



NATIONAL BOARD FOR TECHNICAL EDUCATION

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

IN COLLABORATION WITH



NATIONAL OCCUPATIONAL STANDARDS (NOS)

**CERTIFICATION AND COMPLIANCE IN ORGANIC
AGRICULTURE 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
EXECUTIVE SECRETARY
National Board for Technical Education (NBTE), Kaduna

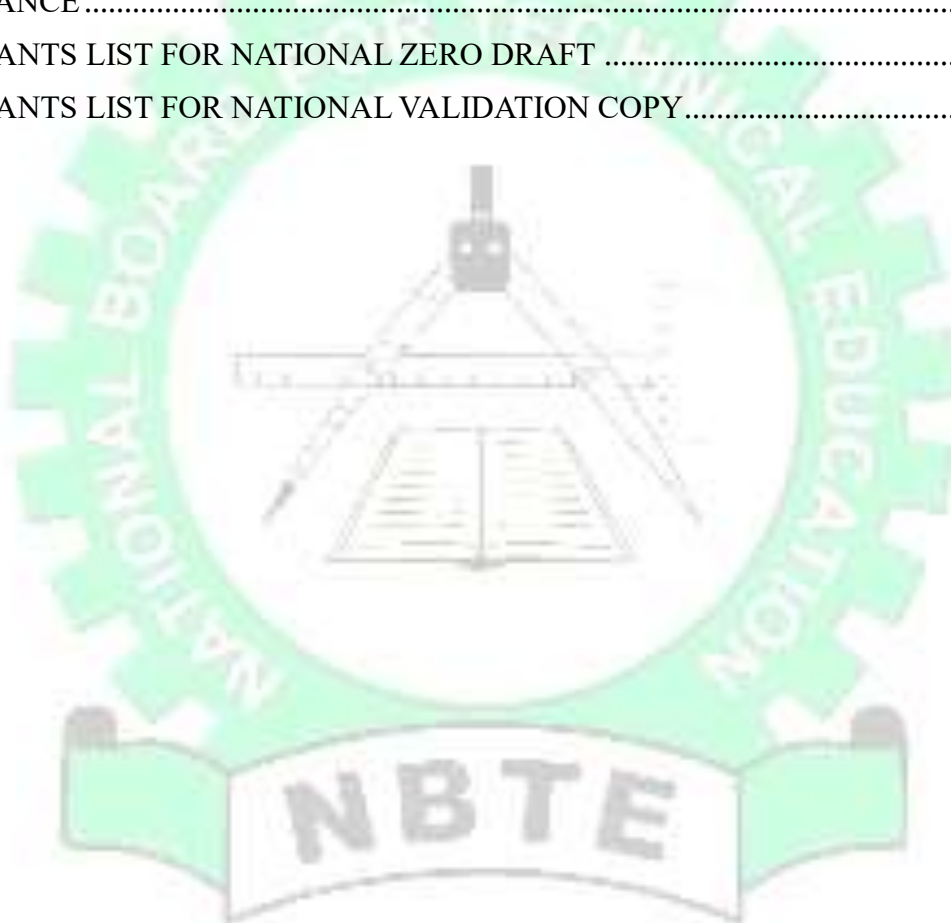
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CERTIFICATION AND COMPLIANCE IN ORGANIC AGRICULTURE

LEVEL 1

JUNE 2026



GENERAL INFORMATION

OVERVIEW

This qualification is designed for individuals who are interested in pursuing a career in Certification and Compliance in Organic Agriculture for the award of National Skills Qualification (NSQ). It is aimed at producing craftsmen in Certification and Compliance in Organic Agriculture, NSQ Level 1, 2, 3, 4 and 5 with the competencies necessary to work in Organic Agricultural Sector.

This qualification is subject to review as and when the need arises.

QUALIFICATION PURPOSE

This qualification is targeted at developing competence in Certification and Compliance in Organic Agriculture. This is focused on knowledge, practical skills, communication skills, health and safety, teamwork, and workplace experience.

QUALIFICATION REQUIREMENTS

All candidates must:

- i. At least sixteen (16) years of age
- ii. Medically fit
- iii. Mentally fit (Mental alertness)
- iv. A Nigerian citizen;
- v. Other nationals should present International passport, residence permit or Parent work permit.
- vi. Vetted;
- vii. Interested in agricultural production and related support operations;
- viii. Able to carry out simple practical tasks under supervision.

QUALIFICATION OBJECTIVES

At the end of this qualification, the learner should be able to:

- i. Comply with basic occupational health, safety, hygiene, biosecurity and environmental requirements in organic agricultural workplaces.
- ii. Communicate simple work instructions, observations and safety information to supervisors and co-workers using approved verbal, written and basic digital methods.
- iii. Work effectively with team members, perform assigned responsibilities and follow workplace rules and supervisors' instructions.
- iv. Identify basic organic agriculture principles, terminology, approved practices, prohibited practices and certification requirements.
- v. Perform routine and predictable organic agricultural activities under supervision and in accordance with established procedures.
- vi. Identify, select and use approved organic agricultural inputs, labels, safety signs and hazard information under supervision.
- vii. Carry out basic farm cleaning, sanitation and biosecurity activities in crop, livestock, input-handling and storage areas.
- viii. Separate suspected prohibited, expired, contaminated or incorrectly labelled inputs and communicate the findings to the supervisor.

- ix. Use and complete basic farm records for field activities, input use, production, harvesting, storage, inspection and product traceability.
- x. Select and collect suitable composting materials, construct a basic compost heap or enclosure and perform routine compost-management activities under supervision.
- xi. Observe and identify common pests, weeds and signs of pest damage affecting crops and livestock.
- xii. Carry out approved basic pest-prevention, pest-control and weed-management activities under supervision.
- xiii. Observe and identify basic signs of disease in crops and livestock and communicate the findings to the appropriate supervisor.
- xiv. Assist with approved disease-prevention and disease-control activities in organic crop and livestock production.
- xv. Select, use, clean and store basic tools, equipment and personal protective equipment, and keep storage and work areas clean and orderly.



NATIONAL SKILLS QUALIFICATION TABLE

Unit	Unit Reference Number	Unit Title	Credit Value	Guided Learning Hours	Practical Hours	Remark
1	AGR/CCO/001/L1	Communication in Work Place	2	20	40	Mandatory
2	AGR/CCO/002/L1	Team work	2	20	40	Mandatory
3	AGR/CCO/003/L1	Health and safety	2	20	40	Mandatory
4	AGR/CCO/004/L1	Basics of Organic Agriculture	2	20	60	Mandatory
5	AGR/CCO/005/L1	Farm hygiene and input identification	2	20	60	Mandatory
6	AGR/CCO/006/L1	Basic farm Record keeping	1	10	30	Mandatory
7	AGR/CCO/007/L1	Basic soil and compost management	3	30	90	Mandatory
8	AGR/CCO/008/L1	Pest management in organic Agriculture	2	20	60	Mandatory
9	AGR/CCO/009/L1	Weed management methods	3	30	90	Mandatory
10	AGR/CCO/010/L1	Disease management in Organic Agriculture	2	20	60	Mandatory
TOTAL			21	210	570	

QUALIFICATION STRUCTURE

This qualification comprises a total of Ten (10) Mandatory Units, with a credit value of 21 and 210 Guided Learning Hours (GLH) across the full qualification. One (1) credit is equivalent to ten (10) 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

Unit title	Provides a clear explanation of the content of the unit.
Unit number	The unique number assigned to the unit.
Unit reference	The unique reference number given to each unit at qualification approval by NBTE
Unit level	Denotes the level of the unit within the National Vocational Qualification framework NSQF.
Unit credit value	The value that has been given to the unit based on the expected learning time for an average learner. 1 credit = 10 learning hours
Unit aim	Provides a brief outline of the unit content.
Learning outcome	A statement of what a learner will know, understand or be able to do, as a result of a process of learning.
Assessment criteria	A description of the requirements a learner must achieve to demonstrate that a learning outcome has been met.
Unit assessment guidance	Any additional guidance provided to support the assessment of the unit.
Unit guided learning hours	The average number of hours of supervised or directed study time or assessment required to achieve a qualification or unit of a qualification.

UNIT 001: COMMUNICATION IN WORKPLACE

Unit Reference Number: AGR/CCO/001/L1

NSQ Level: 1

Credit Value: 2

Guided Learning Hours: 20 Hours

Practice Time: 40 hours

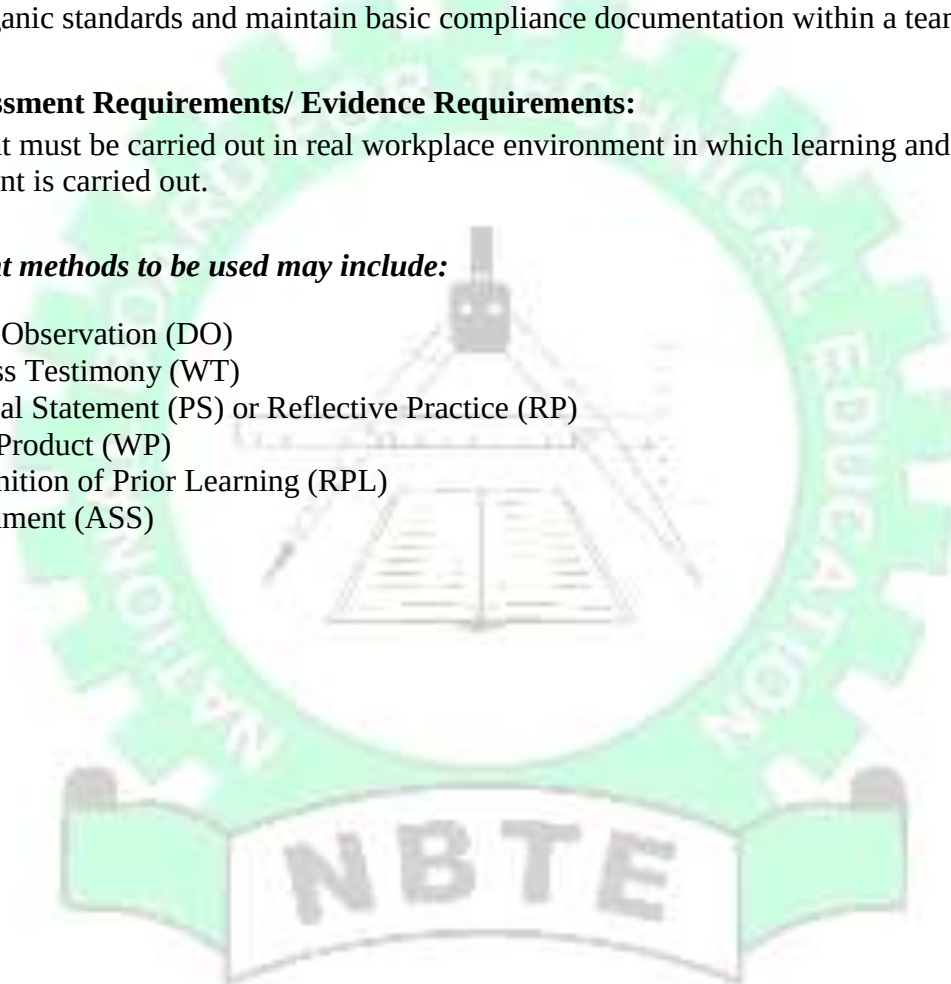
Unit Purpose: This unit is designed to equip learners with the knowledge and skills to interpret written organic standards and maintain basic compliance documentation within a team.

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. Witness Testimony (WT)
3. Personal Statement (PS) or Reflective Practice (RP)
4. Work Product (WP)
5. Recognition of Prior Learning (RPL)
6. Assignment (ASS)



Unit 001: Communication in Work Place

LEARNING OUTCOME (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
LO 1: <i>Explain the principles and importance of effective communication</i>	1.1	Explain the term communication		
	1.2	Describe types of communication used in organic pest and soil management		
	1.3	Explain basic communication tools and signage		
	1.4	Identify the importance of communication in preventing cross-contamination		
LO 2: <i>Communicate operational information and maintain basic records for effective field operations and traceability</i>	2.1	Describe how to obtain permission or clear instructions from supervisors before commencing operations		
	2.2	Identify the key elements to include in basic treatment and application records		
	2.3	Explain record-keeping procedures for effective traceability at the field level		
	2.4	Use simple procedures to verbally report pest or weed management operations		
	2.5	Use simple digital tools or logs for basic field data tracking		
LO 3: <i>Explain peer and client safety concerns on the farm</i>	3.1	Explain peer safety needs regarding organic input handling		
	3.2	Explain basic consumer and client concerns regarding unapproved input usage		
	3.3	Identify clear visual signals or hazard labels on packaging materials		
	3.4	Describe how to maintain respectful and open communication with the immediate farm team		

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled):	Date:
EQA Signature (if sampled):	Date:



UNIT 002: TEAMWORK

Unit Reference Number:	AGR/CCO/002/L1
NSQ Level:	1
Credit Value:	2
Guided Learning Hour:	20 hours
Practice Time:	40 hours

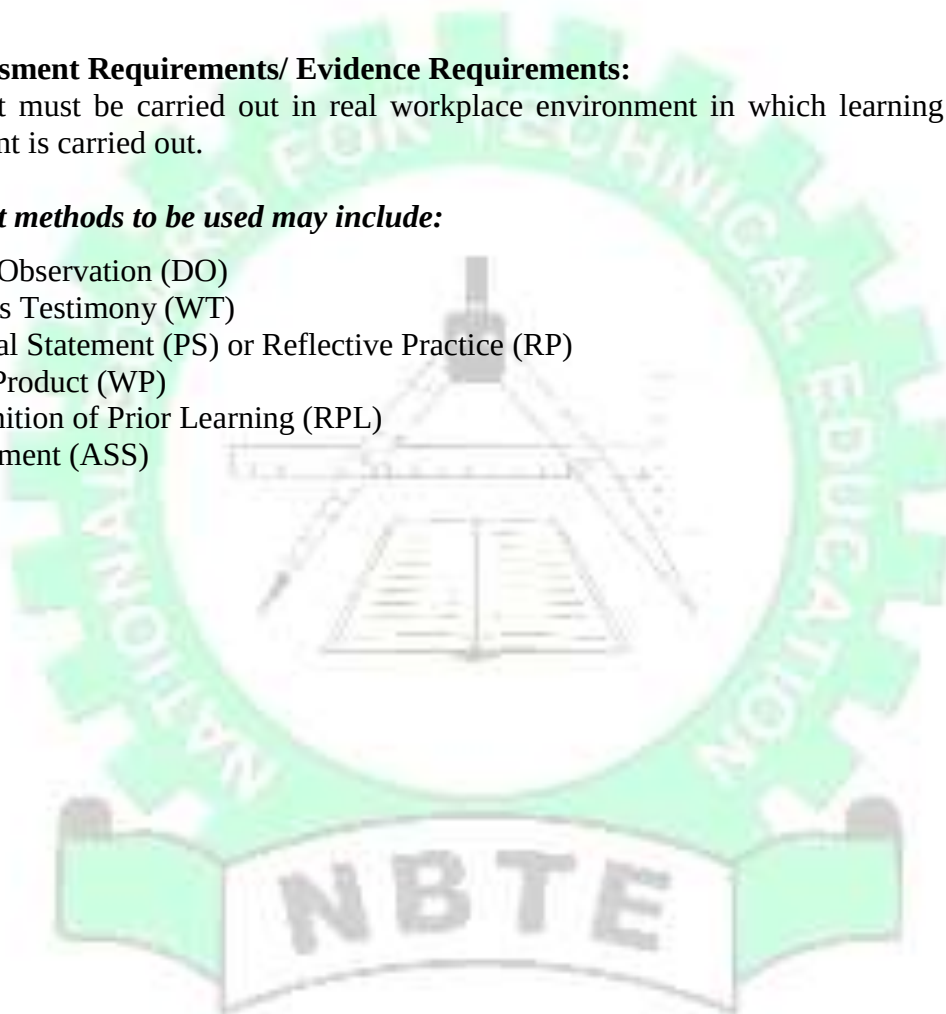
Unit Purpose: This unit is designed to provide learners with the knowledge and skills required to develop team spirit and positive working relationship with co-workers.

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. Witness Testimony (WT)
3. Personal Statement (PS) or Reflective Practice (RP)
4. Work Product (WP)
5. Recognition of Prior Learning (RPL)
6. Assignment (ASS)



Unit 002: Teamwork

LEARNING OUTCOME (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page Number
LO 1: <i>Develop good working relationship with co-workers</i>	1.1	Define teamwork		
	1.2	List the importance of teamwork		
	1.3	List the qualities of a team player		
LO 2: <i>Take responsibility within the team</i>	2.1	List own roles and responsibilities within a team.		
	2.2	Perform tasks in line with the team rules and regulations.		
	2.3	Work well in a group.		
LO 3: <i>Comply with rule of organization</i>	3.1	Explain code of conduct in work environment		
	3.2	Use organizational code of practice		
	3.3	Work in line with organizational standard.		
Learner's Signature:			Date:	
Assessor's Signature:			Date:	
IQA Signature (if sampled):			Date:	
EQA Signature (if sampled):			Date:	

UNIT 003: HEALTH AND SAFETY

Unit Reference Number:	AGR/CCO/003/L1
NSQ Level:	1
Credit Value:	2
Guided Learning Hours:	20
Practice Time:	40 hours

Unit Purpose

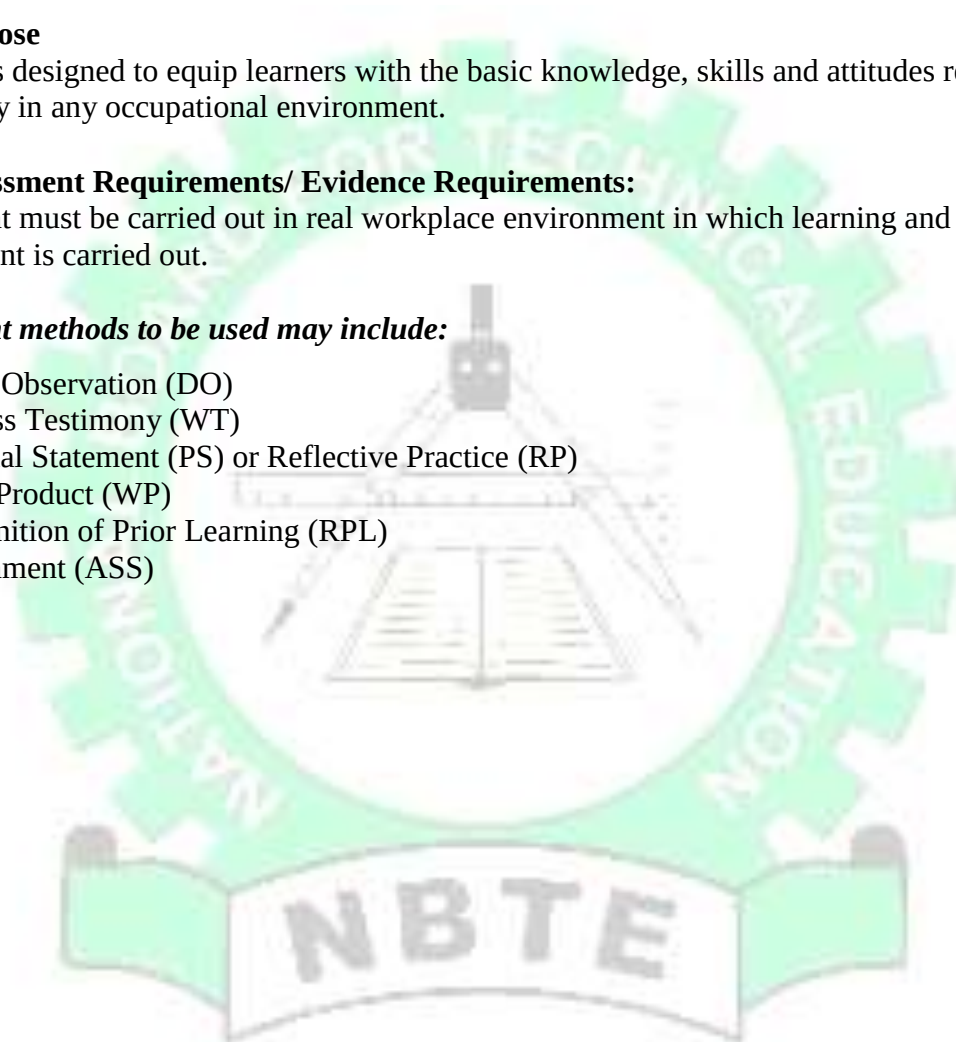
This unit is designed to equip learners with the basic knowledge, skills and attitudes required to work safely in any occupational environment.

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. Witness Testimony (WT)
3. Personal Statement (PS) or Reflective Practice (RP)
4. Work Product (WP)
5. Recognition of Prior Learning (RPL)
6. Assignment (ASS)



Unit 003: Health and Safety

LEARNING OUTCOME (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type					Evidence Ref. Page No.			
LO 1: <i>Explain basic health and safety principles in the workplace</i>	1.1	Define health and safety									
	1.2	Explain its importance in the workplace.									
	1.3	Identify the rights and responsibilities of employers and employees regarding workplace safety.									
	1.4	Identify common workplace hazards and unsafe practices.									
	1.5	Explain the consequences of poor health and safety practices.									
LO 2: <i>Maintain a safe working environment</i>	2.1	Maintain good housekeeping practices in the workplace.									
	2.2	Identify and safely dispose of workplace waste.									
	2.3	Follow workplace safety signs and instructions.									
	2.4	Report unsafe conditions and hazards to the appropriate authority.									
LO 3: <i>Use personal protective equipment (PPE)</i>	3.1	Identify different types of personal protective equipment used in the workplace.									
	3.2	Select appropriate PPE for assigned tasks.									
	3.3	Wear, remove, clean and store PPE correctly.									
	3.4	Report damaged or defective PPE according to workplace procedures.									
LO 4: <i>Explain basic emergency response procedures</i>	4.1	Identify common workplace emergencies including fire, accidents and medical emergencies.									
	4.2	Demonstrate appropriate emergency situation procedures.									
	4.3	Identify emergency exits, assembly points and evacuation									

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
		routes.		
	4.4	Demonstrate basic first response actions while awaiting emergency personnel.		

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled):	Date:
EQA Signature (if sampled):	Date:



UNIT 004: BASICS OF ORGANIC AGRICULTURE

Unit Reference Number: AGR/CCO/004/L1

NSQ Level: 1

Credit Value: 2

Guided Learning Hours: 20

Practice Time: 60 hours

Unit Purpose: This unit is designed to equip the learner with basic knowledge and skills in organic agriculture.

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. Witness Testimony (WT)
3. Personal Statement (PS) or Reflective Practice (RP)
4. Work Product (WP)
5. Recognition of Prior Learning (RPL)
6. Assignment (ASS)



Unit 004: Basics of Organic Agriculture

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
LO 1: <i>Recognise Organic Agriculture</i>	1.1	State the meaning of Organic Agriculture		
	1.2	Identify the terminologies used in Organic Agriculture		
	1.3	State the principles of Organic Agriculture		
	1.4	Identify components of Organic Agriculture		
LO 2: <i>Identify the benefits of Organic Agriculture</i>	2.1	Identify the benefits of Organic Agriculture		
	2.2	Distinguish between Organic and Conventional Agriculture		
	2.3	Distinguish Organic and traditional Agriculture		
LO 3: <i>Identify the challenges in Organic Agriculture</i>	3.1	Identify the challenges in Organic Agriculture		
	3.2	Identify challenges affecting certification and compliance in Organic Agriculture		
	3.3	Identify possible solutions to the identified challenges		
	3.4	Identify global best practices to the identified challenges		

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled):	Date:
EQA Signature (if sampled):	Date:

UNIT 005: FARM HYGIENE AND INPUT IDENTIFICATION

Unit Reference Number: AGR/CCO/005/L1

NSQ Level: 1

Credit Value: 2

Guided Learning Hours: 20

Practice Time: 60 hours

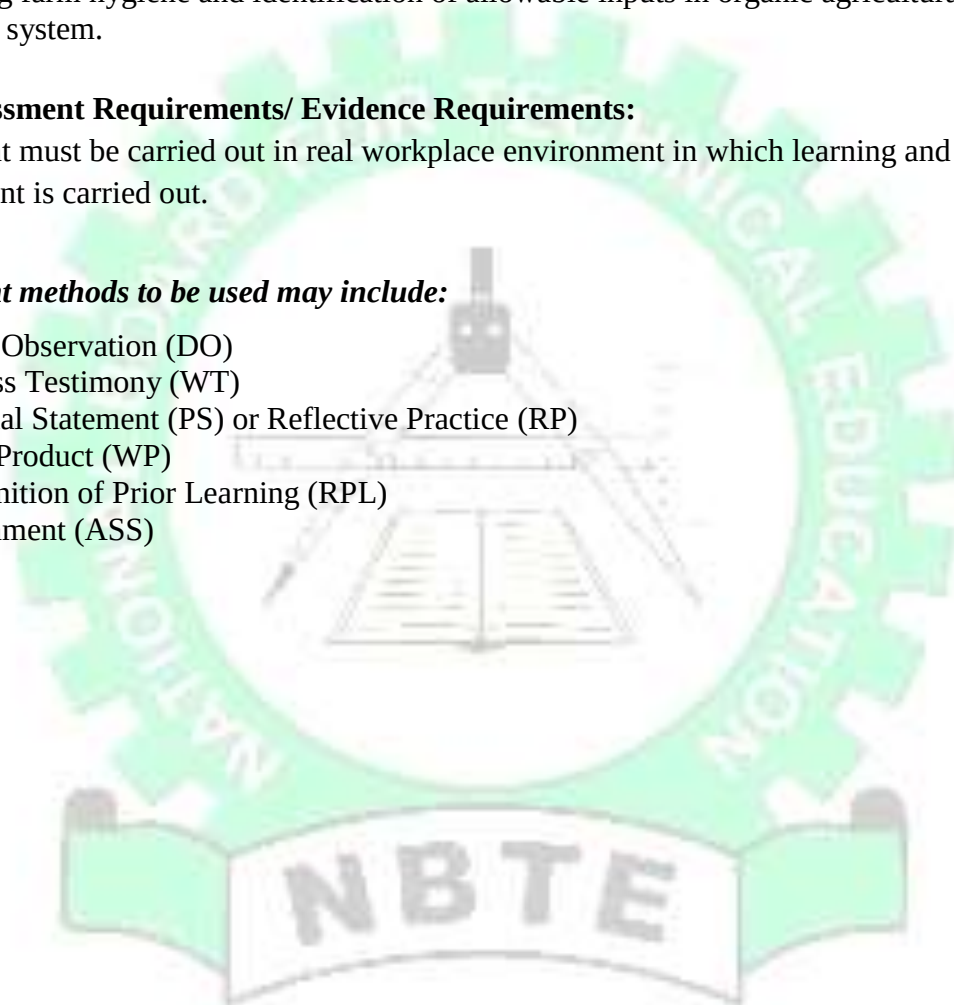
Unit Purpose: This course is designed to equip learners with knowledge and skills in maintaining farm hygiene and identification of allowable inputs in organic agricultural production system.

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. Witness Testimony (WT)
3. Personal Statement (PS) or Reflective Practice (RP)
4. Work Product (WP)
5. Recognition of Prior Learning (RPL)
6. Assignment (ASS)



Unit 005: Farm hygiene and Input Identification

LEARNING OUTCOME (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
LO 1: <i>Apply the principles of farm hygiene and biosecurity</i>	1.1	State the meaning of farm hygiene		
	1.2	Identify types of biosecurity measures on a farm		
	1.3	Identify contamination risk factors and transmission pathways		
	1.4	Identify the importance of regular sanitation cycles in crop and livestock areas		
	1.5	Use Personal Protective Equipment (PPE) during sanitation and input handling		
LO 2: <i>Carry out identification, inspection, and logging of agricultural inputs</i>	2.1	Verify incoming agricultural inputs (seeds, fertilizers, etc.) against delivery specifications		
	2.2	Inspect incoming agricultural inputs (seeds, fertilizers, etc.) against delivery specifications		
	2.3	Identify the condition under which conventional animals may be brought in to an organic system and the applicable maximum age limits		
	2.4	Identify the key elements to include in input inventory and storage records		
	2.5	Follow storage protocols and record-keeping procedures for effective traceability		
	2.6	Use digital tools for safe record-keeping and inventory tracking		
LO 3: <i>Apply storage compliance, hazard safety and waste management</i>	3.1	Comply with safety and compliance requirements for organic input storage		
	3.2	Identify environmental and health concerns related to poor input storage or disposal		
	3.3	Identify safety signs, hazard and organic labels, and Material Safety Data Sheets (MSDS) on input packaging		
	3.4	Establish a clean and organized workspace to prevent cross-		

		contamination											
	3.5	Carry out safe disposal or quarantine of expired or contaminated inputs using simple procedures.											
Learner's Signature:		Date:											
Assessor's Signature:		Date:											
IQA Signature (if sampled):		Date:											
EQA Signature (if sampled):		Date:											



UNIT 006: BASIC FARM RECORD KEEPING

Unit reference number: AGR/CCO/006/L1
NSQ Level: 1
Credit value: 1
Guided learning hours: 10
Practice Time: 30 hours

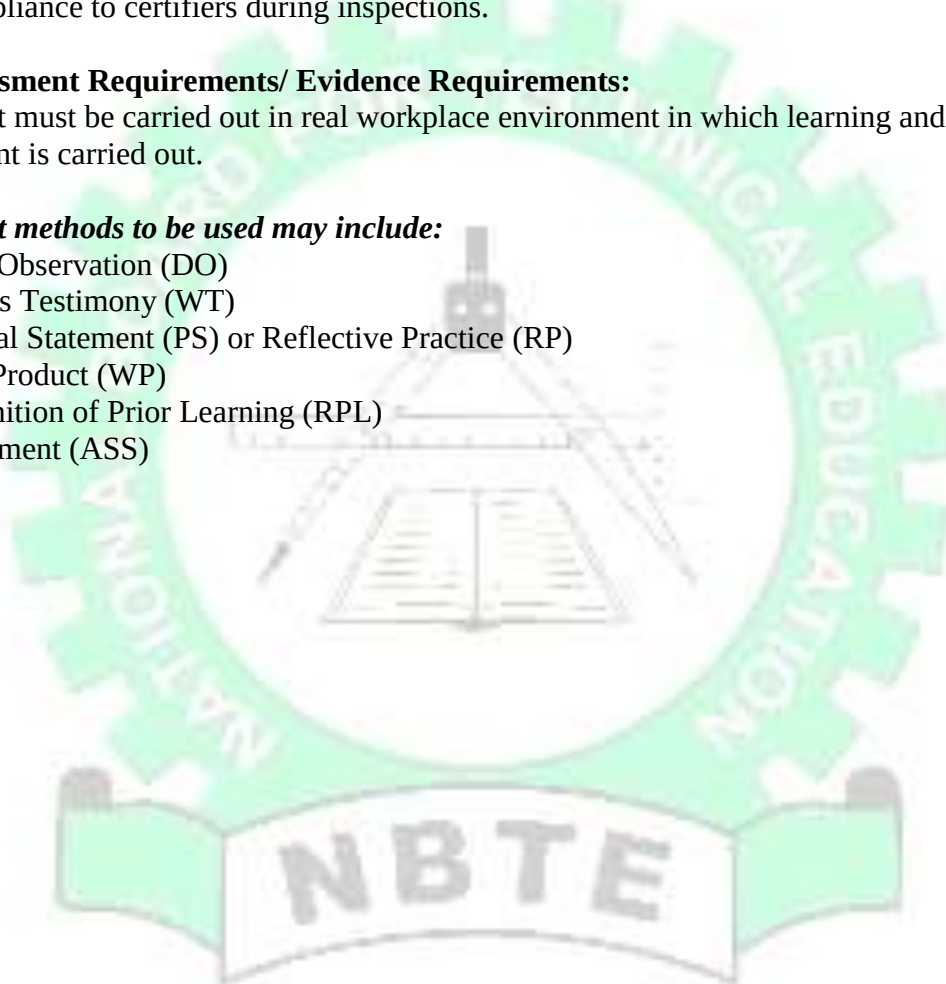
Unit Purpose: This unit is designed to equip learners with knowledge and skills to provide record that all farm activities meet organic standards, enable full traceability of products, and prove compliance to certifiers during inspections.

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. Witness Testimony (WT)
3. Personal Statement (PS) or Reflective Practice (RP)
4. Work Product (WP)
5. Recognition of Prior Learning (RPL)
6. Assignment (ASS)



Unit 006: Basic Farm Record Keeping

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
LO 1: <i>Use farm records to support compliance and traceability in organic farming systems</i>	1.1	Use records to provide evidence of compliance to the certifier or inspector.		
	1.2	Use records to enable product traceability from farm to consumer		
	1.3	Identify incomplete records that may lead to the suspension or loss of an organic certificate		
LO 2: <i>Identify the types of record required for organic certification</i>	2.1	Identify Field/Plot History record and state data captured: location, size, conversion start date, previous 3-year use, etc.		
	2.2	Identify Input Record and state data: date, field, input name, source, batch number, quantity, purpose etc.		
	2.3	Identify Production/Harvest Record and state data: date, field, crop/animal, quantity, quality.		
	2.4	Identify Sales/Dispatch Record and state data: buyer, date, quantity, batch/lot number		
LO 3: <i>Carry out completing and maintaining of farm records accurately in real time.</i>	3.1	Complete Field History Sheet: show 36-month conversion start date, previous land use, GPS/coordinate		
	3.2	Complete Input Record: date, field/block, input name, source/supplier, batch no, purpose, quantity applied		
	3.3	Complete Harvest Record: date, field, crop/variety, quantity harvested, quality grade		
	3.4	Record units consistently in ink: kg, bags, litres as per farm standard and dated, signed, no erasures - corrections crossed + initialed.		

Learner's Signature:

Date:

Assessor's Signature:

Date:

IQA Signature (if sampled):

Date:

EQA Signature (if sampled):

Date:



UNIT 007: BASIC SOIL AND COMPOST MANAGEMENT

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

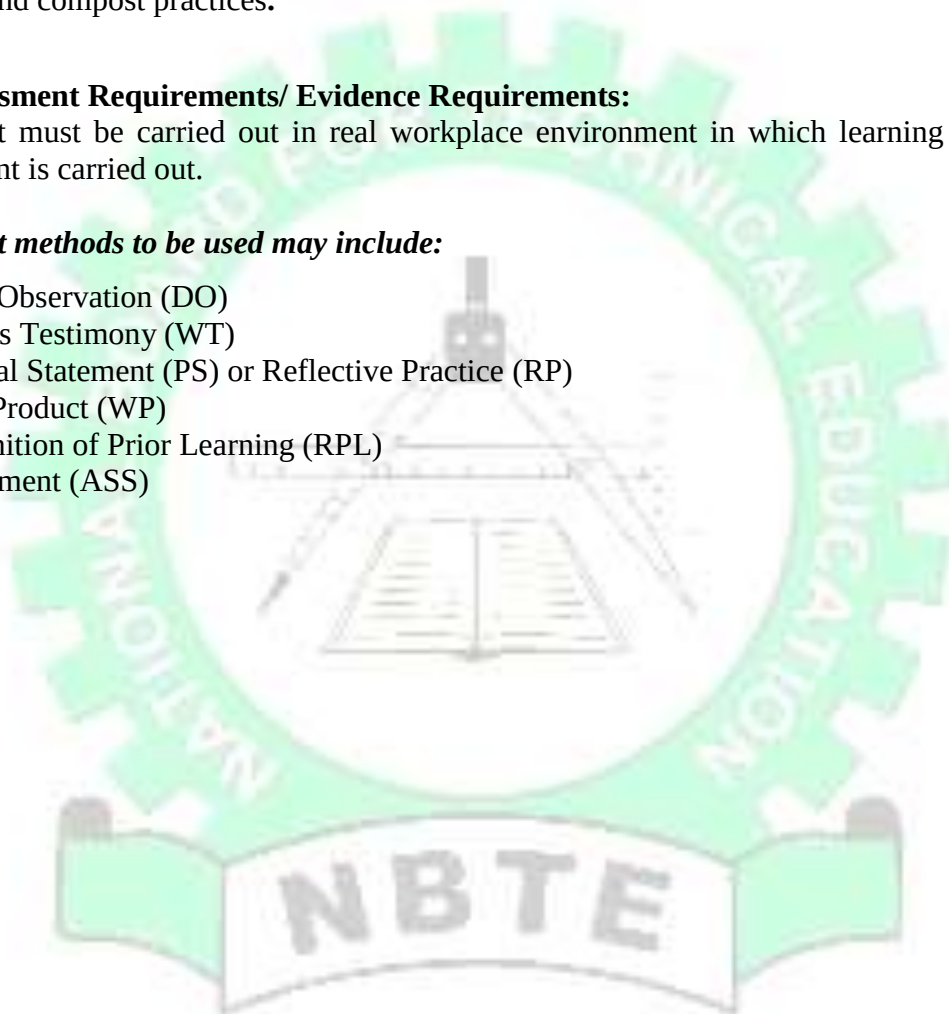
Unit Purpose: This unit equips learners with the foundational knowledge and hands-on skills on basic soil and compost practices.

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. Witness Testimony (WT)
3. Personal Statement (PS) or Reflective Practice (RP)
4. Work Product (WP)
5. Recognition of Prior Learning (RPL)
6. Assignment (ASS)



Unit 007: Basic Soil and Compost Management

LEARNING OUTCOME (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
LO 1: <i>Identify the basics of soil and compost</i>	1.1	Identify the basic components of healthy soil (texture, structure, organic matter).		
	1.2	Identify the materials suitable for compost production.		
	1.3	Identify the basic process of decomposition in compost making.		
	1.4	Distinguish between compostable and non-compostable materials.		
LO 2: <i>Perform basic compost-making activities</i>	2.1	Select appropriate organic materials for compost production.		
	2.2	Gather raw materials for composting		
	2.3	Erect a basic compost enclosure using locally available materials		
	2.4	Prepare a simple compost heap or bin.		
	2.5	Perform routine compost turning and monitoring tasks using simple tools		
LO 3: <i>Apply management and application of compost</i>	3.1	Identify the components of compost		
	3.2	Identify the uses of compost		
	3.3	Apply prepared compost to a field		
	3.4	Report basic compost and soil handling steps		

Learner's Signature:

Date:

Assessor's Signature:

Date:

IQA Signature (if sampled):

Date:

EQA Signature (if sampled):

Date:



UNIT 008: PEST MANAGEMENT IN ORGANIC AGRICULTURE

Unit reference number: AGR/CCO/008/L1

NSQ Level: 1

Credit value: 2

Guided learning hours: 20

Practice Time: 60 hours

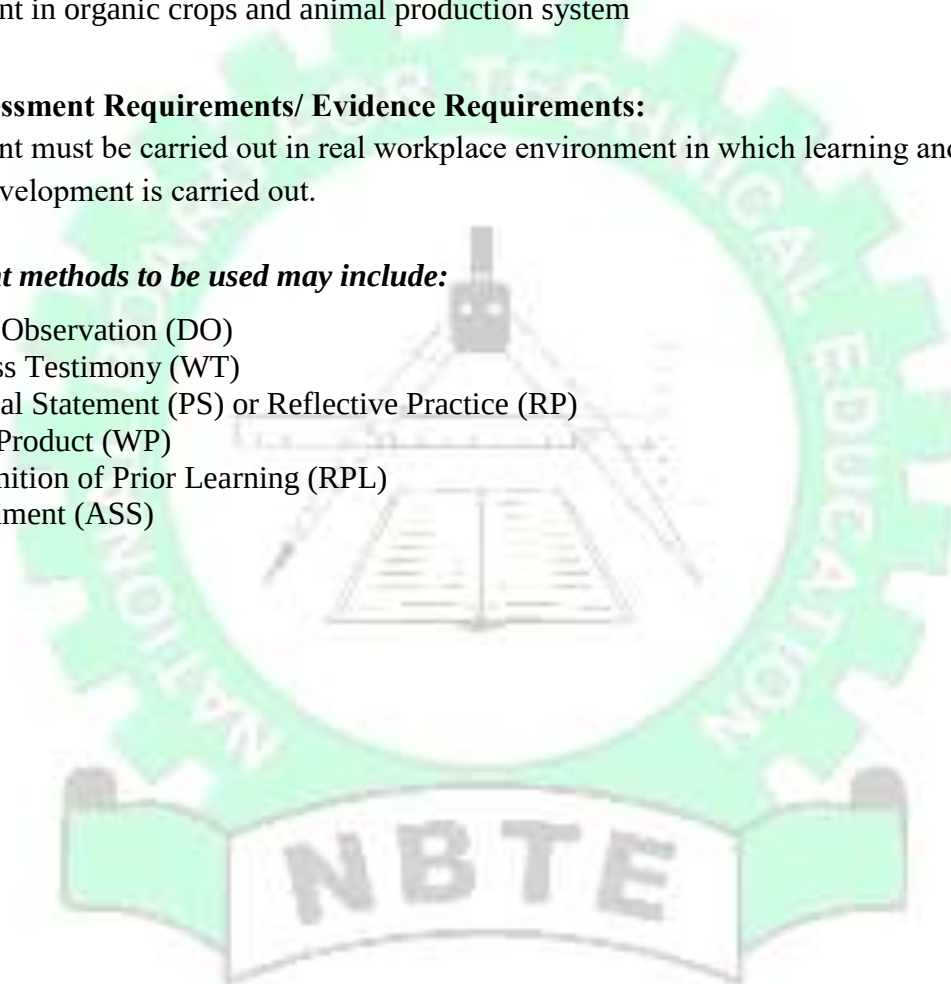
Unit Purpose: This unit is designed to provide the learner with the knowledge and skills on pest management in organic crops and animal production system

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. Witness Testimony (WT)
3. Personal Statement (PS) or Reflective Practice (RP)
4. Work Product (WP)
5. Recognition of Prior Learning (RPL)
6. Assignment (ASS)



Unit 008 Pest management in organic Agriculture

LEARNING OUTCOME (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
LO 1: <i>Identify pest and their economic impacts</i>	1.1	Identify pest		
	1.2	Identify the classification of pest		
	1.3	State the economic importance of pest in crop and animal production		
	1.4	Identify the implication of synthetic pesticide residue to man and environment		
	1.5	Identify the common pests affecting crops and animals in your locality		
LO 2: <i>Apply pest prevention and observation methods on a farm</i>	2.1	Identify the importance of pest prevention		
	2.2	Identify various ways to prevent pests in a crop and animal farm		
	2.3	Carry out pest monitoring using practical examples		
	2.4	Carry out pest scouting and crop inspection techniques.		
	2.5	Identify crop damage indicators.		
	2.6	Identify signs of pest attack on animals		
LO 3: <i>Apply the various organic pest control methods</i>	3.1	Identify pest control		
	3.2	Identify the importance of pest control in crop and animal production		
	3.3	Identify the various organic pest control methods in crop and animal production		
	3.4	Identify the importance of integrated pest control method		
	3.5	Carry out various organic pest control methods in crop and		

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
		animal production		
LO 4: <i>Apply biopesticides</i>	4.1	Measure biopesticide application rate/dosage		
	4.2	Carry out knapsack calibration		
	4.3	Carry out pest control in crop and animal using botanicals and commercial biopesticide		
	4.4	Use personal protective equipment (PPE) in pest management		

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled):	Date:
EQA Signature (if sampled):	Date:

Unit 009: WEED MANAGEMENT METHODS**Unit Reference Number:** AGR/CCO/009/L1**NSQ Level:** 1**Credit Value:** 3**Guided Learning Hours:** 30**Practice Time:** 90 hours

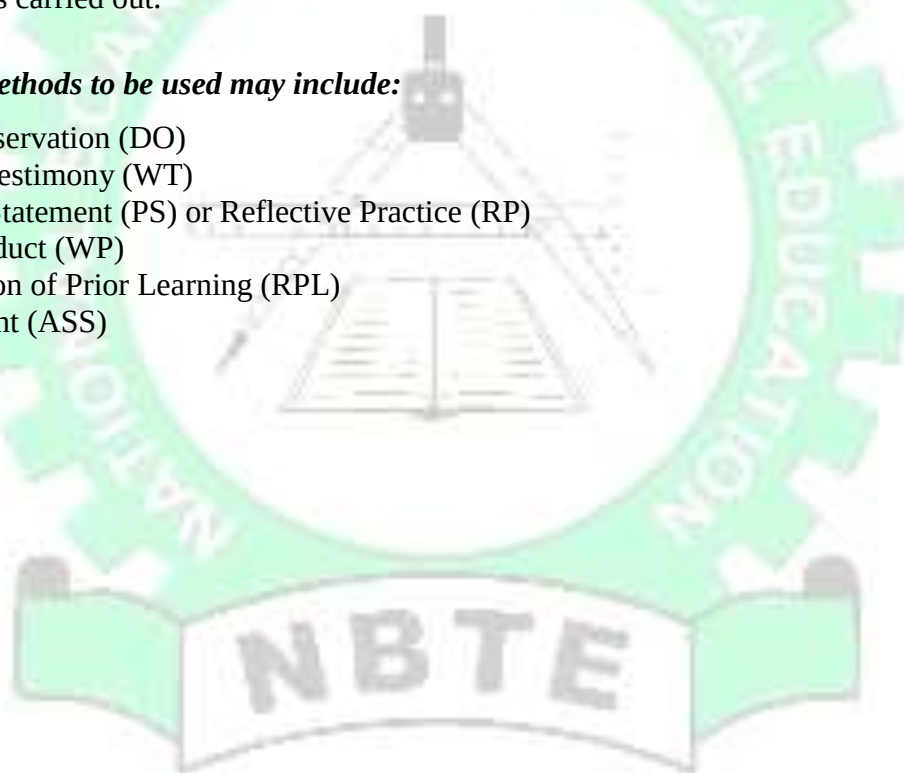
Unit Purpose: This unit is designed to equip the learner with knowledge and skills to identify the different kinds of weeds and their management using sustainable, environmentally friendly and climate-smart practices in organic crop production.

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. Witness Testimony (WT)
3. Personal Statement (PS) or Reflective Practice (RP)
4. Work Product (WP)
5. Recognition of Prior Learning (RPL)
6. Assignment (ASS)



Unit 009: Weed Management Methods

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type					Evidence Ref. Page No.			
The learner will:		The learner can:									
LO 1: <i>Identify the problems associated with weeds on the farm</i>	1.1	Identify weeds									
	1.2	Identify the problems associated with weeds									
	1.3	State the economic importance of weeds.									
	1.4	Use weed identification principles									
	1.5	Identify common weed species in your locality									
	1.6	Identify weed propagation and dispersal									
LO 2: <i>Identify weed management in an organic farming system</i>	2.1	Identify weeds control / management methods									
	2.2	Identify the importance of weed management in Organic agriculture									
	2.3	Identify the different types of weed management methods available									
	2.4	Identify the advantages and the disadvantages of the highlighted management methods									
LO 3: <i>Identify client needs and concerns on weed management strategies</i>	3.1	Identify client needs in weed management									
	3.2	Identify client concerns in weed management									
	3.3	Identify consumers concerns on the different methods of weed management									
	3.4	Identify safety measures required in weed management.									
	3.5	Carry out sanitation and hygiene practices required to reduce weed infestation									

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled):	Date:
EQA Signature (if sampled):	Date:



UNIT 010: DISEASE MANAGEMENT IN ORGANIC AGRICULTURE

Unit reference number:	AGR/CCO/010/L1
NSQ Level:	1
Credit value:	2
Guided learning hours:	20
Practice Time:	60 hours

Unit Purpose: This unit is designed to provide the learners with the knowledge and skills on disease management in organic crop and animal production systems

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. Witness Testimony (WT)
3. Personal Statement (PS) or Reflective Practice (RP)
4. Work Product (WP)
5. Recognition of Prior Learning (RPL)
6. Assignment (ASS)



UNIT 010: DISEASE MANAGEMENT IN ORGANIC AGRICULTURE

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
The learner will:				
LO 1: <i>Identify disease and their importance in farming</i>	1.1	Identify disease		
	1.2	Identify the different types of disease-causing organisms		
	1.3	Identify the economic importance of diseases in crop and animal production		
	1.4	Identify the factors influencing the incidence of crop and animal diseases		
	1.5	Identify the implication of synthetic chemicals and drug residues to man and environment		
	1.6	Identify the common diseases affecting crops and animals in your locality		
LO 2: <i>Carry out prevention and monitoring of disease in a farm</i>	2.1	Identify the importance of disease prevention		
	2.2	Identify various ways to prevent diseases in a crop and animal farm		
	2.3	Carry out disease monitoring using practical examples		
	2.4	Carry out disease scouting and crop/animal inspection techniques.		
	2.5	Identify symptoms of disease attack on crops.		
	2.6	Identify the plant part and stage of disease infestation		
	2.7	Identify signs of disease attack on animals		
LO 3: <i>Apply various disease</i>	3.1	Identify disease control		
	3.2	Identify the importance of disease control in crop and animal production		

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
The learner will:				
<i>control methods in organic system</i>	3.3	Identify the various disease control measures in organic crop and animal production		
	3.4	Identify the importance of integrated disease control method		
	3.5	Carry out various disease control methods in organic crop and animal production		
LO 4: Apply organic materials for the control of diseases	4.1	Measure the application dosage/rate for organic materials used for the control of diseases		
	4.2	Observe the calibration of materials for disease control		
	4.3	Carry out disease control in crop and animal using the prepared botanicals and commercial products		
	4.4	Use PPE in disease management		

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled):	Date:
EQA Signature (if sampled):	Date:

CERTIFICATION AND COMPLIANCE IN ORGANIC AGRICULTURE

LEVEL 2

JUNE 2026





GENERAL INFORMATION

OVERVIEW

This qualification is designed for individuals who are interested in pursuing a career in Certification and Compliance in Organic Agriculture for the award of National Skills Qualification (NSQ). It is aimed at producing craftsmen in Certification and Compliance in Organic Agriculture, NSQ Level 2 with the competencies necessary to work in Organic Agricultural Sector.

This qualification is subject to review as and when the need arises.

QUALIFICATION PURPOSE

This qualification is targeted at developing competence in Certification and Compliance in Organic Agriculture. This is focused on knowledge, practical skills, communication skills, health and safety, teamwork, and workplace experience.

QUALIFICATION REQUIREMENTS

All Candidates must be:

At least sixteen (16) years of age

Medically fit

Mentally fit (Mental alertness)

A Nigerian citizen

Other nationals should present International passport, residence permit or Parent work permit.

Vetted

Interest in agricultural production and related support operations;

Ability to carry out simple practical tasks under supervision.

QUALIFICATION OBJECTIVES

At the end of this qualification, the learner should be able to:

- i. Comply with hygiene, occupational health, safety and environmental requirements associated with certification and compliance in organic agriculture.
- ii. Develop team spirit, maintain positive working relationships with colleagues and communicate workplace information clearly.
- iii. Demonstrate basic knowledge of organic agriculture principles, terminology, standards and certification requirements.
- iv. Perform routine and predictable tasks under supervision and follow established workplace procedures.
- v. Select, handle and use approved organic inputs in accordance with organic production requirements.
- vi. Carry out farm hygiene procedures and identify approved, prohibited, contaminated or improperly labelled agricultural inputs.
- vii. Identify land, water, contamination and environmental requirements for selecting a suitable location for an organic enterprise.

- viii. Apply organic principles and approved practices to crop production activities.
- ix. Apply organic principles and approved practices to animal production activities.
- x. Select and use basic tools and equipment required for organic agricultural operations.
- xi. Complete and maintain production, input, harvest, sales, storage and traceability records using the internal record-keeping system.
- xii. Apply organic processing, labelling and marketing compliance procedures.
- xiii. Identify and use appropriate organic packaging materials for different agricultural produce.
- xiv. Prepare, clean and maintain post-harvest and storage facilities, including sanitation and product-separation requirements.
- xv. Identify basic organic certification requirements, maintain supporting documentation and report defects, non-compliance and operational problems clearly.



NATIONAL SKILLS QUALIFICATION TABLE

Unit	Unit Reference Number	Unit Title	Credit Value	Guided Learning Hours	Practical Hours	Remark
1	AGR/CCO/001/L2	Communication in Work Place	2	20	60	Mandatory
2	AGR/CCO/002/L2	Team work	2	20	60	Mandatory
3	AGR/CCO/003/L2	Health and safety	2	20	60	Mandatory
4	AGR/CCO/004/L2	Site Selection for Organic Certification and Compliance	1	10	30	Mandatory
5	AGR/CCO/005/L2	Organic standards I	2	20	60	Mandatory
6	AGR/CCO/006/L2	Organic Crop production	3	30	120	Mandatory
7	AGR/CCO/007/L2	Organic Animal production	3	30	120	Mandatory
8	AGR/CCO/008/L2	Internal record keeping system	1	10	40	Mandatory
9	AGR/CCO/009/L2	Organic processing, labelling and marketing compliance I	2	20	90	Mandatory
10	AGR/CCO/010/L2	Post-harvest and storage compliance	2	20	90	Mandatory
11	AGR/CCO/011/L2	Basics of Certification in Organic Agriculture	2	20	90	Mandatory
TOTAL			22	220	820	

QUALIFICATION STRUCTURE

This qualification comprises a total of eleven (11) Mandatory Units, with a credit value of 22 and 220 Guided Learning Hours (GLH) across the full qualification. One (1) credit is equivalent to ten (10) 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

Unit title	Provides a clear explanation of the content of the unit.
Unit number	The unique number assigned to the unit.
Unit reference	The unique reference number given to each unit at qualification approval by NBTE
Unit level	Denotes the level of the unit within the National Vocational Qualification framework NSQF.
Unit credit value	The value that has been given to the unit based on the expected learning time for an average learner. 1 credit = 10 learning hours
Unit aim	Provides a brief outline of the unit content.
Learning outcome	A statement of what a learner will know, understand or be able to do, as a result of a process of learning.
Assessment criteria	A description of the requirements a learner must achieve to demonstrate that a learning outcome has been met.
Unit assessment guidance	Any additional guidance provided to support the assessment of the unit.
Unit guided learning hours	The average number of hours of supervised or directed study time or assessment required to achieve a qualification or unit of a qualification.

UNIT 001: COMMUNICATION IN WORKPLACE

Unit Reference Number: AGR/CCO/001/L2

NSQ Level: 2

Credit Value: 2

Guided Learning Hours: 20 Hours

Practice Time: 60 hours

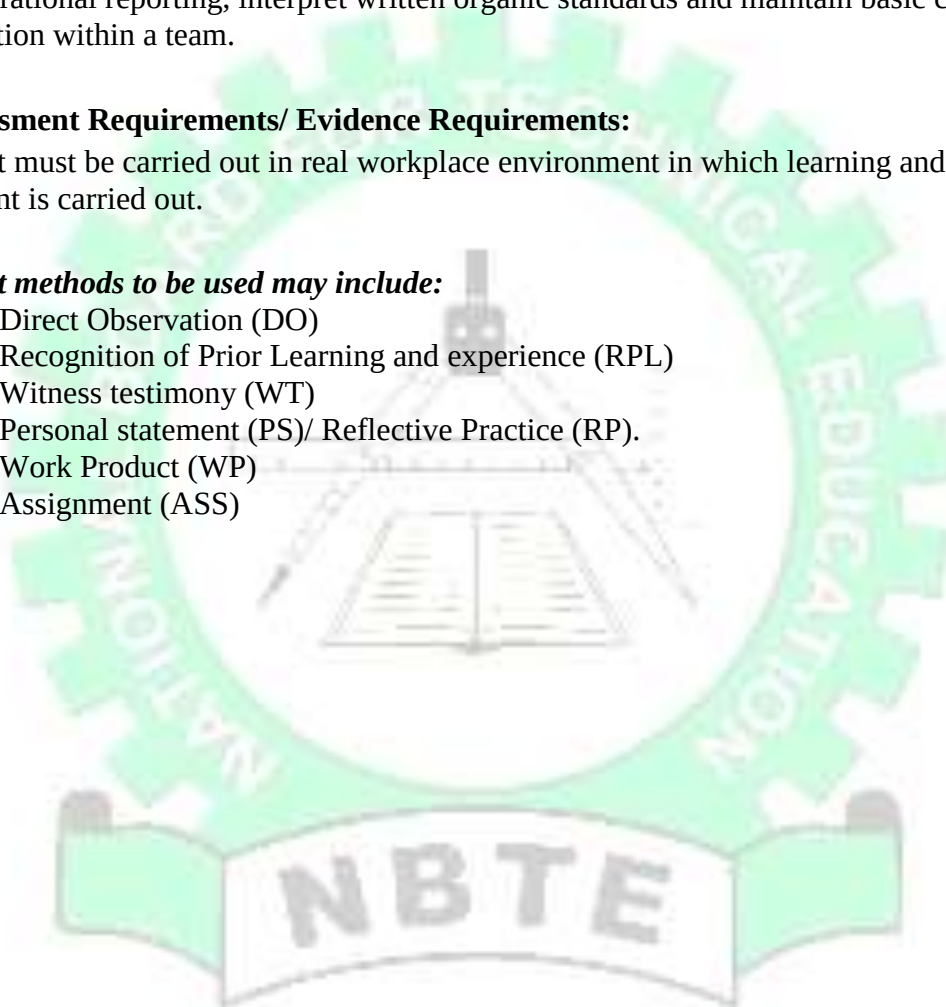
Unit Purpose: This unit is designed to equip learners with the knowledge and skills to execute precise operational reporting, interpret written organic standards and maintain basic compliance documentation within a team.

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: Communication in Workplace

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
LO 1: <i>Follow and interpret workplace compliance instructions</i>	1.1	Listen attentively to verbal instructions from internal auditors or supervisors		
	1.2	Follow written standard operating procedures (SOPs) for organic segregation accurately		
	1.3	Ask technical questions to clarify organic input compliance status		
	1.4	Confirm understanding of buffer zone boundaries and separation rules before executing tasks		
	1.5	Communicate via standard workplace reporting logs		
LO 2: <i>Report operational compliance issues</i>	2.1	Mention compromised organic integrity or contaminated produce promptly to the supervisor		
	2.2	Inform supervisors of potential buffer zone breaches or spray drift from neighboring conventional farms		
	2.3	Communicate pest, disease, or unapproved input issues immediately		
	2.4	Provide accurate, factual information during routine internal farm reviews		
LO 3: <i>Maintain basic compliance documentation</i>	3.1	Demonstrate accurate documentation of daily harvest and input application logs		
	3.2	Complete farm stock and storage logs tracking organic vs. conventional materials		
	3.3	Submit compliance records and verification slips to supervisors within agreed deadlines		

Learner's Signature:

Date:

Assessor's Signature:

Date:

IQA Signature (if sampled):

Date:

EQA Signature (if sampled):

Date:



UNIT 002: TEAMWORK

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

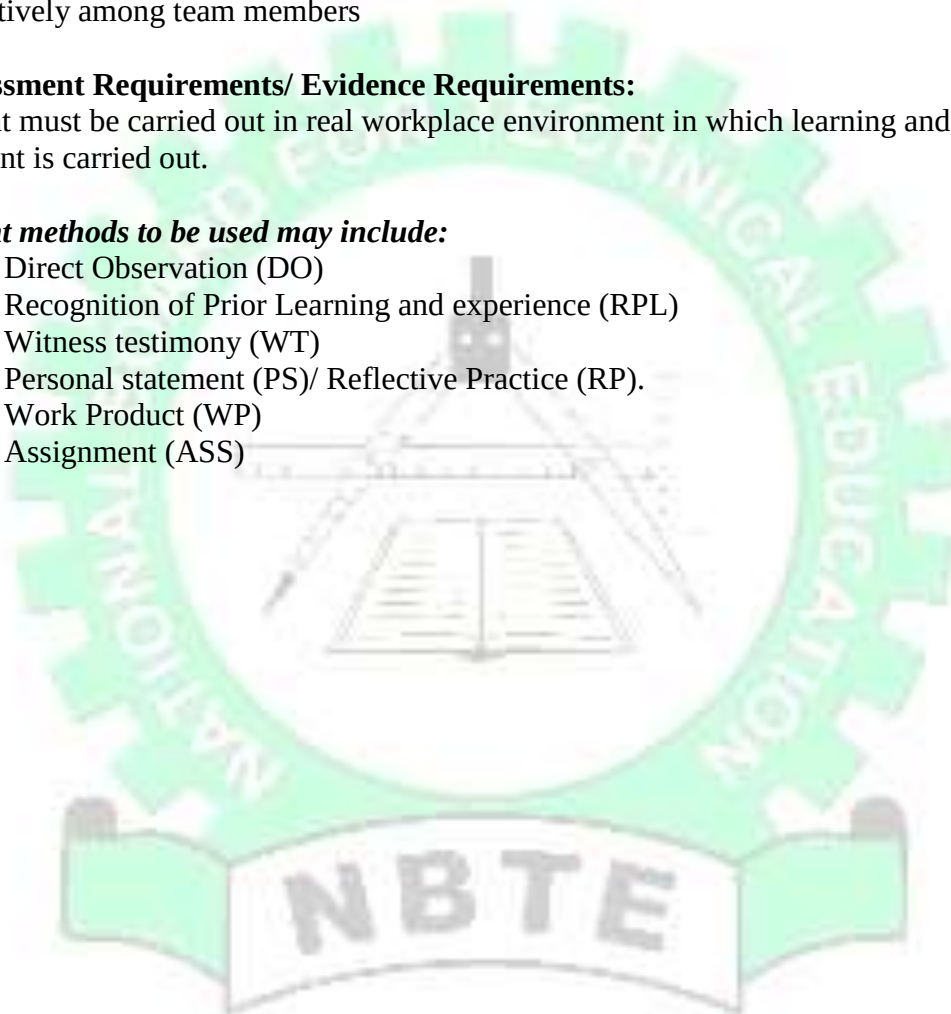
Unit Purpose: This Unit is designed to equip the learner with knowledge and skills on how to work effectively among team members

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: Teamwork

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
LO 1: <i>Participate in Team Activities</i>	1.1	Perform assigned duties within the team.		
	1.2	Support team member's Certification and Compliance in Organic Agriculture activities.		
	1.3	Complete tasks within agreed timelines.		
	1.4	Maintain positive working relationships.		
LO 2: <i>Maintain Respectful Workplace Behaviour</i>	2.1	Treat co-workers with respect.		
	2.2	Avoid disruptive behaviour.		
	2.3	Respect diversity in the workplace.		
	2.4	Adhere to workplace rules and team guidelines.		
LO 3: <i>Contribute to Team Safety and Productivity</i>	3.1	Adhere to team-based safety procedures.		
	3.2	Assist in maintaining the cleanliness of the work area.		
	3.3	Report unsafe team practices.		
	3.4	Cooperate during peak workload periods.		

Learners Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

UNIT 003: HEALTH AND SAFETY

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

Unit Purpose: This unit is designed to equip learners with the knowledge and skills required to identify workplace hazards, assess basic risks, implement hazard control measures and apply safe work practices in accordance with occupational health and safety requirements.

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: Health and Safety

LEARNING OUTCOME (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type					Evidence Ref. Page No.			
LO 1: <i>Identify workplace hazards and assess basic risks</i>	1.1	Identify physical, chemical, biological, ergonomic, electrical and psychosocial hazards in the workplace.									
	1.2	Recognise unsafe acts and unsafe working conditions that may cause accidents.									
	1.3	Conduct simple workplace hazard inspections using approved checklists.									
	1.4	Identify hazards associated with organizational procedures.									
LO 2: <i>Apply hazard control measures and safe work practices</i>	2.1	Apply the hierarchy of hazard control to minimize workplace risks.									
	2.2	Follow safe operating procedures when using tools, equipment and machinery.									
	2.3	Demonstrate correct manual handling and lifting techniques to prevent injury.									
	2.4	Maintain good housekeeping practices to eliminate workplace hazards.									
LO 3: <i>Handle hazardous substances and workplace waste safely</i>	3.1	Identify hazardous substances using labels, symbols and Safety Data Sheets (SDS).									
	3.2	Store, handle and dispose of hazardous materials in accordance with workplace procedures.									
	3.3	Segregate and dispose of workplace waste using approved environmental and safety practices.									
	3.4	Respond appropriately to minor spills and accidental releases using established procedures.									
LO 4: <i>Respond to</i>	4.1	Report accidents, incidents, near misses and unsafe conditions promptly.									

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
<i>workplace incidents and emergencies</i>	4.2	Participate in emergency drills and evacuation exercises.		
	4.3	Demonstrate basic fire prevention and safe use of portable fire extinguishers where authorized.		
	4.4	Provide basic first response within the limits of assigned responsibility while awaiting emergency personnel.		

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled):	Date:
EQA Signature (if sampled):	Date:

UNIT 004: SITE SELECTION FOR ORGANIC CERTIFICATION AND COMPLIANCE

Unit reference number: AGR/CCO/004/L2

NSQ Level: 2

Credit value: 1

Guided learning hours: 10

Practice Time: 30 hours

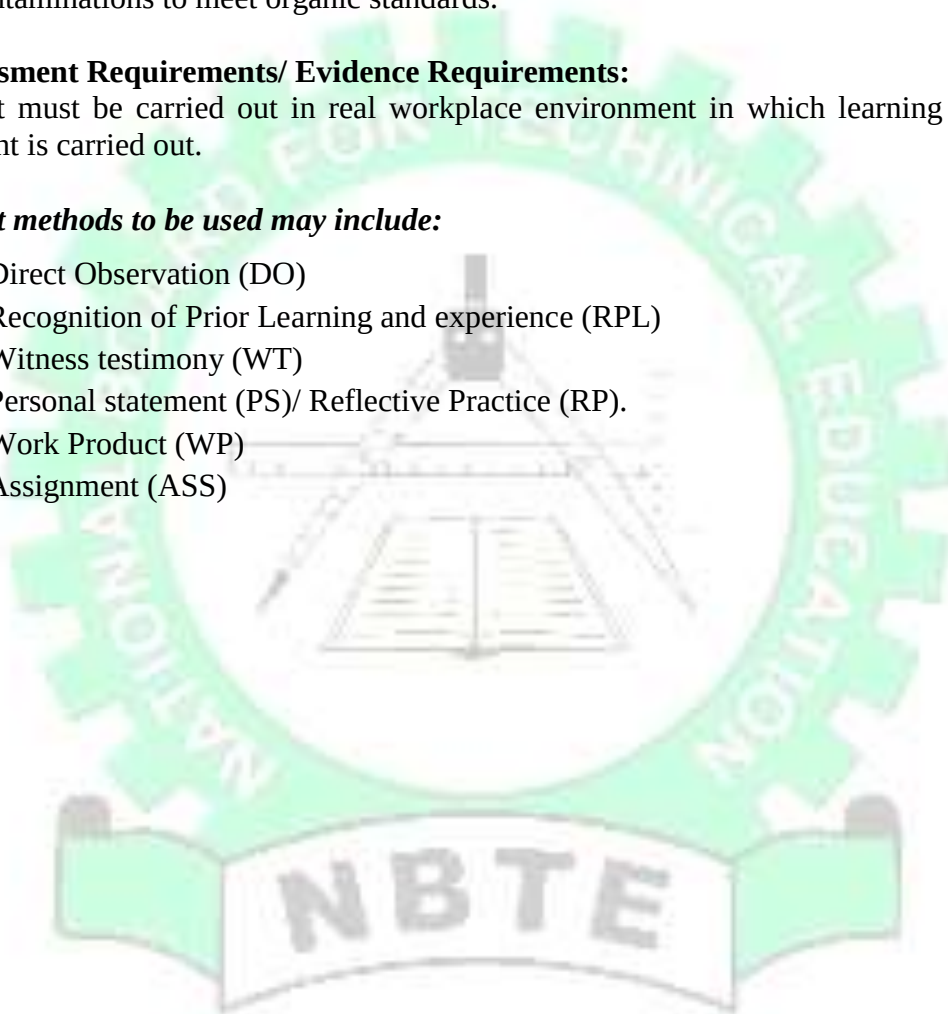
Unit Purpose: This unit is designed to equip learners with knowledge and skills of selecting site with no contaminations to meet organic standards.

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: Site Selection for Organic Certification and Compliance

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
LO 1: Identify site requirements for organic production	1.1	Identify key site requirements: no prohibited materials for 36 months, prevent contamination, maintain biodiversity, etc.		
	1.2	Identify conversion period rule: 36 months from last prohibited input		
	1.3	Identify the contamination sources: pesticide drift, runoff, GMO pollen, road exhaust, etc.		
LO 2: Assess land history and suitability for organic production.	2.1	Collect land history records for previous 36 months: crops grown, inputs used with dates, etc.		
	2.2	Inspect site for signs of recent chemical use: empty containers, chemical smell, dead soil life, etc.		
	2.3	Assess soil health indicators: structure, earthworms, pH, etc.		
	2.4	Determine if site is “eligible for conversion” or “not eligible” with reason(s)		
	2.5	Design buffer zone using NOAN/IFOAM/NOP, etc guidelines		
LO 3: Assess water sources and environmental risk	3.1	Identify source of irrigation water: borehole, river, dam and test for heavy metals/pesticide residues		
	3.2	Assess flood risk: site must not be in floodplain that brings conventional farm runoff		
	3.3	Check wind direction from neighbouring sprayed farms to predict drift risk		
	3.4	Inspect for wildlife habitat that must be protected under organic biodiversity rules		

Learner's Signature:

Date:

Assessor's Signature:

Date:

IQA Signature (if sampled):

Date:

EQA Signature (if sampled):

Date:



UNIT 005: ORGANIC STANDARDS I

Unit Reference Number:	AGR/CCO/005/L2
NSQ Level:	2
Credit Value:	2
Guided Learning Hours:	20
Practice Time:	60 hours

Unit Purpose: This unit is designed to equip learners with knowledge and skills in understanding compliance with organic agriculture standards and certification protocols.

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: Organic Standards I

LEARNING OUTCOME (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type					Evidence Ref. Page No.			
LO 1: <i>Apply the principles and foundations of organic agriculture standards</i>	1.1	Identify the core principles of organic agriculture (Health, Ecology, Fairness and Care).									
	1.2	Identify the purpose and role of organic standards									
	1.3	Differentiate among conventional, agroecological and certified organic production systems.									
	1.4	Identify the legal and market implications of mislabelling non-organic products.									
LO 2: <i>Apply the requirements for organic conversion and land management</i>	2.1	Identify the "conversion period" and specify the timeframes required for crops and animals.									
	2.2	Explain the importance of establishing and maintaining distinct buffer zones to prevent contamination from neighbouring farms.									
	2.3	Assess historical land use and parallel production affect organic status.									
	2.4	Identify permissible methods for soil fertility management and biodiversity conservation under organic standards.									
LO 3: <i>Apply governing allowable and prohibited inputs in organic production</i>	3.1	Identify permitted seeds, planting materials, propagation protocols, etc.									
	3.2	Verify prohibited synthetic substances, including chemical fertilizers, pesticides and Genetically Modified Organisms (GMOs).									
	3.3	Explain the criteria used to validate whether an off-farm input is approved for organic use.									
	3.4	Perform reading and interpreting of organic input approval labels and traceability techniques/process.									
LO 4: <i>Apply organic</i>	4.1	Identify the origins and maximum age limits for bringing conventional livestock into an organic system.									

LEARNING OUTCOME (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type		Evidence Ref. Page No.
<i>livestock and animal welfare standards</i>	4.2	Identify organic housing requirements, access to open-air pasture, stocking density, etc			
	4.3	Apply the rules governing a minimum of 60% organic feedstuff requirements and prohibited feed additives or growth hormones.			
	4.4	Apply the standards for veterinary treatments, withdrawal periods, and disease prevention using natural and organic remedies.			

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled):	Date:
EQA Signature (if sampled):	Date:

UNIT 006: ORGANIC CROP PRODUCTION

Unit Reference Number: AGR/CCO/006/L2
NSQ Level: 2
Credit Value: 3
Guided Learning Hours: 30
Practice Time: 120 hours

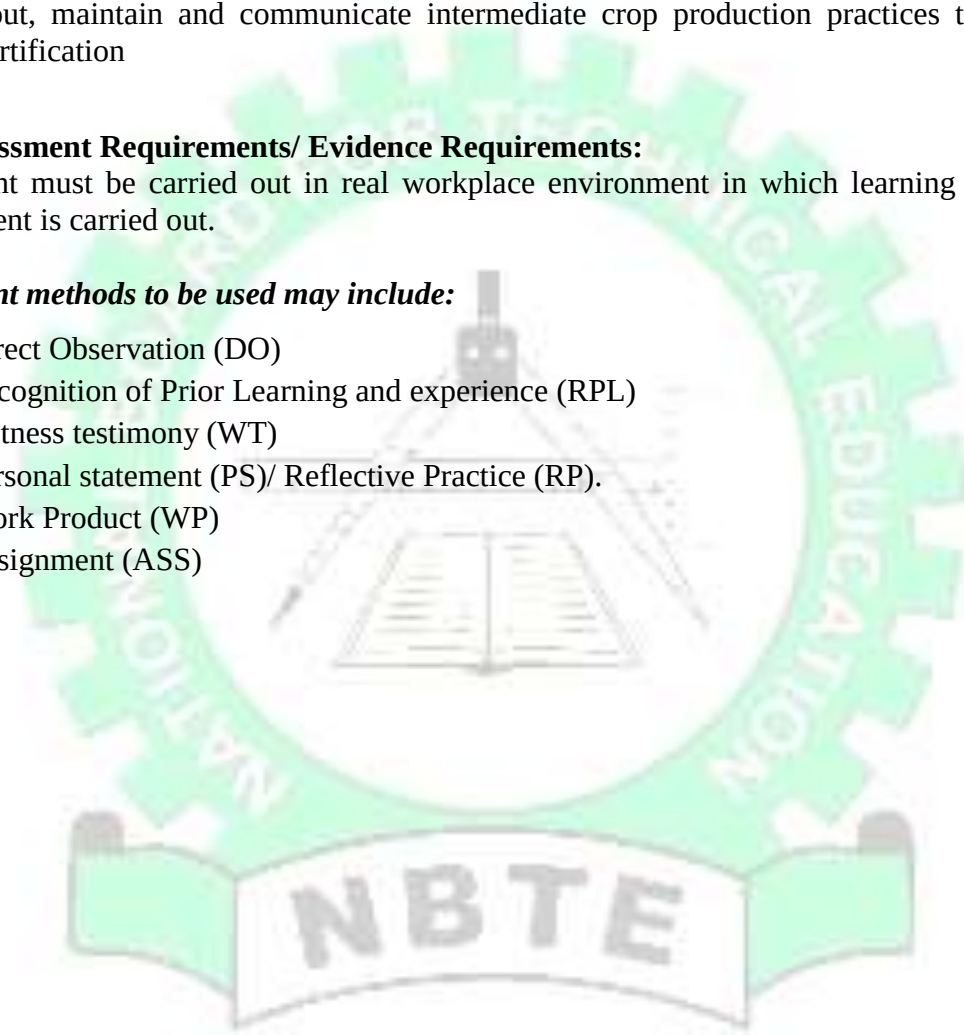
Unit Purpose: This unit is designed to equip the learner with the knowledge and skills required to carry out, maintain and communicate intermediate crop production practices that support organic certification

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: Organic Crop Production

LEARNING OUTCOME (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type				Evidence Ref. Page No.			
LO 1: <i>Apply practices in organic crop production</i>	1.1	Identify the stages and requirements of organic crop production (soil preparation to post-harvest handling).								
	1.2	Compare organic crop production methods with conventional methods.								
	1.3	Apply the role of crop rotation, intercropping, companion planting, etc.								
	1.4	Distinguish between approved and prohibited crop inputs under organic production system.								
LO 2: <i>Perform crop production and equipment-handling activities</i>	2.1	Select suitable crop varieties and planting schedules based on field conditions.								
	2.2	Set up basic irrigation or support structures for crop production.								
	2.3	Disassemble and dismantle temporary planting or support structures after use.								
	2.4	Carry out planting, transplanting, and field preparation tasks to specification.								
	2.5	Maintain crops through routine weeding, staking, pest monitoring etc.								
LO 3: <i>Perform crop growth management</i>	3.1	Use farm tools and equipment in organic crop production.								
	3.2	Measure plant spacing, growth progress, and yield indicators.								
	3.3	Repair minor damage to crop support structures or irrigation lines.								

LEARNING OUTCOME (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
	3.4	Identify signs of pest, disease, or nutrient stress in growing crops.		
	3.5	Report crop progress and field observations with the farm team.		
	3.6	Review on the outcomes of a planting cycle to inform future practice.		
	3.7	Deliver harvested produce to designated storage or handling points.		
LO 4: <i>Prepare botanicals for pest control.</i>	4.1	Identify botanicals and biopesticides		
	4.2	Identify various botanicals in your locality known for pesticidal properties		
	4.3	Demonstrate how to prepare each or combinations of botanicals into biopesticides.		
	4.4	Carry out preparation of botanicals for pest control in crops		
LO 5: <i>Prepare botanicals for disease control</i>	5.1	Identify various botanicals in your locality known for disease control in crops.		
	5.2	Demonstrate how to prepare each or combinations of botanicals into disease control biopesticides.		
	5.3	Carry out preparation of botanicals for disease control in crop.		
	5.4	Identify commercial organic products (fungicides, nematicides, bactericides, wormcides, etc) for crops disease control		

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled):	Date:
EQA Signature (if sampled):	Date:



UNIT 007: ORGANIC ANIMAL PRODUCTION

Unit reference number:	AGR/CCO/007/L2
NSQ Level:	2
Credit value:	3
Guided learning hours:	30
Practice Time:	120 hours

Unit Purpose: This unit is designed to equip learners with the knowledge and skills on organic livestock production system

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: Organic Animal production

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
LO 1: <i>Identify the contributions of organic livestock to the national economy</i>	1.1	Identify the economic importance of livestock industry		
	1.2	Identify different species of livestock and their products.		
	1.3	Identify the principles of Organic Agriculture and its relevance to organic livestock production.		
	1.4	Identify animal welfare requirements		
LO 2: <i>Identify the different organic livestock rearing systems</i>	2.1	Identify the different livestock rearing systems.		
	2.2	Identify livestock rearing systems in Organic Agriculture		
	2.3	Distinguish between organic agriculture and conventional rearing systems.		
LO 3: <i>Use the different classes of organic feed resources and processing techniques</i>	3.1	Identify the various classes of feedstuff		
	3.2	Apply the standards guiding organic feed		
	3.3	Identify organic pasture and fodder.		
	3.4	Identify the feed ingredients used in organic livestock production for different animals		
	3.5	Demonstrate the organically compliant feed processing techniques for selected animals		
LO 4: <i>Apply basic organic livestock health management practices</i>	4.1	Identify prophylactic measures in health management		
	4.2	Apply the prophylactic measures in organic livestock production: -prebiotics, - probiotics, - vaccination, - clean grazing techniques, etc.		
	4.3	Apply biosecurity measures in organic livestock production.		

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
	4.4	Apply direct treatments with natural and organic remedies		
	4.5	Comply with conditions guiding the use of drugs based on standard		
LO 5: <i>Prepare botanicals for disease control in animals</i>	5.1	Identify various botanicals in your locality known for disease control in animals.		
	5.2	Demonstrate how to prepare each or combinations of botanicals into disease control biopesticides.		
	5.3	Carry out preparation of botanicals for disease control in animals.		
	5.4	Identify commercial organic products (fungicides, nematicides, bactericides, wormcides, etc) for animal disease control		

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled):	Date:
EQA Signature (if sampled):	Date:

UNIT 008: INTERNAL RECORD KEEPING SYSTEM

Unit reference number:	AGR/CCO/008/L2
NSQ Level:	2
Credit value:	1
Guided learning hours:	10
Practice Time:	40 hours

Unit Purpose: This unit is designed to equip learners with knowledge and skills to proactively manage all farm records before external inspection.

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: Internal Record Keeping System

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
LO 1: <i>Design of an internal record keeping system</i>	1.1	Identify minimum records required by stipulated standard: field history, input, production, harvest, sales, training logs, etc		
	1.2	Design record forms with mandatory fields: date, field/block ID, quantity, source/supplier, batch no, signature, etc		
	1.3	Create filing/flow chart showing how record moves from field → office → storage		
LO 2: <i>Complete records for all farm production stages</i>	2.1	Fill Field History Form before planting, showing 36-month conversion date		
	2.2	Complete Input Records daily to include supplier batch no. and other necessary information		
	2.3	Link Harvest Record to yield from a specific field/block and date		
	2.4	Keep Sales Record to include buyer, date, quantity, lot no., etc, that matches Harvest Record		
LO 3: <i>Carry out Monitoring, verification and correction of records through internal inspection</i>	3.1	Carry out monthly internal record audit using checklist aligned to organic standard		
	3.2	Identify different types of errors; missing date, no batch no., mass balance mismatch >5%, etc		
	3.3	Document non-compliance and corrective action taken in “Internal Audit Report”		
	3.4	Re-check corrected records to confirm closure		

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled):	Date:
EQA Signature (if sampled):	Date:



**UNIT 009: ORGANIC PROCESSING, LABELLING AND MARKETING
COMPLIANCE I**

Unit Reference Number: AGR/CCO/009/L2
NSQ Level: 2
Credit Value: 2
Guided Learning Hours: 20
Practice Time: 90 hours

Unit Purpose: This unit is designed to equip learners with the knowledge and skills necessary to maintain organic integrity during processing, application of correct labelling protocols and ensuring marketing compliance.

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: Organic Processing, Labelling And Marketing Compliance I

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type					Evidence Ref. Page No.			
The learner will:		The learner can:									
LO 1: <i>Maintain organic integrity and segregation during food processing</i>	1.1	Maintain "organic integrity" from farm-gate to the consumer.									
	1.2	Apply standard protocols for facility cleaning and pest management in processing plants without using prohibited synthetic chemicals.									
	1.3	Design a temporal or physical segregation plan to prevent the co-mingling of organic and conventional ingredients during a multi-product processing activity.									
LO 2: <i>Apply the composition rules for multi-ingredient organic products</i>	2.1	Identify the percentage of organic ingredients in a multi-ingredient product									
	2.2	Differentiate between the processing formulation rules for "100% Organic", "Organic" (minimum 95%), and "Made with Organic Ingredients" (minimum 70%) categories.									
	2.3	Identify permitted non-agricultural substances, processing aids and additives listed on NOAS									
	2.4	Comply with the strict prohibitions regarding the use of sulfur dioxide, synthetic preservatives and irradiation in organic processing.									
LO 3: <i>Apply organic labelling regulations and logo usage compliance</i>	3.1	Identify the mandatory elements required on an organic product label (e.g., certifier code, ingredient list decoration, trace code, etc).									
	3.2	Apply the specific graphic and placement rules for utilizing national and international organic seals (e.g., NOAN PGS label, IFOAM Organics, USDA Organic, EU Leaf, JAS, Bio Suisse).									
	3.3	List organic vs. non-organic ingredients within the same product nutritional panel.									
	3.4	Identify false or misleading organic									

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
		claims on packaging that could lead to regulatory non-compliance or penalties.		
LO 4: <i>Apply marketing compliance and certification protocols for export</i>	4.1	Identify the documentation required for moving organic products across borders (e.g., Transaction Certificates, Import Certificates, Certificate of Inspection, etc).		
	4.2	Apply equivalency agreements and how they simplify or restrict marketing between major standard jurisdictions (e.g., EU-US organic equivalency).		
	4.3	Identify consumer perceptions, fair trade linkages, social justice and ethical marketing principles associated with certified organic brands.		
LO 5: <i>Maintain chain-of-custody documentation and organic audits</i>	5.1	Complete standard traceability logbooks, mass-balance sheets, and receiving logs for incoming raw organic materials.		
	5.2	Carry out the step-by-step procedure for preparing a processing facility for a third-party or PGS organic marketing audit.		
	5.3	Use digital inventory and enterprise resource tools to maintain secure, verifiable chain-of-custody records.		

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled):	Date:
EQA Signature (if sampled):	Date:

UNIT 010: POST HARVEST AND STORAGE COMPLIANCE

Unit Reference Number:	AGR/CCO/010/L2
NSQ Level:	2
Credit Value:	2
Guided Learning Hours:	20
Practice Time:	90 hours

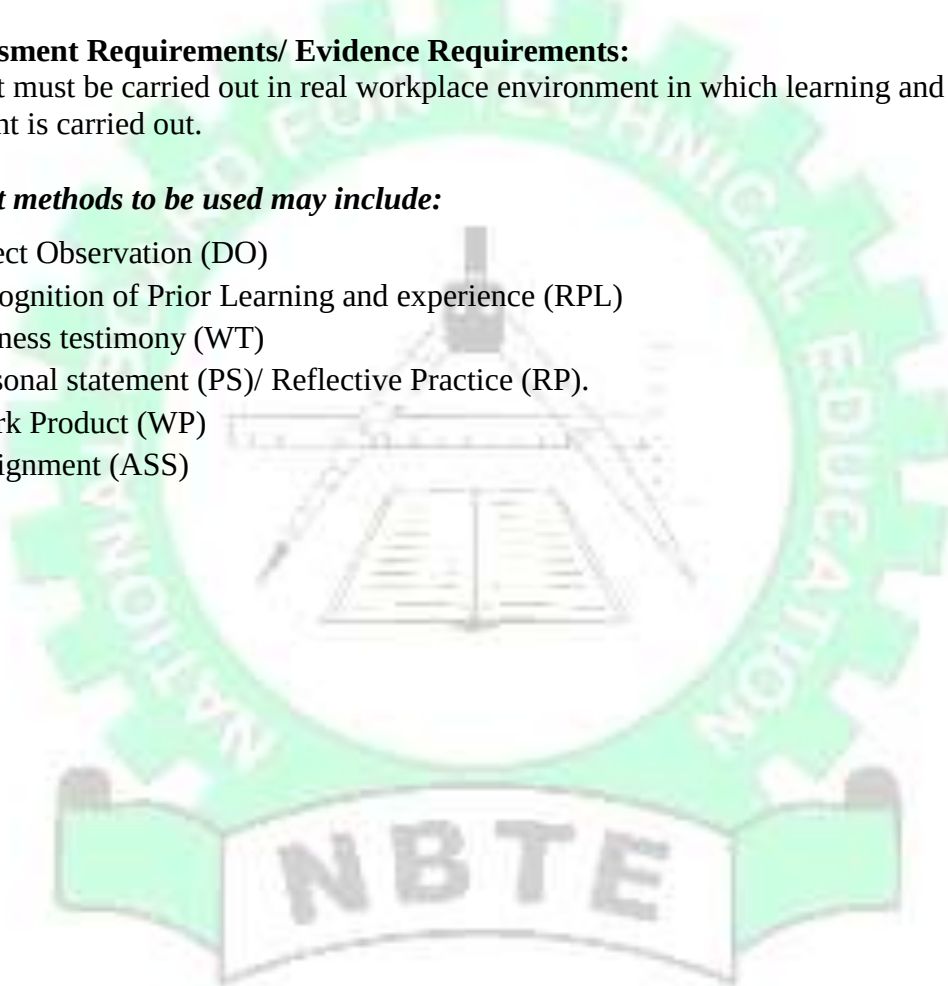
Unit Purpose: This unit is designed to equip the learners with knowledge and skills to identify the various methods of handling and storage of harvested farm produce.

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: Post harvest and storage compliance

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type					Evidence Ref. Page No.			
The learner will:		The learner can:									
LO 1: <i>Identify the factors that affect harvesting of crops</i>	1.1	Identify crop maturity indices									
	1.2	Complete farm record keeping for harvesting of specific crops									
	1.3	Use climate information for farm decision-making.									
	1.4	Apply harvesting methods									
	1.5	Identify tools and equipment used for harvesting									
	1.6	Document harvesting and yield records									
LO 2: <i>Carry out the processes involved in handling of harvested crops</i>	2.1	Carry out handling, sorting and grading processes									
	2.2	Identify harvesting indices and drying methods									
	2.3	Apply primary processing methods for different crops.									
	2.4	Carry out packaging and storage of harvested crops in organic system									
LO 3: <i>Apply food safety, storage and packaging requirements of different crops</i>	3.1	Apply principles of food safety in organic crop production.									
	3.2	Follow quality assurance systems in food production.									
	3.3	Identify food safety requirements for export markets.									
	3.4	Identify different storage methods for specific crops									
	3.5	Select packaging materials and standards.									
	3.6	Identify packaging requirements for organic produce.									
	3.7	Explain food contamination risks in crop production.									

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled):	Date:
EQA Signature (if sampled):	Date:



UNIT 011: BASICS OF CERTIFICATION IN ORGANIC AGRICULTURE

Unit reference number:	AGR/CCO/011/L2
NSQ Level:	2
Credit value:	2
Guided learning hours:	20
Practice Time:	90 hours

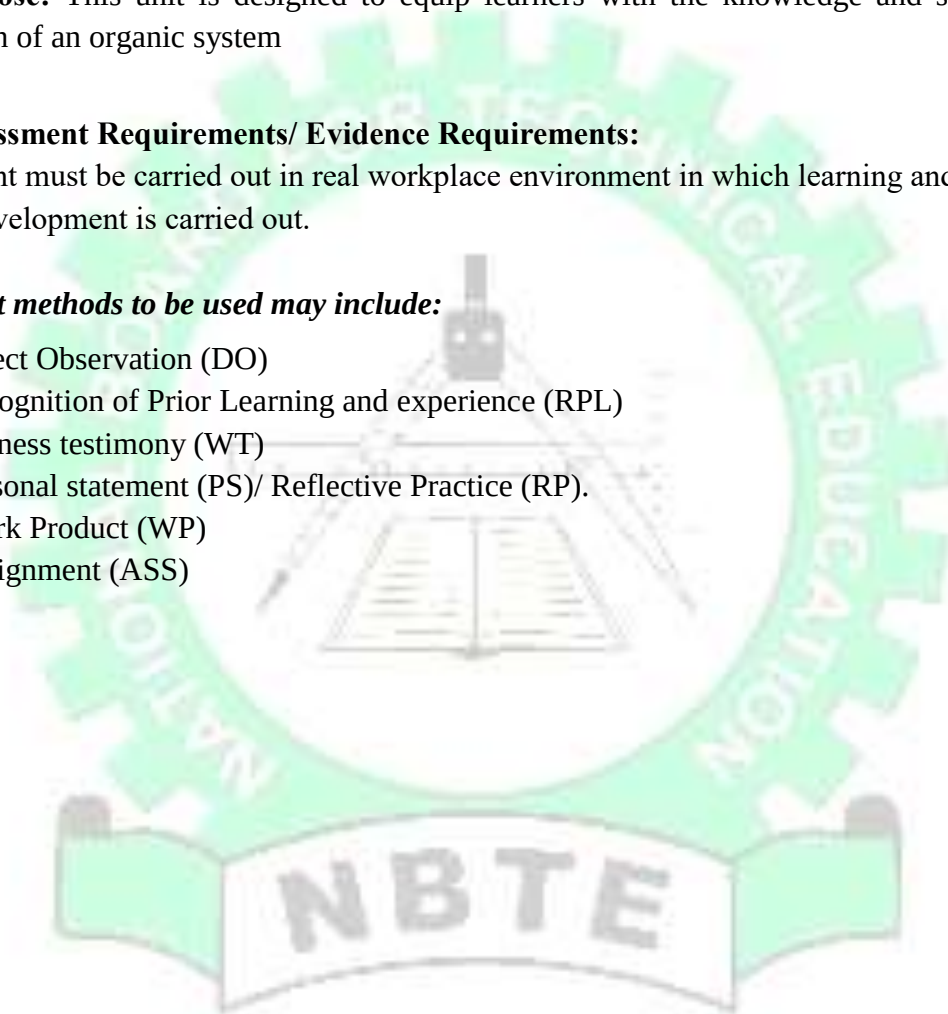
Unit Purpose: This unit is designed to equip learners with the knowledge and skills on the certification of an organic system

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: Basics of certification in organic agriculture

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
LO 1: <i>Identify certification in organic Agriculture</i>	1.1	Define certification		
	1.2	Identify the importance of certification		
	1.3	Identify the challenges associated with certification		
	1.4	Identify the significance of standards in certification		
LO 2: <i>Differentiate the types of certifications</i>	2.1	Identify the types of certifications		
	2.2	Identify self-acclaimed certification and its limitations		
	2.3	Identify Internal Control System (ICS) for group certification		
	2.4	Identify the Participatory Guarantee System (PGS) of certification and its benefits for smallholder farmers		
	2.5	Identify the third-party certification		
LO 3: <i>Apply procedures to access certification</i>	3.1	Identify the conditions necessary to access PGS certification		
	3.2	Identify the conditions necessary to access third party certification		
	3.3	Carry out the certification application procedure for PGS		
	3.4	Carry out the certification application procedure for third party		

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled):	Date:
EQA Signature (if sampled):	Date:

CERTIFICATION AND COMPLIANCE IN ORGANIC AGRICULTURE

LEVEL 3

JUNE 2026



GENERAL INFORMATION

OVERVIEW

This qualification is designed for individuals who are interested in pursuing a career in Certification and Compliance in Organic Agriculture for the award of National Skills Qualification (NSQ). It is aimed at producing craftsmen in Certification and Compliance in Organic Agriculture, NSQ Level 3 with the competencies necessary to work in Organic Agricultural Sector.

This qualification is subject to review as and when the need arises.

QUALIFICATION PURPOSE

This qualification is targeted at developing competence in Certification and Compliance in Organic Agriculture. This is focused on knowledge, practical skills, communication skills, health and safety, teamwork, and workplace experience.

QUALIFICATION REQUIREMENTS

All Candidates must be:

At least sixteen (16) years of age

Medically fit

Mentally fit (Mental alertness)

A Nigerian citizen

Other nationals should present International passport, residence permit or Parent work permit. Vetted

Interest in agricultural production and related support operations;

Ability to carry out simple practical tasks under supervision.

QUALIFICATION OBJECTIVES

At the end of this qualification, the learner should be able to:

Comply with hygiene, occupational health, safety and environmental principles associated with Certification and Compliance in Organic Agriculture.

Develop team spirit and maintain positive working relationships with colleagues.

Apply basic knowledge of Organic Agriculture principles, practices, standards and certification requirements.

Perform routine and predictable tasks under supervision and in accordance with established procedures.

Select, verify and use approved organic inputs, and carry out farm hygiene and organic input identification activities.

Apply organic processing, labelling and marketing compliance requirements.

Carry out basic certification, inspection and audit activities in organic systems.

Apply regulations governing organic exports and risk-management strategies.

Prepare an organic system plan and certification process for an enterprise.

Apply the principles guiding wild collection in Organic Agriculture.

Select and use basic tools and equipment for Organic Agriculture.

Identify appropriate organic packaging materials required for different produce.

Complete and maintain necessary records and basic documentation for production, inspection and traceability.

Maintain sanitation in storage areas.

Identify and report defects and problems clearly.

NATIONAL SKILLS QUALIFICATION (NSQ) TABLE

Unit	Unit Reference Number	Unit Title	Credit Value	Guided Learning Hours	Practical Hours	Remark
1	AGR/CCO/001/L3	Communication in Work Place	2	20	60	Mandatory
2	AGR/CCO/002/L3	Team work	2	20	60	Mandatory
3	AGR/CCO/003/L3	Health and safety	2	20	60	Mandatory
4	AGR/CCO/004/L3	Wild Collection in Organic Agriculture	2	20	100	Mandatory
5	AGR/CCO/005/L3	Organic certification process	3	30	100	Mandatory
6	AGR/CCO/006/L3	Organic system plan	3	30	120	Mandatory
7	AGR/CCO/007/L3	Organic standards II	3	30	100	Mandatory
8	AGR/CCO/008/L3	Organic processing, labelling and marketing compliance II	4	40	150	Mandatory
9	AGR/CCO/009/L3	Inspection and Audit techniques	4	40	150	Mandatory
10	AGR/CCO/010/L3	Organic inputs and product traceability	3	30	150	Mandatory
11	AGR/CCO/011/L3	Risk management and compliance	2	20	120	Mandatory
12	AGR/CCO/012/L3	Regulation on organic exports	2	20	120	Mandatory
13	AGR/CCO/013/L3	Digital compliance and data management	2	20	150	Mandatory
TOTAL			34	340	1440	

QUALIFICATION STRUCTURE

This qualification comprises a total of thirteen (13) Mandatory Units, with a credit value of 34 and 340 Guided Learning Hours (GLH) across the full qualification. One (1) credit is equivalent to ten (10) 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

Unit title	Provides a clear explanation of the content of the unit.
Unit number	The unique number assigned to the unit.
Unit reference	The unique reference number given to each unit at qualification approval by NBTE
Unit level	Denotes the level of the unit within the National Vocational Qualification framework NSQF.
Unit credit value	The value that has been given to the unit based on the expected learning time for an average learner. 1 credit = 10 learning hours
Unit aim	Provides a brief outline of the unit content.
Learning outcome	A statement of what a learner will know, understand or be able to do, as a result of a process of learning.
Assessment criteria	A description of the requirements a learner must achieve to demonstrate that a learning outcome has been met.
Unit assessment guidance	Any additional guidance provided to support the assessment of the unit.
Unit guided learning hours	The average number of hours of supervised or directed study time or assessment required to achieve a qualification or unit of a qualification.

UNIT 001: COMMUNICATION IN WORKPLACE**Unit Reference Number:** AGR/CCO/001/L3**NSQ Level:** 3**Credit Value:** 2**Guided Learning Hours:** 20 Hours**Practice Time:** 60 hours

Unit Purpose: This unit is designed to provide the learners with the knowledge and skills required to coordinate workflow data between multiple teams, interface with external inspectors and manage information sourcing for organic system compliance.

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: Communication in Workplace

LEARNING OUTCOME (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type				Evidence Ref. Page No.			
LO 1: <i>Apply functional communication systems across production teams</i>	1.1	Coordinate verbal technical updates regarding organic conversion status to field handlers								
	1.2	Participate in and facilitate operational problem-solving discussions regarding non-conformities								
	1.3	Use intermediate digital tools, email, or messaging apps for formal internal compliance reporting								
	1.4	Interpret organic certification symbols, labels and international standard signs accurately								
	1.5	Disseminate safety and organic criteria revisions to team leads effectively								
LO 2: <i>Source and extract information for compliance verification</i>	2.1	Identify authoritative national, regional and international organic standards resources (e.g., NOAN, IFOAM)								
	2.2	Use structured information-flow systems to track product traceability from field to storage								
	2.3	Analyze gathered compliance data to resolve minor operational deviations on the farm								
	2.4	Draft clear, readable summary cards, flip charts, or data tables for inspector reference								
	2.5	Identify data synchronization between field, processing and marketing units								
LO 3: <i>Conduct external compliance communication and briefing</i>	3.1	Present farm history data and field logs clearly to third-party or PGS inspectors								
	3.2	Explain operational procedures and mitigation measures effectively during audit interviews								
	3.3	Convey explicit corrective action instructions to technical staff								

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
		following an inspection		

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled):	Date:
EQA Signature (if sampled):	Date:



UNIT 002: TEAMWORK

Unit Reference Number:	AGR/CCO/002/L3
NSQ Level:	3
Credit Value:	2
Guided Learning Hours:	20
Practice Time:	60 hours

Unit Purpose: This unit is designed to provide trainees with the ability, skill and knowledge needed to participate in teamwork.

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: Teamwork

LEARNING OUTCOME (LO) The learner will:							PERFORMANCE CRITERIA The learner can:	Evidence Ref Page Number			
LO 1: <i>Maintain cordial working relationship with colleagues</i>	1.1	Identify the need for developing a cordial working relationship with colleagues.									
	1.2	Recognise the importance of relating with other people in a way that makes them feel valued and respected.									
	1.3	Assist team members when required.									
	1.4	Report to the appropriate personnel when requests for assistance fall outside the area of responsibility.									
	1.5	Communicate to colleagues about individual work that may affect teamwork.									
	1.6	Recognise individual roles and responsibilities within a team.									
	1.7	Perform individual tasks in line with the team's rules and regulations.									
	1.8	Participate effectively in teamwork.									
	1.9	Identify organizational codes of conduct.									
	1.10	Work in line with organizational standards.									
	1.11	Observe organizational codes of practice.									
	1.12	Adhere strictly to instructions given by the Management.									

Learners Signature:	Date:
Assessors Signature:	Date:

IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:



UNIT 003: HEALTH AND SAFETY

Unit Reference Number: AGR/CCO/003/L3
NSQ Level: 3
Credit Value: 2
Guided Learning Hours: 20
Practice Time: 60 hours

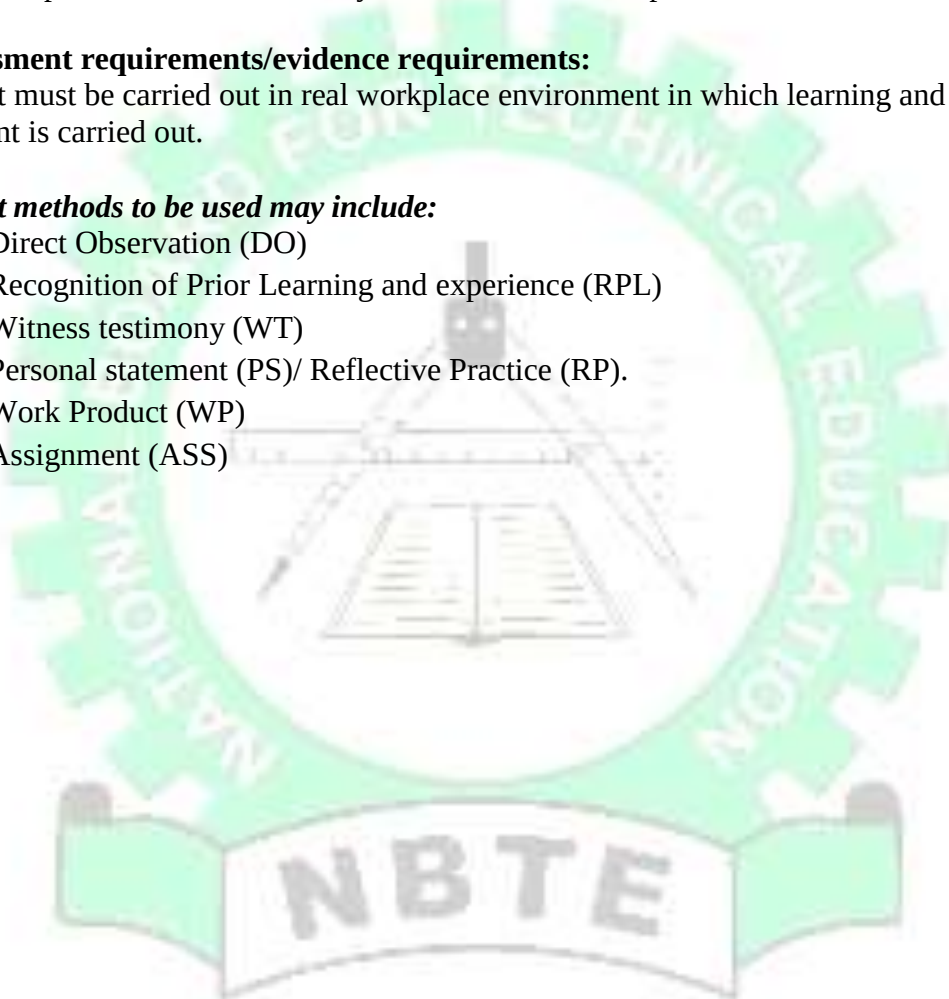
Unit Purpose: This unit is designed to equip learners with the knowledge and skills required to supervise occupational health and safety activities in the workplace.

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 003: Health and Safety

LEARNING OUTCOME (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
LO 1: <i>Conduct workplace health and safety risk assessments</i>	1.1	Identify workplace hazards using approved inspection and assessment techniques.		
	1.2	Assess risks by determining the likelihood and severity of identified hazards.		
	1.3	Suggest appropriate risk control measures using the hierarchy of controls.		
	1.4	Maintain hazard registers and risk assessment records in accordance with organizational procedures.		
LO 2: <i>Supervise workplace health and safety practices</i>	2.1	Monitor compliance with workplace health and safety policies, procedures and safe work practices.		
	2.2	Conduct routine workplace safety inspections and identify areas requiring improvement.		
	2.3	Ensure the proper use, maintenance and availability of personal protective equipment (PPE).		
	2.4	Provide safety guidance and coaching to workers to improve compliance with health and safety requirements.		
LO 3: <i>Investigate workplace incidents and implement corrective actions</i>	3.1	Report workplace accidents, incidents and near misses using approved procedures.		
	3.2	Participate in incident investigations to determine immediate and root causes.		
	3.3	Implement corrective and preventive actions to reduce recurrence.		

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled):	Date:
EQA Signature (if sampled):	Date:



UNIT 004: WILD COLLECTION IN ORGANIC AGRICULTURE

Unit Reference Number:	AGR/CCO/004/L3
NSQ Level:	3
Credit Value:	1
Guided Learning Hours:	10
Practice Time:	100 hours

Unit Purpose: This unit is designed to equip learners with the knowledge and skills required to sustainably harvest, manage, and certify non-cultivated plants and natural resources from wild habitats.

Unit assessment requirements/ evidence requirements:

Assessment must be carried out in a 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)

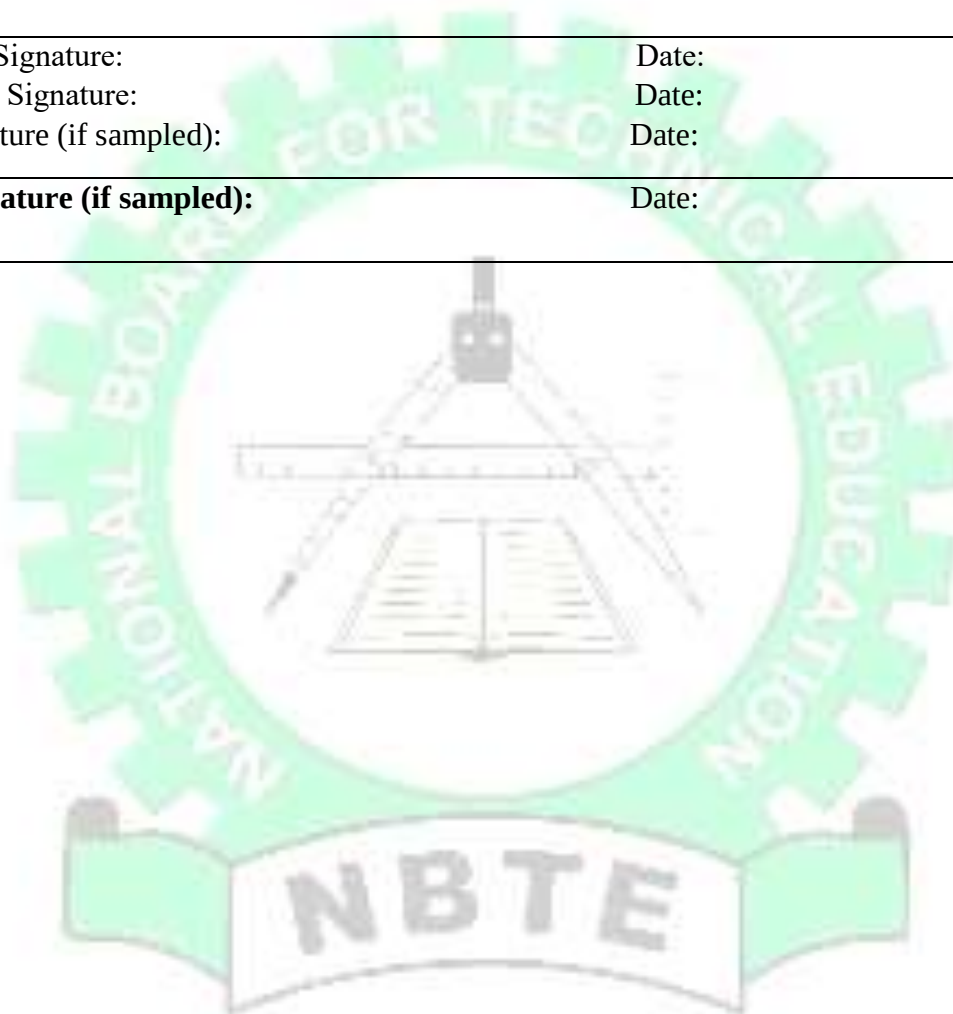


Unit 004: Wild Collection in Organic Agriculture

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
LO 1: <i>Apply the principles and organic wild collection</i>	1.1	Identify the term wild collection (sustainable wild harvesting) within organic agriculture.		
	1.2	Distinguish between cultivated organic crop production and organic wild collection.		
	1.3	Apply the foundational IFOAM principles directly to the management of wild collection areas.		
	1.4	Identify common wild-collected products of economic and ecological value (e.g., shea nuts, medicinal plants, wild honey, etc).		
LO 2: <i>Assess habitat sustainability and environmental contamination requirements</i>	2.1	Establish the mandatory boundary and non-contamination requirements for a designated wild collection area.		
	2.2	Identify potential contamination risk factors and transmission pathways affecting wild collection zones (e.g., agricultural drift, industrial waste, etc).		
	2.3	Determine the standard minimum conversion or verification periods required for a wild habitat before certified harvesting can commence.		
	2.4	Verify that a collection zone has been completely free from prohibited synthetic substances for at least three years.		
LO 3: <i>Apply sustainable harvesting practices, traceability, and collection management</i>	3.1	Carry out sustainable harvesting techniques that ensure species survival, maintain ecosystem stability, and prevent over-exploitation.		
	3.2	Complete wild collection inventory sheets, collector logs and regional harvest records with the required information.		
	3.3	Apply storage protocols and record-keeping procedures required for effective traceability from the wild		

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
		collection zone to the processing unit.		
	3.4	Organize and train local collector groups or communities to maintain organic integrity during the harvest.		

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled):	Date:
EQA Signature (if sampled):	Date:



UNIT 005: ORGANIC CERTIFICATION PROCESS

Unit Reference Number: AGR/CCO/005/L3
NSQ Level: 3
Credit Value: 2
Guided Learning Hours: 20
Practice Time: 100 hours

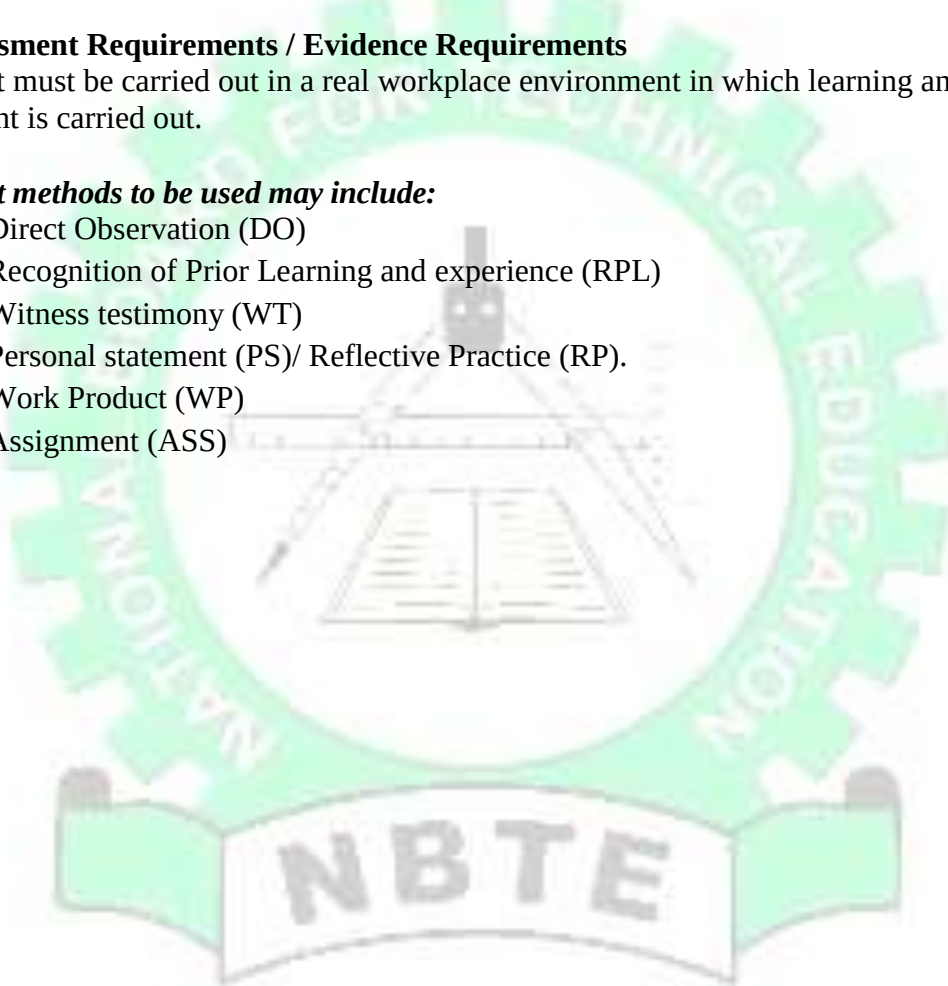
Unit Purpose: This unit is designed to equip learners with the knowledge and skills required to understand local and international organic certification processes.

Unit Assessment Requirements / Evidence Requirements

Assessment must be carried out in a 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: Organic Certification Process

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type					Evidence Ref. Page No.			
The learner will:		The learner can:									
LO 1: <i>Assess organic certification systems and their pathways</i>	1.1	Assess the purpose and benefits of organic certification for producers, processors, traders and consumers.									
	1.2	Differentiate between Participatory Guarantee Systems (PGS), Internal Control Systems (ICS) and Third-Party Certification systems.									
	1.3	Identify the key stakeholders involved in organic certification, including producers, inspectors, certification bodies, PGS groups and regulatory authorities.									
	1.4	Determine the scope, applicability, and market opportunities associated with each certification pathway.									
LO 2: <i>Manage Participatory Guarantee Systems (PGS) and Internal Control Systems (ICS)</i>	2.1	Apply the principles, structure, and governance requirements of a Participatory Guarantee System (PGS).									
	2.2	Identify the roles and responsibilities of farmers, peer reviewers, coordinators, and decision-making committees within a PGS.									
	2.3	Identify the purpose and components of an Internal Control System (ICS) for producer groups seeking group certification									
	2.4	Maintain required ICS documentation including farmer registration records, farm maps, internal inspection reports, corrective action records, and compliance registers.									
LO 3:	3.1	Identify the requirements and documentation needed for third-									

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
<i>Carry out application procedures for third-party organic certification</i>		party certification application.		
	3.2	Complete certification application forms, Organic System Plans (OSP), and supporting compliance documentation.		
	3.3	Follow the stages of certification including application review, inspection, evaluation, certification decision and annual renewal.		
	3.4	Apply conversion period requirements, inspection schedules, certification fees, and surveillance requirements applicable to certified operations.		
LO 4: <i>Prepare for audits and maintain certification compliance</i>	4.1	Prepare farms, processing facilities, and producer groups for internal and external inspections.		
	4.2	Organise records required for certification audits, including production logs, traceability records, input records, transaction records, and mass-balance documentation		
	4.3	Maintain the organised records required for certification audits		
	4.4	Identify common non-conformities detected during certification audits and implement corrective and preventive actions.		
	4.5	Apply procedures for maintaining certification status, managing compliance, handling certification suspensions, and preparing for recertification audits.		

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled):	Date:
EQA Signature (if sampled):	Date:



UNIT 006: ORGANIC SYSTEM PLAN

Unit Reference Number: AGR/CCO/006/L3
NSQ Level: 3
Credit Value: 3
Guided Learning Hours: 30
Practice Time: 120 hours

Unit Purpose: This unit is designed to equip the learner with knowledge and skills to develop, implement and review an organic system plan.

Unit assessment requirements/ evidence requirements:

Assessment must be carried out in a 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: Organic System Plan

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
LO 1: <i>Develop an Organic System Plan</i>	1.1	Identify the components of an Organic System Plan.		
	1.2	Determine the regulatory requirements an Organic System Plan must address.		
	1.3	Develop a draft Organic System Plan covering farm description, inputs, practices, etc.		
LO 2: <i>Carry out Implementation and maintenance of an Organic System Plan</i>	2.1	Compile records and documentation required to support an Organic System Plan.		
	2.2	Gather farm data (inputs, practices, field history, etc) needed to populate the plan.		
	2.3	Implement the practices outlined in an Organic System Plan across farm operations.		
	2.4	Update the Organic System Plan to reflect new crops, inputs, certification requirements, etc.		
LO 3: <i>Review compliance in an Organic System Plan</i>	3.1	Review an Organic System Plan for completeness and accuracy.		
	3.2	Inspect farm records against the Organic System Plan for consistency.		
	3.3	Assess the Organic System Plan against certifying body standards.		
	3.4	Identify gaps between documented practices and actual farm operations.		

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled):	Date:
EQA Signature (if sampled):	Date:



UNIT 007: ORGANIC STANDARDS II

Unit Reference Number: AGR/CCO/007/L3
NSQ Level: 3
Credit Value: 3
Guided Learning Hours: 30
Practice Time: 100 hours

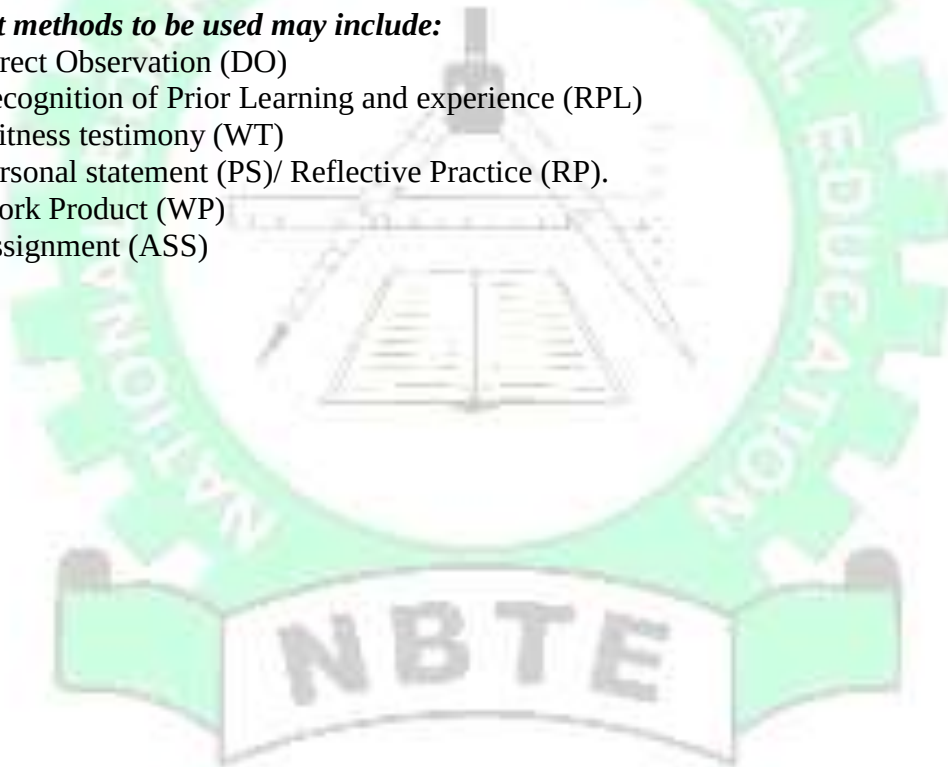
Unit Purpose: This unit is designed to equip learners with knowledge and skills in understanding and complying with national and international organic frameworks for domestic markets and export compliance.

Unit assessment requirements/ evidence requirements:

Assessment must be carried out in a 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: Organic Standards II

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
LO 1: <i>Apply the principles of organic agriculture and the Nigerian regulatory landscape</i>	1.1	Apply the four core principles of organic agriculture (Health, Ecology, Fairness, and Care).		
	1.2	Determine the scope and purpose of the Nigerian Organic Agriculture Standard managed by NOAN.		
	1.3	Identify the roles of regulatory and statutory bodies in Nigeria (e.g. FMAFS, NOAN, NAFDAC, SON, etc) regarding organic policy and standard enforcement.		
	1.4	Differentiate between certified organic products and "organic by default" production methods common in Nigeria.		
LO 2: <i>Apply compliance pathways for domestic and international organic certification</i>	2.1	Demonstrate how smallholder groups achieve local market access through the Participatory Guarantee System (PGS) under NOAN.		
	2.2	Differentiate between PGS (domestic) and Third-Party Certification (export) requirements.		
	2.3	Determine the general conversion period timeframes for land and livestock under the Nigerian standard compared to international protocols.		
	2.4	Identify the mandatory cross-contamination and buffer zone specifications required by NOAN standards (e.g., the 40-meter advisory threshold).		
LO 3: <i>Verify allowable inputs across major global standards</i>	3.1	Identify natural inputs permitted for crop fertility and pest management under the Nigeria Organic Agriculture Standard.		
	3.2	Identify prohibited synthetic inputs, chemical additives, and		

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type				Evidence Ref. Page No.			
The learner will:		The learner can:								
		Genetically Modified Organisms (GMOs) banned universally across standards.								
	3.3	Verify specific input restrictions enforced by the USDA National Organic Program (NOP), IFOAM, EU Organic Regulation, etc for export verification.								
LO 4: <i>Apply organic livestock, aquaculture, and animal welfare standards</i>	4.1	Identify the strict limitations and maximum age limits for transitioning conventional livestock into organic systems.								
	4.2	Apply livestock management requirements under Nigerian and IFOAM frameworks, emphasizing organic feed, animal welfare, and natural breeding limits.								
	4.3	Identify prohibited livestock practices, including the use of chemical growth hormones, routine antibiotics, etc.								
LO 5: <i>Maintain traceability, truth in labeling, and audit preparation</i>	5.1	Structure traceable batching codes for farm products in accordance with the principle of “Truth in Labelling”.								
	5.2	Complete standard peer-inspection appraisal sheets and farm logbooks required for a NOAN PGS audit.								
	5.3	Compile the chain-of-custody documentation required to prevent the mixing of organic and non-organic products during processing, packaging, and shipping.								
	5.4	Apply the required steps when managing a non-conformance or accidental contamination incident on a certified farm.								

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled):	Date:
EQA Signature (if sampled):	Date:



**UNIT 008: ORGANIC PROCESSING, LABELLING AND MARKETING
COMPLIANCE II**

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

Unit Purpose: This unit is designed to equip learners with the knowledge and skills necessary to maintain organic integrity during value addition and marketing.

Unit assessment requirements/ evidence requirements:

Assessment must be carried out in a 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: Organic Processing, Labelling and Marketing Compliance II

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type					Evidence Ref. Page No.			
The learner will:		The learner can:									
LO 1: <i>Apply organic processing principles and maintain integrity</i>	1.1	Identify permitted mechanical, physical and biological processing methods									
	1.2	Apply methods used to prevent the mixing (commingling) of organic and conventional products during processing operations.									
	1.3	Identify allowable processing aids, additives, and ingredients of non-agricultural origin permitted under organic standards.									
LO 2: <i>Manage sanitation and pest control in organic processing facilities</i>	2.1	Apply safe facility cleaning and sanitation protocols that prevent product contamination by synthetic chemical residues.									
	2.2	Identify preventative pest management practices permitted inside organic processing and storage units (e.g., pheromone traps, physical barriers, etc).									
	2.3	Apply the mandatory protocols for cleaning processing lines if equipment is shared between conventional and organic runs.									
	2.4	Implement emergency procedures to follow if an organic product is accidentally exposed to a prohibited sanitation chemical or pesticide.									
LO 3: <i>Apply organic packaging and eco-friendly material compliance</i>	3.1	Assess environmental and sustainability considerations when selecting packaging materials for the organic market.									
	3.2	Identify permitted packaging materials and storage containers that do not contaminate organic									

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
		food items.		
	3.3	Carry out storing and isolation approved packaging materials to avoid cross-contamination prior to use.		
LO 4: <i>Apply the rules for organic labelling and truth-in-marketing</i>	4.1	Differentiate between various labelling thresholds and percentage categories [e.g., "100% Organic", "Organic" (95%), or "Made with Organic Ingredients"].		
	4.2	Identify the structural layout requirements for organic labels, including mandatory placement of certifier codes, lot numbers, and seal locations.		
	4.3	Distinguish the accurate usage of domestic seals (e.g., NOAN PGS label) from export seals (e.g. IFOAM, USDA Organic, EU Organic, JAS, Bio Suisse).		
	4.4	Identify misleading or uncertified green claims		
LO 5: <i>Maintain chain-of-custody documentation, traceability, and market compliance</i>	5.1	Complete standard processing logs, batch records, and inventory balance sheets required to prove full traceability.		
	5.2	Carry out standard audit preparation procedures for a post-harvest handling or processing facility inspection.		
	5.3	Use digital tools for marketing and compliance		

Learner's Signature:

Date:

Assessor's Signature:

Date:

IQA Signature (if sampled):

Date:

EQA Signature (if sampled):

Date:



UNIT 009: INSPECTION AND AUDIT TECHNIQUES**Unit reference number:** AGR/CCO/009/L3**NSQ Level:** 3**Credit value:** 4**Guided learning hours:** 40**Practice Time:** 150 hours

Unit Purpose: This unit is designed to equip the learners with knowledge and skills on the techniques for inspection and audit required for certification process.

Unit assessment requirements/ evidence requirement:

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: Inspection and Audit Techniques

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
LO 1: <i>Apply inspection requirements in the certification of organic system</i>	1.1	Identify organic farm inspection		
	1.2	Identify inspection requirements		
	1.3	Carry out the procedures involved in carrying out organic farm inspection		
	1.4	Complete the field assessment forms required for farm inspection		
	1.5	Identify different field assessment forms required for PGS certification		
LO 2: <i>Apply audit techniques in certification</i>	2.1	Identify farm audit		
	2.2	Apply farm audit procedures		
	2.3	Apply audit techniques in certification		
	2.4	Identify the checklist for farm audit		
	2.5	Participate in the farm audit process under PGS certification.		
	2.6	Complete documentation during farm inspection and audit.		
LO 3: <i>Carry out farm inspection and audit</i>	3.1	Review application document in preparation for farm audit exercise		
	3.2	Prepare the documents required for farm audit exercise		
	3.3	Carry out farm inspection and audit for PGS certification		
	3.4	Prepare a report of the audit exercise stating the level of compliance		

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled):	Date:
EQA Signature (if sampled):	Date:



UNIT 010: ORGANIC INPUTS AND PRODUCT TRACEABILITY

Unit Reference Number: AGR/CCO/010/L3
NSQ Level: 3
Credit Value: 3
Guided Learning Hours: 30
Practice Time: 150 hours

Unit Purpose: This unit is designed to equip learners with the knowledge and skills required to establish, maintain, and verify traceability systems for organic inputs and products throughout the supply chain.

Unit Assessment Requirements / Evidence Requirements

Assessment must be carried out in a real workplace environment in which learning and human development is carried out.

Assessment methods to be used may include:

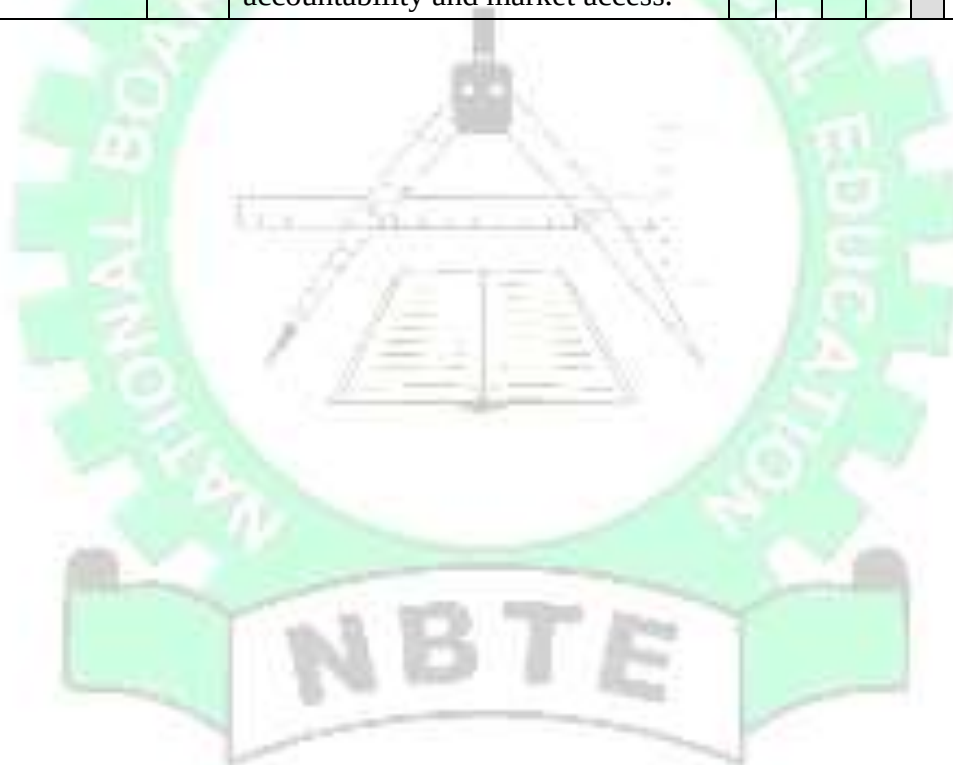
1. Direct Observation (DO)
2. Recognition of Prior Learning and experience (RPL)
3. Witness testimony (WT)
4. Personal statement (PS)/ Reflective Practice (RP).
5. Work Product (WP)
6. Assignment (ASS)



Unit 010: Organic Inputs and Product Traceability

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type					Evidence Ref. Page No.			
The learner will:		The learner can:									
LO 1: <i>Apply the principles and importance of traceability in organic systems</i>	1.1	Identify traceability and chain-of-custody within organic agricultural systems.									
	1.2	Apply traceability procedures to maintain organic integrity and consumer confidence									
	1.3	Identify critical traceability points from input sourcing to final product distribution.									
	1.4	Identify regulatory and certification requirements relating to product traceability									
LO 2: <i>Carry out establishment and maintenance of traceability systems for organic inputs and products</i>	2.1	Carry out assigning and management of unique identification codes for inputs, production batches, and finished products									
	2.2	Develop traceability pathways linking approved inputs to harvested and processed products									
	2.3	Conduct mass-balance calculations to verify consistency between input quantities, production volumes, and product sales									
	2.4	Identify discrepancies that may indicate contamination, fraud, or loss of organic integrity									
LO 3: <i>Manage traceability audits, product recalls and non-conformities</i>	3.1	Conduct internal traceability checks and mock product-tracing exercises.									
	3.2	Implement procedures for product recall, quarantine, and withdrawal in cases of contamination or non-compliance.									
	3.3	Implement corrective and preventive actions to address traceability gaps and audit findings									

Learner's Signature:		Date:		
Assessor's Signature:		Date:		
IQA Signature (if sampled):		Date:		
EQA Signature (if sampled):		Date:		
LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
	3.4	Use digital traceability systems to improve transparency, accountability and market access.		



UNIT 011: RISK MANAGEMENT AND COMPLIANCE IN ORGANIC AGRICULTURE

Unit Reference Number: AGR/CCO/011/L3

NSQ Level: 3

Credit Value: 2

Guided Learning Hours: 20

Practice Time: 120 hours

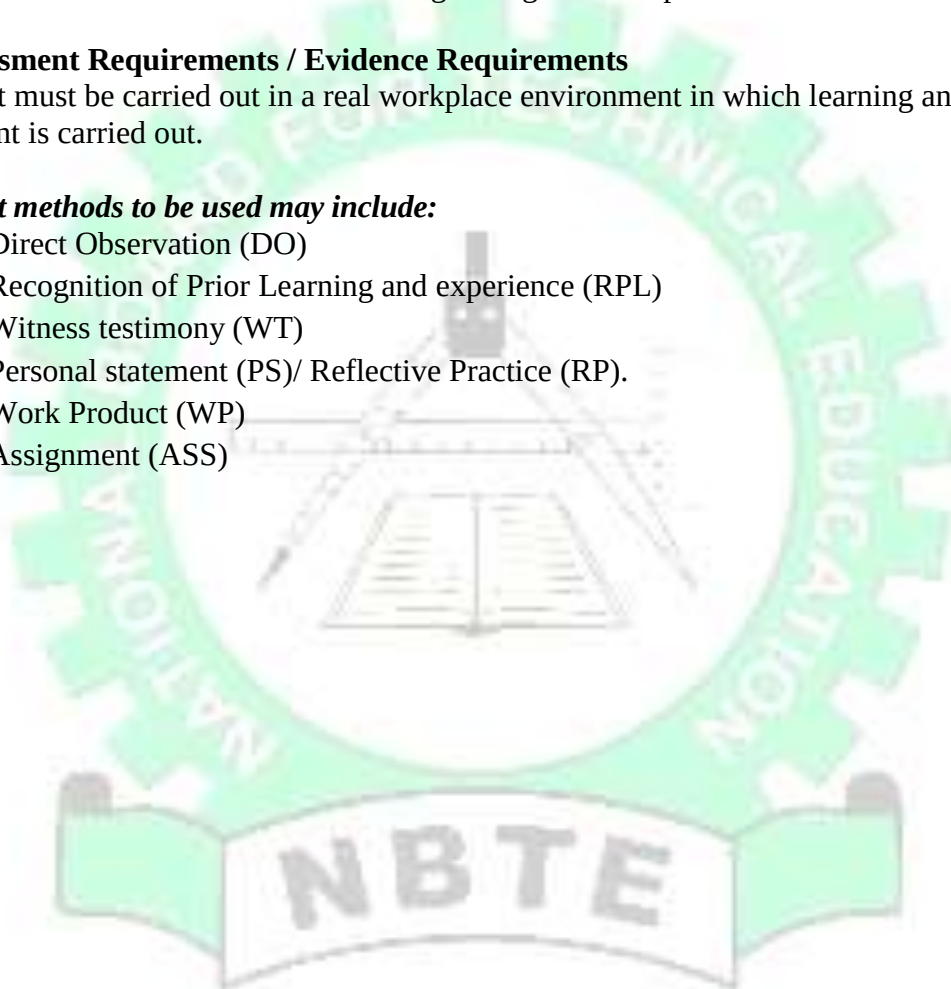
Unit Purpose: This unit is designed to equip learners with the knowledge and skills required to mitigate and monitor risks associated with organic agricultural production.

Unit Assessment Requirements / Evidence Requirements

Assessment must be carried out in a real workplace environment in which learning and 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: Risk Management and Compliance in Organic Agriculture

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
LO 1: <i>Apply risk management principles in organic agriculture</i>	1.1	Apply risk management and compliance within organic agricultural systems		
	1.2	Identify operational, environmental, financial, food safety, and regulatory risks affecting organic enterprises.		
	1.3	Apply the risk management cycle including identification, assessment, mitigation, monitoring and review.		
	1.4	Identify the roles and responsibilities of personnel involved in risk management and compliance activities.		
LO 2: <i>Carry out identification and assessment of compliance risks</i>	2.1	Conduct a risk assessment for farm, processing, storage and marketing activities.		
	2.2	Identify potential sources of contamination, fraud, mislabeling and non-compliance.		
	2.3	Identify risks using likelihood and impact criteria.		
	2.4	Develop a risk register and prioritize identified risks.		
LO 3: <i>Apply regulatory and certification compliance requirements</i>	3.1	Identify key national and international organic regulations and standards applicable to operations.		
	3.2	Apply compliance requirements for record-keeping, traceability, labeling, and certification.		
	3.3	Carry out procedures for internal inspections, audits and compliance verification.		
	3.4	Identify consequences of non-compliance, including sanctions, suspension and certification withdrawal.		
LO 4:	4.1	Develop preventive and corrective action plans for		

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
<i>Implement risk mitigation and corrective actions</i>		identified risks.		
	4.2	Apply control measures to reduce contamination, food safety, environmental and operational risks		
	4.3	Implement emergency response procedures for incidents affecting organic integrity.		
	4.4	Recommend and monitor the effectiveness of corrective actions audit findings, risk reviews and lessons learned.		
	4.5	Use digital tools to monitor compliance performance and risk indicators e.g CCTV, Google Earth		
LO 5: <i>Apply ethics, governance and accountability in compliance management</i>	5.1	Apply transparency, accountability and ethical conduct in organic agriculture.		
	5.2	Identify conflicts of interest and compliance breaches that may undermine certification integrity.		
	5.3	Promote the culture of compliance and risk awareness among workers and stakeholders.		
	5.4	Use whistleblowing and grievance mechanisms for reporting compliance concerns.		

Learner's Signature:

Date:

Assessor's Signature:

Date:

IQA Signature (if sampled):

Date:

EQA Signature (if sampled):

Date:

UNIT 012: REGULATION ON ORGANIC EXPORT

Unit reference number:	AGR/CCO/012/L3
NSQ Level:	3
Credit value:	2
Guided learning hours:	20
Practice Time:	120 hours

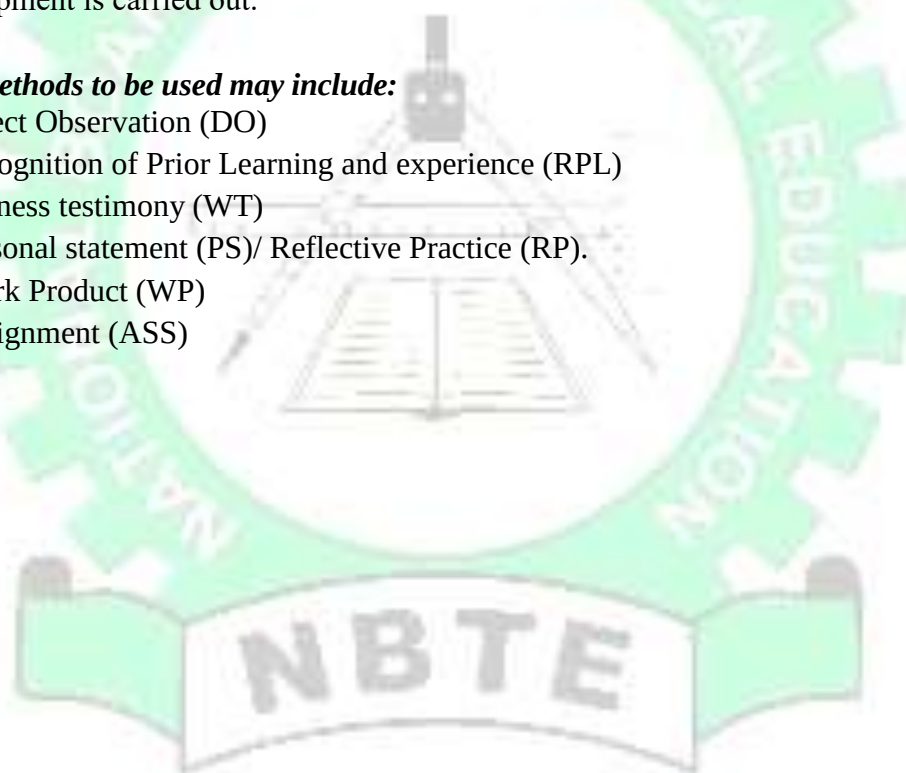
Unit Purpose: This unit is designed to equip the learners with knowledge and skills on the regulations guiding the export of organic produce/products

Unit assessment requirements/ evidence requirement:

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 012: Regulation on organic export

LEARNING OUTCOME (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
LO 1: <i>Apply requirements for agricultural produce/products export</i>	1.1	Identify export market		
	1.2	Identify the benefits of export market		
	1.3	Apply regulations governing export markets.		
	1.4	Identify different types of regulations required for export market		
LO 2: <i>Apply regulations required for organic export</i>	2.1	Apply regulations governing organic export.		
	2.2	Identify the different types of regulations required in organic export		
	2.3	Complete an export compliance documentation exercise		
LO 3: <i>Prepare organic produce / products for export</i>	3.1	Use checklist in preparing organic produce/product for export		
	3.2	Prepare a checklist for organic export		
	3.3	Carry out export compliance documentation exercise for a particular organic produce/product		
	3.4	Prepare a report on the readiness of the organic produce / products for a successful export		

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled):	Date:
EQA Signature (if sampled):	Date:

UNIT 013: DIGITAL COMPLIANCE AND DATA MANAGEMENT

Unit Reference Number: AGR/CCO/013/L3

NSQ Level: 3

Credit Value: 2

Guided Learning Hours: 20

Practice Time: 150 hours

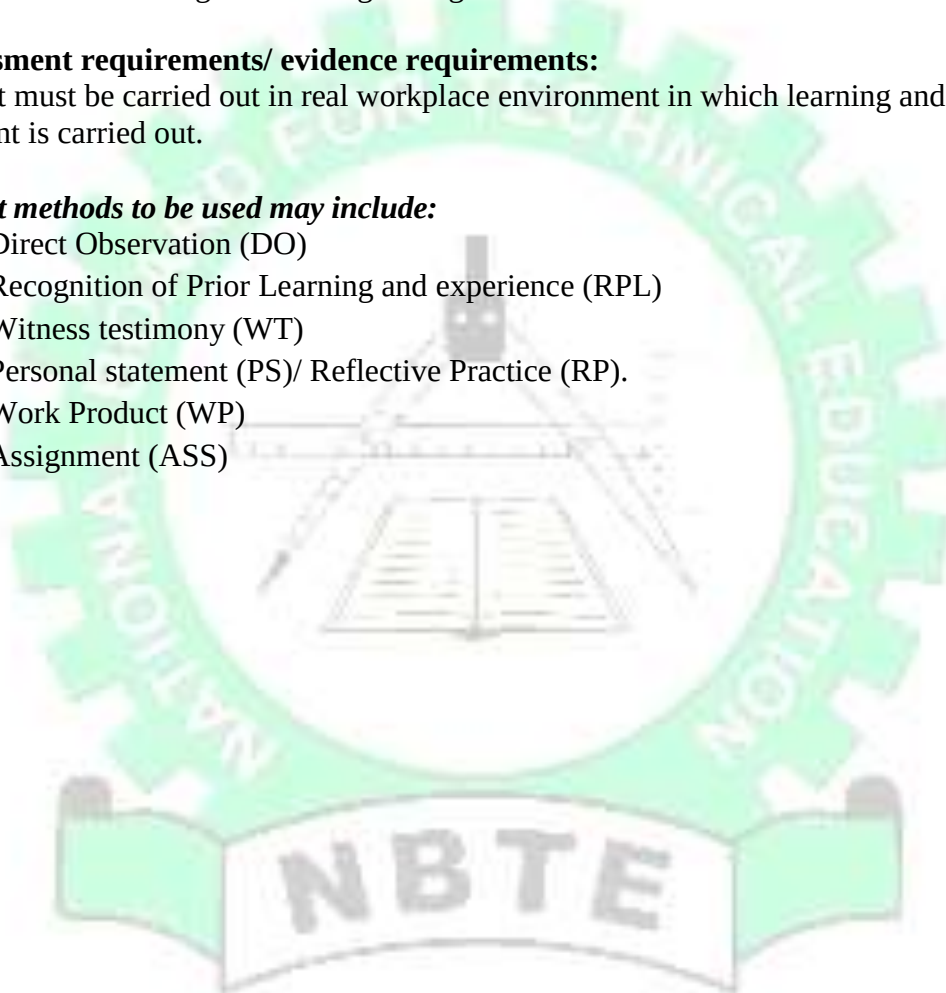
Unit Purpose: This unit is designed to equip the learner with knowledge and skills in digital compliance and data management in organic agriculture.

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 013: Digital Compliance and Data Management

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type		Evidence Ref. Page No.
The learner will:		The learner can:			
LO 1: <i>Use digital compliance tools</i>	1.1	Operations compliance software.			
	1.2	Use mobile inspection applications.			
	1.3	Demonstrate the process of uploading records			
	1.4	Upload compliance records.			
	1.5	Generate compliance records.			
LO 2: <i>Manage digital data</i>	2.1	Collect digital data.			
	2.2	Store digital data.			
	2.3	Retrieve stored data.			
LO 3: <i>Use digital tools for marketing and sales</i>	3.1	Assess the importance of digital tools for marketing and sales.			
	3.2	Carryout product uploads using social media platforms.			
	3.3	Perform digital/mobile payment transactions.			

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled):	Date:
EQA Signature (if sampled):	Date:

CERTIFICATION AND COMPLIANCE IN ORGANIC AGRICULTURE

LEVEL 4

JUNE 2026



GENERAL INFORMATION OVERVIEW

This qualification is designed for individuals who are interested in pursuing a career in Certification and Compliance in Organic Agriculture for the award of National Skills Qualification (NSQ). It is aimed at producing craftsmen in Certification and Compliance in Organic Agriculture, NSQ Level 4 with the competencies necessary to work in Organic Agricultural Sector. This qualification is subject to review as and when the need arises.

QUALIFICATION PURPOSE

This qualification is targeted at developing competence in Certification and Compliance in Organic Agriculture. This is focused on knowledge, practical skills, communication skills, health and safety, teamwork and workplace experience.

QUALIFICATION REQUIREMENTS

All Candidates must be:

- At least sixteen (16) years of age;
- Medically fit;
- Mentally fit (Mental alertness);
- A Nigerian citizen;
- Other nationals should present International passport, residence permit or Parent work permit;
- Vetted;
- Interested in agricultural production and related support operations;
- Able to carry out simple practical tasks under supervision.

QUALIFICATION OBJECTIVES

At the end of this qualification, the learner should be able to:

- i. Implement hygiene, occupational health, safety and environmental principles associated with Certification and Compliance in Organic Agriculture.
- ii. Lead team activities and maintain positive working relationships with colleagues.
- iii. Apply knowledge of Organic Agriculture principles, practices, standards and compliance requirements.
- iv. Carry out assigned tasks under limited supervision.
- v. Verify and use approved organic inputs in accordance with established requirements.
- vi. Implement farm hygiene practices and identify organic inputs.
- vii. Manage organic processing, labelling and marketing compliance activities.
- viii. Conduct basic certification, inspection and audit activities in organic systems.
- ix. Implement regulations governing organic exports and apply risk-management strategies.
- x. Develop an Organic System Plan and coordinate the certification process for an enterprise.
- xi. Perform routine and predictable tasks according to specified requirements.

- xii. Select and use appropriate tools and equipment for Organic Agriculture.
- xiii. Implement and monitor established procedures.
- xiv. Prepare manual and/or digital documentation for non-conformity management and continuous improvement systems.
- xv. Maintain and control basic documentation.



NATIONAL SKILLS QUALIFICATION TABLE

Unit	Unit Reference Number	Unit Title	Credit Value	Guided Learning Hours	Practice Time	Remark
1	AGR/CCO/001/L4	Communication in Work Place	3	30	60	Mandatory
2	AGR/CCO/002/L4	Team Work and Leadership	3	30	60	Mandatory
3	AGR/CCO/003/L4	Health, Safety and Environmental Compliance	3	30	60	Mandatory
4	AGR/CCO/004/L4	Internal Control System (ICS) Administration	6	60	250	Mandatory
5	AGR/CCO/005/L4	Participatory Guarantee System (PGS) Management and Governance	6	60	250	Mandatory
6	AGR/CCO/006/L4	Organic Inspection and Audit Practices	6	60	200	Mandatory
7	AGR/CCO/007/L4	Organic Quality Assurance and Continuous Improvement Systems	5	50	200	Mandatory
8	AGR/CCO/008/L4	Organic Supply Chain Integrity and Traceability Management	6	60	250	Mandatory
9	AGR/CCO/009/L4	Non-Conformity Management and Corrective Action Systems	6	60	250	Mandatory
10	AGR/CCO/010/L4	Digital Certification Systems and Compliance Analytics	6	60	250	Mandatory
TOTAL			50	500	1830	

QUALIFICATION STRUCTURE

This qualification comprises a total of Ten (10) Mandatory Units, with a credit value of 50 and 500 Guided Learning Hours (GLH) across the full qualification. One (1) credit is equivalent to ten (10) 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

Unit title	Provides a clear explanation of the content of the unit.
Unit number	The unique number assigned to the unit.
Unit reference	The unique reference number given to each unit at qualification approval by NBTE
Unit level	Denotes the level of the unit within the National Vocational Qualification framework NSQF.
Unit credit value	The value that has been given to the unit based on the expected learning time for an average learner. 1 credit = 10 learning hours
Unit aim	Provides a brief outline of the unit content.
Learning outcome	A statement of what a learner will know, understand or be able to do, as a result of a process of learning.
Assessment criteria	A description of the requirements a learner must achieve to demonstrate that a learning outcome has been met.
Unit assessment guidance	Any additional guidance provided to support the assessment of the unit.
Unit guided learning hours	The average number of hours of supervised or directed study time or assessment required to achieve a qualification or unit of a qualification.

UNIT 001: COMMUNICATION IN WORKPLACE**Unit Reference Number:** AGR/CCO/001/L4**NSQ Level:** 4**Credit Value:** 3**Guided Learning Hours:** 30 Hours**Practice Time:** 60 hours

Unit Purpose: This unit is designed to equip supervisors and Internal Control System (ICS) officers with the competencies required to manage compliance documentation, lead stakeholder briefings, mediate conflict and compile formal audit reports.

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: Communication in Workplace

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
LO 1: <i>Carry out management and validation of internal compliance reporting</i>	1.1	Collate, cross-reference and optimize field data into integrated compliance reports		
	1.2	Structure standard reporting templates for data collection across smallholder groups		
	1.3	Review and sign off on mass-balance and traceability data summaries		
	1.4	Use digital compliance analytics software to monitor risk indicators		
LO 2: <i>Describe stakeholder briefings and group training sessions</i>	2.1	Describe organic standard requirements to producers		
	2.2	Facilitate Participatory Guarantee System (PGS) peer-review meetings and interactive evaluations		
	2.3	Resolve communication gridlocks or disputes among cluster farmers regarding standard compliance		
	2.4	Mentor junior technicians on objective reporting protocols		
LO 3: <i>Conduct formal reporting on non-conformities</i>	3.1	Draft Non-Conformity Notifications specifying standard breaches		
	3.2	Outline explicit, time-bound Corrective Action Plans for management review		
	3.3	Present compliance findings during external third-party closing meetings		

Learner's Signature:

Date:

Assessor's Signature:

Date:

IQA Signature (if sampled):

Date:

EQA Signature (if sampled):

Date:

UNIT 002: TEAMWORK

Unit Reference Number:	AGR/CCO/002/L4
NSQ Level:	4
Credit Value:	2
Guided Learning Hours:	20
Practice Time:	60 hours

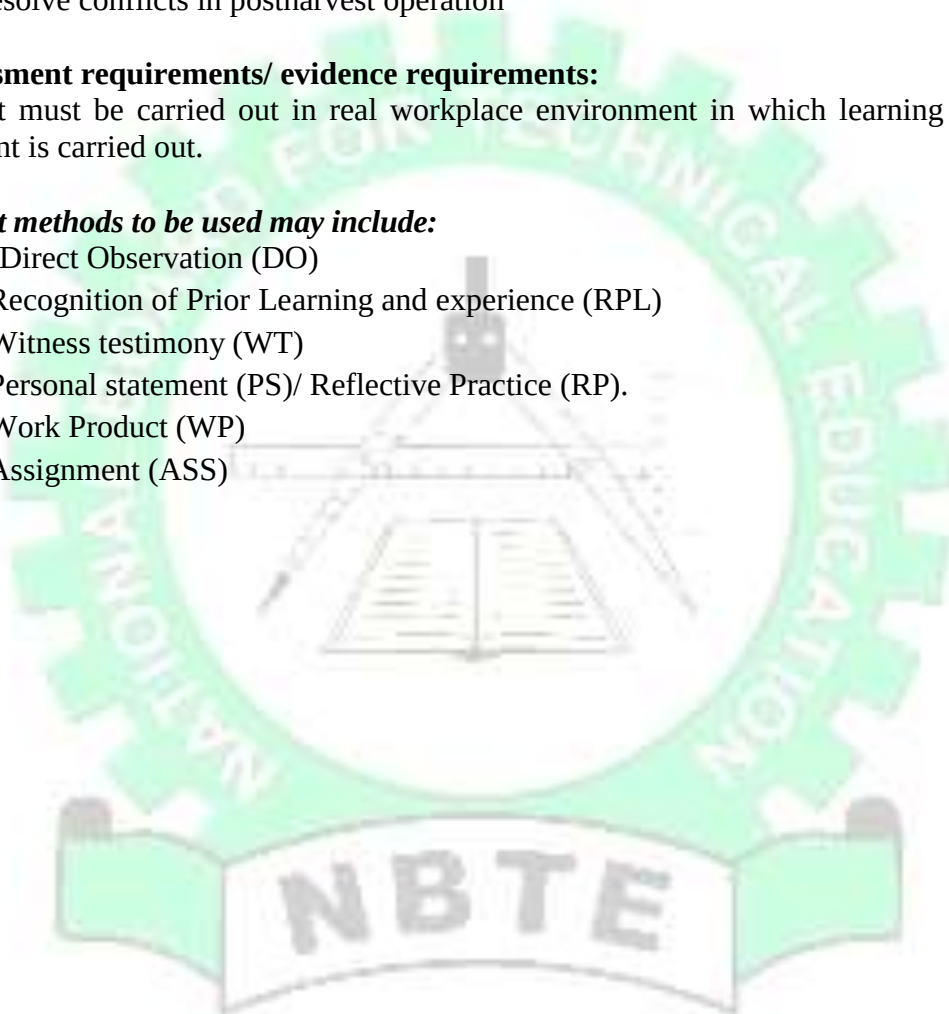
Unit Purpose: This unit is designed to equip the learner to develop the ability to collaborate, lead, and resolve conflicts in postharvest operation

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: Teamwork

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
LO 1: <i>Develop good working relationship with co- workers</i>	1.1	Demonstrate teamwork		
	1.2	Relate cordially with team members		
	1.3	List the qualities of a team player		
	1.4	Develop a plan for motivating and engaging team members		
LO 2: <i>Lead teams in storage and distribution operations</i>	2.1	Lead a group in produce storage and delegate task and responsibilities		
	2.2	Lead a group in produce distribution exercise and delegate task and responsibilities		
	2.3	Give feedback and coach team member to enhance their performance		
	2.4	Comply organizational code of conduct in storage distribution setting		
LO 3: <i>Resolve conflict and collaboration</i>	3.1	Practice active listening where two teams have disagreement		
	3.2	Develop a plan to promote collaboration and team work in storage and distribution		
	3.3	Demonstrate accountability, cooperation, and adaptability when handling tasks in a group setting.		
	3.4	Maintain peaceful relationship among team members		

Learners Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

UNIT 003: HEALTH AND SAFETY

Unit Reference Number:	AGR/CCO/003/L4
NSQ Level:	4
Credit Value:	3
Guided Learning Hours:	30
Practice Time:	60 hours

Unit Purpose: This unit is designed to equip learners with the knowledge and skills required to establish, implement, monitor and evaluate Occupational Health and Safety Management Systems (OHSMS) within organizations.

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: Health and Safety

LEARNING OUTCOME (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
LO 1: <i>Implement occupational health and safety management systems</i>	1.1	Identify workplace health and safety policies and objectives in line with organizational requirements.		
	1.2	Establish roles, responsibilities and accountability structures for health and safety management.		
	1.3	Implement health and safety procedures, guidelines and operational controls.		
	1.4	Integrate health and safety requirements into organizational operations and activities.		
LO 2: <i>Manage occupational health and safety risks and legal compliance</i>	2.1	Maintain organizational risk assessment and risk control systems.		
	2.2	Ensure compliance with applicable occupational health and safety legislation, regulations and standards.		
	2.3	Establish systems for monitoring workplace hazards and emerging risks.		
	2.4	Review and update risk control measures to maintain their effectiveness.		
LO 3: <i>Conduct health and safety audits, inspections and performance evaluations</i>	3.1	Participate in the coordination of workplace health and safety audits and inspections.		
	3.2	Identify organizational compliance with health and safety policies, procedures and regulatory requirements.		
	3.3	Prepare audit reports and recommend corrective and preventive actions.		
LO 4: <i>Coordinate emergency preparedness and</i>	4.1	Maintain workplace emergency preparedness and response plans.		
	4.2	Coordinate emergency drills, simulations and response exercises.		

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
The learner will:				
<i>continual improvement programs</i>	4.3	Monitor implementation of corrective and preventive actions arising from audits, inspections and incidents.		
	4.4	Implement continual improvement initiatives to enhance organizational health and safety performance.		

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled):	Date:
EQA Signature (if sampled):	Date:

UNIT 004: INTERNAL CONTROL SYSTEM (ICS) ADMINISTRATION

Unit Reference Number: AGR/CCO/004/L4
NSQ Level: 4
Credit Value: 6
Guided Learning Hours: 60
Practice Time: 250 hours

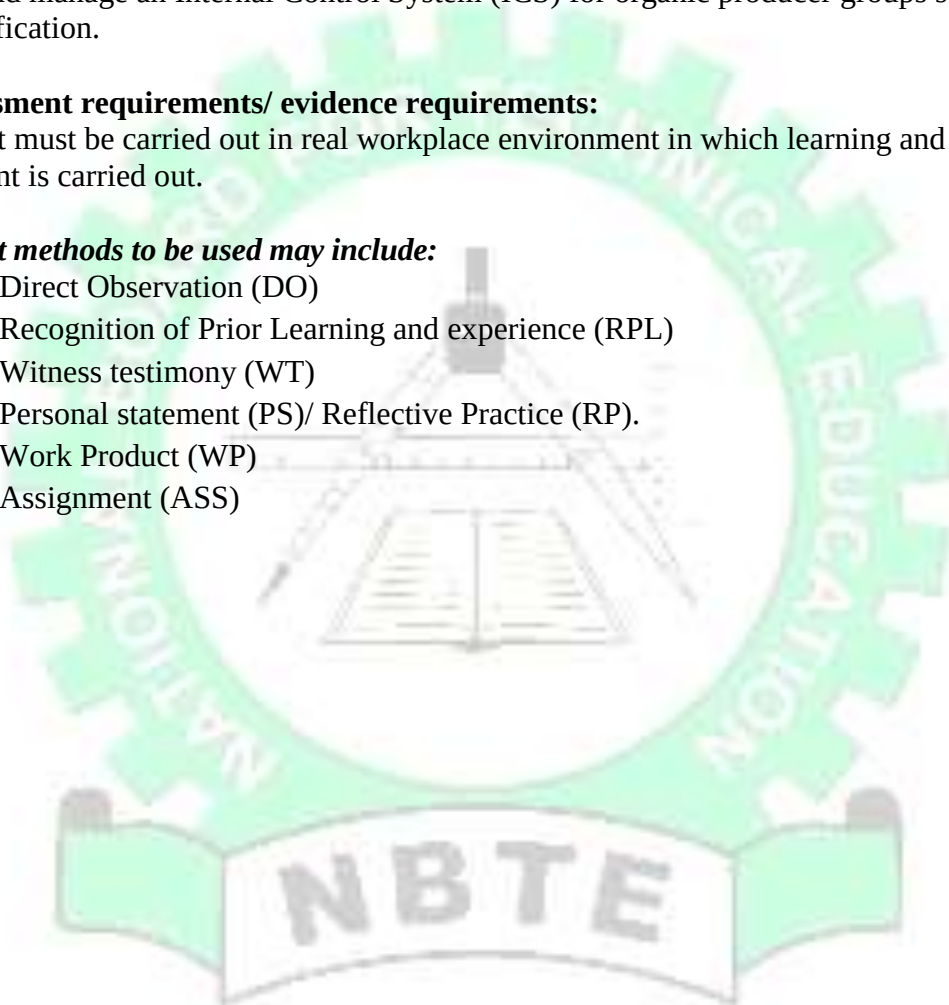
Unit Purpose: This unit is designed to equip learners with the knowledge and skills required to establish and manage an Internal Control System (ICS) for organic producer groups seeking group certification.

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: Internal Control System (ICS) Administration

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type					Evidence Ref. Page No.			
The learner will:		The learner can:									
LO 1: <i>Apply the principles and governance of an Internal Control System (ICS)</i>	1.1	Identify an Internal Control System (ICS)									
	1.2	Determine the role of an ICS in organic group certification									
	1.3	Assess the objectives, scope and benefits of ICS implementation for producer groups.									
	1.4	Establish the organizational structure of an ICS, including the roles of the ICS Manager, Internal Inspectors, Approval Committee and producers.									
	1.5	Apply the principles of transparency, accountability, impartiality, confidentiality and continuous improvement within an ICS.									
LO 2: <i>Carry out establishment and management of ICS documentation systems</i>	2.1	Register producers and maintain complete membership records within the ICS database.									
	2.2	Prepare and maintain farm profiles, farm maps, production plans and risk assessment records.									
	2.3	Maintain compliance registers, internal inspection reports, training records, corrective action reports and producer agreements.									
	2.4	Use digital tools and databases to manage ICS records									
LO 3: <i>Coordinate internal inspections and non-conformity management</i>	3.1	Develop annual internal inspection plans and schedules for all member producers.									
	3.2	Conduct internal inspections using approved inspection checklists and organic standards requirements.									
	3.3	Identify minor, major and critical non-conformities during inspections.									
	3.4	Classify minor, major and critical non-conformities during inspections.									
	3.5	Prepare internal inspection reports and communicate findings to producers and decision-making									

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
		committees.		
LO 4: <i>Manage traceability, compliance monitoring and audit preparedness</i>	4.1	Maintain traceability systems covering production, harvesting, storage, processing, transportation and marketing activities.		
	4.2	Conduct production estimates, yield verification and mass-balance assessments for producer groups.		
	4.3	Monitor compliance indicators and evaluate the effectiveness of ICS implementation.		
	4.4	Organize records and supporting evidence required for external inspections and certification audits.		
	4.5	Maintain the organized records and supporting evidence required for external inspections and certification audits.		

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled):	Date:
EQA Signature (if sampled):	Date:

UNIT 005: PARTICIPATORY GUARANTEE SYSTEM (PGS) MANAGEMENT AND GOVERNANCE

Unit Reference Number: AGR/CCO/005/L4
NSQ Level: 4
Credit Value: 6
Guided Learning Hours: 60
Practice Time: 250 hours

Unit Purpose: This unit is designed to equip learners with the knowledge and skills required to establish, manage and strengthen Participatory Guarantee Systems (PGS) certification process.

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: Participatory Guarantee System (PGS) Management and Governance

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type				Evidence Ref. Page No.			
The learner will:		The learner can:								
LO 1: <i>Apply the principles, structure and governance of Participatory Guarantee Systems (PGS)</i>	1.1	Identify Participatory Guarantee Systems (PGS)								
	1.2	Determine the role of PGS in organic assurance and local market development.								
	1.3	Apply the guiding principles of PGS: participation, transparency, trust, horizontality, learning and shared responsibility in PGS.								
	1.4	Differentiate among PGS, Internal Control Systems (ICS) and Third-Party Certification systems.								
	1.5	Identify the governance structure of a PGS, including the roles of farmers, consumers, facilitators, peer reviewers and decision-making committees.								
	1.6	Assess the benefits and limitations of PGS as a locally focused organic assurance system.								
LO 2: <i>Establish and administer a Participatory Guarantee System</i>	2.1	Facilitate the formation and registration of a PGS group or network.								
	2.2	Develop PGS operational guidelines, codes of conduct and membership requirements.								
	2.3	Implement the developed PGS operational guidelines, codes of conduct and membership requirements.								
	2.4	Establish committees and define roles, responsibilities and reporting relationships within the PGS.								
	2.5	Maintain membership records, producer profiles, farm maps and organizational documentation.								
	2.6	Organize meetings, stakeholder consultations and participatory planning activities.								
LO 3:	3.1	Plan peer-review visits and farm								

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
<i>Coordinate peer-review, compliance verification and decision-making processes</i>		appraisals in accordance with PGS procedures.		
	3.2	Coordinate the planned peer-review visits and farm appraisals in accordance with PGS procedures		
	3.3	Apply peer-review checklists and compliance assessment tools during farm evaluations.		
	3.4	Document findings		
	3.5	Prepare peer-review reports for evaluation and decision-making.		
	3.6	Identify non-conformities and areas requiring improvement.		
	3.7	Classify non-conformities and areas requiring improvement.		
	3.8	Coordinate decision-making committee meetings for approval, suspension, or withdrawal of PGS status.		
LO 4: <i>Manage traceability, marketing integrity and continuous improvement within a PGS</i>	4.1	Maintain traceability records for producers, products and marketing channels within the PGS.		
	4.2	Comply with PGS labeling and logo-use requirements.		
	4.3	Monitor product integrity		
	4.4	Prevent misrepresentation of PGS-certified products.		
	4.5	Develop systems for handling complaints, grievances and conflict resolution.		

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled):	Date:
EQA Signature (if sampled):	Date:

UNIT 006: ORGANIC INSPECTION AND AUDIT PRACTICES

Unit Reference Number:	AGR/CCO/006/L4
NSQ Level:	4
Credit Value:	6
Guided Learning Hours:	60
Practice Time:	200 hours

Unit Purpose: This unit is designed to equip learners with the knowledge and skills required to conduct organic inspections and support audit processes in accordance with organic standards and certification requirements.

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: Organic Inspection and Audit Practices

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type					Evidence Ref. Page No.				
The learner will:		The learner can:										
LO 1: <i>Apply the principles and requirements of organic inspections and audits</i>	1.1	Identify organic inspection and audit.										
	1.2	Determine their roles in certification systems.										
	1.3	Differentiate between inspections, audits, monitoring visits and peer reviews.										
	1.4	Identify the scope and requirements of inspections under PGS, ICS and third-party certification systems.										
	1.5	Determine the responsibilities of inspectors, auditors, operators and certification bodies during inspection and audit processes.										
LO 2: <i>Plan and conduct organic inspections</i>	2.1	Prepare inspection plans, schedules and inspection checklists based on applicable standards.										
	2.2	Review farm records, production plans, previous inspection reports and compliance history prior to inspection.										
	2.3	Conduct opening meetings and explain inspection procedures to operators.										
	2.4	Verify farm operations, production practices, input use, livestock management and processing activities against organic standards.										
	2.5	Inspect storage facilities, processing units and handling operations to ensure compliance and prevent contamination.										
	2.6	Collect evidence through observation, interviews, record verification and physical inspection.										
LO 3: <i>Evaluate compliance and manage non-</i>	3.1	Assess compliance with applicable organic standards, certification requirements and internal procedures.										
	3.2	Identify minor, major and critical non-conformities.										
	3.3	Classify the identified minor, major										

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
<i>conformities</i>		and critical non-conformities.		
	3.4	Verify traceability systems, production estimates, transaction records and mass-balance calculations.		
	3.5	Document inspection findings		
	3.6	Support evidence accurately and objectively.		
LO 4: <i>Manage audit reporting, certification decisions and continuous improvement</i>	4.1	Prepare comprehensive inspection and audit reports in accordance with certification requirements.		
	4.2	Present findings during closing meetings		
	4.3	Communicate recommendations to operators.		
	4.4	Maintain inspection records and supporting evidence in accordance with document control requirements.		
	4.5	Apply procedures for certification approval, suspension, withdrawal and appeal processes.		

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled):	Date:
EQA Signature (if sampled):	Date:

UNIT 007: ORGANIC QUALITY ASSURANCE AND CONTINUOUS IMPROVEMENT SYSTEMS

Unit Reference Number:	AGR/CCO/007/L4
NSQ Level:	4
Credit Value:	5
Guided Learning Hours:	50
Practice Time:	200 hours

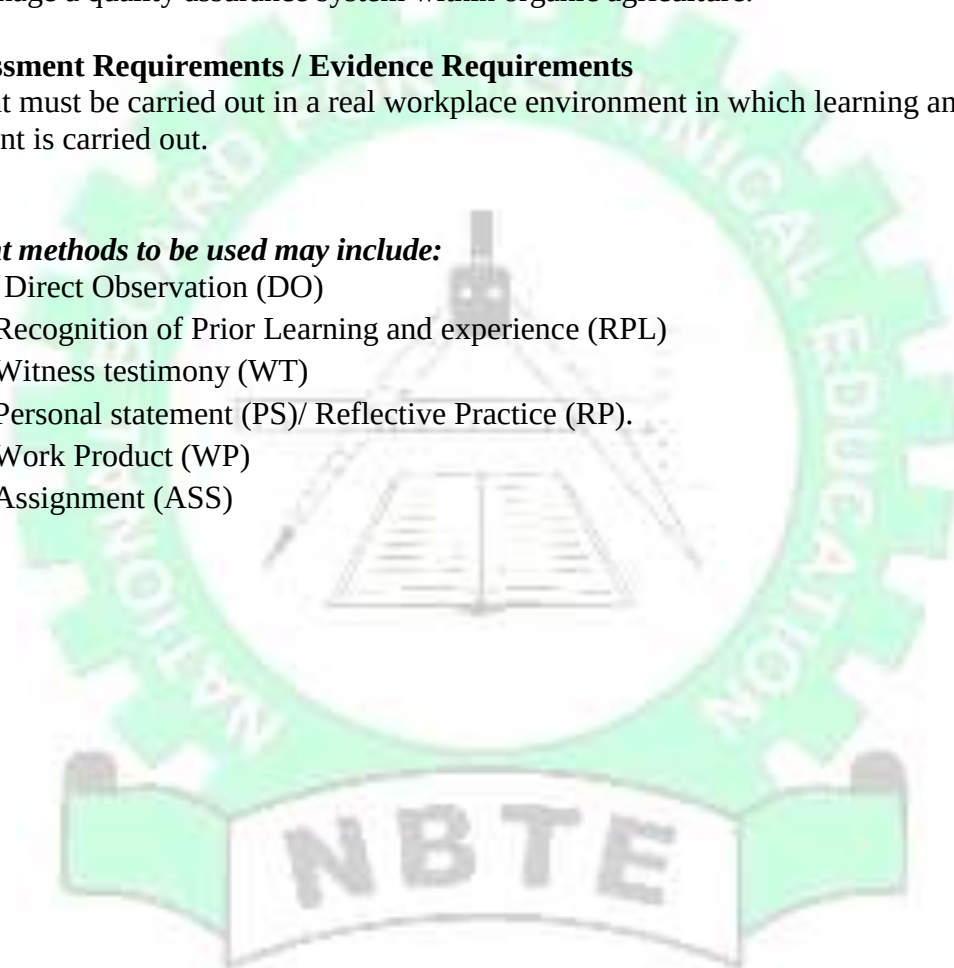
Unit Purpose: This unit is designed to equip learners with the knowledge and skills required to govern/manage a quality assurance system within organic agriculture.

Unit Assessment Requirements / Evidence Requirements

Assessment must be carried out in a 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: Organic Quality Assurance and Continuous Improvement Systems

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
LO 1: <i>Apply quality assurance principles and systems in organic agriculture</i>	1.1	Identify quality assurance requirements.		
	1.2	Assess the importance of quality assurance in maintaining organic integrity and certification compliance.		
	1.3	Identify the key components of an organic quality assurance system, including standards, procedures, records and monitoring mechanisms.		
	1.4	Analyse the relationship between quality assurance, traceability, risk management and certification requirements.		
	1.5	Identify the roles and responsibilities of personnel involved in quality assurance and compliance management.		
LO 2: <i>Carry out implementation and monitoring of quality assurance systems</i>	2.1	Develop quality assurance procedures for production, processing, storage and marketing activities.		
	2.2	Implement the developed quality assurance procedures for production, processing, storage and marketing activities.		
	2.3	Monitor compliance with organic standards, operational procedures and quality requirements.		
	2.4	Maintain quality assurance records, traceability documentation and compliance reports.		
	2.5	Use monitoring tools, performance indicators and internal reviews to assess system effectiveness.		
LO 3: <i>Manage non-conformities and corrective actions</i>	3.1	Identify quality issues, non-conformities and compliance gaps.		
	3.2	Document the identified quality issues, non-conformities and compliance gaps.		
	3.3	Conduct root-cause analysis to determine factors contributing to non-		

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
		conformities.		
	3.4	Develop corrective and preventive action plans to address identified issues.		
	3.5	Implement the developed corrective and preventive action plans to address identified issues.		
LO 4: <i>Manage continuous improvement and organizational learning systems</i>	4.1	Evaluate quality assurance performance using audits, inspections, customer feedback and compliance reviews.		
	4.2	Identify opportunities for improving operational efficiency, product quality and compliance performance.		
	4.3	Organize training, capacity-building and knowledge-sharing activities to strengthen quality management systems.		
	4.4	Develop continuous improvement plans		
	4.5	Monitor progress toward quality and compliance objectives.		

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled):	Date:
EQA Signature (if sampled):	Date:

**UNIT 008: ORGANIC SUPPLY CHAIN INTEGRITY AND TRACEABILITY
MANAGEMENT**

Unit Reference Number:	AGR/CCO/008/L4
NSQ Level:	4
Credit Value:	6
Guided Learning Hours:	60
Practice Time:	250 hours

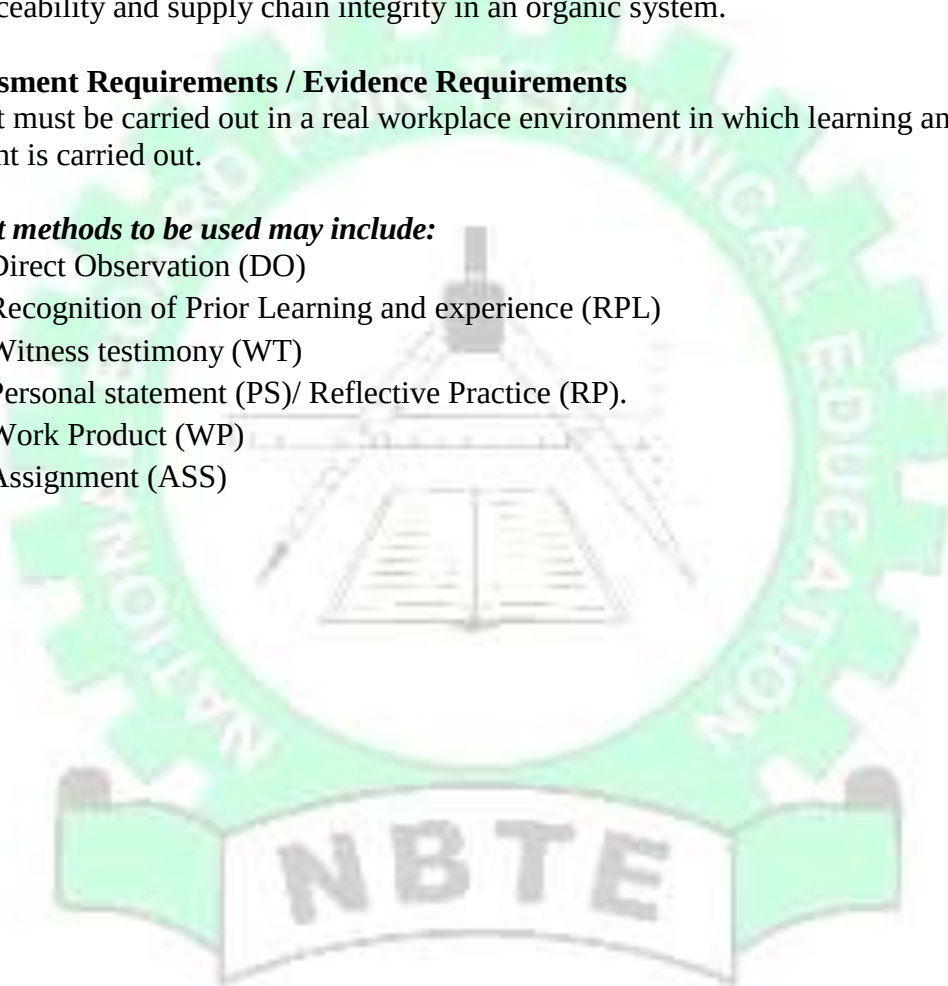
Unit Purpose This unit is designed to equip learners with the knowledge and skills required to manage traceability and supply chain integrity in an organic system.

Unit Assessment Requirements / Evidence Requirements

Assessment must be carried out in a 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: Organic Supply Chain Integrity and Traceability Management

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type				Evidence Ref. Page No.			
The learner will:		The learner can:								
LO 1: <i>Apply organic supply chain integrity and traceability principles</i>	1.1	Identify supply chain integrity and traceability within organic agricultural systems.								
	1.2	Assess the importance of chain-of-custody systems in maintaining organic integrity from production to final sale.								
	1.3	Identify key actors and stages within the organic supply chain, including production, aggregation, processing, storage, transportation and marketing.								
	1.4	Assess the risks of contamination, substitution, commingling, fraud and mislabeling within organic supply chains.								
LO 2: <i>Carry out establishment and maintenance of traceability systems</i>	2.1	Develop product identification and coding systems for organic products and production batches.								
	2.2	Maintain traceability records including production logs, harvest records, inventory records, transportation records and sales documentation.								
	2.3	Implement procedures for tracking products through all stages of the supply chain.								
	2.4	Use digital tools and traceability technologies to improve record management and product tracking.								
LO 3: <i>Manage chain-of-custody and product segregation systems</i>	3.1	Establish procedures to prevent mixing of organic and non-organic products during handling, storage, transportation and processing.								
	3.2	Verify incoming and outgoing products using traceability and chain-of-custody documentation.								
	3.3	Conduct inventory reconciliation, production estimates and mass-balance assessments.								
	3.4	Monitor compliance with labeling,								

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
		packaging and identification requirements throughout the supply chain.		
LO 4: <i>Carry out monitoring, verification and improvement in supply chain system</i>	4.1	Conduct traceability tests		
	4.2	Supply chain verification exercises to assess system effectiveness.		
	4.3	Identify weaknesses, risks and non-conformities affecting supply chain integrity.		
	4.4	Develop corrective and preventive actions to address identified traceability and integrity gaps.		

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled):	Date:
EQA Signature (if sampled):	Date:

UNIT 009: NON-CONFORMITY MANAGEMENT AND CORRECTIVE ACTION SYSTEMS

Unit Reference Number:	AGR/CCO/009/L4
NSQ Level:	4
Credit Value:	6
Guided Learning Hours:	60
Practice Time:	250 hours

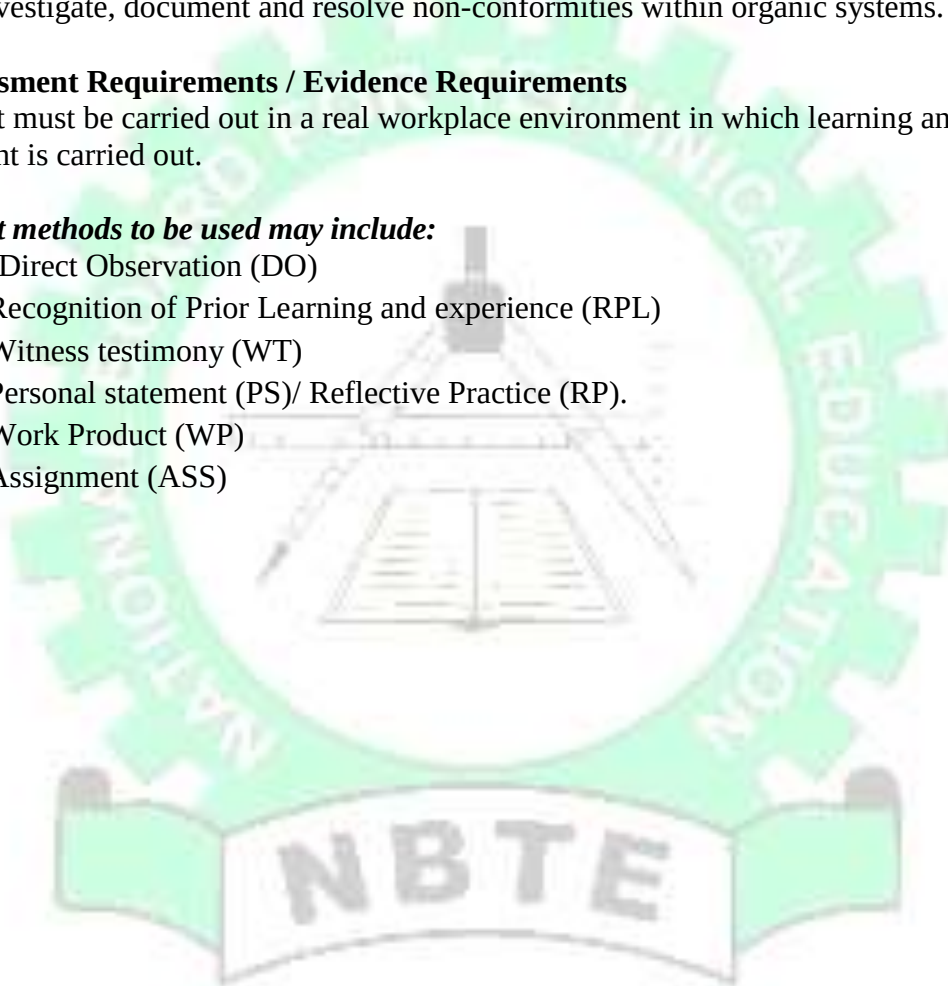
Unit Purpose: This unit is designed to equip learners with the knowledge and skills required to identify, investigate, document and resolve non-conformities within organic systems.

Unit Assessment Requirements / Evidence Requirements

Assessment must be carried out in a 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: Non-Conformity Management and Corrective Action Systems

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type					Evidence Ref. Page No.				
The learner will:		The learner can:										
LO 1: <i>Apply non-conformity management principles and compliance requirements</i>	1.1	Identify non-conformity										
	1.2	Assess the impact of non-conformity on organic integrity, certification and market credibility.										
	1.3	Differentiate between minor, major and critical non-conformities in organic systems.										
	1.4	Identify common causes of non-conformities in production, processing, storage, labeling and certification activities.										
	1.5	Determine the roles and responsibilities of personnel involved in non-conformity management and corrective action processes.										
LO 2: <i>Carry out identification, investigation and documentation of non-conformities</i>	2.1	Detect non-conformities through inspections, audits, monitoring activities, complaints and traceability reviews.										
	2.2	Collect evidence related to identified non-conformities.										
	2.3	Verify the collected evidence related to identified non-conformities										
	2.4	Conduct root cause analysis using appropriate investigation techniques and tools.										
	2.5	Prepare non-conformity reports, investigation records and compliance documentation.										
	2.6	Maintain non-conformity reports, investigation records and compliance documentation.										
LO 3: <i>Carry out development and implementation of corrective and preventive actions</i>	3.1	Develop corrective action plans to address identified non-conformities and compliance gaps.										
	3.2	Establish preventive measures to reduce the likelihood of recurrence.										
	3.3	Assign responsibilities, timelines and resources for implementation of corrective actions.										

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
(CAPA)	3.4	Monitor the implementation and effectiveness of corrective and preventive actions.		
	3.5	Verify the implementation and effectiveness of corrective and preventive actions		
LO 4: <i>Manage compliance restoration and continuous improvement systems</i>	4.1	Evaluate the effectiveness of corrective actions through follow-up inspections, audits and performance reviews.		
	4.2	Recommend actions for reinstatement of compliance and maintenance of certification status.		
	4.3	Analyze trends in non-conformities to identify systemic weaknesses and improvement opportunities.		
	4.4	Develop continuous improvement plans to strengthen compliance management and organizational performance.		

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled):	Date:
EQA Signature (if sampled):	Date:

UNIT 010: DIGITAL CERTIFICATION SYSTEMS AND COMPLIANCE ANALYTICS

Unit Reference Number: AGR/CCO/010/L4
NSQ Level: 4
Credit Value: 6
Guided Learning Hours: 60
Practice Time: 250 hours

Unit Purpose: This unit is designed to equip learners with the knowledge and skills required to utilize digital technologies for organic certification management, compliance monitoring, data analysis and decision-making.

Unit Assessment Requirements / Evidence Requirements

Assessment must be carried out in a 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 Certification Systems and Compliance Analytics

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type					Evidence Ref. Page No.				
The learner will:		The learner can:										
LO 1: <i>Apply digital certification systems and data management principles</i>	1.1	Identify digital certification systems										
	1.2	Determine the role of digital certification system in organic certification and compliance management.										
	1.3	Identify the components and functions of digital certification platforms, databases and electronic record systems.										
	1.4	Apply the principles of data integrity, confidentiality, accuracy, accessibility and security in digital certification systems.										
	1.5	Assess the benefits and limitations of digital technologies in organic certification, inspection, traceability and compliance management.										
LO 2: <i>Manage digital certification and compliance records</i>	2.1	Capture certification records using digital management systems.										
	2.2	Store certification records using digital management systems										
	2.3	Update certification records using digital management systems										
	2.4	Retrieve certification records using digital management systems										
	2.5	Maintain electronic records relating to producer registration, inspections, audits, corrective actions and certification decisions.										
	2.6	Utilize digital tools to manage traceability records, chain-of-custody documentation and compliance reports.										
	2.7	Apply data protection, backup and access control procedures to safeguard certification information.										
LO 3:	3.1	Collect compliance data from inspections, audits, traceability systems and monitoring activities.										

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
<i>Analyze compliance data and generate performance reports</i>	3.2	Organize the collected compliance data from inspections, audits, traceability systems and monitoring activities.		
	3.3	Analyze compliance trends, non-conformities, risk indicators and certification performance metrics using digital tools.		
	3.4	Generate dashboards, reports and performance summaries to support management and certification decisions.		
LO 4: <i>Manage digital monitoring, compliance intelligence and continuous improvement systems</i>	4.1	Use digital monitoring systems to track certification status, corrective actions and compliance deadlines.		
	4.2	Identify emerging compliance risks and areas of concern using data-driven approaches.		
	4.3	Evaluate the effectiveness of certification and compliance systems using key performance indicators (KPIs).		
	4.4	Develop continuous improvement plans based on compliance analytics, monitoring results and stakeholder feedback.		

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled):	Date:
EQA Signature (if sampled):	Date:

CERTIFICATION AND COMPLIANCE IN ORGANIC AGRICULTURE

LEVEL 5

JUNE 2026



GENERAL INFORMATION

OVERVIEW

This qualification is designed for individuals who are interested in pursuing a career in Certification and Compliance in Organic Agriculture for the award of National Skills Qualification (NSQ). It is aimed at producing craftsmen in Certification and Compliance in Organic Agriculture, NSQ Level 5 with the competencies necessary to work in Organic Agricultural Sector.

This qualification is subject to review as and when the need arises.

QUALIFICATION PURPOSE

This qualification is targeted at developing competence in Certification and Compliance in Organic Agriculture. This is focused on knowledge, practical skills, communication skills, health and safety, teamwork and workplace experience.

QUALIFICATION REQUIREMENTS

All Candidates must be:

- i. At least sixteen (16) years of age;
- ii. Medically fit;
- iii. Mentally fit (Mental alertness);
- iv. A Nigerian citizen;
- v. Other nationals should present International passport, residence permit or Parent work permit;
- vi. Vetted;
- vii. Interested in agricultural production and related support operations;
- viii. Able to carry out simple practical tasks under supervision.

QUALIFICATION OBJECTIVES

At the end of this qualification, the learner should be able to:

- i. Implement hygiene, occupational health, safety and environmental principles associated with Certification and Compliance in Organic Agriculture;
- ii. Lead team activities and maintain positive working relationships with colleagues and stakeholders;
- iii. Apply knowledge of Organic Agriculture principles, practices, standards and certification requirements;
- iv. Perform and coordinate assigned routine and predictable tasks under limited supervision.
- v. Manage compliance with requirements governing the selection and use of organic inputs.
- vi. Implement farm hygiene practices and verify the identification of organic inputs.
- vii. Conduct and coordinate certification, inspection and audit activities in organic systems.
- viii. Implement regulations governing organic exports and manage associated risks.
- ix. Develop and manage an Organic System Plan and certification process for an enterprise.
- x. Apply organic principles to crop and livestock production systems.
- xi. Select and use appropriate tools and equipment for Organic Agriculture.

- xii. Review, implement and contribute to the improvement of established procedures.
- xiii. Prepare, maintain and control manual and digital documentation for non-conformity management and continuous improvement systems.
- xiv. Interpret organic standards and evaluate accreditation-system requirements.
- xv. Analyse trade and policy frameworks influencing global development in organic agriculture.

NATIONAL SKILLS QUALIFICATION TABLE

Unit	Unit Reference Number	Unit Title	Credit Value	Guided Learning Hours	Practice Time	Remark
1	AGR/CCO/001/L5	Communication in Work Place	3	30	90	Mandatory
2	AGR/CCO/002/L5	Team Work	3	30	90	Mandatory
3	AGR/CCO/003/L5	Health, Safety and Risk	3	30	90	Mandatory
4	AGR/CCO/004/L5	Organic Certification Scheme Development and Administration	6	60	250	Mandatory
5	AGR/CCO/005/L5	Organic Standards Development and Revision Processes	8	80	300	Mandatory
6	AGR/CCO/006/L5	Accreditation Systems and Certification Body Management	5	50	150	Mandatory
7	AGR/CCO/007/L5	Organic Policy, Regulatory Frameworks and Advocacy	6	60	250	Mandatory
8	AGR/CCO/008/L5	International Organic Trade and Equivalence Agreements	6	60	250	Mandatory
9	AGR/CCO/009/L5	Organic Export Certification and International Market Compliance	6	60	250	Mandatory
10	AGR/CCO/010/L5	Strategic Compliance, Risk and Integrity Management	6	60	250	Mandatory
11	AGR/CCO/011/L5	Advanced Digital Traceability, Block-chain and Data Governance	6	60	250	Mandatory
TOTAL			58	580	2220	

QUALIFICATION STRUCTURE

This qualification comprises a total of eleven (11) Mandatory Units, with a credit value of 58 and 580 Guided Learning Hours (GLH) across the full qualification. One (1) credit is equivalent to ten (10) 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

Unit title	Provides a clear explanation of the content of the unit.
Unit number	The unique number assigned to the unit.
Unit reference	The unique reference number given to each unit at qualification approval by NBTE
Unit level	Denotes the level of the unit within the National Vocational Qualification framework NSQF.
Unit credit value	The value that has been given to the unit based on the expected learning time for an average learner. 1 credit = 10 learning hours
Unit aim	Provides a brief outline of the unit content.
Learning outcome	A statement of what a learner will know, understand or be able to do, as a result of a process of learning.
Assessment criteria	A description of the requirements a learner must achieve to demonstrate that a learning outcome has been met.
Unit assessment guidance	Any additional guidance provided to support the assessment of the unit.
Unit guided learning hours	The average number of hours of supervised or directed study time or assessment required to achieve a qualification or unit of a qualification.

UNIT 001: COMMUNICATION IN WORKPLACE

Unit Reference Number: AGR/CCO/001/L5

NSQ Level: 5

Credit Value: 3

Guided Learning Hours: 30 Hours

Practice Time: 90 hours

Unit Purpose: This unit is designed to equip the learner to build strategic communication competencies.

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: COMMUNICATION IN WORKPLACE

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type				Evidence Ref. Page No.			
The learner will:		The learner can:								
LO 1: <i>Explain institutional organic communication strategies</i>	1.1	Explain multi-channel communication strategies to promote organic standard adoption nationally and sub-regionally								
	1.2	Identify formal operational guidelines for public relations and multi-jurisdictional standards notification								
	1.3	Describe strict data governance and information disclosure policies for certification data								
LO 2: <i>Explain regulatory advocacy and equivalence negotiations</i>	2.1	Identify policy papers and technical positions at national level								
	2.2	Identify bilateral equivalence negotiations between national organic programs and international bodies (e.g., EU, USDA)								
	2.3	Advocate for the integration of green economy pathways and youth agribusiness								
LO 3: <i>Direct crisis communication and institutional risk tracking</i>	3.1	Describe institutional protocols for responding to systemic certification fraud or regional contamination incidents								
	3.2	Draft official technical responses and press statements on systemic compliance breaches for trade networks								
	3.3	Demonstrate organizational audit findings defence and standard determinations before international accreditation appeal panels								

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled):	Date:
EQA Signature (if sampled):	Date:

UNIT 002: TEAMWORK IN CERTIFICATION AND COMPLIANCE IN ORGANIC AGRICULTURE

Unit Reference Number: AGR/CCO/002/L5
NSQ Level: 5
Credit Value: 3
Guided Learning Hours: 30
Practice Time: 90 hours

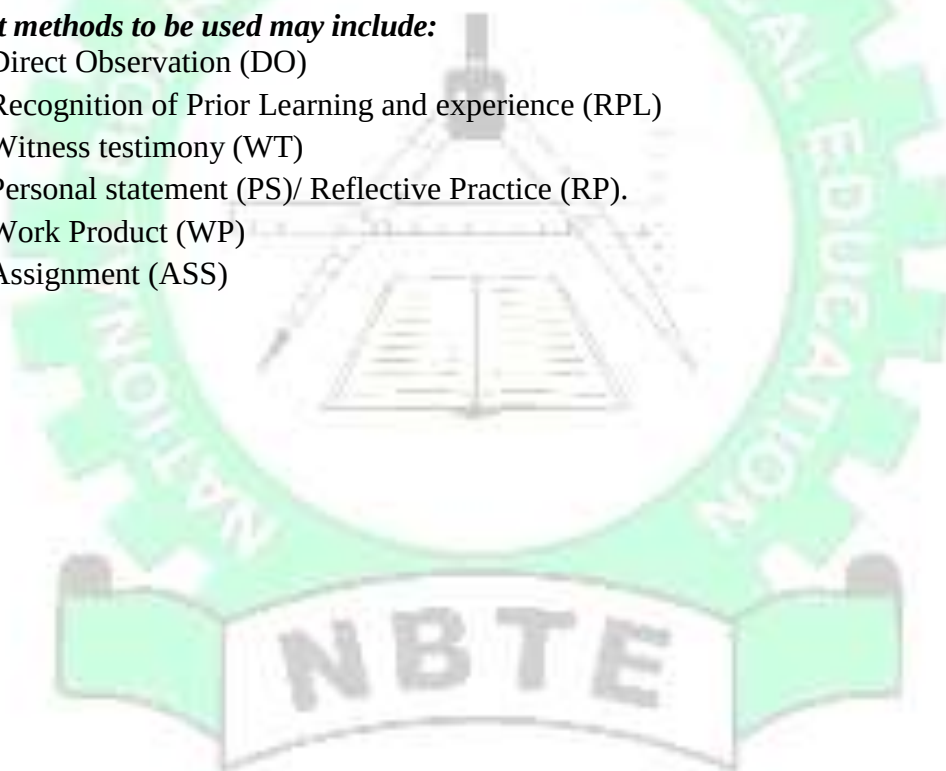
Unit Purpose: This unit is designed to equip the learners with essential principles and practices of effective team work and its dynamics within the context of postharvest management systems

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)

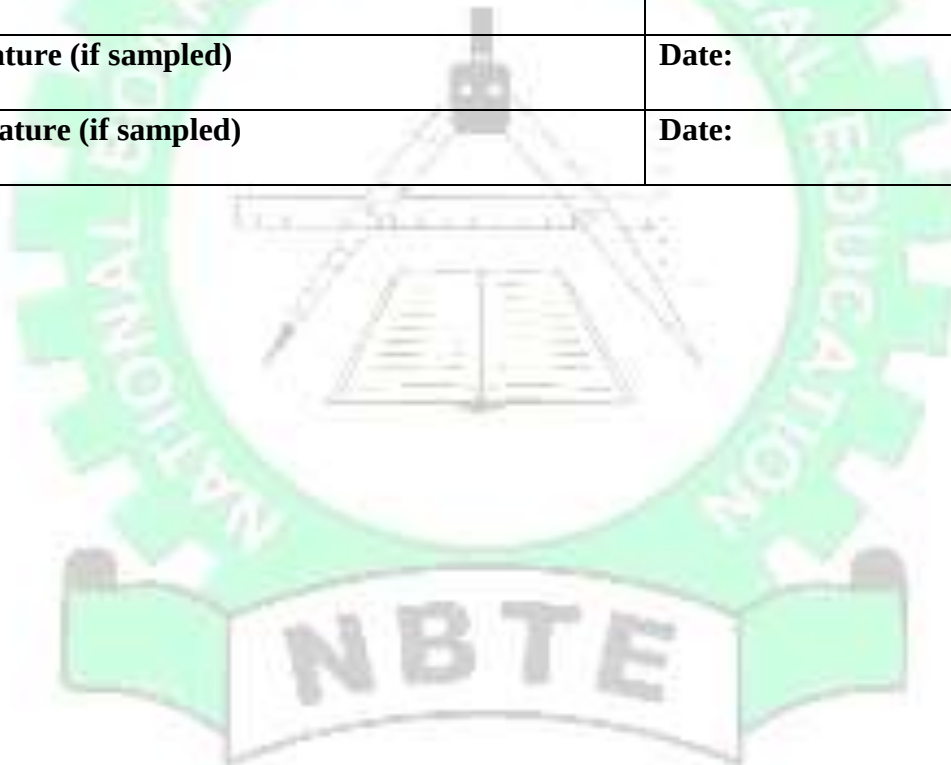


Unit 002: Teamwork in Certification and Compliance in Organic Agriculture

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type					Evidence Ref. Page No.			
The learner will:		The learner can:									
LO 1: <i>Coordinate teams across supply chains in managing certification and compliance in organic agriculture</i>	1.1	Supervise sign in and out of staff Register									
	1.2	Coordinate the shared use of critical resources to prevent equipment damage									
	1.3	Create situational awareness in Certification and Compliance in Organic Agriculture of potential hazards									
LO 2: <i>Tailor smooth collaboration between different certification and compliance in organic agriculture actors</i>	2.1	Collaborate to monitor the rejection of off-grade produce.									
	2.2	Reassign roles dynamically within the team during peak working hours									
	2.3	Apply efficient metrics to ensure no back log occurs in cooling or packing house.									
	2.4	Maintain sorting line with minimal product loss to team									
LO 3: <i>Develop a technical collaboration in certification and compliance in organic agriculture</i>	3.1	Share responsibility for checking and recording quality parameters.									
	3.2	Perform team-based calibration of grading equipment's to ensure all shifts are working with the same technical specifications									
	3.3	Arrange team members along processing line based on individual experiences and strength.									
	3.4	Plan warehouse packing collaboratively to ensure First in First Out (FIFO)									
LO 4: <i>Coordinate recruitment, training and retraining</i>	4.1	Recruit and train diverse teams of Certification and Compliance in Organic Agriculture handlers, technicians and supervisors									
	4.2	Develop clear job descriptions, performance metrics and conduct effective performances evaluation and review									
	4.3	Foster culture of safety, quality									

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
		and professional development among team members		
	4.4	Manage labour effectively during inspection, peak harvest seasons, balancing cost with the need of speed and care in handling in Certification and Compliance in Organic Agriculture		

Learners Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:



UNIT 003: HEALTH AND SAFETY

Unit Reference Number: AGR/CCO/003/L5
NSQ Level: 5
Credit Value: 3
Guided Learning Hours: 30
Practice Time: 90 hours

Unit Purpose: This unit is designed to equip learners with the strategic leadership competencies required to develop, implement, evaluate and continuously improve Occupational Health and Safety (OHS) systems across organizations.

Unit Assessment Requirements / Evidence Requirements

Assessment shall be carried out in a real workplace environment.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Personal Statement/Learning Journals (PS/LJ)
3. Questions and Answers (QA)
4. Assignment (ASS)
5. Project (PRJ)
6. Work Products (WP)
7. Witness Testimony (WT)
8. Role Play (RP)



Unit 003: Health and Safety

LEARNING OUTCOME (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type					Evidence Ref. Page No.			
LO 1: <i>Provide strategic leadership for occupational health and safety management</i>	1.1	Develop organizational health and safety vision, policy and strategic objectives.									
	1.2	Establish governance structures, roles and accountability mechanisms for effective health and safety management.									
	1.3	Promote leadership commitment and employee participation in health and safety programmes.									
	1.4	Integrate occupational health and safety into organizational planning, operations and decision-making processes.									
LO 2: <i>Manage organizational risks and ensure regulatory compliance</i>	2.1	Develop enterprise-wide occupational health and safety risk management strategies.									
	2.2	Evaluate compliance with applicable occupational health and safety legislation, regulations and international standards.									
	2.3	Identify systems for monitoring emerging risks, business continuity and organizational resilience.									
	2.4	Suggest interventions to improve organizational health, safety and environmental performance.									
LO 3: <i>Evaluate organizational health and safety performance and drive continual improvement</i>	3.1	Identify key performance indicators (KPIs) and performance measurement systems for occupational health and safety.									
	3.2	Analyze audit findings, incident trends, occupational illness records and performance reports to support management decisions.									
	3.3	Participate in organizational investigations into significant incidents and monitor implementation of corrective and									

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
		preventive actions.		

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled):	Date:
EQA Signature (if sampled):	Date:



UNIT 004: ORGANIC CERTIFICATION SCHEME DEVELOPMENT AND ADMINISTRATION

Unit Reference Number: AGR/CCO/004/L5
NSQ Level: 5
Credit Value: 6
Guided Learning Hours: 60
Practice Time: 250 hours

Unit Purpose: This unit is designed to equip learners with the knowledge and skills necessary to design, implement and administer organic certification schemes.

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: Organic Certification Scheme Development and Administration

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
LO 1: <i>Apply Principles of Certification Governance</i>	1.1	Assess the purpose and role of certification schemes in ensuring organic integrity.		
	1.2	Apply transparency, accountability and impartiality in certification governance.		
	1.3	Implement ethical conduct and integrity safeguards.		
	1.4	Coordinate stakeholder participation in certification policy development		
LO 2: <i>Manage Certification Pathways and Accreditation Requirements</i>	2.1	Manage domestic certification pathways (Participatory Guarantee Systems – PGS under NOAN and ORAIN).		
	2.2	Evaluate international certification pathways (Third-party audits for USDA NOP, EU Organic, JAS, Bio Suisse).		
	2.3	Identify roles of regulatory bodies (NOAN, ORAIN, NAFDAC, FMAFS, IFOAM) in certification enforcement.		
	2.4	Assess accreditation systems and certification body management.		
LO 3: <i>Administer audit, traceability and compliance administration</i>	3.1	Apply truth-in-labeling and requirements batching codes.		
	3.2	Maintain chain-of-custody documentation to prevent the of mixing of organic/non-organic products.		
	3.3	Implement internal inspections, audits and corrective action procedures.		
	3.4	Use digital tools for compliance monitoring and certification performance.		
	3.5	Develop procedures to manage non-conformance and contamination incidents..		

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled):	Date:
EQA Signature (if sampled):	Date:



UNIT 005: ORGANIC STANDARDS DEVELOPMENT AND REVISION PROCESSES**Unit Reference Number:** AGR/CCO/005/L5**NSQ Level:** 5**Credit Value:** 8**Guided Learning Hours:** 80**Practice Time:** 300 hours

Unit Purpose: This unit is designed to equip learners with the knowledge and skills necessary to develop, review and update organic agriculture standards.

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: Organic Standards Development and Revision Processes

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
LO 1: <i>Apply the foundations of standards development</i>	1.1	Apply the principles of organic agriculture (Health, Ecology, Fairness, Care) as foundations for organic Standards development.		
	1.2	Determine the purpose and role of standards in certification and consumer trust.		
	1.3	Evaluate the differences among conventional, agroecological and certified organic systems.		
LO 2: <i>Develop organic standards</i>	2.1	Identify the necessary stakeholders (consumers, producers, policy makers, etc) in organic sector		
	2.2	Determine the role of stakeholders		

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
		in developing a standard		
	2.3	Identify the role of relevant government agencies e.g. FMAFS, SON, NAFDAC, NAQS, etc in developing a standard		
	2.4	Use international frameworks, including IFOAM, FAO Codex Alimentarius and USDA NOP, as benchmarks for developing an organic standard.		
LO 3: <i>Manage the revision and continuous improvement of organic standards</i>	3.1	Determine the period required to review any standard		
	3.2	Identify factors that could necessitate revision of organic standards		
	3.3	Coordinate stakeholder consultation and participatory review processes.		
	3.4	Manage conflicts of interest		
	3.5	Ensuring impartiality in revisions		

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled):	Date:
EQA Signature (if sampled):	Date:

UNIT 006: ACCREDITATION SYSTEMS AND CERTIFICATION BODY MANAGEMENT**Unit Reference Number:** AGR/CCO/006/L5**NSQ Level:** 5**Credit Value:** 5**Guided Learning Hours:** 50**Practice Time:** 150 hours

Unit Purpose: This unit is designed to equip learners with the knowledge and skills to understand the role of the accreditation systems and certification bodies' management in organic agriculture.

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:

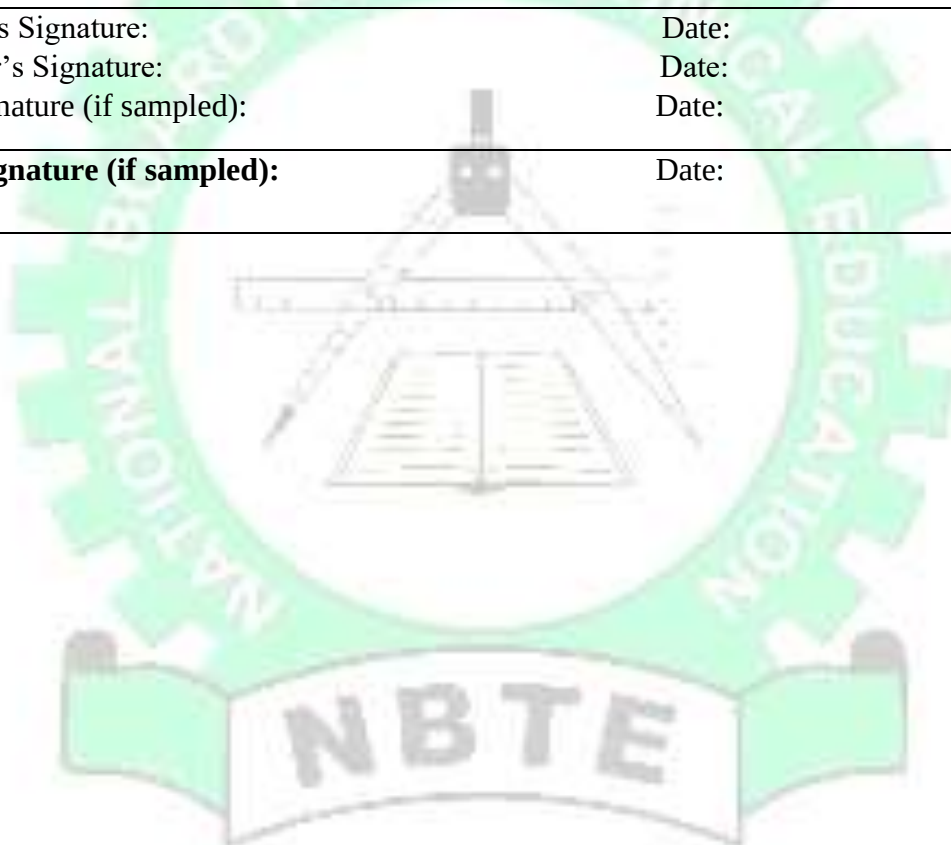
1. Direct Observation (DO)
2. Recognition of Prior Learning and experience (RPL)
3. Witness testimony (WT)
4. Personal statement (PS)/ Reflective Practice (RP).
5. Work Product (WP)
6. Assignment (ASS)

Unit 006: Accreditation Systems and Certification Body Management

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type				Evidence Ref. Page No.			
The learner will:		The learner can:								
LO 1: <i>Evaluate certification bodies and accreditation systems in the organic sector</i>	1.1	Differentiate between certification bodies and accreditation bodies								
	1.2	Identify certification bodies operating in the organic sector								
	1.3	Identify accreditation bodies operating in the organic sector								
	1.4	Assess the roles of certification bodies in ensuring organic integrity								
	1.5	Assess the functions of accreditation bodies in organic certification								
LO 2: <i>Apply accreditation principles</i>	2.1	Assess the purpose of accreditation in maintaining certification credibility.								
	2.2	Identify international frameworks (ISO/IEC 17065, IFOAM Accreditation) guiding certification bodies.								
	2.3	Analyse the relationship between accreditation bodies and certification agencies.								
	2.4	Apply impartiality, transparency and independence in accreditation systems.								
LO 3: <i>Manage certification body structures</i>	3.1	Establish governance models for certification bodies, including boards, committees and technical staff.								
	3.2	Assign the roles and responsibilities of auditors, inspectors and compliance officers.								
	3.3	Establish procedures for conflict-of-interest management.								
	3.4	Identify mechanisms for stakeholder participation in certification governance.								
LO 4: <i>Implement</i>	4.1	Carry out accreditation application and approval processes.								

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
<i>accreditation and oversight</i>	4.2	Conduct monitoring and surveillance audits for certification bodies.		
	4.3	Implement corrective actions for non-compliance in certification operations.		
	4.4	Prepare reports for national and international accreditation authorities.		

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled):	Date:
EQA Signature (if sampled):	Date:



UNIT 007: ORGANIC POLICY, REGULATORY FRAMEWORKS AND ADVOCACY**Unit Reference Number:** AGR/CCO/007/L5**NSQ Level:** 5**Credit Value:** 6**Guided Learning Hours:** 60**Practice Time:** 250 hours

Unit Purpose: This unit is designed to equip learners with knowledge and skills to understand organic policy development, regulatory frameworks, and advocacy mechanisms. It emphasizes national and international compliance, stakeholder engagement, and promoting organic agriculture through effective governance and advocacy.

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: Organic Policy, Regulatory Frameworks and Advocacy

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type					Evidence Ref. Page No.				
The learner will:		The learner can:										
LO 1: <i>Apply organic policy principles</i>	1.1	Apply the four principles of organic agriculture (Health, Ecology, Fairness, Care) as foundations for policy.										
	1.2	Determine the scope and purpose of national organic policies.										
	1.3	Identify roles of government ministries, agencies, and NGOs in policy enforcement.										
	1.4	Differentiate between certified organic production and “organic by default” practices.										
LO 2: <i>Apply regulatory frameworks</i>	2.1	Identify national and international organic regulations and standards (NOAN, ORAIN, USDA NOP, EU Organic, JAS, etc).										
	2.2	Apply compliance requirements for record-keeping, traceability, labeling, and certification.										
	2.3	Implement procedures for inspections, audits, and compliance verification.										
	2.4	Identify consequences of non-compliance, including sanctions and certification withdrawal.										
LO 3: <i>Manage advocacy and stakeholder engagement</i>	3.1	Assess the importance of advocacy in promoting organic agriculture.										
	3.2	Identify stakeholder groups (farmers, consumers, regulators, NGOs) and their roles in policy development.										
	3.3	Select awareness campaign methods that support policy development.										
	3.4	Carry out awareness campaign to support policy development.										

Learner's Signature:

Date:

Assessor's Signature:

Date:

IQA Signature (if sampled):

Date:

EQA Signature (if sampled):

Date:



UNIT 008: INTERNATIONAL ORGANIC TRADE AND EQUIVALENCE AGREEMENTS**Unit Reference Number:** AGR/CCO/008/L5**NSQ Level:** 5**Credit Value:** 6**Guided Learning Hours:** 60**Practice Time:** 250 hours

Unit Purpose: This unit is design to equip learners with the knowledge and skills to understand international organic trade frameworks, equivalence agreements, and compliance requirements.

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: International Organic Trade and Equivalence Agreements

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type				Evidence Ref. Page No.			
The learner will:		The learner can:								
LO 1: <i>Evaluate international organic trade principles</i>	1.1	Assess the importance of international trade in expanding organic markets.								
	1.2	Identify major global organic trade regions (EU, US, Asia, Africa).								
	1.3	Analyse the role of trade agreements in facilitating organic product movement.								
	1.4	Assess consumer trust and market credibility in cross-border organic trade.								
LO 2: <i>Evaluate equivalence agreements</i>	2.1	Identify equivalence agreements and their purpose in organic certification.								
	2.2	Identify key agreements such as EU-US Organic Equivalence and Japan-EU recognition.								
	2.3	Identify benefits and limitations of equivalence agreements for exporters.								
	2.4	Assess how equivalence agreements reduce duplication of certification audits.								
LO 3: <i>Implement compliance and documentation requirements</i>	3.1	Identify mandatory documentation for international trade (Transaction Certificates, Import Certificates, Certificates of Inspection, etc.).								
	3.2	Apply labelling and traceability requirements for the export of organic products.								
	3.3	Implement procedures for customs clearance and verification of organic integrity.								
	3.4	Identify the consequences of non-compliance in international trade (delays, penalties, certification withdrawal, etc.).								
LO 4:	4.1	Coordinate harmonization of organic standards across regions								

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
<i>Manage advocacy and harmonization of organic standards</i>		to support fair trade.		
	4.2	Identify the roles of farmers, exporters, regulators and NGOs in trade advocacy.		
	4.3	Develop strategies for lobbying, awareness campaigns, and international cooperation.		
	4.4	Identify examples of standards equivalence at regional and international levels		
	4.5	Recommend continuous improvement measures for trade agreements based on market feedback and ecological needs.		

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled):	Date:
EQA Signature (if sampled):	Date:

UNIT 009: ORGANIC EXPORT CERTIFICATION AND INTERNATIONAL MARKET COMPLIANCE

Unit Reference Number:	AGR/CCO/009/L5
NSQ Level:	5
Credit Value:	6
Guided Learning Hours:	60
Practice Time:	250 hours

Unit Purpose: This unit is designed to equip learners with the knowledge and skills required to comply with international organic certification requirements and access global organic markets.

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: Organic Export Certification and International Market Compliance

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
LO 1: <i>Evaluate international organic certification systems and export market requirements</i>	1.1	Assess the purpose of international organic certification for export markets.		
	1.2	Assess the importance of international organic certification for export markets.		
	1.3	Identify major international organic standards and regulations, including EU Organic Regulation, USDA National Organic Program (NOP), JAS and other relevant export standards.		
	1.4	Differentiate between domestic organic certification requirements and export certification requirements.		
	1.5	Identify key market access requirements, regulatory authorities and certification bodies involved in international organic trade.		
LO 2: <i>Carry out preparation and management of export certification processes</i>	2.1	Determine certification requirements applicable to specific export destinations and products.		
	2.2	Prepare export certification documentation, including Organic System Plans (OSP), transaction records, traceability records and compliance reports.		
	2.3	Maintain the prepared export certification documentation.		
	2.4	Coordinate inspections, audits and certification activities required for export approval.		
	2.5	Maintain certification status through compliance with annual inspections, surveillance audits and certification renewal requirements.		
LO 3: <i>Implement</i>	3.1	Apply international labeling and packaging requirements for organic export products.		
	3.2	Maintain chain-of-custody and		

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
<i>international trade, labeling and traceability requirements</i>		traceability systems required for international organic trade.		
	3.3	Prepare export documentation, including transaction certificates, certificates of inspection, shipping records and customs documentation.		
	3.4	Verify the prepared export documentation.		
	3.5	Implement measures to prevent contamination, fraud, substitution and mislabeling during export operations.		

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled):	Date:
EQA Signature (if sampled):	Date:

UNIT 010: STRATEGIC COMPLIANCE, RISK AND INTEGRITY MANAGEMENT**Unit Reference Number:** AGR/CCO/0010/L5**NSQ Level:** 5**Credit Value:** 6**Guided Learning Hours:** 60**Practice Time:** 250 hours

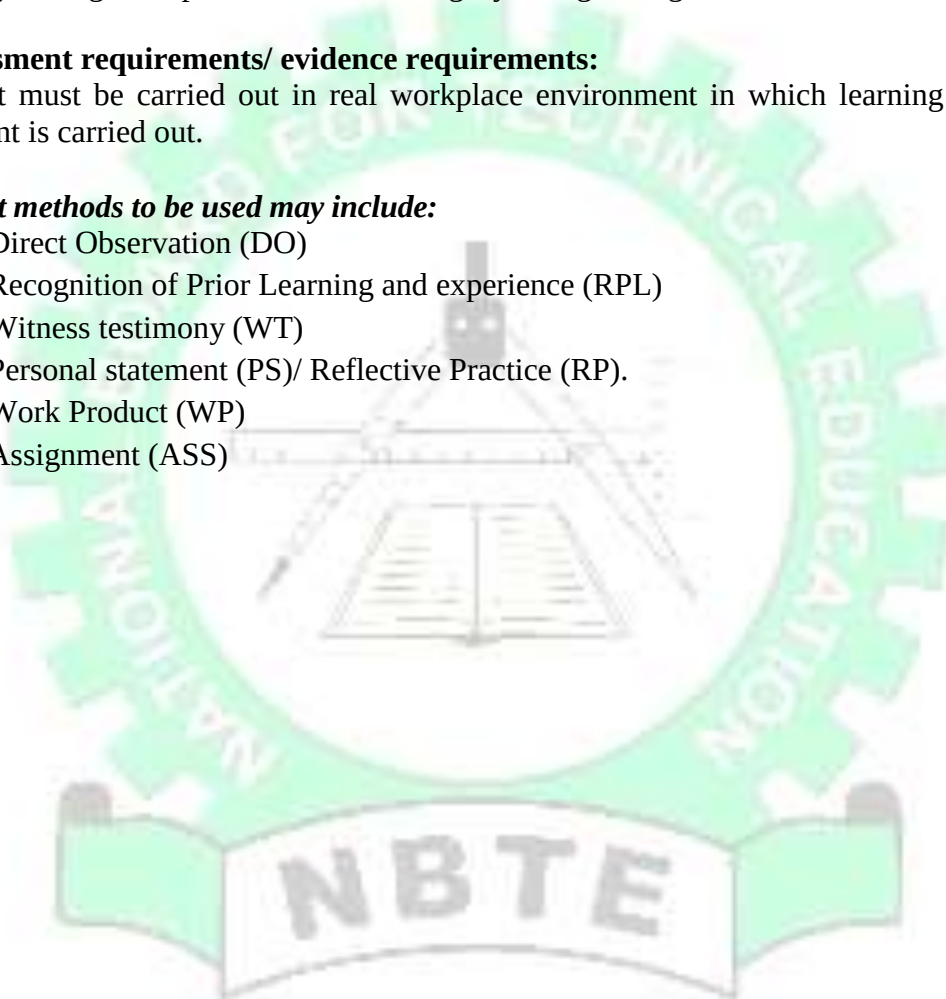
Unit Purpose: This unit is designed to equip learners with the knowledge and skills to strategically manage compliance, risk and integrity in organic agriculture.

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: Strategic Compliance, Risk and Integrity Management

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type					Evidence Ref. Page No.				
The learner will:		The learner can:										
LO 1: <i>Apply strategic compliance principles</i>	1.1	Apply compliance and integrity management principles in organic agriculture.										
	1.2	Apply transparency, accountability, and ethical conduct in compliance management.										
	1.3	Identify conflicts of interest and breaches that undermine certification integrity.										
	1.4	Promote a culture of compliance and risk awareness among workers and stakeholders.										
LO 2: <i>Conduct risk identification and assessment</i>	2.1	Conduct risk assessments for farm, processing, storage, and marketing activities.										
	2.2	Identify potential sources of contamination, fraud, mislabeling, and non-compliance.										
	2.3	Evaluate risks using likelihood and impact criteria.										
	2.4	Develop a risk register and prioritize identified risks.										
LO 3: <i>Implement mitigation and corrective actions</i>	3.1	Develop preventive and corrective action plans for identified risks.										
	3.2	Apply control measures to reduce contamination, food safety, environmental, and operational risks.										
	3.3	Implement emergency response procedures for incidents affecting organic integrity.										
	3.4	Monitor the effectiveness of corrective actions through audits and reviews.										
LO 4: <i>Manage governance, monitoring and integrity systems</i>	4.1	Apply compliance requirements for record-keeping, traceability, labeling, and certification.										
	4.2	Implement procedures for internal inspections, audits, and compliance verification.										

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
	4.3	Use digital tools to monitor compliance performance and risk indicators.		
	4.4	Implement whistleblowing and grievance mechanisms for reporting compliance concerns.		

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled):	Date:
EQA Signature (if sampled):	Date:



UNIT 011: ADVANCED DIGITAL TRACEABILITY, BLOCK-CHAIN AND DATA GOVERNANCE

Unit Reference Number: AGR/CCO/011/L5
NSQ Level: 5
Credit Value: 6
Guided Learning Hours: 60
Practice Time: 250 hours

Unit Purpose: This unit is designed to equip learners with advanced knowledge and skills in digital traceability systems, block-chain applications, and data governance for organic agriculture.

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: Advanced Digital Traceability, Block-chain and Data Governance

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
LO 1: <i>Apply digital traceability principles</i>	1.1	Assess the importance of digital traceability in safeguarding organic integrity.		
	1.2	Identify key elements of traceability systems (batch codes, input logs, audit trails).		
	1.3	Use digital tools enhance transparency and consumer trust.		
	1.4	Identify the risks of poor traceability, including fraud and mislabeling.		
LO 2: <i>Apply block-chain in organic certification</i>	2.1	Identify block-chain technology and its relevance to organic certification.		
	2.2	Demonstrate how block-chain ensures immutability and tamper-proof records.		
	2.3	Identify block-chain use cases in supply chain monitoring and certification audits.		
	2.4	Evaluate the benefits and limitations of block-chain adoption in organic agriculture.		
LO 3: <i>Implement data governance systems</i>	3.1	Apply the principles of data governance (accuracy, security, accessibility).		
	3.2	Identify compliance requirements for data storage and privacy in certification systems.		
	3.3	Implement procedures for managing digital records across farms, processors and certifiers.		
	3.4	Develop corrective actions for data breaches or non-compliance.		
LO 4: <i>Implement monitoring, auditing and continuous improvement</i>	4.1	Use digital tools to monitor compliance performance and risk indicators.		
	4.2	Conduct blockchain-enabled audits and peer inspections.		
	4.3	Prepare chain-of-custody documentation using digital		

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
		platforms.		
	4.4	Recommend improvements to traceability and governance systems based on audit findings.		

Learner's Signature:

Date:

Assessor's Signature:

Date:

IQA Signature (if sampled):

Date:

EQA Signature (if sampled):

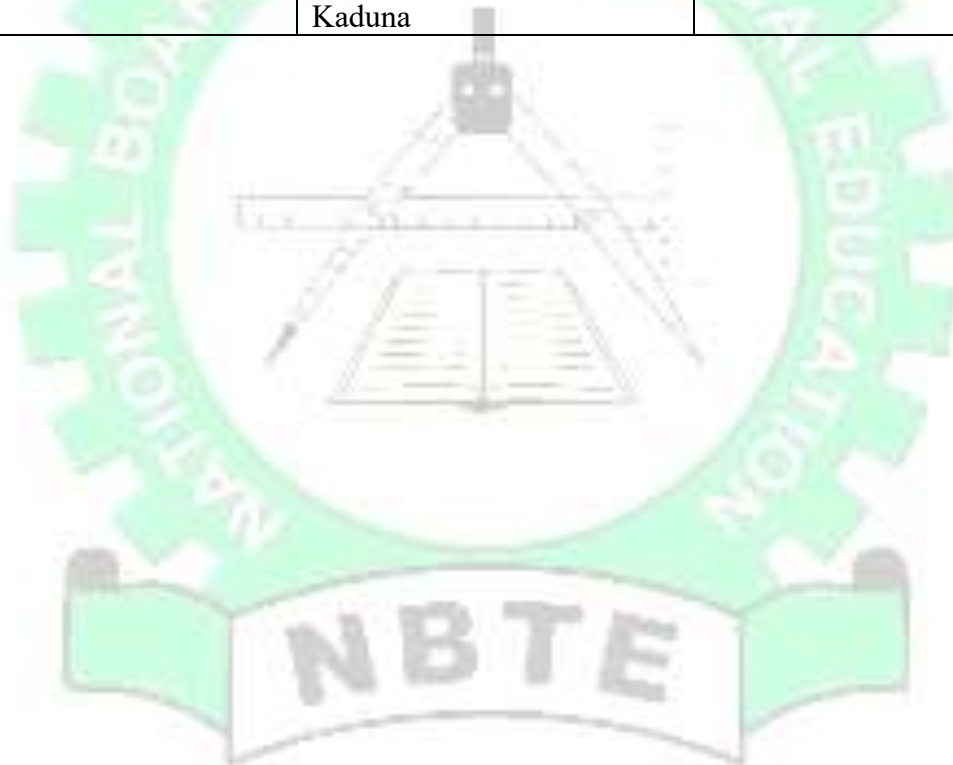
Date:



PARTICIPANTS LIST FOR NATIONAL ZERO DRAFT WORKSHOP

S/N	NAME	ADDRESS	EMAIL
1.	Prof. Idris M. Bugaje	Executive Secretary National Board for Technical Education, Kaduna.	es@nbte.gov.ng
2.	Dr. Rufai Ibrahim	College of Agriculture and Animal Science, Mando	rufai37@yahoo.co.uk
3.	Prof. Olatunji Olayinka O.	Association of Organic agriculture practitioners of Nigeria	ola_marcus@yahoo.com
4.	Dr. Olufemi Emmanuel AyanfeOluwa	Federal College of Agriculture, Moor plantation Ibadan	ayanfeoluwaolufemi@gmail.com
5.	Gbadamosi R Oyewole	Association of Organic Agriculture Practitioners of Nigeria (NOAN)	oyewolegbadamosi@gmail.com
6.	Fatima B M Gimba	Sector Skill council 4 agriculture	altynegimba@gmail.com
7.	Dr. O. O. Bello	Director (Curriculum Development) National Board for Technical Education, Kaduna. (NBTE)	engrbello@gmail.com
8.	Engr. S. M. Yusuf	Director (Vocational, Technical and Skills Development Department) National Board for Technical Education, Kaduna.	smohammedyusuf@gmail.com
9.	Mr. Ayo Aroge	Director (Polytechnic and Allied Programme) National Board for Technical Education, Kaduna.	ayoaroge2@gmail.com
10.	Dr. Kubura Jauro Danlawan	Deputy Director (Agricultural Technology Division) National Board for Technical Education, Kaduna	kuburagombe@yahoo.com
11.	Muhammad Umar Auna	National Board for Technical Education, Kaduna	Muhammadauna.mu@gmail.com
12.	Muhammad Aliyu	National Board for	mamaiwada1990@gmail.com

	Maiwada	Technical Education, Kaduna	
13.	Abdulrahman Idris	National Board for Technical Education, Kaduna	Idrisabdulraham12@gmail.com
14.	Dr. Habib M. Dikko	National Board for Technical Education, Kaduna	emdeehabib@gmail.com
15.	Foluke Ewuruje	National Board for Technical Education, Kaduna	pholukerge@yahoo.com
16.	Tukur Tahir Mahmud	National Board for Technical Education, Kaduna	teekaytaheer@gmail.com
17.	Shittu Abdulsamad	National Board for Technical Education, Kaduna	abdulsamadshittu500@gmail.com



PARTICIPANTS LIST FOR NATIONAL VALIDATION WORKSHOP

S/N	NAME	ADDRESS	EMAIL
1.	Prof. Idris M. Bugaje	Executive Secretary National Board for Technical Education, Kaduna.	es@nbte.gov.ng
2.	Dr. Rufai Ibrahim	College of Agriculture and Animal Science, Mando	rufai37@yahoo.co.uk
3.	Dr. Olufemi Emmanuel AyanfeOluwa	Federal College of Agriculture, Moor Plantation Ibadan	ayanfeoluwaolufemi@gmail.com
4.	Gbadamosi R Oyewole	Association of Organic Agriculture Practitioners of Nigeria (NOAN)	oyewolegbadamosi@gmail.com
5.	Ariwa Chima Hillary	Sector Skills Council for Agriculture	chimahillaryariwa@gmail.com
6.	Dr. O. O. Bello	Director (Curriculum Development) National Board for Technical Education, Kaduna. (NBTE)	engrbello@gmail.com
7.	Engr. S. M. Yusuf	Director (Vocational, Technical and Skills Development Department) National Board for Technical Education, Kaduna.	smohammedyusuf@gmail.com
8.	Mr. Ayo Aroge	Director (Polytechnic and Allied Programme) National Board for Technical Education, Kaduna.	ayoaroge2@gmail.com
9.	Dr. Kubura Jauro Danlawan	Deputy Director (Agricultural Technology Division) National Board for Technical Education, Kaduna	kuburagombe@yahoo.com
10.	Muhammad Umar Auna	National Board for Technical Education, Kaduna	Muhammadauna.mu@gmail.com
11.	Muhammad Aliyu Maiwada	National Board for Technical Education, Kaduna	mamaiwada1990@gmail.com
12.	Abdulrahman Idris	National Board for	Idrisabdulraham12@gmail.com

		Technical Education, Kaduna	
13.	Dr. Habib M. Dikko	National Board for Technical Education, Kaduna	emdeehabib@gmail.com
14.	Foluke Ewuruje	National Board for Technical Education, Kaduna	pholukerge@yahoo.com
15.	Hamisu Yahuza	National Board for Technical Education, Kaduna	hamisuyahuza552@gmail.com
16.	Bala Saidu	National Board for Technical Education, Kaduna	balaex04@gmail.com

