

## MANAGE FARM

**UNIT CODE:** AGR/OS/EXT/CR/07/6/A

### 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.

### ELEMENTS AND PERFORMANCE CRITERIA

<b>ELEMENT</b> These describe the key outcomes which make up workplace function.	<b>PERFORMANCE CRITERIA</b> These are assessable statements which specify the required level of performance for each of the elements. <i><b>Bold and italicized terms are elaborated in the Range.</b></i>
1. Prepare Farm Strategic Plan	1.1 <i><b>Farm activities</b></i> are identified as per farm plan 1.2 <i><b>Farm budgets</b></i> are prepared as per the activity schedule 1.3 <i><b>Sources of funds</b></i> are done as per budget prepared.
2. Manage Farm personnel	2.1 Personnel are sourced as per farms procedures and requirements 2.2 Performance management resources, learning and development of personnel is coordinated in line with farm human resource policy. 2.3 Farm personnel budget is prepared as per accounting procedures 2.4 Internal and external communication is undertaken in accordance with farm communication Strategy. 2.5 Compliance with Legislation and SOPs is enforced per identified laws and regulations
3. Manage Farm finances	3.1 Farm budget is prepared in accordance with enterprise requirements 3.2 Financial priorities are identified in accordance with farm budget 3.3 Financial operations are monitored and controlled in accordance with SOPs 3.4 <i><b>Financial records</b></i> are maintained as per SOPs

### RANGE OF VARIABLES

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

<b>RANGE</b>	<b>VARIABLE</b>
1. Farm activities may include but not limited to:	<ul style="list-style-type: none"> <li>● Land preparation</li> <li>● Planting</li> <li>● Weed control / pest control products</li> </ul>

	<ul style="list-style-type: none"> <li>• Harvesting</li> <li>• Construction of farm structures</li> <li>• Livestock and farm inputs</li> </ul>
2. Farm budgets may include but not limited to:	<ul style="list-style-type: none"> <li>• Purchase of equipment and tools</li> <li>• Purchase farm and livestock inputs</li> <li>• Salaries and wages</li> <li>• Operational and Maintenance costs</li> <li>• Transport costs</li> </ul>
3. Sources of funds may include but not limited to:	<ul style="list-style-type: none"> <li>• Savings</li> <li>• Bank loans</li> </ul>
4. Financial records may include but not limited to:	<ul style="list-style-type: none"> <li>• Budgets</li> <li>• Bank statements</li> </ul>

## 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:

- ICT
- Organization
- Recording
- Weighing

### Required knowledge

The individual needs to demonstrate knowledge of:

- Types of livestock breed records
- Filling and documentation
- ICT
- Procurement
- Accounting
- Farm records

## 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	<p>Assessment requires evidence that the candidate: Demonstrated:</p> <ul style="list-style-type: none"> <li>1.5 Understanding of farm activities.</li> <li>1.6 Ability to prepare a farm budget.</li> <li>1.7 Understanding of sources of funds.</li> </ul>
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	1.8 Ability to prepare financial records.
2. Resource Implication	The following resources should be provided: 2.4 Tools and equipment
3. Method of assessment	Competency in this unit may be assessed through: 3.6 Observation 3.7 Projects 3.8 Written test 3.9 Oral tests
4. Context of assessment	4.1 Competency elements must be assessed in a safe working environment 4.2 Assessment may be conducted in a workplace or simulated environment 4.3 During Industrial attachment
5. Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

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