

## APPLY FARM MANAGEMENT PRINCIPLES

ISCED UNIT CODE: 0811 541 25A

TVETCDACC UNIT CODE: HO/OS/HP/CC/04/6/MA

### UNIT DESCRIPTION

This unit specifies competencies required to apply farm management principles. It involves Apply farm Planning techniques, Control farm operations, manage farm resources and Organize farm operations

### ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
These describe the key outcomes which make up workplace function.	These are assessable statements which specify the required level of performance for each of the elements. <b><i>Bold and italicized terms are elaborated in the Range.</i></b>
1. Apply farm Planning techniques	1.1 Goals and objectives of livestock enterprise are established as per workplace procedures 1.2 <b><i>Organization plans</i></b> for livestock farm are established as per type of plan 1.3 <b><i>Resources</i></b> required to achieve the goals in livestock farm are identified as per workplace requirements
2. Control farm operations	2.1 Motivation of employees to achieve organizational objectives is performed as per operational plan 2.2 Incorporation of different <b><i>leadership styles</i></b> is done as per workplace requirements 2.3 Evaluation of plan and making adjustments to ensure the organizational goals are conducted as per type of plan 2.4 Capacity building of the employees is performed as per workplace procedures 2.5 <b><i>Performance appraisals</i></b> are conducted as per workplace procedures

	2.6 <b>Resource adjustments</b> is performed as per workplace procedures
3. Manage farm resources	<p>3.1 Assessment of corporate social responsibilities and cultural opportunities is conducted as per workplace procedures</p> <p>3.2 Costs and pricing of the livestock farm enterprise is as per cost-budget analysis</p> <p>3.3 Quality control and customer service is conducted as per workplace procedures</p> <p>3.4 Direction of resources and efforts of business towards opportunities for economically significant results is conducted as per workplace procedures</p>
4. Organize farm operations	<p>4.1 Resources distribution is performed as per workplace procedures</p> <p>4.2 Achieve established goals as per workplace procedures</p> <p>4.3 Livestock farm enterprise is budgeted as per workplace procedures</p> <p>4.4 <b>Staffing of workers</b> in the livestock farm is executed as per workplace procedures</p>

## RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

RANGE	VARIABLE
1. Organization plans may include but are not limited to:	<ul style="list-style-type: none"> <li>• Strategic plan</li> <li>• Tactical plan</li> <li>• Operational plan</li> <li>• Working plan</li> </ul>

2. Resources may include but are not limited to:	<ul style="list-style-type: none"> <li>• Human</li> <li>• Financial</li> <li>• Agricultural machines</li> <li>• Agricultural inputs</li> </ul>
3. Leadership styles may include but are not limited to:	<ul style="list-style-type: none"> <li>• Authoritarian Leadership</li> <li>• Democratic Leadership</li> <li>• Transformational Leadership</li> <li>• Laissez-Faire Leadership</li> </ul>
4. Performance appraisals may include but are not limited to:	<ul style="list-style-type: none"> <li>• Straight ranking appraisals</li> <li>• Grading</li> <li>• Management by objective appraisals</li> <li>• Behavior-based appraisal</li> <li>• Performance appraisal</li> </ul>
5. Resource adjustments may include but are not limited to:	<ul style="list-style-type: none"> <li>• Budget</li> <li>• Staff</li> </ul>
6. Staffing of workers may include but are not limited to:	<ul style="list-style-type: none"> <li>• Advertisement of vacant</li> <li>• Shortlisting</li> <li>• Interview</li> <li>• Recruitment</li> <li>• Training</li> <li>• Motivation</li> </ul>

## REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

### Required skills

The individual needs to demonstrate the following knowledge:

- Strategic planning
- Monitoring and evaluation
- Business management function
- Human resources management
- Sales and Marketing
- Basic accounting
- Critical thinking
- Leadership skills

### **Required s knowledge**

The individual needs to demonstrate the following skills:

- Basic numeracy
- Record Keeping
- Report writing
- Basic accounting

### **EVIDENCE GUIDE**

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

1. Critical aspects of competency	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> <li>1.1 Conducted assessment of corporate social responsibilities and cultural opportunities as per work place procedure</li> <li>1.2 Conducted quality control and customer service as per work place procedure</li> <li>1.3 Conducted <b><i>Performance appraisals</i></b> as per work place procedure</li> <li>1.4 Performed <b><i>Resource adjustments</i></b> as per work place procedure</li> </ul>
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2. Resource Implication	<p>The following resources should be provided:</p> <ul style="list-style-type: none"> <li>2.1 Appropriately simulated environment where assessment can take place</li> <li>2.2 Access to relevant work environment</li> <li>2.3 Resources relevant to the proper activities or tasks</li> </ul>
3. Method of Assessment	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> <li>3.1 Practical test</li> <li>3.2 Written tests</li> <li>3.3 Oral questioning</li> <li>3.4 Third party reports</li> </ul>
4. Context of assessment	<ul style="list-style-type: none"> <li>4.1 Workplace</li> <li>4.2 Simulated workplace</li> </ul>
5. Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.</p>