

CORE COMPETENCIES
616 Hours

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
1. Capacitate Farmers	1.1 Provide Capacity Building Interventions to farmers	<ul style="list-style-type: none"> • Discuss Philippine Agricultural Situationer and Rural Development • Know the importance of Agroenterprise Development • Determined the different roles and functions of an Agroenterprise Facilitator • Identify ways to develop a TNA • Design a Training Needs Assessment • Collect data for TNA • Analyze data from TNA • Provide feedback to respondents • Identify possible training areas • Define capacity building program objectives 	<ul style="list-style-type: none"> • Hands-on • Lecture • Discussion • Workshop • Simulation 	<ul style="list-style-type: none"> • Oral Exam • Written exam • Oral questioning • Demo 	Total: 72 hrs C: 20 hrs F: 52 hrs

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> Identify the different effective facilitation skills Determine the different adult learning principles Discuss the concepts and process of module development Develop a training plan Discuss the series of AE courses both for field implementers and farmer leaders 			
	1.2 Lead in accessing capacity building services for farmers	<ul style="list-style-type: none"> Enumerate and describe types of service providers Explain the relevant programs and services of different organizations Describe the protocols of different organizations Conduct actual project presentation Discuss the different procedures in guiding 	<ul style="list-style-type: none"> Lecture Discussion Demonstration Role playing Audio-visual presentation Hands-on/ Simulation/Exercises 	<ul style="list-style-type: none"> Oral questioning Written examination Demonstration 	

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		document preparation and packaging <ul style="list-style-type: none"> • Guide AE practitioners in preparing documents 			
	1.3 Supervise accessing financial assistance	<ul style="list-style-type: none"> • Enumerate cost items • Compute Costs • Enumerate and discuss types of financial services • Production Module Review • Compute break-even price, volume and ROI • Compute Profitability • Compute Liquidity • Financial Plan Analysis • Financial Plan Packaging • Discuss procedure on securing loan • Enumerate loan documents • Discuss basic policies of different types of Financial Providers • Agro enterprise Plan Packaging 	<ul style="list-style-type: none"> • Lecture • Discussion • Audio/Video Presentation • Hands-on • Role playing 	<ul style="list-style-type: none"> • Written exam • Oral Question • Demonstration 	

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> Securing collateral, purchase order, and marketing agreement 			
	1.4 Generate learning	<ul style="list-style-type: none"> Identify Procedures in Documenting learning Discuss procedure in preparing learning documents Discuss types of compilation techniques Discuss partnership building or networking with partners, stakeholders and market Identify strategies to maintain partnerships Explain how to facilitate partnership building or renewal of partnerships Use learning in improving skills 	<ul style="list-style-type: none"> Role playing lecture Discussion simulation Caselet presentations Audio-visual presentation FGD 	<ul style="list-style-type: none"> Oral questioning Written exam Demonstration 	
2. Facilitate Engagement of the Agroenterprise Stakeholders	2.1 Select project site	<ul style="list-style-type: none"> Identify the sources of data/documents required Explain the different methods and 	<ul style="list-style-type: none"> Lecture Discussion Presentation Field visit Interview Exercises 	<ul style="list-style-type: none"> Written exam Oral questioning 	TOTAL: 204 HRS C: 60 hrs F: 144 hrs

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		procedures of data gathering <ul style="list-style-type: none"> • Discuss techniques in conducting interviews, surveys, focus group discussion • Develop appropriate data gathering tools • Gather data • Explain the basic statistics and statistical analysis • Use appropriate statistical tool/s to analyze data • Analyze the data gathered • Discuss the procedures in using the data for choosing project site • Explain the criteria for choosing project site • Use data for choosing project site 	<ul style="list-style-type: none"> • Workshop • Hands-on/Simulation exercises • Powerpoint Presentation 		
	2.2 Organize Agroenterprise (AE) industry stakeholders	<ul style="list-style-type: none"> • Conduct buy-in session 	<ul style="list-style-type: none"> • Lecture • Discussion 	<ul style="list-style-type: none"> • Written exam • Oral questioning • Illustration/Mapping 	

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> • Discuss the overview of the agroenterprise clustering approach • Enumerate roles and responsibilities of AE industry stakeholders • Discuss the procedures in identifying AE industry stakeholders • Identify relevant AE industry stakeholders • Discuss effective communication skills • Discuss the different partnership principles • Discuss partnership building processes • Formulate MOA/MOU • Develop and present project proposals or any related document towards resource accessing • Establish local partnership for AE • Discuss Steps 1(<i>Partnership Building, Site Selection and</i> 	<ul style="list-style-type: none"> • Video/ Powerpoint Presentation • Field visit • Role playing • Hands-on • Exercise/ Practicum • Interview • Meetings • Consultation • Hands on/Simulation 	<ul style="list-style-type: none"> • Demonstration/ Illustration • Interview • Observation 	

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<i>Cluster Formation</i>) and 4 (<i>Cluster Commitment Setting</i>) of AE Clustering Approach <ul style="list-style-type: none"> • Identify the different tenancy status • Discuss criteria in forming clusters • Form farmers into cluster • Explain different profiling tools • Design appropriate profiling tool • Profile Farmers • Discuss different policies related to Agroenterprise • Explain the procedures in developing policies for AE • Develop agroenterprise policies 			
	2.3 Manage partnership sustainability	<ul style="list-style-type: none"> • Identify different issues in implementing agroenterprise • Discuss procedures in analyzing and evaluating issues 	<ul style="list-style-type: none"> • Lecture • Discussion • Caselet • Meetings • Consultation • Demonstration 	<ul style="list-style-type: none"> • Written Exam • Oral Questioning • Interview 	

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> Analyze and evaluate issues Execute appropriate problem solving skill Discuss the different policies in implementing Agroenterprise Communicate policies Enumerate the existing policies in implementing AE Explain the updates or agreements for enhancement on the existing policies Develop policy improvement Enumerate types of conflicts Discuss the essential skills in Conflict Management Manage Conflict 			
	2.4 Lead the registration of informal farmer's organization	<ul style="list-style-type: none"> Discuss the components of strategic plan Explain and demonstrate the 	<ul style="list-style-type: none"> Lecture Discussion Workshop Presentation 	<ul style="list-style-type: none"> Written exam Oral exam Role playing Demonstration 	

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		conduct of strategic planning <ul style="list-style-type: none"> • Oversee the writing of strategic business plan • Discuss government's business regulatory requirements • Discuss advantages and benefits of formal business entity • Provide advise on the submission of necessary documents or requirements of appropriate agencies • Identify the approving and signing authority in the farmers' group • Discuss the compliance procedures • Discuss the system of checks and balances within the group • Oversee the documentation of the actual internal control measures as identified above 	<ul style="list-style-type: none"> • Video Presentation • Role playing 	<ul style="list-style-type: none"> • Oral presentation 	

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> • Discuss components of business operation systems • Design business process flow • Simulate the implementation of enhanced policies system and procedures 			
3. Mobilize Agroenterprise Community	3.1 Guide product selection	<ul style="list-style-type: none"> • Explain the procedures of data collection and extraction • Extract existing products and markets from farmers information profile • Discuss criteria in screening list of products • Explain the shortlisting of products • Come up with shortlist of prioritized and screened products • Explain the process of getting consensus 	<ul style="list-style-type: none"> • Lecture • Discussion • Exercise • Workshop • Field visit • Demonstration 	<ul style="list-style-type: none"> • Written exam • Oral Questioning 	Total: 256 hrs C: 76 hrs F:180 hrs

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> • Agree on the list of selected products to be produced 			
	3.2 Oversee in the development of Production Module	<ul style="list-style-type: none"> • Enumerate the different methods of Data Gathering • Discuss the guideline for data gathering • Enumerate the different sources of data • Explain the techniques in conducting Key Informant Interview • Compute production cost & income • Farmers are assisted in documentation of best practices resulting from benchmarked data • Discuss the process to collate, tabulate and analyze data • Explain the methods and procedure of data analysis • Analyze data on the best farming practices that can be recommended 	<ul style="list-style-type: none"> • Lecture • Demonstration • Field Visit • Role play • Workshop • Discussion • Exercise • Hands-on • Computation • Presentation 	<ul style="list-style-type: none"> • Written Exam • Oral Questioning 	

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> • Explain the process of preparing production module • Prepare template for recommended farming practices • Explain good agriculture practice (GAP) • Discuss climate risk management strategies • Prepare and Analyze Production Cost & Income • Design production module according to industry standards • Explain the process of validating the production module • Discuss the importance of participatory decision making for the production module • Validate the production module • Explain the process of finalizing the production module 			

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> Analyze Production Cost & Income Finalize production module according to industry standards 			
	3.3 Coach in the preparation of supply plan	<ul style="list-style-type: none"> Explain projection methods Discuss market requirements and market-supply matching Explain the methods of computing the volume of product supply Estimate product supply based on market requirement and farmers committed supply Discuss the process of preparing production program Determine the quantity of product to be consolidated for group marketing Formulate product supply Plan Program Explain the importance of organizing supply 	<ul style="list-style-type: none"> Lecture Discussion Role play (Interviews) Demonstration Workshop Presentation Computation 	<ul style="list-style-type: none"> Written exam Oral questioning 	

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		and assessing product availability <ul style="list-style-type: none"> • Discuss the methods of monitoring farm production status • Forecast supply volume based on projected quantity and quality required in the market 			
	3.4 Lead the Market Chain Study	<ul style="list-style-type: none"> • Discuss leadership roles and responsibilities in learning and group action • Explain adult learning processes • Introduce the basic concept of marketing, the market chain with its actors and product flow through the chain • Enumerate methods in data gathering, consolidation and analysis • Identify the actors and activities in the market chain • Draw the market map from farmer to 	<ul style="list-style-type: none"> • Lecture • Discussion • Visual presentation • Hands-on • Visual aids • Role-playing • Field visit (markets and BDS) • Demo Exercise 	<ul style="list-style-type: none"> • Written exam • Oral questioning 	

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		buyers/consumers showing market actors and flow of the product in the market chain <ul style="list-style-type: none"> • Assess the selected potential buyers and BDS providers to visit and interview • Discuss effective organizing and team building • Explain rapid market appraisal in studying markets • Discuss the process of communicating to the potential buyers and BDS regarding the market visit and its purpose • Explain activity planning and organizing: the tasking as interviewer, recorder and observer among the LRT members during the actual interview, and the preparation of the logistics for the market visit 			

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> • Discuss the interview questions and tips in conducting the interview • Show how to conduct the interview of buyers and BDS • Discuss how to consolidate data from the interview and observation gathered from the market visit • Organize the market visits • Discuss marketing concepts to include supply and demand, marketing practices and strategies, value addition and value chain relationships • Discuss the analysis of the consolidated interview and observation results as basis to select buyers and BDS providers to engage • Explain marketing projections of sales, costs and income 			

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> • Give examples of various marketing arrangements with buyers and BDS providers • Explain market negotiation • Examine the engagement of buyers and BDS providers 			
	3.5 Support Occupational Safety and Health (OSH) implementation	<ul style="list-style-type: none"> • Discuss the importance of occupational safety and health in the workplace • Coordinating the orientation on OSH • Discuss the hazards in their specific workplaces and in their particular tasks • Check if OSH is being practices • Discuss the appropriate safety measures particular to their specific workplaces and in their particular tasks- • Guide the farmers to establish appropriate safety measures 	<ul style="list-style-type: none"> • Lecture • Presentation • Discussion • Demonstration • Video • Workshop 	<ul style="list-style-type: none"> • Written Exam • Oral Questioning • Demonstration 	

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
	3.6 Direct test marketing activities	<ul style="list-style-type: none"> • Discuss supervision – theory and principles • Explain the importance of preparatory activities in successful test marketing • Introduce participatory business planning and organizing • Explain the formulation of an agroenterprise objective for group marketing • Discuss the importance of commitment to an agroenterprise objective for successful group marketing • Review market arrangements with engaged buyers and BDS providers and the commitment in the supply plan • Discuss the preparation of an AE plan and the business action schedules that guide the test marketing 	<ul style="list-style-type: none"> • Lecture • Discussion • Visual presentation • Case study/ analysis • Exercises • Role play • Hands-on • On the job coaching • Testimonies 	<ul style="list-style-type: none"> • Written exam • Oral questioning • Demonstration 	

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> • Supervise a complete test marketing preparation • Discuss the management of operations from farm to the buyers • Explain product consolidation and product delivery • Explain product quality management and the procedures to include but not limited to cleaning, sorting, grading, packing, labeling • Explain traceability and the tagging and coding of packaged products for traceability • Explain recordkeeping of marketing transactions • Supervise the selling of consolidated products • Discuss the assessment process and its importance 			

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> • Explain post-test marketing assessment • Discuss contingency planning and corrective actions • Explain the process to conduct post-test marketing assessment • Guide the conduct of the post-test marketing assessment 			
	3.7 Support sustained marketing	<ul style="list-style-type: none"> • Explain the importance of evaluation to guide planning for business sustainability • Discuss the process of AE evaluation through reflection • Explain value chain upgrading and business networking for sustained marketing • Discuss consensus building for renewed commitment in continued marketing • Explain the process to adjust and improve the AE plan for sustained marketing 	<ul style="list-style-type: none"> • Lecture • Discussion • Audio/Visual presentation • Role play • Exercise • Hands-on • On the job coaching • Case study/ caselet 	<ul style="list-style-type: none"> • Written exam • Oral questioning 	

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> • Compute for the sales, cost and income • Review the AE plan improvement • Explain strategies in managing good market relations • Discuss management for operational efficiency • Discuss price monitoring and how to set up a price monitoring system • Review recordkeeping and documentation of the marketing transactions • Review product deliveries based on the improved AE plan • Discuss governance and accountability • Explain the importance of internal controls • Explain management structure, roles and responsibilities 			

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> • Explain the importance of price monitoring • Discuss the importance of recording and reporting in agroenterprise sustainability • Supervise the setting up of the management structure and the recordkeeping of agroenterprise activities • Discuss the importance of savings for the individual and capital build up for the organization • Explain best practices and examples of internal capital generation • Facilitate the farmers can agree on a plan to generate savings and capital build-up 			
4. Monitor and Evaluate Agroenterprise Activities	4.1 Monitor AE Development Program	<ul style="list-style-type: none"> • Explain the Partnership Building Concepts and activities • Explain the concepts of M & E 	<ul style="list-style-type: none"> • Lecture • Presentation • Workshop • Simulation 	<ul style="list-style-type: none"> • Written & oral exam • Documentation • Written 	Total: 84 hrs C: 24 hrs F: 60 hrs

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> • Discuss the Monitoring & evaluation tools and processes • Check presence of partnership building activities • Explain the concepts and processes of community organization • Discuss the types and characteristics of an organization • Identify the status and activities of the farmers organization • Identify and explain the components of AE Plan • Explain the importance of data gathering • Discuss the monitoring tools and processes to be used • Administer the monitoring tools 	<ul style="list-style-type: none"> • Fieldwork • Field visit • Discussion • FGD • Video Presentation 	<ul style="list-style-type: none"> • Oral Questioning 	
	4.2 Assess the development and implementation of AE Program	<ul style="list-style-type: none"> • Discuss the roles and responsibilities of partnership 	<ul style="list-style-type: none"> • Discussion • Lecture • Power point Presentation • FGD 	<ul style="list-style-type: none"> • Written • Oral Questioning 	

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> • Explain the procedures and guidelines in assessing partnership • Compare the plan vs. actual implementation • Explain the criteria of a functional organization • Discuss the evaluation tools • Evaluate the farmers organization based on functionality • Compare the AE Plan targets with the accomplishments • Analyze the results of the AE Plan comparative data 			
	4.3 Recommend corrective measures and improvement	<ul style="list-style-type: none"> • Identify the needs/gaps of partnership • Explain the corrective measures • Administer the appropriate corrective measures on partnership • Discuss the improvements on PSPs 	<ul style="list-style-type: none"> • Discussion • Lecture • Workshop • Power point Presentation 	<ul style="list-style-type: none"> • Written • Oral Questioning 	

Unit of Competency	Learning Outcomes	Learning Activities	Methodology	Assessment Approach	Nominal Duration
		<ul style="list-style-type: none"> • Explain the enhancement of capacity building on organizational development • Propose the enhancement of the farmers' organization • Identify gaps and issues on AE Plan implementation • Explain information on future needs of business partners • Identify and discuss the strategies to maintain business relationships • Propose improvement on the AE Plan implementation 			