> <li>• To train industry managers and extension assistant or officers</li> </ul>
<b>JOB PROFILE</b>	<ul style="list-style-type: none"> <li>• Crop and animal production diplomates</li> <li>• Competent farmer/farm manager (extension officer/technician/ agribusiness)</li> </ul>
<b>COMPETENCES</b>	<ul style="list-style-type: none"> <li>• Have clear understanding of Agricultural Systems and the linkages thereof</li> <li>• Be able to farm/manage a farm successfully in a sustainable manner (proper sampling procedures, seed selection, water, plant &amp; animal materials).</li> <li>• Be able to communicate effectively, organize meetings &amp; facilitate the proceedings</li> <li>• Able to make informed decisions in choosing the enterprise (Business sense)</li> <li>• Understand Socio-Economic dynamics</li> <li>• Able to identify Natural Resources and manage them effectively through modern geo-spatial technologies such as GIS, GPS &amp; Remote Sensing.</li> <li>• Able to plan strategically</li> <li>• Optimize profitable enterprise</li> <li>• Be able to project into the future of Agriculture</li> </ul>
<b>EXIT LEVEL OUTCOMES</b>	<ul style="list-style-type: none"> <li>• Able to demonstrate understanding of agricultural information and practices</li> <li>• Be able to assess and manage natural resources in a given area.</li> <li>• Able to demonstrate agricultural enterprises and business practices in a given area.</li> <li>• Identify, solve problems and make</li> </ul>

	<p>decisions using critical and creative thinking.</p> <ul style="list-style-type: none"> <li>• Work effectively with others as members of a team, group, organization and community.</li> <li>• Organize and manage themselves and their activities responsibly and effectively.</li> <li>• Collect, analyze, organize and critically evaluate information.</li> <li>• Communicate effectively using visual, symbolic and/or languages skills in various modes.</li> <li>• Use Science and Technology effectively and critically showing responsibility towards the environment and the health of others.</li> <li>• Critically reflect on his / her own strengths and weaknesses and take steps to improve these.</li> </ul>
<b>CRITICAL CROSS FIELD OUTCOMES</b>	<ul style="list-style-type: none"> <li>• Diplomate should have learnt life-skills such as the ability to:</li> <li>• critically reflect on his/her own strengths and weaknesses and take steps to improve these.</li> <li>• interact and work effectively in a team in projects/ discussion groups.</li> <li>• collect, organise and critically evaluate information;</li> <li>• communicate effectively.</li> <li>• recognize career and further education opportunities;</li> <li>• Organize and manage themselves to meet responsibilities and career challenges.</li> <li>• Able to identify natural resources and manage them effectively and sustainable.</li> <li>• Demonstrate an understanding of the world as a set of related systems by recognizing that problem-solving contexts do not exist in isolation.</li> </ul>

DIPLOMA IN AGRICULTURE - PLANT STREAM					
Year 1	No.	Instructional Offering	Code	Credits	Prerequisites
1S	1	Agricultural Calculations	AST101	8	None
	2	Communication and Writing skills	ACW101	8	None
	3	Principles of Economics	AGE101	8	None
	4	Basic Crop Science	ACP101	8	None
	5	Computer Applications	ACA101	8	None
	6	Natural Science	ANS 101	8	None
2S	7	Introduction to Natural Resources	ANS102	8	None
	8	Farm Accounting	AGE102	16	None
	9	Introduction to Crop Production	ACP102	16	None
	10	Introduction to Animal Production	ANP102	16	None
	11	Cultivated Pastures	CPS102	8	None
	12	Farm Engineering (Mech)	AFM102	8	None
Total Credits for Year 1				120	



		Total Credits for Year 1		120	NQF Level	Prerequisites
Year 2	No.	Instructional Offering	Code	Credits		
S3	13	Financial Business Management	AGE201	16	6	AGE102
	14	Nursery Management	ACP201	16	6	ACP101
	15	Vegetable Production and Hydroponics	ACP211	16	6	ACP101; ACP102
	16	Plant Protection	ACP221	16	6	ACP102
	17	Natural Resource Assessments 1	ANS201	8	6	ANS102
S4	18	Field Crop and Sugarcane Production	ACP231	16	6	ACP101; ACP102
	19	Natural Resource Assessments 2	ANS202	8	6	ANS201
	20	Advanced Farm Business Management	AGE202	16	6	AGE201
	21	Fruit Production/Forestry	AFP202/AFR212	8	6	ACP201; ACP221
	22	Farm Engineering (Civil)	AFM202	8	6	AST101
Total Credits for Crop Production Year 2				128		

Year 3	No.	Instructional Offering	Code	Credits	NQF Level	Prerequisites
98	23	Experiential Training (WIL)	WIL301	60	6	1st & 2nd Year
	24	Basic Research and Experimental Design	ARE302	20	7	AST101, ACW101
98	25	Human Resource Management	HRM302	10	7	None
	26	Agricultural Extension	AGX302	10	6	None
	27	Project Management	APM302	20	7	None
<b>Total Credits for Year 3</b>				<b>120</b>		
<b>Total credits for the qualification</b>				<b>368</b>		

# Course Offered for a Diploma in Agriculture

## ANIMAL STREAM



Steers Project Mini Show 2012





DIPLOMA IN AGRICULTURE - ANIMAL STREAM						
Year 1	No.	Instructional Offering	Code	Credits	NQF Level	Prerequisites
S1	1	Agricultural Calculations	AST101	8	5	None
	2	Communication and Writing skills	ACW101	8	5	None
	3	Principles of Economics	AGE101	8	5	None
	4	Basic Crop Science	ACP101	8	5	None
	5	Computer Applications	ACA101	8	5	None
	6	Natural Science	ANS 101	8	5	None
S2	7	Introduction to Natural Resources	ANS102	8	5	None
	8	Farm Accounting	AGE102	16	5	None
	9	Introduction to Crop Production	ACP102	16	5	None
	10	Introduction to Animal Production	ANP102	16	5	None
	11	Cultivated Pastures	CPS102	8	5	None
	12	Farm Engineering (Mech)	AFM102	8	5	None
Total Credits for Year 1				120		

Year 2	No.	Instructional Offering	Code	Credits	NQF Level	Prerequisites
S3	13	Financial Business Management	AGE201	16	6	AGE102
	14	Pig production	APP201	16	6	ANP102
	15	Beef production	ABP201	16	6	ANP102; CPS102
	16	Animal Nutrition	AAN201	8	6	
	17	Natural Resource Assessments 1	ANS201	8	6	ANS102
S4	18	Poultry Production	AAP202	16	6	ACP101; ACP102
	19	Dairy production	ADP 202	16	6	ANP102; CPS102
	20	Advanced Farm Business Management	AGE202	16	6	AGE201
	21	Small stock production	ASS202	8	6	ANP102; CPS102 AST101
	22	Farm Engineering (Civil)	AFM202	8	6	
		<b>Total Credits for Year 2</b>		<b>128</b>		

Year 3	No.	Instructional Offering	Code	Credits	NQF Level	Prerequisites
55	23	Experiential Training (WIL)	WIL301	60	6	1st & 2nd Year
	24	Basic Research and Experimental Design	ARE302	20	7	AST101, ACW101
	25	Human Resource Management	HRM302	10	7	None
	26	Agricultural Extension	AGX302	10	6	None
	27	Project Management	APM302	20	7	None
		<b>Total Credits for Year 3</b>		<b>120</b>		
		<b>Total credits for the qualification</b>				<b>368</b>

<b>Course Name</b>	<b>Agricultural Calculations</b>
<b>Course Code</b>	AST101
<b>Objectives</b>	To introduce student to basic Agricultural calculation and statistics.
<b>Course outline</b>	Calculator usage, Bodmas, measurements (perimeter, area, volume, capacity, and density), fractions, ratio and proportion, percentages, exponents, compound interest and yield estimation. Formulae, drawing and equation of graphs, interpretation of data and statistics.
<b>Instruction</b>	4 lectures/ week and tutorials
<b>Assessment</b>	2 minor and 1 major test, tutorials and 3 hr examination.
<b>Pre-requisites</b>	None
<b>Credits</b>	16
<b>Year level</b>	1
<b>Semester offered</b>	1

<b>Course Name</b>	<b>Natural Science</b>
<b>Course Code</b>	<b>ANS 101</b>
<b>Objectives</b>	To introduce students to basic concepts in the physical sciences in an agricultural context.
<b>Course outline</b>	Force, Work, Energy, Power, Density, Pressure, Heat, Electricity
<b>Instruction</b>	16 lectures
<b>Assessment</b>	Tests, exam
<b>Pre-requisites</b>	None
<b>Credits</b>	5
<b>Year level</b>	1
<b>Semester offered</b>	1

<b>Course Name</b>	<b>Farm Engineering (Mech)</b>
<b>Course Code</b>	<b>AFM102</b>
<b>Objectives</b>	To introduce students to various aspects of agricultural mechanization
<b>Course outline</b>	Engines & engine systems, Introduction to tractor operation, tillage practices, mouldboard plough, disc plough, subsoiler, disc harrow, rotary cultivator, field cultivator, planter, fertilizer distributor, haymaking machinery, hammer mill, forage harvester, herbicide applicator, field calculations
<b>Instruction</b>	4 lectures/week; practical sessions
<b>Assessment</b>	Tests, exam
<b>Pre-requisites</b>	None
<b>Credits</b>	16
<b>Year level</b>	1
<b>Semester offered</b>	2

<b>Course Name</b>	<b>Subtropical Fruit Production</b>
<b>Course Code</b>	<b>AFP202</b>
<b>Objectives</b>	To expose students to Subtropical Fruit Production
<b>Course outline</b>	Climate, soils requirement, fruit and tree morphology and phenology of the following fruit tree; mango, banana, citrus and avocado, propagation, orchard management, Pruning, harvesting, repining and packing techniques.
<b>Instruction</b>	5 lectures/ week, practical, tutorials and Farm visitation and pack houses
<b>Assessment</b>	1 major test, 2 minor test, 3 hr examination and practical report
<b>Pre-requisites</b>	Introduction to Crop, Plant Protection, Nursery Management or Natural Resources
<b>Credits</b>	16
<b>Year level</b>	2
<b>Semester offered</b>	2

<b>Course Name</b>	<b>Forestry</b>
<b>Course Code</b>	AFR 212
<b>Objectives</b>	To equip students with the basic principles of forestry production
<b>Course outline</b>	SA timber industry, site and species assessment, Commercial tree species, farm tree planting agro-forestry, seedling production, plantation management; protection against forest fire and weed management. Forest menstruation, legislation.
<b>Instruction</b>	4 lectures/ week, tutorials, practicals and industry visitation
<b>Assessment</b>	3 test, tutorials and 3hr examination.
<b>Pre-requisites</b>	Agricultural calculation, Introduction to Crop, Nursery or Natural Resources.
<b>Credits</b>	16
<b>Year level</b>	2
<b>Semester offered</b>	2

<b>Course name</b>	<b>PRINCIPLES OF ECONOMICE</b>
<b>Course code</b>	AGE101
<b>Objectives</b>	To define and understand production economics and factors of production. To understand the law of demand and supply and how it works. To define and understand the elements of marketing strategies. To understand the role of prices in agriculture.
<b>Course outline</b>	Production economics and production factors, introduction to marketing, market demand, market supply, market prices, types of economies and the role of prices, agricultural marketing in South Africa.
<b>Instruction</b>	4 lectures and 1 practical per week
<b>Assessment</b>	2 tests, unannounced tests, tutorials, assignments & 3 hour examination
<b>Pre-requisites</b>	Level 4 in pure math and level 7 in math literacy
<b>Credits</b>	8
<b>Year level</b>	1
<b>Semester offered</b>	1

Course name	FARM ACCOUNTING
Course code	AGE 102
Objectives	To define and understand an accounting process in agriculture, double entry system, general ledger. To understand record keeping system and their importance in farming. Familiarize students with balance sheet, cash analysis book, Bank reconciliation, income and loss profit.
Course outline	Recording system, importance of keep record's, storage of accounting records, source documents, depreciation, journal, general ledger, financial statements, cash analysis book, the cash book, bank reconciliation, accounting equation, the income and loss statement, accounting adjustment, stock adjustment.
Instruction	4 lectures and 1 practical per week.
Assessment	2 tests, unannounced tests, tutorials, assignments & 3 hour examination
Pre-requisites	Level 4 in pure math and level 7 in math literacy
Credits	16
Year level	1
Semester offered	1

Course name	FINANCIAL BUSINESS MANAGEMENT
Course code	AGE 201
Objectives	Understanding of farm business management. Understanding of financial ratios. To analyse various enterprise/ gross margin budgets. To analyse financial planning and cash flow. Understanding of budgeting in farm business management.
Course outline	Introduction to farm business management, balance sheet and income statement, Enterprise gross margin system analysis, financial planning and the use credit, budgeting in farm business management, financial planning and cash flow budgets.
Instruction	4 lectures and 1 practical per week
Assessment	2 tests, unannounced tests, tutorials, assignments & 3 hour examination
Pre-requisites	Farm Accounting
Credits	16
Year level	2
Semester offered	1

Course name	ADVANCED FARM BUSINESS MANAGEMENT
-------------	-----------------------------------

<b>Course code</b>	AGE 202
<b>Objectives</b>	To equip students with the concept of entrepreneurship, and identify kinds of risk management, sources of risk and risk management strategies.
<b>Course outline</b>	Entrepreneurship and its concepts, business opportunity for enterprise development, farm decision-making , enterprise management, forms of ownership, franchising, marketing strategies for different enterprise, enterprise financial analysis and evaluation, business plan. Farm risk management, sources of risks, kinds of risks, risk management strategies and investment analysis techniques.
<b>Instruction</b>	4 lectures and one practical per week
<b>Assessment</b>	2 tests, unannounced tests, tutorials, assignments & 3 hour examination
<b>Pre-requisites</b>	AGE 201
<b>Credits</b>	16
<b>Year level</b>	2
<b>Semester offered</b>	2

<b>Course name</b>	<b>BASIC CROP SCIENCE</b>
<b>Course Code</b>	ACP 011
<b>Objectives</b>	To understand the stages of plant development as well as the processes that are involved, To introduce learner to basic breeding principles
<b>Course outline</b>	Plant cell and organelles, External morphology of plants, Internal morphology, Plant physiology, understand the stages of plant growth and development, the processes that are involved, Cells, mitosis and meiosis, breeding principles, Mendel laws; cross breeding
<b>Instruction</b>	6 lectures and 1 practical/week
<b>Assessment</b>	2 major (60 minutes) test and 1 minor 15 minutes oral test, 2 hour examination
<b>Pre-requisites</b>	None.
<b>Credits</b>	10
<b>Year level</b>	1
<b>Semester offered</b>	2

<b>Course Name</b>	<b>Vegetable Production and Hydroponics</b>
<b>Course Code</b>	CRP 012



<b>Objectives</b>	knowledge, show relevant parameters, understand vegetable production, Acquire knowledge on hydroponics plant production under management of controlled structures.
<b>Course outline</b>	Production principles and practice: classification; economic and human-nutritional value; commercial vs. subsistence forms. Principle features of choice of crops; scheduling plantings of crops; cultivar choice; packaging and marketing; choice of land and soil; land preparation; fertilization programmes; crop establishment; specialized cultural practices; irrigation requirements; pest, disease and weed control; harvesting and post-harvest handling; post-crop land handling; general labour requirements.; responses to climatic and soil factors; any special consequences and practices. Structure layout, open and closed hydroponics systems, fertigation, and sanitation
<b>Instruction</b>	6 lectures per week, group discussions, practical and tutorials
<b>Assessment</b>	2 tests and an examination
<b>Pre-requisites</b>	ACP 101
<b>Credits</b>	16
<b>Year level</b>	2
<b>Semester</b>	2

<b>Course Name</b>	<b>Nursery Management</b>
<b>Course Code</b>	CRP 121
<b>Objectives</b>	Acquire knowledge on plant propagation methods and management nursery
<b>Course outline</b>	Growing media, sexual and asexual reproduction, cuttings, layering, budding and grafting, tissue culture.
<b>Instruction</b>	6 lectures and 1 practical/week
<b>Assessment</b>	2 major (60 minutes) test, practical assessment and 2 hour examination
<b>Pre-requisites</b>	Botany and Plant Protection I
<b>Credits</b>	10
<b>Year level</b>	2
<b>Semester offered</b>	1

<b>Course Name</b>	<b>Field crops &amp; Sugarcane Production</b>
<b>Course Code</b>	CRP 022

<b>Objectives</b>	To introduce students to the basic principles of sugar production and the practical aspect of sugarcane agriculture in KwaZulu-Natal. To train students to understand up-to-date agro-economic principles and research in order to meet the demands of today's farming.
<b>Course outline</b>	Crops covered include potatoes, maize, soya beans, dry beans, groundnut, sunflower, wheat and cotton. Aspects include cultivation, fertilization, cultivar selection, irrigation requirements, production estimation, and practical management.
	Botany of sugar cane; Diseases: Farm planning; Fertilizers; Harvesting; Husbandry; Irrigation; Management;
	Mechanization; Pests; Soils; Varieties; Weeds; Special lecture in cane testing; Industrial relations; Sugar manufacturing
<b>Pre-requisites</b>	5 Lectures/week, 3 modules and 1 tutorial
<b>Credits Assessment</b>	2 minor and 2 major test and 2 hour examination.
<b>Year level</b>	2.
<b>Semester offered</b>	2

<b>Course Name</b>	<b>Introduction to Crop production</b>
--------------------	--

<b>Course Code</b>	ACP 102
<b>Objectives</b>	To train students to understand up-to-date agro-economic principles and research in order to meet the demands of today's farming.
<b>Course outline</b>	Agro-economic principles, Herbicides; basic weed science; weed management; calibration of boom sprayers and knapsack sprayers; spray nozzles; herbicide resistance in weeds; chemical toxicity; plant pathology; fungi, bacteria and viruses; entomology; origin of plant protection practices; Importance of crop protection in agricultural production; agricultural pests, their classification and important characteristics; insect pests and their classification; application of pesticides; the safe use of plant protection products.
<b>Instruction</b>	5 lectures/ week, 3 modules and 1 tutorials
<b>Assessment</b>	2 minor and 2 major test and 2 hour examination.
<b>Pre-requisites</b>	Basic crop science and Natural resources
<b>Credits</b>	16
<b>Year level</b>	1
<b>Semester</b>	2

<b>Course Name</b>	<b>Plant Protection</b>
<b>Course Code</b>	PPR 030
<b>Objectives</b>	To consolidate the theoretical background gained through Introduction to crop production and other courses with respect to crop protection and the practical application of this knowledge together with new concepts, for the protection of crops.
<b>Course outline</b>	Natural control of plant pests and diseases- KZNDAA booklet. Integrated pest management - in citrus. Genetically modified organisms – handouts. Spray programmes - tomato and sugarcane spray programmes
<b>Instruction</b>	5Lectures/week, 3 modules and 1 tutorial
<b>Assessment</b>	2 minor and 2 major test and 2 hour examination.
<b>Pre-requisites</b>	Introduction to crop production , Field crops and sugarcane production
<b>Credits</b>	16
<b>Year level</b>	2
<b>Semester offered</b>	2

<b>Course Code</b>	AGX 211
<b>Objectives</b>	To introduce students to basic overview of extension concepts, basic principles of agricultural, identify, analyse and solve problems, understand the behaviour of farmers, analyse the farming environment, challenges to expect, identify and develop strategies to solve those problems.
<b>Course Outline</b>	The concept of extension, Analysis of extension environment, Factors affecting extension, Communication process, Factors affecting communication, The approaches to communication, The adoption process, Factors affecting the rate of adoption, Adult learning/education, Group dynamics, Approaches to agricultural extension, Extension programming, monitoring and evaluation, Extension management
<b>Instruction</b>	3lectures/week; Practicals (Presentations)
<b>Assessment</b>	2 tests, project, 2 assignments, examination
<b>Credits</b>	10
<b>Pre-requisite</b>	None
<b>Year level</b>	3
<b>Semester</b>	6

<b>Course Name</b>	<b>HUMAN RESOURCE MANAGEMENT</b>
<b>Course Code</b>	<b>HRM 302</b>
<b>Objectives</b>	Be able maximize productivity of employee, improving the quality of working life of employees and treating employees as valuable resources. promoting personal development, performing of tasks in accordance with company strategy, controlling and changing employees behavior via reviews, appraisal, incentives and discipline, assessment of human interaction, promotion of good interpersonal relationships within organization.
<b>Course Outline</b>	Concept of Human Resource Management , Understanding the human factor, working environment, Quality of work life, Determining labour requirements, Recruiting and training the best employees, Dealing with performance issues, Recruitment process, Employment acts,.
<b>Instruction</b>	2 lectures/week; 1 Practical, 2 assignments and examination at the end of the semester.
<b>Pre-requisite</b>	None
<b>Credit</b>	10
<b>Year level</b>	3
<b>Semester</b>	6

<b>Course name</b>	<b>COMMUNICATION AND ACADEMIC WRITING SKILLS</b>
--------------------	--

<b>Course Code</b>	<b>ACW 101</b>
<b>Objectives</b>	Fundamental elements of academic writing, understand and describe the basic elements of essay, Identify and describe fundamental aspects of academic writing
<b>Course Outline</b>	The basis of a good essay (importance of understanding the differentiating between copying and plagiarism & paraphrasing, writing an essay, Editing and proof reading, avoiding plagiarism, colloquialism, contractions. Language to use when writing an essay. Writing an essay, seminar, dissertation, project report.(Cover page, Topic selection, Abstract, Introduction, body, conclusion, referencing), Referencing( book, journal, article from the internet), Presentations
<b>Instruction</b>	2 lectures/week; 3 Practical's
<b>Assessment</b>	2 assignments, 2 tests, presentations, examination
<b>Pre-requisite</b>	None
<b>Credit</b>	8
<b>Year level</b>	1
<b>Semester</b>	1

<b>Course name</b>	<b>INTRODUCTION TO NATURAL RESOURCES</b>
<b>Course code</b>	<b>ANS 102</b>
<b>Objectives</b>	To introduce students to main natural resources in agriculture.
<b>Course Outline</b>	Climate, water, soil, and vegetation. Bioresource Units of KZN. Rainfall, temperature, evaporation, relative humidity, photoperiods, runoff control plan, mean annual runoff, crop water requirement, soil texture, structure, colour, bulk density, erosion, tilth and consistency, veld type units, grazing capacity determination and mapping.
<b>Instruction</b>	4 Lectures/week; Practical – Measure rainfall using rainage, measure evaporation using class A pan, introduction to BRU programme ,soil sampling, texture determination, veld classification, introduction to mapping.
<b>Assessment</b>	3 test, 1 assignment, examination
<b>Pre-requisite</b>	None
<b>Credits</b>	8
<b>Year level</b>	1
<b>Semester</b>	2

<b>Course name</b>	<b>NATURAL RESOURCE ASSESSMENT I</b>
--------------------	--------------------------------------

<b>Course code</b>	<b>ANS 201</b>
<b>Objectives</b>	To introduce students to proper procedures of assessing natural resources for agricultural production.
<b>Course Outline</b>	Climatic resource assessment, slope mapping (contour maps, soil map, land capability map, management unit map, veld map and water map), soil resource assessment, water resource assessment, veld resource assessment.
<b>Instruction</b>	4 Lectures/week; Practical – climatic resource assessment, slope mapping (contour maps, soil map, land capability map, management unit map, veld map and water map), soil resource assessment, water resource assessment, veld resource assessment.
<b>Assessment</b>	3 lectures/week; practical's, 2 tests, examination
<b>Pre-requisite</b>	Introduction to Natural Resources
<b>Credits</b>	8
<b>Year level</b>	2
<b>Semester</b>	1

<b>Course name</b>	<b>NATURAL RESOURCE ASSESSMENT II</b>
<b>Course code</b>	<b>ANS 202</b>
<b>Objectives</b>	Project in natural resource assessment.
<b>Course Outline</b>	Land potential assessment: Climatic, veld, water and soil resource assessment) slope mapping: Contour maps, soil map, land capability map, management unit map.
<b>Instruction</b>	Ones/week; Project – students are taken to nearby farms to do assessment of natural resources
<b>Assessment</b>	1 lecture/week; project
<b>Pre-requisite</b>	Natural Resources I
<b>Credits</b>	8
<b>Year level</b>	2
<b>Semester</b>	2

<b>Course name</b>	<b>EXPERIENTIAL TRAINING (WIL)</b>
<b>Course Code</b>	<b>Exp 301</b>

<b>Objectives</b>	To provide experience in conducting a document planning procedure from natural resources.
<b>Course Outline</b>	Land use planning (reading of maps, identification of survey sites, conducting soil survey and sampling, collection of planning data, interpretation of soil fertility results), operations and management, presentation.
<b>Instruction</b>	24 weeks field work, 12 weeks writing up, and 1 week oral presentation preparation.
<b>Assessment</b>	Report, presentation and visits
<b>Pre-requisite</b>	All 2 <sup>nd</sup> year courses
<b>Credits</b>	60
<b>Year level</b>	3
<b>Semester</b>	Year

<b>Course name</b>	<b>BASIC RESEARCH AND EXPERIMENTAL DESIGN</b>
<b>Course Code</b>	<b>BRE 301</b>
<b>Objectives</b>	To provide experience in conductance of a research project and preparation of a scientific paper
<b>Course Outline</b>	Sampling, collection of planning data, interpretation of results, design of field experimentation and plot layout, simple experimental statistics and presentation.
<b>Instruction</b>	2/weeks: Practical – 3
<b>Assessment</b>	Written scientific paper and its oral presentation
<b>Pre-requisite</b>	All 2 <sup>nd</sup> year courses
<b>Credits</b>	20
<b>Year level</b>	3
<b>Semester</b>	2

<b>Course name</b>	<b>Non-Ruminant Production Pig Production</b>
<b>Course Code</b>	<b>APP201</b>
<b>Objectives</b>	As a result of the training the participant is able to: Manage and supervise pig production intensive, intermediate small scale piggery sustainably; Identify, recognise and analyse opportunities and problems, taking into account constraints and utilize possibilities concerning pig husbandry and the use of local feed-stuffs; Transfer relevant knowledge, skills and technology concepts to small and intermediate scale pig farmers. Tackle more efficiently the problems with regard to optimum utilisation of locally available feed-stuffs, which are unsuitable for human consumption.
<b>Course Outline</b>	To explore non-ruminant SA industry (in pig), farming systems, housing, physiology and metabolism, stud / breeding stock management, boar and gilt selection, Breeding system (Natural / artificial insemination, piglet rearing and records keeping. Practical: Designing piggery house, perform cleaning and house preparation, formulate ration, conduct breeding stock selection, conduct assessment to identify animal on heat. Perform artificial insemination and natural mating. Demonstrate pre and post Farrowing management, practice piglets rearing.
<b>Instruction</b>	3-5 Lectures/week; Practical, two tests , assignments and 1 exam
<b>Credits</b>	
<b>Pre-requisite</b>	Introduction to animal production.
<b>Assessments</b>	Practical, two tests , assignments and 1 exam
<b>Semester</b>	3



<b>Course Name</b>	<b>Applied Animal Nutrition</b>
<b>Course Code</b>	<b>ANN201</b>
<b>Objectives</b>	As a result of the training the participant is able to: Calibrate animal requirements to formulate balanced ration for farm animals, prepare ration
<b>Course Outline</b>	Demonstrate knowledge and skills of the interaction of the grass with the animals, discuss factors affecting nutritive value of herbage and their implications, nutritional disorders and prevention. Factors affecting voluntary intake i.e. theories. Prediction of voluntary dry matter intake of various ruminants. Prediction of energy values, protein. Prediction of energy requirements for maintenance and nutrients requirements of a laying hen. Practical: Determine nutrient requirements of various animals formulate ration using various methods, perform feed formulation of ruminants and non ruminants. Evaluate energy content of various feed.
<b>Assessments</b>	Practical, two tests , assignments and 1 exam
<b>Instruction</b>	3-5 Lectures/week; Practical, two tests , assignments and 1 exam
<b>Credits</b>	8
<b>Pre-requisite</b>	Introduction to animal production.
<b>Semester</b>	3

<b>Course name</b>	<b>Livestock Production: Beef and Dairy Production</b>
<b>Course code</b>	<b>ADP202</b>
<b>Objectives</b>	To Equip students with knowledge skills and attitudes in ruminant production concepts and practices.
<b>Course Outline</b>	To explore ruminant SA industry (in Beef and Dairy), farming systems, herd dynamics and fertility management, herd management, record keeping, calf and heifer rearing, dry cow buildings, protein nutrition, energy nutrition, roughage requirements, dry matter intake, practical feeding of the dry cow, dairy cattle condition scoring, bull selection and advanced reproductive techniques, milking duties. Visit to the Dairy farmers.
<b>Instruction</b>	Lectures and Practical's – Identification of animal production systems (beef, dairy, small stock, poultry), different breeds under animal production systems, Feeds and feeding of different types of farm animals, basic breeding practices
<b>Credits</b>	16
<b>Pre-requisite</b>	Introduction to animal production,
<b>Assessment</b>	2 Test and Examination
<b>Semester</b>	4

<b>Course Name</b>	<b>INTRODUCTION TO ANIMAL PRODUCTION</b>
<b>Course Code</b>	<b>ANP 102</b>
<b>Objectives</b>	To introduce students to basic animal production concepts and practices.
<b>Course Outline</b>	Commonly used terms, production system, cattle, sheep, goat, pig, poultry, reproduction, lactation, growth and development of tissues and organs, carcass and meat quality in production. Animal contribution to human needs, adaptation of animals to different environments, general housing requirements, animal production systems, (beef, dairy, sheep, goats, pigs, poultry), general features differentiating breeds, animal breeding, biotechnology in animal production, nutrition, animal welfare versus animal rights versus factory farming.
<b>Instruction</b>	Lectures and Practical – Identification of animal production systems (beef, dairy, small stock, poultry, piggery), different breeds under animal production systems, animal disease. Feeds and feeding of different types of farm animals, basic breeding practices
<b>Credits</b>	8
<b>Pre-requisite</b>	None
<b>Semester</b>	2

<b>Course name</b>	<b>Small stock production</b>
<b>Course Code</b>	<b>ASS202</b>
<b>Objectives</b>	To Equip students with knowledge skills and attitudes in small stock production (sheep and goat) concepts and practices.
<b>Course Outline</b>	Nutrition requirement of sheep; wool production; of lambs; intensification of sheep production, feed of rams; mating methods of increasing mutton production ; factors influencing the value of carcass; management and selection of rams and ewes; preparing lambing; treatment and vaccination of diseases; general management and nutrition of goats ; selection of flock; condition scoring; wool shearing classification; visit industries i.e. feed industry, abattoir, auction , feed lots and veterinary laboratories
<b>Instruction</b>	Lectures and Practical must be attended according to the timetable. Identification of animal production systems (small stock), different breeds under animal production systems, animal disease. Feeds and feeding of different types of farm animals, basic breeding practices
<b>Credits</b>	8
<b>Pre-requisite</b>	Introduction to animal production
<b>Assessment</b>	Two test and exam
<b>Semester</b>	4

# Course Offered for a Diploma in Agriculture

## CONSUMER STREAM





## **DIPLOMA IN CONSUMER SCIENCE (FOOD TECHNOLOGY & RURAL DEVELOPMENT)**

### **Purpose of Qualification**

The Consumer Science (Food Technology and Rural Development) programme is designed to build capacity of community services through the provision of training and education that is relevant to the urgent issues facing Rural Development. The programme offers a combination of theoretical knowledge and practical skills in food production technology, rural development, extension, community nutrition, food security and project management.

### **Job profile**

The graduate will serve communities by empowering rural people to build their capacity so that they can take responsibility of their own development and improve livelihoods thereby alleviating rural poverty as:

- Community Development Officer (with Research skills)
- Nutrition Advisor
- Value Adder
- Educator/ Facilitator
- Project Officer/ Coordinator
- Extension Officer

### **Potential employers/ career opportunities are:**

- The programme encourages an entrepreneurial spirit, the technical skills acquired should enable entrepreneurially-minded individuals to identify and develop viable business opportunities
- NGO's and NPO's
- Government Sector :
  - Department of Agriculture
  - Department of Social Development
  - Department of Economic Development
  - Rural Development and Land Reform
  - COGTA
- Private Sector: CSI projects



## **Competencies**

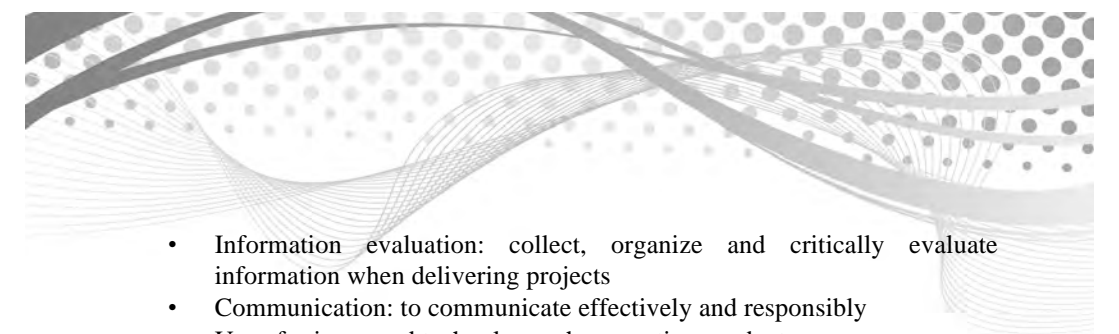
- Apply the principles of Consumer Science (Food Technology and Rural Development) in practice to help clients improve their livelihoods.
- Apply principles of communication in Food Technology and Rural Development to help clients make informed choices.
- Apply the principles of group dynamics in every given situation to help clients achieve productive results.
- Facilitate behavior change and innovation in any given point to foster learning among clients.
- Manage effectively his/ her own space
- Enhance the capacity of the community to resolve simple conflicts which inhibit development
- Contribute to the organization and management of Rural Development so that it has greater impact on the livelihood of clients.

## **Exit level outcomes**

- Apply proven techniques and procedures to the production, analysis, development and packaging of safe, nutritious and innovative food products involving a range of technical, engineering and managerial problems and solutions.
- Apply the principles and philosophy of development in practice
- Design an integrated development project that improves the livelihoods of clients
- Implement an integrated development project that improves the livelihood of clients
- Manage and evaluate an integrated development project that improves the livelihood.

## **Critical Cross-field outcomes**

- Problem solving: identify potential problems and solve using critical and creative thinking.
- Teamwork: work effectively with others when participating on project teams
- Self-organisation and management: organize and manage oneself to meet responsibilities and activities

- 
- Information evaluation: collect, organize and critically evaluate information when delivering projects
  - Communication: to communicate effectively and responsibly
  - Use of science and technology when creating products
  - Be culturally and aesthetically sensitive across a range of social contexts when interacting with communities.

DIPLOMA IN CONSUMER SCIENCE (Food Technology and Rural development)					
Year 1	No.	Instructional Offering	Code	Credits	NQF Level
I	1	Agricultural Calculations*	AST101	08	5
	2	Natural Science*	ANS101	08	5
	3	Communication and Writing skills*	ACW101	08	5
	4	Principles of Economics*	AGE101	08	5
	5	Computer Applications*	ACA101	08	5
II	6	Food legislation/food market and value chain	FLSC011	08	5
	7	Introduction to Natural Resources*	ANS102	08	5
	8	Farm Accounting*	AGE102	16	5
	9	Introduction to Crop Production*	ACP102	16	5
	10	Introduction to Animal Production*	ANP102	16	5
	11	Introduction to Community Nutrition	CNSC011	08	5
Total Credits for Year 1				120	

NB: \*COURSES WILL BE TAKEN FROM THE DIPLOMA IN AGRICULTURE

Year 2	No.	Instructional Offering	Code	Credits	NQF Level	Prerequisites
III	12	Food Marketing	FMSC011	08	6	NONE
	13	Food Processing I	FPSC011	10	6	NONE
	14	Food Technology I	FTSC011	10	6	NONE
		Financial Business Management*			6	
IV	15		AGE201	16		AGE102
	16	Community Nutrition	CNSC022	10	6	CNSC011
	17	Food Processing II	FPSC022	16		FPSC011
	18	Food Chemistry		08	6	FPSC011
	19	Microbiology		16	6	FTSC011
	20	Rural Development and Gender Issues	RDGSC02	16	6	NONE
	21	Food Technology II	FTSC022	10	6	FTSC011
		Total Credits for Year 2		120		

NB: \*COURSES WILL BE TAKEN FROM THE DIPLOMA IN AGRICULTURE



Year 2	No.	Instructional Offering	Code	Credits	NQF Level	Prerequisites
V	22	Work Integrated Learning(6 months)	WILSC02	60	6	All 1 <sup>st</sup> and 2 <sup>nd</sup> yr
	23	Food Security	FSSC02	10	7	RDGSC02
VI	24	Basic Research and Experimental Design*	ARE203	20	7	AST101, ACW101
	25	Project Management*	APM302	20	7	NONE
	26	Agricultural Extension*	AGX302	10	6	NONE
		Total Credits for Year 3		120		
		Total credits for the qualification		360		

NB: \* COURSES WILL BE TAKEN FROM THE DIPLOMA IN AGRICULTURE

## 46. CAREER OPPORTUNITIES

Own farming enterprise
With companies selling farm requisites
Farm manager for companies, professional people, other farmers, etc
With companies purchasing farm products from farmers
As agricultural extensionists with co-ops and other institutions
As technicians and extensionists in the Department of Agriculture
Can obtain Diploma plus PTD in Education and teach at agricultural schools.

## 47. ENQUIRIES


Enquiries can be addressed to:

The Registrar  
Owen Sitole College of Agriculture  
Private Bag X20013  
EMPANGENI  
3880

Telephone [035] 795 1345  
Facsimile [035] 795 1379  
Email: [njabulo.ngcobob@kzndae.gov.za](mailto:njabulo.ngcobob@kzndae.gov.za)  
[[www.kzndae.gov.za/colleges](http://www.kzndae.gov.za/colleges)]



## Soil Science Learners at the Lab



Enquiries can be addressed to:

The Registrar  
Owen Sitole College of Agriculture  
Private Bag X20013  
EMPANGENI  
3880

Telephone [035] 795 1345  
Facsimile [035] 795 1379  
Email: [njabulo.ngcobo@kzndae.gov.za](mailto:njabulo.ngcobo@kzndae.gov.za)  
[\[www.kzndae.gov.za/colleges\]](http://www.kzndae.gov.za/colleges)