REPUBLIC OF KENYA

COMPETENCY- BASED MODULAR CURRICULUM

FOR

AGRIPRENEURSHIP

KNQF LEVEL 5
(CYCLE 3)

ISCED PROGRAMME CODE: 08110454A

TVET CDACC
P.O. BOX 15745-00100
NAIROBI

WORK ETHICS AND PRACTICES

ISCED UNIT CODE: 0417 451 03A

TVETCDACC UNIT CODE: AG/CU/PN/BC/03/5/MA

Relationship to Occupational Standards

This unit addresses the Unit of Competency: Apply work ethics and practices.

Duration of Unit: 40 hours

Unit Description

This unit covers competencies required to demonstrate employability skills. It involves the ability to: conduct self-management, promote ethical work practices and values, promote teamwork, manage workplace conflicts, maintain professional and personal development, apply problem-solving, and promote customer care.

Summary of learning outcomes

By the end of this unit of learning, the trainee should be able to:

S/No	Learning Outcomes	Duration (Hours)
1.	Apply self-management skills	10
2.	Promote ethical work practices and values	4
3.	Promote Team work	10
4.	Maintain professional and personal development	10
5.	Apply Problem solving skills	4
6.	Promote Customer Care	2
Total		**40**

Learning Outcomes, Content, and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Apply Self-Management Skills	1.1 Self-awareness 1.2 Formulating personal vision, mission, and goals 1.3 Healthy lifestyle practices 1.4 Strategies for overcoming work challenges 1.5 Emotional intelligence 1.6 Coping with Work Stress. 1.7 Assertiveness versus aggressiveness and passiveness 1.8 Developing and maintaining high self-esteem 1.9 Developing and maintaining positive self-image 1.10 Time management 1.11 Setting performance targets 1.12 Monitoring and evaluating performance targets	• Practical • Project • Third party report • Portfolio of evidence • Written tests • Oral questioning
2. Promote Ethical Work Practices And Values	2.1 Integrity 2.2 Core Values, ethics and beliefs 2.3 Patriotism 2.4 Professionalism 2.5 Organizational codes of conduct 2.6 Industry policies and procedures	• Written assessment • Oral assessment • Third party reports • Portfolio of evidence • Project • Practical
3. Promote Teamwork	3.1 Types of teams 3.2 Team building 3.3 Individual responsibilities in a team 3.4 Determination of team roles and objectives 3.5 Team parameters and	• Practical • Project • Third party report • Portfolio of evidence • Written tests • Oral questioning

Learning Outcome	Content	Suggested Assessment Methods
	relationships 3.6 Benefits of teamwork 3.7 Qualities of a team player 3.8 Leading a team 3.9 Team performance and evaluation 3.10 Conflicts and conflict resolution 3.11 Gender and diversity mainstreaming 3.12 Developing Healthy workplace relationships 3.13 Adaptability and flexibility 3.14 Coaching and mentoring skills	
4. Maintain Professional and Personal Development	4.1 Personal vs professional development and growth 4.2 Avenues for professional growth 4.3 Recognizing career advancement 4.4 Training and career opportunities 4.5 Assessing training needs 4.6 Mobilizing training resources 4.7 Licenses and certifications for professional growth and development 4.8 Pursuing personal and organizational goals 4.9 Managing work priorities and commitments 4.10 Dynamism and on-the-job learning	• Practical • Project • Third party report • Portfolio of evidence • Written tests • Oral questioning
5. Apply Problem-Solving Skills	5.1 Causes of problems 5.2 Methods of solving problems 5.3 Problem-solving process 5.4 Decision making	• Practical • Project • Third party report • Portfolio of

Learning Outcome	Content	Suggested Assessment Methods
	5.5 Creative thinking and critical thinking process in development of innovative and practical solutions	evidence • Written tests • Oral questioning
6. Promote Customer Care	6.1 Identifying customer needs 6.2 Qualities of good customer service 6.3 Customer feedback methods 6.4 Resolving customer concerns 6.5 Customer outreach programs 6.6 Customer retention	• Practical • Project • Third party report • Portfolio of evidence • Written tests • Oral questioning

Suggested Methods of Instruction

- Practical
- Demonstrations
- Project
- Group discussion
- Direct instruction

Recommended Resources for 25 Trainees

S/No.	Category/Item	Description/ Specifications	Quantity	Recommended Ratio (Item: Trainee)
A	**Learning Materials**			
1.	Textbooks		5 pcs	1:5
2.	PowerPoint presentations	For trainer's use		
3.	Overhead Projector	LCD	1	1;25
4.	Case studies		5	1;5
5.	Business plan templates		5	1:5

	6.	Newspapers and Handouts		5	1:5
	7.	Business Journals		5	1:5
	8.	Video clips	Assorted	15 sets	3:5
	9.	Audio tapes	Assorted	15 sets	3:5
	10.	Whiteboard		1	1;25
	11.	Rolls flip charts		1	1;25
	12.	Assorted color of whiteboard markers	For trainers Use	1	1:25
B		**Learning Facilities & infrastructure**			
	13.	Lecture/theory room		1	1:25
C		**Consumable materials**			
	14.	Printing papers			1:5
	15.	Stationery		25 pcs	1:1
	16.	Printing ink cartilages			
	17.	Internet		200mbps	-
D		**Tools and Equipment**			
	18.	Computers		5 pcs	1:5
	19.	Printer		1 pc	1:25