P.O. Box 461, Hillcrest, 3650
(031) 765-3410

Citrus Orchard Foreman Occupational Learning

Work Scenario Guide

J2:
Production Stock Management

Qualification:	110667 – Occupational Certificate: Orchard and Vineyard Foreman
Work Scenario:	**J2: Production Stock Management**
Learning Area:	J: Oversee the management of production stock and consumables
Scenario Description:	You need to manage the ordering, recordkeeping, storage and management of production stock to ensure that shortages are never experienced, and money is not wasted.

1st edition (06/2026)

Content originator:
Citrus Academy

Occupational alignment:
Ukudla Namanzi (Pty) Ltd

Contents

Alignment Information

Qualification

The content of this learner guide is aligned to the following occupational qualification:

SAQA QUAL ID	**Qualification Title**			
110667	Occupational Certificate: Orchard and Vineyard Foreman			
Originator				
Development Quality Partner – AgriSETA				
Primary Or Delegated Quality Assurance Functionary		**NQF Sub-Framework**		
-		OQSF - Occupational Qualifications Sub-Framework		
QUALIFICATION TYPE	**FIELD**		**SUBFIELD**	
Occupational Certificate	Field 01 - Agriculture and Nature Conservation		Primary Agriculture	
Abet Band	**Minimum Credits**	**Pre-2009 NQF Level**	**NQF Level**	**Qual Class**
Undefined	147	Not Applicable	NQF Level 04	Regular-ELOAC

Modules

The content of this learner guide is aligned to the following modules of the occupational qualification above.

Module Code	Module Title	Level	Credits
Knowledge Modules			
611202-001-00-KM-01	Plant Structure and Physiology	4	5
611202-001-00-KM-02	Vineyard or Orchard Establishment	3	2
611202-001-00-KM-03	Vineyard or Orchard Manipulation Processes	3	8
611202-001-00-KM-04	Harvesting	3	4
611202-001-00-KM-05	Basic Principles of Plant Nutrition	4	4
611202-001-00-KM-06	Crop Protection	3	3
611202-001-00-KM-07	Assets in Horticultural Production	3	2
611202-001-00-KM-08	Farm Business Management and Farming Process Management	4	8
611202-001-00-KM-09	Human Resource Management and Processes	4	8
611202-001-00-KM-10	Overseeing Farming Resource Utilisation	4	8
Practical Skill Modules			
611202-001-00-PM-01	Organise, Allocate and Monitor Availability and Productive Use of Resources	4	5
611202-001-00-PM-2a	Set Team and Individual Performance Goals to Enhancing Team Performance	4	10
611202-001-00-PM-2b	Control Vineyard or Orchard Practices	4	10

611202-001-00-PM-03	Supply Accurate Daily Orchard or Vineyard and Production Information	4	10
Work Experience Modules			
611202-001-00-WM-01	Vineyard or Orchard Resource Optimisation	4	20
611202-001-00-WM-02	Skilled and Motivated Work Team Output	4	20
611202-001-00-WM-03	Daily Orchard or Vineyard and Production Information Availability	4	20

Learning Outcomes

The content of this learner guide is aligned to the following learning outcomes of the modules above.

Knowledge Topics	
Outcome Code	**Module Title**
KM-10-KT03	**Stock Control**
IAC0301	The principles and concept of stock control are defined and outlined
IAC0302	Delivery procedures are described in terms of the impact on stock
IAC0303	Stock leaving the orchard / vineyard is discussed in respect to the necessary procedures involved
IAC0304	The Weighing/counting of stock is described
IAC0305	The cost of stock is explained
IAC0306	The reason for forecasting of stock needs and required order quantities is explained
IAC0307	Stock taking principles are outlined and explained
IAC0308	Stock taking methods and procedures are discussed
IAC0309	The principles of safe storage are explained
IAC0310	The safe storage of stock on hand is described
IAC0311	Reordering levels are defined per stock
IAC0312	Stock flow concepts are explained
Practical Skills	

Chapter 1
Production Stock Management

learning outcomes

The content of this chapter is aimed at helping you to:

- Manage, organise, and store production stock.

1. Production Stock

Production stock is a general term for all the materials, goods, and supplies that are required for citrus production. As you can imagine, this is a large category including many dozens if not hundreds of different items, so managing them carefully is very important. Production stock can generally be divided into two groups, namely raw materials and finished products.

Raw materials include items such as young trees, fertilizers, pesticides, irrigation equipment, and other resources needed for growing citrus trees. You can think of these as the things that go 'into' producing the citrus fruit.

Finished products refers to your fruit (or fruit products like juice or oil) once it has been harvested, processed, and packed for sale. You can think of these as the things that come 'out of' the production process.

To manage stock effectively, you need to understand and apply a few core practices. These practices will ensure that stock is used efficiently, and that stock levels are kept at the right levels and there are no shortages or surpluses.

2. Inventory Control

Inventory control is the process of managing and monitoring your stock. This includes knowing the amounts, location, and condition of all your various stock items. The most basic form of inventory control is keeping paper records of stock levels, but on a large farm inventory control can involve complex systems and software.

A key component of inventory control is maintaining the correct levels of stock. You must regularly monitor these stock levels to prevent running out of something you need, which can disrupt farm operations and delay production. On the other end of the scale, having too much stock can also be a problem, as you may struggle to properly store all the stock you have.

One of the most important practices you must implement in all the places where production stock is stored is that of 'first in first out'. This refers to the idea that whatever stock items were the first in the store (i.e. the oldest) must be used first. This ensures that older stock is used first, which is particularly important for stock that can expire.

3. Stock Forecasting

Stock forecasting, like weather forecasting, involves predicting the future need for various items of stock. These predictions are based on various factors, including historical data, seasonal trends, weather patterns, and market conditions. If you can accurately forecast your stock needs, you can make sure that you always have just as much as you need and no more.

4. Stock Storage

No matter how well you handle the monitoring and ordering of production stock, this will be pointless if your stock is not properly stored and handled. If your workers are constantly damaging or spilling production stock, you will end up wasting a lot of time and money regardless of how good your stock management systems are.

All stock should be stored in a safe, cool, dry store room. For specific information on how to store agrochemicals, and what your storeroom should look like, refer to the material on agrochemical management. This material also discusses emergency procedures.

5. Stock Management Systems

As we have already mentioned, there are various tools and methods you can use for managing production, from simple paper systems to complex software-based systems. Choosing the right system for you will depend on the size of your farm and the complexity of the farm's production practices.

On a smaller farm, you may be able to function perfectly well with a simple pen-and-paper system for keeping stock, so long as your workers are properly trained and everyone involved does their job properly. A system like this will probably consist of standardised forms to track orders, stock levels, and stock usage. While these systems can work, they can be time-consuming and inefficient, especially as the farm grows, and they also carry the risk of human error.

For bigger farms, it is highly recommended that you use an electronic stock management system. These systems can automate many of the stock management practices, such as placing orders automatically when stock reaches a certain level. These systems usually use a database and various pieces of software, but may also use paper records that are then entered into the system.

6. Stocktaking and Audits

The final important part of stock management is the performance of regular stock audits. Performing these audits (also known as stocktaking) involves physically going through your stock to see that your records line up with what is actually in the storeroom. Put simply, it involves walking through the storeroom and seeing if you do actually have as much of everything as your system says you do.

These audits should be performed regularly, depending on how large your farm is. A small farm which uses a lot less production stock can probably function fine with seasonal or bimonthly audits, whereas a larger farm will need much more regular audits. For a very large farm, it may be necessary to perform audits as often as once every week or two.

If you find any issues in the audit, namely a discrepancy between what the system says and what is actually in the storeroom, this must be dealt with immediately. Firstly, if there is a shortage, you must immediately order replacement stock. If you wait, and the missing stock item is a necessary one, you may end up delaying production practices and costing the farm a lot of money.

Once you know any shortages have been dealt with, and production won't be slowed down or delayed, you can then investigate the discrepancy. You should try to figure out where the issue arose, which may have been from worker error when entering information, a problem with the software, or theft.

Once you have determined the cause of the issue, take steps to rectify it, such as getting a repairman from the manufacturer to fix the software error or retraining workers.

summary

Chapter 1 – Production Stock Management

- Production stock is a general term for all the materials, goods, and supplies that are required for citrus production.
- Production stock can generally be divided into two groups, namely raw materials and finished products.
- Raw materials are the things that go 'into' producing the citrus fruit.
- Finished products refers to your fruit, or fruit products like juice or oil, once production is complete.
- Inventory control is the process of managing and monitoring your stock, including knowing the amounts, location, and condition of all your various stock items.
- 'First in first out' refers to a practice where the oldest stock in the store must be used first.
- Stock forecasting involves predicting future stock needs based on various factors.
- No matter how well you handle the monitoring and ordering of production stock, this will be pointless if your stock is not properly stored and handled.
- All stock should be stored in a safe, cool, dry store room.
- Stock management systems and practices range from simple paper systems to complex software-based systems.
- Paper-based systems can work for smaller farms, but they can be time-consuming and inefficient, especially as the farm grows, and they also carry the risk of human error.
- For bigger farms, it is highly recommended that you use an electronic stock management system, which can automate many of the stock management practices.
- Stock audits (stocktaking) involve physically going through your stock to see that your records line up with what is actually in the storeroom.
- Stock audits should be performed regularly, depending on how large your farm is.
- If you find discrepancies during an audit, you must first order any necessary replacement stock to avoid a shortage.

assessment activities

- ✓ **Activity P1**: Complete this activity to test your knowledge of production stock control.
- ✓ **Activity F1**: Complete this activity to test your knowledge of the entire module.