

**REPUBLIC OF KENYA**

**NATIONAL OCCUPATIONAL STANDARDS**

**FOR**

**SWEET POTATO PROCESSING**

**LEVEL 4**

****

TVET CDACC

P.O. BOX 15745-00100

NAIROBI

First published 2020

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# FOREWORD

The provision of quality education and training is fundamental to the Government’s overall strategy for social economic development. Quality education and training will contribute to achievement of Kenya’s development blueprint, Vision 2030 and sustainable development goals.

Reforms in the education sector are necessary for the achievement of Kenya Vision 2030 and meeting the provisions of the Constitution of Kenya 2010. The education sector had to be aligned to the Constitution of Kenya 2010 and this resulted in the formulation of the Policy Framework for Reforming Education and Training. A key feature of this policy is the radical change in the design and delivery of the TVET training. This policy document requires that training in TVET be competency based, curriculum development be industry led, certification be based on demonstration of competence and mode of delivery allows for multiple entry and exit in TVET programmes.

These reforms demand that Industry takes a leading role in curriculum development to ensure the curriculum addresses its competence needs. It is against this background that these Occupational Standards were developed for the purpose of developing a competency-based curriculum for Sweet Potato Processing. These Occupational Standards will also be the basis for assessment of an individual for competence certification.

It is my conviction that these Occupational Standards will play a great role towards development of competent human resource for Sweet Potato sector’s growth and development.

**PRINCIPAL SECRETARY, VOCATIONAL AND TECHNICAL TRAINING**

**MINISTRY OF EDUCATION**

# PREFACE

Kenya’s Vision 2030 aims to transform the country into a newly industrializing, “middle-income country providing a high-quality life to all its citizens by the year 2030”. Kenya intends to create a globally competitive and adaptive human resource base to meet the requirements of a rapidly industrializing economy through life-long education and training. TVET has a responsibility of facilitating the process of inculcating knowledge, skills and attitudes necessary for catapulting the nation to a globally competitive country, hence the paradigm shift to embrace Competency Based Education and Training (CBET).

The Technical and Vocational Education and Training Act No. 29 of 2013 on Reforming Education and Training in Kenya, emphasized the need to reform curriculum development, assessment and certification. This called for a shift to CBET in order to address the mismatch between skills acquired through training and skills needed by industry as well as increase the global competitiveness of Kenyan labor force.

The TVET Curriculum Development, Assessment and Certification Council (TVET CDACC), in conjunction with Sweet Potato Sector Skills Advisory Committee (SSAC) have developed these Occupational Standards for Sweet Potato Processing. These standards will be the basis for development of competency-based curriculum for Sweet Potato Processing level 4.

The occupational standards are designed and organized with clear performance criteria for each element of a unit of competency. These standards also outline the required knowledge and skills as well as evidence guide.

I am grateful to the Council Members, Council Secretariat, Sweet Potato SSAC, expert workers and all those who participated in the development of these Occupational Standards.

**CHAIRPERSON, TVET CDACC**

# ACKNOWLEDGMENT

These Occupational Standards were developed through combined effort of various stakeholders from private and public organizations. I am thankful to the management of these organizations for allowing their staff to participate in this course. I wish to acknowledge the invaluable contribution of industry players who provided inputs towards the development of these Standards.

I thank TVET Curriculum Development, Assessment and Certification Council (TVET CDACC) for providing guidance on the development of these Standards. My gratitude goes to sweet potato Sector Skills Advisory Committee (SSAC) members for their contribution to the development of these Standards. I thank all the individuals and organizations who participated in the validation of these Standards.

I acknowledge all other institutions which in one way or another contributed to the development of these Standards.

**CHAIRPERSON**

**SWEET POTATO SECTOR SKILLS ADVISORY COMMITTEE**

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# ACRONYMS AND ABBREVIATIONS

A Control Version

AFA Agriculture and Food Authority

AGR Agriculture and Rural Development

BC Basic Competency

CBET Competency-Based Education and Training

CDACC Curriculum Development, Assessment and Certification Council

CR Core Competency

EAS East African Standards

FSMS Food Safety Management System

GAP Good Agricultural Practice

GMP Good Manufacturing Practice

HACCP Hazard Analysis Critical Control Points

ICT Information communication technology

KEBS Kenya Bureau of Standards

KEPHIS Kenya Plant Health Inspectorate

NEMA National Environment Management Authority

OSH Occupational Safety and Health

SOPs Standard Operating Procedures

SP Sweet Potato Processing

SPVD Sweet Potato Virus Diseases

TVET Technical and Vocational Education and Training

WSR Warehousing and Receipting System

# KEY TO UNIT CODE

 AGR/OS/SPP/BC/01/4/A

Industry or sector

Occupational Standards

Occupational area

Type of competency

Competency number

Competency level

Control version

# OVERVIEW

Sweet Potato Processing Certificate level 4 qualification consists of competencies that a person must achieve to produce sweet potato puree, sweet potato flour, sweet potato crisps and to produce dry sweet potato chips. It also enables an individual to manage food safety and quality assurance.

The units of competency leading to Sweet Potato Processing certificate level 4 qualification include the following basic and core competencies:

**BASIC UNITS OF COMPETENCY**

|  |  |
| --- | --- |
| **Unit Code**  | **Unit Title**  |
| AGR/OS/SPP/BC/01/4/A | Demonstrate communication skills |
| AGR/OS/SPP/BC/02/4/A | Demonstrate numeracy skills |
| AGR/OS/SPP/BC/03/4/A | Demonstrate digital literacy |
| AGR/OS/SPP/BC/04/4/A | Demonstrate entrepreneurial skills |
| AGR/OS/SPP/BC/05/4/A | Demonstrate employability skills |
| AGR/OS/SPP/BC/06/4/A | Demonstrate environmental literacy |
| AGR/OS/SPP/BC/07/4/A | Demonstrate Occupational safety and health practices |

**CORE UNITS OF COMPETENCY**

|  |  |
| --- | --- |
| **Unit Code**  | **Unit Title**  |
| AGR/OS/SPP/CR/01/4/A | Produce sweet potato puree |
| AGR/OS/SPP/CR/02/4/A | Produce sweet potato flour |
| AGR/OS/SPP/CR/03/4/A | Produce sweet potato crisps |
| AGR/OS/SPP/CR/04/4/A | Produce dry sweet potato chips |
| AGR/OS/SPP/CR/05/4/A | Manage food safety and quality assurance |

# BASIC UNITS OF COMPETENCY

# DEMONSTRATE COMMUNICATION SKILLS

**UNIT CODE:** AGR/OS/SPP/BC/01/4/A

**UNIT DESCRIPTION**

This unit covers the competencies required demonstrate communication skills. It involvesobtaining and conveying workplace information, completing relevant work-related documents, communicating information about workplace processes, leading workplace discussion and communicating workplace issues.

**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.***Bold and italicized terms*** ***are elaborated in the Range*** |
| 1. Obtain and convey workplace information
 | 1. Specific and relevant information is accessed from ***appropriate sources*** based on standard procedures
2. Effective questioning, active listening and speaking skills are used to gather and convey information based on communication needs
3. Appropriate ***medium*** is used to transfer information and ideas in accordance with workplace guidelines
4. Appropriate non- verbal communication is used as per the communication needs
5. Appropriate lines of communicationwith supervisors and colleagues are identified and followed based on workplace requirements
6. Location and storage of information is undertaken according to workplace procedures
	1. Personal interaction is carried out clearly and concisely according to workplace requirements
 |
| 1. Complete relevant work-related documents
 | * 1. Range of forms relating to conditions of employment are completed according to workplace procedures
	2. Workplace data is recorded based on workplace requirements
	3. Errors in recording information are identified and acted upon in accordance with workplace policies
	4. Reporting requirements are completed according to organizational guidelines
 |
| 1. Communicate information about workplace processes
 | 1. Information sources are identified according to workplace procedures
2. ***Methods of communication*** are selected based on workplace guidelines
3. Multiple operations are communicated according to workplace structure
4. Work-related questions are asked and responded based on set protocols
5. Information is selected and organized according to workplace requirements
6. Verbal and written reporting is undertaken as per workplace requirements
7. Communication is maintained according to workplace standards
 |
| 1. Lead workplace discussions
 | 1. Response to workplace issues are sought and provided as per workplace protocol
2. Constructive contributions are made based on ***workplace discussions***
3. Workplace objectives and action plan are communicated according to workplace requirements
 |
| 1. Identify and communicate issues arising in the workplace
 | 1. Issues and problems are identified as per workplace guidelines
2. Problems and issues in the workplace are organized according to workplace operations
3. Dialogue is initiated with appropriate personnel as per workplace structure
4. Problems and issues raised are communicated as per the workplace reporting procedures
 |

**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. Methods of communication mayinclude but not limited to:
 | * Non-verbal gestures
* Verbal
* Face to face
* Two-way radio
* Speaking to groups
* Using telephone
* Written
* Internet
 |
| 1. Workplace discussion may include but not limited to:
 | * Coordination meetings
* Toolbox discussion
* Peer-to-peer discussion
 |

**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:

* Communication
* Active listening
* Interpretation
* Negotiation
* Writing

**Required Knowledge**

The individual needs to demonstrate knowledge of:

* Organization requirements for written and electronic communication methods
* Effective verbal communication methods
* Report writing
* Effective questioning techniques (clarifying and probing)
* Workplace etiquette

**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: 1. Dealt with a range of communication/information at one time
2. Made constructive contributions in workplace issues
3. Sought workplace issues effectively
4. Responded to workplace issues promptly
5. Presented information clearly and effectively in written form
6. Used appropriate sources of information
7. Asked appropriate questions
8. Provided accurate information
 |
| 1. Resource Implications
 | 1. Access to relevant workplace where assessment can take place
2. Appropriately simulated environment where assessment can take place
3. Materials relevant to the proposed activity or tasks
 |
| 1. Methods of Assessment
 | 1. Third-party reports
2. Portfolio
3. Interview
4. Written tests
5. Observation
6. Oral questioning
 |
| 1. Context of Assessment
 | Competency may be assessed 1. On the job
2. Off the job
3. During industrial attachment
 |
| 1. Guidance information for assessment
 | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. |

# DEMONSTRATE NUMERACY SKILLS

**UNIT CODE:** AGR/OS/SPP/BC/02/4/A

**UNIT DESCRIPTION**

This unit covers the competencies required to demonstrate numeracy skills. It involves identifying and using whole numbers and simple fractions, decimals and percentages for work, identifying, measuring and estimating familiar quantities for work, reading and using familiar maps, plans and diagrams for work, identifying and describing common 2D and some 3D shapes for work, constructing simple tables and graphs for work using familiar data and identifying and interpreting information in familiar tables, graphs and charts for work

**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.***Bold and italicized terms*** ***are elaborated in the Range.*** |
| 1. Identify and use whole numbers and simple fractions, decimals and percentages for work
 | 1. Simple fractions, decimals and percentages identified and interpreted as per standard operating procedures.
2. Understanding of place value by organising numbers from smallest to largest demonstrated as SOPs
3. Required numerical information located and decision made on appropriate method to solve a problem as per SOPs
4. Limited range of calculations performed using the four operations using SOPs
5. Links between operations described as per SOPs
6. Estimations made to check reasonableness of results of problem-solving process as SOPs
7. Numerical information recorded, and the result of the task communicated using informal and some formal language and symbolism as per workplace procedures
 |
| 1. Identify, measure and estimate familiar quantities for work
 | 1. Measurement information in workplace tasks and texts identified and interpreted as per workplace procedures.
2. Familiar units of measurement needed for tasks is identified as per measurements manuals/charts
3. Familiar and simple amounts estimated as per workplace procedures.
4. Appropriate measuring equipment selected as per SOPs
5. ***Simple measuring equipment*** graduated in familiar units to measure relevant quantities is used as per graduation manuals.
6. Calculation done using familiar units of measurement as per SOPs
7. Measurements and results checked against estimates as per job specifications.
8. Results are recorded or reported as per workplace procedures
9. Results relevant to the workplace task are communicated using informal and some formal mathematical and general language as per workplace procedures.
 |
| 1. Read and use familiar maps, plans and diagrams for work
 | 1. Items and places are in familiar maps, plans and diagrams as per SOPs
2. Common symbols and keys recognised in familiar maps, plans and diagrams as per SOPs
3. Understanding of direction and location demonstrated by describing the location of objects, or route to familiar places as per SOPs
4. Instructions to locate familiar objects or places are given and followed as per SOPs
5. Informal and some formal oral mathematical language and symbols are used as per SOPs
 |
| 1. Identify and describe common 2D and some 3D shapes for work
 | 1. ***Common 2D shapes and some common 3D shapes*** in familiar situations are identified and named as per job requirements
2. Common 2D shapes and designs are compared and classified as per SOPs
3. Informal and some formal language used to describe common two-dimensional shapes and some common three-dimensional shapes in accordance with workplace procedures.
4. Simple items used to draw or construct common 2D shapes as per workplace procedures.
5. Common 3D shapes matched to their 2D sketches or nets as per SOPs
 |
| 1. Construct simple tables and graphs for work using familiar data
 | 1. Common types of graphs are identified and named as per SOPs
2. Familiar data to be collected is determined in accordance with job specifications.
3. A method to collect data is selected in accordance with workplace procedures.
4. A small amount of simple familiar data is collected as per workplace procedures
5. One or two variables determined from the data collected as per SOPs.
6. Data ordered and collated as per standard operating procedures.
7. A table is constructed and data entered as per SOPs
8. Graphs are constructed using data from table as per job specifications
9. Results are promptly checked as per workplace procedures
10. Graph information related to work is reported or discussed using informal and some formal mathematical and general language as per workplace procedures
 |
| 1. Identify and interpret information in familiar tables, graphs and charts for work
 | 1. Simple tables are identified in familiar texts and contexts in accordance with workplace procedures
2. Title, headings, rows and columns located in familiar tables as per SOPs
3. Information and data in simple tables identified and interpreted as per workplace procedures.
4. Information is related in accordance with workplace tasks
5. Familiar graphs and charts are identified in familiar texts and contexts as per SOPs
6. Title, labels, axes, scale and key from familiar graphs and charts are located as per SOPs
7. Information and data in familiar graphs and charts are identified and interpreted as per job requirements
8. Information is related to relevant workplace tasks as per job requirements.
 |

**RANGE**

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

|  |  |
| --- | --- |
| **Variable** | **Range** |
| 1. Simple measuring equipment may include but not limited to:
 | * Rulers
* Watches/clocks
* Scales
* Thermometers
* AVO meter
 |
| 1. Common 2D shapes and common 3D shapes may include but not limited to:
 | * Round
* Square
* Rectangular
* Triangle
* Sphere
* Cylinder
* Cube
* Polygons
* Cuboids
 |

**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:

* Measuring
* Logical thinking
* Computing
* Drawing of graphs
* Applying mathematical formulas
* Analytical

**Required knowledge**

The individual needs to demonstrate knowledge of:

* Types of common shapes
* Differentiation between two dimensional shapes / objects
* Formulae for calculating area and volume
* Types and purpose of measuring instruments
* Units of measurement and abbreviations
* Fundamental operations (addition, subtraction, division, multiplication)
* Rounding techniques
* Types of fractions
* Different types of tables and graphs
* Meaning of graphs, such as increasing, decreasing, and constant value
* Preparation of basic data, tables & graphs

**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:* 1. Simple fractions, decimals and percentages are correctly identified and interpreted
	2. Performed a limited range of calculations using the 4 operations
	3. Performed calculations using familiar units of measurement
	4. Recognised common symbols and keys in familiar maps, plans and diagrams
	5. Constructed simple tables and graphs using familiar data
	6. Identified and interpret information in familiar tables, graphs and charts
 |
| 1. Resource Implications
 | 1. Access to relevant workplace where assessment can take place
2. Appropriately simulated environment where assessment can take place
3. Materials relevant to the proposed activity or tasks
 |
| 1. Methods of Assessment
 | Competency may be assessed through:1. Written Test
2. Interview
3. Oral Questioning
 |
| 1. Context of Assessment
 | Competency may be assessed 1. On the job
2. Off the job
3. During industrial attachment
 |
| 1. Guidance information for assessment
 | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. |

# DEMONSTRATE DIGITAL LITERACY

**UNIT CODE:** AGR/OS/SPP/BC/03/4/A

**UNIT DESCRIPTION**

This unit covers the competencies required to demonstrate digital literacy in a working environment. It entails identifying computer software and hardware, applying security measures to data, hardware, software, applying computer software in solving task sand applying internet and email in communication at workplace.

**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.***Bold and italicized terms*** ***are elaborated in the Range*** |
| 1. Identify computer software and hardware
 | * 1. ***Appropriate computer software*** is identified according to manufacturer’s specification
	2. ***Appropriate computer hardware*** is identified according to manufacturer’s specification
 |
| 1. Apply security measures to data, hardware, software
 | * 1. ***Data security and privacy are classified*** in accordance with the technological situation
	2. ***Security and control measures*** are applied in accordance with laws governing protection of ICT
	3. Computer threats and crimes are detected as per information security management guidelines.
	4. Protection against computer crimes is undertaken in accordance with laws governing protection of ICT
 |
| 1. Apply computer software in solving tasks
 | * 1. Basic word processing concepts are applied in resolving workplace tasks
	2. Word processing utilities are applied in accordance with workplace procedures
	3. Data is manipulated on worksheet in accordance with office procedures
 |
| 1. Apply internet and email in communication at workplace
 | * 1. Electronic mail is applied in workplace communication in accordance with office procedures
	2. Office internet functions are defined and executed in accordance with office procedures
	3. Network configuration and uses are determined in accordance with office operations procedures
 |

**RANGE**

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

|  |  |
| --- | --- |
| **Range** | **Variable** |
| 1. Appropriate computer software may include but not limited to:
 | * Operating system
* MS office
* Web browser
* Media players
 |
| 1. Appropriate computer hardware may include but not limited to:
 | * Computer Case
* Monitor
* Keyboard
* Mouse
* Hard Disk Drive
* Motherboard
* Video Card
 |
| 1. Data security and privacy may include but not limited to:
 | * Confidentiality
* Cloud computing
* Confidentiality
* Cyber terrorism
* Integrity -but-curious data serving
 |
| 1. Security and control measures may include but not limited to:
 | * Countermeasures and risk reduction
* Cyber threat issues
* Risk management
 |

**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:

* Analytical
* Interpretation
* Typing
* Communication
* Computing

**Required Knowledge**

The individual needs to demonstrate knowledge of:

* Input and output devices
* Central processing Unit (CPU)
* Peripherals
* Storage Media
* Software concept
* Types of concept
* Function of computer software
* Data security and privacy
* Security threats and control measures
* Computer crimes
* Detection and protection of computer crimes
* Laws governing protection of ICT
* Word processing;
* Functions and concepts of word processing.
* Documents and tables creation and manipulations
* Mail merging
* Word processing utilities
* Spread sheet;
* Meaning, formulae, function and charts, uses, layout, data manipulation and application to cell
* Networking and Internet;
* Meaning, functions and uses of networking and internet.
* Electronic mail and world wide web
* Emerging trends and issues in ICT;
* Identify and apply emerging trends and issues in ICT
* Challenges posed by emerging trends and issues

**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:* 1. Identified input, output, CPU and storage media devices of computers in accordance to computer specification
	2. Identified concepts, types and functions of computer software according to operation manual
	3. Identified and controlled security threats
	4. Detected and protected computer crimes
	5. Applied word processing in office tasks
	6. Prepared work sheet and applied data to the cells in accordance to workplace procedures
	7. Used Electronic Mail for office communication as per workplace procedure
	8. Applied internet and World Wide Web for office tasks in accordance with office procedures
	9. Applied laws governing protection of ICT
 |
| 1. Resource Implications
 | * 1. Access to relevant workplace where assessment can take place
	2. Appropriately simulated environment where assessment can take place
	3. Materials relevant to the proposed activity or tasks
 |
| 1. Methods of Assessment
 | Competency may be assessed through:* 1. Written tests
	2. Practical assignment
	3. Interview
	4. Oral Questioning
	5. Observation
 |
| 1. Context of Assessment
 | Competency may be assessed 1. On the job
2. Off the job
3. During industrial attachment
 |
| 1. Guidance information for assessment
 | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. |

# DEMONSTRATE ENTREPRENEURIAL SKILLS

**UNIT CODE:** AGR/OS/SPP/BC/04/4/A

**UNIT DESCRIPTION**

This unit covers the competencies required demonstrate entrepreneurial skills. It involvescreating and maintaining small scale business, establishing small scale business customer base, managing small scale business and growing/ expanding small scale business.

**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.***Bold and italicized terms are elaborated in the Range*** |
| 1. Create and maintain small scale business
 | 1. Generation and evaluation of business ideas is undertaken in accordance with the existing procedure
2. Competencies are matched with business opportunities in accordance with business practices.
3. Procedure for starting a small business is identified as per the legal requirements
4. SWOT/ PESTEL analysis and or industrial survey is carried out according to office procedures
5. ***Business operations*** are monitored and controlled following established procedures.
6. Quality assurance measures are implemented in accordance with the business practices.
7. Good relations are maintained with staff/workers as per the workplace policies.
8. Policies and procedures on occupational safety and health and environmental concerns are constantly observed as per the workplace policies
 |
| 1. Establish small scale business customer base
 | 1. Good customer relations are maintained in accordance with office procedures
2. New customers and markets are identified, explored and reached out to according to the marketing plan
3. Promotions/Incentives are offered to loyal customers in accordance with office procedures
4. Additional products and services are evaluated and tried in accordance with marketing strategy
5. Customer record is maintained in accordance with office procedures
 |
| 1. Manage small scale business
 | 1. Enterprise is built up and sustained in line with judicious control of cash flows.
2. Profitability of enterprise is ensured as per the internal controls.
3. Unnecessary or lower-priority expenses and purchases are avoided as per the marketing strategy
4. Basic cost-benefit analysis are undertaken in accordance with office procedures
5. Basic financial management are undertaken in accordance with office procedures
6. Basic financial accounting in undertaken in accordance with office procedures
7. Business ***internal controls*** are implemented in accordance with office procedure
8. Setting business priorities and strategies is carried out according to office procedures
9. Preparation and interpretation of basic financial statements is undertaken in accordance with set procedures
10. Preparation of business plansfor small business is undertaken in accordance with ***business strategy***
11. Business Social Responsibility is maintained in accordance with Standard Operations Procedures (SOP)
 |
| 1. Grow/ expand small scale business
 | 1. Prepared business growth strategy for small sale business in accordance with office procedures
2. Incorporated technology in small scale business growth in accordance with technological trends
3. Emerging issues and trends are considered in accordance with business growth strategy
4. Built audience interest in product/service according to growth strategy
5. Boosted cooperate communication according to business ***communication strategy***
 |

**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. Business operations may include but not limited to:
 | * Purchasing
* Accounting/administrative
* Work production/operations/sales
* Marketing
 |
| 1. Internal control may include but not limited to:
 | * Accounting systems
* Financial statements/reports
* Cash management
* Human resource management
 |
| 1. Business Strategy may include but not limited to:
 | * Management of wastages
* Environmental Conservation
 |
| 1. Communication strategy may include but not limited to:
 | * Blue print of exchange of information
* Technology and exchange of information
 |

**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:

* Marketing
* Advertising
* Basic bookkeeping
* Accounting
* Communication

**Required Knowledge**

The individual needs to demonstrate knowledge of:

* Generation and evaluation of business ideas
* Legal requirements for starting a small business
* SWOT/ PESTEL analysis
* Occupational Safety and Health
* Public relations concepts
* Business plan
* Business financing
* Marketing strategies
* Business management and control
* Production/ operation process
* Product promotion strategies
* Market and feasibility studies
* Business ethics
* Building customer relations
* Business models and strategies
* Types and categories of businesses
* Business internal controls
* Relevant national and local legislation and regulations
* Basic quality control and assurance concepts
* Building relations with customer and employees
* Building competitive advantage of the enterprise
* Business growth strategies

**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:

|  |
| --- |
| 1. Demonstrated entrepreneurial skills
2. Demonstrate competencies to create a small-scale business
3. Demonstrated ability to conceptualize and plan a micro/small business
4. Grew customer base for the small-scale business
5. Demonstrated ability to manage/operate a micro/small-scale business
6. Demonstrated competencies to grow a micro/small-scale business
 |

 |
| 1. Resource Implications
 |

|  |
| --- |
| The following resources should be provided:  |

1. Assessment location
2. Case studies on micro/small-scale enterprises
3. Assessment materials
 |
| 1. Methods of Assessment
 | Competency in this unit may be assessed through:

|  |  |
| --- | --- |
| 1. Written tests
2. Observation
3. Oral questioning
4. Portfolio
5. Projects
 |  |

 |
| 1. Context of Assessment
 | Competency may be assessed 1. On the job
2. Off the job
3. During industrial attachment
 |
| 1. Guidance information for assessment
 | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. |

# DEMONSTRATE EMPLOYABILITY SKILLS

**UNIT CODE:** AGR/OS/SPP/BC/05/4/A

**UNIT DESCRIPTON**

This unit covers competencies required to demonstrate employability skills. It involves conducting self-management, demonstrating critical safe work habits, demonstrating workplace learning and workplace ethics.

**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.***Bold and italicized terms are elaborated in the Range*** |
| 1. Conduct self-management
 | 1. Personal vision, mission and goals are formulated based on potential and in relation to organization objectives
2. Emotional intelligence is demonstrated as per workplace requirements.
3. Individual performance is evaluated and monitored according to the agreed targets.
4. Assertiveness is developed and maintained based on the requirements of the job.
5. Accountability and responsibility for own actions are demonstrated based on workplace instructions.
6. Self-esteem and a positive self-image are developed and maintained based on values.
7. Time management, attendance and punctuality are observed as per the organization policy.
8. Goals are managed as per the organization’s objective
9. Self-strengths and weaknesses are identified based on personal objectives
 |
| 1. Demonstrate critical safe work habits
 | 1. Stress is managed in accordance with workplace policy.
2. Punctuality and time consciousness is demonstrated in line with workplace policy.
3. Personal objectives are integrated with organization goals based on organization’s strategic plan.
4. ***Resources*** are utilized in accordance with workplace policy.
5. Work priorities are set in accordance to workplace goals and objectives.
6. Leisure time is recognized and utilized in line with personal objectives.
7. ***Drugs and substances of abuse*** are identified and avoided based on workplace policy.
8. HIV and AIDS prevention awareness is demonstrated in line with workplace policy.
9. Safety consciousness is demonstrated in the workplace based on organization safety policy.
10. ***Emerging issues*** are identified and dealt with in accordance with organization policy.
 |
| 1. Demonstrate workplace learning
 | * 1. Learning opportunities are sought and managed based on job requirement and organization policy.
	2. Improvement in performance is demonstrated based on courses attended.
	3. Application of learning is demonstrated in both technical and non-technical aspects based on requirements of the job
	4. Time and effort is invested in learning new skills based on job requirements
	5. Initiative is taken to create more effective and efficient processes and procedures in line with workplace policy.
	6. New systems are developed and maintained in accordance with the requirements of the job.
	7. Awareness of personal role in workplace ***innovation*** is demonstrated based on requirements of the job.
 |
| 1. Demonstrate workplace ethics
 | 1. Policies and guidelines are observed as per the workplace requirements
2. Self-worth and professionalism is exercised in line with personal goals and organizational policies
3. Code of conduct is observed as per the workplace requirements
4. Integrity is demonstrated as per legal requirement
 |

**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.

|  |  |
| --- | --- |
| **Range** | **Variable** |
| 1. Personal objectives may include but not limited to:
 | * Long term
* Short term
* Broad
* Specific
 |
| 1. Feedback may include but not limited to:
 | * Verbal
* Written
* Informal
* Formal
 |
| 1. Team may include but not limited to:
 | * Small work group
* Staff in a section/department
* Inter-agency group
 |
| 1. Drug and substance abuse may include but not limited to:
 | * Alcohol
* Tobacco
* Miraa
* Over-the-counter drugs
* Cocaine
* Bhang
* Glue
 |
| 1. Emerging issues may include but not limited to:
 | * Terrorism
* Social media
* National cohesion
* Open offices
 |
| 1. Range of media for learning may include but not limited to:
 | * Mentoring
* peer support and networking
* IT and courses
 |
| 1. Innovation may include but not limited to:
 | * New ideas
* Original ideas
* Different ideas
* Methods/procedures
* Processes
* New tools
 |

**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:

* Communication
* Interpersonal
* Critical thinking
* Observation
* Organizing
* Record keeping
* Problem solving
* Decision Making
* Resource utilization

**Required Knowledge**

The individual needs to demonstrate knowledge of:

* Work values and ethics
* Company policies
* Company operations, procedures and standards
* Occupational Health and safety procedures
* Fundamental rights at work
* Personal hygiene practices
* Workplace communication
* Concept of time
* Time management
* Decision making
* Types of resources
* Work planning
* Record keeping
* Workplace problems and how to deal with them
* Assertiveness
* Team work
* HIV and AIDS
* Drug and substance abuse
* Safe work habits
* Professional growth and development
* Technology in the workplace
* Emerging issues
	+ Social media
	+ Terrorism
	+ National cohesion

**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:* 1. Conducted self-management
	2. Demonstrated critical safe work habits
	3. Demonstrated workplace learning
	4. Demonstrated workplace ethics
 |
| 1. Resource Implications
 | The following resources should be provided:1. Access to relevant workplace where assessment can take place
2. Appropriately simulated environment where assessment can take place
 |
| 1. Methods of Assessment
 | Competency in this unit may be assessed through: 1. Oral questioning
2. Portfolio of evidence
3. Third Party Reports
4. Written tests
 |
| 1. Context of Assessment
 | Competency may be assessed 1. On-the-job
2. Off-the –job
3. During Industrial attachment
 |
| 1. Guidance information for assessment
 | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. |

# DEMONSTRATE ENVIRONMENTAL LITERACY

**UNIT CODE:** AGR/OS/SPP/BC/06/4/A

**UNIT DESCRIPTION**

This unit specifies the competencies required to demonstrate environmental literacy. It involves controlling environmental hazard, controlling environmental pollution, demonstrating sustainable resource use and evaluating current practices in relation to resource usage.

**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.***Bold and italicized terms*** ***are elaborated in the Range*** |
| 1. Control environmental hazard
 | * 1. Storage methods for environmentally hazardous materials are followed according to environmental regulations and OSHS.
	2. Disposal methods of hazardous wastes are followed according to environmental regulations and OSHS.
	3. ***PPE*** is used according to OSHS.
 |
| 1. Control environmental pollution
 | * 1. ***Environmental pollution*** ***control measures*** are compiled following standard protocol.
	2. Procedures for solid waste management are observed according Environmental Management and Coordination Act 1999
	3. Methods for minimizing noise pollution complied following environmental regulations.
 |
| 1. Demonstrate sustainable use of resource s
 | * 1. Methods for minimizing wastage are complied with.
	2. ***Waste management procedures*** are employed following principles of 3Rs (Reduce, Reuse, Recycle)
	3. Methods for economizing or reducing resource consumption are practiced.
 |
| 1. Evaluate current practices in relation to resource usage
 | * 1. Information on resource efficiency ***systems and procedures*** are collected and provided as per work groups/sector
	2. ***Current resource usage*** is measured and recorded as per work group/sector
	3. Current purchasing strategies are analyzed and recorded according to industry procedures.
	4. Current work processes to access information and data is analyzed following enterprise protocol.
 |
| 1. 5. Identify environmental legislations/conventions for environmental concerns
 | 1. Environmental legislations/conventions and local ordinances are identified according to the different environmental aspects/impact
2. Industrial standard/environmental practices are described according to the different environmental concerns
 |

**RANGE**

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

|  |  |
| --- | --- |
| **Variable** | **Range** |
| 1. PPE may include but are not limited to:
 | * Masks
* Gloves
* Goggles
* Safety hat
* Overall
* Hearing protector
* Safety boots
 |
| 1. Environmental pollution control measures may include but are not limited to:
 | * Methods for minimizing or stopping spread and ingestion of airborne particles
* Methods for minimizing or stopping spread and inhaling gases and fumes
* Methods for minimizing or stopping spread and ingestion of liquid wastes
 |
| 1. Waste management procedures may include but are not limited to:
 | * Sorting
* Storing of items
* Recycling of items
* Disposal of items
* Handling
* Transport
 |
| 1. Current resources usage may include but are not limited to:
 | * Electric
* Water
* Fuel
* Telecommunications
* Supplies
* Materials
 |

**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:

* Measuring
* Recording
* Analytical
* Monitoring
* Writing
* Communication

**Required Knowledge**

The individual needs to demonstrate knowledge of:

* Storage methods of environmentally hazardous materials
* Disposal methods of hazardous wastes
* Usage of PPE Environmental regulations
* OSHS
* Types of pollution
* Environmental pollution control measures
* Different solid wastes
* Solid waste management
* Different noise pollution
* Methods of minimizing noise pollution
* Solid Waste Act
* Methods of minimizing wastage
* Waste management procedures
* Economizing of resource consumption
* Principle of 3Rs
* Types of resources
* Techniques in measuring current usage of resources
* Calculating current usage of resources
* Types of workplace environmental hazards
* Environmental regulations
* Environmental regulations applying to the enterprise.
* Procedures for assessing compliance with environmental regulations.
* Collection of information on environmental and resource efficiency systems and procedures,
* Measurement and recording of current resource usage
* Analysis and recording of current purchasing strategies.
* Analysis current work processes to access information and data Analysis of data and information

**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:1. Controlled environmental hazards
2. Controlled environmental pollution
3. Demonstrated sustainable resource use
4. Evaluated current practices in relation to resource usage
 |
| 1. Resource Implications
 | The following resources should be provided:* 1. Workplace with storage facilities
	2. Tools, materials and equipment relevant to the tasks (e.g. cleaning tools, cleaning materials, trash bags, etc.)
	3. PPEs
	4. Manuals and references
	5. Legislation, policies, procedures, protocols and local ordinances relating to environmental protection
	6. Case studies/scenarios relating to environmental Protection
 |
| 1. Methods of Assessment
 | Competency in this unit may be assessed through:1. Observation
2. Oral questioning
3. Written tests
4. Third party reports
5. Portfolio
 |
| 1. Context of Assessment
 | Competency may be assessed1. On the job
2. Off the job
3. During industrial attachment
 |
| 1. Guidance information for assessment
 | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. |

# DEMONSTRATE OCUPATIONAL SAFETY AND HEALTH PRACTICES

**UNIT CODE:** AGR/OS/SPP/BC/07/4/A

**UNIT DESCRIPTION**

This unit specifies the competencies required to practice safety and health and comply with OSH requirements relevant to work. It involves observing workplace procedures for hazards and risk prevention and participating in arrangements for workplace safety and health maintenance.

**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.***Bold and italicized terms*** ***are elaborated in the Range*** |
| 1. Adhere to workplace procedures for hazards and risk prevention
 | 1. Arrangement of work area and items in accordance with

workplace procedures requirements 1. Work standards and procedures are followed based on instructions
2. ***Prevention and control measures*** are applied based on instructions
 |
| 1. Participate in arrangements for workplace safety and health maintenance
 | 1. Orientations on ***OSH requirements and regulations*** is undertaken in line with policy.
2. Feedback on occupational health and safety are provided as per workplace instructions.
3. Workplace procedures for reporting hazards, incidents, injuries and sickness are adhered to as per workplace policy.
4. ***OSH-related training needs*** are identified and proposed as per workplace policy.
 |

**RANGE**

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

|  |  |
| --- | --- |
| **Variable** | **Range** |
| 1. Prevention and control measures may include but are not limited to:
 | * Eliminate the hazard
* Isolate the hazard
* Substitute the hazard with a safer alternative
* Use administrative controls to reduce the risk
* Use engineering controls to reduce the risk
* Use personal protective equipment
* Safety, Health and Work Environment Evaluation
* Periodic and/or special medical examinations of workers
 |
| 1. Safety gears /PPE (Personal Protective Equipment’s) may include but are not limited to:
 | * Arm/Hand guard, gloves
* Eye protection (goggles, shield)
* Hearing protection (ear muffs, ear plugs)
* Hair Net/cap/bonnet
* Hard hat
* Face protection (mask, shield)
* Apron/Gown/coverall/jump suit
* Anti-static suits
* High-visibility reflective vest
 |
| 1. Incidents and emergencies may include but are not limited to:
 | * Chemical spills
* Equipment/vehicle accidents
* Explosion
* Fire
* Gas leak
* Injury to personnel
* Structural collapse
* Toxic and/or flammable vapors emission.
 |
| 1. OSH requirements / regulations may include but are not limited to:
 | * Building code
* Permit to Operate
 |
| 1. OSH-related trainings may include but are not limited to:
 | * Safety Orientations relevant to tasks
* Safe and Correct Operation of Tools and Equipment
* Health Orientations/trainings
* Prevention and Control of OSH Hazards in the workplace
* Chemical Handling
* Safety Trainings
* Prevention and Control of Work-related Injuries and Illness
* Basic First-aid Trainings
* Emergency Response Trainings
* Trainings on use of fire-extinguisher
 |

**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:

* Communication
* Knowledge management
* Collaborating
* Interpersonal
* Troubleshooting
* Critical thinking
* Observation

**Required Knowledge**

The individual needs to demonstrate knowledge of:

* General OSH principles and legislations
* Principles of good housekeeping (5S)
* Company/workplace policies/ guidelines
* Standards and safety requirements of work process and procedures
* Standard Workplace emergency plan and procedures
* Safety and health requirements of tasks
* Workplace guidelines on providing feedback on OSH and security concerns
* OSH regulations
* Hazard control procedures
* OSH trainings relevant to work

**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
 | 1. Assessment requires evidence that the candidate:
2. Arranged work area and items in accordance with
3. workplace procedures requirements
4. Followed work standards and procedures based on instructions
5. Applied ***Prevention and control measures*** based on instructions
6. Undertook orientations on ***OSH requirements and regulations*** in line with policy.
7. Provided feedback on occupational health and safety as per workplace instructions.
8. Adhered to workplace procedures for reporting hazards, incidents, injuries and sickness to as per workplace policy.
9. Identified and proposed ***OSH-related training needs*** as per workplace policy.
 |
| 1. Resource Implications
 | The following resources should be provided:1. Access to relevant workplace where assessment can take place
2. Appropriately simulated environment where assessment can take place
 |
| 1. Methods of Assessment
 | Competency in this unit may be assessed through: 1. Oral questioning
2. Portfolio of evidence
3. Third Party Reports
4. Written tests
 |
| 1. Context of Assessment
 | Competency may be assessed 1. On-the-job
2. Off-the –job
3. During Industrial attachment
 |
| 1. Guidance information for assessment
 | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. |

# CORE UNITS OF COMPETENCY

# PRODUCE SWEET POTATO PUREE

**UNIT CODE:** AGR/OS/SPP/CR/01/4/A

**UNIT DESCRIPTION**

This unit specifies the competencies required to produce sweet potato puree. It involves sorting and grading sweet potato roots, washing sweet potato roots, steaming and cooling sweet potato roots and pureeing steamed sweet potato roots. It also involves packaging sweet potato puree and storing sweet potato puree.

**ELEMENTS AND PERFORMANCE CRITERIA**

|  |  |
| --- | --- |
| **ELEMENT**These describe the **key outcomes** which make up workplace function (to be stated in active) | **PERFORMANCE CRITERIA**These are **assessable statements** which specify the required level of performance for each of the elements (to be stated in passive voice)***Bold and italicized terms are elaborated in the Range*** |
| 1. Sort and grade sweet potato roots
 | * 1. Roots are sorted and graded as per the company guidelines on postharvest handling**.**
	2. Roots are weighed and documented in accordance to workplace operating procedures.
	3. Storage is done as per GMP
 |
| 1. Wash sweet potato roots
 | * 1. Batch size is determined depending on production target.
	2. Roots are pre-soaked to prepare them for washing as per processor guidelines
	3. Roots are washed as per SOPs
	4. Inspection of washed roots is done to assess process effectiveness as per company protocol
 |
| 1. Steam and cool sweet potato roots
 | * 1. Size reduction is done to facilitate uniform steaming as per the factory guidelines.
	2. Steamer is assembled in accordance to the company protocol
	3. Water quantity for steam generation is determined according to steamer capacity.
	4. Loading of roots is done as per the recommended capacity and guidelines
	5. Temperature is monitored until roots are adequately steamed based on temperature control guidelines.
	6. Cooling is rapidly done to desired temperature as per the company protocol.
	7. Sample collection for testing is done as per quality control guidelines
 |
| 1. Puree steamed sweet potato roots
 | * 1. Puree equipment is cleaned and sterilized as per the Standard Operating Procedure
	2. The equipment is assembled and turned on as per manufacturer guide.
	3. Feeding of roots for puree production is done as per the manufacturer guide on feeding range.
	4. Sample collection is done as per quality control guidelines.
 |
| 1. Package sweet potato puree
 | * 1. Weighing is done into desirable quantities as per the client’s request.
	2. Sealing is done as per GMP
	3. Labelling and coding are done in accordance to labeling regulations.
 |
| 1. Store sweet potato puree
 | * 1. Storage temperature is determined depending on processing technique used and factory storage protocol
	2. Storage is done as per the GMP
 |

**RANGE**

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

|  |  |
| --- | --- |
| **VARIABLE** | **RANGE** |
| 1. Parameters may include but

are not limited to: | * PH
* Consistency/firmness
* Brix
* Vitamin A, Iodine,
* Microbial load
 |
| 1. Postharvest handling may include but are not limited

to: | * Removal of soil debris
* Sorting
* Grading
* Packing
* Transportation
 |

**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:

* Communication
* Analytical
* Computer
* Maintenance
* Problem solving
* Technical
* Critical thinking
* Observation
* Interpretation
* Sample collection
* Sample handling
* Sample testing
* Observation

**Required Knowledge**

The individual needs to demonstrate knowledge of:

* Sorting and grading
* Machine operation
* Machine maintenance
* Store keeping
* Record keeping

**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:* 1. Determined production capacity
	2. Identified quality mature roots for processing
	3. Identified root collection tools
	4. Demonstrated practical understanding of postharvest handling of roots
	5. Operated puree processing equipment
	6. Identified critical production parameters and critical control points
	7. Conducted sample collection, handling and testing
	8. Demonstrated understanding of puree handling
 |
| 1. Resource Implications
 | The following resources must be provided:1. Access to relevant workplace or appropriately simulated environment where assessment can take place
2. Materials relevant to the proposed activity or tasks
 |
| 1. Methods of Assessment
 | Competency in this unit may be assessed through:* 1. Oral
	2. Written
	3. Third party report
	4. Observation
 |
| 1. Context of Assessment
 | Competency may be assessed on the job, off the job or a combination of these. Off the job assessment must be undertaken in a closely simulated workplace environment.  |
| 1. Guidance information for assessment
 | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. |

# PRODUCE SWEET POTATO FLOUR

**UNIT CODE:** AGR/OS/SPP/CR/02/4/A

**UNIT DESCRIPTION**

This unit specifies the competencies required to produce sweet potato flour. It involves sorting and grading sweet potato roots, cleaning sweet potato roots, drying sweet potato chips and milling sweet potato chips. It also involves packaging sweet potato flour, storing sweet potato flour and dispatching sweet potato flour.

**ELEMENTS AND PERFORMANCE CRITERIA**

|  |  |
| --- | --- |
| **ELEMENT**These describe the **key outcomes** which make up workplace function (to be stated in active) | **PERFORMANCE CRITERIA**These are **assessable statements** which specify the required level of performance for each of the elements (to be stated in passive voice)***Bold and italicized terms are elaborated in the Range*** |
| 1. Sort and grade sweet potato roots
 | * 1. Sweet potato roots are sourced according to workplace procurement procedures
	2. Sweet potato roots are ***presented for sorting and grading*** as per GMP
	3. ***Damaged and unwanted roots*** are eliminated as per GMP
	4. Sweet potato roots with ***similar features*** are graded as per SOPs
 |
| 1. Clean sweet potato roots
 | * 1. Sweet potato roots are washed in water, agitated and brushed to remove soil and other foreign materials according to SOPs
	2. Sweet potato roots are rinsed according to SOPs
	3. Sweet potato roots are de-watered according to SOPs
 |
| 1. Dry sweet potato chips
 | * 1. Sweet potato roots are chipped/ grated according to GMP
	2. Sweet potato chips are spread onto drying trays/beds according to GMP
	3. Sweet potato chips are dried according to GMP
 |
| 1. Mill sweet potato chips
 | * 1. Dried sweet potato chips are milled to flour according to GMP
	2. Sweet potato flour is sieved according to GMP
 |
| 1. Package sweet potato flour
 | * 1. Sweet potato flour is weighed according to GMP
	2. Sweet potato flour is filled into packaging materials according to GMP
	3. Packaged sweet potato flour is sealed according to GMP
	4. Packaged sweet potato flour is labelled and coded according labelling regulations
	5. Packaged sweet potato flour is stored as per GMP
 |

**RANGE**

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

|  |  |
| --- | --- |
| **VARIABLE** | **RANGE** |
| 1. Presented for sorting and grading

may include but are not limited to: | * Table presentation
* Conveyor presentation
 |
| 1. Damaged and unwanted roots may include but are not limited to:
 | * Insect damaged roots
* Decomposing roots
* Blemished roots
 |
| 1. Similar features may include but

are not limited to: | * Size
* Shape
* Color
 |

**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:

* Communication
* Analytical
* Computer
* Maintenance
* Problem solving
* Technical
* Critical thinking
* Observation
* Interpretation
* Sample handling
* Use of tools and equipment
* Measuring
* Record keeping
* Multi-Tasking
* Decision Making
* Teamwork
* Organizing
* Report Writing
* Sensory
* Food handling
* Interpersonal
* Social
* Recipe formulation
* Numeracy

**Required Knowledge**

The individual needs to demonstrate knowledge of:

* Sweet potato products
* Sweet potato composition
* Chemical reactions
* Sorting and grading methods
* Cleaning techniques
* Size reduction techniques
* Drying methods
* Food preparation methods
* Milling techniques
* Food packaging and labelling
* Food hygiene and safety
* GMP and SOP
* HACCP
* Quality control
* Food legislation
* Food standards
* Recipes and ingredients
* Sweet potato preservation
* Equipment operation and maintenance

**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:* 1. Presented sweet potato roots for sorting and grading
	2. Eliminated damaged and unwanted roots
	3. Graded sweet potato roots with similar features
	4. Soaked sweet potato roots
	5. Removed soil and other foreign materials from sweet potato roots
	6. Rinsed sweet potato roots
	7. De-watered sweet potato roots
	8. Peeled sweet potato roots
	9. Chipped / grated sweet potato roots
	10. Dried sweet potato chips
	11. Milled sweet potato chips
	12. Sieved sweet potato flour
	13. Weighed sweet potato flour
	14. Blended and fortified sweet potato flour
	15. Packaged sweet potato flour
	16. Sealed packets for sweet potato flour
	17. Labelled and coded packets for sweet potato flour
	18. Stored packaged sweet potato flour
 |
| 1. Resource Implications
 | The following resources must be provided:1. Access to relevant workplace or appropriately simulated environment where assessment can take place
2. Materials relevant to the proposed activity or tasks
 |
| 1. Methods of Assessment
 | Competency in this unit may be assessed through:* 1. Oral
	2. Written
	3. Third party report
	4. Observation
 |
| 1. Context of Assessment
 | Competency may be assessed on the job, off the job or a combination of these. Off the job assessment must be undertaken in a closely simulated workplace environment.  |
| 1. Guidance information for assessment
 | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. |

# PRODUCE SWEET POTATO CRISPS

**UNIT CODE:** AGR/OS/SPP/CR/03/4/A

**UNIT DESCRIPTION**

This unit specifies the competencies required to produce sweet potato crisps. It involves sorting and grading sweet potato roots, cleaning sweet potato roots and preparing sweet potato slices. It also involves frying sweet potato slices, seasoning sweet potato crisps and packaging sweet potato crisps.

**ELEMENTS AND PERFORMANCE CRITERIA**

|  |  |
| --- | --- |
| **ELEMENT**These describe the **key outcomes** which make up workplace function (to be stated in active) | **PERFORMANCE CRITERIA**These are **assessable statements** which specify the required level of performance for each of the elements (to be stated in passive voice)***Bold and italicized terms are elaborated in the Range*** |
| 1. Sort and grade sweet potato roots
 | * 1. Sweet potato roots are sourced according to workplace procurement procedures
	2. Sweet potato roots are ***presented for sorting and grading*** as per GMP
	3. ***Damaged and unwanted* roots** are eliminated as per GMP
	4. Sweet potato roots with ***similar features*** are graded as per SOP
 |
| 1. Clean sweet potato roots
 | * 1. Sweet potato roots are washed in water, agitated and brushed to remove soil and other foreign materials according to SOPs
	2. Sweet potato roots are rinsed according to SOPs
	3. Sweet potato roots are de-watered according to SOPs
 |
| 1. Prepare sweet potato slices
 | * 1. Sweet potato roots are peeled according to GMP
	2. Sweet potato roots are sliced according to GMP
	3. Sweet potato slices are sulphated/blanched according to GMP
	4. Sweet potato slices are de-watered according to GMP
 |
| 1. Fry sweet potato slices
 | * 1. Sweet potato slices are deep-fried according to GMP
	2. Sweet potato crisps are de – oiled according to GMP
	3. Sweet potato crisps are cooled according to GMP
	4. Sweet potato crisps are inspected to eliminate over cooked or under cooked crisps according to quality control procedures
 |
| 1. Season sweet potato crisps
 | * 1. Sweet potato seasoning is prepared according to GMP
	2. Sweet potato crisps are seasoned according to GMP
 |
| 1. Package sweet potato crisps
 | * 1. Sweet potato crisps are weighed according to GMP
	2. Sweet potato crisps are packaged according to GMP
	3. Packaged sweet potato crisps are sealed according to GMP
	4. Packaged sweet potato crisps are labelled and coded according labelling regulations
	5. Packaged sweet potato crisps are stored according to GMP
 |

**RANGE**

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

|  |  |
| --- | --- |
| **VARIABLE** | **RANGE** |
| 1. Presented for sorting and grading

may include but are not limited to: | * Table presentation
* Conveyor presentation
 |
| 1. Damaged and unwanted roots may include but are not limited to:
 | * Insect damaged roots
* Decomposing roots
 |
| 1. Similar features may include but

are not limited to: | * Size
* Shape
* Color
 |

**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:

* Communication
* Analytical
* Computer
* Maintenance
* Problem solving
* Technical
* Critical thinking
* Observation
* Interpretation
* Sample handling
* Use of tools and equipment
* Measuring
* Record keeping
* Basic first aid
* Multi-Tasking
* Decision Making
* Teamwork
* Organizing
* Report Writing
* Sensory
* Food handling
* Interpersonal
* Social
* Seasoning
* Recipe formulation
* Numeracy

**Required Knowledge**

The individual needs to demonstrate knowledge of:

* Sweet potato products
* Sweet potato composition
* Chemical reactions
* Sorting and grading methods
* Cleaning techniques
* Size reduction techniques
* Drying methods
* Food preparation methods
* Food packaging and labelling
* Food hygiene and safety
* GMP and SOP
* HACCP
* Quality control
* Food legislation
* Food standards
* Recipes and ingredients
* Sweet potato preservation
* Equipment operation and maintenance

**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:* 1. Presented sweet potato roots for sorting and grading
	2. Eliminated damaged and unwanted roots
	3. Graded sweet potato roots with similar features
	4. Soaked sweet potato roots
	5. Removed soil and other foreign materials from sweet potato roots
	6. Rinsed sweet potato roots
	7. De-watered sweet potato roots
	8. Peeled sweet potato roots
	9. Sliced sweet potato roots
	10. Sulphated/blanched sweet potato slices
	11. De-watered sweet potato slices
	12. Fried sweet potato slices
	13. De – oiled sweet potato crisps
	14. Cooled sweet potato crisps
	15. Prepared seasoning and seasoned sweet potato crisps
	16. Weighed sweet potato crisps
	17. Packaged sweet potato crisps
	18. Sealed packets for sweet potato crisps
	19. Labelled and coded packets for sweet potato crisps
	20. Stored the packaged sweet potato crisps
 |
| 1. Resource Implications
 | The following resources must be provided:1. Access to relevant workplace or appropriately simulated environment where assessment can take place
2. Materials relevant to the proposed activity or tasks
 |
| 1. Methods of Assessment
 | Competency in this unit may be assessed through:* 1. Oral
	2. Written
	3. Third party report
	4. Observation
 |
| 1. Context of Assessment
 | Competency may be assessed on the job, off the job or a combination of these. Off the job assessment must be undertaken in a closely simulated workplace environment.  |
| 1. Guidance information for assessment
 | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. |

# PRODUCE DRY SWEET POTATO CHIPS

**UNIT CODE:** AGR/OS/SPP/CR/04/4/A

**UNIT DESCRIPTION**

This unit specifies the competencies required to produce dry sweet potato chips. It involves sorting and grading sweet potato roots, cleaning sweet potato roots and preparing sweet potato chips. It also involves drying sweet potato chips and packaging sweet potato chips.

**ELEMENTS AND PERFORMANCE CRITERIA**

|  |  |
| --- | --- |
| **ELEMENT**These describe the **key outcomes** which make up workplace function (to be stated in active) | **PERFORMANCE CRITERIA**These are **assessable statements** which specify the required level of performance for each of the elements (to be stated in passive voice)***Bold and italicized terms are elaborated in the Range*** |
| 1. Sort and grade sweet potato roots
 | * 1. Sweet potato roots are sourced according to workplace procurement procedures
	2. Sweet potato roots are ***presented for sorting and grading*** as per GMP
	3. ***Damaged and unwanted* roots** are eliminated as per GMP
	4. Sweet potato roots with ***similar features*** are graded as per SOP
 |
| 1. Clean sweet potato roots
 | * 1. Sweet potato roots are washed in water, agitated and brushed to remove soil and other foreign materials according to SOPs
	2. Sweet potato roots are rinsed according to SOPs
	3. Sweet potato roots are de-watered according to SOPs
 |
| 1. Dry sweet potato chips
 | * 1. Size reduction of sweet potato roots is conducted according to GMP
	2. Sweet potato chips are spread onto drying trays/beds according to GMP
	3. Sweet potato chips are dried according to GMP and Kenya Standards
 |
| 1. Package dried sweet potato chips
 | * 1. Dried sweet potato chips are weighed according to GMP
	2. Dried sweet potato chips are packaged according to GMP
	3. Packed sweet potato chips are sealed according to GMP
	4. Packed sweet potato chips are labelled and coded as per labelling regulations
	5. Packed sweet potato chips are stored according to GMP
 |

**RANGE**

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

|  |  |
| --- | --- |
| **VARIABLE** | **RANGE** |
| 1. Presented for sorting and grading may include but are not limited

to: | * Table presentation
* Conveyor presentation
* Trimming of the blemishes
* Trimming of ends
 |
| 1. Damaged and unwanted roots

 may include but are not limited to: | * Insect damaged roots
* Decomposing roots
 |
| 1. Similar features may include

but are not limited to: | * Size
* Shape
* Color
 |
| 1. Size reduction may include

but are not limited to: | * Slicing
* Grating
* Chopping
* Chipping
 |

**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:

* Communication
* Analytical
* Computer
* Maintenance
* Problem solving
* Technical
* Critical thinking
* Observation
* Interpretation
* Sample handling
* Use of tools and equipment
* Measuring
* Record keeping
* Basic first aid
* Multi-Tasking
* Decision Making
* Teamwork
* Organizing
* Report Writing
* Sensory
* Food handling
* Interpersonal
* Social
* Numeracy

**Required Knowledge**

The individual needs to demonstrate knowledge of:

* Sweet potato products
* Sweet potato composition
* Chemical reactions
* Sorting and grading methods
* Cleaning techniques
* Size reduction techniques
* Drying methods
* Food preparation methods
* Food packaging and labelling
* Food hygiene and safety
* GMP and SOP
* HACCP
* Quality control
* Food legislation
* Food standards
* Sweet potato preservation
* Equipment operation and maintenance

**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:* 1. Presented sweet potato roots for sorting and grading
	2. Eliminated damaged and unwanted roots
	3. Graded sweet potato roots with similar features
	4. Soaked sweet potato roots
	5. Removed soil and other foreign materials from sweet potato roots
	6. Rinsed sweet potato roots
	7. De-watered sweet potato roots
	8. Peeled sweet potato roots
	9. Chipped/grated sweet potato roots
	10. Dried sweet potato chips
	11. Weighed sweet potato chips
	12. Packaged sweet potato chips
	13. Sealed packets for sweet potato chips
	14. Labelled and coded packets for sweet potato chips
	15. Stored packaged dry sweet potato chips
 |
| 1. Resource Implications
 | The following resources must be provided:1. Access to relevant workplace or appropriately simulated environment where assessment can take place
2. Materials relevant to the proposed activity or tasks
 |
| 1. Methods of Assessment
 | Competency in this unit may be assessed through:* 1. Oral
	2. Written
	3. Third party report
	4. Observation
 |
| 1. Context of Assessment
 | Competency may be assessed on the job, off the job or a combination of these. Off the job assessment must be undertaken in a closely simulated workplace environment.  |
| 1. Guidance information for assessment
 | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. |

# MANAGE FOOD SAFETY AND QUALITY ASSURANCE

**UNIT CODE:** AGR/OS/SPP/CR/05/4/A

**UNIT DESCRIPTION**

This unit specifies the competencies required to manage food safety and quality assurance. It involves implementing pre - requisite programs, identifying and implementing HACCP concepts, observing food safety legislations and standards and implementing quality control programs.

**ELEMENTS AND PERFORMANCE CRITERIA**

|  |  |
| --- | --- |
| **ELEMENT**These describe the **key outcomes** which make up workplace function (to be stated in active) | **PERFORMANCE CRITERIA**These are **assessable statements** which specify the required level of performance for each of the elements (to be stated in passive voice)***Bold and italicized terms are elaborated in the Range*** |
| 1. Implement pre - requisite programs
 | * 1. ***Good handling practices*** are identified and implemented according to CODEX standards and Kenya standards for warehousing and receipting system (WRS)
	2. ***Good manufacturing practices*** are implemented according to CODEX standards
	3. ***Standard operating procedures*** are implemented according to CODEX standards
 |
| 1. Identify and implement HACCP concepts
 | * 1. ***Hazards*** are identified based on CODEX principles
	2. ***Safe food handling practices and procedures*** are identified and implemented based on CODEX principles
 |
| 1. Observe food safety legislations and standards
 | * 1. Food laws are identified and adhered to based on existing legislative framework
	2. ***Food safety management institutions*** are identified based on existing legal framework
	3. ***Food standards*** are identified and adhered to based on existing institutional frameworks
 |
| 1. Implement quality control programs
 | * 1. ***Quality control records*** are kept based on ***quality assurance standards***
	2. Raw material quality is controlled based on quality assurance standards
 |

**RANGE**

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

|  |  |
| --- | --- |
| **VARIABLE** | **RANGE** |
| 1. Good handling practices may include but are not limited to:
 | * Quality of water for cleaning
* Sanitation
* Personal hygiene
* Containers for transport
* Storage practices
* Transportation practices
 |
| 1. Good manufacturing practices

may include but are not limited to: | * Personal hygiene
* Pest control
* Prevention of cross contamination
* Waste disposal
* Use of PPEs
* Plant and equipment cleaning
* Maintenance of equipment and machinery
* Maintenance of food safety records
 |
| 1. Standard operating procedures

may include but are not limited to: | * Pre-operational procedures
* Operational procedures
 |
| 1. Safe food handling practices and procedures may include but are

not limited to: | * Hand washing
* Use of thermometers
* Clean utensils
 |
| 1. Food safety management

institutions may include but are not limited to: | * Kenya Bureau of standards
* KEPHIS
* Public Health department
* AFA
* Crops department
 |
| 1. Hazards may include but are not limited to:
 | * Biological
* Chemical
* Physical
 |
| 1. Food standards may include but

are not limited to: | * Mandatory standards
* voluntary standards
* Kenya Bureau of standards
* East African Standards
* CODEX
* ISO
 |
| 1. Quality control records may

include but are not limited to: | * Food and equipment inventory
* Cleaning records
* Storage and stock control records
 |
| 1. Quality assurance standards may include but are not limited to:
 | * KEBS
* EAS
* ISO
* Global GAP
 |

**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:

* Communication
* Analytical
* Numeracy
* Computer
* Maintenance
* Problem solving
* Technical
* Critical thinking
* Observation
* Interpretation
* Sample handling

**Required Knowledge**

The individual needs to demonstrate knowledge of:

* Food safety
* Pre-requisite programs
* HACCP
* Food standards
* Food legislation
* Quality control

**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
 | * 1. Implemented good manufacturing practices
	2. Implemented standard operating procedures
	3. Identified and implementedsafe food handling practices and procedures
	4. Identifiedfood safety hazards
	5. Identified food laws
	6. Identified food safety management institutions
	7. Identified food standards
	8. Kept quality control records

Controlled raw material quality |
| 1. Resource Implications
 | The following resources must be provided:1. Access to relevant workplace or appropriately simulated environment where assessment can take place
2. Materials relevant to the proposed activity or tasks
 |
| 1. Methods of Assessment
 | Competency in this unit may be assessed through:* 1. Oral
	2. Written
	3. Third party report
	4. Observation
 |
| 1. Context of Assessment
 | Competency may be assessed on the job, off the job or a combination of these. Off the job assessment must be undertaken in a closely simulated workplace environment.  |
| 1. Guidance information for assessment
 | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. |