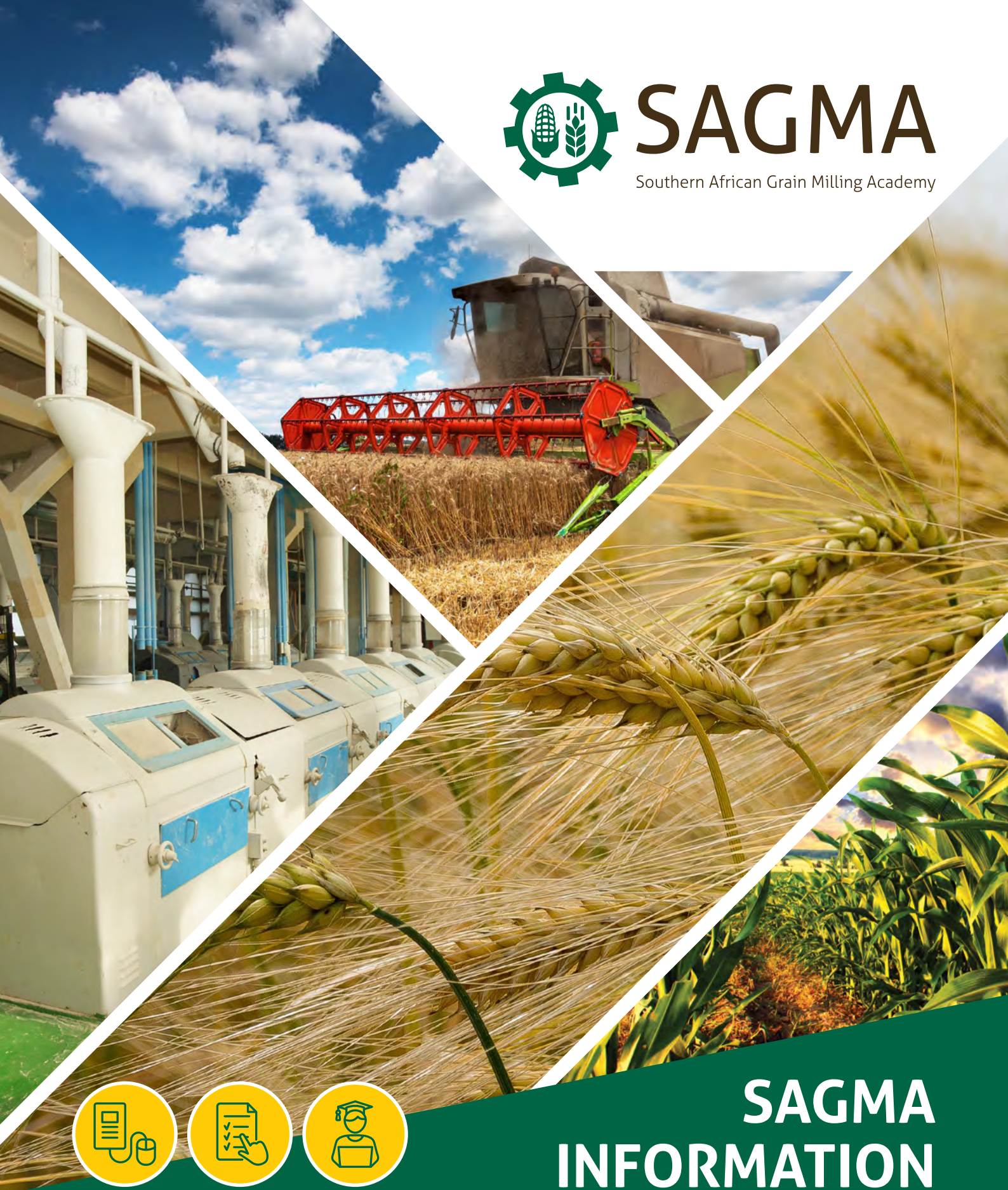

SAGMA

Southern African Grain Milling Academy

# SAGMA INFORMATION

# 2025

SAGMA
Southern African Grain Milling Academy

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**ACCREDITATION NUMBER**
Service Provider Accreditation Number (SDP1220/17/00124)

| OCCUPATIONAL TITLE | NQF LEVEL | CREDITS | QUALIFICATION SAQA ID | QCTO CURRICULUM CODE |
|---|---|---|---|---|
| Occupational Certificate: Miller | 05 | 401 | 97204 | 313909-000 |

**CONTACT DETAILS**


**Telephone number** : +27 (0)12 663 1660 (office)
+27 (0)60 643 0453 (cell)
**Email address** : info@sagma.co.za or elmien@sagma.co.za
**Website address** : www.sagma.co.za

**Address: Head Office**
Grain Building, AGRI-Hub Office Park
477 Witherite Road, Block A,
The Willows, Pretoria, 0081
SOUTH AFRICA

**Address: Cape Town**
15 Rose Close
Oude Westhof, Bellville
Western Cape, 7530
SOUTH AFRICA

**COURSE ADMINISTRATOR**
Elmien Bussiahn
060 643 0453
(012) 663 1660
elmien@sagma.co.za or info@sagma.co.za

**GENERAL MANAGER**
**To be appointed shortly**
(012) 663 1660
cindy@grainmilling.org.za


**COURSE DETAILS**

- 2 years theory-based courses consisting of 8 modules[1] , or
- 5 Modules for the SAGMA General Course[2]
- Logbook and Portfolio of Evidence system.
- 6-months compulsory preparation for Trade Test assessment.
- May/November EISA examination (additional six months).
- Quality Council for Trades and Occupation (QCTO)/SAQA accredited Certificate.

**ADMISSION CRITERIA AND REQUIREMENTS**
To enrol in the SAGMA courses, specific requirements must be met.

- Minimum of Grade 12 (Matric) certificate. Proof of qualification is required when registering.
- Employment contract with a maize or wheat milling company.
- Must have access to either a maize and/or wheat mill or work in a milling environment with available mentorship from the Head Miller or Training Officer.
- Good knowledge of English (written and spoken).

[1] **Students will be issued an NQF 5 Occupational Certificate only after achieving the minimum pass mark of the EISA examination.**
[2] **A student who completes SAGMA's theoretical courses (Modules 1 to 5) and meets all other assessment requirements (Trade Test) will be issued a Certificate of Completion**

***The wheat and maize courses are separate technology courses and separate certificates for the wheat and maize courses in milling technology will be issued to students who complete them.**

**The medium of course material and tuition is English only.**

## QUALIFICATION PURPOSE

This qualification provides the necessary knowledge, skills, and competencies for individuals to become efficient Millers who can effectively monitor and control the mechanical and operational efficiency of wheat and maize milling production facilities.

As a Miller, the student will learn how to manage the equipment, plant, wheat and maize milling, and related resources, ensuring that they operate at their optimal level to achieve maximum production efficiency. They will also be responsible for overseeing the bulk handling and storage of wheat/maize products within a safe working environment, adhering to strict food safety requirements.

The course will provide a comprehensive understanding of the principles of milling, including the chemistry and physical properties of grains, milling operations, and the various milling equipment used in the industry. The students will also learn about quality control, including the analysis of raw materials, monitoring and controlling the milling process and testing the final products for compliance with industry standards.

The course will cover critical topics such as hygiene and sanitation, food safety, and health and safety regulations, which are essential for ensuring a safe working environment. Students will be equipped with the necessary knowledge and skills to identify and mitigate risks, prevent contamination, and maintain a hygienic and safe working environment.

Overall, this qualification aims to provide students with the necessary knowledge, skills, and competencies to become competent Millers who can effectively operate and manage wheat and maize milling production facilities while ensuring compliance with industry standards and regulations.

## A qualified student will be able to:

- ✓ Receive, grade and store raw material in bulk or bags *(NQF Level 5)*
- ✓ Prepare grain for the milling process *(NQF Level 5)*
- ✓ Manage and control the milling process *(NQF Level 5)*
- ✓ Establish and control the quality of milled products *(NQF Level 4)*
- ✓ Blend or mix and store semi-finished products according to product specifications *(NQF Level 4)*
- ✓ Monitor and control the packing process of the finished product for distribution *(NQF Level 4)*
- ✓ Maintain the serviceability of milling machines and equipment throughout the milling process *(NQF Level 4)*

## FUNCTION OF SAGMA

*SAGMA is the South African Grain Milling Academy, a pioneering institution in the milling industry.*

- ✓ SAGMA aims to provide top-quality training and education in wheat and maize milling technology.
- ✓ The academy administers theoretical training through distance education courses covering all aspects of milling technology.

- ✓ SAGMA also administers the practical Trade Test for individuals seeking to become professional millers.
- ✓ Passing the Trade Test is crucial to obtaining a highly valued milling qualification.
- ✓ SAGMA offers an Advanced Course for experienced millers who want to expand their knowledge and stay up-to-date with industry developments.
- ✓ The academy provides tutorial assistance and technical consulting services to help millers overcome any challenges they may face in their work.
- ✓ SAGMA's team of experts is always available to provide guidance and advice on various technical issues.
- ✓ The academy plays a vital role in the development of the milling industry, ensuring it remains innovative, competitive, and successful.

**THEORETICAL COURSES FOR WHEAT AND MAIZE MILLING TECHNOLOGY**

SAGMA's theoretical courses for wheat and maize milling technology are designed to provide students with the competencies and skills necessary for effective problem-solving and decision-making in milling situations. With technical information presented in eight modules, these courses cover everything from the basic principles to the most advanced techniques in milling technology.

To ensure maximum accessibility, these courses are offered through distance education, utilising a correspondence course model. SAGMA provides a tutor for each course to assist students with any questions or difficulties they may have with the course material.

However, in compliance with the Quality Council for Trades and Occupations (QCTO) requirements, students pursuing milling as a career are also required to have a mentor, an experienced miller or mill manager who can guide and assist them throughout their studies (at their mill).

The courses are structured to ensure that students receive comprehensive guidance and feedback. SAGMA tutors compile and grade progress questions and semester examinations, providing students with detailed feedback and insights into their progress and areas for improvement.

SAGMA's theoretical courses in wheat and maize milling technology provide students with the foundational knowledge, skills, and competencies necessary to become effective and successful millers. With experienced tutors and the support of industry mentors, students receive comprehensive training and education that prepares them for a rewarding and fulfilling career in the milling industry.

**COURSE LAYOUT**

**Progress Questions**

Progress questions must be completed and returned to SAGMA, and a pass mark of 60% must be obtained to qualify for the examination. If students fail the progress questions, they will be required to re-register for the specific module.

**Submission Of Progress Questions**

- Progress question assignments should be e-mailed or couriered to SAGMA on or before the deadline date and should meet the following requirements.
    - Answers to progress questions must be scanned and e-mailed. Should students prefer to use an A4 Exercise Book, they are allowed to do so, provided that submissions are also scanned and e-mailed.

- All e-mailed submissions must be a one-document submission in PDF format. If using courier services, please ensure that delivery is made to our Cape Town address and not to Pretoria.
- The CoverSheet, provided on registration, must be attached as part of the document.
- Only hand-drawn illustrations will be accepted, and all the sketches must be clear and answers readable. No photocopies of the sketches in the module books will be accepted.
- Write only on the right-hand side of the book and leave ± 10 lines after each answer for comments by the tutor.
- Answer all questions in the given order and specify each question number in the middle of the page and draw a horizontal line after each question. Ensure that the same numbering system and symbols are used throughout the answering paper in the exact format as used in the paper.

- It remains the student's responsibility to make sure that the document is formatted correctly and received by the Course Administrator.
- Your answer to a question will depend on the marks allocated; e.g., a question worth 3 marks should have at least an answer of 3 lines.
- Always keep a copy of your progress questions assignments for your records.
- Posting of progress questions to the SAGMA postal address is not allowed.
- Submissions received after the deadline will be returned unmarked.
- Students are urged to answer all questions. If you don't know the answer, make an educated attempt or contact the tutor directly should you require clarity on a question. Tutors are under no obligation to supply model answers if questions are left unanswered.
- Results will be communicated to students via WhatsApp and/or e-mailed to the student's Training Office within three weeks from the examination date.

**Logbook**

- This is a progressive record of learning and should reflect on workplace exposure for the full duration of the course. It contains critical elements relating to the work that needs to be done, which are referred to as modules. For record-keeping purposes, each module is coded and connects to an objective guiding the student on what to do.
- Students enrolled for the SAGMA General Course are not required to keep a logbook.
- Maintaining the Logbook is the responsibility of the student. The Logbook must be available for inspection and verification during site visits by SAGMA, AgriSETA, and/or QCTO.
- The student will maintain the Logbook every week and give it to the mill mentor/training officer, which they must approve and sign off using the following options.
  - **Assist only:** means that the student performed work under the instruction of the supervisor; or
  - **Need Supervision:** means the student performed own work and asked for coaching/guidance when required; or
  - **Independent work:** means that the student performed work without any assistance or coaching.

- It is expected that the Logbook will guide the student and mill mentor through the stages, starting at Assist Only and eventually Independent Work. Keep in mind that each code of work should not be seen in isolation; most work will cover several codes simultaneously, and no recording will be required once the Independent Work section has been signed-off.
- The Logbook must be used as:
    - Management tool to assess the appropriateness of workplace exposure.
    - Discussion document during feedback between student and training officer/mill mentor.
    - Progress report.
    - Competency declaration for skills acquired as per QCTO.
    - Evidence when applying for the Trade Test assessment.
- The student will not receive their qualification from QCTO without a completed Logbook.
- A streamlined process is in place for students who have successfully fulfilled their Logbook and Portfolio of Evidence requirements for the Maize course and are now seeking to enrol in the Wheat Accredited Course. These students will only need to address two specific segments within the Portfolio of Evidence and Logbook:
    - The Intake Section
    - Quality Control for Wheat Section

Likewise, a parallel arrangement applies to students who initially undertook the Wheat Course. In this scenario, they will follow the same pattern when transitioning to the Maize Accredited Course.

**Student's Logbook must be couriered with their SAGMA Maize/Wheat 3 & 4 progress questions and again with their SAGMA Maize/Wheat 7 & 8 progress questions.**

**A mark will be awarded for the finished book, which will determine the student's competency and allow the student to apply for the Trade Test assessment.**

**Portfolio of Evidence**

A checklist of minimum information required in Portfolio of Evidence for the Logbook will be made available to every registered student each semester. Students are therefore encouraged to familiarise themselves with the checklist to avoid having their Portfolio of Evidence and/or Logbook declared non-compliant.

- Semester **Examinations**
    - Students who comply and meet the requirements in respect of progress questions as set out in 5.1 will qualify to take the semester examinations. **Examinations will occur annually every second Wednesday in May and November, between 9am and 12pm for the first session and between 1pm and 4pm for the second session.** Students must be at the venue no later than 30 minutes before each session.
    - Students registered for two modules in a semester will be scheduled to write two examination sessions on the same day. The first examination will take

place from 9 am to 12 pm followed by the second examination from 1pm to 4pm.

- The semester examination is written at the end of each study semester, and a minimum of 60% pass mark is required to advance to the next module.
- Each examination lasts 3 hours at a designated venue to be determined by SAGMA and is supervised by an invigilator under strict examination conditions. Various locations are considered, nationally and internationally.
- All examination questions are based on the theoretical and practical aspects of all the study material covered during the semester, and at least 25% of the questions set in the progress question paper are included in the semester examination paper.
- Students will be supplied with an answer sheet, and only that paper will be accepted for marking. All other papers of any description and books must be handed over to the invigilator before the commencement of the examination.
- Students sitting for examination must ensure that they have a pen, pencil, eraser, ruler, calculator, and other drawing aids, e.g., stencil. NO other material of any description, e.g., correcting fluid, will be allowed.
- Cellular phones during the examination are prohibited under any circumstances, and all cellular phones must be switched off when entering the examination room/venue. Any student caught using a cellular phone, for whatever reason, will not be allowed to continue with their examination and may face disciplinary in line with SAGMA's disciplinary policy.
- Any unauthorised material found after the examination starts will be regarded as possible evidence of cheating or attempting to do so. Students must hand over any unauthorised material to the invigilator before the commencement of examinations.
- How well you do in the examinations depends on, amongst other things,
  - Your preparation for the exam
  - The extent of your answer
  - Time spent answering questions
- Students are therefore encouraged to apply themselves consistently to their studies throughout the semester, to revise their study material frequently until examination and avoid last-minute examination preparation as this will place them at a disadvantage in using the allocated time to answer the questions and getting maximum marks allocated for each question.
- As in all other written examinations, the available time will be limited, so the correct approach is to use the time allocated to the best effect. Students are also advised to consider the marks allocated to each question as this indicates how long or detailed your answer should be. Answers for high allocated marks must therefore contain all the information that relates to that question, set out as clearly and concisely as possible.
- Students must gather as much information as they can on the subject matter by consulting with their colleagues, reading related subject articles/materials, etc. and using that information in conjunction with their study notes.
- Students seating for examinations will receive a WhatsApp and/or e-mail from SAGMA to confirm the examination room number, any changes to the room number, or any other information related to the seating of the examinations. It is, therefore, the student's responsibility to ensure that SAGMA has the correct contact details on the system to ensure efficient communication with

the student and that the student knows exactly where the venue and room are before the day of the examinations.

- No student will be allowed to write his/her examinations without proper identification, e.g., Identity Book or Card/Driver's Licence, or Passport.

**THE TRADE TEST CERTIFICATE**

After completing Module 8 of the maize or wheat technology course, and the student is declared compliant with the Logbook and portfolio of evidence requirements, the student - under mentorship – is required to spend a further six (6) months in a program where the theory and practical components are applied in experiential "on-the-job" learning.

Once the mentor (experienced Miller/Mill Manager) is satisfied that the student is competent in all the aspects of milling technology, the mentor may apply to the SAGMA Course Administrator to have the student trade tested.

The Course Administrator will arrange a suitable date for the practical Trade Test that will take ± two days per student and will be conducted by one of the SAGMA Trade Test examiners. The practical Trade Test will be conducted in the mill where the student has undergone their training. The student will be issued, in advance of the actual Trade Test date, with detailed information on the topics that the examiner will use to test their competency.

Wheat and maize technology courses are not interchangeable; i.e., the maize technology course will, for example, only give the student access to the practical Trade Test for maize milling and vice versa.

**ADVANCED TECHNOLOGY COURSE (Maize & Wheat)**

An average pass mark of **70%** for all progress questions, the semester examination, and the Trade Test assessment is required to qualify to register for the Advance Technology course.

The Advanced Technology Course in wheat and maize milling is not an accredited course or a national qualification, i.e., Head Miller or Mill Manager, but was introduced to upgrade existing general management to:

- focus on and establish critical competencies and skills to structure the relationship between the business functions;
- focus on and develop essential competencies and skills for problem-solving and decision-making in managerial situations; and
- establish critical competencies and skills for steering and directing operations.

The Advanced Technology Course was also introduced to prepare persons in possession of a wheat or maize Trade Test Certificate who have the drive and inclination to progress into management positions in the wheat and maize milling industry.

Persons with a wheat or maize Grain Milling Federation, SAGMA, or SAQA Trade Test Certificate can enrol for this course. The application must accompany a letter of approval from the particular General Manager or Mill Manager.

Students must pass both chapters of a module before progressing to the next module but will be given credit for the one they have passed.

**TUTORIAL ASSISTANCE AND TECHNICAL CONSULTING SERVICES**

SAGMA can now offer the student on-the-spot tutorial assistance, at their mill, during the semester.

- The purpose of this service is to:
  - Prepare the students for the semester exam by ensuring they understand the subject matter covered in the module.
  - This can be done, preferably before the progress questions are due to be handed in or just before the examination and prepare the candidates for the Trade Test (online assistance can also be arranged).
- SAGMA uses a skilled group of tutors who have made themselves available for this work.
  - Tuition will be conducted either at the students' mill or at a central venue.
  - The duration of the tuition would depend on the number of students and the number of modules to be covered.
  - It will be impossible for the tutor to cover the entire content of each module. It is a requirement for the student to make a list of items they require tuition in and forward it to SAGMA at least two weeks before the training session.
- The above-mentioned should be compiled so that the subjects be listed in order of significance. The list would give the tutor time to prepare the necessary material to present at the session.
  - Course material, such as writing equipment, flipcharts, textbooks, etc., will be the responsibility of the milling company concerned.
  - The students' training officer/manager should request tutorial assistance in advance. The application form should be forwarded directly to the Course Administrator.

# REGISTRATION/ ENROLLMENT FEES FOR 2025

SAGMA
Southern African Grain Milling Academy
ACCREDITED COURSE

- Entry-level requirement: Grade 12 (Matric)
- Matric Certificate is required before registration will take place
- Must have access to either a maize or wheat mill/work in a milling environment with available assistance from the Head Miller/Training Officer
- Level NQF 5 Qualification
- QCTO/SAQA accredited Certificate
- 2-Year Theory (8 modules)
- Logbook and Portfolio of Evidence system
- 6-Month preparation period for Trade Test
- May/November EISA exams (additional six months)
- Employment contract with a maize or wheat milling company
- Good knowledge of English (written and spoken)

| MODULE 1 – 8 (ACCREDITED) | |
|---|---|
| **Registration Fee & Study Material (2 modules per semester)** | |
| NCM Members | **R 8 572,17** |
| Non-members | **R 21 025,52** |
| Foreign Students | **R 22 837,59** |
| **Redoing a module** | |
| NCM Members | **R 2 139,67** |
| Non-members | **R 5 264,24** |
| Foreign Students | **R 5 728,76** |

| TRADE TEST | |
|---|---|
| Admin fee (NCM Members) | **R 1 679,11** |
| Admin fee (Non-members) | **R 1 767,42** |
| Admin fee (Foreign Students) | **R 1 767,42** |
| Examiner's fee (per student) | **R 6 249,24** |
| Travel allowance (per hour) | **R 183,07** |
| Re-test (per section) | **R 1 641,24** |
| Actual travels (per kilometre) | **R 4,84** |

**The company/mill will be responsible for:**

- the booking and payment of accommodation;
- car hire fees;
- sundries (e.g. embassy fees, visa fees, vaccination fees, etc.);
- parking fees at the airport (where applicable);
- and air tickets (where applicable);
- visas, COVID tests, and malaria vaccinations (where applicable).

**No marks will be released before payment has been made in full.**

| OTHER COSTS | |
|---|---|
| Change and cancellation cost | **R 1 388,77** |
| Cancellation of Trade Test | **R 1 388,77** |
| Issue a duplicate certificate | **R 568,11** |
| Marking/remarking of assignment | **R 655,06** |
| Marking/remarking of exam paper | **R 505,65** |

- Students are identified by their employer to be registered for either the Wheat or Maize Course.
- To enrol, an application form must be completed and submitted by the company to SAGMA.
- Once payment has been received, the registration documentation and study materials are digitally sent to the student and their training officer/ mentor/head miller.
- The registration process is managed by e-mail.

SAGMA
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- Grade 10 (Standard 8) certificate required
- Course content is available in English only
- Assistance from a Head Miller/Training Officer would be beneficial
- Certificate of Completion
- Industry Accepted Course
- 2-Year Theory (5 modules)
- 6-Month preparation period for Trade Test
- **Previously called "Grain Milling Federation (GMF)" Certificate of Completion**

| MODULE 1 – 5 (GENERAL) | |
|---|---|
| **Registration Fee & Study Material (per Module)** | |
| NCM Members | **R 4 286,08** |
| Non-members | **R 10 513,31** |
| Foreign Students | **R 11 418,93** |
| **Redoing a module** | |
| NCM Members | **R 2 139,67** |
| Non-members | **R 5 264,24** |
| Foreign Students | **R 5 728,76** |

| ADVANCED COURSE | |
|---|---|
| NCM Members | **R 8 572,17** |
| Non-members | **R 21 025,52** |
| Foreign Students | **R 22 837,59** |
| **Redoing a module** | |
| NCM Members | **R 2 139,67** |
| Non-members | **R 5 264,24** |
| Foreign Students | **R 5 728,76** |

| PERSONAL TUTORIAL ASSISTANCE – on-site or online | |
|---|---|
| Administration fee (per learner) | **R 353,50** |
| Examiners fee (physical visit/online per day) | **R 4 608,00** |
| Travel allowance (per hour) | **R 183,06** |
| Actual travels (per kilometre) | **R 4,84** |

**The company/mill will be responsible for:**

- the booking and payment of accommodation;
- car hire fees;
- sundries (e.g. embassy fees, visa fees, vaccination fees, etc.);
- parking fees at the airport (where applicable);
- and air tickets (where applicable).

**Enquiries | Elmien Bussiahn | Course Coordinator & Student Support**
**+27 (0)60 643 0453 | elmien@sagma.co.za | www.sagma.co.za | sagmasouthafrica**

**DISCOUNT POLICY**

The SAGMA course is designed to equip students with the necessary knowledge and practical skills to qualify as Millers. It is an intensive program that covers all aspects of the milling process, carefully selected to provide a comprehensive understanding of the industry. The course focuses on maize milling, which is a critical aspect of the industry in Sub-Saharan Africa.

Milling is an industry that is constantly evolving, with new technological innovations emerging regularly. As such, the SAGMA course is updated regularly to keep up with the latest developments in the industry. This ensures that our students receive the most up-to-date and relevant training possible.

We understand that investing in education can be costly, and we want to ensure that our customers receive the best value for their money. Therefore, we offer a discount system that provides our customers with the opportunity to save money on their course fees. We believe that this policy encourages more individuals and organizations to invest in their education and improve their skills and knowledge.

We also offer discounted rates to organizations that become members of the National Chamber of Milling. This is a great opportunity for organizations to not only invest in the development of their employees but also to show their commitment to the milling industry and contribute to its growth and development.

At SAGMA, we are committed to providing our students with the best possible education and training. Our discount policy is just one of the ways we demonstrate this commitment and ensure that our customers receive the best possible value for their investment in their education.

*We are pleased to offer a significant discount on registration fees for all modules to organisations that are members in good standing. Our discount policy provides a 50% reduction in registration fees, making it more accessible for organisations to invest in the training and development of their employees.*

*We believe that this discount policy demonstrates our commitment to supporting the growth and development of the milling industry by ensuring that highly-skilled and knowledgeable professionals enter the workforce.*

**EXAM VENUES**

Exam venues are available in the following locations:

- Bloemfontein
- Botswana
- East London
- KwaZulu-Natal
- Kroonstad
- Lichtenburg
- Mozambique
- Namibia (Windhoek)
- Paarl
- Polokwane
- Port Elizabeth
- Gauteng
- Swaziland
- Upington
- Zambia
- Zimbabwe

We understand that it's essential for students to be well-informed about the location of the exam venue. To ensure this, we will inform students of the exact location of the exam venue through Whatsapp. We advise students to make prior arrangements for accommodation and travel to the nearest exam venue in their province.

By making these arrangements ahead of time, students can minimise the stress and logistical challenges associated with travelling to the exam venue. We want our students to be able to focus on their studies and perform their best on exam day.

**CONDITIONS FOR ADVANCEMENT**

Progress questions must be completed and returned to SAGMA. A pass mark of 60% must be obtained to qualify for the examination. If students fail the progress questions, they must re-register for the specific module.

The semester exam is written at the end of each study semester and the student must pass this exam (60% pass mark) to advance to the next module.

SAGMA students who failed one of their modules will have to re-register only for the module they failed. After successfully passing both the modules in that category, will they continue to the next level.

**GENERAL INFORMATION**

- Students can register for the wheat and maize milling technology courses. As this is a technology course, assignments and examinations will contain questions requiring practical experience/exposure in the wheat and maize industry.
- This means students can sign up for courses that will teach them about the technology of milling wheat and maize. This is not just a theory course - they will also need practical experience or exposure to the industry in order to answer questions on assignments and exams.
- All students have to start at module 1 and progress from there. **The wheat and maize courses are separate technology courses.**
- The wheat and maize milling technology courses are divided into modules or sections of the course material. It's important to start at Module 1 and work through the course in order. Students can't skip ahead to a later module without completing the earlier ones first.
- A Certificate of Completion from SAGMA for the wheat and maize courses in milling technology will be issued to students after completion of these courses.
- Some companies require their millers to complete both the Maize and Wheat Technology courses. In such cases, the student will complete Modules 6 - 8 once, as the course content for the Maize/Wheat modules is identical.

**SEMESTER EXAM**

If the students comply with the requirements regarding progress questions as set out above, they will be allowed to take the semester exam. The duration is 3-hours at a designated venue, convenient to most students in a specific province, supervised by an invigilator, and under strict examination conditions.

The examination will be based on the theoretical and practical aspects of all the study material covered to date (*at least 25% of the questions in the progress question paper are included in the semester examination paper*).

**ORAL EXAMINATIONS**

Oral examination can be applied for in specific and warranted case, e.g., if a student has a writing and/or reading disability, whether temporary or permanent. Students with permanent writing and/or reading disability at the time of registration must inform the Course Administrator and apply for an oral examination before finalising their registration.

A medical certificate by a qualified and registered medical practitioner is required on the application for an oral examination.

No consideration for oral examination for any other reasons will be granted.
The Training Committee reserves the right to reject any application for oral examination, and its decision is final and binding, and such decision shall be made in writing. Once approved, the oral examination shall occur at the SAGMA offices in Lynwood, Pretoria, at a date suitable for both the student and tutor. All costs involved for the conducting of an oral examination will be for the account of the student or their employer, and these can be obtained in advance from the Course Administrator.

**DISABILITY OR ILLNESS DURING EXAMS**

Should a student, due to illness, be unable to write an examination or, whilst taking the examination, be unable to complete the examination, a medical certificate issued by a qualified and registered medical practitioner must be submitted to SAGMA within 24 hours of such incident.

Should a student be unable to write an examination on the specified date, they or their training officer/mentor must contact the SAGMA Course Administrator, in writing, at least seven (7) working days before the examination date citing reasons for preventing them from writing the said examination. After consideration of stated reason/s, the Training Committee may afford the student an alternative date within a week after the initial examination date.

If a student cannot write an examination on a specified date and has been granted permission to write the examination, a different examination paper will be set for this purpose. All costs related to writing, invigilation, and other related administration costs, will be for the cost of the student.

If a student is granted permission to take the examination but is unable to do so, they won't receive any additional consideration. However, they might be allowed to take the exam in the next semester. In that case, they will need to redo the progress question related to this module. Please note that the student will be responsible for any applicable administration fees.

**PLAIGARISM & COLLUSION**

Plagiarism involves both appropriating someone else's work and passing it off as one's own. It includes, but is not limited to, copying text directly from SAGMA study material without using own words, copying and pasting content from an online source or other without proper citation, paraphrasing someone else's work without giving credit to the original author and without crediting the source of information or referencing source material. Plagiarism also involves presenting someone else's written or creative work, such as words, images, ideas, etc., as your own.

Collusion can be deemed to be a form of plagiarism involving unauthorised cooperation between two or more people with deceptive intentions. This can take the form of two or more students producing a piece of work together, with only one intentionally passing it off as their own work and with the knowledge of the other.

SAGMA views cases of plagiarism or collusion by students very seriously and as a serious form of academic misconduct. Any student who intentionally plagiarises in any part of their progress questions, examination, or other written work threatens the values of academic work and undermines the credibility and integrity of SAGMA as a learning institution.

Plagiarism and/or collusion by a student discovered at any stage of the student's course of study will be dealt with appropriately by the Training Committee and disciplinary may be instituted against the student and appropriate punishment meted out. Punishment may include but is not limited to a final written warning, failing the student for the progress question, examination, or any other written work. Students are therefore encouraged to familiarise themselves in detail with what constitutes plagiarism and avoid such acts by using correct citations, referencing, etc.

**CHEATING**

Academic cheating is a serious form of misconduct as it undermines the integrity of any institution. SAGMA thus has zero tolerance towards cheating and academic dishonesty. Students who are caught or have been found to have cheated in their examination or any other part of their studies at SAGMA will be subjected to a disciplinary process, and punishment meted could include expulsion from SAGMA.

**MISCONDUCT & DISCIPLINARY MEASURES**

SAGMA has zero tolerance for misconduct, and thus severe penalties will apply for acts of misconduct including, but not limited to, cheating, possession of unauthorised materials, improper use of materials, unauthorised removal of materials from examination rooms, and ignoring the instructions given by the invigilator or any other SAGMA representative or employee.

Should a student be found guilty of misconduct, the Training Committee may impose one or a combination of penalties, including, but not limited to, cancellation of registration, Certificate of completion withheld, or expulsion from SAGMA. A letter confirming any findings, decisions, and disciplinary measures imposed by the Training Committee will be communicated in writing to the student and the student's employer.

**DATES AND DEADLINES: 2025**

| **THEORY COURSE** | **First Semester** | **Second Semester** |
|---|---|---|
| Semester starts | 13 January | 1 July |
| Closing date for registration | 31 January | 25 July |
| Closing date: changes and postponement to studies | 7 February | 1 August |
| Closing date: assignments to be received by SAGMA | 5 March | 27 August |
| Assignment results to students | 17 April | 3 October |
| **Date of semester exam (All modules)** | **21 MAY** | **5 NOVEMBER** |
| Results to students | 27 June | 12 December |
| Semester finishes | 30 June | 12 December |

## SYLLABUS MAIZE MILLING 2025

### *MAIZE 1*

**PURPOSE:**

The focus of learning in this subject is to understand the maize milling industry and process and the applicable legislation.

**TOPICS:**

- The milling industry
- The importance of maize as a crop and source of food
- Maize production
- The shift miller
- Occupational health, safety and environment in the mill

### *MAIZE 2*

**PURPOSE:**

The focus of learning in this subject is to understand maize grading, handling and safe storage.

**TOPICS:**

- Introduction to maize intake
- Receiving and handling of grain in bulk and in bags
- Silo intake operations
- Food safety
- Grading principles and methods
- Silo stock control and inventory management principles
- Storage of maize and maize products
- Infestation control in the mill

### *MODULE 3*

**PURPOSE:**

The focus of learning in this subject is to understand the different methods of blending maize by removing impurities and conditioning by water addition.

**TOPICS:**

- Grain impurities
- Grain flow control
- Maize blending
- Conditioning of grain
- Quality control

### *MODULE 4*

**PURPOSE:**

The focus of learning in this subject is to build an understanding of all equipment used in the milling of maize and the efficient operation and maintenance thereof.

**TOPICS:**

- General principles of assets and asset maintenance
- Control apparatus
- Maize & maize cleaning machines
- Rollermills
- Plansifters
- Concentrators
- Aspirators

- Centrifugal type drum sifters
- Vibratory sifters
- Degerminators
- Flake breakers (drum detachers) and impact detachers
- Mechanical weighing
- Pneumatic conveying

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***MODULE 5***

**PURPOSE:**

The focus of learning in this subject is to build an understanding of the detail of the milling process, flow principles and the quality assurance of the whole process.

**TOPICS:**

- The Degermination process for maize milling
- The Aspiration system for maize milling
- The break and reduction systems for maize milling
- The germ roll system for maize milling
- Plansifter internal flow schemes for maize milling
- Product quality for maize milling
- Process controls for maize milling
- The Milling Process for maize milling
- Flow diagram principles and mill balance for maize milling

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***MODULE 6***

**PURPOSE:**

The focus of learning in this subject is to build an understanding of the effective blending, packing, storage and stock control of the product.

**TOPICS:**

- Blending and mixing of finished products
- Packing and bulk storage
- Warehousing
- Mechanical handling of stock
- Stock control in the warehouse
- Distribution

---

***MODULE 7***

**PURPOSE:**

The focus of learning in this knowledge is to build an understanding of effectively managing team members during a shift and reporting on shift performance. Provide the Supervisor with the necessary knowledge and understanding to supervise a work team at the workplace.

**TOPICS:**

- Supervisory principles
- Supervision
- Training and coaching
- Written and Verbal Communication
- Interpersonal relations
- Organisational structures
- Productivity, motivation and performance

### *MODULE 8*

**PURPOSE:**

The focus of learning in this subject is to build an understanding of elementary science and apply its principles and fundamentals in the milling process.

**TOPICS:**

- Elementary science
- Elementary measurements and calculations
- Elementary mechanics
- Elementary electricity

## SYLLABUS WHEAT MILLING 2025

### *MODULE 1*

**PURPOSE:**

The focus of learning in this subject is to understand the wheat milling industry and process and the applicable legislation.

**TOPICS:**

- The milling industry
- The importance of wheat as a crop and source of food
- Wheat production
- The shift miller
- Occupational health, safety and environment in the mill

### *MODULE 2*

**PURPOSE:**

The focus of learning in this subject is to build an understanding of wheat grading, handling and safe storage

**TOPICS:**

- Introduction to wheat intake
- Receiving and handling of grain in bulk and in bags
- Silo intake operations
- Food safety
- Grading principles and methods
- Silo stock control and inventory management principles
- Storage of wheat and wheat products
- Infestation control in the mill

### *MODULE 3*

**PURPOSE:**

The focus of learning in this subject is to build an understanding of the different methods of gristing or blending and preparation of grain by removing impurities and conditioning by water addition.

**TOPICS:**

- Grain impurities
- Grain flow control
- Wheat gristing
- Conditioning of grain
- Quality control

## *MODULE 4*

**PURPOSE:**

The focus of learning in this subject is to build an understanding of all equipment used in the milling of grain and the efficient operation and maintenance thereof.

**TOPICS:**

- General principles of assets and asset maintenance
- Control apparatus
- Maize & wheat cleaning machines
- Rollermills
- Plansifters
- Purifiers and concentrators
- Aspirators
- Centrifugal type drum sifters
- Vibratory sifters
- Bran finishers
- Flake breakers (drum detachers) and impact detachers
- Mechanical weighing
- Pneumatic conveying

## *MODULE 5*

**PURPOSE:**

The focus of the learning knowledge module is to build an understanding of the detail of the milling process, flow principles and the quality assurance of the whole process.

**TOPICS:**

- The break system for wheat milling
- The scratch system for wheat milling
- The purification system for wheat milling
- The aspiration system for wheat milling
- The reduction system for wheat milling
- Plansifter internal flow schemes for wheat milling
- Product quality for wheat milling
- Process controls for wheat milling
- The milling process for wheat milling
- Flow diagram principles and mill balance for wheat Milling
- Product processing and divides for wheat milling

## *MODULE 6*

**PURPOSE:**

The focus of learning in this subject is to build an understanding of the effective blending, packing, storage and stock control of the product.

**TOPICS:**

- Blending and mixing of finished products
- Packing and bulk storage
- Warehousing
- Mechanical handling of stock
- Stock control in the warehouse
- Distribution

***MODULE 7***

**PURPOSE:**

The focus of learning in this knowledge is to build an understanding of effectively managing team members during a shift and reporting on shift performance. Provide the Supervisor with the necessary knowledge and understanding to supervise a work team at the workplace.

**TOPICS:**

- Supervisory principles
- Supervision
- Training and coaching
- Written and Verbal Communication
- Interpersonal relations
- Organisational structures
- Productivity, motivation and performance

***MODULE 8***

**PURPOSE:**

The focus of learning in this subject is to build an understanding of elementary science and the application of its principles and fundamentals in the milling process.

**TOPICS:**

- Elementary science
- Elementary measurements and calculations
- Elementary mechanics
- Elementary electricity

**CURRICULUM STRUCTURE**

This qualification is made up of the following compulsory Knowledge and Practical Skill Modules:

| Knowledge Modules (KM): | Practical Skill Modules (PM): | Work Experience Modules (WM): |
|---|---|---|
| **1.** Introduction to Wheat/Maize Milling<br>**2.** Grain Intake and Safe Storage of Grain<br>**3.** Cleaning and Conditioning of Grain<br>**4.** Milling Machinery<br>**5.** Wheat and Maize Milling Process and Quality Assurance<br>**6.** Packing and Storage of Wheat/Maize Products<br>**7.** Supervision and Communication for the Shift Miller<br>**8.** Basic Milling Science | **1.** Manage and control stock according to customer requirements<br>**2.** Monitor the gristing, cleaning and conditioning of whole grain<br>**3.** Ensure milling efficiencies<br>**4.** Analyse and interpret test results<br>**5.** Meet product specifications and control stock in the blending and mixing process<br>**6.** Ensure quality and mass of the grain storing, packing and storage processes<br>**7.** Maintain all milling machines and equipment in the total process flow of grain in the mill | **1.** Grain grading, fumigation, stock control and storage processes<br>**2.** Grain cleaning, gristing and conditioning processes<br>**3.** Ensure all milling efficiencies are within quality parameters<br>**4.** Quality control processes<br>**5.** Add and mix different qualities to meet specifications<br>**6.** Stock control and quality of packed products<br>**7.** Milling machine and equipment maintenance and servicing schedules |
| **Total number of credits for Knowledge Modules: 104** | **Total number of credits for Practical Skill Modules: 142** | **Total number of credits for Work Experience Modules: 155** |

## HOURS PER MODULE

*"NQF stands for National Qualifications Framework, which is a system used in South Africa to classify educational qualifications based on their level of complexity and knowledge."*

| Mod # | Module Title | Credits | Hours | NQF* Level | Difficulty | Description/Summary |
|---|---|---|---|---|---|---|
| **1** | Maize 1 | 8 | 80 | NQF 3 | *Beginner* | Introduction to the basics of maize milling, including cleaning, grading, and conditioning of grain. |
| **2** | Maize 2 | 11 | 110 | NQF 5 | *Advanced* | Advanced topics in maize milling, including quality control, packaging, and storage of maize products. |
| **3** | Maize 3 | 11 | 110 | NQF 5 | *Advanced* | Focus on milling efficiency, product specifications, and blending and mixing processes for maize. |
| **4** | Maize 4 | 14 | 140 | NQF 4 | *Intermediate* | Covers maintenance and servicing of milling machines and equipment for maize milling. |
| **5** | Maize 5 | 16.2 | 162 | NQF 5 | *Advanced* | Comprehensive coverage of maize milling process and quality assurance, including troubleshooting and problem-solving skills. |
| **6** | Wheat 1 | 8 | 80 | NQF 3 | *Beginner* | Introduction to the basics of wheat milling, including cleaning, grading, and conditioning of grain. |
| **7** | Wheat 2 | 11 | 110 | NQF 5 | *Advanced* | Advanced topics in wheat milling, including quality control, packaging, and storage of wheat products. |
| **8** | Wheat 3 | 11 | 110 | NQF 5 | *Advanced* | Focus on milling efficiency, product specifications, and blending and mixing processes for wheat. |
| **9** | Wheat 4 | 14 | 140 | NQF 4 | *Intermediate* | Covers maintenance and servicing of milling machines and equipment for wheat milling. |
| **10** | Wheat 5 | 36 | 360 | NQF 5 | *Advanced* | Comprehensive coverage of wheat milling process and quality assurance, including troubleshooting and problem-solving skills. |
| **11** | Maize/Wheat 6 | 8 | 80 | NQF 3 | *Beginner* | Introduction to both maize and wheat milling, including basic cleaning, grading, and conditioning of grain. |
| **12** | Maize/Wheat 7 | 8 | 80 | NQF 4 | *Intermediate* | Advanced topics in both maize and wheat milling, including quality control, packaging, and storage of products. |
| **13** | Maize/Wheat 8 | 8 | 80 | NQF 4 | *Intermediate* | Focus on milling efficiency, product specifications, and blending and mixing processes for both maize and wheat. |

# SYNOPSIS OF SAGMA COURSES

SAGMA
Southern African Grain Milling Academy
ACCREDITED COURSE

SAGMA
Southern African Grain Milling Academy
MILLING FOR NON-MILLERS

SAGMA
Southern African Grain Milling Academy

## ACCREDITED COURSE NQF 5

**2½ – 3 YEARS**
**Must work in a mill with access to a head miller and tutor**

| | |
|---|---|
| **8 Theory Modules** (2 per semester) | **Logbook and Portfolio of Evidence** (Run concurrently with theory) |

**Trade Test (practical)**
6 months after the theory has been completed to prepare for this test

**EISA (May or November) at SAGMA Head Office in Gauteng**

**Receive QCTO Occupational Certificate: Miller NQF 5**
Industry accepted and recognised

**A qualified student will be able to:**

- receive, grade and store raw material in bulk or bags *(NQF Level 5)*
- prepare grain for the milling process *(NQF Level 5)*
- manage and control the milling process *(NQF Level 5)*
- establish and control the quality of milled products *(NQF Level 4)*
- blend or mix and store semi-finished products according to product specifications *(NQF Level 4)*
- monitor and control the packing process of the finished product for distribution *(NQF Level 4)*
- maintain the serviceability of milling machines and equipment throughout the milling process *(NQF Level 4)*

**Students with an average of 70% for all their modules may register for the Advanced Course**

## GENERAL COURSE (OLD GMF)

**2½ YEARS**
**Must have access to a tutor with milling experience**

**5 Theory Modules**
Module 1 & 2 simultaneously & Module 3 – 5 separately

**Trade Test (practical)**
6 months after the theory has been completed to prepare for this test

**Received Certificate of Completion**
Industry accepted and recognised

**Students with an average of 70% for all the modules may register for the Advanced Course**

**A Maize Student will be able to understand:**

- the maize milling industry and process and the applicable legislation.
- maize grading, handling and safe storage.
- the different methods of blending maize by removing impurities and conditioning by water addition.
- all equipment used in milling maize and the efficient operation and maintenance thereof.
- detail of the milling process, flow principles and the quality assurance of the whole process.

**A Wheat student will be able to understand:**

- the wheat milling industry and process and the applicable legislation.
- wheat grading, handling and safe storage.
- different methods of gristing or blending and preparation of grain by removing impurities and conditioning by water addition.
- all equipment used in the milling of grain and the efficient operation and maintenance thereof.
- detail of the milling process, flow principles and the quality assurance of the whole process.

**Students with an average of 70% for all their modules may register for the Advanced Course**

## ADVANCED COURSE CERTIFICATE OF COMPLETION

**2 YEARS**

**The Advanced Technology Course in wheat and maize milling has no specific outcome or National Qualification, i.e., head miller or mill manager, and was:**

1. **Firstly**, introduced to upgrade existing general management:
   - to focus on and establish critical competencies and skills to structure the relationship between the business functions;
   - to focus on and establish critical competencies and skills for problem-solving and decision-making in managerial situations; and
   - to establish critical competencies and skills for steering and directing operations.
2. **Secondly**, to prepare persons with the necessary skill set (in possession of a wheat or maize trade test certificate) to move into management positions in the wheat and maize milling industry.

**Persons with a wheat or maize SAGMA/SAQA Trade Test Certificate can enrol for this course.**

## MILLING FOR NON-MILLERS CERTIFICATE OF PARTICIPATION

**1-DAY WORKSHOP**

- Introduce the mill owner to the principles, rather than the specifics, of the technical aspects of milling.
- Provide an incentive for the mill owners to ask appropriate questions and to draw up their own item checklists when undertaking site and plant “walkabouts”.
- Create and reinforce an awareness that a little knowledge is dangerous if not used responsibly.
- A concise overview of the wheat and maize milling processes will ensure that the mill operates optimally, producing quality finished products.
- Mill performance and the necessary controls to be put into place to achieve it.
- Information on calculations is discussed in detail, leading to a better understanding of why certain decisions are taken and the implications and consequences.
- Profitability in terms of milling gain, extraction rates and other milling costs are also discussed.
- The importance of quality control, workshop practice and fumigation is included.

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sagmasouthafrica

# MENTOR AND TRAINING OFFICER GUIDELINES: GUIDING STUDENTS IN MAIZE OR WHEAT MILL OPERATIONS

## 1. Introduction

Mentors and training officers hold a vital role in shepherding students through the intricate maize or wheat milling training program. Your expertise and guidance will undoubtedly shape the journey of these aspiring individuals, nurturing their growth and knowledge within the realm of milling. This guide aims to equip you with comprehensive information to support your students' success. From course details to examination guidelines, your guidance is essential in shaping their journey through milling technology education.

## 2. Student Guidelines and Course Information Access

All students and mentors can readily access comprehensive guidelines and course information manuals. We kindly request that you take the time to familiarise yourself with these resources to ensure a thorough understanding of the details provided. If you find yourself in need of assistance while mentoring a student, please feel free to reach out to either the Course Administrator or the tutor responsible for the specific module the student is studying. They are more than willing to offer their support in any way possible.

## 3. The role of a mentor

The role of a mentor is of utmost importance. It is essential that the chosen mentor holds the qualification of a miller, ideally with a strong familiarity with the SAGMA course. The mentor's responsibility involves guiding the student or trainee through their theoretical studies and bridging these concepts to practical applications within the mill.

To ensure the effectiveness of this process, it is important that mentors acknowledge their completion of adequate practical training for the student or trainee on the relevant machines and processes discussed in the Workbook (study material) of that particular module.

Additionally, mentors must ensure comprehensive coverage of all Workbook material, not solely focusing on the questions presented in the Progress Question paper. This comprehensive approach is crucial, as relying solely on the Workbook for Progress Questions often leads to insufficient preparation for the Semester Examination and subsequent failure due to incomplete course material understanding.

While we do not intend to list every aspect mentors should cover, certain crucial elements necessitate proficient demonstration. These include, but are not limited to:

- Setting up break roll releases and other rollermills.
- Cleaning, maintaining, and illustrating the internal flow schemes of all mill plansifters.
- Identification of mill stock.
- Configuration of main milling machines, such as purifiers, concentrators, aspirators, degerminators, and various wheat/maize cleaning machines.
- Calculation of mill production figures.

- Creation of mill flow diagrams.
- Grading of grains during intake.
- Basic laboratory testing procedures.

Additionally, it would greatly benefit the student or trainee to spend time with a Subject Matter Expert while working in departments like Intake, Laboratory, Packing, and Warehousing.

Please take the time to review items 3 to 12 below, as they provide further information regarding student guidelines and other crucial course details.

## 4. Course Details

As mentors and training officers, it is essential to provide students with a thorough understanding of the course they are about to embark on. Here are the key details you should discuss with your students:

- **Course Duration:** The course spans two years, comprising theory-based modules focusing on various aspects of maize or wheat milling technology.
- **Logbook and Portfolio of Evidence:** The Logbook records practical experiences and learning milestones, while the portfolio showcases the student's growth and accomplishments throughout the course.
- **Preparation for Trade Test:** A mandatory 6-month period dedicated to preparing for the Trade Test assessment ensures practical readiness.
- **EISA Examinations:** These external integrated summative assessments evaluate knowledge gained during the course and practical experiences.
- **QCTO Accreditation:** The course is accredited by the Quality Council for Trades and Occupation (QCTO) and recognized by the South African Qualifications Authority (SAQA).

## 5. Course Qualification and Requirements

Understanding the qualifications and requirements upon completing the maize or wheat milling course is vital for both mentors and students:

- **Level NQF 5 Qualification:** Successful completion leads to a Level NQF 5 Qualification.
- **Certificate Issuance:** A Certificate of Completion is issued for completing SAGMA courses and meeting assessment requirements. To receive the NQF 5 Qualification Certificate, students must achieve the minimum pass mark in the EISA examination.

## 6. Admission Criteria and Requirements

Before commencing the course, students must meet specific admission criteria:

- **Minimum Grade 12:** Possession of a Grade 12 (Matric) certificate is required, along with proof of qualification during registration.
- **Employment Contract:** A valid employment contract with a maize or wheat milling company is mandatory.
- **Access to Milling Environment:** Students should have access to a maize and/or wheat mill and receive mentorship from a Head Miller or Training Officer.

- **English Proficiency:** A strong command of written and spoken English is necessary for effective communication and understanding the course material.

## 7. Course Layout and Progress Questions

Understanding the course structure and progress questions is crucial for both mentors and students:

- **Progress Questions:** These assignments enhance understanding and prepare students for examinations.
- **Pass Mark:** Achieving a minimum of 60% in progress questions is necessary to qualify for the semester examination.
- **Submission Guidelines:** Progress question assignments must adhere to specific guidelines for submission via email or courier.
- **Feedback and Clarification:** Seeking feedback and clarifications from tutors helps in effective examination preparation.
- **Importance:** Progress questions serve as valuable learning tools and assessment indicators.

## 8. Logbook and Portfolio of Evidence

Logbooks and Portfolios of Evidence play a significant role in the course:

- **Logbook Purpose:** The Logbook tracks workplace exposure and guides progress through different stages.
- **Responsibility:** Students are responsible for maintaining the Logbook, and ensuring its availability for inspection during site visits.
- **Mentor's Role:** Mentors review and sign off Logbook entries, indicating progress levels.
- **Progression:** The Logbook guides students from Assist Only to Independent Work, showcasing competency.
- **Usage:** The Logbook serves as a management tool, progress report, competency declaration, and evidence for the Trade Test assessment.
- **Completion Requirement:** A completed Logbook is mandatory for qualification, submitted alongside specific progress question submissions.

## 9. Semester Examinations

Understanding semester examinations ensure effective preparation:

- **Eligibility:** Progress question performance determines eligibility for semester examinations.
- **Examination Schedule:** Examinations occur biannually in May and November, comprising morning and afternoon sessions.
- **Pass Mark:** A minimum of 60% is required to advance to the next module.
- **Examination Format:** Examinations are based on theoretical and practical course content, including progress question material.
- **Preparation:** Consistent study and revision are essential for success, considering allocated marks per question.
- **Communication:** Examination details are communicated via WhatsApp and/or email.
- **Identification:** Proper identification is mandatory for examination participation.

## 10. Difference Between Progress Questions & Examination Papers

Understanding the distinction between progress questions and examination papers is vital:

- **Progress Questions:** These assignments facilitate learning and provide model answers for better comprehension.
- **Examination Papers:** Assess your competency and comprehension without model answers.

## 11. Trade Test Certificate

Understanding the significance of the Trade Test assessment:

- **Preparation:** After completing module 8 and complying with Logbook and portfolio of Evidence requirements, students undergo a 6-month experiential learning phase.
- **Mentor's Role:** Mentors assess students' competency before applying for the Trade Test.
- **Practical Trade Test:** The Trade Test, conducted by SAGMA examiners, evaluates practical skills.
- **Wheat and Maize Courses:** Each course leads to specific Trade Tests, focusing on either maize or wheat milling.

## 12. EISA Examinations

Understanding the EISA examination's significance and requirements:

- **Purpose:** The EISA assessment gauges comprehensive understanding of milling gained through practical experience and coursework.
- **Pass Mark:** Achieving 70% in each of the four sections is necessary.
- **Certificate Issuance:** Successful completion results in a QCTO certificate, equivalent to a Level NQF 5 Qualification.

## 13. The Maize & Wheat and Advanced Technology Course

A brief overview of the Advanced Technology Course:

- **Objective:** Upgrade existing general management to focus on critical competencies and skills for managerial situations.
- **Eligibility:** Requires a wheat or maize Trade Test Certificate.
- **Pass Mark:** An average of 70% is required for progress questions, semester examination, and Trade Test assessment.

Mentors and training officers play a pivotal role in guiding students through their maize or wheat milling education. Thank you for your invaluable contribution in guiding our trainee millers towards achieving excellence both in their craft and within our organisation. Your support significantly paves the way for them to emerge as exceptional millers, truly embodying the pinnacle of their profession.

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