



TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION COUNCIL (TVET CDACC)

MENTORING TOOL

FOR

AGRICULTURAL EXTENSION

LEVEL 6.

FOREWORD

This mentoring tool has been developed by TVET Curriculum Development, Assessment and Certification Council (TVET CDACC) in partnership with trainers and industry experts in Agricultural Extension.

Mentoring relationships have demonstrated to be an excellent way of enhancing professional growth. Both the mentor and the mentee give and grow in the mentoring process. The mentee can learn valuable knowledge from the mentor's expertise and past mistakes and competencies can be strengthened in specific areas. Mentees will have the opportunity to establish valuable connections with higher level employees. The success of mentoring will depend on clearly defined roles and expectations in addition to the mentee's awareness of the benefits of participating in the mentoring program.

This mentoring tool is an assessment tool used to assess whether a mentee meets the National Occupational Standards for Agricultural Extension Manager Level 6. Whilst there is no agreement or finite evidence as to how many times this supervised exercise should occur, both the mentor and the mentee should feel confident that the mentee has the necessary knowledge, skills and attitudes (worker behaviours) to work as an Agricultural Extension Manager

The Mentoring will facilitate the experienced mentors in the world of work to share knowledge and experiences with mentees working under them towards a mutually beneficial professional development relationship. Mentors will be helpful in building competencies of mentees in areas of practice.

PROF. KISILU KITAINGE
CEO/COUNCIL SECRETARY

TRAINEE (MENTEE) DETAILS

Name of Trainee (Mentee)	
Institution's Registration Code of Trainee (Mentee)	
TVET CDACC Registration Code of Trainee (Mentee)	
Trainee's/mentee's Institution Details	Name:
	Physical & postal address:
	Phone and email address:
Date of Commencement of Mentoring Period (dd/mm/yyyy)	
Date of Completion of Mentoring Period (dd/mm/yyyy)	
Organization	Name:
	Physical & postal address:
	Phone and email address:

INFORMATION FOR USERS

Role of a Mentor

A **mentor** is someone who provides support and advice that empowers the mentee to achieve knowledge, skills and attitudes (worker behaviours).

This may be a supervisor, manager or a worker who is an expert in a field.

The role of the mentor includes:

- Assisting mentee understand the organisation's requirements.
- Assigning mentee tasks
- Observing mentee performance and record areas where the mentee needs improvement.
- Assisting the mentee to come up with action plan for areas where he/she needs improvement.

Role of Mentee

A **mentee** is a trainee who is on work placement (attachment) or is on-job training in an organization.

The role of the mentee includes:

- Completing the assessment tasks assigned by the mentor and filling out the self-assessment section.
- Keeping the company's information confidential
- Being aware that he/she may be working with people from different backgrounds and cultures, so there is a need to respect those differences.
- Asking for feedback and giving feedback when required.
- Upholding the organization's standards of work ethics.

Role of Industrial Liaison Officer

The Industrial Liaison Officer (ILO) is the officer in the training institution assigned the responsibility of coordinating activities of industry training based on TVET CDACC and institutions guidelines for industry training. The role of ILO include;

- Sensitizing trainees on their responsibilities during industry training
- Sensitizing mentors on their roles during industry training for trainees
- Coordinate industry training
- Receiving mentoring tools from trainees
- Ensuring mentorship tools are included in each candidate portfolio of evidence
- Upload candidate final mark to TVET CDACC portal

How to use the mentoring tool.

- Where a skill, knowledge or attitude is not applicable in a particular workplace, the mentee should indicate not applicable (NA)
- The mentor should ask the mentee oral questions to gauge the knowledge of the mentee.
- The mentee should fill the self-assessment section upon self-evaluation.
- The mentor should fill the mentor review record upon observing and evaluating the mentee.
- Action plan should be filled by the mentee after agreeing with the mentor for any item assessed as needs to improve (NI).

Mentoring Period

The attachment period should be at least three months. Mentee should spend at least two thirds of the attachment producing conventional and non-conventional livestock, managing soil and water resources, formulating livestock feeds, processing farm products, protect crop, produce horticultural crop and manage farm. Time spent in each section/department/ workstation should be documented using form in Appendix A.

Number of Assessments

Three assessments are to be conducted using the mentoring tool: one within the first month of the attachment where the mentor assesses the mentee to assess their initial level of competence; another assessment will be conducted within the second month of the attachment period to gauge the progress of the mentee and the third one will be conducted within the third month of the attachment. However, the assessment outcome is based on the third/final assessment.

Submission of Mentoring Reports

The mentor is required to submit the final mentoring reports (in hard or soft copy) to the Industrial Liaison Officer of the respective institution. The Industrial Liaison Officer is required to submit to TVET CDACC offices the final mentor's summary reports (Appendix B). The filled mentoring tools for each trainee/mentee are to be kept in the institution and made available to TVET CDACC on request.

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1. PRODUCE CONVECTIONAL AND NON-CONVECTIONAL LIVESTOCK

Mentor and mentee: Please fill information for each of the two sections in the respective columns. Initials should be used as given in the header below.

S/N.	Items for evaluation (knowledge and skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), Observation checklist, products, photos and videos of products and services etc.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	Types of breeds and breeding methods					
2.	Farm structure and livestock housing designs and construction					
3.	Farm structures, tools, equipment and machinery maintenance					
4.	Livestock routine management practices					
5.	Types of livestock and breeding behaviour					
6.	Handling of animals and preparing them for breeding					
7.	Environment hygiene and safety					

8.	Animal health (parasite control, vaccination and deworming)					
	SKILLS The mentee:					
9.	Selects breeding stocks according to breed characteristics					
10.	Identifies breeding methods according to intended breeder outcome.					
11.	Selects and prepares tools and equipment according to the requirement of the breeding operation.					
12.	Carries out breeding according to the set criteria in the livestock production manual.					
13.	Designs and constructs animal structures according to animal housing plan.					
14.	Identifies structures, maintains materials and gathers them according to animal housing plan.					
15.	Assembles and cleans tools, equipment and machines as per manufacturers manual.					
16.	Fixes tools, equipment and machines as per the housing plan					
17.	Sharpens, greases or oils tools, equipment and machines as per manufacturer's manual.					

18.	Replaces tools, equipment and machines as per the work policy.					
19.	Identifies livestock routine management practices based on animal type and category.					
20.	Prepares livestock for breeding and breeds them as per livestock production manual.					
21.	Houses livestock, cleans, disinfects or fumigates livestock structures as per livestock production manual					
22.	Puts on personal protective equipment as per occupation safety and health standards					
23.	Weighs and feeds young stocks as per manufacturer's specification and the guidelines in livestock production manual respectively					
24.	Weans young stock following procedures stipulated in LPM					

Note:

To be declared competent, the mentee must get:

1. 12 of the 24 (50%) items of evaluation correct and
2. Items 1, 9, 17, 21, and 23 correct.

Evaluation	Remarks
Please tick as appropriate The mentee was found to be: Competent <input data-bbox="533 347 595 383" type="checkbox"/> Not Yet Competent <input data-bbox="533 403 595 438" type="checkbox"/> <i>(If not yet competent, please specify in the remarks column which areas the mentee need to improve on)</i>	

2. MANAGE SOIL AND WATER RESOURCES

Mentor and mentee: Please fill information for each of the two sections in the respective columns. Initials should be used as given in the header below.

S/N.	Items for evaluation (knowledge and skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), Observation checklist, products, photos and videos of products and services etc.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	Mapping					
2.	Farm records and report writing					
3.	Soil fertility, testing and fertility improvement					
4.	Land use categories					
5.	Water conservation and sources					
6.	Soil and water conservation structures					
7.	Irrigation methods and drainage systems					
8.	Water uses, harvesting and wastewater management					
9.	Soil science and properties of soil					
10.	Soil and water conservation methods					
	SKILLS					

	The mentee:					
11.	Assesses and maps out area topography according to guidelines stipulated in soil and water conservation manual.					
12.	Documents records of assessed area topography as per soil and water conservation manual					
13.	Assesses area topography for land use viability according to soil and water conservation manual.					
14.	Samples soil for fertility testing following the procedures as per soil conservation handbook.					
15.	Tests soil for nutrients element and records results as per soil laboratory manual.					
16.	Improves soil fertility through organic farming as per organic farming manual.					
17.	Gives soil fertility improvements recommendations as per soil laboratory manual.					
18.	Identifies farm water conservation methods and constructs farm water conservation structures as per soil and water conservation manual.					

19.	Identifies soil and water conservation structures as per soil and water conservation manual.					
20.	Designs soil and water conservation structures and maintains them as specified in soil and water conservation manual					
21.	Identifies irrigation methods and carries out irrigation as per soil and water conservation manual.					
22.	Identifies farm drainage systems and management plan as per soil conservation manual					
23.	Constructs and maintains water drainage systems as per farm plan					
24.	Identifies and constructs water harvesting structures as per soil and water conservation manual					
25.	Identifies wastewater disposal methods and structures as per wastewater management manual.					
26.	Constructs wastewater management structures as per wastewater management manual.					
27.	Identifies sources of water and water supply methods as per water supply and maintenance manual.					

28.	Installs water supply systems as per water supply and maintenance manual.					
29.	Collects and analyses data on soil and water resources as per standard data analysis tool and records the data analyses results.					

Note:

To be declared competent, the mentee must get:

1. 15 of the 29 (50%) items of evaluation correct and
2. Items 3, 4, 21, 22, and 29 correct

Evaluation	Remarks
Please tick as appropriate The mentee was found to be: Competent ☐ Not Yet Competent ☐ <i>(If not yet competent, please specify in the remarks column which areas the mentee need to improve on)</i>	

3. FORMULATE LIVESTOCK FEEDS

Mentor and mentee: Please fill information for each of the two sections in the respective columns. Initials should be used as given in the header below.

S/N.	Items for evaluation (knowledge and skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), Observation checklist, products, photos and videos of products and services etc.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	Animal nutrition requirements.					
2.	Livestock feed ration and measurements					
3.	Feed formulation and ingredients					
4.	Packaging and storage of feedstuffs					
5.	Feed ingredients and their sources					
6.	Types of feeds and feedstuffs.					
7.	Agricultural economics (cost benefit analysis)					
8.	Animal feedstuffs processing.					
9.	Quality standard bodies e.g., KEBS, ISO					
	SKILLS The mentee:					

10.	Formulates livestock feed ingredient rations using formulas or computer programs as per animal feeding standard tables.					
11.	Determines feed requirements as per feeding standard tables.					
12.	Identifies animal feeds ingredients as per animal feeding standard tables.					
13.	Weighs ingredient proportions and mixes them as per feed formulation formula.					
14.	Analyses feed as per standardization requirements.					
15.	Packages animal feeds as per market requirements and stores them as per occupation safety standards.					

Note:

To be declared competent, the mentee must get:

1. 8 of the 15 (50%) items of evaluation correct and
2. Items 1, 6, 11, 13, and 15 correct.

Evaluation	Remarks
Please tick as appropriate The mentee was found to be: Competent ☐ Not Yet Competent ☐ <i>(If not yet competent, please specify in the remarks column which areas the mentee need to improve on)</i>	

4. PROCESS FARM PRODUCTS

Mentor and mentee: Please fill information for each of the two sections in the respective columns. Initials should be used as given in the header below.

S/N.	Items for evaluation (knowledge and skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), Observation checklist, products, photos and videos of products and services etc.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	Value addition technology, machines, tools and equipment					
2.	Products standards					
3.	Fruits, vegetable and herbs processing					
4.	Animal products processing					
5.	Human nutrition					
6.	Milling process					
7.	Waste disposal					
8.	Types of vegetables (local and exotic)					
9.	Herbal products					

10.	Crisps making					
11.	Honey and wax processing					
	SKILLS The mentee:					
12.	Chooses products for value additions as per perishability and customer preference.					
13.	Sources products for value addition as per product value requirement.					
14.	Determines technology to use as per product type.					
15.	Determines the machines or equipment to use as per technology of value addition used.					
16.	Processes products in accordance with KEBS specifications.					
17.	Identifies herbs as per small scale horticultural development programme manual.					
18.	Processes herbs into herbal products.					
19.	Packages and labels processed products as per standardization requirement.					

Note:

To be declared competent, the mentee must get:

1. 10 of the 19 (50%) items of evaluation correct and
2. Items 1, 2, 5, 16, 19 correct.

Evaluation	Remarks
Please tick as appropriate The mentee was found to be: Competent ☐ Not Yet Competent ☐ <i>(If not yet competent, please specify in the remarks column which areas the mentee need to improve on)</i>	

5. PROTECT CROP

Mentor and mentee: Please fill information for each of the two sections in the respective columns. Initials should be used as given in the header below.

S/N.	Items for evaluation (knowledge and skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), Observation checklist, products, photos and videos of products and services etc.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	Disease and pest's scouting and methods of control					
2.	Pest and disease identification					
3.	Pest and pesticides management					
4.	Handling farm chemicals and PPEs use					
5.	Materials, tools and equipment used in pest and disease control					
6.	First aid					
7.	Reports writing					
8.	Environmental protection guidelines and safe use of pesticide					

9.	Integrated pest management Indigenous technical knowledge					
	SKILLS The mentee:					
10.	Carries out disease and pest surveillance as per crop scouting manual.					
11.	Maps affected areas/plots in accordance with type of pest/ disease.					
12.	Controls pests and diseases in accordance with type of pest and disease					
13.	Stores farm chemicals in accordance with OSH standards, manufacturer's manual and workplace policy					
14.	Collects and sorts waste and recyclable materials according to OSH standards and workplace policy.					
15.	Disposes expired chemicals in accordance with workplace policy, manufacturer's instructions and OSH Standards					
16.	Cleans and stores tools and equipment as per manufacturer's manual					
17.	Prepares crop protection reports as per SOPs.					

Note:

To be declared competent, the mentee must get:

1. 9 of the 17 (50%) items of evaluation correct and
2. Items 1, 2, 8, 10 and 15 correct.

Evaluation	Remarks
Please tick as appropriate The mentee was found to be: Competent ☐ Not Yet Competent ☐ <i>(If not yet competent, please specify in the remarks column which areas the mentee need to improve on)</i>	

6. PRODUCE HORTICULTURAL CROPS

Mentor and mentee: Please fill information for each of the two sections in the respective columns. Initials should be used as given in the header below.

S/N.	Items for evaluation (knowledge and skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), Observation checklist, products, photos and videos of products and services etc.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	Horticultural crops and sources of planting materials					
2.	Horticultural crop nursery layout and management					
3.	Growth media					
4.	Green house site selection layout and practices					
5.	Green house crops					
6.	Drip irrigation system					
7.	Horticultural field management					
8.	Soil sampling and soil nutrition requirement					

9.	Horticultural crop harvest and post-harvest management					
10.	Crop protection					
11.	Good agricultural practices					
12.	Green house crop harvesting					
	SKILLS The mentee:					
13.	Samples soil as per the selected crop.					
14.	Selects horticultural crop planting materials as per their quality and type of crop					
15.	Selects nursery site as per quality of soil, availability of fresh water, landscape, accessibility and wind breaks					
16.	Prepares growing media as per good agricultural practices.					
17.	Propagates horticultural crops in accordance with the type of crop					
18.	Designs greenhouse structure as per farm plan					
19.	Manages greenhouse horticultural crops as per good agricultural practices					
20.	Designs drip irrigation as per client specifications.					
21.	Plans, coordinates and controls drip irrigation activities as per farm requirements and SOPs					

22.	Maintains drip irrigation system as per the manufacturer's manual.					
23.	Undertakes horticultural crop husbandry as per crop extension manual and GAPs.					
24.	Harvests horticultural crop in accordance with good agricultural practices.					
25.	Controls post-harvest pest in accordance with post-harvest manual.					
26.	Identifies marketing opportunities as per farm marketing strategy					

Note:

To be declared competent, the mentee must get:

1. 13 of the 26 (50%) items of evaluation correct and
2. Items 2, 19, 21, 23 and 25 correct.

Evaluation	Remarks
Please tick as appropriate The mentee was found to be: Competent ☐ Not Yet Competent ☐ <i>(If not yet competent, please specify in the remarks column which areas the mentee need to improve on)</i>	

7. MANAGE FARM

Mentor and mentee: Please fill information for each of the two sections in the respective columns. Initials should be used as given in the header below.

S/N.	Items for evaluation (knowledge and skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), Observation checklist, products, photos and videos of products and services etc.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	Farm planning and budgeting					
2.	Human resource management					
3.	Financial records, filing and documentation					
4.	ICT					
	SKILLS The mentee:					
5.	Identifies farm activities as per farm plan.					
6.	Prepares farm budgets as per the activity schedule.					
7.	Sources personnel as per farms procedures and requirements.					

8.	Undertakes internal and external communication in accordance with farm communication strategy					
9.	Identifies financial priorities in accordance with farm budget					
10.	Monitors and controls financial operations in accordance with SOPs					
11.	Maintains financial records as per SOPs					

Note:

To be declared competent, the mentee must get:

1. 6 of the 11 (50%) items of evaluation correct and
2. Items 1, 4, 9, 10, and 11 correct.

Evaluation	Remarks
Please tick as appropriate The mentee was found to be: Competent ☐ Not Yet Competent ☐ <i>(If not yet competent, please specify in the remarks column which areas the mentee need to improve on)</i>	

8. WORKER BEHAVIOUR

Mentor and mentee: Please fill information for these sections in the respective columns. Initials should be used as given in the header below. The mentee is supposed to demonstrate the following worker behaviour.

S/N.	Items for evaluation (attitudes)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation checklist, products, photos and videos of products and processes etc.
	The mentee is:		Self-assessment	Mentor review		
1.	An effective communicator					
2.	A team player/ impartial					
3.	Tolerant					
4.	Trustworthy					
5.	Respectful					
6.	Emotionally intelligent					
7.	A problem solver					
8.	Open minded					
9.	Self-aware					
10.	Creative and innovative					
11.	Diligent/ thorough					
12.	Environmentally conscious					
13.	Time conscious					
14.	Presentable					
15.	Resilient and self-driven					

S/N.	Items for evaluation (attitudes)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/or oral), observation checklist, products, photos and videos of products and processes etc.
16.	Aligned to values of the organization					
17.	Growth oriented					

Note: To be declared competent, the mentee must get 13 out of the 17 (75%) items of evaluation correct

Evaluation	Remarks
Please tick as appropriate The mentee was found to be: Competent ☐ Not Yet Competent ☐ <i>(If not yet competent, please specify in the remarks column which areas the mentee need to improve on)</i>	

APPENDIX A: SUMMARY OF TOTAL PERIOD OF MENTORSHIP (TO BE FILLED BY MENTEE)

S/N	Section/Department/ Worksite/workstation/workshop/ workplace	Period (Weeks/days)	Mentor's Name
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			

APPENDIX B: MENTOR SUMMARY REPORT (TO BE FILLED BY OVERALL SUPERVISOR)

NAME OF TRAINEE: REGISTRATION NUMBER OF TRAINEE: NAME OF TRAINEE'S INSTITUTION: NAME OF MENTOR: DESIGNATION: MENTORING ORGANIZATION: DATE: SIGNATURE AND STAMP:	
Evaluation	Remarks
Please tick as appropriate The mentee was found to be: Competent ☐ Not Yet Competent ☐ <i>(The candidate is competent if s/he gets 50% of the items correct)</i> <i>(If not yet competent, please specify in the remarks column which areas the mentee need to improve on)</i>	

<i>Feedback from mentor (Supervisor):</i>	
<i>Mentor's signature:</i>	<i>Date</i>
<i>Feedback from mentee (trainee):</i>	
<i>Mentee's signature:</i>	<i>Date</i>

APPENDIX C: ADDITIONAL SKILLS ACQUIRED DURING THE MENTORING PERIOD (TO BE FILLED BY MENTEE)

S/N	Additional skill acquired	Description of the task	What new things have you learned from this task
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

APPENDIX D: INDUSTRIAL LIAISON OFFICER FORM (TO BE FILLED BY ILO)

NAME OF INSTITUTION:

NAME OF ILO OFFICER:

DATE :

REMARKS

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SIGNATURE AND STAMP: