

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 orietation</p>	
2. Supervise agri-enterprise workers	<p>2.1 Worker's supervision</p> <p>2.1.1 Importance of workers</p> <p>2.1.2 Supervision</p> <p>2.1.3 Levels of workers supervision</p> <p>2.1.4 Qualities of a good supervisor</p> <p>2.2 Reporting channels performance management</p> <p>2.2.1 Tools for performance management</p> <p>2.3 Steps in performance management</p> <p>2.4 Performance monitoring and feedback</p> <p>2.4.1 Effective management of meetings</p> <p>2.5 Worker's training and development</p> <p>2.5.1 Conflict resolution</p> <p>2.5.2 Worker's motivation</p> <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

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

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