

## **AGRI-ENTERPRISE OPERATION**

**UNIT CODE:** 0811 351 02 A

**TVET CDACC 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	5
2.	Supervise agri-enterprise workers	5
3.	Monitor production and processing activities	10
4.	Manage agri-enterprise finances	10
5.	Control agri enterprise risks	5
6.	Maintain agri-enterprise stakeholder relationships	5
<b>Total</b>		<b>40</b>

## **Learning Outcomes, Content and Suggested Assessment Methods**

<b>Learning Outcome</b>	<b>Content</b>	<b>Suggested Assessment Methods</b>
1. Recruit agri-enterprise workers	<p>1.1 Meaning of terms</p> <p>1.2 Worker's recruitment</p> <ul style="list-style-type: none"> <li>– Internal sources</li> <li>– External sources</li> </ul> <p>1.3 Worker's selection process</p> <ul style="list-style-type: none"> <li>– Worker interviews</li> <li>– Job offers and placement</li> <li>– Terms of employment (casual and contract)</li> <li>– Contract signing and termination</li> <li>– Worker's placement</li> </ul> <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>	<ul style="list-style-type: none"> <li>• Oral interview</li> <li>• Written test</li> <li>• Observation</li> <li>• Third party reports</li> <li>• Practical test</li> <li>• Case study</li> </ul>
2. Supervise agri-enterprise workers	<p>2.1 Worker's supervision</p> <ul style="list-style-type: none"> <li>○ Importance of workers supervision</li> <li>○ Levels of workers supervision</li> <li>○ Qualities of a good supervisor</li> </ul> <p>2.2 Reporting channels performance management</p> <ul style="list-style-type: none"> <li>○ Tools for performance management</li> <li>○ Steps in performance management</li> <li>○ Performance monitoring and</li> </ul>	<ul style="list-style-type: none"> <li>• Oral</li> <li>• Written</li> <li>• Observation</li> <li>• Third party reports</li> <li>• Practical test</li> <li>• Case study</li> </ul>

	<ul style="list-style-type: none"> <li>○ feedback</li> <li>○ Effective management of meetings</li> <li>○ Worker's training and development</li> <li>○ Conflict resolution</li> <li>○ Worker's motivation</li> <li>○ Worker's sanction and rewards</li> </ul> <p>2.3 Tools for performance management</p> <p>2.4 Steps in performance management</p> <p>2.5 Performance monitoring and feedback</p> <ul style="list-style-type: none"> <li>○ Effective management of meetings</li> </ul> <p>2.6 Worker's training and development</p> <ul style="list-style-type: none"> <li>○ Conflict resolution</li> <li>○ Worker's motivation</li> </ul>	
3. Monitor production and processing activities	<p>3.1 Importance of monitoring and evaluation</p> <p>3.2 Key performance indicators for production and processing</p> <p>3.3 Identification of regulatory authority measures</p> <p>3.4 Documentation of task procedures and flow charts</p> <p>3.5 Sourcing of raw materials in line with firms procurement</p> <p>3.6 Checking of quality raw materials</p> <p>3.7 Maintenance of stock levels</p> <p>3.8 Production of product services</p> <p>3.9 Waste control</p>	<ul style="list-style-type: none"> <li>● Oral</li> <li>● Written</li> <li>● Observation</li> <li>● Third party reports</li> <li>● Practical test</li> <li>● Case study</li> </ul>
4. Manage agri-	4.1 Monitoring of agri- enterprise	●

enterprise finances	expenditure and income 4.2 Identification of Agribusiness liabilities 4.3 Analyzation of business gross margins 4.4 Business financial adjustment measures	
5. Control agri enterprise risks	5.1 Monitoring of agri- enterprise expenditure and income 5.2 Agribusiness liabilities 5.3 Analyzation of business gross margins 5.4 Business financial adjustment measures 5.5 Development of risk management plan 5.6 Sourcing of resources to implement risk management 5.7 Assessment of risk intervention measures	<ul style="list-style-type: none"> <li>● Oral</li> <li>● Written test</li> <li>● Observation</li> <li>● Third party reports</li> <li>● Practical test</li> <li>● Case study</li> </ul>
6. Maintain agri-enterprise stakeholder relationships	6.1 Stakeholders mapping 6.2 Types of agri-enterprise stakeholders 6.3 Partnerships / networking 6.4 Methods of communication 6.5 Stakeholder engagement 6.6 Stakeholder relationship management 6.7 Risk intervention measures	<ul style="list-style-type: none"> <li>● Oral</li> <li>● Written test</li> <li>● Observation</li> <li>● Third party reports</li> <li>● Practical test</li> <li>● Case study</li> </ul>

### 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

- Recommended Resources for 25 Trainees

<b>Category/Item</b>	<b>Description/specification</b>	<b>Quantity</b>	<b>Recommended ratio (item: Trainee)</b>
Desktop computers/laptops		25	1:1
Internet connection			
Projector		1	1:25
Printer		1	1:25
Invoice book		1	1:25
Well-equipped workshop		1	1:25
Mobile phones		1	1:25
Sample Business records		1	1:25
Workers contract templates		1	1:25
SOPs manuals		1	1:25
Learning guides		5	1:5