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Introduction

The Bachelor of Agriculture, Bachelor of Agricultural Science and Bachelor of Agricultural Science with Honours degrees require students to undertake periods of practical work. Aspects of these will be used as part of the 3rd year course AGRI393 Agricultural Practicum.

The practical work for these degrees is viewed as an integral aspect of each student’s course of study. It provides for experiences in a broad range of agricultural activities and agricultural industries.

The Practical Work Co-ordinator and Course Advisors are available to discuss any aspect of the course AGRI393 Agricultural Practicum.

Purpose of Practical Work

The Bachelor of Agriculture, Bachelor of Agricultural Science and Bachelor of Agricultural Science with Honours are applied courses of study in which AGRI393 Agricultural Practicum is a compulsory course.

Aims

The aims of the course are to:
1. Demonstrate an in depth knowledge of the biological or physical profiles of at least one farm that the student has worked on during their practical work.
2. Identify an on-farm aspect relevant to the discipline of plant science and critically review the scientific literature to investigate the topic.
3. Understand how the Overseer model can help maximise productivity and minimise environmental issues related to a practical on-farm situation.
4. Understand how Farmax can be used to predict pasture supply and animal demand profiles under a range of climatic conditions. Use these scenarios to provide real time advice to farmers on management strategies to mitigate impacts of adverse weather conditions and maintain farm profitability.

Learning outcomes

After successfully completing this course students will be able to:

Knowledge
1. Understand the integration of resources and their influence on farm productivity needed to be a successful farmer/farmer adviser/scientist.
2. Understand the importance of scientific literature as the basis for problem solving.
3. Understand how to run Overseer and Farmax and utilise the output for on-farm and across catchment decision making.

Skills
1. Access scientific literature and use it to write a critical literature review on agricultural science issues.
2. Run and modify input to Overseer and Farmax.
3. Prepare and deliver professional oral presentations.
4. Understand the pitfalls of computer simulation models.
5. Learn advanced presentation skills.
6. Learn how to use Overseer for nutrient budgeting.
7. Learn how to use Farmax in a proactive manner relevant for making on-farm decisions.

Values
1. Appreciate the holistic integrated approach to farming.
2. Understand the importance and value of practical work.
3. Recognise the importance of the peer review process in the advancement of scientific understanding.

**AGRI393 Agricultural Practicum - Regulations**

**AGRI 393 Agricultural Practicum**

Regulations for the Bachelor of Agriculture, Bachelor of Agricultural Science and Bachelor of Agricultural Science with Honours

Before graduating, candidates for Bachelor of Agriculture, Bachelor of Agricultural Science and Bachelor of Agricultural Science with Honours degrees, shall complete at least 28 weeks of full-time (or pro-rated part-time) approved practical work experience, in accordance with the following provisions:

1. Practical work must be undertaken after leaving secondary school.

2. A minimum of 10 weeks is to be completed on each of a dairy farm and a sheep farm, with the balance to be completed on a crop, deer or horticultural farm or in an allied industry. Students will normally be required to complete at least 10 weeks of approved farm work before their second academic year.

3. With the prior approval of the Academic Board, up to 8 weeks may be credited for practical work in the agricultural service sector, including scientific and extension services*. Labour only contracts (e.g. shearing, fencing, truck driving) will not be approved.

4. Bachelor of Agricultural Science and Bachelor of Agricultural Science with Honours students may, with permission, do practical work which has direct application to their specialised field of study, for example laboratory-based work. This would normally be allowed only if the student’s farm work requirements (as per section 2 of these regulations) have been completed.

4. With the prior approval of the Academic Board, up to 10 weeks of practical work can be completed overseas.

**Other Requirements**

It is expected that practical work for **AGRI393 Agricultural Practicum** in the Bachelor of Agriculture, Bachelor of Agricultural Science and Bachelor of Agricultural Science with Honours will be completed with an experienced farmer/employer, on a 'commercial' scale enterprise.

Variations to these requirements will be considered under special circumstances only and must be approved in writing by the Practical Work Coordinator before accepting any such work opportunities.
The practical work requirement provides an opportunity to gain experience in, and an understanding of, aspects of agriculture in New Zealand. Practical work should be on a ‘commercial’ enterprise. The following categories can be used as a guideline:

- Sheep properties are now to be evaluated on a case by case basis but there must be enough ewes or equivalents in finishing stock to make it a worthwhile learning experience
- Dairy minimum of 200 cows
- Crop minimum of 40 ha – at least 2 cash crops
- Deer minimum of 400 breeding hinds and/or velveting stags
- Beef minimum of 200 breeding cows or equivalents in finishing stock
- Equine must be a commercially viable horse enterprise. If part of another farm it must generate at least 40% of the total income.
- Finishing properties must be a commercially viable unit
- Dairy support must be a commercially viable unit
- Allied Industry e.g. agricultural seed/fertiliser business/research and development

**Note:** ‘Labour only’ contracts (e.g. shearing, fencing or truck driving) or working for a contractor or contracting business is not acceptable as practical work.

### Practical Work Positions
While the responsibility for finding practical work rests with the student, the Practical Work Coordinator assists by making contact with a number of employers with whom links have been established. Students are strongly encouraged to seek out a diverse range of practical work.

**Note:** Practical work must comply with the regulations. Check with the Practical Work Coordinator **BEFORE** taking a position if you are unsure of its suitability.

### ‘LEARN’ Webpage
The practical work ‘Learn’ page and the Practical Work Office are the main sources of information on Practical Work positions.

### Applying for Practical Work
Many practical work opportunities will include a telephone contact. Before phoning students need to be prepared perhaps for an informal telephone interview, e.g. experience, start/finish dates, rate of pay etc. or the employer may ask for a Cover Letter and Curriculum Vitae (see Appendix). It is advisable to apply for more than one position.

### Recording Practical Work
All students must submit employer-verified Practical Work Record Sheets (see Appendix).

**Note:** Completed original, unaltered Practical Work Record Sheets only are acceptable. Faxed, photocopied, scanned documents, emails, email attachments, etc. are not acceptable. It is the student’s responsibility to ensure that Practical Work Record Sheets are presented to the employer for completion and returned to the Practical Work Coordinator. A separate sheet is required for each block of work completed and must be submitted by 25th July immediately following the practical work period. **Final year students must submit all employer verification of practical work by the end of the last semester of their degree.**
Students should check the state of their practical work file at least annually, particularly during the last semester and before final examinations.

**Recognition of Prior Practical Work**
Students may apply to have appropriate previous practical experience credited to their degree. Consult the *Practical Work Coordinator* for details.

**Overseas Practical Experience**
Any student wishing to consider this option must make written application to the *Practical Work Coordinator* for consideration before any such work. Normally no more than half of the required practical work may be completed overseas for this Lincoln University degree.

**Non-Securing of Practical Work**
Any student unsuccessful in securing practical work should see the *Practical Work Coordinator*. Bring copies of letters of application submitted and replies received, as well as a record of telephone calls made seeking work (including the time of the phone call and the person contacted) and the responses received.

### Roles and Responsibilities for Students in Employment

(i) At or before the commencement of each practical work position, the student should meet with the employer in order to ensure that both have a clear understanding of the employer and employee requirements. It is useful to take this handbook to discuss specific report requirements.

(ii) Students will be asked to sign an employment contract. **PLEASE READ YOUR CONTRACT CAREFULLY** before it is signed. Contracts are legal documents; make sure all terms and conditions are understood before signing.

**Professionalism in the Industry - Professional Conduct**

Be aware at all times of privacy, confidentiality and professional ethics.

Students should be prepared to take the initiative and ask questions if directions are unclear. No one minds clarifying a request, but hours of useless work is infuriating.
As a requirement of AGRI393 Agricultural Practicum students should maintain a comprehensive diary of their activities. This diary should be either in a hard-covered notebook or maintained electronically. The student will need to provide their own diary-keeping resources (e.g. laptop, iPad) for this task.

Students are advised to maintain their diary DAILY as this will be an invaluable resource in compiling material for assessment events in AGRI393 Agricultural Practicum.

Remember to record WHY, WHEN and HOW tasks are performed.

The diaries should be structured (suggestions are detailed below) to ensure that students:

(a) can describe and analyse the structure and processes of the farm/business.

(b) are able to present a report in a format suitable for consideration by clients (presentation is important).
A Useful Practical Work Diary Format

An effective diary will have FOUR parts: a Property Report, a Farm Management Report, a Farm Map and a Day-to-Day Record of Activities.

1) A PROPERTY REPORT – This should describe the physical resources of the property. The following headings are recommended for use.

Name and Address of Property and Owner/s Area
In hectares, total and effective, include the legal description/s.

Tenure
The land may be freehold, but if leasehold - state the type of lease, terms and any conditions that may affect land use.

Type of Property
State the property type, for example: Sheep and Beef.

Location
Situated on (road), state whether primary (main), secondary or tertiary road, metalled or sealed; nearest centres (direction, distance), distance from nearest transport company, schools, markets, trade suppliers, advisory assistance, population centres (labour supply).

Climate
Describe the significant climatic features and their impact on land use and productivity.
Rainfall - average for area, distribution (seasonal pattern and effect), reliability of rainfall, frequency and severity of droughts, floods.
Wind - dominant frequency, direction, problems.
Temperature - average monthly temperatures, limitations to plant growth, frosts, length of dormant period.
Hail, Snow - incidence, damage.
Use graphs and/or tables to present data and illustrate patterns.

Topography
Altitude - metres above sea level.
Contour - area of flat, undulating, hill (easy/medium/steep), cultivation problems, implications for drainage, water supply and access (tracking).
Aspect - property slope, e.g. to north, sun or shade, exposed or sheltered. Comment on the effects of topography on land use and productivity.

Shelter
What form (if any) of shelter. Relate to land use and need for shelter (climate), orientation of shelter belts, plant species or artificial shelter, treatment of shelter belts, natural shelter, e.g. contour, bush.

Soils
Name the main soil types. Note depth, fertility, subsoil – nutrient deficiencies, water holding capacity/water logging, hard pans etc., and original cover. Discuss problems associated with the soil types on this property - use photographs or drawings of soil profiles. Briefly describe natural drainage systems.

Water Supply
Type of supply for stock, domestic use, irrigation - reliability, quality and quantity, depth of bores, water rights.

Irrigation
02/2012
On-property reticulation, irrigation methods and equipment, area covered, effectiveness of system/condition of equipment.

**Drainage**
Detail drainage system/s used, the area covered, layout and adequacy.

**Land Use and Cover**
Tabulate the area of each type of pasture and/or crop. Describe the main features of the cover, including species, age and condition. Indicate current productivity levels, include pasture growth rate data. Note areas of forestry, bush, scrub/weeds, access ways etc.

**Subdivision/Access**
State number and size of paddocks, type and condition of subdivision - fencing. Discuss the shape of the property and its impact on access and subdivision. Comment on the adequacy of access ways, type and condition of tracks.

**Weeds/Pests/Diseases**
State the extent of these problems on the property. List particularly the significant, economic problems; relate these to plants and livestock as appropriate.

**Production and Performance**
Use data from at least the last 2 years for this section.

(i) Dairy - breed, replacement policy, Breeding Worth, condition and live-weights, numbers usually wintered (separate age groups), seasonal fluctuations, total stock units and stock units per hectare, death rates, milk/milk solids production per cow, per hectare and total annual production for the farm.

(ii) Sheep - breed, replacement policy, condition, numbers usually wintered (separate age groups), seasonal fluctuations, total stock units and stock units per hectare, lambing percentages, death rates, wool weights and sale weights of stock. State age at which ewes are culled, percentage of income from wool and meat.

(iii) Beef - breed, replacement policy, condition, numbers usually wintered (separate age groups), seasonal fluctuations, total stock units and stock units per hectare, calving percentages, death rates, sale weights of stock. State age at which cattle are culled.

(iv) Other stock - deer, goats, pigs, etc. – report as for Sheep and Beef above.

(v) Crops - areas, type, cultivar, crop rotation, average production figures per hectare, per farm. Include actual figures for the latest season.

Comment on overall level of production and compare with district average.

**Labour**
Detail actual labour units (permanent and seasonal).

**Buildings**
List the main buildings, including the homestead, stockyards/handling facilities. Note construction and age, comment on the adequacy and condition of the buildings.

**Plant and Machinery**
List the main items. Note the condition, adequacy and housing.

2) A FARM MANAGEMENT REPORT - This should describe the management of the property. The following headings are recommended for use.
**Property Constraints**
List those factors associated with the property under which place constraints on the management system, e.g. steep contour, swamp, flood plains.

**Management Factors**
Discuss Management’s farming objectives - short and long term. Remember to detail the reasons for these objectives. Consider the management tools used in the business, e.g. technology, skills (practical, analytical, decision making), experience, knowledge. Detail how Management uses these to organise farm work. Discuss the systems used in organising work on the farm, e.g. daily, weekly, monthly, seasonally, annually etc. (Note, this is not to detail actual work but to draw connections between activities and their consequences on the farm business). State the sources of information and/or advice used in managing the farm. Give a brief overview of the farm records kept.

**Husbandry Management Pasture Management**
Using two major grasses and one major clover grown for pasture on this farm, identify them, including botanical name and physical features, relate their preferred growth conditions to their use on the farm.

Detail the growth patterns of these pastures and how they are managed for grazing throughout the year. If appropriate, note when hay or silage is made.

Detail the seed mixtures used for pasture on this farm and explain why these specific mixtures are used. Discuss the fertiliser and lime use, with particular reference to N, P, K, S percentages including trace elements and relate these to soil test results and recommendations. Detail the use of different fertilisers for different pastures, application rates and the cost per hectare of these fertilisers.

State pasture weeds and pests found on this farm and detail the control measures used (timing, application rates etc.)

**Cropping**
State crops grown in relation to cropping policies on the farm. Include crop rotations. Detail areas of particular crops and yields expected this season. Discuss crop management including irrigation, particularly timing requirements, fertiliser application, including costs, soil fertility management practices, weed, pest, disease control, including costs and timing.

Choose one particular crop and give details of soil preparation, crop sowing details and crop husbandry, harvesting and storage/marketing details.

**Livestock Husbandry**
Give a calendar of events for the year outlining the main activities for each livestock class. Highlight the timing of critical events.

Discuss the breeding management of the stock, including the timing and spread of the breeding season. Detail animal husbandry - tailing, marking, tagging, control of parasites, diseases etc. Indicate problems that have occurred and how they were managed.

**Feed Supply and Demand**
Discuss the balance of feed supply and stock feed requirements throughout the year and how this is managed. Detail critical times. Indicate the role and quantities of supplements, including forage crops.

**Marketing**
Indicate general farm marketing policies, listing the type and quality of produce sold this year, how and where it was marketed, e.g. auction, contract, pool, etc. Compare the return this year with the return received last year. Explain any differences. Provide a statement giving the percentage of income derived from each category of produce.

**Labour**
Describe the demand for and supply of labour throughout the year. Discuss how these peaks and troughs
are managed on the farm. Create a graph to emphasise times and duration of major labour needs on an annual basis. Indicate the major source of labour.

**Farm Layout, Services, Machinery**
Discuss the influence of farm layout, services, machinery on the management of the farm.

**Summary/Recommendations**
Provide a brief summary of this management section. List up to four recommendations for improvements you see appropriate for this property and your reasons for them.

3) **A FARM MAP**

Farm maps may be drawn, or produced using internet based technology (e.g. Google) from a variety of sources. Prints of aerial photos may be acceptable if basic information (from the list below) is added, but this may necessitate more definitive descriptions of these attributes in the text.

A map is an important part of a farm diary, as it allows the reader to visualise the property and can be used as a reference for many resources described in the Property Report. It must be at a scale that allows the main features to be identified. *Depending on the area of the farm, use either A4 or A3 sized paper.*

**Map Presentation**
The map ‘Title’ should show the property’s (or owner’s) name, its locality, and total area. The scale (e.g.1:5,000) and reference to north must be shown.

The following physical attributes should be shown, with detail as applicable:

(a) Road access - name of road/s, direction to business centre etc.
(b) Buildings - main buildings and stock handling facilities
(c) Fences - permanent fences only, including stock races/lanes
(d) Roading (internal) and tracks
(e) Water supply - mainline reticulation, stock supplies, areas irrigated
(f) Shelterbelts and plantations (farm forestry)
(g) Soil type boundaries
(h) Topographical features - contour and altitude/s
(i) Paddock covers - pastures (type and condition), crops etc

*Use appropriate abbreviations and symbols on the map and provide an explanatory ‘Legend’, located on the same (or facing) page so that it can be referred to when looking at the map.*

4) **Day-to-Day Diary**

Students should attempt to write 2-3 paragraphs per day detailing that day’s activities. Like any diary this should be maintain on a day-to-day basis.

**APPENDICES**
Include any supporting information for your diary as an appendix.
Other Suggestions for Diary Format – Finishing Properties

Please follow the diary format for the Production Report, as set out in the previous pages, and incorporate the following information:

Stock Species
Does the programme include deer, sheep (lambs) and/or beef (bulls, steers, heifers)? This section may include ‘dairy support’ operations where heifers are reared (grazed) through to mating or calving, which may also graze cows during the winter.

Stock Source
Explain where the livestock are sourced from. Are they bred on the property, brought elsewhere (sale-yards or privately) or are they supplied on a contract basis by some other party? This could include a dairy farmer for contract rearing of dairy heifer replacements, a calf rearer supplying 100kg LW Friesian calves to a bull beef operation, and a processing works supplying store lambs or cattle to a finisher, for slaughtering at a later date, e.g. Silver Fern Farms’ ‘Lamb Plan’.

Livestock description
Describe the livestock that are brought into the finishing programme, including age, live weight, sex and any other relevant factors. Provide the purchase prices of these animals, if appropriate, and the method for establishing these prices, e.g. per kg live weight (truck weights?), per head

Finishing programme
Discuss what is involved in the on farm finishing programme. Factors to be considered are; timing, i.e. when are stock brought in and when do they leave; types of feed provided, i.e. what crops, speciality pastures, baleage etc.; style of finishing programme, i.e. from a range that may include feedlots, ‘techno’ bull beef, intensive rotational grazing and a semi-intensive type of programme.

This section should also include Livestock husbandry relating to the stock in the finishing programme.

Land Husbandry
If the finishing unit is not part of an existing property, the same land, fertiliser and cropping requirements etc. required in a property report are also required for the finishing property.

If it is part of an existing property, and these aspects have already been covered, then any additional or specific attributes need to be identified and discussed.

Outputs
Detailed figures relating to the physical throughputs of the programme need to be shown, including any losses. Physical data should follow from the live weights of stock brought into the programme, with any progressive growth rates, and then the targeted and actual live weights or carcass weights for the animals going out. This must include a description of any monitoring, and a detailed analysis of physical performance on a ‘per head’ and a ‘per ha’ basis. A comparison with previous years’ results/performance should be made if appropriate.

Marketing and Revenue
What is the marketing policy for the finished livestock, and what are the options? Where and when is the stock sold, and to what market (local trade or export)? If possible, provide details of prices received (per head and per ha) and the margins above purchase prices. A comparison with previous years’ results/performance should be made if appropriate.
Please follow the diary format for the Production Report, as set out in the previous pages, and incorporate the following information:

Dairy support ‘systems’ are common on properties in all regions (and not necessarily only in dairying areas) as either a singular farming enterprise, or integrated with other farm systems. Where the dairy support system generates the majority of the farming enterprise’s gross revenue, then the property may be considered an as a separate system in terms of the practical work regulations.

A ‘Dairy Support’ property may include enterprises where heifers are reared (to or from ‘weaning’) then grown out (grazed) through to mating or calving, as well as those that focus on grazing cows during the winter, or farming ‘carry over’ dry cows through to the following season.

**Stock Source**
Explain where the livestock are sourced from. Are they purchased (and if so, where from and how?), or are they supplied on a contract basis by some other party?

Purchases could include ‘4 day old’ calves for rearing through to weaning, or weaned calves, from a dairy farmer or calf rearer, for producing replacements heifers and bulls. They may also be high BW and PW cows that have not got in-calf again and were considered too good to cull - there is a developing market for such cows and they can have exceptional production in their next season.

Other systems may be agistment arrangements where stock is grazed for another party. These include rearing of replacement heifers (often requiring minimum live weight gains) through to mating, or just prior to calving, or winter grazing of cows during their dry period.

**Livestock description**
Describe the livestock that are brought into the dairy support programme, including age, live weight, sex and any other relevant factors. Provide the purchase prices of these animals, if appropriate, and the method for establishing these prices, e.g. per kg live weight (truck weights?), or per head.

**Dairy support programme**
Discuss what is involved in the support programme operated. Factors to be considered are; timing, i.e. when are stock purchased or brought in and when do they leave; types of feed provided, i.e. what crops, speciality pastures, baleage etc.

This section should also include Livestock husbandry relating to the stock in the rearing or grazing programme. If stock is being grazed for another party, then details of the grazer’s responsibilities as to animal health requirements (who actually does the work and who pays for supplies used in terms of vaccinations and drenching etc?) and mating (bulls supplied by whom and for how long etc?) must be described.

**Land Husbandry**
Section 1 and 2 of the Farm Management Report includes the required detail for land, fertiliser and cropping requirements etc. Any additional or specific attributes relating to the dairy support system operated need to be identified and discussed.

**Outputs**
Detailed figures relating to the physical throughputs of the programme need to be shown, including any losses. Physical data should follow from the live weights of stock brought into the programme, with any progressive growth rates, and then the targeted and actual live weights for the animals going out. This must include a description of any monitoring, and a detailed analysis of physical performance on a ‘per head’ basis. A comparison with previous years’ results/performance should be made if appropriate.
**Marketing and Revenue**

What is the marketing policy for any livestock purchased, and what are the options? Where, when and how is the stock sold? If possible, provide details of prices received (per head) and the margins above purchase prices.

Any contractual arrangements for grazing and rearing should be described. How are these arranged, and by whom? These may be ‘per head per week’ arrangements, incorporating live weight gain criteria for heifers, or straight ‘per head per week’ deals for wintering cows. The other method of payment for dairy cow wintering is on a ‘per kg DM’ basis, where a guaranteed minimum (and mix) of kg DM per head per day is to be supplied at an agreed price per kg DM. In these cases, the agreed method and timing for assessing the total DM available must be described.

In all the above cases, a comparison with previous years’ results/performances should be made if appropriate.
Please follow the diary format for the Production Report, as set out in the previous pages, and incorporate the following information:

**Equine system**
Equine ‘systems’ to be considered acceptable as practical work experience must be on a commercial scale and will most likely involve thoroughbreds or standard-breds, rather than sport horses. If such a ‘system’ is integrated with other farm systems on a property, then the horse enterprise must generate at least 40% of the total farming enterprise’s gross revenue to be regarded as a separate system in terms of the practical work regulations.

The report must describe the system operated and its objectives, and include the source of livestock, the processes and husbandries involved, and the marketing aspects of the equine enterprise.

**Stock description and source**
Describe the horses involved in this system in terms of type (thoroughbred etc.), age, numbers, sex and any other relevant factors. If any are purchased, provide the range of purchase prices and where they are sourced from. Describe any that are bred on the property, and any that are supplied on a contract basis by some other party to be serviced, foaled or reared.

**Breeding programme**
Discuss what is involved in any on-farm breeding programme, or where broodmares are sent off-farm for breeding. Factors to be considered are; method (natural mating for thoroughbreds, artificial insemination for standard-breds), pedigree decisions and choice of sire (and source of semen), timing, pregnancy diagnosis and management issues with the broodmares through to foaling.

**Livestock husbandry**
This section must cover all horses in the programme, including the broodmares, stallions and young horses. What is involved in the animal health programmes, in terms of vaccinations, drenching etc., and branding? Describe the management of foals and weanlings with regard to handling, education and training.

**Nutrition**
While pasture grazing will provide the basic nutritional requirements for most systems, the report must detail the specific nutritional programmes that are integrated with grazing. This will include ‘hard feeding’ and any mineral and vitamin supplementation. Specific feeding programmes incorporated when conditioning young horses for sale need to be described as well.

**Land Husbandry**
Section 1 and 2 of the Farm Management Report includes the required detail for land, fertiliser and cropping requirements etc. Any additional or specific attributes relating to the equine system operated need to be identified and discussed.

**Marketing and Revenue**
What is the marketing policy for any sire services or the sale of yearlings or other young horses, and what are the options? How is this marketing managed, and by whom? If possible, provide details of stud fees and the range of prices received for stock sold. Any contractual arrangements for horses on the property owned by other parties, and the range of services offered, must be detailed. A comparison with previous years’ results/performances should be made if appropriate.
PART 1 – GENERAL DESCRIPTION

General Description
Name and address of the business. Outline the ownership of the business.
Discuss the general features and amenities of the business locality.

Tenure
Freehold, Leased (if leased, state the type of lease, terms and any conditions that may affect the business).

Business site
Illustrate and describe the business site (approximately to scale).

Type of Business
Describe the goods and/or services provided by the business.
Produce a diagram showing the positions, not necessarily the individuals, in the business. Describe the personnel policy of the business.
Detail total number of persons employed, categorised into permanent, casual (seasonal) or part-time (regular but work only mornings or two days a week, etc.)
Discuss recruitment of new employees.
Outline any training programmes provided for new employees.

Business Assets
Draw up a list of the business assets, including buildings, plant and machinery. Note construction, age and condition. Detail the function of each component.

Employment
Describe the work you undertook and discuss in detail how this work fitted in with the business as a whole.
State where most of the work was undertaken and for how long you were employed.

SWOT Analysis
Provide a SWOT analysis and discuss the role the business plays in the agricultural industry.
Appendix A - Covering Letter Guidelines

On campus careers and employment assistance is available

For help preparing Covering Letters and CVs and to hone your interview skills visit Careers & Employment in Library Teaching and Learning for regular drop-ins, workshops and individual appointments.

Full details and online bookings are via Lincoln CareerHub http://careerhub.lincoln.ac.nz

1. Introduction

The following should be regarded as suggested guidelines that may be followed. Feel free to write in your own style and include things which you think are appropriate.

2. General Format

In general, the letter should be:

(a) written in a business style.

(b) written on a word processor and printed on good quality paper

(c) no more than one page in length.

Two copies should be produced, one of which you should retain for your reference.

3. Content

The letter should, amongst other things, make reference to the following (in whichever order you feel is appropriate).

(a) Your name.

(b) The course of study you are completing.

(c) An outline of your skills, knowledge and background. Any relevant supportive material will be included with your curriculum vitae. Give an appropriate contact address - phone, fax, email, postal. (If you wish to use a phone contact be sure to be there to take the possible call - say you’ll be available between 7 - 9 p.m. on week nights - or use an appropriate answer phone message or message taker. Check your email/fax regularly).

(d) Your career and personal interests.

(e) Append your Curriculum Vitae.
Appendix A - Covering Letter

Your address

Date

Name of Contact Person
Address

Dear Sir/Madam (Dear Mr/Mrs/ Ms ............)

Introduce yourself, what it is you are looking for - practical experience in the (whatever) industry.

State what experience you have, your qualities and goals.

Say where you may be contacted - phone, email, fax etc. (Be sure you are there to answer the phone!)

Yours faithfully (Yours sincerely)

Your signature

Your typed name

(UNLESS REQUESTED, DO NOT INCLUDE REFERENCES, CERTIFICATES, ACADEMIC TRANSCRIPTS ETC. HAVE ALL OF THIS BACK UP INFORMATION IN YOUR CV FOLDER - THE DETAILED CV WHICH YOU TAKE TO INTERVIEW).
Appendix A - Curriculum Vitae (CV) Information

A CV is a summary of the pertinent facts about a person covering personal, educational and employment information. A CV should be clear and concise using the third person and past tense. It should be typed and presented with organised sections and layout.

The following format is suggested:

1. Name

2. Address

3. Contact Telephone Number(s), Email, Fax.

4. Date of Birth (optional).

5. Education
(Most recent study first) - Senior secondary school is as far back as you need to go.

List dates and location of educational institutions attended. Major and minor fields of study including other educational and professional courses.

6. Employment
List dates of employment (most recent first). Include responsibilities.

7. Other Interests (interests and personal achievements).
Normally since secondary school but there may be a need to trace your history of involvement.

8. Referees
Usually two or three names and contact details should be included.
If possible, include a varied range of referees (i.e. personal, work and academic).

CHECK with these people that they are willing to be referees for you BEFORE including their details.

Always include a covering letter with your CV
Complete a separate sheet for each employer and / or period of work

<table>
<thead>
<tr>
<th>STUDENT DETAILS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID Number</td>
</tr>
<tr>
<td>Student Name</td>
</tr>
<tr>
<td>Telephone</td>
</tr>
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<table>
<thead>
<tr>
<th>EMPLOYER DETAILS:</th>
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<tbody>
<tr>
<td>Name of Farm/Business/</td>
</tr>
<tr>
<td>Enterprise</td>
</tr>
<tr>
<td>Full Name of Employer/</td>
</tr>
<tr>
<td>Owner</td>
</tr>
<tr>
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<table>
<thead>
<tr>
<th>PRACTICAL WORK DETAILS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Farm Type (please circle)</td>
</tr>
<tr>
<td>Allison Industry (please specify):</td>
</tr>
<tr>
<td>Farm Size (ha)</td>
</tr>
<tr>
<td>STOCK NUMBERS</td>
</tr>
<tr>
<td>Sheep or Sheep &amp; Beef</td>
</tr>
<tr>
<td>(Breeding Ewes)</td>
</tr>
<tr>
<td>Deer (Breeding Hinds)</td>
</tr>
<tr>
<td>Milking Cows</td>
</tr>
<tr>
<td>Beef (Breeding cows)</td>
</tr>
<tr>
<td>Other</td>
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<tbody>
<tr>
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<tr>
<td>From _ _ / _ _ / _ _ _ _</td>
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<tr>
<td>To _ _ / _ _ / _ _ _ _</td>
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<tr>
<th>Farm Type (please circle)</th>
<th>Sheep</th>
<th>Sheep and Beef</th>
<th>Dairy</th>
<th>Crop</th>
<th>Deer</th>
<th>Beef</th>
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<tbody>
<tr>
<td>Sheep</td>
<td>Small seed</td>
</tr>
<tr>
<td>Sheep &amp; Beef</td>
<td>Green-feed</td>
</tr>
<tr>
<td>(Breeding Ewes)</td>
<td>Peas</td>
</tr>
<tr>
<td>Deer (Breeding Hinds)</td>
<td>Barley</td>
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<td>Wheat</td>
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