education

Department:
Education
REPUBLIC OF SOUTH AFRICA

AGRICULTURAL MANAGEMENT PRACTICES

EXAMINATION GUIDELINES

GRADE 12

2009

This guideline consists of 19 pages.

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INTRODUCTION

This examination assessment guideline consists of the following three parts:

Part 1

- This part outlines the scope and depth of what is to be assessed with regards to content topics.

Part 2

- This part provides the outline and format of the examination question papers, the weighting of questions in terms of ability levels, LOs and ASs together with knowledge areas for both paper one and paper two.
- Included in this part is a list of commonly used action verbs that might be used in the setting of these question papers.
- Furthermore it clearly spells out the skills that will be assessed to demonstrate the achievement of particular assessment standards.

Part 3

The addendum

PART 1

UNPACKING OF THE GRADE 12 CONTENT

CONTENT	SUGGESTED CONTENT SEQUENCE
Farm planning regarding production enterprise	**Physical & biological planning:** ***Soil mapping*** • Depth • Texture • Structure • pH • Temperature (General principles regarding specific production enterprise) ***Camps*** • Principles • Advantages ***Contours*** • Topography • Reasons • Methods • Advantages ***Resource use (Regarding enterprise)*** • Soil • Rain • Pastures • Climate • Labour • Information • Capital

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Precision farming (examples in each production enterprise)

- Understanding
- Practical application
- Advantages & disadvantages

Mechanization

- Examples in specific production enterprises e.g. planters, herbicide sprayers, etc.
- Calibration calculations
- Advantages and disadvantages of equipment
- Rules and regulations for safe use

Economic planning

Budgets

- Type of budgets
- Aims
- Basic elements of budgets
- Steps in setting up a budget
- Examples of budgets

Trial Balance

- Definition
- Setting a trial balance
- Practical example of trial balance

Cash flow

- Definition
- Setting a cash flow budget

Income and expenses statement

- Definition
- Setting of statements
- Profit or loss calculations of a specific enterprise

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CONTENT	SUGGESTED CONTENT SEQUENCE
	Labour planning • Types of labour • Labour legislation • Functions of labour in specific enterprise • Staff management • Labour problems • Improvement of production ***Planning regarding implements*** • Types and uses of implements • The characteristics of ideal implements for a specific task

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CONTENT	SUGGESTED CONTENT SEQUENCE
Recording	***Recording*** • Aims • Advantages • Types of records o Climatological o Financial o Physical o Mechanical o Marketing o Complete records
Methods of recording (on a daily basis)	**Methods of recording** • Diary • Data basis • Palm computer • Factors that dictate types of systems for recording • Records like dairy, harvest records
Recording of financial data	**Recording of financial data** • Invoice • Cheques • Reconciliation • Depreciation • Deposit books • Petty cash

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CONTENT	SUGGESTED CONTENT SEQUENCE
Product Harvesting	***Methods of harvesting*** • Regulations and legal aspects(Acts) regarding products • Handling of products • Storing of products
Post harvesting quality control measures	**Quality control measures** • Sorting and grading of products
Marketing of products	***Marketing of products*** • Marketing methods and channels • Acts regarding marketing • Importance of marketing • Marketing functions • Advertising
Role of producer organi-sations	***Role of producer organisations*** • Type of organisation • Advantages and disadvantages of organisations • The role of the product organisation in the marketing of products

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CONTENT	SUGGESTED CONTENT SEQUENCE
Value adding	***Products that will add value to primary harvest*** • Types of products • Advantages
Processing	**Processing** • Principles of processing • Advantages • Factors indicating the viability of value adding
Packing and distribution	**Packing and distribution** • Regulations and acts • Types of packing methods and materials • Packing facilities • Distribution channels • Transport requirements
Marketing and control	• **Acts regarding labelling, value adding** • **Acts regarding registration**

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CONTENT	SUGGESTED CONTENT SEQUENCE
Agri-tourism	***Agri-tourism*** • Definition & description • Types • Advantages and disadvantages • Requirements • The farmer's role in agri-tourism
Pricing strategies	***Methods of setting prices*** • The marketing chain and its costs (include calculations). • Market research by referring to customer and competitor information (examples to illustrate the equilibrium, surplus and shortage) • **The effect of supply and demand on price** • The effect an increase or a decrease in supply / demand has on the equilibrium price
Entrepreneurship	Entrepreneurial skills (include the contribution to socio-economic environment) Qualities of an entrepreneur The different types of business with reference to: • Manufacturing • Trading • Services industries
Business planning	Business creation in agriculture (business opportunities) Business survival strategies with reference to diversification, value-adding marketing and specialisation A simple business plan with reference to the following aspects: • a general overview of business; • market information; • details of staff and • financial detail

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CONTENT	SUGGESTED CONTENT SEQUENCE
FARM EVALUATION	**Farm evaluation** • Inter reliance of different enterprises • Profitability of enterprises • Viability of enterprises • Suitability of the farm regarding business plan
MANAGEMENT	***Planning*** • Reasons for planning • Steps in the decision making process ***Organising*** • Organising an enterprise • Organogram • Advantages of good planning ***Coordination*** • Advantages of coordination • Coordination of labour, tasks and machinery ***Motivation*** • Human resources • Motivation • Delegating • Communication ***Control*** • Development of standards • Corrective measures • Evaluation • Advantages of good control

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PART 2

THE OUTLINE AND FORMAT OF THE QUESTION PAPERS EXTERNAL EXAMINATIONS IN GRADE 12

PAPER

The following table provides guidelines for the written examination paper in Grade 12:

DURATION OF PAPER: 2½ HOURS			
PRODUCTION ENTERPRISE	**Shorter Questions**	**Longer Question**	**TOTAL MARKS**
Section A	50 marks		50
Section B (3 Questions)	3 x 50 marks	150 marks	150
TOTAL	**50 marks**	**150 marks**	**200**

DIFFERENTIATION OF CONTEXT AND CONTENT INTO QUESTIONS

QUESTION 1

1 There will be different types of short questions like:
- 1.1 Multiple choice
- 1.2 Column A and Column B (Matching)
- 1.3 Give one word/term
- 1.4 True and false

Any type can be used with no relation to sequence.
Each subquestion will include all sections in the curriculum.

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QUESTION 2

2 Animal and crop production
- 2.1 Physical and biological
- 2.2 Camps
- 2.3 Contours
- 2.4 Soil
- 2.5 Resource utilization
- 2.6 Precision farming
- 2.7 Mechanization
- 2.8 Management and utilization of labour
- 2.9 Management and utilization of implements
- 2.10 Farming systems and Farm evaluation

QUESTION 3

3 Recording, financial statements and Entrepreneurship.
- 3.1 Record keeping
- 3.2 Recording of physical data
- 3.3 Recording of financial data
- 3.4 Production records
- 3.5 Economical information
- 3.6 Introduction to a farm budget
- 3.7 Balance sheets
- 3.8 Cash flow
- 3.9 Income/expenditure statement
- 3.10 Entrepreneurship
- 3.11 Development of business plan
- 3.12 Farm and evaluation

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QUESTION 4

4 Harvesting, value adding, marketing, agro – tourism and industry

- 4.1 Harvesting and product collecting procedures
- 4.2 Post harvest and product assessments
- 4.3 Marketing
- 4.4 Producer organization
- 4.5 Produce regarding enterprise
- 4.6 Processing
- 4.7 Packaging and distribution
- 4.8 Agro-tourism
- 4.9 Industry and project report preparation

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Cognitive levels, Context words and Key verbs:

COGNITIVE LEVEL Weighting %	CONTEXT WORDS	KEY VERBS
A **40%**	***Knowledge***	Name, Mention, Give, Indicate, Provide, Arrange, Define, Label, List, Outline, Locate, Recognise, Select, State and Supply
B **40%**	***Comprehend and Application***	Describe, Identify, Restate, Review, Summarize, Classify, Compare, Define, Distinguish, Interpret, Match and Select, Apply, Calculate, Draw, Explain, Identify, Illustrate, Prepare, Operate, Practice, Solve, Draw (Sketch), Modify, Adapt, Compute, Discover, Survey, Gather, Prepare, Use and Show
C **20%**	***Analysis***	Analyse, Categorize, Compare, Distinguish, Discuss, Examine, Investigate, Test, Deduce, Differentiate, Relate, Classify, Contrast, Explain, Generalize, Predict and Solve
	Synthesis	Arrange, Compose, Formulate, Organise, Plan, Assemble, Construct, Combine, Create, Depict, Design, Develop, Incorporate, Integrate, Invent, Predict, Produce and Structure
	Evaluations	Appraise, Assess, Comment on, Critically analyse, Evaluate, Conclude, Interrogate, Judge, Predict, Compare, Score, Justify, Critique and Recommend

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SKILLS MEASURED IN THE PAPERS:

- Interpretation and changing of data (Tables/Diagrams/Flow charts/Pictures)
- Calculations
- Evaluation of Data
- Plotting of data
- Making drawings
- Planning and designing experiments
- Identifying labels/Labelling
- Organizing/Recording/Reorganizing data
- Tables or Data Ability to follow instructions/Interpreting flow charts
- Case studies

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