

# NATIONAL CERTIFICATE IN AGRICULTURE

LEVEL 4 | Course Code: NC0986



Courses delivered in partnership



Agricultural Training for New Zealand



## AGRICULTURE INTRODUCTION

Agriculture is the largest industry in Taranaki, employing nearly 7,000 full-time equivalent employees. In addition, over half of the land in Taranaki is used for agriculture production. Two-thirds of all farms in the region are dairy farms and the majority of the remaining one-third are sheep and beef.

People employed in this industry may work as Farmers, Farm Managers or Farm Assistants, specialising in dairy, sheep, cattle or cropping. There are a number of agribusiness employment opportunities such as Farm Consultant, Rural Banker or a Field Service Representative.

WITT's agriculture training is delivered in partnership with Taratahi Agriculture Training Centre. Our programmes provide a mix of knowledge, technical skills and practical farm work. There are programmes for people who want to develop specific skill sets, those who want to begin a solid career in agriculture and those already employed in the sector who want to upskill.



# NATIONAL CERTIFICATE IN AGRICULTURE

## IMPORTANT INFORMATION

### START DATES

January Intake: 16/01/2012 - 7/09/2012  
July Intake: 9/07/2012 - 8/03/2013

### COURSE LEVEL

Level 4

### DURATION

30 weeks, Part Time or Full Time

### TUITION FEES

FULLTIME \$3910 - Domestic  
PARTTIME \$500 - Domestic



### ENTRY REQUIREMENTS

Applicants must be at least 16 years of age, demonstrate an ability to succeed in tertiary study, shown by the completion of:

- National Certificate in Farming Skills (Work Ready) Level 3, or the National Certificate in Agriculture Level 3, and/or
- Equivalent knowledge and skills; and/or previous and relevant work experience in agriculture
- A commitment to successful programme completion

### PROGRAMME OVERVIEW

This National Certificate in Agriculture (Level 4) is offered with three strands: Dairy Farming, Sheep Farming and Cattle Farming. Skills and knowledge required for each of the strands are specific to that particular farming sector.

This qualification is designed to be a means of recognising, and building on, skills and knowledge of people who already have industry experience and/or who have completed Level 3 agricultural training.

The structure and delivery of this qualification will give students exposure to more of the decision making processes that occur on the farm and will allow them to take increased responsibility for work on the farm.

The programme is split into three components - theory, technical skills and practical farm work. This helps the students get a good mix of essential skills and knowledge - in a classroom, in the workshop and on the farm. In addition to the various campuses in Taranaki, students will also spend a large amount of time on commercial farms within the region.

It is also possible for students to complete studies for this programme extramurally, particularly students who have gained employment in the agricultural industry.

This qualification is delivered on behalf of WITT by Taratahi Agricultural Training Centre (in Taranaki). Taratahi has been specialising in agricultural training since 1919. Their main residential campus is based in the Wairarapa region, and Taranaki campuses are situated in Tikorangi, Manaia and Stratford. More information about Taratahi is available at [www.taratahi.ac.nz](http://www.taratahi.ac.nz).

## QUALIFICATIONS AND CAREER OPPORTUNITIES

Students who achieve 120 WITT credits, as specified for the strand of qualification for which they have enrolled, will be awarded the National Certificate in Agriculture (Level 4) [NZQA Qualification Ref.0986]. See programme content.

A graduate will be equipped with a broad range of skills from across the agriculture industry that would be utilised over a full farming year. They will have knowledge and practical skills relating to effective farm and pasture management. They will also have specialist skills relating to the handling and management, healthcare, breeding and productivity of dairy herds, sheep or cattle, depending on their qualification strand selection.

The National Certificate in Agriculture (Level 4) provides a pathway for students who wish to continue their agricultural studies, at level 5 and higher.

A dairy farming strand graduate will have the skills and knowledge to be employable as dairy assistant or assistant herd manager. A cattle farming strand graduate will have the skills and knowledge to be employable as a stockperson. A sheep farming graduate will have the skills and knowledge to be employable as a stockperson or shepherd. All graduates will be able to take responsibility for their own work for extended periods of time and will be capable, on a daily bases, of taking some responsibility for the work of others and of providing short term cover for senior staff in some areas of farm operations.

A graduate of this programme will also have knowledge and skills that are relevant to other roles within the agricultural sector, including:

- Agricultural contracting;
- Rural banking
- Farm management/Sharemilking/Equity Partnerships;
- Rural supplies;
- Rural research and development enterprise;
- Fertiliser sales.



## PROGRAMME DATES AND TIMES

This one year programme has start dates scheduled for:

**16 January 2012**

**9 July 2012**

The programme runs for 34-35 weeks, inclusive of 4-5 weeks semester break (Note: the July intake has an extra break week due to Christmas holidays). This is a full time programme in which students attend classes for training and assessment, with intervals of work placement and self-directed learning in between.

Training locations vary depending on strand selection and these, plus the work placement requirements for the programme will be discussed with students at the time of their application.

## PROGRAMME CONTENT

This qualification consists of two core compulsory courses, CAF4.001 and CAF3.002, which are common to all three strands. These core compulsory courses include knowledge related to pasture and farm management and the completion of a farm report, which covers the skill and knowledge related to all aspects of farming brought together into one project.

Students must elect to study one of the three strands: **Dairy**, **Sheep** or **Cattle**, and are required to complete all courses within that strand as per the Schedule that follows.

### Schedule of courses including unit standards:

			COURSE CODE	COURSES & UNIT STANDARDS	WITT CREDITS	
✓	✓	✓	<b>CAF4.001</b>	<b>Farm Report</b>		<b>10</b>
DAIRY STRAND	SHEEP STRAND	CATTLE STRAND		LEVEL:4   NQF CREDITS:8		
			19035	Prepare a farm report		
✓	✓	✓	<b>CAF3.002</b>	<b>Pastures, Soils and Fertiliser</b>		<b>15</b>
DAIRY STRAND	SHEEP STRAND	CATTLE STRAND		LEVEL:3   NQF CREDITS:16		
			19142	Describe the role of elements and fertilisers in primary production, and soil testing		
			24543	Demonstrate knowledge of the formation, and factors which influence properties, of soils on-farm		
			19101	Describe methods to maximise pasture production, and pasture renovation and renewal		
✓		✓	<b>CAF4.003</b>	<b>Livestock Feeding - Dairy and Cattle</b>		<b>25</b>
DAIRY STRAND	SHEEP STRAND	CATTLE STRAND		LEVEL:4   NQF CREDITS:23		
			19079	Assess condition of cattle, determine feed requirements and feed a herd of cattle		
			24627	Describe a feed budget, and the management of pasture surplus or deficit		
			24628	Describe pasture supply and demand, feeds, and grazing systems		
✓			<b>CAF4.004</b>	<b>Livestock Health - Dairy</b>		<b>20</b>
DAIRY STRAND	SHEEP STRAND	CATTLE STRAND		LEVEL:4   NQF CREDITS:21		
			25922	Describe ill-health in cattle		
			19076	Diagnose and treat ill-health in cattle		
			19103	Demonstrate knowledge of methods for promoting on-farm livestock health and health problems of livestock		
✓			<b>CAF4.005</b>	<b>Livestock Breeding - Dairy</b>		<b>20</b>
DAIRY STRAND	SHEEP STRAND	CATTLE STRAND		LEVEL:4   NQF CREDITS:18		
			19073	Prepare for calving and calve cows		
			19085	Demonstrate knowledge of cattle mating practices and management		
			19169	Implement a mating and calving plan for a dairy herd under supervision		
✓			<b>CAF4.006</b>	<b>Milking</b>		<b>30</b>
DAIRY STRAND	SHEEP STRAND	CATTLE STRAND		LEVEL:4   NQF CREDITS:27		
			18197	Demonstrate knowledge of how to produce premium quality cow's milk		
			18199	Identify and treat milking problems in dairy cattle		
			19090	Clean and maintain the milking plant		
			19091	Manage a dairy herd during milking and drying off		

	✓		<b>CAF4.007</b>	<b>Livestock Feeding - Sheep</b>	WITT CREDITS	<b>25</b>
DAIRY STRAND	SHEEP STRAND	CATTLE STRAND		LEVEL:4   NQF CREDITS: 23		
			24628	Describe pasture supply and demand, feeds, and grazing systems		
			19153	Assess condition of sheep, determine feed requirements, and feed a mob of sheep		
			24627	Describe a feed budget, and the management of pasture surplus or deficit		

	✓		<b>CAF4.008</b>	<b>Livestock Health - Sheep</b>	WITT CREDITS	<b>20</b>
DAIRY STRAND	SHEEP STRAND	CATTLE STRAND		LEVEL:4   NQF CREDITS: 21		
			25923	Describe ill-health in sheep		
			19103	Demonstrate knowledge of methods for promoting on-farm livestock health and health problems of livestock		
			19155	Diagnose and treat ill-health in sheep		

	✓		<b>CAF4.009</b>	<b>Livestock Breeding - Sheep</b>	WITT CREDITS	<b>20</b>
DAIRY STRAND	SHEEP STRAND	CATTLE STRAND		LEVEL:4   NQF CREDITS: 15		
			25829	Demonstrate knowledge of livestock breeding methods and programmes		
			19159	Demonstrate knowledge of sheep mating management practices		
			19160	Implement tugging, lambing, docking, and weaning of lambs		

	✓		<b>CAF4.010</b>	<b>Meat Production and Shearing</b>	WITT CREDITS	<b>30</b>
DAIRY STRAND	SHEEP STRAND	CATTLE STRAND		LEVEL:4   NQF CREDITS: 15		
			19117	Demonstrate knowledge of meat production		
			19161	Prepare and undertake shearing related activities on a farm		

		✓	<b>CAF4.011</b>	<b>Livestock Health - Cattle</b>	WITT CREDITS	<b>30</b>
DAIRY STRAND	SHEEP STRAND	CATTLE STRAND		LEVEL:4   NQF CREDITS: 27		
			25922	Describe ill-health in cattle		
			19076	Diagnose and treat ill-health in cattle		
			19103	Demonstrate knowledge of methods for promoting on-farm livestock health and health problems of livestock		
			24619	Handle and treat cattle		

		✓	<b>CAF4.012</b>	<b>Livestock Breeding - Cattle</b>	WITT CREDITS	<b>20</b>
DAIRY STRAND	SHEEP STRAND	CATTLE STRAND		LEVEL:4   NQF CREDITS: 17		
			25374	Prepare for, and carry out, calf marking		
			25373	Develop a calving plan for a beef herd		
			25372	Develop a mating plan for a beef herd		
			19085	Demonstrate knowledge of cattle mating practices and management		

		✓	<b>CAF4.013</b>	<b>Meat Production and Livestock Sales</b>	WITT CREDITS	<b>15</b>
DAIRY STRAND	SHEEP STRAND	CATTLE STRAND		LEVEL:4   NQF CREDITS: 12		
			19117	Demonstrate knowledge of meat production		
			19109	Demonstrate knowledge of the sale and purchase of livestock		

		✓	<b>CAF4.014</b>	<b>Managing Farm Dogs</b>	WITT CREDITS <b>5</b>
DAIRY STRAND	SHEEP STRAND	CATTLE STRAND		LEVEL: 3   NQF CREDITS: 4	
			19111	Demonstrate knowledge of the types, breeds, uses and health requirements of farm dogs	

**PLEASE NOTE: Units may be subject to change.**

## OTHER PROGRAMME INFORMATION

### TRAINING VENUE

Training is conducted at multiple venues within the Taranaki region. At the time of application students will be advised on locations for training.

### WORK PLACEMENT

Access to opportunities for work placement is necessary for all courses within this programme. These courses and their practical training component have been designed around the usual New Zealand on-farm seasonal working practices and it is a requirement of this programme for students to apply and practice these seasonal-specific skills under supervision in real workplace settings to achieve competence. Responsibilities of parties to the Work Placement and a schedule of learning requirements are detailed in Memoranda of Understanding, which are signed by a representative of Taratahi and the Work Placement Providers.



## HOW TO APPLY AND ENROL FOR THIS PROGRAMME

Register your interest today by completing the application form on the next page in this Programme Information Booklet.

### ENTRY CRITERIA

Academic Achievement: Applicants should demonstrate an ability to succeed in tertiary study at this level, shown by the completion of:

- A National Certificate in Agricultural Skills (Level 3) or equivalent; and/or
- A result from literacy and numeracy assessment that indicates an ability to succeed.

A personal interview may be required as part of the application process

### DRIVER'S LICENCE

It is recommended that students hold or are working towards a Restricted New Zealand Driver's Licence as this assists students with the range of activities they can undertake during work placement and work experience and with their job prospects upon graduation.

### CAN A STUDENT RECEIVE RECOGNITION FOR ANY PRIOR LEARNING?

Opportunities for assessment of prior learning are advised through the Course Handbook and WITT Policy and Procedure Recognition of Prior Learning. Students should discuss any applications for recognition of prior learning with Taratahi's Regional Education Manager in the first instance.

### PROGRAMME FEES

**\$3910 Full Time Tuition Fee**

**\$500 Part Time Tuition Fee**

(Price applies to NZ Citizens and NZ Permanent Residents only).

(This programme is not currently available for international students).

Students are required to purchase some items in addition to what is covered by programme fees.

### ADDITIONAL ITEMS STUDENTS NEED TO PURCHASE\*

\*All prices quoted below were current at the time of printing, but may be subject to change.

ITEM	EXPECTED COST
<b>WORKWEAR</b>	
1 pair combination overalls	\$50.00
1 pair work boots (steel capped)	\$160.00
1 pair gumboots	\$80.00
1 Set waterproof clothing including:	
Waterproof leggings	\$80.00
Waterproof coat	\$130.00
1 pair shearing moccasins (for sheep students)	\$55.00
<b>STATIONERY</b>	
Stationery needed for this programme will be provided for full time students.	
<b>TRANSPORT COSTS</b>	
Transport to/from Work Placement/Work Experience will depend on method of transport and distances involved	

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# APPLICATION FORM

## PROCESS

Complete an application form:

You complete all sections of this form and attach required evidence and additional documentation, then return it to Taratahi.

Assessment:

Application forms will be assessed and you will notified of the outcome. You may be invited to attend an interview/test or guidance session.

Enrolment:

If you meet the entry criteria, you will be sent a study contract and a letter of acceptance.

Payment:

Payment for fees will be required prior to starting the programme.

WELCOME TO WITT & TARATAHI!

## DRIVERS LICENCE

What current NZ Driver's Licence do you hold?

- Learners  Restricted  
 Full  None

## EDUCATION

Name of the last secondary school you attended

What was your last year at secondary school (eg. 2000)?

## PROGRAMME DETAILS

Which Strand of the course are you wishing to take?

- Dairy  Sheep  Cattle

What is the course intake date?

   
MONTH YEAR

## PERSONAL DETAILS

First Name

Surname

NZQA or National Student Number (NSN) (if known)

- Mr  Miss  Mrs  Ms

Gender  Male  Female

Date of Birth     
DAY MONTH YEAR

Postal Address

   
POSTCODE

Home Phone

Mobile

Email

## CITIZENSHIP

Please indicate your citizenship or resident status. Tick only one box.

- New Zealand Citizen  NZ Permanent Resident

## EMPLOYMENT

Are you employed currently?

- Yes  No

If yes, what are your total years in employment?

Company Name

Contact Person

Type of work

Time in Employment

Full or Part-Time

If you have had any work experience (other than above) either part-time, or full-time, please provide brief details.

Company Name

Contact Person

Type of work

Time in Employment

Full or Part-Time

## DISABILITY/HEALTH

The following information is confidential. It will assist us in improving and providing support for students with disabilities/impairments and for statistical and funding purposes.

Are you allergic to anything?  YES  NO

If yes, please explain including any medication required.

Who is your family Doctor?

Name

Phone

Address

Do you live with the effects of injury, long-term mental/physical illness or disability?

Yes  No

If yes, please indicate your condition/disability by ticking one or more of the following boxes:

<input type="checkbox"/> Hearing	<input type="checkbox"/> Mental Health
<input type="checkbox"/> Speech	<input type="checkbox"/> Vision
<input type="checkbox"/> Physical/Mobility	<input type="checkbox"/> Head injury
<input type="checkbox"/> Medical	<input type="checkbox"/> Learning (eg. dyslexia)
<input type="checkbox"/> Other (please specify)	

Would you like to discuss your support needs with the Disability Coordinator?

Yes  No

### WITT INFORMATION

What source of information did you use to make your enrolment decision? You may tick more than one box

<input type="checkbox"/> Radio	<input type="checkbox"/> Newspaper
<input type="checkbox"/> Website	<input type="checkbox"/> School Career Advisor
<input type="checkbox"/> School Visit	<input type="checkbox"/> Careers Expo
<input type="checkbox"/> Open Day	<input type="checkbox"/> Prospectus
<input type="checkbox"/> STAR Course	<input type="checkbox"/> Family/Friends
<input type="checkbox"/> Employer	<input type="checkbox"/> Other

### DECLARATION

I have read the information on this programme I am applying for. I am interested and aware of all the information that is available. I acknowledge my responsibility to be aware of the programme regulations, start dates, etc related to my study. (Please visit our website for Programme Information Sheets, Prospectus and other course related information [www.wittworks.ac.nz](http://www.wittworks.ac.nz)).

I declare that all information I have supplied on this form and any attached documentation to be true and complete and I understand that WITT may cancel my enrolment if false information has been supplied.

I understand that the personal information I have supplied on this application form may be used for statistical purposes as required between an external agency such as the Ministry of Education, Taratahi and WITT.

I understand that WITT has the right to cancel or withdraw from any programme offered. Should this happen WITT will not be liable for any non-fee related costs incurred by me.

Signature

Date     
DAY MONTH YEAR

### ADDITIONAL DOCUMENTATION REQUIRED

Your application is not complete unless accompanied by:

- Proof of your Academic Achievement**  
Shown by the completion of:
  - National Certificate in Farming Skills (Level 3)
  - or the National Certificate in Agriculture (Level 3)
  - and/or equivalent knowledge and skills
  - and/or previous and relevant work experience in agriculture
- Verified** copy of your Birth Certificate or Passport

YOU MUST supply verified evidence of NZ citizenship, NZ permanent residency (e.g. Birth Certificate or Passport).

A verified copy is a photocopy of the original document, which has been signed by a solicitor, Justice of the Peace (JP) or Kaumatua as being a true copy of the original.

**Another option** is to bring your original document in to the Taratahi Office, 65 Juliet Street, Stratford where we can sight the original and sign it for you.

### WHAT TO DO NOW

Please send to:

**Taratahi Agricultural Training Centre**  
PO Box 138, Stratford 4352

Or drop off at:

**Taratahi Office**  
65 Juliet Street, Stratford

For more information or help filling out this form call **0800 600 333**, visit our website [www.taratahi.ac.nz](http://www.taratahi.ac.nz) or email [taranaki@taratahi.ac.nz](mailto:taranaki@taratahi.ac.nz)

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## STUDENT ALLOWANCES AND STUDENT LOANS

Student Loans and Allowances are available to help finance compulsory fees, course-related costs and/or living costs in relation to this programme.

More information regarding financing studies is available in the back section of the WITT Prospectus or at StudyLink at [www.studylink.govt.nz](http://www.studylink.govt.nz) or phone **0800 88 99 00**.

## SCHOLARSHIPS

There are a range of scholarships that students studying agriculture may apply for. Links and information regarding scholarships are available on both the WITT, Taratahi and Taranaki Careers websites (see links below). Applications for many of these scholarships have closing dates in the year prior to study so applicants are encouraged to investigate scholarship options as soon as possible.

[www.witt.ac.nz](http://www.witt.ac.nz) | [www.taratahi.ac.nz](http://www.taratahi.ac.nz) | [www.taranakicareers.co.nz](http://www.taranakicareers.co.nz)

## ENROLMENT PROCESS AND INFORMATION

### ENROLMENT IS AS EASY AS THESE FIVE STEPS

1

#### COMPLETE THE APPLICATION FORM

Apply by post: Complete the Application Form and supply additional information required and return them to **Taratahi Agricultural Training Centre, PO Box 138, Stratford**

OR

Apply in person: Complete the Application Form and supply additional information required and then pop them into the Taratahi Office: **65 Juliet Street, Stratford**

2

#### ASSESSMENT

Your application will be assessed to determine whether you meet the entry requirements for your chosen programme. If your application is successful, you will receive a letter of acceptance and a study contract. If you do not meet the entry criteria, you will be advised of other programmes that may be more suitable for you.

3

#### INTERVIEW

You may be invited to attend an interview for a place on the programme of your choice. The interview is your chance to find out more about the programme and decide if you want to study, as well as an opportunity for WITT and Taratahi to ensure that this is the right qualification for you. You are welcome to bring family or whanau support to the interview.

4

#### ENROLMENT PROCESS

Once you have been accepted on the course you will receive an acceptance letter, an invoice and a study contract which you will need to sign and return to WITT.

- On the study contract, you will need to advise WITT of how your fees will be paid.

5

#### PAYMENT OF FEES\*

You can pay your fees by:

- Full payment at the time of enrolling (by cash, cheque, EFTPOS or credit card)
- Advising us that your fees will be paid through the Student Loan Scheme
- Providing authorisation from WINZ that you will receive a Training Incentive Allowance
- Advising us that your fees will be paid by an organisation and we will invoice them. You will need to supply proof that your fees are being paid for by an employer or sponsor.

\*Please note: If you enrol and do not officially withdraw from your programme of study, you will incur a 10% fee penalty. This applies even if you have not paid your fees.

For more information about this programme  
contact Taratahi Agricultural Training Centre

Phone **0800 600 333**

Email **taranaki@taratahi.ac.nz**

**www.taratahi.ac.nz | www.witt.ac.nz**

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