



NATIONAL BOARD FOR TECHNICAL EDUCATION

PLOT B BIDA ROAD, P.M.B. 2239, KADUNA, NIGERIA

IN COLLABORATION WITH



NATIONAL OCCUPATIONAL STANDARDS (NOS)

AGRIBUSINESS ENTERPRISES LEVELS 1 - 3

JUNE, 2026



**RENEWED HOPE
IN AGRICULTURE**

PREFACE

The development of the National Occupational Standards (NOS) for the agricultural sector marks another important milestone in Nigeria's commitment to strengthening Technical and Vocational Education and Training (TVET), promoting skills development, and improving workforce productivity. These standards have been developed to provide nationally recognized benchmarks for the knowledge, skills, and competencies required for effective performance in various agricultural occupations. The National Occupational Standards were developed through a collaborative process involving industry experts, employers, professional bodies, regulatory agencies, training institutions, development partners, and other key stakeholders. Their contributions ensured that the standards reflect current industry practices, emerging technologies, and the competency requirements of the modern agricultural sector. I wish to express my sincere appreciation to the Honourable Minister of Education for providing the policy direction that made this initiative possible. I also acknowledge the support of the Honourable Minister of Agriculture and Food Security and the Honourable Minister of Livestock Development for their commitment to advancing agricultural skills development in Nigeria. I extend my profound gratitude to the Tertiary Education Trust Fund (TETFund) for its intervention and support, which facilitated the development of these National Occupational Standards. I also appreciate the invaluable contributions of the Sector Skills Council for Agriculture (SSC4A), members of the Implementation Committee, resource persons, industry practitioners, employers, professional associations, regulatory agencies, the French Embassy in Nigeria, development partners, and all stakeholders who contributed their expertise throughout the development process. These National Occupational Standards will serve as an important reference for competency-based training, assessment, certification, apprenticeship, Recognition of Prior Learning (RPL), and workforce development within the agricultural sector. It is my expectation that all implementing institutions and industry partners will effectively utilize these standards to enhance the quality, relevance, and competitiveness of agricultural skills development in Nigeria. I commend all stakeholders for their dedication and commitment to this important national assignment and look forward to the successful implementation of these National Occupational Standards for the benefit of the agricultural sector and the nation as a whole.

Professor Idris M. Bugaje, FNSE
Chairman, Implementation Committee

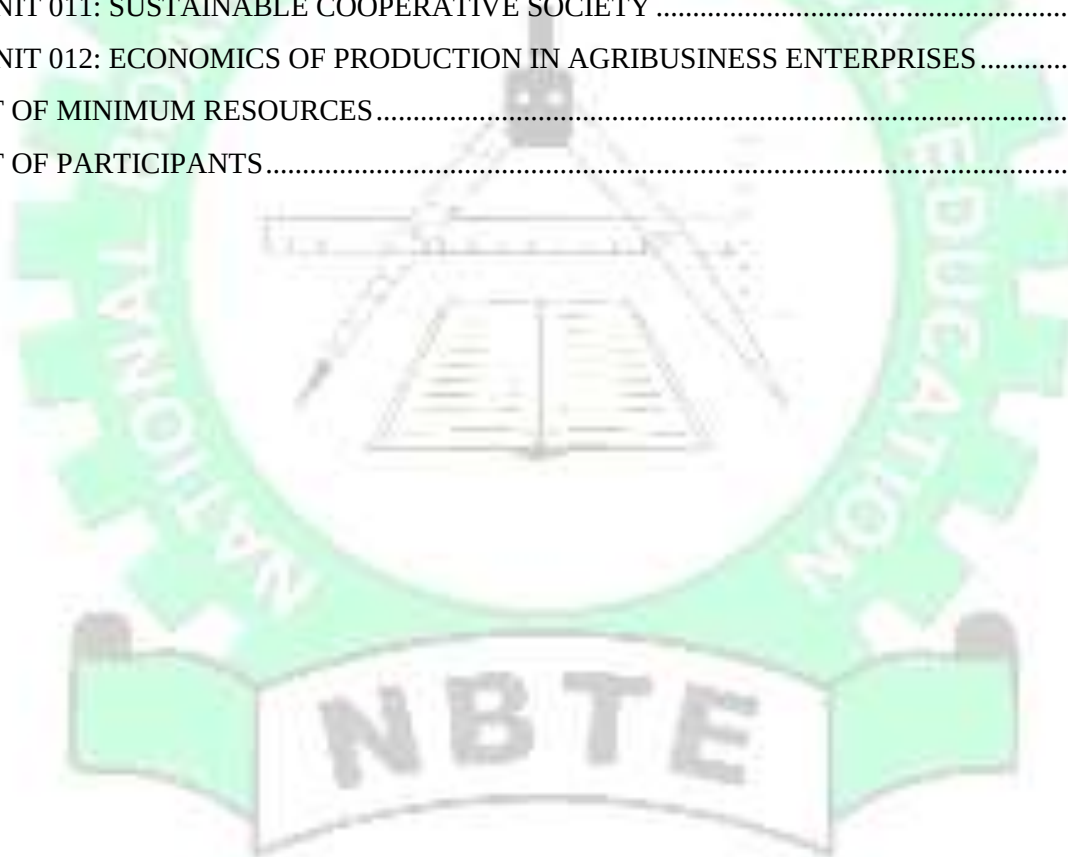
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National Board for Technical Education (NBTE), Kaduna

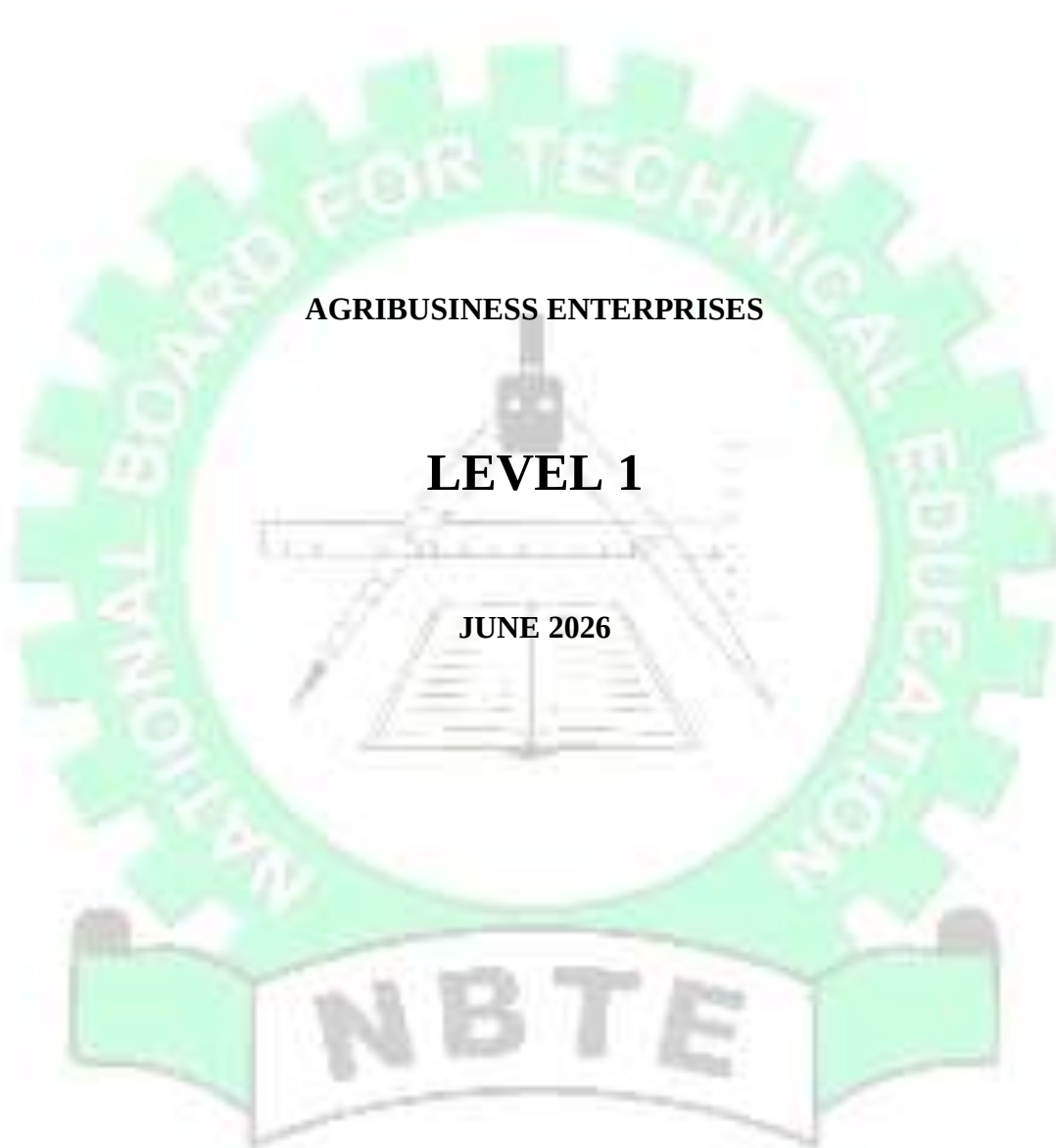
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NATIONAL OCCUPATIONAL STANDARD (NOS)



GENERAL INFORMATION

OVERVIEW

This National Occupational Standard defines the entry-level workplace competence required to support agribusiness enterprises in Nigeria and in value chains connected to regional and global markets.

QUALIFICATION PURPOSE

The purpose is to produce **Agribusiness Enterprise Assistants** who carry out simple, familiar agribusiness tasks under guidance and supervision, follow approved procedures, maintain accurate basic records and contribute to safe, ethical and customer-focused enterprise operations.

QUALIFICATION REQUIREMENTS

Candidates must:

- Be at least sixteen (16) years of age;
- Be medically fit ;
- Be mentally fit (Mental alertness);
- Be a Nigerian citizen;
- Other nationals (International passport, residence permit);
- Be vetted.

QUALIFICATION OBJECTIVES

To achieve this qualification, the learners should be able to:

1. Recognise occupational health, safety and environmental practices
2. Communicate within agribusiness work environment
3. Use teamwork and work ethics
4. Identify the fundamentals of agribusiness enterprises and value chains
5. Perform basic business numeracy and transactions
6. Carry out basic customer service and sales support
7. Store basic enterprise records
8. Carry out basic marketing in agribusiness

NATIONAL SKILLS QUALIFICATION TABLE - LEVEL 1

S/N	Reference Number	Unit Title	Credit Value	Guided Learning Hours	Practice Hours	Remark
1	AGR/ABE/001/L1	Occupational Health, Safety and Environmental Practices	2	20	60	Mandatory
2	AGR/ABE/002/L1	Communication in Agribusiness Work Environment	2	20	60	Mandatory
3	AGR/ABE/003/L1	Teamwork and Work Ethics	2	20	60	Mandatory
4	AGR/ABE/004/L1	Fundamentals of Agribusiness Enterprises and Value Chains	3	30	90	Mandatory
5	AGR/ABE/005/L1	Basic Business Numeracy and Transactions	4	40	120	Mandatory
6	AGR/ABE/006/L1	Basic Customer Service and Sales Support	3	30	90	Mandatory
7	AGR/ABE/007/L1	Basic Enterprise Records	3	30	90	Mandatory
8	AGR/ABE/008/L1	Basic Marketing in Agribusiness	3	30	90	Mandatory
TOTAL			22	220	660	

QUALIFICATION STRUCTURE

This qualification comprises a total of eight (8) mandatory units with 22 Credit Value and 220 Guided Learning Hours across the full qualification. One (1) Credit is equivalent to Ten (10) Guided Learning Hours (GLH). Guided Learning Hours are the time a learner spends in the classroom, workshop and laboratory of the Skills Training Centre (STC), being taught, instructed, supervised or assessed by a qualified trainer, facilitator or assessor.

In addition to the GLH, the qualification requires at least twice or thrice the GLH as practice time. Practice time is the time a learner is expected to spend applying the skills of each unit in a real workplace environment, carrying out the same tasks repeatedly until performance becomes consistent, accurate and habitual to the standard the qualification demands. It is undertaken under the guidance of a workplace supervisor, recorded in the learner's logbook and duly endorsed. Practice time is the principal setting where core assessment is conducted. It is through repeated performance in the workplace that a learner's achievement of the Learning Outcomes and Performance Criteria is judged and evidenced. Practice time is an additional requirement to GLH and does not replace them.

To achieve this qualification, the learner must complete all mandatory units, undertake the prescribed practice time, and accumulate the minimum credit value approved by NBTE. Credit is awarded only when a learner has been assessed as competent against all Learning Outcomes and Performance Criteria of a unit.



GENERAL GUIDE - LEVEL 1

Unit Title	Provides a clear explanation of the occupational content of the unit.
Unit Number	The unique sequential number assigned to the unit.
Unit Reference	The reference number assigned to the unit for approval and registration.
Unit Level	The level of the unit within the Nigerian Skills Qualifications Framework.
Unit Credit Value	The value assigned to the unit. One credit equals 10 Guided Learning Hours.
Unit Purpose	A brief statement of the occupational competence covered by the unit.
Learning Outcome	A measurable statement of what the learner will be able to do.
Performance Criteria	Observable requirements the learner must achieve to demonstrate the learning outcome.
Assessment Guidance	Additional guidance on evidence, assessment conditions and quality requirements.
Guided Learning Hours	The time the learner spends in the classroom, workshop and laboratory of the skills training centre being taught, instructed, supervised or assessed.
Practice Time	The time the learner spends applying the skills of the unit in a real workplace environment, carrying out the same tasks repeatedly until performance becomes consistent and accurate. Additional to Guided Learning Hours.

UNIT 001: OCCUPATIONAL HEALTH, SAFETY AND ENVIRONMENTAL PRACTICES

Unit Reference Number: AGR/ABE/001/L1

NSQ Level: 1

Credit Value: 2

Guided Learning Hours: 20

Practice Time: 60

Unit Purpose: This unit equips the learner with knowledge and skills required to recognise hazards, use simple safety controls, maintain cleanliness and follow emergency instructions in an agribusiness workplace.

Unit Assessment Requirements/ Evidence Requirements: Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used may include:

1. Direct Observation (DO)
2. Recognition of Prior Learning and experience (RPL)
3. Witness Testimony (WT)
4. Personal Statement (PS)/ Reflective Practice (RP)
5. Work Product (WP)
6. Assignment (ASS)



UNIT 001: OCCUPATIONAL HEALTH, SAFETY AND ENVIRONMENTAL PRACTICES

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
LO 1: Recognise workplace hazards	1.1	Identify common hazards in shops, stores, processing areas and loading points.		
	1.2	Recognise safety signs, warning labels and restricted areas.		
	1.3	Report unsafe conditions to the supervisor.		
LO 2: Use basic safety controls	2.1	Identify Personal Protective Equipment (PPE) specified for the assigned task.		
	2.2	Select the personal protective equipment specified for the assigned task.		
	2.3	Use personal protective equipment according to workplace instructions.		
	2.4	Follow safe handling instructions for tools, products and simple equipment.		
LO 3: Carry out sanitation activities	3.1	Clean assigned work surfaces, tools and containers.		
	3.2	Segregate waste into designated containers.		
	3.3	Dispose of waste at the approved location.		
LO 4: Follow emergency procedures	4.1	Raise the approved alarm during an emergency.		
	4.2	Use the designated exit or assembly point.		
	4.3	Report incident details to the responsible person.		
Learner's Signature:				Date:
Assessor's Signature:				Date:
IQAM Signature (if sampled):				Date:

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
EQAM Signature (if sampled):				Date:



UNIT 002: COMMUNICATION IN AGRIBUSINESS WORK ENVIRONMENT

Unit Reference Number: AGR/ABE/002/L1

NSQ Level: 1

Credit Value: 2

Guided Learning Hours: 20

Practice Time: 60

Unit Purpose: This unit equips the learner with knowledge and skills required to recognise communication methods, follow instructions, interact respectfully and record simple workplace messages.

Unit Assessment Requirements/ Evidence Requirements: Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used may include:

1. Direct Observation (DO)
2. Recognition of Prior Learning and experience (RPL)
3. Witness Testimony (WT)
4. Personal Statement (PS)/ Reflective Practice (RP)
5. Work Product (WP)
6. Assignment (ASS)

UNIT 002: COMMUNICATION IN AGRIBUSINESS WORK ENVIRONMENT

LEARNING OUTCOME (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type				Evidence Ref. Page No.			
LO 1: Recognise workplace communication methods	1.1	Identify verbal communication used in the workplace.								
	1.2	Recognise signs, gestures, notices and labels used in the workplace.								
	1.3	Locate approved communication devices in the work area.								
LO 2: Follow workplace instructions	2.1	Receive task instructions from the supervisor.								
	2.2	Repeat important instructions for confirmation.								
	2.3	Complete assigned tasks according to the stated sequence.								
LO 3: Use courteous communication	3.1	Greet customers, visitors and co-workers politely.								
	3.2	Speak clearly during routine workplace interactions.								
	3.3	Direct enquiries outside own role to the appropriate person.								
LO 4: Report workplace messages	4.1	Enter names, dates and messages on the approved form.								
	4.2	Store completed messages in the designated location.								
	4.3	Submit urgent messages to the responsible person.								
Learner's Signature:							Date:			
Assessor's Signature:							Date:			
IQAM Signature (if sampled):							Date:			
EQAM Signature (if sampled):							Date:			

UNIT 003: TEAMWORK AND WORK ETHICS

Unit Reference Number:	AGR/ABE/003/L1
NSQ Level:	1
Credit Value:	2
Guided Learning Hours:	20
Practice Time:	60

Unit Purpose: This unit equips the learner with knowledge and skills required to work with others, complete assigned tasks, follow workplace rules and use enterprise resources responsibly.

Unit Assessment Requirements/ Evidence Requirements: Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used may include:

1. Direct Observation (DO)
2. Recognition of Prior Learning and experience (RPL)
3. Witness Testimony (WT)
4. Personal Statement (PS)/ Reflective Practice (RP)
5. Work Product (WP)
6. Assignment (ASS)



UNIT 003: TEAMWORK AND WORK ETHICS

LEARNING OUTCOME (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type					Evidence Ref. Page No.			
LO 1: Recognise team roles	1.1	Identify the supervisor and co-workers relevant to assigned tasks.									
	1.2	Describe own role in a simple team activity.									
	1.3	Recognise tasks that require assistance.									
LO 2: Perform assigned team tasks	2.1	Complete assigned tasks within the stated time.									
	2.2	Assist a co-worker within own competence.									
	2.3	Report incomplete tasks to the supervisor.									
LO 3: Follow workplace ethics	3.1	Attend work at the approved time.									
	3.2	Obey the workplace code of conduct.									
	3.3	Handle workplace information responsibly.									
LO 4: Use enterprise resources responsibly	4.1	Use tools and materials only for approved work.									
	4.2	Return tools and documents to the designated location.									
	4.3	Report damaged or missing resources honestly.									
Learner's Signature:									Date:		
Assessor's Signature:									Date:		
IQAM Signature (if sampled):									Date:		
EQAM Signature (if sampled):									Date:		

UNIT 004: FUNDAMENTALS OF AGRIBUSINESS ENTERPRISES AND VALUE CHAINS

Unit Reference Number:	AGR/ABE/004/L1
NSQ Level:	1
Credit Value:	3
Guided Learning Hours:	30
Practice Time:	90

Unit Purpose: This unit equips the learner with knowledge and skills required in agribusiness enterprises and agricultural value-chain

Unit Assessment Requirements/ Evidence Requirements: Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used may include:

1. Direct Observation (DO)
2. Recognition of Prior Learning and experience (RPL)
3. Witness Testimony (WT)
4. Personal Statement (PS)/ Reflective Practice (RP)
5. Work Product (WP)
6. Assignment (ASS)



UNIT 004: FUNDAMENTALS OF AGRIBUSINESS ENTERPRISES AND VALUE CHAINS

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
LO 1: Describe agribusiness enterprises	1.1	Define agribusiness in simple terms.		
	1.2	Describe common small, medium and large agribusiness enterprises.		
	1.3	State the importance of agribusiness to food supply and employment.		
LO 2: Identify value-chain stages	2.1	Identify input supply as a value-chain stage.		
	2.2	Identify production, aggregation, processing and distribution stages.		
	2.3	Identify retail and final consumption stages.		
LO 3: Recognise value-chain actors	3.1	Recognise farmers, input suppliers and service providers.		
	3.2	Recognise aggregators, processors, transporters and retailers.		
	3.3	Recognise regulators, cooperatives, financiers and digital platforms.		
LO 4: Identify entry-level opportunities	4.1	Describe assistant roles in sales, records, packaging and produce handling.		
	4.2	Describe simple self-employment activities in agribusiness.		
	4.3	Report observed enterprise opportunities to the supervisor.		
Learner's Signature:			Date:	
Assessor's Signature:			Date:	
IQAM Signature (if sampled):			Date:	
EQAM Signature (if sampled):			Date:	

UNIT 005: BASIC BUSINESS NUMERACY AND TRANSACTIONS

Unit Reference Number: AGR/ABE/005/L1

NSQ Level: 1

Credit Value: 4

Guided Learning Hours: 40

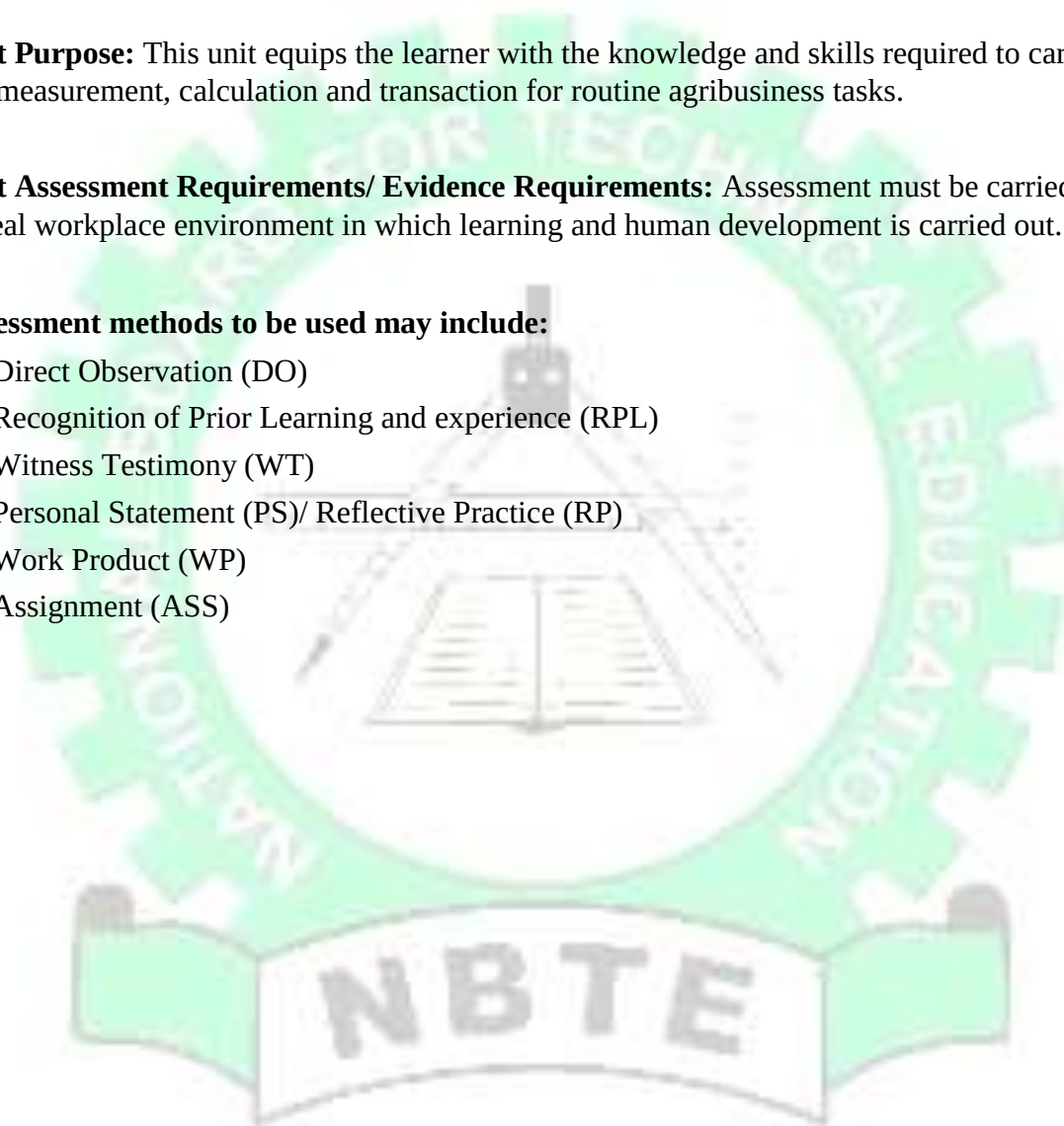
Practice Time: 120

Unit Purpose: This unit equips the learner with the knowledge and skills required to carry out measurement, calculation and transaction for routine agribusiness tasks.

Unit Assessment Requirements/ Evidence Requirements: Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used may include:

1. Direct Observation (DO)
2. Recognition of Prior Learning and experience (RPL)
3. Witness Testimony (WT)
4. Personal Statement (PS)/ Reflective Practice (RP)
5. Work Product (WP)
6. Assignment (ASS)



UNIT 005: BASIC BUSINESS NUMERACY AND TRANSACTIONS

LEARNING OUTCOME (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
LO 1: Recognise numbers and units	1.1	Read whole numbers used in routine work.		
	1.2	Identify common units of weight, volume, length, time and currency.		
	1.3	Recognise prices, quantities and dates on simple transaction documents.		
LO 2: Measure product quantities	2.1	Count products, packages and containers accurately.		
	2.2	Assist to measure weight with the approved device.		
	2.3	Assist to measure volume with the approved device.		
	2.4	Record measurements in the stated unit.		
LO 3: Perform simple calculations	3.1	Add quantities used in sales or stock tasks.		
	3.2	Calculate a simple total from quantity and unit price.		
	3.3	Calculate customer change from a stated payment.		
LO 4: Record routine transactions	4.1	Assist in entering quantities, prices and totals on the approved document.		
	4.2	Identify an error according to the approved procedure.		
	4.3	Submit transaction records for checking.		
Learner's Signature:				Date:
Assessor's Signature:				Date:
IQAM Signature (if sampled):				Date:
EQAM Signature (if sampled):				Date:

UNIT 006: BASIC CUSTOMER SERVICE AND SALES SUPPORT

Unit Reference Number: AGR/ABE/006/L1

NSQ Level: 1

Credit Value: 3

Guided Learning Hours: 30

Practice Time: 90

Unit Purpose: This unit equips the learner with the knowledge and skills required to recognise customer needs.

Unit Assessment Requirements/ Evidence Requirements: Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used may include:

1. Direct Observation (DO)
2. Recognition of Prior Learning and experience (RPL)
3. Witness Testimony (WT)
4. Personal Statement (PS)/ Reflective Practice (RP)
5. Work Product (WP)
6. Assignment (ASS)



UNIT 006: BASIC CUSTOMER SERVICE AND SALES SUPPORT

LEARNING OUTCOME (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
LO 1: Recognise customer needs	1.1	Receive customer in a friendly manner.		
	1.2	Ask simple questions about the required product or service.		
	1.3	Listen to the customer request.		
	1.4	Refer technical or credit enquiries to the responsible person.		
LO 2: Identify product information	2.1	State product names, sizes, grades and prices.		
	2.2	Describe basic handling instructions.		
	2.3	Indicate current product availability from approved information.		
LO 3: Perform sales support activities	3.1	Arrange products and price information neatly.		
	3.2	Prepare the stated customer order under supervision.		
	3.3	Assist in issuing the approved document with the product.		
LO 4: Communicate customer concerns	4.1	Receive a customer calmly.		
	4.2	Report the customer and transaction details.		
	4.3	Refer unresolved concerns to the supervisor.		
Learner's Signature:				Date:
Assessor's Signature:				Date:
IQAM Signature (if sampled):				Date:
EQAM Signature (if sampled):				Date:

UNIT 007: BASIC ENTERPRISE RECORDS

Unit Reference Number:	AGR/ABE/007/L1
NSQ Level:	1
Credit Value:	3
Guided Learning Hours:	30
Practice Time:	90

Unit Purpose: This unit equips the learner with the knowledge and skills required to identify common enterprise documents, enter routine information, organise simple records and protect records from loss or misuse

Unit Assessment Requirements/ Evidence Requirements: Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used may include:

1. Direct Observation (DO)
2. Recognition of Prior Learning and experience (RPL)
3. Witness Testimony (WT)
4. Personal Statement (PS)/ Reflective Practice (RP)
5. Work Product (WP)
6. Assignment (ASS)



UNIT 007: BASIC ENTERPRISE RECORDS

LEARNING OUTCOME (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type				Evidence Ref. Page No.			
LO 1: Identify enterprise documents	1.1	Identify receipts, invoices, stock cards and order forms.								
	1.2	Recognise dates, names, quantities and reference numbers on documents.								
	1.3	Identify the approved document for a stated routine task.								
LO 2: Record routine information	2.1	Enter information clearly in the correct field.								
	2.2	Copy information from a source document.								
	2.3	State date completed entries using the approved format.								
LO 3: Follow basic filing procedures	3.1	Arrange records by date, number or subject.								
	3.2	File documents in the designated location.								
	3.3	Retrieve a requested record under supervision.								
LO 4: Use record security procedures	4.1	Keep documents away from water, dirt and unauthorised persons.								
	4.2	Return borrowed records to the correct file.								
	4.3	Report missing or damaged records promptly.								
Learner's Signature:							Date:			
Assessor's Signature:							Date:			
IQAM Signature (if sampled):							Date:			
EQAM Signature (if sampled):							Date:			

UNIT 008: BASIC MARKETING IN AGRIBUSINESS

Unit Reference Number: AGR/ABE/008/L1

NSQ Level: 1

Credit Value: 3

Guided Learning Hours: 30

Practice Time: 90

Unit Purpose: This unit equips the learner with the knowledge and skills required in marketing activities.

Unit Assessment Requirements/ Evidence Requirements: Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used may include:

1. Direct Observation (DO)
2. Recognition of Prior Learning and experience (RPL)
3. Witness Testimony (WT)
4. Personal Statement (PS)/ Reflective Practice (RP)
5. Work Product (WP)
6. Assignment (ASS)



UNIT 008: BASIC MARKETING IN AGRIBUSINESS

LEARNING OUTCOME (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type				Evidence Ref. Page No.			
LO 1: Identify marketing activities	1.1	Identify product, price, place and promotion in a simple sales situation.								
	1.2	Recognise common market channels.								
	1.3	Identify the target customer for a stated product.								
LO 2: Recognise product presentation requirements	2.1	Recognise clean and attractive product presentation.								
	2.2	Identify correct price labels and product information.								
	2.3	Report damaged displays or incorrect information.								
LO 3: Use simple promotional materials	3.1	Display approved posters, samples or price lists.								
	3.2	Provide approved promotional information to customers.								
	3.3	Remove expired promotional materials from display.								
LO 4: Record basic market information	4.1	Observe customer enquiries for stated products.								
	4.2	Record displayed prices from market sources.								
	4.3	Submit gathered information to the supervisor.								
Learner's Signature:							Date:			
Assessor's Signature:							Date:			
IQAM Signature (if sampled):							Date:			
EQAM Signature (if sampled):							Date:			

NATIONAL OCCUPATIONAL STANDARD (NOS)



GENERAL INFORMATION

OVERVIEW

This National Occupational Standard defines the competencies required of an Agribusiness Enterprise Operative to perform routine agribusiness activities using established procedures under limited supervision. It covers workplace safety, communication, customer service, sales support, procurement, inventory control, produce aggregation, post-harvest handling, processing operations, record keeping, cash handling, marketing support, and logistics.

QUALIFICATION PURPOSE

The purpose of this qualification is to produce an Agribusiness Enterprise Operative who performs defined and routine agribusiness activities using established procedures under limited supervision.

QUALIFICATION REQUIREMENTS

Candidates must:

- Be at least seventeen (17) years of age;
- Be medically fit;
- Be mentally fit (Mental alertness);
- Be a Nigerian citizen;
- Other nationals (International passport, residence permit);
- Be vetted.

QUALIFICATION OBJECTIVES

To achieve this qualification, the learners should be able to:

1. Recognise occupational health, safety in agribusiness operations
2. Communicate within agribusiness work environment
3. Use teamwork and work ethics
4. Carry out Agribusiness Enterprises Value Chain operations
5. Conduct basic Procurement and Input Handling
6. Carry out basic Inventory and Storekeeping
7. Carry out basic Post-Harvest Handling, Packaging and Labelling
8. Perform basic Cash Handling and Financial Records
9. Apply basic digital agribusiness operations

NATIONAL SKILLS QUALIFICATION TABLE - LEVEL 2

S/N	Reference Number	Unit Title	Credit Value	Guided Learning Hours	Practice Hours	Remark
1	AGR/ABE/001/L2	Occupational Health and Safety in Agribusiness Operations	2	20	60	Mandatory
2	AGR/ABE/002/L2	Communication in Agribusiness	2	20	60	Mandatory
3	AGR/ABE/003/L2	Teamwork and Professional Conduct	2	20	60	Mandatory
4	AGR/ABE/004/L2	Agribusiness Value Chain Operations	4	40	120	Mandatory
5	AGR/ABE/005/L2	Basic Procurement and Input Handling	3	30	90	Mandatory
6	AGR/ABE/006/L2	Basic Inventory and Storekeeping	3	30	90	Mandatory
7	AGR/ABE/007/L2	Basic Post-Harvest Handling, Packaging and Labelling	4	40	120	Mandatory
8	AGR/ABE/008/L2	Sales, Merchandising and Customer Relations	4	40	120	Mandatory
9	AGR/ABE/009/L2	Basic Cash Handling and Financial Records	3	30	90	Mandatory
10	AGR/ABE/010/L2	Basic Digital Agribusiness Operations	3	30	90	Mandatory
TOTAL			30	300	900	

QUALIFICATION STRUCTURE

This qualification comprises a total of ten (10) mandatory units with 30 Credit Value and 300 Guided Learning Hours across the full qualification. One (1) Credit is equivalent to Ten (10) Guided Learning Hours (GLH). Guided Learning Hours are the time a learner spends in the classroom, workshop and laboratory of the Skills Training Centre (STC), being taught, instructed, supervised or assessed by a qualified trainer, facilitator or assessor.

In addition to the GLH, the qualification requires at least twice or thrice the GLH as practice time. Practice time is the time a learner is expected to spend applying the skills of each unit in a real workplace environment, carrying out the same tasks repeatedly until performance becomes consistent, accurate and habitual to the standard the qualification demands. It is undertaken under the guidance of a workplace supervisor, recorded in the learner's logbook and duly endorsed. Practice time is the principal setting where core assessment is conducted. It is through repeated performance in the workplace that a learner's achievement of the

Learning Outcomes and Performance Criteria is judged and evidenced. Practice time is an additional requirement to GLH and does not replace them.

To achieve this qualification, the learner must complete all mandatory units, undertake the prescribed practice time, and accumulate the minimum credit value approved by NBTE. Credit is awarded only when a learner has been assessed as competent against all Learning Outcomes and Performance Criteria of a unit.



GENERAL GUIDE - LEVEL 2

Unit Title	Provides a clear explanation of the occupational content of the unit.
Unit Number	The unique sequential number assigned to the unit.
Unit Reference	The reference number assigned to the unit for approval and registration.
Unit Level	The level of the unit within the Nigerian Skills Qualifications Framework.
Unit Credit Value	The value assigned to the unit. One credit equals 10 Guided Learning Hours.
Unit Purpose	A brief statement of the occupational competence covered by the unit.
Learning Outcome	A measurable statement of what the learner will be able to do.
Performance Criteria	Observable requirements the learner must achieve to demonstrate the learning outcome.
Assessment Guidance	Additional guidance on evidence, assessment conditions and quality requirements.
Guided Learning Hours	The time the learner spends in the classroom, workshop and laboratory of the skills training centre being taught, instructed, supervised or assessed.
Practice Time	The time the learner spends applying the skills of the unit in a real workplace environment, carrying out the same tasks repeatedly until performance becomes consistent and accurate. Additional to Guided Learning Hours.

UNIT 001: OCCUPATIONAL HEALTH AND SAFETY IN AGRIBUSINESS OPERATIONS

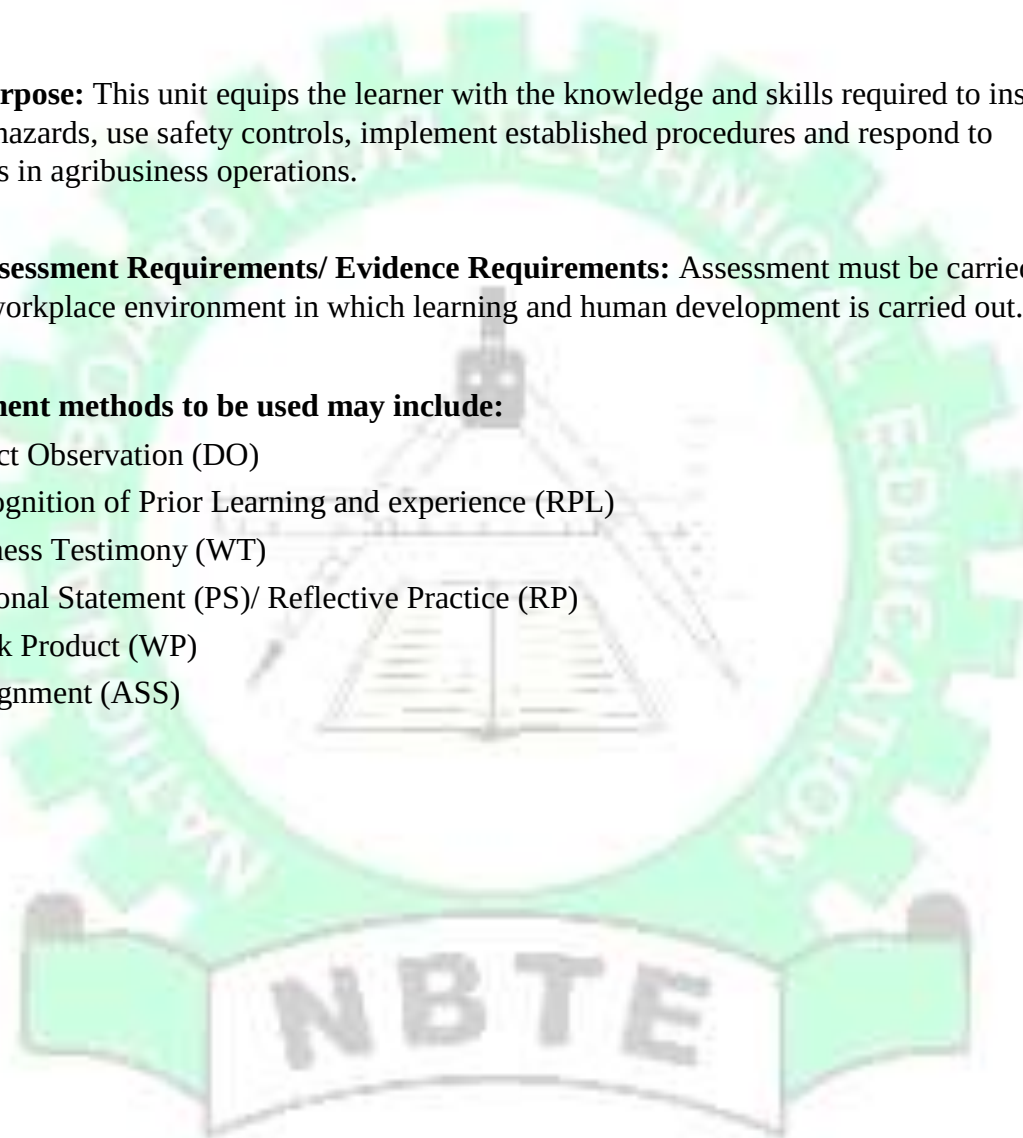
Unit Reference Number:	AGR/ABE/001/L2
NSQ Level:	2
Credit Value:	2
Guided Learning Hours:	20
Practice Time:	60

Unit Purpose: This unit equips the learner with the knowledge and skills required to inspect routine hazards, use safety controls, implement established procedures and respond to incidents in agribusiness operations.

Unit Assessment Requirements/ Evidence Requirements: Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used may include:

1. Direct Observation (DO)
2. Recognition of Prior Learning and experience (RPL)
3. Witness Testimony (WT)
4. Personal Statement (PS)/ Reflective Practice (RP)
5. Work Product (WP)
6. Assignment (ASS)



UNIT 001: OCCUPATIONAL HEALTH AND SAFETY IN AGRIBUSINESS OPERATIONS

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type				Evidence Ref. Page No.			
The learner will:		The learner can:								
LO 1: Inspect workplace hazards	1.1	Inspect work areas for physical, chemical and biological hazards.								
	1.2	Compare observed conditions with workplace safety requirements.								
	1.3	Report identified hazards to the supervisor.								
LO 2: Apply safety controls	2.1	Select the specified control for a routine hazard.								
	2.2	Use personal protective equipment correctly.								
	2.3	Maintain safety barriers, signs and access routes.								
LO 3: Implement safe operating procedures	3.1	Follow approved procedures for lifting, handling and storage.								
	3.2	Apply hygiene requirements during product handling.								
	3.3	Maintain a clean work area throughout operations.								
LO 4: Address routine incidents	4.1	Raise the approved alarm for an incident.								
	4.2	Apply the stated first-response procedure.								
	4.3	Complete the incident record.								
Learner's Signature:							Date:			
Assessor's Signature:							Date:			
IQAM Signature (if sampled):							Date:			
EQAM Signature (if sampled):							Date:			

UNIT 002: COMMUNICATION IN AGRIBUSINESS

Unit Reference Number:	AGR/ABE/002/L2
NSQ Level:	2
Credit Value:	2
Guided Learning Hours:	20
Practice Time:	60

Unit Purpose: This unit equips the learner with the knowledge and skills required in routine communication competence in agribusiness enterprise.

Unit Assessment Requirements/ Evidence Requirements: Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used may include:

1. Direct Observation (DO)
2. Recognition of Prior Learning and experience (RPL)
3. Witness Testimony (WT)
4. Personal Statement (PS)/ Reflective Practice (RP)
5. Work Product (WP)
6. Assignment (ASS)



UNIT 002: COMMUNICATION IN AGRIBUSINESS

LEARNING OUTCOME (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type				Evidence Ref. Page No.			
LO 1: Use agribusiness information	1.1	Interpret routine instructions, labels, price lists and notices.								
	1.2	Distinguish urgent information from routine information.								
	1.3	Clarify unclear information through the approved channel.								
LO 2: Demonstrate customer communication	2.1	Explain approved product information.								
	2.2	Respond politely to routine customer enquiries.								
	2.3	Refer enquiries outside own authority appropriately.								
LO 3: Use communication tools	3.1	Operate phones, messaging tools or email systems.								
	3.2	Send a routine work message using the approved format.								
	3.3	Store communication records in the designated location.								
LO 4: Compile routine reports	4.1	Gather relevant facts from approved sources.								
	4.2	Summarise completed tasks and outstanding issues.								
	4.3	Submit the report within the stated time.								
Learner's Signature:							Date:			
Assessor's Signature:							Date:			
IQAM Signature (if sampled):							Date:			
EQAM Signature (if sampled):							Date:			

UNIT 003: TEAMWORK AND PROFESSIONAL CONDUCT

Unit Reference Number:	AGR/ABE/003/L2
NSQ Level:	2
Credit Value:	2
Guided Learning Hours:	20
Practice Time:	60

Unit Purpose: This unit equips the learner with the knowledge and skills required in routine teamwork and behaviour in agribusiness enterprise.

Unit Assessment Requirements/ Evidence Requirements: Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used may include:

1. Direct Observation (DO)
2. Recognition of Prior Learning and experience (RPL)
3. Witness Testimony (WT)
4. Personal Statement (PS)/ Reflective Practice (RP)
5. Work Product (WP)
6. Assignment (ASS)



UNIT 003: TEAMWORK AND PROFESSIONAL CONDUCT

LEARNING OUTCOME (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type					Evidence Ref. Page No.			
LO 1: Demonstrate teamwork	1.1	Participate in assigned team activities.									
	1.2	Share relevant information with team members.									
	1.3	Support a co-worker within own competence.									
LO 2: Demonstrate professional conduct	2.1	Observe punctuality and attendance requirements.									
	2.2	Follow workplace ethics and confidentiality rules.									
	2.3	Use respectful behaviour with customers and colleagues.									
LO 3: Manage routine disagreements	3.1	Identify the cause of a simple workplace disagreement.									
	3.2	Use the approved discussion procedure.									
	3.3	Refer unresolved disagreement to the supervisor.									
LO 4: Perform agreed workplace tasks	4.1	Complete assigned tasks to the stated standard.									
	4.2	Provide accurate progress information to the team.									
	4.3	Apply feedback to subsequent work.									
Learner's Signature:								Date:			
Assessor's Signature:								Date:			
IQAM Signature (if sampled):								Date:			
EQAM Signature (if sampled):								Date:			

UNIT 004: AGRIBUSINESS VALUE CHAIN OPERATIONS

Unit Reference Number:	AGR/ABE/004/L2
NSQ Level:	2
Credit Value:	4
Guided Learning Hours:	40
Practice Time:	120

Unit Purpose: This unit equips the learner with the knowledge and skills required to interpret value-chain requirements in agribusiness enterprise.

Unit Assessment Requirements/ Evidence Requirements: Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used may include:

1. Direct Observation (DO)
2. Recognition of Prior Learning and experience (RPL)
3. Witness Testimony (WT)
4. Personal Statement (PS)/ Reflective Practice (RP)
5. Work Product (WP)
6. Assignment (ASS)



UNIT 004: AGRIBUSINESS VALUE CHAIN OPERATIONS

LEARNING OUTCOME (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type				Evidence Ref. Page No.			
LO 1: Interpret value-chain requirements	1.1	Identify product specifications for a stated value-chain activity.								
	1.2	List the responsible actors at each operational stage.								
	1.3	Distinguish between product and information flows.								
LO 2: Perform aggregation activities	2.1	Receive products according to the approved procedure.								
	2.2	Measure received quantities accurately.								
	2.3	Separate products by source, grade or batch.								
LO 3: Record product flow	3.1	Track product movement between designated points.								
	3.2	Record dispatch and receipt information.								
	3.3	Report delays, losses or mismatches promptly.								
LO 4: Maintain traceability records	4.1	Assign the approved batch or lot reference.								
	4.2	Link source information to the relevant product record.								
	4.3	Report traceability information.								
Learner's Signature:							Date:			
Assessor's Signature:							Date:			
IQAM Signature (if sampled):							Date:			
EQAM Signature (if sampled):							Date:			

UNIT 005: BASIC PROCUREMENT AND INPUT HANDLING

Unit Reference Number: AGR/ABE/005/L2

NSQ Level: 2

Credit Value: 3

Guided Learning Hours: 30

Practice Time: 90

Unit Purpose:

This unit equips the learner with the knowledge and skills required to interpret purchase requirements and handle agricultural inputs safely and efficiently.

Unit Assessment Requirements/ Evidence Requirements: Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used may include:

1. Direct Observation (DO)
2. Recognition of Prior Learning and experience (RPL)
3. Witness Testimony (WT)
4. Personal Statement (PS)/ Reflective Practice (RP)
5. Work Product (WP)
6. Assignment (ASS)

UNIT 005: BASIC PROCUREMENT AND INPUT HANDLING

LEARNING OUTCOME (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type				Evidence Ref. Page No.			
LO 1: Interpret purchase requirements	1.1	Interpret quantities, specifications and delivery dates.								
	1.2	Identify the authorised purchase request.								
	1.3	Detect incomplete purchase information.								
	1.4	Clarify purchase information.								
LO 2: Gather supplier information	2.1	Obtain approved price and availability information.								
	2.2	Record supplier quotations accurately.								
	2.3	Submit supplier information to the responsible officer.								
LO 3: Verify received agribusiness inputs	3.1	Compare delivered items with the approved document.								
	3.2	Measure delivered items using the specified method.								
	3.3	Record shortages, damage or incorrect items.								
LO 4: Apply safe input handling procedures	4.1	Move received items with the approved handling method.								
	4.2	Separate incompatible materials in storage.								
	4.3	Place inputs in the designated location.								
Learner's Signature:							Date:			
Assessor's Signature:							Date:			
IQAM Signature (if sampled):							Date:			
EQAM Signature (if sampled):							Date:			

UNIT 006: BASIC INVENTORY AND STOREKEEPING

Unit Reference Number:	AGR/ABE/006/L2
NSQ Level:	2
Credit Value:	3
Guided Learning Hours:	30
Practice Time:	90

Unit Purpose: This unit equips the learner with the knowledge and skills required to inspect storage areas, maintain stock records, and monitor stock condition.

Unit Assessment Requirements/ Evidence Requirements: Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used may include:

1. Direct Observation (DO)
2. Recognition of Prior Learning and experience (RPL)
3. Witness Testimony (WT)
4. Personal Statement (PS)/ Reflective Practice (RP)
5. Work Product (WP)
6. Assignment (ASS)



UNIT 006: BASIC INVENTORY AND STOREKEEPING

LEARNING OUTCOME (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type				Evidence Ref. Page No.			
LO 1: Inspect storage conditions	1.1	Inspect shelves, bins, pallets and cold-storage areas.								
	1.2	Identify unsafe storage conditions.								
	1.3	Report storage conditions.								
LO 2: Maintain stock records	2.1	Enter receipts on the approved record.								
	2.2	Enter issues on the approved record.								
	2.3	Calculate stock balance.								
	2.4	File supporting documents with the relevant records.								
LO 3: Implement stock rotation	3.1	Arrange stock according to the stated inventory method.								
	3.2	Locate items approaching the approved issue date.								
	3.3	Move selected stock to the issue position.								
LO 4: Monitor stock condition	4.1	Inspect stock for damages, infestation or expiry.								
	4.2	Record stock condition.								
	4.3	Report loss or deterioration promptly.								
Learner's Signature:							Date:			
Assessor's Signature:							Date:			
IQAM Signature (if sampled):							Date:			
EQAM Signature (if sampled):							Date:			

UNIT 007: BASIC POST-HARVEST HANDLING, PACKAGING AND LABELLING

Unit Reference Number:	AGR/ABE/007/L2
NSQ Level:	2
Credit Value:	4
Guided Learning Hours:	40
Practice Time:	120

Unit Purpose: This unit equips the learner with knowledge and skills to inspect quality, perform sorting and grading, apply packaging, labelling requirements and maintain hygiene during storage.

Unit Assessment Requirements/ Evidence Requirements: Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used may include:

1. Direct Observation (DO)
2. Recognition of Prior Learning and experience (RPL)
3. Witness Testimony (WT)
4. Personal Statement (PS)/ Reflective Practice (RP)
5. Work Product (WP)
6. Assignment (ASS)



UNIT 007: BASIC POST-HARVEST HANDLING, PACKAGING AND LABELLING

LEARNING OUTCOME (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
LO 1: Assess product quality specifications	1.1	Inspect product quality parameters		
	1.2	Identify visible defects or contamination.		
	1.3	Separate non-conforming products according to instructions.		
LO 2: Perform sorting and grading	2.1	Sort products according to the approved grading system.		
	2.2	Grade products according to the stated specification.		
	2.3	Record graded quantities accurately.		
LO 3: Implement packaging and labelling	3.1	Identify the approved packaging material.		
	3.2	Select the approved packaging material.		
	3.3	Package products appropriately		
	3.4	Apply approved labels and batch information.		
LO 4: Maintain storage conditions and procedures	4.1	Clean packaging areas.		
	4.2	Clean packaging equipment.		
	4.3	Place products under the specified storage conditions.		
	4.4	Monitor temperature or ventilation where required.		
Learner's Signature:				Date:
Assessor's Signature:				Date:
IQAM Signature (if sampled):				Date:
EQAM Signature (if sampled):				Date:

UNIT 008: SALES, MERCHANDISING AND CUSTOMER RELATIONS

Unit Reference Number: AGR/ABE/008/L2

NSQ Level: 2

Credit Value: 4

Guided Learning Hours: 40

Practice Time: 120

Unit Purpose: This unit equips the learner with knowledge and skills required in customer relations, sales processing, merchandise presentation and handling of routine complaints.

Unit Assessment Requirements/ Evidence Requirements: Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used may include:

1. Direct Observation (DO)
2. Recognition of Prior Learning and experience (RPL)
3. Witness Testimony (WT)
4. Personal Statement (PS)/ Reflective Practice (RP)
5. Work Product (WP)
6. Assignment (ASS)



UNIT 008: SALES, MERCHANDISING AND CUSTOMER RELATIONS

LEARNING OUTCOME (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
LO 1: Demonstrate customer relations	1.1	Receive customers courteously.		
	1.2	Identify customer preferences through routine questions.		
	1.3	Provide approved product information accurately.		
LO 2: Operate routine sales processes	2.1	Assist in preparing sales documents.		
	2.2	Process a routine customer order.		
	2.3	Issue products according to the approved procedure.		
LO 3: Apply merchandise display procedures	3.1	Identify product placement areas.		
	3.2	Arrange products according to the display plan.		
	3.3	Place current prices and product information correctly.		
LO 4: Address routine complaints	4.1	Record customer complaints accurately.		
	4.2	Apply the approved response immediately.		
	4.3	Refer unresolved complaints to the supervisor.		
Learner's Signature:				Date:
Assessor's Signature:				Date:
IQAM Signature (if sampled):				Date:
EQAM Signature (if sampled):				Date:

UNIT 009: BASIC CASH HANDLING AND FINANCIAL RECORDS

Unit Reference Number:	AGR/ABE/009/L2
NSQ Level:	2
Credit Value:	3
Guided Learning Hours:	30
Practice Time:	90

Unit Purpose: This unit equips the learner with the knowledge and skills required to handle cash and prepare basic financial records.

Unit Assessment Requirements/ Evidence Requirements: Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used may include:

1. Direct Observation (DO)
2. Recognition of Prior Learning and experience (RPL)
3. Witness Testimony (WT)
4. Personal Statement (PS)/ Reflective Practice (RP)
5. Work Product (WP)
6. Assignment (ASS)



UNIT 009: BASIC CASH HANDLING AND FINANCIAL RECORDS

LEARNING OUTCOME (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type				Evidence Ref. Page No.			
LO 1: Process cash transactions	1.1	Receive cash using the approved procedure.								
	1.2	Calculate the correct customer balance.								
	1.3	Issue the approved receipt.								
LO 2: Compile basic financial documents	2.1	Compile simple sales and expense documents.								
	2.2	Complete simple sales and expense documents.								
	2.3	Record dates, amounts and customer references accurately.								
	2.4	Attach supporting evidence to the relevant document.								
LO 3: Verify cash with records	3.1	Count cash at the stated control point.								
	3.2	Compare the cash total with transaction records.								
	3.3	Report any difference immediately.								
LO 4: Maintain financial records	4.1	Arrange financial documents by date or reference.								
	4.2	Store cash records securely.								
	4.3	Submit completed records for authorisation.								
Learner's Signature:							Date:			
Assessor's Signature:							Date:			
IQAM Signature (if sampled):							Date:			
EQAM Signature (if sampled):							Date:			

UNIT 010: BASIC DIGITAL AGRIBUSINESS OPERATIONS

Unit Reference Number:	AGR/ABE/010/L2
NSQ Level:	2
Credit Value:	3
Guided Learning Hours:	30
Practice Time:	90

Unit Purpose: This unit equips the learner with knowledge and skills required to operate digital devices and protect enterprise information.

Unit Assessment Requirements/ Evidence Requirements: Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used may include:

1. Direct Observation (DO)
2. Recognition of Prior Learning and experience (RPL)
3. Witness Testimony (WT)
4. Personal Statement (PS)/ Reflective Practice (RP)
5. Work Product (WP)
6. Assignment (ASS)



UNIT 010: BASIC DIGITAL AGRIBUSINESS OPERATIONS

LEARNING OUTCOME (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type				Evidence Ref. Page No.			
LO 1: Operate digital devices	1.1	Identify approved digital devices.								
	1.2	Select the appropriate approved digital device(s).								
	1.3	Operate the approved device according to stated procedures.								
	1.4	Use the approved device for the routine tasks.								
	1.5	Report device faults through the approved channel.								
LO 2: Use agribusiness applications	2.1	Open the approved sales, stock or communication application.								
	2.2	Enter routine information in the required field.								
	2.3	Retrieve a requested record using the approved search method.								
LO 3: Use digital records	3.1	Save records using the approved name and location.								
	3.2	Update routine information after authorisation.								
	3.3	Back up records according to workplace instructions.								
LO 4: Use digital security procedures	4.1	Use assigned passwords according to workplace rules.								
	4.2	Recognise suspicious messages or links.								
	4.3	Report suspected digital-security incidents promptly.								
Learner's Signature:							Date:			
Assessor's Signature:							Date:			
IQAM Signature (if sampled):							Date:			
EQAM Signature (if sampled):							Date:			

NATIONAL OCCUPATIONAL STANDARD (NOS)



GENERAL INFORMATION

OVERVIEW

This National Occupational Standard defines the competencies required of a Senior Agribusiness Enterprise Operative to perform and coordinate agribusiness operations independently while ensuring efficiency, quality, and compliance with established procedures. It covers team coordination, customer relations, sales and marketing support, procurement, inventory control, produce aggregation, value-chain operations, record keeping, logistics coordination, workplace safety, and problem-solving in routine operational contexts.

QUALIFICATION PURPOSE

The purpose is to produce a Senior Agribusiness Enterprise Operative who develops routine enterprise plans, coordinates teams and resources, analyses performance, supervises quality and commercial activities, and takes responsibility for defined operational outputs.

QUALIFICATION REQUIREMENTS

Candidates must:

- Be at least eighteen (18) years of age;
- Be medically fit;
- Be mentally fit (Mental alertness);
- Be a Nigerian citizen;
- Other nationals (International passport, residence permit);
- Be vetted.

QUALIFICATION OBJECTIVES

To achieve this qualification, the learners should be able to:

1. Apply occupational health, safety and risk control measures in agribusiness operations
2. Communicate operational instructions, supervise routine activities and maintain professional ethics
3. Coordinate teamwork and collaboration within the agribusiness enterprise
4. Conduct market research and assess demand for agribusiness products
5. Organise logistics and distribution of agribusiness products
6. Manage inventory, warehousing and stock control operations
7. Determine costing, pricing and profitability of enterprise products
8. Supervise post-harvest handling, quality assurance and food safety practices
9. Prepare agribusiness enterprise plans and budgets
10. Apply digital agribusiness and e-commerce tools in enterprise operations
11. Support the operation of a sustainable cooperative society
12. Analyse the economics of production in agribusiness enterprises

NATIONAL SKILLS QUALIFICATION TABLE - LEVEL 3

S/N	Reference Number	Unit Title	Credit Value	Guided Learning Hours	Practice Hours	Remark
1	AGR/ABE/001/L3	Occupational Health, Safety and Risk Control	3	30	60	Mandatory
2	AGR/ABE/002/L3	Communication, Supervision and Professional Ethics	4	40	60	Mandatory
3	AGR/ABE/003/L3	Teamwork and Collaboration	3	30	60	Mandatory
4	AGR/ABE/004/L3	Market Research and Demand Assessment	4	40	120	Mandatory
5	AGR/ABE/005/L3	Logistics and Distribution Coordination	4	40	150	Mandatory
6	AGR/ABE/006/L3	Inventory, Warehousing and Stock Control	4	40	150	Mandatory
7	AGR/ABE/007/L3	Costing, Pricing and Profitability	4	40	150	Mandatory
8	AGR/ABE/008/L3	Post-Harvest Handling, Quality Assurance and Food Safety	4	40	150	Mandatory
9	AGR/ABE/009/L3	Agribusiness Enterprise Planning and Budgeting	4	40	150	Mandatory
10	AGR/ABE/010/L3	Digital Agribusiness and E-Commerce	3	30	120	Mandatory
11	AGR/ABE/011/L3	Sustainable Cooperative Society	3	30	120	Mandatory
12	AGR/ABE/012/L3	Economics of Production in Agribusiness Enterprises	3	30	120	Mandatory
TOTAL			43	430	1410	

QUALIFICATION STRUCTURE

This qualification comprises a total of twelve (12) mandatory units with 43 Credit Value and 430 Guided Learning Hours across the full qualification. One (1) Credit is equivalent to Ten (10) Guided Learning Hours (GLH). Guided Learning Hours are the time a learner spends in the classroom, workshop and laboratory of the Skills Training Centre (STC), being taught, instructed, supervised or assessed by a qualified trainer, facilitator or assessor.

In addition to the GLH, the qualification requires at least twice or thrice the GLH as practice time. Practice time is the time a learner is expected to spend applying the skills of each unit in

a real workplace environment, carrying out the same tasks repeatedly until performance becomes consistent, accurate and habitual to the standard the qualification demands. It is undertaken under the guidance of a workplace supervisor, recorded in the learner's logbook and duly endorsed. Practice time is the principal setting where core assessment is conducted. It is through repeated performance in the workplace that a learner's achievement of the Learning Outcomes and Performance Criteria is judged and evidenced. Practice time is an additional requirement to GLH and does not replace them.

To achieve this qualification, the learner must complete all mandatory units, undertake the prescribed practice time, and accumulate the minimum credit value approved by NBTE. Credit is awarded only when a learner has been assessed as competent against all Learning Outcomes and Performance Criteria of a unit.



GENERAL GUIDE - LEVEL 3

Unit Title	Provides a clear explanation of the occupational content of the unit.
Unit Number	The unique sequential number assigned to the unit.
Unit Reference	The reference number assigned to the unit for approval and registration.
Unit Level	The level of the unit within the Nigerian Skills Qualifications Framework.
Unit Credit Value	The value assigned to the unit. One credit equals 10 Guided Learning Hours.
Unit Purpose	A brief statement of the occupational competence covered by the unit.
Learning Outcome	A measurable statement of what the learner will be able to do.
Performance Criteria	Observable requirements the learner must achieve to demonstrate the learning outcome.
Assessment Guidance	Additional guidance on evidence, assessment conditions and quality requirements.
Guided Learning Hours	The time the learner spends in the classroom, workshop and laboratory of the skills training centre being taught, instructed, supervised or assessed.
Practice Time	The time the learner spends applying the skills of the unit in a real workplace environment, carrying out the same tasks repeatedly until performance becomes consistent and accurate. Additional to Guided Learning Hours.

UNIT 001: OCCUPATIONAL HEALTH, SAFETY AND RISK CONTROL

Unit Reference Number:	AGR/ABE/001/L3
NSQ Level:	3
Credit Value:	3
Guided Learning Hours:	30
Practice Time:	60

Unit Purpose: This unit equips the learner with knowledge and skills required to assess workplace risks, implement controls, monitor safety performance and investigate straightforward incidents in agribusiness operations.

Unit Assessment Requirements/ Evidence Requirements: Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used may include:

1. Direct Observation (DO)
2. Recognition of Prior Learning and experience (RPL)
3. Witness Testimony (WT)
4. Personal Statement (PS)/ Reflective Practice (RP)
5. Work Product (WP)
6. Assignment (ASS)



UNIT 001: OCCUPATIONAL HEALTH, SAFETY AND RISK CONTROL

LEARNING OUTCOME (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type					Evidence Ref. Page No.			
LO 1: Assess workplace risks	1.1	Identify hazards across a stated agribusiness activity.									
	1.2	Judge the likelihood and consequence of each hazard.									
	1.3	Record the risk rating using the approved method.									
LO 2: Implement risk controls	2.1	Select controls according to the stated hierarchy.									
	2.2	Communicate control requirements to affected workers.									
	2.3	Apply the approved control before work begins.									
LO 3: Monitor safety compliance	3.1	Inspect work practices against safety requirements.									
	3.2	Record observed non-compliance accurately.									
	3.3	Rectify straightforward non-compliance within own authority.									
	3.4	Escalate non-compliance to responsible person.									
LO 4: Investigate routine incidents	4.1	Record facts from the incident location and witnesses.									
	4.2	Analyse the immediate cause of the incident.									
	4.3	Recommend a practical corrective action.									
Learner's Signature:								Date:			
Assessor's Signature:								Date:			
IQAM Signature (if sampled):								Date:			
EQAM Signature (if sampled):								Date:			

UNIT 002: COMMUNICATION, SUPERVISION AND PROFESSIONAL ETHICS

Unit Reference Number:	AGR/ABE/002/L3
NSQ Level:	3
Credit Value:	4
Guided Learning Hours:	40
Practice Time:	60

Unit Purpose: This unit equips the learner with knowledge and skills required to communicate operational instructions, maintain professional ethics and perform routine supervision.

Unit Assessment Requirements/ Evidence Requirements: Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used may include:

1. Direct Observation (DO)
2. Recognition of Prior Learning and experience (RPL)
3. Witness Testimony (WT)
4. Personal Statement (PS)/ Reflective Practice (RP)
5. Work Product (WP)
6. Assignment (ASS)



UNIT 002: COMMUNICATION, SUPERVISION AND PROFESSIONAL ETHICS

LEARNING OUTCOME (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type				Evidence Ref. Page No.			
LO 1: Communicate operational instructions	1.1	Explain tasks, standards and deadlines clearly.								
	1.2	Confirm team understanding before work begins.								
	1.3	Provide authorised updates during operations.								
LO 2: Demonstrate routine supervision	2.1	Allocate routine tasks according to worker competence.								
	2.2	Monitor task progress against the stated plan.								
	2.3	Guide workers during straightforward operational problems.								
LO 3: Maintain professional ethics	3.1	Apply confidentiality and conflict-of-interest requirements.								
	3.2	Exhibit respectful and non-discriminatory behaviour.								
	3.3	Report unethical conduct through the approved channel.								
LO 4: Summarise team performance	4.1	Compile attendance and task-completion information.								
	4.2	Describe outstanding issues affecting performance.								
	4.3	Submit the performance summary to the responsible officer.								
Learner's Signature:							Date:			
Assessor's Signature:							Date:			
IQAM Signature (if sampled):							Date:			
EQAM Signature (if sampled):							Date:			

UNIT 003: TEAMWORK AND COLLABORATION

Unit Reference Number:	AGR/ABE/003/L3
NSQ Level:	3
Credit Value:	3
Guided Learning Hours:	30
Practice Time:	60

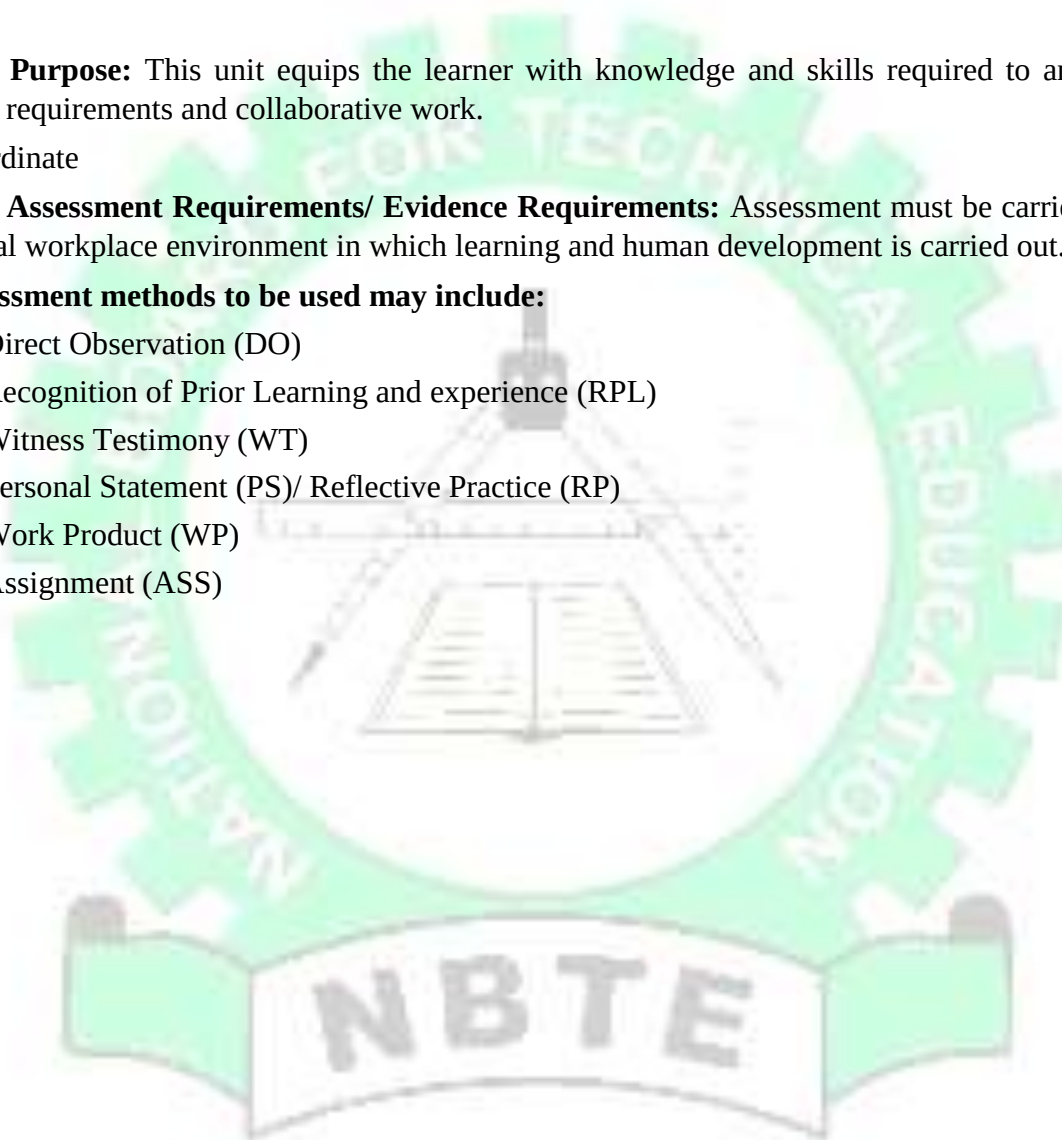
Unit Purpose: This unit equips the learner with knowledge and skills required to analyse team requirements and collaborative work.

coordinate

Unit Assessment Requirements/ Evidence Requirements: Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used may include:

1. Direct Observation (DO)
2. Recognition of Prior Learning and experience (RPL)
3. Witness Testimony (WT)
4. Personal Statement (PS)/ Reflective Practice (RP)
5. Work Product (WP)
6. Assignment (ASS)



UNIT 003: TEAMWORK AND COLLABORATION

LEARNING OUTCOME (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type				Evidence Ref. Page No.			
LO 1: Analyse team requirements	1.1	Identify the skills required for a stated team activity.								
	1.2	Compare available skills with task requirements.								
	1.3	Indicate support required for identified gaps.								
LO 2: Organise collaborative tasks	2.1	Arrange routine tasks according to the work objective.								
	2.2	Assign agreed responsibilities to team members.								
	2.3	Coordinate information sharing during the activity.								
LO 3: Address team challenges	3.1	Identify the cause of a straightforward team problem.								
	3.2	Apply the approved conflict-resolution procedure.								
	3.3	Refer unresolved matters to the responsible officer.								
LO 4: Review team outcomes	4.1	Compare completed work with the agreed standard.								
	4.2	Gather feedback from team members.								
	4.3	Recommend a practical improvement for future work.								
Learner's Signature:							Date:			
Assessor's Signature:							Date:			
IQAM Signature (if sampled):							Date:			
EQAM Signature (if sampled):							Date:			

UNIT 004: MARKET RESEARCH AND DEMAND ASSESSMENT

Unit Reference Number:	AGR/ABE/004/L3
NSQ Level:	3
Credit Value:	4
Guided Learning Hours:	40
Practice Time:	120

Unit Purpose: This unit equips the learner with knowledge and skills required to gather market data, analyse customer demand, compare market opportunities and report findings for routine agribusiness decisions.

Unit Assessment Requirements/ Evidence Requirements: Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used may include:

1. Direct Observation (DO)
2. Recognition of Prior Learning and experience (RPL)
3. Witness Testimony (WT)
4. Personal Statement (PS)/ Reflective Practice (RP)
5. Work Product (WP)
6. Assignment (ASS)



UNIT 004: MARKET RESEARCH AND DEMAND ASSESSMENT

LEARNING OUTCOME (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type				Evidence Ref. Page No.			
LO 1: Gather market data	1.1	Select appropriate sources for prices, volumes and customer information.								
	1.2	Collect data using an approved survey or observation tool.								
	1.3	Compile data in the required format.								
LO 2: Analyse customer demand	2.1	Categorise customers by stated characteristics.								
	2.2	Calculate demand patterns from available data.								
	2.3	Interpret changes in customer preferences.								
LO 3: Compare market opportunities	3.1	Compare alternative markets by price, access and volume.								
	3.2	Assess straightforward risks affecting each market.								
	3.3	Determine the most suitable routine market option.								
LO 4: Summarise market findings	4.1	Summarise key market findings clearly.								
	4.2	Present supporting data in a simple chart or table.								
	4.3	Propose a practical marketing action.								
Learner's Signature:							Date:			
Assessor's Signature:							Date:			
IQAM Signature (if sampled):							Date:			
EQAM Signature (if sampled):							Date:			

UNIT 005: LOGISTICS AND DISTRIBUTION COORDINATION

Unit Reference Number:	AGR/ABE/005/L3
NSQ Level:	3
Credit Value:	4
Guided Learning Hours:	40
Practice Time:	150

Unit Purpose: This unit equips the learner with knowledge and skills required to interpret logistics requirements, organise dispatch activities, monitor product movement and review routine delivery performance.

Unit Assessment Requirements/ Evidence Requirements: Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used may include:

1. Direct Observation (DO)
2. Recognition of Prior Learning and experience (RPL)
3. Witness Testimony (WT)
4. Personal Statement (PS)/ Reflective Practice (RP)
5. Work Product (WP)
6. Assignment (ASS)



UNIT 005: LOGISTICS AND DISTRIBUTION COORDINATION

LEARNING OUTCOME (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
LO 1: Interpret logistics requirements	1.1	Interpret customer orders, delivery schedules and handling instructions.		
	1.2	Determine vehicle, packaging and documentation requirements.		
	1.3	Identify route or timing constraints.		
LO 2: Organise dispatch activities	2.1	Schedule routine loading and dispatch tasks.		
	2.2	Coordinate products, documents and transport resources.		
	2.3	Confirm dispatch readiness before vehicle release.		
LO 3: Monitor product movement	3.1	Track dispatched products through approved checkpoints.		
	3.2	Record delays, losses or delivery exceptions.		
	3.3	Communicate status updates to authorised persons.		
LO 4: Review delivery performance	4.1	Compare delivery results with the schedule.		
	4.2	Analyse straightforward causes of delay or damage.		
	4.3	Recommend a practical improvement.		
Learner's Signature:				Date:
Assessor's Signature:				Date:
IQAM Signature (if sampled):				Date:
EQAM Signature (if sampled):				Date:

UNIT 006: INVENTORY, WAREHOUSING AND STOCK CONTROL

Unit Reference Number: AGR/ABE/006/L3

NSQ Level: 3

Credit Value: 4

Guided Learning Hours: 40

Practice Time: 150

Unit Purpose: This unit equips the learner with knowledge and skills required to inspect warehousing operations, monitor stock levels, analyse routine variances and organise stock-control activities.

Unit Assessment Requirements/ Evidence Requirements: Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used may include:

1. Direct Observation (DO)
2. Recognition of Prior Learning and experience (RPL)
3. Witness Testimony (WT)
4. Personal Statement (PS)/ Reflective Practice (RP)
5. Work Product (WP)
6. Assignment (ASS)



UNIT 006: INVENTORY, WAREHOUSING AND STOCK CONTROL

LEARNING OUTCOME (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type				Evidence Ref. Page No.			
LO 1: Inspect warehousing operations	1.1	Inspect storage layout, cleanliness and access control.								
	1.2	Examine temperature, ventilation or segregation requirements.								
	1.3	Record non-conforming storage conditions.								
LO 2: Monitor stock levels	2.1	Review receipts, issues and balances for selected stock.								
	2.2	Identify stock approaching minimum or maximum levels.								
	2.3	Report replenishment or disposal requirements.								
LO 3: Analyse stock variances	3.1	Compare physical stock with recorded balances.								
	3.2	Calculate the quantity of each variance.								
	3.3	Investigate straightforward causes of variance.								
	3.4	Escalate non-straightforward cases to the responsible person.								
LO 4: Organise stock control	4.1	Schedule routine stock counts.								
	4.2	Coordinate stock rotation and segregation activities.								
	4.3	Maintain authorised stock-adjustment records.								
Learner's Signature:							Date:			
Assessor's Signature:							Date:			
IQAM Signature (if sampled):							Date:			
EQAM Signature (if sampled):							Date:			

UNIT 007: COSTING, PRICING AND PROFITABILITY

Unit Reference Number:	AGR/ABE/007/L3
NSQ Level:	3
Credit Value:	4
Guided Learning Hours:	40
Practice Time:	150

Unit Purpose: This unit equips the learner with knowledge and skills required to calculate product costs, determine routine selling prices, analyse profitability and monitor business performance.

Unit Assessment Requirements/ Evidence Requirements: Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used may include:

1. Direct Observation (DO)
2. Recognition of Prior Learning and experience (RPL)
3. Witness Testimony (WT)
4. Personal Statement (PS)/ Reflective Practice (RP)
5. Work Product (WP)
6. Assignment (ASS)



UNIT 007: COSTING, PRICING AND PROFITABILITY

LEARNING OUTCOME (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type				Evidence Ref. Page No.			
LO 1: Calculate product costs	1.1	Compile direct input, labour, packaging and transport costs.								
	1.2	Calculate the total cost for a stated quantity.								
	1.3	Determine the unit cost of the product.								
LO 2: Determine selling prices	2.1	Interpret market and enterprise pricing information.								
	2.2	Calculate a price using the approved margin or mark-up.								
	2.3	Compare the calculated price with market conditions.								
LO 3: Analyse profitability	3.1	Calculate revenue for a stated sales period.								
	3.2	Calculate gross profit from available records.								
	3.3	Interpret the effect of cost or price changes on profit.								
LO 4: Monitor business performance	4.1	Compare actual sales revenue with planned sales targets.								
	4.2	Compare actual operating costs with approved budgets.								
	4.3	Monitor inventory turnover, stock availability and product losses.								
	4.4	Review customer satisfaction information and service performance indicators.								
	4.5	Recommend practical corrective actions to improve business performance.								
Learner's Signature:							Date:			
Assessor's Signature:							Date:			
IQAM Signature (if sampled):							Date:			
EQAM Signature (if sampled):							Date:			

UNIT 008: POST-HARVEST HANDLING, QUALITY ASSURANCE AND FOOD SAFETY

Unit Reference Number:	AGR/ABE/008/L3
NSQ Level:	3
Credit Value:	4
Guided Learning Hours:	40
Practice Time:	150

Unit Purpose: This unit equips the learner with knowledge and skills required to inspect post-harvest operations, implement quality procedures, monitor food-safety compliance and rectify straightforward non-conformities.

Unit Assessment Requirements/ Evidence Requirements: Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used may include:

1. Direct Observation (DO)
2. Recognition of Prior Learning and experience (RPL)
3. Witness Testimony (WT)
4. Personal Statement (PS)/ Reflective Practice (RP)
5. Work Product (WP)
6. Assignment (ASS)

UNIT 008: POST-HARVEST HANDLING, QUALITY ASSURANCE AND FOOD SAFETY

LEARNING OUTCOME (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type				Evidence Ref. Page No.			
LO 1: Inspect post-harvest operations	1.1	Inspect receiving, sorting, packaging and storage activities.								
	1.2	Compare product condition with the approved specification.								
	1.3	Record observed loss, damage or contamination.								
LO 2: Implement quality assurance procedures	2.1	Apply approved sampling and checking procedures.								
	2.2	Maintain batch and traceability information.								
	2.3	Compile quality-check results accurately.								
LO 3: Monitor food safety compliance	3.1	Inspect hygiene practices during product handling.								
	3.2	Monitor temperature, cleanliness or pest-control records.								
	3.3	Report food-safety risks immediately.								
LO 4: Rectify routine non-conformities	4.1	Segregate non-conforming products.								
	4.2	Apply the approved corrective procedure.								
	4.3	Document the disposition of affected products.								
Learner's Signature:							Date:			
Assessor's Signature:							Date:			
IQAM Signature (if sampled):							Date:			
EQAM Signature (if sampled):							Date:			

UNIT 009: AGRIBUSINESS ENTERPRISE PLANNING AND BUDGETING

Unit Reference Number:	AGR/ABE/009/L3
NSQ Level:	3
Credit Value:	4
Guided Learning Hours:	40
Practice Time:	150

Unit Purpose: This unit equips the learner with knowledge and skills required to develop routine enterprise work plans, compile operating budgets, organise resource use and monitor implementation.

Unit Assessment Requirements/ Evidence Requirements: Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used may include:

1. Direct Observation (DO)
2. Recognition of Prior Learning and experience (RPL)
3. Witness Testimony (WT)
4. Personal Statement (PS)/ Reflective Practice (RP)
5. Work Product (WP)
6. Assignment (ASS)



UNIT 009: AGRIBUSINESS ENTERPRISE PLANNING AND BUDGETING

LEARNING OUTCOME (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type				Evidence Ref. Page No.			
LO 1: Develop enterprise work plans	1.1	Define the objective of a stated enterprise activity.								
	1.2	Arrange tasks within the available period.								
	1.3	Indicate responsible persons and required outputs.								
LO 2: Compile operating budgets	2.1	Gather cost estimates from approved sources.								
	2.2	Calculate the expected cost of planned activities.								
	2.3	Present the budget in the approved format.								
LO 3: Organise resource use	3.1	Determine routine labour, materials and equipment requirements.								
	3.2	Schedule resource use against planned tasks.								
	3.3	Communicate resource requirements to the responsible officer.								
LO 4: Monitor plan and budget performance	4.1	Compare actual progress with the work plan.								
	4.2	Compare actual expenditure with the budget.								
	4.3	Recommend a straightforward corrective action.								
Learner's Signature:							Date:			
Assessor's Signature:							Date:			
IQAM Signature (if sampled):							Date:			
EQAM Signature (if sampled):							Date:			

UNIT 010: DIGITAL AGRIBUSINESS AND E-COMMERCE

Unit Reference Number:	AGR/ABE/010/L3
NSQ Level:	3
Credit Value:	3
Guided Learning Hours:	30
Practice Time:	120

Unit Purpose: This unit equips the learner with knowledge and skills required to operate digital business systems, process routine e-commerce transactions, analyse basic digital data and maintain cybersecurity controls.

Unit Assessment Requirements/ Evidence Requirements: Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used may include:

1. Direct Observation (DO)
2. Recognition of Prior Learning and experience (RPL)
3. Witness Testimony (WT)
4. Personal Statement (PS)/ Reflective Practice (RP)
5. Work Product (WP)
6. Assignment (ASS)



UNIT 010: DIGITAL AGRIBUSINESS AND E-COMMERCE

LEARNING OUTCOME (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type				Evidence Ref. Page No.			
LO 1: Operate digital business systems	1.1	Use approved inventory, sales or accounting software.								
	1.2	Update authorised enterprise records accurately.								
	1.3	Generate a routine system report.								
LO 2: Process e-commerce transactions	2.1	Create an approved product listing.								
	2.2	Confirm an online customer order.								
	2.3	Record payment and fulfilment status.								
LO 3: Analyse digital business data	3.1	Compile online enquiries, orders and sales data.								
	3.2	Calculate basic digital performance indicators.								
	3.3	Interpret routine customer or product trends.								
LO 4: Maintain cybersecurity controls	4.1	Apply password and access-control requirements.								
	4.2	Recognise common phishing or fraud indicators.								
	4.3	Report suspected digital incidents through the approved channel.								
Learner's Signature:							Date:			
Assessor's Signature:							Date:			
IQAM Signature (if sampled):							Date:			
EQAM Signature (if sampled):							Date:			

UNIT 011: SUSTAINABLE COOPERATIVE SOCIETY

Unit Reference Number:	AGR/ABE/011/L3
NSQ Level:	3
Credit Value:	3
Guided Learning Hours:	30
Practice Time:	120

Unit Purpose: This unit equips the learner with knowledge and skills required to analyse cooperative structures, demonstrate member participation, organise routine member services and implement sustainability practices in agribusiness.

Unit Assessment Requirements/ Evidence Requirements: Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used may include:

1. Direct Observation (DO)
2. Recognition of Prior Learning and experience (RPL)
3. Witness Testimony (WT)
4. Personal Statement (PS)/ Reflective Practice (RP)
5. Work Product (WP)
6. Assignment (ASS)



UNIT 011: SUSTAINABLE COOPERATIVE SOCIETY

LEARNING OUTCOME (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type					Evidence Ref. Page No.			
LO 1: Analyse cooperative structure	1.1	Define cooperative society									
	1.2	Identify member, committee and management roles.									
	1.3	Interpret basic cooperative rules and responsibilities.									
	1.4	Compare individual enterprise activity with collective activity.									
LO 2: Demonstrate member participation	2.1	Contribute relevant information during a routine meeting.									
	2.2	Follow approved voting or decision procedures.									
	2.3	Maintain respectful conduct during member interactions.									
LO 3: Organise member services	3.1	Coordinate routine input, aggregation or marketing support.									
	3.2	Maintain member service records accurately.									
	3.3	Report service challenges to the responsible committee.									
LO 4: Implement sustainability practices	4.1	Promote responsible resource use among members.									
	4.2	Support inclusion of women, youth and vulnerable members.									
	4.3	Monitor agreed environmental or social actions.									
Learner's Signature:								Date:			
Assessor's Signature:								Date:			
IQAM Signature (if sampled):								Date:			
EQAM Signature (if sampled):								Date:			

UNIT 012: ECONOMICS OF PRODUCTION IN AGRIBUSINESS ENTERPRISES

Unit Reference Number:	AGR/ABE/012/L3
NSQ Level:	3
Credit Value:	3
Guided Learning Hours:	30
Practice Time:	120

Unit Purpose

This unit equips the learner with the knowledge and skills required to utilise enterprise resources efficiently, monitor production costs and profitability in agribusiness operations.

Unit Assessment Requirements/ Evidence Requirements: Assessment must be carried out in real workplace environment in which learning and human development is carried out. Assessment shall primarily occur in a real agribusiness workplace. Evidence must demonstrate independent performance of well-defined economic production activities, accurate interpretation of routine production information, application of basic calculations and appropriate reporting of operational findings. Simulation is permitted only where workplace assessment is unsafe, unavailable or impracticable.

Assessment methods to be used may include:

1. Direct Observation (DO)
2. Recognition of Prior Learning and experience (RPL)
3. Witness Testimony (WT)
4. Personal Statement (PS)/ Reflective Practice (RP)
5. Work Product (WP)
6. Assignment (ASS)

UNIT 012: ECONOMICS OF PRODUCTION IN AGRIBUSINESS ENTERPRISES

LEARNING OUTCOME (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
<i>LO 1: Organise production resources</i>	1.1	Identify production resources required for a specified enterprise activity		
	1.2	Verify the availability of labour, materials, equipment and finance for planned operations.		
	1.3	Allocate available resources according to operational requirements.		
	1.4	Record resource requirements using the approved format.		
<i>LO 2: Analyse production performance</i>	2.1	Record production inputs and outputs for a specified period.		
	2.2	Calculate simple productivity indicators using enterprise records.		
	2.3	Compare actual output with production targets.		
	2.4	Identify factors affecting production performance.		
<i>LO 3: Monitor production costs</i>	3.1	Classify production expenses as fixed or variable costs.		
	3.2	Compile cost information from approved records.		
	3.3	Compare actual costs with approved budgets or targets.		
	3.4	Identify significant cost variances requiring attention.		
	3.5	Report cost-performance information using the approved format.		
<i>LO 4: Assess enterprise profitability</i>	4.1	Calculate revenue from enterprise sales records.		
	4.2	Calculate gross profit using approved procedures.		

	4.3	Compare profitability across products, activities or periods.								
	4.4	Identify factors affecting enterprise profitability.								
	4.5	Recommend performance improvements								
Learner's Signature:									Date:	
Assessor's Signature:									Date:	
IQAM Signature (if sampled):									Date:	
EQAM Signature (if sampled):									Date:	



LIST OF MINIMUM RESOURCES

S/N	Materials, tools and equipment	Quantity
	A. Learning, Communication and Digital Facilities	
1.	Classroom or training room	2
2.	Whiteboard and markers	3
3.	Flip chart and flip-chart sheets	4
4.	Projector and projection screen	2
5.	Trainer's laptop	4
6.	Desktop or laptop computers	20
7.	Printer, scanner and photocopier	5 each
8.	Internet router and internet access	1
9.	Extension sockets and surge protectors	4
10.	Agribusiness enterprise training manuals	10
11.	Agricultural value-chain charts and posters	15
12.	Basic spreadsheet, accounting and inventory software	2
	B. Occupational Safety, Hygiene and Environmental Resources	
1.	First-aid kit	4
2.	Fire extinguisher	4
3.	Safety signs and warning labels	15
4.	Emergency-exit signs	15
5.	Colour-coded waste bins	11
6.	Handwashing facilities	11
7.	Soap and hand sanitiser	20
8.	Mops, brushes and buckets	12
9.	Cleaning and disinfecting agents	16
	C. Business Numeracy, Cash Handling and Financial Records	
1.	Basic calculators	10
2.	Point-of-sale terminal	3
3.	Cash box or lockable cash drawer	4
	D. Customer Service, Sales, Marketing and Merchandising Resources	
1.	Simulated customer-service and sales counter	3
2.	Product display shelves or stands	10
3.	Samples of agribusiness products	10
4.	Product catalogues	5
5.	Approved price lists	4
6.	Price tags	3
7.	Promotional posters and flyers	3
8.	Marketing banners	2
	E. Procurement, Inventory and Storekeeping Resources	
1.	Demonstration store or mini-warehouse	1
2.	Storage shelves or racks	2
3.	Wooden or plastic pallets	3

4.	Storage bins	2
5.	Stackable crates	3
6.	Hand trolley	5
7.	Batch labels	3
8.	Expiry-date labels	4
9.	Stock-rotation labels	3
10.	Barcode scanner	1
11.	Inventory-management software	1
	F. Post-Harvest Handling, Packaging and Quality Assurance Resources	
1.	Food-grade sorting and packaging tables	5
2.	Sorting and grading trays	10
3.	Produce crates and baskets	10
4.	Food-grade buckets and containers	10
5.	Product grading charts	2
6.	Packaging materials(e.g. Cartons and boxes, Bottles and jars)	3
7.	Weighing scale	3
8.	Packaging tape and dispensers	3
9.	Product labels	2
10.	Batch-identification tags	3
11.	Portable moisture meter	4
12.	Rejected-product containers	4
	G. Logistics and Distribution Resources	
1.	Route maps	5
2.	Digital mapping application	3
3.	Waybills and other supporting documents	7
	H. Record Keeping and Assessment Resources	
1.	Box files	7
2.	Lockable filing cabinet	5
3.	Digital storage and backup devices	2
4.	Portfolio-of-evidence folders	5
5.	Dummy templates for basic record keeping	10

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