

CARRY OUT EXTENSION SERVICES

UNIT CODE: 0811 451 16A

TVET CDACC UNIT CODE: AGR/OS/EXT/CR/05/5/MA

UNIT DESCRIPTION

This unit specifies competencies required in understanding agricultural extension and rural sociology. It involves Carrying out training needs assessment (TNA), developing extension training plan, conducting extension training and evaluating extension training.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT These describe the key outcomes which make up workplace function .	PERFORMANCE CRITERIA These are assessable statements which specify the required level of performance for each of the elements. <i>Bold and italicized terms are elaborated in the range.</i>
1. Carry out training needs assessment (TNA)	1.1 Training Needs Assessment tool is developed as per selected area of training 1.2 Data is collected based on design 1.3 Collected data is analyzed based on design 1.4 Report is developed based on analyzed TNA data
2. Develop extension training plan	2.1. Extension objectives are determined as per TNA report. 2.2. Training venue is determined as per TNA report. 2.3. <i>Mode of delivery</i> is determined based on TNA report. 2.4. <i>Training materials</i> are prepared based on mode of training. 2.5. Resource persons are identified as per mode of delivery. 2.6. Sensitization of training is carried out as per plan
3. Conduct extension training	3.1 Venue is setup as per extension plan. 3.2 Registration is carried out as per workplace procedures. 3.3 Information and technology is disseminated based on extension method.

	3.4 Records of training are prepared as per FAO agricultural extension manual.
4. Evaluate extension training.	4.1 Aspects to be evaluated are determined as per set objectives. 4.2 Method of evaluation is determined as per work plan. 4.3 Evaluation is conducted as per extension program. 4.4 Evaluation results are analysed as per work plan. 4.5 Evaluation report is developed as per extension program.

RANGE

This section provides work environment and conditions to which the performance criteria apply.

It allows for different work environment and situations that will affect performance.

Variable	Range
1. Mode of delivery include but not limited to	• Demonstrations • Field days • Group meetings • Lectures • Farm visits • Office visits
2. Training materials include but not limited to	• Posters • Handouts • Pamphlets
3. Method of evaluation include but not limited to	• Formal • Informal • Internal • External • Summative
4. Reports include but not limited to	• Monthly • Annual

	• Periodic • special
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REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

Required Skills

The individual needs to demonstrate the following skills:

- Group mobilization.
- Resource mobilization
- Communication skills
- Negotiation
- Mediation
- Leadership

Required knowledge.

The individual needs to demonstrate knowledge of:

- Preparation of agricultural extension materials
- Technical knowledge on report writing

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

1. Critical aspects of competency	Assessment requires evidence that the candidate: Demonstrated: 1.1 Developed Training Needs Assessment tool (TNA) as per selected area of training. 1.2 Collected Data based on design. 1.3 Developed report based on analysed TNA data. 1.4 Prepared Training materials based on mode of training.
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	1.5 Carried out sensitization of training as per plan. 1.6 Disseminated information and technology based on extension method. 1.7 Developed Evaluation report as per extension program.
2. Resource Implication	The following resources should be provided: 2.1 Appropriately simulated environment where assessment can take place 2.2 Access to relevant workplace assessment environment 2.3 Resources relevant to the proposed assessment activity or tasks
3. Method of Assessment	Competency in this unit may be assessed through: 3.1 Practical assessment 3.2 Project 3.3 Portfolio of evidence 3.4 Third party report 3.5 Written assessment 3.6 Oral assessment
4. Context of assessment	This competency may be assessed in a workplace or in a simulated workplace.
5. Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.