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**ProVision**

AGRA AGRICULTURAL ACADEMY



# National Certificate Agri Sales & Services

SAQA ID 14854

## STUDY PROSPECTUS 2022





# NATIONAL CERTIFICATE AGRI SALES AND SERVICES

## COURSE OVERVIEW

National Certificate: Agri Sales and Services | SAQA ID 14854

### **Credits: 161**

The National Certificate in Agri Sales and Services is an academic programme supported by practical hands-on modules, developed for the Southern African Agricultural Industry.

The qualification focuses on a range of administrative transactions such as ordering, receiving, pricing, storing, display, promotion and marketing of merchandise, and providing customer service of excellence in the agri-business' retail branch.

The Programme allows students, that meet the entry requirements, to complete a practical one-year National Certificate in Agri Sales and Services, NQF Level 4.

On completion of the Certificate, students will be well positioned to extend learning and practice into other sub-fields such as Animal Production, Mixed Farming, and Farm Management on the technical side.

## WHAT YOU STUDY

The learner will have demonstrated ability to make decisions and provide guidelines considering a range of options after completion of the following unit standards in three specified areas:

### **Fundamental learning:**

- Literacy and communication at NQF level 4
- Numeracy at NQF level 4
- Interpret financial reports

### **Core learning:**

- Place merchandise order
- Receive merchandise
- Pricing of merchandise
- Storage of stock
- Determine stock levels
- Complete sales transactions
- Control of stock
- Marketing of merchandise
- Purchase merchandise
- Selling goods and services
- Providing customer service
- Contribute to the planning allocation and supervision of work





# NATIONAL CERTIFICATE AGRI SALES AND SERVICES

## **Elective learning:**

- Implement and run promotions
- Coordinating promotional activities
- Provide effective administrative support
- Function as a safety, health and environmental representative
- Maintain sound labour relations

## **ADMISSION REQUIREMENTS**

The following minimum admission requirements will be required to enter for this National Certificate.

- A National Certificate at NQF Level 2, or
- Grade 10 Certificate, or
- Competence through experience and Recognition of Prior learning

## **CURRICULUM LAYOUT**

### **Introductory Module 1:**

Induction Course: Introduction to Agripedia

### **Introductory Module 2:**

Garcias: Introduction to the Mental Approach to Farming

### **Module 1: Communication Skills**

- The Learning processing
- Engage in sustained oral communication and evaluate spoken texts
- Apply comprehension skills to engage written texts in a business environment
- Use the writing process to compose texts required in a business environment/ Write for a wide of contexts
- Motivate judgements on selected literary texts
- Apply comprehension skills to engage oral texts in a business environment
- Use the writing process to compose texts required in the business environment

### **Module 2: Basic Computer Skills**

- Work with spreadsheets & Ensure spreadsheet integrity to enhance reliability
- Manage electronic mail in a business environment
- Review and create documents using a Graphical User Interface (GUI)-based word processor
- Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief

- Use computer technology to research a computer topic & demonstrate an understanding of the principles of the internet and the world-wide-web

### **Module 3: Applied Mathematics and Statistics**

- Introduction to Biometry and maths Principles
- Statistical probabilities; Hypotheses testing and confidence intervals and Analysis of Variance
- Implement and interpret a data Collection Plan
- Use mathematics to investigate and monitor the financial aspects
- Solve problems in sequences and series and simulated situations
- Patterns and Inverse of functions
- Complex numbers in non-trivial situations

### **Module 4: Introduction to Retail and Agri Business Techniques**

- Introduction To Retail, Retail Management and How to Lead workgroup activities

### **Module 5: Merchandise in Retail**

- Purchase and Receive of Merchandise
- Pricing and Marketing of Merchandise
- Selling Goods and Services and Providing Customer Service
- Complete Sales Transactions and Interpreting Financial reports in retail/wholesale

### **Module 6: Inventory and Stock in retail**

- Determine Stock Levels
- Control of Stock

### **Module 7: Promotions and HR Incorporated**

- Implement and run promotions
- Co-Ordinating Promotional Activities

## **METHODOLOGY**

This National Certificate is presented as a full e-Learn study programme from our *Agri-learn* platform. This is done through own studies, reading, practical research and the submission of assignments.

This is a full participatory learning programme, where you will also communicate with your co-students across the country on social media, *Agri-social*, and you can ask interesting questions, or upload contributions in the format of articles, photos or videos on *Agri-social*.

Throughout the academic year, our lecturers will be available on our Agri-social platform, and can also be contacted via E-mail, SMS, WhatsApp, or direct telephonic contact.

We are making learning fun, exciting and interesting. Social media and Audio-visuals are the new future of learning.

## SKILLS AND JOB OPPORTUNITIES

You will develop, over the tenure of your studies, a critical understanding of agricultural trade and marketing in the agricultural wholesaler and retail industry.

All course content is based and supported by the latest industry developments, and these best practices will allow you to participate meaningfully in agricultural trade and industry.

Graduates will be able to enter the primary agricultural workplace and establish a thriving career through hard work and commitment.

## ACADEMIC FEES

The following academic fees are applicable for 2022.

Methods of payment:	(2022): ND 23 400
At registration:	ND 1 950.00
After registration: 50% deposit	ND 10 725.00
At the start of the second term: (outstanding balance)	ND 10 725.00

## ALTERNATIVE PAYMENT ARRANGEMENTS

If you are not in a financial position to pay the full quarterly amount, you may apply in writing for the payment of modules on a month-to-month basis. Please direct your application to: The Financial Director, [apvtraining@agra.com.na](mailto:apvtraining@agra.com.na)

## WHY AGRA AGRICULTURAL ACADEMY?

- Courses are SAQA accredited
- World class lectures and affiliated academics
- Custom-designed online Agricultural Campus that includes e-learning modules and an online encyclopaedia for lifelong support

## TO FIND OUT MORE

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