



SAGMA

Southern African Grain Milling Academy



SAGMA INFORMATION

**QCTO Accredited Courses for
Maize & Wheat Milling Technology**

Trade Test Certificate for Future Millers

Maize, Wheat & Advanced Technology Course

Tutorial Assistance and Technical Consulting Service



WELCOME TO



SAGMA

Southern African Grain Milling Academy



Professional Milling Education

Welcome to the South African Grain Milling Academy (SAGMA), where we transform aspiring professionals into certified millers through comprehensive training in wheat and maize milling technology. This guide provides complete information about our accredited programs, designed to equip you with the knowledge, skills, and competencies needed to excel in the milling industry.

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Service Provider Accreditation

SAGMA is proudly accredited by the Food and Beverage Seta (SETA Number: FOOD/ACCR/2023/005) as a trusted training provider in the milling sector.



Executive Summary

The South African Grain Milling Academy (SAGMA) offers accredited, comprehensive training programs for skilled professionals in the grain milling industry, combining theoretical knowledge with practical expertise.

- 1** SAGMA is accredited by the QCTO and SAQA.
- 2** Offers 2-year (8 modules) or general (5 modules) accredited programs.
- 3** Specialized programs in wheat and maize milling technology.
- 4** Flexible distance learning with practical workplace training.
- 5** Requires Grade 12 certificate and current employment in milling.
- 6** Leads to nationally recognized QCTO/SAQA certified qualification.
- 7** Includes 6-month mentored preparation for Trade Test.
- 8** Advanced Technology Course for career progression.
- 9** Comprehensive student support from administrators and mentors.

SAGMA is committed to fostering excellence and advancing the skills of milling professionals, preparing them for industry challenges and opportunities.

Course Overview and Structure

1

Two-Year Program

8 modules for full accreditation or 5 for the General Course.

2

Practical Component

Logbook and Portfolio of Evidence for workplace learning.

3

Trade Test Preparation

6-month mentored preparation for practical Trade Test assessment.

4

QCTO Certification

QCTO/SAQA accredited Certificate upon successful completion.

Delivered via distance education, courses build from foundational principles to advanced operational techniques with dedicated tutor support.

Admission Requirements

1

Educational Qualification

National Senior Certificate (Grade 12) or equivalent, Math & Science recommended.

2

Access to Facilities

Confirmed access to a registered grain milling facility for practical tasks.

3

Employment Status

Actively employed in the grain milling industry with access to a commercial plant.

4

Language Proficiency

Proficiency in written and spoken English is essential.



Important Note: Wheat Milling and Maize Milling are separate programs; apply individually.

SYNOPSIS OF SAGMA COURSES

Enroll today!



SAGMA learners must have access to a laptop and a reliable Wi-Fi connection. All studies, submissions, feedback and exam preparation take place on our online Moodle platform, so these tools are essential for successful progress.



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



ONLINE MICROLEARNING, 3 MONTH COMPLETION TIME

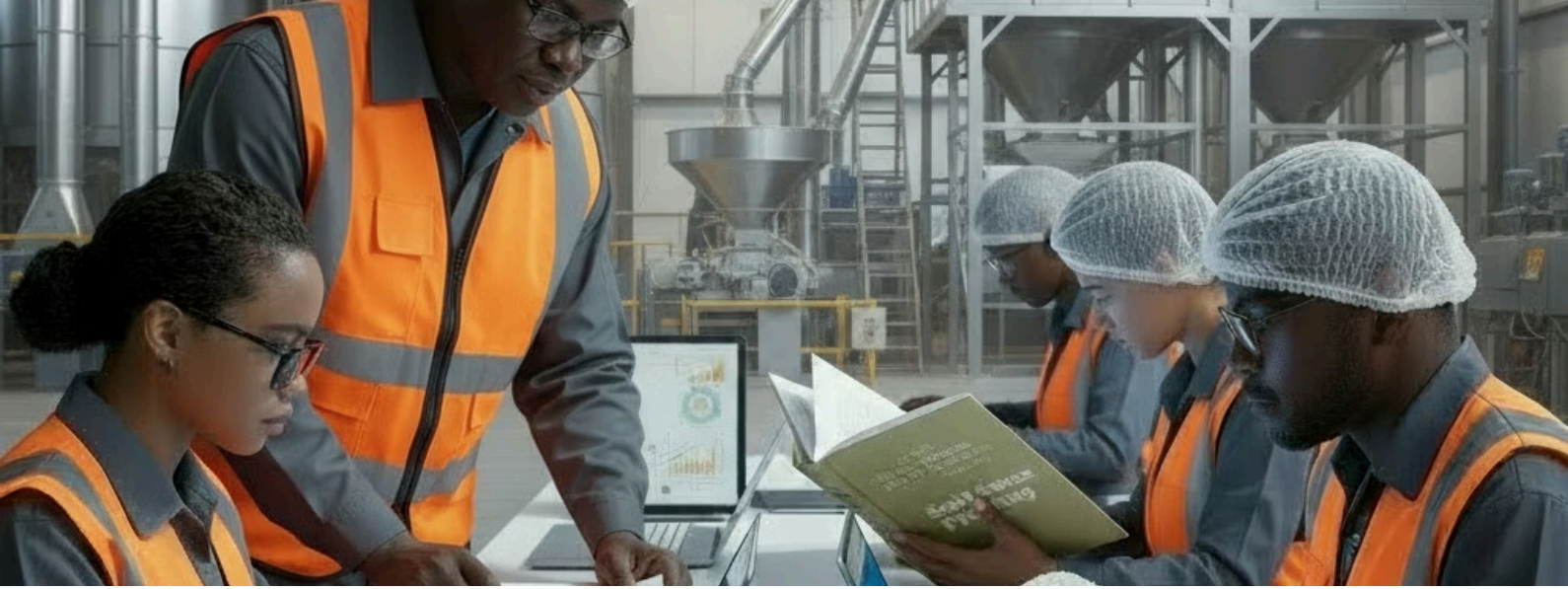
- ✓ Introduce the mill owner to the principles, rather than the specifics, of the technical aspects of milling.
- ✓ Provide an incentive for the mill owners to ask appropriate questions and to draw up their own item checklists when undertaking site and plant "walkabouts".
- ✓ Create and reinforce an 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.

Qualification Purpose and Career Outcomes

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, you will learn comprehensive plant management, equipment optimization, and quality control processes that ensure maximum production efficiency while maintaining strict food safety standards.

The course delivers deep understanding of milling principles, including grain chemistry, physical properties, milling operations, and specialized equipment used throughout the industry. Critical topics such as hygiene and sanitation, food safety regulations, and health and safety compliance form essential components of the curriculum. You will develop the expertise to identify and mitigate risks, prevent contamination, and maintain hygienic, safe working environments.





SAGMA's Role in the Milling Industry



Industry Leadership

SAGMA stands as the South African Grain Milling Academy, a pioneering institution dedicated to advancing excellence in the milling industry. We provide top-quality training and education in wheat and maize milling technology, serving as the cornerstone of professional development for millers across Sub-Saharan Africa.



Comprehensive Services

- Distance education courses covering all aspects of milling technology
- Practical Trade Test administration for professional certification
- Advanced courses for experienced millers seeking career advancement
- Tutorial assistance and technical consulting services
- Regular curriculum updates reflecting latest industry innovations

The academy plays a vital role in industry development, ensuring the milling sector remains innovative, competitive, and successful. Our team of experts provides ongoing guidance and advice on technical issues, supporting millers throughout their careers. By maintaining rigorous educational standards and staying current with technological advances, SAGMA contributes directly to the growth and sustainability of the milling industry across the region.

Progress Questions: Assessment and Academic Standards

1

Purpose and Requirements

Progress Questions test understanding of module content and ability to apply theoretical knowledge in practical milling contexts. Completion is compulsory to qualify for semester examinations, requiring a minimum 60% pass mark. Both sets must be passed when modules have two Progress Question papers.

2

Preparation Standards

Study the full Workbook thoroughly before attempting questions. Highlight key learning points and compile personal study notes. All answers must reflect individual understanding and original thought. Plagiarism—copying directly from workbooks, other students, or external sources—receives zero marks and may result in disqualification.

3

Answering Guidelines

Follow the numbering and sequence exactly as listed. Responses should match mark allocation—a 4-mark question requires approximately four relevant points. Use professional, concise writing demonstrating higher-order thinking including application, analysis, and evaluation. Never leave questions unanswered.

4

Submission Process

Type answers in Microsoft Word, including hand-drawn diagrams as scanned insertions. Begin each answer on a new page. Compile all content, including the cover sheet, into one PDF document. Submit electronically via our Moodle Learner Management System by the deadline stated on the question paper.



Critical Deadline Policy: Late submissions will not be accepted or marked under any circumstances. Verify all pages are present, diagrams are clear, and the document is compiled as one PDF with the official cover sheet as the first page.

Logbook and Portfolio of Evidence



Progressive Learning Record

The Logbook is a progressive record of workplace exposure, detailing practical skill development through coded modules and learning objectives.



Mentor Approval System

Students maintain the Logbook weekly, receiving mentor approval across three competency levels: Assist Only, Need Supervision, and Independent Work.

The Logbook is crucial for qualification, serving as a management tool, progress report, and competency declaration for QCTO and Trade Test requirements. It tracks skill development from 'Assist Only' to 'Independent Work', with inspections by SAGMA, AgriSETA, and QCTO representatives. A completed Logbook is essential for receiving your qualification.



Digital Submission

Accredited students must submit their Logbook and Portfolio digitally via Moodle one week before Progress Questions and Semester Exams.



Mandatory Compliance

This requirement is strictly enforced. Non-compliance may result in deregistration from the accredited course and transfer to a non-accredited SAGMA General Course.

Special Provision: Students transitioning between Maize and Wheat Accredited Courses only need to complete specific sections (Intake and Quality Control for Wheat/Maize) of the Logbook and Portfolio.

⚠️ Students who have successfully completed their Trade Tests will automatically be registered for the next available EISA exam closest to the May or November sitting.

Semester Examinations: Format and Procedures

Students who meet progress question requirements qualify to take semester examinations, held annually every second Wednesday in May and November. Examinations occur in two sessions: 9:00-12:00 for the first session and 13:00-16:00 for the second session. Students must arrive at least 30 minutes before each session. Those registered for two modules in a semester will write both examinations on the same day during these designated time slots.

Each three-hour examination takes place at a SAGMA-designated venue under supervision by an invigilator maintaining strict examination conditions. Various locations are available nationally and internationally. A minimum 60% pass mark is required to advance to the next module. All examination questions are based on theoretical and practical aspects of study material covered during the semester, with at least 30% of questions from progress question papers included in the semester examination.

1

Required Materials

Pen, pencil, eraser, ruler, calculator, and drawing aids (e.g., stencil). No other materials allowed, including correction fluid.

2

Prohibited Items

Cellular phones are strictly prohibited. All phones must be switched off when entering the examination venue. Violation results in immediate removal from exam.

3

Answer Sheets

Students receive official answer sheets—only these will be accepted for marking. All other papers and books must be handed to the invigilator before commencement.

4

Identification Required

No student will be allowed to write examinations without proper identification: Identity Book/Card, Driver's License, or Passport.

Examination success depends on thorough preparation throughout the semester, extent of answers provided, and effective time management. Students should revise study material frequently until examination day, avoiding last-minute preparation that places them at a disadvantage. Consider mark allocations for each question as indicators of required answer length and detail. High-mark questions must contain all relevant information, set out clearly and concisely. Enhance your knowledge by consulting colleagues and reading related materials, incorporating this information with your study notes.

Academic Integrity and Conduct Policies

1

Plagiarism and Collusion

Plagiarism involves appropriating someone else's work and passing it off as your own, including copying text directly from study materials without paraphrasing, copying from online sources without citation, or presenting others' creative work as your own. Collusion involves unauthorized cooperation between two or more people with deceptive intentions. SAGMA views both as serious academic misconduct threatening the values of academic work and undermining institutional credibility.

2

Cheating and Academic Dishonesty

Academic cheating undermines institutional integrity. SAGMA has zero tolerance for cheating and academic dishonesty. Students caught cheating in examinations or any other part of their studies face disciplinary processes, with punishment potentially including expulsion. Students must familiarize themselves with what constitutes plagiarism and avoid such acts through correct citations and referencing.

3

Misconduct and Disciplinary Measures

SAGMA has zero tolerance for misconduct. Severe penalties apply for acts including possession of unauthorized materials, improper use of materials, unauthorized removal of materials from examination rooms, and ignoring invigilator instructions. The Training Committee may impose penalties including registration cancellation, certificate withholding, or expulsion. All findings, decisions, and disciplinary measures are communicated in writing to both student and employer.


Any unauthorised material found after examination commencement will be regarded as evidence of cheating or attempting to cheat. Students must hand over any unauthorized material to the invigilator before examinations begin. These strict policies ensure fairness, maintain academic standards, and protect the value of SAGMA qualifications in the industry.

Trade Test Certificate and Practical Assessment

After completing Module 8 of the maize or wheat technology course and being declared compliant with Logbook and Portfolio of Evidence requirements, students—under mentorship—must spend an additional six months in a program applying theory and practical components in experiential "on-the-job" learning. This crucial phase bridges academic knowledge with real-world operational expertise.

Once the mentor (an experienced Miller/Mill Manager) is satisfied that the student demonstrates competency in all aspects of milling technology, the mentor may apply to the SAGMA Course Administrator for the student to be trade tested. A suitable date will be arranged for the practical Trade Test, which takes approximately two days per student and is conducted by one of SAGMA's certified Trade Test examiners.

The practical Trade Test is conducted in the mill where the student has undergone training, ensuring assessment occurs in a familiar environment with equipment the student knows. Students receive detailed information in advance of the actual Trade Test date about topics the examiner will use to test their competency, allowing focused preparation.

 **Important Distinction:** Wheat and maize technology courses are not interchangeable. The maize technology course provides access only to the practical Trade Test for maize milling, and vice versa. Students seeking qualifications in both must complete both technology courses and their respective Trade Tests.



Complete Module 1 - 8

Finish all theoretical coursework and pass final examinations



Logbook Compliance

Achieve full compliance with Logbook and Portfolio of Evidence requirements



Six-Month Experiential Learning

Apply knowledge in supervised on-the-job training under mentor guidance



Trade Test Assessment

Complete two-day practical assessment demonstrating full competency

Advanced Technology Course

The Advanced Technology Course in wheat and maize milling is not an accredited course or national qualification (such as Head Miller or Mill Manager), but was introduced to upgrade existing general management and prepare individuals for progression into management positions within the milling industry. This specialized program focuses on developing critical competencies and skills essential for senior operational roles.



Business Function Structure

Establish critical competencies for structuring relationships between business functions and understanding organizational interdependencies



Managerial Problem-Solving

Develop essential skills for problem-solving and decision-making in complex managerial situations



Operations Direction

Build competencies for steering and directing operations at a strategic level



Career Advancement

Prepare qualified millers with drive and inclination for management roles in the industry

Persons with a wheat or maize Grain Milling Federation or SAGMA Trade Test Certificate can enrol for this course. The application must be accompanied by a letter of approval from the particular General Manager or Mill Manager, ensuring organizational support for the student's professional development.

Students must pass both chapters of a module before progressing to the next module but will be given credit for chapters they have already passed. This flexible structure recognizes prior achievement while maintaining rigorous standards for advancement.



Curriculum Structure & Module Overview



Knowledge Modules

8 comprehensive theoretical modules covering all aspects of milling technology

104 total credits



Practical Skill Modules

7 hands-on modules developing operational competencies

142 total credits



Work Experience Modules

7 workplace learning modules documenting on-the-job mastery

155 total credits

The curriculum is carefully structured to integrate theoretical knowledge with practical application. Knowledge modules provide foundational understanding of milling principles, equipment, processes, and quality control. Practical skill modules translate this knowledge into operational competencies, while work experience modules document real-world application and mastery in mill environments.

Module topics progress systematically through the complete milling process: from introduction to the industry and grain intake procedures, through cleaning and conditioning, to milling machinery operation, process management, quality assurance, packing and storage, supervision and communication skills, and finally basic milling science. This comprehensive approach ensures graduates possess both breadth and depth of expertise required for professional success.

SYLLABUS MAIZE MILLING

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

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

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

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

Fee Structure, Discounts, and Examination Venues

Discount Policy

SAGMA provides a structured discount system to make training more affordable. Levy-paying members of the National Chamber of Milling qualify for up to 50% discount on their registration fees, making this an excellent opportunity to invest in employee development at a significantly reduced cost.

This policy encourages ongoing skills development, strengthens industry participation, and ensures exceptional value for your investment in SAGMA's training.

Regular Curriculum Updates

The SAGMA course is updated regularly to keep pace with the latest industry developments, ensuring students receive the most current and relevant training possible. This commitment maintains the value and relevance of SAGMA qualifications.

Our dedicated team of industry experts and educational specialists continuously monitors global milling advancements, emerging technologies, and best practices. This ensures the curriculum covers fundamental principles and incorporates cutting-edge knowledge and skills required for modern milling operations, equipping graduates for a dynamic industry.

Examination Venues Available

Exam venues are strategically located across Southern Africa to maximize accessibility for students. We advise students to make prior arrangements for accommodation and travel to the nearest exam venue in their region. Students receive detailed venue information via WhatsApp well before examination dates.

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



Mentor and Training Officer Guidelines

Mentors and training officers are vital in guiding students from theoretical understanding to practical mastery in the milling program. This guide provides essential information for student success, covering key course specifics and examination guidelines.



Mentor Qualifications & Role

Mentors must hold a recognized miller qualification and be familiar with SAGMA courses. Their role is to guide students from theory to practical mill applications, ensuring comprehensive training on machines, processes, and Workbook material, including feedback, critical thinking, and mill safety.



Critical Practical Elements

Mentors instruct on: setting break roll releases and roller mills, cleaning plansifters, identifying mill stock fractions, configuring milling machines, calculating production figures, creating flow diagrams, objective grain grading, and basic lab testing. Training involves hands-on demonstrations, supervised practice, and guided troubleshooting.



Support & Communication

Students and mentors have access to guidelines and manuals. For assistance, contact the Course Administrator or module tutor. Regular check-ins with students and SAGMA administration are vital. Students also benefit from scheduled time with Subject Matter Experts in Intake, Laboratory, Packing, and Warehousing.



Mentor Guidelines: Best Practices and Assessment



Progress Questions vs. Examination Papers

Understanding the distinction between progress questions and examination papers is vital for effective student guidance: Progress questions are learning tools, designed to facilitate comprehension and reinforced by model answers for self-correction. Examination papers, however, are rigorous assessments of genuine competency, requiring students to apply their knowledge without external assistance. Mentors should emphasize this difference, guiding students to utilize progress questions for learning and to prepare independently and comprehensively for the unassisted challenge of examinations.



Workplace Learning Best Practices

Best practices for workplace learning include integrating theoretical concepts with daily operational tasks, encouraging students to ask questions, maintaining a positive and supportive learning environment, and regularly reviewing progress against the SAGMA curriculum. Documenting practical hours, observed competencies, and any specific learning interventions is crucial. The SAGMA workbook and logbook serve as key documentation tools that must be accurately completed and regularly reviewed by both mentor and student.



Troubleshooting Common Challenges

Mentors should also be prepared to troubleshoot common challenges such as a student's difficulty grasping a particular concept, lack of confidence in practical tasks, or time management issues. Addressing these requires patience, tailored explanations, additional practical sessions, and sometimes, connecting the student with peer support or the course administrator for extra academic help.



The Cornerstone of Practical Competency

Your invaluable contribution guides trainee millers toward achieving excellence in their craft and within your organization. Your support significantly paves the way for them to emerge as exceptional millers, truly embodying the pinnacle of their profession. The relationship between mentor and student forms the cornerstone of practical competency development that transforms theoretical knowledge into operational expertise.



Thank you to all mentors for your commitment to developing the next generation of professional millers and contributing to the continued excellence of the milling industry.



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