

AGRI-ENTERPRISE OPERATION

ISCED UNIT CODE:0811 251 02 A

TVETCDACC UNIT CODE:AG/CU/PN/CR/02/3/MA

Relationship to Occupational Standards

This unit addresses the Unit of Competency: Operate agri-enterprise

Duration of Unit: 40 Hours

Unit Description

This unit specifies the competencies required to operate an agri-enterprise. It involves recruiting and supervising agri-enterprise workers, monitoring production and processing activities, managing Agri enterprise finances, controlling agri enterprise risks, and, maintaining relationships with agri-enterprise stakeholders.

Summary of learning outcomes

By the end of this unit of learning, the trainee should be able to:

S/No	Learning Outcomes	Duration (Hours)
1.	Recruit agri-enterprise workers	10
2.	Supervise agri-enterprise workers	10
3.	Monitor production and processing activities	10
4.	Control agri-enterprise risks	5
5.	Maintain agri-enterprise stakeholder relationships	5
Total		40

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Recruit agri-enterprise workers	1.1. Meaning of terms 1.2. Worker's recruitment <ul style="list-style-type: none">• Internal sources• External sources 1.3. Worker's selection process <ul style="list-style-type: none">• Worker interviews• Job offers and placement<ul style="list-style-type: none">– Terms of employment	<ul style="list-style-type: none">• Oral interview• Written test• Observation• Third party reports• Practical test• Case study

	<p>(Casual and contract)</p> <ul style="list-style-type: none"> – Contract signing and termination – Worker's placement <p>1.4 Identification of work engagement</p> <p>1.5 Advertisement of worker recruitment positions</p> <p>1.6 Conduction of recruitment interviews</p> <p>1.7 Signing of work job contract</p> <p>1.8 Conduction of work placement and orientation</p>	
2. Supervise agri-enterprise workers	<p>2.1 Worker's supervision</p> <ul style="list-style-type: none"> 2.1.1 Importance of workers 2.1.2 Supervision 2.1.3 Levels of workers supervision 2.1.4 Qualities of a good supervisor <p>2.2 Reporting channels performance management</p> <ul style="list-style-type: none"> 2.2.1 Tools for performance management <p>2.3 Steps in performance management</p> <p>2.4 Performance monitoring and feedback</p> <ul style="list-style-type: none"> 2.4.1 Effective management of meetings <p>2.5 Worker's training and development</p> <ul style="list-style-type: none"> 2.5.1 Conflict resolution 2.5.2 Worker's motivation <p>2.6 Worker's sanction and rewards</p>	<ul style="list-style-type: none"> • Oral • Written • Observation • Third party reports • Practical test • Case study
3. Monitor production and processing activities	<p>Importance of monitoring and evaluation</p> <p>3.1 Key performance indicators for production and processing</p> <p>3.2 Identification of regulatory authority measures</p> <p>3.3 Documentation of task procedures and flow charts</p>	<ul style="list-style-type: none"> • Oral • Written • Observation • Third party reports • Practical test • Case study

	<p>3.4 Sourcing of raw materials in line with firms' procurement</p> <p>3.5 Checking of quality raw materials</p> <p>3.6 Maintenance of stock levels</p> <p>3.7 Production of product services</p> <p>3.8 Waste control</p>	
4. Control agri enterprise risks	<p>4.1 Monitoring of agri- enterprise expenditure and income</p> <p>4.2 Agribusiness liabilities</p> <p>4.3 Analyzation of business gross margins</p> <p>4.4 Business financial adjustment measures</p>	<ul style="list-style-type: none"> • Oral • Written test • Observation • Third party reports • Practical test • Case study
5. Maintain agri-enterprise stakeholder relationships	<p>5.1 Stakeholder's mapping</p> <p>5.2 Types of agri-enterprise stakeholders</p> <p>5.3 Partnerships / networking</p> <p>5.4 Methods of communication</p> <p>5.5 Stakeholder engagement</p> <p>5.6 Stakeholder relationship management</p> <p>5.7 Risk intervention measures</p>	<ul style="list-style-type: none"> • Oral • Written test • Observation • Third party reports • Practical test • Case study

Suggested Methods of Delivery and Instruction:

- Direct Instruction
- Group discussions
- Field trips / site visits
- Demonstration
- Facilitated practical's
- Use of visual and audio-visual aids
- Role play

List of Recommended Resources for 25 Trainees

- Financial record templates
- Computers
- Delivery note book
- Workers management tools
- Farm / firm register
- Internet connection
- Inventory records
- Invoice book
- Learning guides
- Mobile phones
- Printer
- Sample Business records
- SOPs manuals
- Workers contract templates
- Work schedule / workers work plans