

1. PROGRAMME DETAILS

1.1 Programme title

Introduction to Agriculture

1.2 Programme code

TBA

1.3 Level of programme

2

1.4 Effective date

These Programme Regulations are effective from January 2017.

1.5 Programme Version

1

1.6 Credits

81

1.7 NZSCED Subject Classification

050199

1.8 Course Fees

There are no course fees or compulsory course costs. Tertiary Education Commission (TEC) eligibility applies.

1.9 Qualification

Code	Qualification	Level	Version	Minimum Credits
NCEP3T	Vocational Pathways – Primary Industry	2	1	80

2 PROGRAMME AIMS AND OBJECTIVES

2.1 Aim

This is an entry level programme for students with an interest in the farming industry to experience some farm training before committing to work or further study at Level 3.

The programme is aimed at teaching basic farming knowledge and skills to students with little or no experience in agriculture, so they can be successfully employed as junior farm employees in the cattle, dairy or sheep industries, and can proceed to higher levels of education within these industries.

Courses are delivered as modules and almost any course can serve as an 'entry point' for potential students who are considering embarking on training and study relevant to their initial work focus.

The core Health and Safety course is a requirement for all students who enrol for this qualification and this course is delivered prior to any other courses.

By being exposed to training and study most relevant to their immediate needs or aspirations, it is hoped that students will see immediate benefits from the completion of their selected courses and will be encouraged to progress to one of the certificates listed below. These are more comprehensive programmes for developing a more 'rounded' graduate, with a mix of technical, theoretical and farm work skills with which they can embark on a successful career in the agricultural industry.

2.2 Content

Graduates will gain an entry level range of skills in agriculture. Some of these skills will include the ability to demonstrate knowledge of:

- Livestock scanning
- Breeds and classes of cattle
- Safe handling and health problems of dairy cattle (dairy option)
- Hazards, hazard control, and consequences of injury in a rural workplace
- Intro to motorbikes and quad bikes
- Fencing
- Weed control
- Animal health and welfare
- Milking

2.3 Outcome

On completion of this programme, students will have the necessary basic knowledge and skills for working safely in either the cattle or dairy industries, with regards to stock handling, fencing and maintenance, and the use of farm vehicles.

Students may also be able to gain credits and work towards their NCEA Level 2.

Students will be able to apply progress to higher levels of learning such as those listed below:

- Ref: 2220 - New Zealand Certificate in Agriculture (Farming Systems), Level 3
- Ref: 2215 - New Zealand Certificate in Agriculture (Vehicles, Machinery and Infrastructure), Level 3

2.4 Graduate profile

A graduate of this programme will be able to demonstrate skills and underpinning knowledge in general agricultural skills.

A graduate will have demonstrated an ability to be safe, efficient and consistent in using a specific range of agricultural equipment and processes. A graduate will be able to work under supervision and/or assist others to undertake specific agricultural related tasks.

A graduate will have a range of basic farm work skills, and knowledge and understandings of the agricultural sector which can:

- a. act as an entry level to higher levels of agricultural study;
- b. enable an employed graduate to take on extra responsibility within their workplace;
- c. assist them in gaining entry level employment.
- d. Provide a basis for further study in the work place or at a tertiary institution.

3. Programme Length and Delivery Modes

3.1 Programme Length

This programme will be delivered on the following basis, according to the mode of delivery:

Delivery Method	Face to Face – Classroom On-farm - Practical
Type of Study	Full time
Course Length:	
Total weeks	26 weeks
Recess	1 week
Teaching weeks	25 weeks
Average hours per week:	
Classroom – face to face	12 hours
Practical – on-farm	20 hours
Total hours per week	32 hours
Total programme hours	800 hours
Intake One	
Start Date	6 th March 2017
End Date	1 st September 2017

3.2 Time limits for completion of the programme

26 weeks. Includes 1 week of recess, and 25 teaching weeks.

Entry Point

3.2.1 Students must enter the qualification within the first 3 weeks of the start date. Students must start and finish within the calendar year

Exit Point

3.2.2 After 25 weeks or exit on completion if sooner.

3.3 Overview of Qualifications:

Course Code	Course Name	Level	NZQA Credits
Introduction to Agriculture			
<i>Compulsory – Must complete all courses</i>			
VPAG2.001	Health and Safety	2	5
VPAG2.002	Quad Bikes	2	7
VPAG2.003	Motorcycles	2	6
VPAG2.004	Fencing – Introduction	2	15
VPAG2.005	Permanent Electric Fencing – Introduction	2	3
VPAG2.006	Animal Health and Welfare	2	2
VPAG2.007	Practical Animal Handling	2	6
VPAG2.008	Cattle Farming	2	2
VPAG2.009	Dairy Farming – Relief Milking	2	13
VPAG2.010	Weed Control	2	2
VPAG2.011	NCEA Literacy	2	10
VPAG2.012	NCEA Numeracy	2	10
Total Credits			81

4 PROGRAMME STRUCTURE

Schedule of courses including Unit Standards and Programme Requirements

Vocational Pathway – Primary Industry			
UNIT STANDARDS No.	COURSE AND UNIT STANDARD TITLES	LEVEL	NZQF CREDITS
Core Compulsory (<i>must complete all courses</i>)			
VPAG2.001	Health and Safety	2	5
23540	Demonstrate knowledge of hazards, hazard control, and the consequences of injury in a rural workplace	2	5
VPAG2.002	Quad Bikes	2	7
24557	Demonstrate knowledge of the safe operation of a quad bike	2	3
24554	Ride a quad bike on flat terrain in the workplace	2	4
VPAG2.003	Motorcycles	2	6
24555	Demonstrate knowledge of the safe operation of a motorcycle	2	3
19053	Ride a motorcycle on flat terrain	2	3
VPAG2.004	Fencing - Introduction	2	15
561	Install, dismantle, and store temporary electric fences	2	2
24832	Open and draw out a coil of wire, tie knots, join wire, and prepare wire for transport and storage	2	5
24833	Identify and maintain fencing tools and equipment, and identify fencing construction materials and wire types	2	3
24834	Replace a broken post, and repair a broken wire in fences	2	5
VPAG2.005	Permanent Electric Fencing - Introduction	2	3
24835	Identify the location of a fault in electric fences, and replace electric fence components	2	3
VPAG2.006	Animal Health and Welfare	2	2
19116	Demonstrate knowledge of livestock behaviour and animal welfare	2	2
VPAG2.007	Practical Animal Handling	2	6
19114	Assist with handling and treatment of livestock	2	6
VPAG2.008	Cattle Farming	2	2
24623	Demonstrate knowledge of breeds and classes of cattle, and identification and records for cattle	2	2

Vocational Pathway – Primary Industry			
UNIT STANDARDS No.	COURSE AND UNIT STANDARD TITLES	LEVEL	NZQF CREDITS
VPAG2.009	Dairy Farming - Relief Milking	2	13
18191	Demonstrate knowledge of safe handling and health problems of dairy cattle, associated with milking	2	3
18193	Demonstrate knowledge of farm dairy design, and the effluent system	2	2
24548	Assist with milking	2	8
VPAG2.010	Weed Control	2	2
21556	Control weeds under supervision	2	2
VPAG2.011	NCEA Literacy	2	10
26622	Write to communicate ideas for a purpose and audience	1	4
26624	Read texts with understanding	1	3
26625	Actively participate in spoken interactions	1	3
VPAG2.012	NCEA Numeracy	1	10
26623	Use number to solve problems	1	4
26626	Interpret statistical information for a purpose	1	3
26627	Use measurement to solve problems	1	3

4.1 Prerequisites

The following table shows units which are prerequisites:



Health and Safety Course VPAG2.001 (comprising standard 23540) will be taught first before learners undertake any practical learning.

5 REQUIREMENTS FOR AWARD OF QUALIFICATION

5.1 Credit values available

Students must achieve 80 credits to be awarded the Vocational Pathways Primary Industries Award. The Vocational Pathways Award also includes 10 credits for Literacy and 10 credits for Numeracy. Students may also be credited with NCEA Level 2 if they meet this criteria. Students may also gain credits towards the New Zealand Certificate in Primary Industry Skills, Level 2.

5.2 Attendance criteria

Students are expected to attend practical, on-farm training days and assessment days as scheduled in order to enable competencies to be developed and demonstrated.

Tutors will inform students during the enrolment process of their expectations about attendance and the implications if they are not met. Theory components of this programme are delivered during class contact time, attendance is compulsory.

5.3 Work experience

Work experience applies where a student is placed in a work environment to gain relevant skills, knowledge and experience.

Trainees will not be required to undertake work experience; however some practical components of the practical unit standards may be delivered and assessed in a workplace setting up to three days per week. Formative assessment of practical unit standards will start from the moment students are shown practical tasks as recorded in the Task Record Book.

All practical unit standards are discussed during face to face class time in conjunction with related theory unit standards, therefore transferring practical knowledge.

Responsibilities of all parties to Work Experience arrangements are detailed in the VETEL Workplace Contract, which are signed by a representative of VETEL and the Work Experience Provider.

Suitable work placement options may include:

- Work placements on private commercial farms with whom a VETEL Training Workplace Contract has been signed
- Work placement completed within a student's existing network or part-time employment, following approval by Valley Education & Training

5.4 Time limits for completion of the programme

It is expected that students will complete this programme within 25 weeks. Students are required to complete this programme within one year of the date of first enrolment or must have completed this programme of study before the 31/12/2017; there will be no extensions after this date.

5.5 Agriculture Practical and Theory Assessment Schedule

Month	Theory	Practical			
		<i>These unit standards are practical and run for the duration indicated</i>			
Jan					
Feb					
March	23540		561		26622
April	24557/24555		24832	24554	26623
May	18191	24548	24833	19053	26624
June	18193		24834	21556	26625
July	24623		24835		26626
August	19116		19114		26627

6 ENTRY AND SELECTION CRITERIA

6.1.1 Entry Criteria

- Age 16 years at the time of commencing study
- Low or no previous qualification at level 2
- NZ Citizen
- An interest in agriculture and working outdoors

6.1.2 English language

Applicants whose first language is not English, or who come from a country where the language of instruction in schools or other teaching institutions is not English, are required to provide evidence of having passed such a test of English language as is detailed in Policy and Procedure English Language Proficiency.

6.1 Selection criteria

Entry to the programme will be in order of receipt of completed enrolments. Applicants should have a desire to work in the Agriculture industry.

All applicants will be required to attend a formal interview with the course Field Officer and/or Tutor. Where there are more applicants than places available, a waiting list will be kept or you will be referred onto other programme with VETEL or any other training provider.

6.2 StudyLink – Student Allowance 18+

Students aged 18 and over, enrolling on this Fees Free programme of study may test their eligibility for the StudyLink student allowance.

7 ASSESSMENT OF PRIOR LEARNING (APL)

7.1 Provisions for advising prospective applicants

Opportunities for Assessment of Prior Learning are advised in the Student Handbook and VETEL's Quality Management System: Procedure Assessment of Prior Learning.

Assessment of prior learning will only be granted to students who demonstrate that they have met the required performance criteria. Students are required to undertake an assessment (theory and/or practical) to determine their level of competency.

A Record of Learning is required for cross credit or credit transfer arrangements.

7.2 Provisions for application and consideration

A completed APL application form must be submitted to VETEL administration staff, Tutor or delegated equivalent in the first instance.

8 ASSESSMENT REQUIREMENTS

8.1 Assessment method

The assessment contained within this programme is competency based. This qualification will be delivered face to face with theory and practical assessments as well as some self-directed learning required by students.

Practical assessments will be assessed via practical tasks matching the performance criteria through workplace sponsors.

8.2 Requirements for submission/return of assessed work

Assessments must be submitted on the due date and be completed by the individual seeking credit for that work. Under normal circumstances assessed work will be handed back within two weeks of the due date.

8.3 Departures from prescribed assessment

Students with disabilities or recognised conditions of impairment may receive assistance during assessment.

In negotiated circumstances, with the prior approval of the Manager, students may be able to complete an assessment in Te Reo Maori, or in sign language.

8.4 Reassessments and resubmissions

Students are required to meet all the performance criteria in order to demonstrate competency in each element of a unit standard. Should a trainee not meet all the criteria, they will be given the opportunity for a reassessment of the particular area in which they did not demonstrate competency.

Reassessment may be undertaken by students in accordance with VETEL's Assessment Policy.

8.5 Appeal of assessments

Students may lodge an appeal in accordance with VETEL Policy and Procedure Academic Appeals.

8.6 Grades

The following grades will be used.

Grade	Legend	Definition
A	Achieved	Able to follow and complete all instructions given by the assessor or assessment tool. The assessor must make the final judgment
NA	Not Achieved	Failed to achieve competency standards
RPL	Recognition of Prior Learning	Formally acknowledges the value of a trainee's prior learning, whether formal or informal, by assessing the prior learning of the purpose of considering the grading of credit towards a unit of learning, course or programme in which a trainee wishes to enrol
CC	Cross Credit	Application towards one qualification of credit gained for another qualification with the same provider
CT / APP	Credit Transfer Accredited by Another Provider	Application towards one qualification of credit gained for another qualification with a different provider
RCC	Recognition of Current Competency	To obtain RCC for the practical unit standards, the candidate must provide evidence that all competencies have been satisfactorily met

8.7 Results

Recording and reporting of results is in accordance with VETEL's Policy and Procedure Reporting and Certification.

8.8 Weighting of course work and final examinations to final grades

Coursework comprises 100% of the final result.

8.9 Aegrotat Passes

Where a student is unable to undertake an assessment (for justified reasons such as medical conditions) under prescribed conditions e.g. field trip setting, marae stays, the Tutor may approve competency being assessed under alternative conditions, e.g. delaying assessment date for students, oral assessment on main points of performance criteria, rescheduling field trips or joining the student in with another class.

9 HEALTH AND SAFETY

9.1 Requirements and responsibilities

Students must comply with any health and safety requirements for specific courses as detailed in the Student Manual. This is in addition to health and safety requirements for VETEL delivery sites and for work experience/work placement sites as are detailed in:

- VETEL Student Code of Conduct
- VETEL Policy and Procedure Health and Safety (applying to delivery on the VETEL campus only)
- Valley Education and Training Policy and Procedure Health and Safety Policy
- Valley Education and Training Policy and Procedure On-job Assessment and/or Work Experience Policy

- Valley Education and Training Health and Safety Management System and Health and Safety Staff User Manuals for VETEL Campuses and while on farms being used to practical demonstrations and course work.
- OSH Manuals and Requirements of Work Placement and Work Experience Farms and Sites

10 TRANSITION ARRANGEMENTS

10.1 Description of any transition arrangements

There are no transition arrangements for this programme.

11 MONITORING AND MODERATION

11.1 Provisions for external monitor

External moderation will be attended to by VETEL staff as required by the relevant ITO, or other SSB (e.g. NZQA).

11.2 Moderation Plan

Internal moderation is completed as per VETEL's Moderation Policy. External moderation is carried out in accordance with the relevant Consent and Moderation Requirements (CMRs) and in conjunction with VETEL's external moderation requirements in respect of those CMRs or NZQA moderation requirements.

12 OTHER REQUIREMENTS OF THE PROGRAMME

12.1 Special requirements

There are no special requirements for this programme.

12.2 Exceptions to programme regulations

The Academic Board will consider exceptions to the Programme Regulations where unforeseen circumstances suggest that students might be disadvantaged by existing Regulations.