

**TEMPLATE FOR EDITING OF OCCUPATIONAL STANDARDS**

**Editor: DR. OSUMBAH BEATRICE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **OS Title: SUSTAINABLE AGRICULTURE FOR RURAL DEVELOPMENT PRACTITIONER**  **Level: 5** | | | | |
| **S/No** | **SECTION** | **Areas of consideration** | **Status** | **Remarks** |
|  | Cover Page | Title and level (occupation) | Occupational title abbreviated | amended |
|  | Copyright statement | Symbol year, entity  © 2019, TVET CDACC | © not included | amended |
| Document type | OS used as word but should be a proper noun | amended |
| Email address | info@tvetcdacc.go.ke |  | amended |
|  | Footer | Consistency in Year and format  (use Retrospect) | Copyright style not followed | amended |
|  | Formatting | * Times New Roman * Spacing 1.15 * Font 12 | amended |  |
|  | Preliminary pages | Roman numbers | CD | None |
|  | Foreword | 3rd paragraph-check curriculum title  Change ‘bases’ to ‘basis’ | Some content left out | amended |
| 4th paragraph-check the sector | CD | none |
| Sign off-PS -VTT (Office) |  | Reformatted the VTT to be under office |
|  | Preface | 3rd paragraph-check SSAC name | Some content left out | Amended |
| 3rd paragraph-check curriculum title  Change ‘bases’ to ‘basis’ | Left out | Amended  amended |
| Sign off-Chairperson TVET CDACC (Office) | CD | none |
|  | Acknowledgement | Check the SSAC | Differently worded | Amended |
| Sign off-Chairperson of SSAC (office) | Sign off by Council CEO | Amended |
|  | Acronyms | Add ‘Abbreviations’ | Only acronyms | Amended |
| Exhaustive and relevant |  |  |
| Sorted in alphabetical order | Not sorted | Amended |
|  | Key to unit code | OS-OS | CU instead of OS | Amended |
| …./BC/…. | CO and CC included | Amended |
| Version control A | CU instead of OS | Amended |
|  | Table of Contents | Exhaustive |  |  |
| To be placed after acknowledgements |  |  |
| Automatically generated |  |  |
|  | Overview | Should related to the core units of competency | Included Basic and Common Units of Competencies | Amended |
| Delete ‘Certificate’ and s from qualifications | The statement was missing | amended |
|  | Titles of the tables | Basic Units of Competency NOT competencies  Common ……  Core …… | The Units of Competency were not tabulated | Amended |
|  | Column titles | Unit Code  Code …./OS/…/A | Not included | Amended |
| Unit Title-  Title should have a verb, object and qualifier (VOQ) | CD | None |
|  | Core units should be: | * Broad * Employable * Stand alone * General | CD | None |
|  | Basic units of competency | Ensure the correct and updated basic units of competency for the level |  | All amended |
|  | Unit title and code (Demonstrate Understanding of Science for SARD) | Match with contents of the summary table  Include version control in the unit code | CD | None |
|  | Unit description | Should capture all the elements of the competency. | All elements not captured | Amended |
|  | Elements | Should be key outcomes which make up workplace function | CD | None |
| Should range 3---6---max 9 | 8 | None |
| Check the numbering | CD | None |
|  | Performance criteria | Should be stated in passive voice  Starts with the noun… | CD | None |
| Should contain a standard of performance… as per/in accordance with/ based on …. | CD | None |
|  | Range | Should be exhaustive  All identified variable should be in the range |  |  |
| Add “… may include but not limited to/limited to” to the variable | “…my include…” placed on variable |  |
| Variables should be numbered: 1…2…3.. | CD | None |
| Range is bulleted | CD | None |
| Variable should not be defined in the range | CD | None |
|  | Required skill- | should be skills not personal attributes  Skills are acquired and improved continually  While attributes are inherent personal characteristics | CD | None |
|  | Required knowledge | Should be general in tandem with the elements and the PCs | CD | None |
|  | Evidence guide | Critical aspects should be exhaustive and well thought out  Check numbering  Check Sentence construction/framing | CD  CD  CD | None  None  None |
|  | Resource Implications for competence assessment | General resource requirement for competence assessment for specific unit | CD | None |
|  | Methods of assessment | Observation  Oral questioning  Written test  Portfolio of Evidence  Interview  Third party report | CD | None |
|  | Context of Assessment | On-the-job  Off-the –job  During Industrial attachment | CD | None |
|  | Guidance information for assessment | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. | CD | None |
|  | Unit title and code (Apply SARD Principles) | Match with contents of the summary table  Include version control in the unit code | CD | None |
|  | Unit description | Should capture all the elements of the competency. | CD | None |
|  | Elements | Should be key outcomes which make up workplace function | CD | None |
| Should range 3---6---max 9 | 7 | none |
| Check the numbering | CD | None |
|  | Performance criteria | Should be stated in passive voice  Starts with the noun… | CD | None |
| Should contain a standard of performance… as per/in accordance with/ based on …. | CD | None |
|  | Range | Should be exhaustive  All identified variable should be in the range | Variables bolded but not italicized  **Soil mapping** bolded but not in the range | amended  Expert required |
| Add “… may include but not limited to/limited to” to the variable | Sentence omitted in all variables | amended |
| Variables should be numbered: 1…2…3.. | CD | None |
| Range is bulleted | CD | None |
| Variable should not be defined in the range |  |  |
|  | Required skill | should be skills not personal attributes  Skills are acquired and improved continually  While attributes are inherent personal characteristics | CD | None |
|  | Required knowledge | Should be general in tandem with the elements and the PCs | CD | None |
|  | Evidence guide | Critical aspects should be exhaustive and well thought out  Check numbering  Check Sentence construction/framing (simple past tense) | CD  CD  CD | None  None  None |
|  | Resource Implications for competence assessment | General resource requirement for competence assessment for specific unit | CD | None |
|  | Methods of assessment | Observation  Oral questioning  Written test  Portfolio of Evidence  Interview  Third party report | Portfolio of Evidence ommitted | amended |
|  | Context of Assessment | On-the-job  Off-the –job  During Industrial attachment | CD | None |
|  | Guidance information for assessment | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. | CD | None |
|  | Unit title and code (APPLY AGRICULTURAL ENGINEERING PRINCIPLES) | Match with contents of the summary table  Include version control in the unit code | CD | None |
|  | Unit description | Should capture all the elements of the competency. | Some elements left out | amended |
|  | Elements | Should be key outcomes which make up workplace function | CD | None |
| Should range 3---6---max 9 | 6 | None |
| Check the numbering | CD | None |
|  | Performance criteria | Should be stated in passive voice  Starts with the noun… | CD  CD | None  None |
| Should contain a standard of performance… as per/in accordance with/ based on …. | CD | None |
|  | Range | Should be exhaustive  All identified variable should be in the range | CD | None |
| Add “… may include but not limited to/limited to” to the variable | Sentence omittedin the variable | Amended |
| Variables should be numbered: 1…2…3.. | CD | None |
| Range is bulleted | CD | None |
| Variable should not be defined in the range | CD | None |
|  | Required skill- | should be skills not personal attributes  Skills are acquired and improved continually  While attributes are inherent personal characteristics | Some items are not skills | amended |
|  | Required knowledge | Should be general in tandem with the elements and the PCs | CD | None |
|  | Evidence guide | Critical aspects should be exhaustive and well thought out  Check numbering  Check Sentence construction/framing | 28 critical aspects identified | Expert required |
|  | Resource Implications for competence assessment | General resource requirement for competence assessment for specific unit | CD | None |
|  | Methods of assessment | Observation  Oral questioning  Written test  Portfolio of Evidence  Interview  Third party report | Portfolio of Evidence omitted | amended |
|  | Context of Assessment | On-the-job  Off-the –job  During Industrial attachment | CD | None |
|  | Guidance information for assessment | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. | Sentence incomplete | amended |
|  | Unit title and code(MANAGE FARM BUSINESS) | Match with contents of the summary table  Include version control in the unit code | CD  CD | None  None |
|  | Unit description | Should capture all the elements of the competency. | Not all elements captured | Amended |
|  | Elements | Should be key outcomes which make up workplace function | CD | None |
| Should range 3---6---max 9 | 5 | None |
| Check the numbering | PC for elements 3 and 5 not well numbered | Amended |
|  | Performance criteria | Should be stated in passive voice  Starts with the noun… | CD  CD | None  None |
| Should contain a standard of performance… as per/in accordance with/ based on …. | CD | None |
|  | Range | Should be exhaustive  All identified variable should be in the range  Variables arranged in order of occurrence in the PC | Not exhaustive  Variables listed in range but not identified in the PC  Order of occurrence not followed | Expert required  Amended  Amended |
| Add “… may include but not limited to/limited to” to the variable | Sentence omitted in the variables | Amended |
| Variables should be numbered: 1…2…3.. | CD | None |
| Range is bulleted | CD | None |
| Variable should not be defined in the range | CD | None |
|  | Required skill- | should be skills not personal attributes  Skills are acquired and improved continually  While attributes are inherent personal characteristics | CD | None |
|  | Required knowledge | Should be general in tandem with the elements and the PCs | CD | None |
|  | Evidence guide | Critical aspects should be exhaustive and well thought out  Check numbering  Check Sentence construction/framing | CD | None |
|  | Resource Implications for competence assessment | General resource requirement for competence assessment for specific unit | Resources not relevant to the unit of competency | Expert required |
|  | Methods of assessment | Observation  Oral questioning  Written test  Portfolio of Evidence  Interview  Third party report | Portfolio of Evidence omitted | Amended |
|  | Context of Assessment | On-the-job  Off-the –job  During Industrial attachment | CD | None |
|  | Guidance information for assessment | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. | Sentence incomplete | Amended |
|  | Unit title and code (PRACTICE CLIMATE CHANGE RESILIENCE) | Match with contents of the summary table  Include version control in the unit code | CD  CD | None  None |
|  | Unit description | Should capture all the elements of the competency. | CD | None |
|  | Elements | Should be key outcomes which make up workplace function | CD | None |
| Should range 3---6---max 9 | 3 | None |
| Check the numbering | Element 3 not correctly numbered | Amended |
|  | Performance criteria | Should be stated in passive voice  Starts with the noun… | CD | None |
| Should contain a standard of performance… as per/in accordance with/ based on …. | CD | None |
|  | Range | Should be exhaustive  All identified variable should be in the range  Variables arranged in order of occurrence in the PC | CD  CD  CD | None  None  None |
| Add “… may include but not limited to/limited to” to the variable | Sentence not added on the variable | Amended |
| Variables should be numbered: 1…2…3.. | CD | None |
| Range is bulleted | CD | None |
| Variable should not be defined in the range |  |  |
|  | Required skill- | should be skills not personal attributes  Skills are acquired and improved continually  While attributes are inherent personal characteristics | CD | None |
|  | Required knowledge | Should be general in tandem with the elements and the PCs | CD | None |
|  | Evidence guide | Critical aspects should be exhaustive and well thought out  Check numbering  Check Sentence construction/framing | CD  CD  CD | None  None  None |
|  | Resource Implications for competence assessment | General resource requirement for competence assessment for specific unit | CD | None |
|  | Methods of assessment | Observation  Oral questioning  Written test  Portfolio of Evidence  Interview  Third party report | Portfolio of Evidence omitted | Amended |
|  | Context of Assessment | On-the-job  Off-the –job  During Industrial attachment | CD | None |
|  | Guidance information for assessment | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. | Sentence incomplete | Amended |
|  | Unit title and code (MANAGE FARM CHEMICAL USE FOR SARD) | Match with contents of the summary table  Include version control in the unit code | CD  CD | None  None |
|  | Unit description | Should capture all the elements of the competency. | Not all elements captured | Amended |
|  | Elements | Should be key outcomes which make up workplace function | CD | None |
| Should range 3---6---max 9 | 4 | None |
| Check the numbering | CD | None |
|  | Performance criteria | Should be stated in passive voice  Starts with the noun… | CD  Not correctly done | None  Expert required |
| Should contain a standard of performance… as per/in accordance with/ based on ….  Check numbering | CD  Element 4 not correctly numbered  PC 4.2 and 4.3 repeated | none  Amended  Amended |
|  | Range | Should be exhaustive  All identified variable should be in the range  Variables arranged in order of occurrence in the PC | CD  CD | None  None |
| Add “… may include but not limited to/limited to” to the variable | Sentence not added to variable | Amended |
| Check headings for variables and range | Headings interchanged | Amended |
| Variables should be numbered: 1…2…3.. | CD | None |
| Range is bulleted | CD | None |
| Variable should not be defined in the range | CD | None |
|  | Required skill- | should be skills not personal attributes  Skills are acquired and improved continually  While attributes are inherent personal characteristics | CD | None |
|  | Required knowledge | Should be general in tandem with the elements and the PCs | CD | None |
|  | Evidence guide | Critical aspects should be exhaustive and well thought out  Check numbering  Check Sentence construction/framing |  |  |
|  | Resource Implications for competence assessment | General resource requirement for competence assessment for specific unit | CD | None |
|  | Methods of assessment | Observation  Oral questioning  Written test  Portfolio of Evidence  Interview  Third party report | Portfolio of Evidence  Omitted | Amended |
|  | Context of Assessment | On-the-job  Off-the –job  During Industrial attachment | CD | None |
|  | Guidance information for assessment | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. | Sentence incomplete | Amended |
|  | Unit title and code (MANAGE CROP PRODUCTION) | Match with contents of the summary table  Include version control in the unit code | CD  CD | None  None |
|  | Unit description | Should capture all the elements of the competency. | Not all elements captured | amended |
|  | Elements | Should be key outcomes which make up workplace function | CD | None |
| Should range 3---6---max 9 | 9 | None |
| Check the numbering | PC for element 3 not correctly numbered | Amended |
|  | Performance criteria | Should be stated in passive voice  Starts with the noun… | CD | None |
| Should contain a standard of performance… as per/in accordance with/ based on …. | CD | None |
|  | Range | Should be exhaustive  All identified variable should be in the range  Variables arranged in order of occurrence in the PC | CD  CD  CD | None  None  None |
| Add “… may include but not limited to/limited to” to the variable | Sentence added to the range | Amended |
| Variables should be numbered: 1…2…3.. | CD | None |
| Range is bulleted | CD | None |
| Variable should not be defined in the range | CD | None |
|  | Required skill- | should be skills not personal attributes  Skills are acquired and improved continually  While attributes are inherent personal characteristics | Some skills are knowledge required | Amended |
|  | Required knowledge | Should be general in tandem with the elements and the PCs | CD | None |
|  | Evidence guide | Critical aspects should be exhaustive and well thought out  Check numbering  Check Sentence construction/framing | CD  CD  CD | None  None  None |
|  | Resource Implications for competence assessment | General resource requirement for competence assessment for specific unit | CD | None |
|  | Methods of assessment | Observation  Oral questioning  Written test  Portfolio of Evidence  Interview  Third party report | CD | None |
|  | Context of Assessment | On-the-job  Off-the –job  During Industrial attachment | CD | None |
|  | Guidance information for assessment | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. | Sentence not complete | Amended |
|  | Unit title and code (MANAGE ANIMAL PRODUCTION) | Match with contents of the summary table  Include version control in the unit code | CD | None |
|  | Unit description | Should capture all the elements of the competency. | Not all elements captured | Amended |
|  | Elements | Should be key outcomes which make up workplace function | CD | None |
| Should range 3---6---max 9 | 8 | None |
| Check the numbering | PC for element 5 not correct | Amended |
|  | Performance criteria | Should be stated in passive voice  Starts with the noun… | CD  Some PC statements did not start with noun | None  Amended |
| Should contain a standard of performance… as per/in accordance with/ based on …. | Sentence added to range | Amended |
|  | Range | Should be exhaustive  All identified variable should be in the range  Variables arranged in order of occurrence in the PC | CD  There are 52 variables  Not correctly done | Expert required- there may be need to split the unit  amended |
| Add “… may include but not limited to/limited to” to the variable | Statement added to Range | amended |
| Variables should be numbered: 1…2…3.. | CD | None |
| Range is bulleted | CD | None |
| Variable should not be defined in the range | CD | None |
|  | Required skill- | should be skills not personal attributes  Skills are acquired and improved continually  While attributes are inherent personal characteristics | CD | None |
|  | Required knowledge | Should be general in tandem with the elements and the PCs | CD | None |
|  | Evidence guide | Critical aspects should be exhaustive and well thought out  Check numbering  Check Sentence construction/framing | There are 90 critical aspects  CD  CD | Expert required  Need to split Unit  None  None |
|  | Resource Implications for competence assessment | General resource requirement for competence assessment for specific unit | CD | None |
|  | Methods of assessment | Observation  Oral questioning  Written test  Portfolio of Evidence  Interview  Third party report | Portfolio of Evidence  omitted | Amended |
|  | Context of Assessment | On-the-job  Off-the –job  During Industrial attachment | CD | None |
|  | Guidance information for assessment | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. | Sentence incomplete | Amended |
|  | Unit title and code (DEMONSTRATE KNOWLEDGE OF ORGANIC FARMING) | Match with contents of the summary table  Include version control in the unit code | CD  CD | None  None |
|  | Unit description | Should capture all the elements of the competency. | Some elements not correctly captured | Amended |
|  | Elements | Should be key outcomes which make up workplace function | CD | None |
| Should range 3---6---max 9 | 8 | None |
| Check the numbering | CD | None |
|  | Performance criteria | Should be stated in passive voice  Starts with the noun… | Some PC not started with a noun | Amended |
| Should contain a standard of performance… as per/in accordance with/ based on …. | CD | None |
|  | Range | Should be exhaustive  All identified variable should be in the range  Variables arranged in order of occurrence in the PC | CD  CD  CD | None  None  None |
| Add “… may include but not limited to/limited to” to the variable | Sentence not included in variable | Amended |
| Variables should be numbered: 1…2…3.. | CD | None |
| Range is bulleted | CD | None |
| Variable should not be defined in the range | CD | None |
|  | Required skill- | should be skills not personal attributes  Skills are acquired and improved continually  While attributes are inherent personal characteristics | CD | None |
|  | Required knowledge | Should be general in tandem with the elements and the PCs | CD | None |
|  | Evidence guide | Critical aspects should be exhaustive and well thought out  Check numbering  Check Sentence construction/framing | 30 CA identified  CD  CD | None  None |
|  | Resource Implications for competence assessment | General resource requirement for competence assessment for specific unit | CD | None |
|  | Methods of assessment | Observation  Oral questioning  Written test  Portfolio of Evidence  Interview  Third party report | Portfolio of Evidence  Omitted | Amended |
|  | Context of Assessment | On-the-job  Off-the –job  During Industrial attachment | CD | None |
|  | Guidance information for assessment | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. | Sentence incomplete | Amended |
|  | Unit title and code (MANAGE AGROFORESTRY ACTIVITIES ) | Match with contents of the summary table  Include version control in the unit code | CD  CD | None  None |
|  | Unit description | Should capture all the elements of the competency. | Some elements not captured correctly | Amended |
|  | Elements | Should be key outcomes which make up workplace function | CD | None |
| Should range 3---6---max 9 | 6 | None |
| Check the numbering | CD | None |
|  | Performance criteria | Should be stated in passive voice  Starts with the noun… | CD  Some not started with a noun | None  Amended |
| Should contain a standard of performance… as per/in accordance with/ based on …. | CD | None |
|  | Range | Should be exhaustive  All identified variable should be in the range  Variables arranged in order of occurrence in the PC | CD  CD  CD | None  None  None |
| Add “… may include but not limited to/limited to” to the variable | Sentence not included in the variables | Amended |
| Variables should be numbered: 1…2…3.. | CD | None |
| Range is bulleted | CD | None |
| Variable should not be defined in the range | CD | None |
|  | Required skill- | should be skills not personal attributes  Skills are acquired and improved continually  While attributes are inherent personal characteristics | CD | None |
|  | Required knowledge | Should be general in tandem with the elements and the PCs | CD | None |
|  | Evidence guide | Critical aspects should be exhaustive and well thought out  Check numbering  Check Sentence construction/framing | Derived from elements  CD  CD | Expert required  None  None |
|  | Resource Implications for competence assessment | General resource requirement for competence assessment for specific unit | CD | None |
|  | Methods of assessment | Observation  Oral questioning  Written test  Portfolio of Evidence  Interview  Third party report | CD | None |
|  | Context of Assessment | On-the-job  Off-the –job  During Industrial attachment | CD | None |
|  | Guidance information for assessment | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. | Sentence incomplete | Amended |
|  | Unit title and code (PROCESS FARM PRODUCE) | Match with contents of the summary table  Include version control in the unit code | CD  CD | None  None |
|  | Unit description | Should capture all the elements of the competency. | Not correctly captured | Amended |
|  | Elements | Should be key outcomes which make up workplace function | CD | None |
| Should range 3---6---max 9 | 3 | None |
| Check the numbering | CD | None |
|  | Performance criteria | Should be stated in passive voice  Starts with the noun… | CD  CD | None  None |
| Should contain a standard of performance… as per/in accordance with/ based on …. | CD | None |
|  | Range | Should be exhaustive  All identified variable should be in the range  Variables arranged in order of occurrence in the PC | CD  CD  Some not arranged in order | None  None  Amended |
| Add “… may include but not limited to/limited to” to the variable | Sentence placed on range | Amended |
| Variables should be numbered: 1…2…3.. | CD | None |
| Range is bulleted | CD | None |
| Variable should not be defined in the range | Some variables defined | Amended |
|  | Required skill- | should be skills not personal attributes  Skills are acquired and improved continually  While attributes are inherent personal characteristics | Some personal attributes like etiquette included  Some knowledge included | Amended  Amended |
|  | Required knowledge | Should be general in tandem with the elements and the PCs | CD | None |
|  | Evidence guide | Critical aspects should be exhaustive and well thought out  Check numbering  Check Sentence construction/framing | CD  CD  CD | None  None  None |
|  | Resource Implications for competence assessment | General resource requirement for competence assessment for specific unit | CD | None |
|  | Methods of assessment | Observation  Oral questioning  Written test  Portfolio of Evidence  Interview  Third party report | Portfolio of Evidence  Omitted | Amended |
|  | Context of Assessment | On-the-job  Off-the –job  During Industrial attachment | CD | None |
|  | Guidance information for assessment | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. | Sentence incomplete |  |
|  | Unit title and code (CONDUCT SARD COMMUNITY DEVELOPMENT) | Match with contents of the summary table  Include version control in the unit code | CD  CD | None  None |
|  | Unit description | Should capture all the elements of the competency. | Elements not correctly captured | Amended |
|  | Elements | Should be key outcomes which make up workplace function | CD | None |
| Should range 3---6---max 9 | 7 | None |
| Check the numbering | CD | None |
|  | Performance criteria | Should be stated in passive voice  Starts with the noun… | CD  CD | None  nOne |
| Should contain a standard of performance… as per/in accordance with/ based on …. | CD | None |
|  | Range | Should be exhaustive  All identified variable should be in the range  Variables arranged in order of occurrence in the PC | CD  CD  Some not in order | None  None  Amended |
| Add “… may include but not limited to/limited to” to the variable | Sentence omitted | Amended |
| Variables should be numbered: 1…2…3.. | CD | None |
| Range is bulleted | CD | None |
| Variable should not be defined in the range |  |  |
|  | Required skill- | should be skills not personal attributes  Skills are acquired and improved continually  While attributes are inherent personal characteristics | CD | None |
|  | Required knowledge | Should be general in tandem with the elements and the PCs | CD | None |
|  | Evidence guide | Critical aspects should be exhaustive and well thought out  Check numbering  Check Sentence construction/framing | CD | None |
|  | Resource Implications for competence assessment | General resource requirement for competence assessment for specific unit | CD | None |
|  | Methods of assessment | Observation  Oral questioning  Written test  Portfolio of Evidence  Interview  Third party report | CD | None |
|  | Context of Assessment | On-the-job  Off-the –job  During Industrial attachment | CD | None |
|  | Guidance information for assessment | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. | Sentence incomplete | Amended |
|  | Unit title and code (MANAGE SARD PROJECTS) | Match with contents of the summary table  Include version control in the unit code | CD  CD | None  None |
|  | Unit description | Should capture all the elements of the competency. | Some not correctly captured | Amended |
|  | Elements | Should be key outcomes which make up workplace function | CD | None |
| Should range 3---6---max 9 | 6 | None |
| Check the numbering | CD | None |
|  | Performance criteria | Should be stated in passive voice  Starts with the noun… | CD  CD | None  None |
| Should contain a standard of performance… as per/in accordance with/ based on …. | CD | None |
|  | Range | Should be exhaustive  All identified variable should be in the range  Variables arranged in order of occurrence in the PC | CD  CD  CD | None  None  None |
| Add “… may include but not limited to/limited to” to the variable | Sentence omitted in the variable | Amended |
| Variables should be numbered: 1…2…3.. | CD | None |
| Range is bulleted | CD | None |
| Variable should not be defined in the range | CD | None |
|  | Required skill- | should be skills not personal attributes  Skills are acquired and improved continually  While attributes are inherent personal characteristics | Some skills are required knowledge | Amended |
|  | Required knowledge | Should be general in tandem with the elements and the PCs | CD | None |
|  | Evidence guide | Critical aspects should be exhaustive and well thought out  Check numbering  Check Sentence construction/framing | CD  CD | None  None |
|  | Resource Implications for competence assessment | General resource requirement for competence assessment for specific unit | CD | None |
|  | Methods of assessment | Observation  Oral questioning  Written test  Portfolio of Evidence  Interview  Third party report | Portfolio of Evidence omitted | Amended |
|  | Context of Assessment | On-the-job  Off-the –job  During Industrial attachment | CD | None |
|  | Guidance information for assessment | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. | Sentence incomplete | Amended |

Logo

Description automatically generated

**TEMPLATE FOR EDITING OF CURRICULUM**

**Editor: Dr. Beatrice Osumbah**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Cur Title: SUSTAINABLE AGRICULTURE FOR RURAL DEVELOPMENT**  **Level: 5** | | | |
| **S/No** | **SECTION** | **Areas of consideration** | **Status** | **Remarks** |
|  | Cover Page | Title and level (Course of study) | Correctly stated | None |
|  | Copyright statement | Symbol |  | Word changed to symbol |
| Document type | Correctly stated | None |
| Email address | info@tvetcdacc.go.ke |  | amended |
|  | Footer | Consistency in Year and format  (Retrospect)  © year, TVETCDACC |  | Amended |
|  | Formatting | Times New Roman  Spacing 1.15  Font 12 |  |  |
|  | Preliminary pages | Roman numbers |  |  |
|  | Foreword | 4th paragraph-check the sector | Course title stated | Amended |
| Sign off-PS -VTT (office) | Correctly stated | None |
|  | Preface | 3rd paragraph-check SSAC name | Course title used | Amended |
| 4th paragraph add- This curriculum has been developed following the CBET framework policy; the CBETA standards and guidelines provided by the TVET Authority and the Kenya National Qualification Framework designed by the Kenya National Qualification Authority. |  | Amended |
| 5th paragraph- check SSAC name | Course title used | Amended |
| Sign off-Chairperson TVET CDACC (Office) | Name of officer used | Amended |
|  | Acknowledgement | It’s a curriculum…  Check the SSAC | Correctly stated | None |
| Sign off-CEO/Council Secretary (Office) | Name of officer used | Amended |
|  | Table of Contents | To be placed after acknowledgements | Placed after copy right page | Amended |
| Exhaustive |  |  |
| Automatically generated |  |  |
|  | Acronyms | Add Abbreviations |  | Amended |
| Exhaustive and relevant |  |  |
| Sorted in alphabetical order | not sorted | Amended |
|  | Key to unit code | Curriculum-../CU/.. |  |  |
| …./BC/…. | BC, CC, CR used | Amended |
| Version control A | Correctly stated | None |
|  | Course Overview | Should be related to the core Units of Competency | Included Common and Core units | Amended |
| Delete ‘Certificate’ and s from ‘qualifications’ |  | Amended |
| Look out for “Units of Learning” | Competencies | Amended |
|  | Titles of the tables | Basic Units of Learning  Common ……  Core …… | Correctly stated | None |
| Column titles | Unit Code,  Code …./CU/…/A | Unit of Learning code  Correctly stated | Amended to Unit Code  None |
|  | Unit Title | Title should not have a verb, object and qualifier (VOQ) | Correctly stated |  |
| Should be a unit of learning in an institution | Correctly stated |  |
| Check for consistency with the OS for every unit | SARD Principles  Agricultural Engineering Principles  Farm Chemical Use Management for SARD  Agroforestry Activities  SARD Project Management | Principles of SARD  Principles of Agricultural Engineering  Amended to “Management oF Farm Chemical use for SARD”  Amended to Agroforestry  Amended to Management of SARD Projects |
| Confirm duration and credit factor | Correctly stated | None |
| Confirm the duration for basic units per level |  |  |
| Confirm total hours and credit factor | Correctly stated | None |
|  | Industrial attachment – | needs further discussion |  |  |
|  | Entry behavior | check for each level-KNQA  Level 6-C Minus  or  Cert. level 5 or  Equivalent |  |  |
| Level 5-D plain or  Cert level 4 or  Equivalent | Correctly stated | None |
| Level 4-KCSE certificate or  Cert level 3 or  Equivalent |  |  |
| Level 3-KCPE certificate or  Cert level 3 or  Equivalent |  |  |
|  | Trainer qualification- to be added | A trainer for this course should have a higher qualification than the level of this course |  | Added |
|  | Assessment | To be retained the way it is |  | None |
|  | Certification | Look out for Certificate of Competency..  National Certificate….  Course | Record of achievement awarded and statemetn | Amended to CoC and National Certificate |
|  | Basic Units of Learning | Ensure the correct and updated basic units of learning for the level |  |  |
|  | Unit of learning Title (SCIENCE FOR SARD) | There should be consistency with the summary table |  |  |
|  | Unit code | Check Consistency with summary table | Type of competency indicated as CR | Amended to CC |
|  | Relationship to OS | Capture correct Unit of Competency | Correctly stated | None |
|  | Duration | Consistency with summary table | Indicated as 37 | Amended to 40 |
|  | Unit description | Consistency with OS | Not consistent | Amended |
|  | Summary of Learning outcomes | Consistency with Elements in the OS | Outcomes 3 and 4 not consistent | Amended |
|  | Learning outcome | Consistency with Summary of learning outcomes | Outcomes 3 and 4 not consistent | Amended |
|  | Content | Adequacy (needs experts trainers) |  | Not amended |
|  | Suggested assessment methods | Consistency with the learning outcomes  Should be methods of assessment | Correctly stated | None |
|  | Suggested Delivery Methods | Change to – “Suggested Methods of Instruction” |  | Amended |
|  | Recommended Resources | Should be consistent with the Unit of Learning |  | Not amended |
|  |  |  |  |  |
|  | Unit of learning Title (PRINCIPLES OF SARD) | There should be consistency with the summary table |  |  |
|  | Unit code | Check Consistency with summary table | Correctly stated  Competency number indicated as 01 | None  Amended to 02 |
|  | Relationship to OS | Capture correct Unit of Competency | Correctly stated | None |
|  | Duration | Consistency with summary table | Correctly stated | None |
|  | Unit description | Consistency with OS |  | Amended |
|  | Summary of Learning outcomes | Consistency with Elements in the OS | Correctly stated | None |
|  | Learning outcome | Consistency with Summary of learning outcomes | Correctly stated | None |
|  | Content | Adequacy (needs experts trainers) |  | Not ammended |
|  | Suggested assessment methods | Consistency with the learning outcomes  Should be methods of assessment | Projects included | Amended |
|  | Suggested Delivery Methods | Change to – “Suggested Methods of Instruction” |  | Amended |
|  | Recommended Resources | Should be consistent with the Unit of Learning |  | Not amended |
|  |  |  |  |  |
|  | Unit of learning Title (PRINCIPLES OF AGRICULTURAL ENGINEERING) | There should be consistency with the summary table | Correctly stated | None |
|  | Unit code | Check Consistency with summary table | Type of competency indicated ac CR  Competency number indicated as 01 | Amended to CC  Amended to 03 |
|  | Relationship to OS | Capture correct Unit of Competency | Correctly stated | None |
|  | Duration | Consistency with summary table | Correctly stated | None |
|  | Unit description | Consistency with OS | Correctly stated | None |
|  | Summary of Learning outcomes | Consistency with Elements in the OS | Correctly stated | None |
|  | Learning outcome | Consistency with Summary of learning outcomes | Correctly stated | None |
|  | Content | Adequacy (needs experts trainers) |  | Not amended |
|  | Suggested assessment methods | Consistency with the learning outcomes  Should be methods of assessment | Practice by learners, projects included | Amended |
|  | Suggested Delivery Methods | Change to – “Suggested Methods of Instruction” |  | Amended |
|  | Recommended Resources | Should be consistent with the Unit of Learning | Manuals and standards from OS lacking | Amended |
|  |  |  |  |  |
|  | Unit of learning Title (FARM BUSINESS MANAGEMENT) | There should be consistency with the summary table | Correctly stated | None |
|  | Unit code | Check Consistency with summary table | Type of competency indicated as CR  Competency number indicated as 01 | Amended to CC  Amended to 04 |
|  | Relationship to OS | Capture correct Unit of Competency | Correctly stated | None |
|  | Duration | Consistency with summary table | Correctly stated | None |
|  | Unit description | Consistency with OS | Not consistent | Amended |
|  | Summary of Learning outcomes | Consistency with Elements in the OS | Outcome 1 and 2 not consistent | Amended |
|  | Learning outcome | Consistency with Summary of learning outcomes |  | Amended |
|  | Content | Adequacy (needs experts trainers) |  | Not amended |
|  | Suggested assessment methods | Consistency with the learning outcomes  Should be methods of assessment | Correctly stated | None |
|  | Suggested Delivery Methods | Change to – “Suggested Methods of Instruction” |  | Amended |
|  | Recommended Resources | Should be consistent with the Unit of Learning | Manuals omitted | Amended |
|  | Unit of learning Title (CLIMATE CHANGE RESILIENCE PRACTICES) | There should be consistency with the summary table |  |  |
|  | Unit code | Check Consistency with summary table | Type of competency – CR  Competency number 01 | Amended to CC  Amended to 05 |
|  | Relationship to OS | Capture correct Unit of Competency | Correctly stated | None |
|  | Duration | Consistency with summary table | 45 | Amended to 50 |
|  | Unit description | Consistency with OS | Not consistent | Amended |
|  | Summary of Learning outcomes | Consistency with Elements in the OS | Outcome 1 not in the elements | amended |
|  | Learning outcome | Consistency with Summary of learning outcomes | Outcome 1 not in OS | Expert required |
|  | Content | Adequacy (needs experts trainers) |  | Not amended |
|  | Suggested assessment methods | Consistency with the learning outcomes  Should be methods of assessment | Correctly stated | None |
|  | Suggested Delivery Methods | Change to – “Suggested Methods of Instruction” | Practice by trainee included | Amended  Amended by deleting |
|  | Recommended Resources | Should be consistent with the Unit of Learning | Correctly stated | None |
|  | Unit of learning Title (MANAGEMENT OF FARM CHEMICAL USE FOR SARD ) | There should be consistency with the summary table | Correctly stated | None |
|  | Unit code | Check Consistency with summary table | Type of competency – CR  Competency number 01 | Amended to CC  Amended to 06 |
|  | Relationship to OS | Capture correct Unit of Competency | Correctly stated | None |
|  | Duration | Consistency with summary table | 48 | Amended to 50 |
|  | Unit description | Consistency with OS | Not consistent | Amended |
|  | Summary of Learning outcomes | Consistency with Elements in the OS | Correctly stated | None |
|  | Learning outcome | Consistency with Summary of learning outcomes | Correctly stated | None |
|  | Content | Adequacy (needs experts trainers) |  | Not amended |
|  | Suggested assessment methods | Consistency with the learning outcomes  Should be methods of assessment |  |  |
|  | Suggested Delivery Methods | Change to – “Suggested Methods of Instruction” | Practice by the trainee | Amended  Amended |
|  | Recommended Resources | Should be consistent with the Unit of Learning | Guidelines | Amended |
|  | Unit of learning Title (CROP PRODUCTION MANAGEMENT) | There should be consistency with the summary table | Correctly stated | None |
|  | Unit code | Check Consistency with summary table | Correctly stated | None |
|  | Relationship to OS | Capture correct Unit of Competency | Correctly stated | None |
|  | Duration | Consistency with summary table | Correctly stated | None |
|  | Unit description | Consistency with OS | Not consistent | Amended |
|  | Summary of Learning outcomes | Consistency with Elements in the OS | Outcomes 1 and 2 not in OS | Amended |
|  | Learning outcome | Consistency with Summary of learning outcomes | Not consistent | Expert required |
|  | Content | Adequacy (needs experts trainers) |  | Not amended |
|  | Suggested assessment methods | Consistency with the learning outcomes  Should be methods of assessment | Projects indicated | Amended |
|  | Suggested Delivery Methods | Change to – “Suggested Methods of Instruction” | Practice by trainee indicated | Amended  Amended |
|  | Recommended Resources | Should be consistent with the Unit of Learning | Manuals and handbook omitted | Amended |
|  | Unit of learning Title ANIMAL PRODUCTION MANAGEMENT) | There should be consistency with the summary table | Correctly stated | None |
|  | Unit code | Check Consistency with summary table | Unit number indicated as 01 | Amended to 02 |
|  | Relationship to OS | Capture correct Unit of Competency | Correctly stated | None |
|  | Duration | Consistency with summary table | Correctly stated | None |
|  | Unit description | Consistency with OS | Correctly stated | None |
|  | Summary of Learning outcomes | Consistency with Elements in the OS | Outcome 7 – not consistent | Amended |
|  | Learning outcome | Consistency with Summary of learning outcomes | Outcome 6 not consistent | Amended |
|  | Content | Adequacy (needs experts trainers) |  | Not amended |
|  | Suggested assessment methods | Consistency with the learning outcomes  Should be methods of assessment | Correctly stated | None |
|  | Suggested Delivery Methods | Change to – “Suggested Methods of Instruction” | Practice by trainee | Amended  Amended |
|  | Recommended Resources | Should be consistent with the Unit of Learning | manuals, handbooks | amended |
|  | Unit of learning Title (ORGANIC FARMING ) | There should be consistency with the summary table |  |  |
|  | Unit code | Check Consistency with summary table | Unit of competency number indicated as 01 | Amended to 03 |
|  | Relationship to OS | Capture correct Unit of Competency | Correctly stated | none |
|  | Duration | Consistency with summary table | 52 | Amended to 60 |
|  | Unit description | Consistency with OS | Not consistent | amended |
|  | Summary of Learning outcomes | Consistency with Elements in the OS | Outcome 4 and 6 not consistent | amended |
|  | Learning outcome | Consistency with Summary of learning outcomes | Outcome 4 and 6 not consistent | amended |
|  | Content | Adequacy (needs experts trainers) |  | Not amended |
|  | Suggested assessment methods | Consistency with the learning outcomes  Should be methods of assessment | Correctly stated | None |
|  | Suggested Delivery Methods | Change to – “Suggested Methods of Instruction” | Practice by trainees | Amended  Amended |
|  | Recommended Resources | Should be consistent with the Unit of Learning |  |  |
|  | Unit of learning Title (AGROFORESTRY) | There should be consistency with the summary table |  |  |
|  | Unit code | Check Consistency with summary table | Unit number 01 | Amended to 04 |
|  | Relationship to OS | Capture correct Unit of Competency | Correctly stated | None |
|  | Duration | Consistency with summary table | Correctly stated | None |
|  | Unit description | Consistency with OS | Not consistent | Amended |
|  | Summary of Learning outcomes | Consistency with Elements in the OS | Correctly stated | None |
|  | Learning outcome | Consistency with Summary of learning outcomes | Correctly stated | None |
|  | Content | Adequacy (needs experts trainers) |  |  |
|  | Suggested assessment methods | Consistency with the learning outcomes  Should be methods of assessment | Correctly stated | None |
|  | Suggested Delivery Methods | Change to – “Suggested Methods of Instruction” |  | Amended |
|  | Recommended Resources | Should be consistent with the Unit of Learning | Manuals omitted | amended |
|  | Unit of learning Title FARM PRODUCE PROCESSING | There should be consistency with the summary table | Correctly stated | None |
|  | Unit code | Check Consistency with summary table | Unit number indicated as 01 | Amended as o5 |
|  | Relationship to OS | Capture correct Unit of Competency | Correctly stated | None |
|  | Duration | Consistency with summary table | 125 hrs | 130 hrs |
|  | Unit description | Consistency with OS | Not consistent | Amended |
|  | Summary of Learning outcomes | Consistency with Elements in the OS | Correctly stated | None |
|  | Learning outcome | Consistency with Summary of learning outcomes | Correctly stated | None |
|  | Content | Adequacy (needs experts trainers) |  |  |
|  | Suggested assessment methods | Consistency with the learning outcomes  Should be methods of assessment | Correctly stated | None |
|  | Suggested Delivery Methods | Change to – “Suggested Methods of Instruction” | Practice by trainee | Amended  amended |
|  | Recommended Resources | Should be consistent with the Unit of Learning | Manuals omitted | Amended |
|  | Unit of learning Title (SARD COMMUNITY DEVELOPMENT) | There should be consistency with the summary table | Not clear | Expert required |
|  | Unit code | Check Consistency with summary table | Unit number indicatedas 01 | Amended to o6 |
|  | Relationship to OS | Capture correct Unit of Competency |  |  |
|  | Duration | Consistency with summary table | Correctly stated | None |
|  | Unit description | Consistency with OS | Not consistent | Amended |
|  | Summary of Learning outcomes | Consistency with Elements in the OS | Outcome 2 and 4 not consistent | Amended |
|  | Learning outcome | Consistency with Summary of learning outcomes | Outcome 2 and 4 not consistent | Amended |
|  | Content | Adequacy (needs experts trainers) |  |  |
|  | Suggested assessment methods | Consistency with the learning outcomes  Should be methods of assessment | Correctly stated | None |
|  | Suggested Delivery Methods | Change to – “Suggested Methods of Instruction” | Practice by trainee included | Amended  Amended |
|  | Recommended Resources | Should be consistent with the Unit of Learning | Procedures and regulation omitted | Amended |
|  | Unit of learning Title (MANAGEMENT OF SARD PROJECTS | There should be consistency with the summary table |  |  |
|  | Unit code | Check Consistency with summary table | Unit number indicated as 01 | Amended to 07 |
|  | Relationship to OS | Capture correct Unit of Competency | Correctly stated | None |
|  | Duration | Consistency with summary table | 35 | 40 |
|  | Unit description | Consistency with OS | Not consistent | amended |
|  | Summary of Learning outcomes | Consistency with Elements in the OS | Correctly stated | None |
|  | Learning outcome | Consistency with Summary of learning outcomes | Correctly stated | None |
|  | Content | Adequacy (needs experts trainers) |  |  |
|  | Suggested assessment methods | Consistency with the learning outcomes  Should be methods of assessment | Correctly stated | None |
|  | Suggested Delivery Methods | Change to – “Suggested Methods of Instruction” | Practice by trainee included | Amended  Amended |
|  | Recommended Resources | Should be consistent with the Unit of Learning |  |  |
|  | Unit of learning Title ( | There should be consistency with the summary table |  |  |
|  | Unit code | Check Consistency with summary table |  |  |
|  | Relationship to OS | Capture correct Unit of Competency |  |  |
|  | Duration | Consistency with summary table |  |  |
|  | Unit description | Consistency with OS |  |  |
|  | Summary of Learning outcomes | Consistency with Elements in the OS |  |  |
|  | Learning outcome | Consistency with Summary of learning outcomes |  |  |
|  | Content | Adequacy (needs experts trainers) |  |  |
|  | Suggested assessment methods | Consistency with the learning outcomes  Should be methods of assessment |  |  |
|  | Suggested Delivery Methods | Change to – “Suggested Methods of Instruction” |  |  |
|  | Recommended Resources | Should be consistent with the Unit of Learning |  |  |
|  |  |  |  |  |