APPLY ICT IN AGRI-ENTERPRISE

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UNIT DESCRIPTION

This unit specifies the competencies required to apply ICT in agri-enterprise. It involves preparing to integrate ICT in agri-enterprise, integrating ICT into agri-enterprise processes, evaluating agri-enterprise ICT integration and completing integrating ICT into agri-enterprise.

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. ***Bold and italicized terms are elaborated in the range.***
1. Prepare to integrate ICT in agri-enterprise processes	1.1 ICT needs for agri-enterprise are identified based on the ICT needs assessment report. 1.2 ICT tools are developed in accordance with standard operation procedures and type of enterprise. 1.3 ICT infrastructure is acquired and installed in accordance with the ICT plan 1.4 ICT plan for agri-enterprise is developed according to the organizational goals, policies and procedures
2. Integrate ICT into agri-enterprise processes	2.1 ICT is integrated into the production process of agri-enterprise in accordance with enterprise policy and procedures 2.2 ***Agri-enterprise records*** are managed using ICT in accordance with enterprise policies and procedures 2.3 ***Agri-enterprise communication*** is carried out using ICT in accordance with enterprise policies and procedures 2.4 ***Innovation process*** is integrated with ICT in accordance with enterprise policies and procedures 2.5 Agri-enterprise ***marketing process*** is integrated with ICT in accordance with enterprise policies and procedures 2.6 ***Human Resources Management (HRM) process*** was integrated with ICT in accordance with enterprise policies and procedures 2.7 Agri-enterprise financial system is integrated with ICT in accordance with enterprise policies and procedures

3. Evaluate agri-enterprise ICT integration	3.1 Effectiveness of ICT integration into agri-enterprise is assessed based on the enterprise ICT plan

	3.2 Efficiency of ICT integration into agri-enterprise is assessed based on enterprise ICT plan
	3.3 Agri-enterprise innovativeness is assessed based on enterprise ICT plan
	3.4 3.4 Monitoring and Evaluation of ICT process is undertaken in accordance with the ICT Plan.
4. Complete integrating ICT into agri-enterprise processes	4.1 ICT is used in critical processes of Agri-enterprise financial report is prepared according to organizational policies, procedures and ICT plan
	4.2 Agri-enterprise ICT report is prepared and shared with relevant stakeholders in accordance with enterprises policies and procedures

RANGE

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

Variable	Range
1. Enterprise may include but not limited to	• Business entity • Services to customers • Profit
2. Marketing process may include but not limited to	• Viable and potential marketing opportunities • Marketing strategies • Supervising the implementation of these marketing strategies.
3. Innovation process may include but not limited to	• Business idea • Product development
4. Agri-enterprise communication may include but not limited to	• Information sharing • Sharing information by a company to promote its product or services to potential consumers.
5. Agri-enterprise records may include but not limited to	• Meeting minutes • Memoranda • Employment contracts, • Accounting documents

6. Human Resources (HR) process may include but not limited to	• Recruitment • Staffing • Compensation and benefits • Training and development • Career development • Talent management • Leadership development • HR checks and balances

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 skills:
- Marketing
- Selling
- Management
- Planning
- Problem solving
- Networking
- Analytical
- Entrepreneurial
- Communication

Required knowledge
The individual needs to demonstrate knowledge of:
- Needs assessment tools
- Development of policies and procedures
- Basic principles of applied ICT
- Usage of computers
- Usage of mobile phones
- Usage of mobile phone applications
- Use of internet
- Basic principles of monitoring and evaluation
- Communication
- Entrepreneurship
- Innovation process
- Marketing principles

- Human Resources principles
- Enterprise development
- Basic financial principles
- Basic management
- Policies and procedures

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	Assessment requires evidence that the candidate:
	1.1 Conducted a needs assessment for ICT applications in the agri-enterprise according to business plan
	1.2 Integrated ICT applications into the agri-enterprise critical processes
	1.3 Evaluated the effectiveness and efficiency of applying ICT to the enterprise in accordance with the enterprise business plan
2. Resource Implications	The following resources must be provided:
	2.1 Agri-products/ services
	2.2 Assessment location
3. Methods of Assessment	Competency may be assessed through:
	3.1 Observation
	3.2 Written tests
	3.3 Third party report
4. Context of Assessment	Competency may be assessed:
	4.1 On the job
	4.2 Off the job
	4.3 During industrial attachment
5. Guidance information for assessment	Holistic assessment with other units relevant to the industry subsector, workplace and job roles is recommended.