

MANAGE AGRI-ENTERPRISE

UNIT CODE : AGR/OS/AP/CR/04/5/A

UNIT DESCRIPTION

This unit specifies the competencies required to manage an agri-enterprise. It involves preparing to manage agri-enterprise, managing the agri-enterprise, evaluating management of agri-enterprise and completing management of agri enterprise.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT These describe the key outcomes which make up workplace function.	PERFORMANCE CRITERIA These are assessable statements which specify the required level of performance for each of the elements. <i>Bold and italicized terms are elaborated in the range.</i>
1. Prepare to manage agri-enterprise	1.1 Agri-enterprise management <i>policies and procedures</i> are developed according to good management practices. 1.2 Management tools and strategies are developed in accordance to the products and services 1.3 Agro-enterprise business plan is developed according to the business management principles 1.4 Resources required are identified based on the business plan. 1.5 Sources of resources are determined in accordance to the size and type of the enterprise 1.6 Sources of <i>risks</i> are identified according to risk assessment schedules
2. Manage agri-enterprise	2.1 Production processes are managed as per the organizational policies and procedures. 2.2 <i>Human resources</i> are managed according to the human resources management manual. 2.3 Financial resources are managed according to the good financial management practices and organizational guidelines 2.4 <i>Enterprise</i> risks manage according to risk assessment schedules 2.5 <i>Records</i> maintained according to the enterprise operations 2.6 Marketing processes are managed according to the nature and form of the products and services. 2.7 Customer relations are managed according to customers profile and level of satisfaction

	2.8 Innovation processes are managed according to new and emerging technologies and business needs.
3. Evaluate management of agri-enterprise	3.1 Monitoring and Evaluation is undertaken according to the strategic plan and standard of practices (SOP). 3.2 Customers satisfaction survey is conducted according to research principles 3.3 Technical and operational gaps are detected, reported and rectified according to the farm policy.
4. Complete management of agri enterprise	4.1 Management report is prepared based on standard of practice and farm procedures. 4.2 Management report is shared with relevant personnel in accordance with enterprise policies and practices 4.3 Sustainable strategies are identified according to the nature of the enterprise

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. Policies may include but not limited to	<ul style="list-style-type: none"> • Formulated or adopted organizational principles • Rules • Guidelines
2. Risks may include but not limited to	<ul style="list-style-type: none"> • Threat of damage • Injury • Liability • Loss or any other negative occurrence
3. Records may include but not limited	<ul style="list-style-type: none"> • Litigation • Employee management • Customer engagements • Purchases • Sales • Contract
4. Innovation may include but not limited to	<ul style="list-style-type: none"> • Value capture • Value creation

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:

- Analytical
- Entrepreneurial
- Marketing
- Selling
- Communication
- Negotiation.
- Management
- Problem solving
- Networking

Required knowledge

The individual needs to demonstrate knowledge of:

- Research methods
- Business planning
- Risk management
- Resource mobilization
- Strategy development
- Policy formulation
- Human resource development and management
- Team work and conflict management
- Financial and asset management
- Record keeping
- Marketing
- Customers satisfaction
- Business ethics, values and principles
- Partnership building
- Sustainable mechanisms
- Coordination
- Resource mobilization
- Time management
- Delegation of duties

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 Developed and documented agri-enterprise management policies and procedures 1.2 Developed agro-enterprise business plan according to the business management principles 1.3 Managed Agri-enterprise processes (production, human, financial, customers, record, risks) according to laid down policies and procedures
2. Resource Implications	The following resources must be provided: 2.1 Assessment location 2.2 Agri-products/ services
3. Methods of Assessment	Competency may be assessed through: 3.1 Written tests 3.2 Oral questioning 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 sector, workplace and job roles is recommended.