

MANAGE FARM

UNIT CODE:AGR/CU/EXT/CR/07/6/A

Relationship to Occupational Standards

This unit addresses the Unit of Competency: manage agricultural and livestock farm

Duration of Unit: 150 hours

Unit Description

This unit specifies competencies required in managing agricultural and livestock farm. It involves; preparing farm strategic plan, managing human resources and managing farm finances.

Summary of Learning Outcomes

1. Prepare Farm Strategic Plan
2. Manage Farm Human Resources
3. Manage Farm finances

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Prepare Farm Strategic Plan	<ul style="list-style-type: none">• Strategic planning• Meaning• Importance• Tools of planning• Planning process• Farm business plan	<ul style="list-style-type: none">• Written tests• Observation• Oral questions• Third party report
2. Manage Farm Human Resources	<ul style="list-style-type: none">• Human resources management• Meaning• Importance• Performance contracting• Monitoring and evaluation• Staff recruitment• Conflict resolution	<ul style="list-style-type: none">• Written tests• Observation• Oral questions• Third party report
3. Manage Farm finances	<ul style="list-style-type: none">• Farm accounts• sources of finance• financial accounts• balance sheets• Farm records	<ul style="list-style-type: none">• Written tests• Observation• Oral questions• Third party report

	<ul style="list-style-type: none"> • Sales records • Purchase records • Production records • Financial documents • Journals • Receipts • Voucher • Master roll • Staff registers • Ledger books 	
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Suggested Methods of instruction

- Project
- Demonstration by trainer
- Practice by the trainee
- Discussions
- Direct instruction
- Simulation
- On job training

Recommended Resources

- Flip charts
- Note books
- Ruler
- Text books and manual
- Projectors
- Computers

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