



National Certificate Advanced Farm Management

SAQA ID 49011 & 49010

STUDY PROSPECTUS
2022



CERTIFICATE IN ADVANCED FARM MANAGEMENT

COURSE OVERVIEW

Certificate in Farm Management | SAQA ID 49011 & 49010, NQF 5

Contribute 120 Credits to the National Diploma

The Certificate in Advanced Farm Management is an academic online programme supported by practical hands-on modules, developed for the Southern African Agricultural Industry. The qualification focuses on the management and operational requirements needed by farm managers to manage a farming business successfully. This management course is designed to provide core knowledge and skills to farm managers to ensure optimum production, performance and profit on any commercial farm.

Good business management is vitally important for any agricultural venture's commercial success. It is important to learn the essential managerial skills to make an agricultural business succeed.

In this programme the farm manager will learn about business and financial management best practices, office and legal practice, human resource management, building own computer models, global business strategy and research methods in commercial agriculture.

This Farm Management Programme will enable learners to demonstrate an understanding of the documentation, processing and recording of an agricultural business's financial transactions. Communicate effectively with the business stakeholders. Show what it means to be a general manager. Cost and price products and manage working capital.

On completion, students will be well positioned to extend learning and practice into other sub-fields such as a proceeding to the National Diploma in Animal- or Plant Production.

WHAT YOU STUDY

Training Modules

1. Introduction to Farm Management
2. Business Communication Skills
3. Business Ownership
4. Farm Business Planning
5. Operational Planning and Execution
6. Production Management
7. Financial Management
8. Input Procurement, Purchasing and Stock control
9. Human Resource Management
10. Sustainable Resource Management

ADMISSION REQUIREMENTS

Minimum admission requirements:

- Namibia Senior Secondary Certificate
- National Certificate: Animal production. NQF 4
- National Certificate: Plant production. NQF 4

CURRICULUM LAYOUT

Introductory Module 1: Introduction

- Induction Course: Introduction to Agripedia

Introductory Module 2: The Mental Approach to Agricultural Extension

- Determining the current reality
- Establishing the foundation – how your experience is created
- A new understanding of the Mind: Implications not applications
- Apply the approach in practice

Module 1: Business 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 language and communication in occupational learning programmes
- Use the writing process to compose texts required in a business environment/ Write for a wide of contexts
- Interpret a variety of literary Texts / Interpret and use information from texts
- Accommodate audience and context needs in oral communication & Apply comprehension skills to engage oral texts in a business environment
- Write texts for a range of communicative contexts / Read, analyse and respond to a variety of texts
- The Farm Plan: Implementing integrated farm layout and site selection
- Research Methodology and writing of Academic Content

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 Farm Management

- Management and the Role of a Manager
- Ethics and Professionalism
- The farming Organisation and organisational Politics

Module 5: Business ownership

- Legal Entities and business Types

Module 6: Farm Business Planning

- Development and selection of an enterprise for farm business farm planning & Business Structures
- Marketing
- Farm Record Keeping

Module 7: Operational Planning and Execution

- Understanding Farming Operations
- Strategic Planning
- Operational Management Systems
- Managing Farm Machinery

Module 8: Production Management & Sustainable Resource Management

- Production Planning & Natural Resource Management
- Costing and Benchmarking for decision making
- Data Collection, interpretation and BI-System
- Scorecards & Dashboards
- Enterprise Budgets and cost Benchmarking

Module 9: Financial Management

- Capital Requirements
- Cost, Profit & Breakeven
- Cashflow & Cashflow management
- Cost Allocation & Income Statement
- Balance Sheets
- Controlling Budgets
- Interpretation of Financial Statements
- VAT

Module 10: Human Resource Management

- Management & Leadership
- People Management
- Training and Development of Staff
- Labour Relation Act
- Occupational Health and Safety

Module 11: Input procurement, Purchasing and Stock control

- Planning and Procurement of inputs
- Warehouse Management
- Stock Distribution & Enterprise recording

KEY OUTCOMES OF THE CURRICULUM

- Role and task of a manager
- Ethics and Professionalism
- Organisational Politics
- Achieve common goals
- Verbal and Business Communication
- Legal entities and business types
- Farm and business planning
- Enterprise budgets and cost benchmarking
- Marketing
- Business structure and organograms
- Farm record keeping
- Understand farming operations
- Strategic planning
- Operational Management Systems
- Manage farm machinery and buildings
- Production Planning and Management
- Costing as a benchmark for decision making
- Data collection, interpretation and BI-Systems
- Use Scorecards and Dashboards
- Capital requirements
- Cost, profit & Breakeven
- Cashflow and cash management
- Cost allocation & Income Statement
- Balance sheet, Profit and Loss account
- Controlling budgets
- Interpretation of financial statements
- Value Added Tax

- Credit Management and Control
- Planning and Procurement of Inputs
- Warehouse Management
- Stock distribution and enterprise recording
- The Nature of Thought
- Management and Leadership
- People Management
- Conflict Management
- Time management
- Staff recruitment and contracting
- Training and development of staff
- Labour relations Act
- Occupational Health and Safety
- Supervision

SKILLS AND JOB OPPORTUNITIES

You will develop, over the tenure of your studies, a critical understanding of Farm Management in the modern era and working in a global economy. You will gain practical and relevant skills that will enable you to work in the commercial primary- and secondary agricultural production sectors.

All course content is based and supported by the latest industry developments, and these best practices will allow you to participate meaningfully in farm management operations. Graduates will be able to enter the primary- and secondary agricultural workplace and establish a thriving career through hard work and commitment.

METHODOLOGY

The Certificate in Farm Management is presented as an exciting e-learning programme. This is done through own studies, reading and the online submission of assignments.

This is a participatory learning programme, where the student will also be able to communicate with fellow students across the country via, Agri-social, our social media platform. This platform allows for questions to be discussed, and the opportunity to upload and share interesting articles, images, and videos. Throughout the academic year, lecturers will be available on the Agri-social platform. They are also readily accessible via email, SMS, WhatsApp or direct telephonic contact.

Theoretical studies are completed through our online Agri-learn platform and the student is provided with a practical logbook to achieve practical competencies and experiences through the student's own workplace. Where needed, students will be assisted towards practical competence through our work placement programme.

ACADEMIC FEES

The following academic fees are applicable for 2022

Methods of payment:	Year 1 (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 ARRANGEMENT

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

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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