



Ethiopian TVET-System

ARTEFICIAL INSEMINATION LEVEL II

Teacher's Guide

TTLM Code: AGR ATI2 0919 V1

Introduction

This Teacher's Guide is developed to assist you in delivering the **Artificial Insemination Level II** training program. It is usually designed as a resource to support the learning activity.

The **Artificial Insemination Level II** is developed to equip the trainees with the required competences in **artificial Insemination Procedures, Follow up Site Quarantine Procedures, Treat Crop Residues to Feed Livestock, Comply with Industry Dairy Welfare and Assist Basic Husbandry Practice of Dairy Cattle, Assist AI Technique and Semen Handling, Assist in Performing Pregnancy Diagnosis to Livestock, Participate in Workplace Communication, Work in Team Environment, Develop Business Practice, Standardize and Sustain 3S, Assist in the Identification of Reproductive Diseases and Fertility Problems.**The Program is consists of **Twelve (12)** learning modules covering the **Twelve (12)** units of competence.

This teacher's guide covers all the **Twelve (12)** learning modules and it will assist you in delivering the said program and achieving its learning objectives and outcomes. It also provides information in the organization of the learning guides and assessment packets. The learning guides are aid to the trainees by telling them what need to do, when and how to do it and the expectations once the learning activities are completed. While the assessment packet guide you in developing the tools or instruments to measure trainee's overall achievement of the stated competence. Thus it is important for you to understand the design of this program and the mechanics in which it shall be delivered.

Your role as the teacher is to provide opportunities aimed at helping the trainees develop and improve their competences. You are expected to guide and assist them as they go through the learning activities and actual work.

Matrix of competence

Unit code	Competence	Modules	Code
AGR ATI2 11 0118	Standardize and Sustain 3S	Standardizing and Sustaining 3S	AGR ATI2 M 01 9 19
AGR ATI2 08 0118	Participate in Workplace Communication	Participating in Workplace Communication	AGR ATI2 M02 9 19
AGR ATI2 09 0118	Work in Team Environment	Working in Team Environment	AGR ATI2 M03 0919
AGR ATI2 02 0118	Follow up Site Quarantine Procedures	Following up Site Quarantine Procedures	AGR ATI2 M04 0919
AGR ATI2 05 0118	Assist Basic Husbandry Practice of Dairy Cattle	Assisting Basic Husbandry Practice of Dairy Cattle	AGR ATI2 M05 0919
AGR ATI2 03 0118	Treat Crop Residues to Feed Livestock	Treating Crop Residues to Feed Livestock	AGR ATI2 M06 0919
AGR ATI2 01 0118	Assist Artificial Insemination Procedures	Assist Artificial Insemination Procedures	AGR ATI2 M07 0919
AGR ATI2 06 0118	Assist AI Technique and Semen Handling	Assisting AI Technique and Semen Handling	AGR ATI2 M08 0919
AGR ATI2 07 0118	Assist in Performing Pregnancy Diagnosis to Livestock	Assisting in Performing Pregnancy Diagnosis to Livestock	AGR ATI2 M09 0919
AGR ATI2 10 0118	Develop Business Practice	Developing Business Practice	AGR ATI2 M10 0919
AGR ATI2 04 0118	Comply with Industry Dairy Welfare and Quality Requirements in Livestock	Complying with Industry Dairy Welfare and Quality Requirements in Livestock	AGR ATI2 M11 0919
AGR AIT2 08 0317	Assist in the Identification of Reproductive Diseases and Fertility Problems	Assisting in the Identification of Reproductive Diseases and Fertility Problems	AGR ATI2 M11 0919

Learning Outcomes and Assessment Criteria

Unit of Competence	Apply problem solving techniques and tools
Module Title	AGR APMM4 M01 0519 Applying problem solving techniques and tools
LO 1	Prepare for work
Assessment Criteria	<ul style="list-style-type: none"> • Tasks are obtained as per work instruction, work manual and job requirements. • Check if OHS requirements (Safety policies /Legislation/ regulations/codes of practice, Safe operating procedures, Emergency procedures, Personal protective equipment) are practiced. • Tools and equipment for sorting, set in order and shining activities are prepared. • Check if 3S are implemented.
LO 2	Standardize 3S
Assessment Criteria	<ul style="list-style-type: none"> • Check if implementation plan is prepared. • Confirm if tools and techniques required to standardize 3s are prepared. • Tools and techniques are used. • Reports are accurately obtained.
LO 3	LO3 Sustain 3S
Assessment Criteria	<ul style="list-style-type: none"> • Check if implementation plan is prepared. • Confirm if tools and techniques required to sustain 3s are prepared. • Tools and techniques are used. • Reports are accurately obtained.

Unit of Competence	Participate in work place communications
Module Title	AGR ATI2 M02 9 19 Participating in work place communications
LO 1	Determine nutritional requirements for animal
Assessment Criteria	<ul style="list-style-type: none"> ▪ Specific and relevant information is accessed from appropriate sources. ▪ Effective questioning, active listening and speaking skills are used to gather and convey information. ▪ Appropriate medium is used to transfer information and ideas. ▪ Appropriate non- verbal communication is used. ▪ Appropriate lines of communication with supervisors and colleagues are identified and followed. ▪ Defined workplace procedures for the location and storage of information are used. ▪ Personal interaction is carried out clearly and concisely.
LO 2	Participate in workplace meetings and discussions
Assessment Criteria	<ul style="list-style-type: none"> • Team meetings are attended on time. • Own opinions are clearly expressed and those of others are listened to without interruption. • Meeting inputs are made consistent with the meeting purpose and protocols established. • Workplace interactions are conducted in a courteous manner. • Questions about simple routine workplace procedures and matters concerning working conditions of employment are asked and responded. • Meetings outcomes are interpreted and implemented.
LO 3	Complete relevant work related documents
Assessment Criteria	<ul style="list-style-type: none"> • Range of forms relating to conditions of employment is completed accurately and legibly. • Workplace data is recorded on standard workplace forms and documents. • Basic mathematical processes are used for routine calculations. • Errors in recording information on forms/documents are identified and properly acted upon. • Reporting requirements to supervisor are completed

	according to organizational guidelines.
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Unit of Competence	Work in team environment
Module Title	Working in team environment Module code AGR ATI2 M03 0919
LO 1	Describe team role and scope
Assessment Criteria	<ul style="list-style-type: none"> ▪ The role and objective of the team are identified from available sources of information. ▪ Team parameters, reporting relationships and responsibilities are identified from team discussions and appropriate external sources.
LO 2	Identify own role and responsibility within team
Assessment Criteria	<ul style="list-style-type: none"> • Individual role and responsibilities within the team environment are identified. • Roles and responsibility of other team members are identified and recognized. • Reporting relationships within team and external to team are identified.
LO 3	Work as a team member
Assessment Criteria	<ul style="list-style-type: none"> ▪ Effective and appropriate forms of communications are used and interactions undertaken with team members who contribute to known team activities and objectives. ▪ Effective and appropriate contributions are made to complement team activities and objectives, based on individual skills and competencies and workplace context. ▪ Protocols are observed in reporting using standard operating procedures. ▪ Contribution is made to the development of team work plans based on an understanding of team's role

	and objectives and individual competencies of the members.
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Unit of Competence	Follow up Site Quarantine Procedures
Module Title	AGR AT12 M04 0919 Following up Site Quarantine Procedures
LO 1	Prepare to work in quarantine site.
Assessment Criteria	<ul style="list-style-type: none"> ▪ Ensure personal and/or work vehicles are decontaminated before entering the quarantine site. ▪ Contact with potential contaminants is reported according to enterprise requirements. ▪ Hands are washed before livestock, feed, plant stock or other products are handled. ▪ Appropriate clothing and footwear is put on before commencing work and 'street clothing' is securely stored away from livestock, feed or other products
LO 2	Work in quarantine site.
Assessment Criteria	<ul style="list-style-type: none"> ▪ Chemicals and/or medications are handled and stored appropriately. ▪ Where relevant to the production activities of the enterprise, different feed mixes, soils and/or growing media and/or other products are kept separate and appropriately marked according to enterprise procedures. ▪ Any cases of pest or parasite infestation are identified and reported to supervisor. ▪ Any breaches of quarantine procedures are identified and reported to supervisor. ▪ Any OHS hazards are identified and appropriate

	<p>action is taken according to enterprise policy and OHS legislation and codes.</p> <ul style="list-style-type: none"> ▪ All waste products are disposed of according to enterprise procedures. ▪ All deceased livestock, unwanted biological material or damaged/infected plant stock and other items are disposed of according to enterprise procedures. ▪ Information relating to work in quarantine site is recorded as required by the enterprise procedures.
LO 3	Assist in maintaining site quarantine procedures
Assessment Criteria	<ul style="list-style-type: none"> • All visitors are informed of the quarantine procedures and are provided with appropriate clothing and footwear, if required by enterprise procedures. • Any observed breaches of quarantine procedures by visitors are noted and reported to supervisor. • Gates and doors are kept locked where required by enterprise procedures and supervisor instructions. • Where installed, security fencing is maintained according to supervisor instructions. • Deliveries to site are checked to ensure that established procedures for vehicle decontamination, unloading and receipt and holding or storage of stock and/or supplies are followed.
LO 4	Respond to site quarantine breach or problem
Assessment Criteria	<ul style="list-style-type: none"> ▪ The specific problem and its location are identified and reported to supervisor. ▪ Problems are secured according to enterprise procedures. ▪ Quarantine site and location of breach are cleaned

	<p>and disinfected as required according to the specific nature of the problem and enterprise procedures.</p> <ul style="list-style-type: none"> ▪ Livestock, plant stock and other items suspected of being exposed to contaminants are isolated and monitored for evidence of contamination according to enterprise procedures. ▪ All contaminated stock/materials and other items are treated and/or disposed of according to enterprise procedures. • Information about the breach or problem is recorded according to enterprise procedures.
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Unit of Competence	Assisting Basic Husbandry Practice of Dairy Cattle
Module Title	AGR AT12M 05 0919 Assisting Basic Husbandry Practice of Dairy Cattle
LO 1	Prepare for raising ruminant activities
Assessment Criteria	<ul style="list-style-type: none"> • Suitable environment for raising the dairy animal is identified and selected • Required materials, tools and equipment are identified according to lists provided and/or supervisor instructions. • Checks are conducted on all materials, tools and equipment, and insufficient or faulty items are reported to supervisor. • Correct manual handling techniques are used when loading and unloading materials to minimize damage to self, others, load and vehicle. • Suitable Personal Protective Equipment (PPE) is selected and checked prior to use. • Work task is provided according to Occupational Health and Safety (OHS) requirements and supervisor instructions.

LO 2	Undertake raising ruminant work
Assessment Criteria	<ul style="list-style-type: none"> • Instructions and directions provided by supervisor are followed and clarification is sought when necessary. • Raising activities are undertaken in a safe and environmentally appropriate manner and according to enterprise guidelines. • Age estimation of ruminant is identified according the instruction • Enterprise policies and procedures in relation to workplace practices in the handling and disposal of materials are observed. • Problems or difficulties in completing work to required standards or timelines are reported to supervisor.
LO 3	Handle materials and equipment
Assessment Criteria	<ul style="list-style-type: none"> • Waste material produced during work is handled according to supervisor instructions. • Materials, tools and equipment are handled and transported according to supervisor instructions and enterprise guidelines. • Clean and safe work site is maintained while working
LO 4	Clean up on completion of work
Assessment Criteria	<ul style="list-style-type: none"> • Materials are returned to store or disposed of according to supervisor instructions. • Tools and equipment are cleaned, maintained and stored according to manufacturer specifications and supervisor instructions. • Work outcomes are reported to supervisor, feedback on performance is sought and any required improvements are noted for future action.

Unit of Competence	Treat Crop residues for feedstuffs
Module Title	AGR AT12 M06 0919 Treating Crop residues for feedstuffs
LO 1	Determine the type of crop residue to be treated
Assessment Criteria	<ul style="list-style-type: none"> • The types of crop residues that are consumed by different species of livestock but are of less palatable and less digestible are identified. • The amount of crop residues to be treated is determined and prepared.
LO 2	Determine the method of treatment
Assessment Criteria	<ul style="list-style-type: none"> ▪ The type of packing materials and equipment used for crop residue treatment is determined in relation to the amount of crop residue to be prepared. ▪ The packing materials and equipment are prepared
LO 3	Prepare appropriate packing material for treatment
Assessment Criteria	<ul style="list-style-type: none"> ▪ The type of packing materials and equipment used for crop residue treatment is determined in relation to the amount of crop residue to be prepared. ▪ The packing materials and equipment are prepared
LO 4	Complete treatment and storage
Assessment Criteria	<ul style="list-style-type: none"> ▪ Suitable Personal Protective Equipment (PPE) are selected, used and maintained in accordance with OHS requirements. ▪ Treatment of the crop residue is performed according to the procedures and the enterprise guideline. ▪ A clean and safe area is maintained during and on treating of the crop residues in accordance with OHS and enterprise requirements. ▪ The treated crop residue is properly stored for a recommended time before based on the type of treatment weather condition

Unit of Competence	Assist with Artificial Insemination Procedures
Module Title	AGR ATI2 M07 0919 Assisting with Artificial Insemination Procedures
LO 1	Assist in artificial insemination site selection and crush construction
Assessment Criteria	<ul style="list-style-type: none"> • Personal protective clothes, equipments, tools and materials are used according to the enterprise guidelines • AI sites are selected according to enterprise guidelines. • Crushes are constructed following the standard guide lines of the enterprise. • Work is carried out following the OHS requirements.
LO 2	Assist in collection, production, and distribution of germ plasm
Assessment Criteria	<ul style="list-style-type: none"> • Good sanitary practice is developed according to the guideline • Dairy animals intended for germ plasm collection are restrained following the standard guideline of the enterprise. • Laboratory materials, equipments and tools needed for germ plasm collection and manipulation works are prepared and used based on the enterprise/supervisor guide lines. • Work support is provided according to OHS requirements. • Germ plasm is handled and distributed according to the supervisor instructions. • Work is done under close supervision of the supervisor.
LO 3	Facilitate AI work
Assessment Criteria	<ul style="list-style-type: none"> • Community awareness is created on AI advantages. • Materials and tools needed for dairy handling and restraining are prepared and used according to the instructions of the supervisor.

	<ul style="list-style-type: none"> Female dairies for AI work are prepared, restrained and or managed safely and humanely according to enterprise guidelines.
LO 4	Record data and clean up on completion of work
	<ul style="list-style-type: none"> Data on artificial breeding are maintained and reported following the guide lines of the enterprise. Waste materials produced during work are disposed in a designated area according to enterprise guidelines. Dairy's, materials and tools are cleaned and maintained based on the enterprise guidelines. A clean and safe work site is maintained according to enterprise guidelines.

Unit of Competence	Assist AI Technique and Seen Handling
Module Title	AGR AT12 M08 0919 Assisting AI Technique and Seen Handling
LO 1	Participate in a team of semen production
Assessment Criteria	<ul style="list-style-type: none"> Pre-collection works are done according to the enterprise guide lines. Semen is processed by following the enterprise guide lines. Suitable Personal Protective Equipment (PPE) are selected and checked prior to use. This work is likely to be carried out in a team.
LO 2	Handle semen
Assessment Criteria	<ul style="list-style-type: none"> The required materials, tools and equipment are used according to enterprise guidelines. Work is undertaken in a safe and environmentally appropriate manner according to enterprise guidelines. Semen is properly handled during; processing, storage, distribution and at field levels according to

	the enterprise guidelines.
LO 3	Collect History
Assessment Criteria	<ul style="list-style-type: none"> • Information on production sign of heat, pregnancy, last calving date number and frequency /parity of calving and breed type are gathered at field levels following the enterprise or supervisor guide lines. • Observable signs are collected separately from history • Work is done according to Occupational Health and Safety (OHS) requirements and workplace information.
LO 4	Apply AI procedures
Assessment Criteria	<ul style="list-style-type: none"> • History of the animal is identified • Animal is observed for sign of heat • Material is prepared, assembled and semen is load properly • Semen is deposited in the uterus safely • Material is cleaned and waste disposed according to the enterprise guideline
LO 5	Assess quality of semen
Assessment Criteria	<ul style="list-style-type: none"> • The quality of semen is assessed before production, during production, after production and at field levels following the enterprise or supervisor guide lines. • Work is done according to Occupational Health and Safety (OHS) requirements and workplace information
LO 5	Record data and clean up on completion of work
Assessment Criteria	<ul style="list-style-type: none"> • Data on semen collection is recorded according to enterprise requirements. • Information is supplied to relevant authorities to promote research and improvements in industry practice. • Waste is disposed of according to recommended hygiene Standards. • Work site, reusable equipments and materials are

	kept clean up on completion of work.
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Unit of Competence	Assist in Performing Pregnancy Diagnosis to Livestock
Module Title	AGR AT12 M09 0919 Assisting in Performing Pregnancy Diagnosis to Livestock
LO 1	Prepare dairy and equipment for pregnancy diagnosis
Assessment Criteria	<ul style="list-style-type: none"> • Relevant data for Pregnancy Diagnosis (PD) is prepared according to enterprise guidelines. • Dairy are prepared and restrained safely in line with enterprise guideline. • The necessary materials and equipments are assembled according to enterprise guidelines
LO 2	Carry out pregnancy diagnosis.
Assessment Criteria	<ul style="list-style-type: none"> • Personal Protective Equipment (PPE) are used according to organization requirement. • Occupational Health and Safety (OHS) hazards are continually identified, risks assessed and suitable controls implemented. • Pregnancy diagnoses are carried out following pregnancy diagnosis procedures. • The stage of pregnancy is identified following the recommended guide lines. • Records are kept and outcomes reported according to organization requirements. • Waste is disposed of according to recommended hygiene standards.

Unit of Competence	Develop Business Practice
Module Title	AGR ATI2 M10 0919 Developing Business Practice
LO 1	Identify business opportunities and business skills
Assessment Criteria	<ul style="list-style-type: none"> • The concept of paradigm shifts and means of divergent thinking are elaborated and strategies to look beyond the boundaries are discussed. • Unusual business opportunities are identified. • Feasibility on business skills and personal attributes is assessed and matched against those perceived as necessary for a particular business opportunity. • New behavior on how problems can be the pivotal source of business opportunity is elaborated and experience taken. • Assistance sought with feasibility study of specialist and relevant parties is discussed, as required. • Impact of emerging or changing technology, including e-commerce, on business operations is evaluated. • Practicability of business opportunity is assessed in line with perceived business risks, returns sought, personal preferences and resources available. • Business plan is revised in accordance with the identified opportunities.
LO 2	Plan for the establishment of business operation
Assessment Criteria	<ul style="list-style-type: none"> • Organizational structure and operations are determined and documented. • Procedures are developed and documented to guide operations. • Financial backing is secured for business operation. • Business legal and regulatory requirements are identified and compiled. • Human and physical resources required to commence business operation are determined.

	<ul style="list-style-type: none"> Recruitment and procurement strategies are developed.
LO 3	Implement business development plan
Assessment Criteria	<ul style="list-style-type: none"> Physical and human resources are obtained to implement business operation. Operational unit is established to support and coordinate business operation. Simulations on the development plan are well discussed and understood. Implementation manual is discussed and understood. Marketing the business operation is undertaken. Monitoring process is developed and implemented for managing operation. Legal documents are carefully maintained and relevant records kept and updated to ensure validity and accessibility. Contractual procurement rights for goods and services including contracts with relevant people are negotiated and secured as required in accordance with the business plan. Options for leasing/ownership of business premises are identified and contractual arrangements completed in accordance with the business plan.
LO 4	Review implementation process and take corrective measures
Assessment Criteria	<ul style="list-style-type: none"> Review process is developed and implemented for implementation of business operation. Improvements in business operation and associated management process are identified. Identified improvements are implemented and monitored for effectiveness.
LO 5	Establish contact with customers and clarify needs of customer

Assessment Criteria	<ul style="list-style-type: none"> • Persuasion strategies are developed and discussed. • Welcoming customer environment is maintained and Customer is greeted warmly according to enterprise policies and procedures. • Information is provided to satisfy customer needs. • Information on customers and service history is gathered for analysis. • Customer data is maintained to ensure database relevance and currency. • Customer needs are accurately assessed against the products/services of the enterprise. • Customer details are documented clearly and accurately in required format. • Negotiations are conducted in a business-like and professional manner. • Benefits for all parties are maximized in the negotiation through use of established techniques and in the context of establishing long term relationships. • The results of negotiations are communicated to appropriate colleagues and stakeholders within appropriate timeframes. • Opportunities to maintain regular contact with customers are identified and taken-up.
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LO 6	Develop and Maintain Business Relationship
Assessment Criteria	<ul style="list-style-type: none"> • Features and benefits of products/services provided by the enterprise are described/ recommended to meet customer needs. • Alternative sources of information/advice are discussed with the customer. • Information needed is pro-actively sought, reviewed and acted upon to maintain sound business relationships. • Agreements are honored within the scope of individual

	<p>responsibility.</p> <ul style="list-style-type: none"> • Adjustments to agreements are made in consultation with the customer and information shared with appropriate colleagues. • Relationships are nurtured through regular contact and use of effective interpersonal and communication styles.
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Unit of Competence	Comply with Industry Dairy Welfare and Quality Requirements in Livestock Production Problems
Module Title	AGR AT12 11 0919 Complying with Industry Dairy Welfare and Quality Requirements in Livestock Production Problems
LO 1	Apply dairy welfare and quality product practices
Assessment Criteria	<ul style="list-style-type: none"> • Element of the industry dairy welfare and quality product requirements are determined. • Hazards to dairy welfare are identified for work area according to enterprise guidelines and standard operating procedures. • Critical control points for work area are determined according to workplace procedures. • Record keeping on dairy welfare and quality products are completed according to industry Quality Assurance (QA) requirements.
LO 2	Comply with standard operating procedures
Assessment Criteria	<ul style="list-style-type: none"> • Standard operating procedures in respect to dairy welfare requirements are implemented in accordance with enterprise requirements. • Non-conformance is reported to supervisor according to enterprise/industry requirements. • Corrective action is taken in accordance with enterprise policy and procedures.
LO 3	Report problems that affect dairy welfare and quality

	products
Assessment Criteria	<ul style="list-style-type: none"> • Potential or existing dairy welfare and quality product problems are recognized. • Instances of problems of dairy welfare and quality products are identified from specifications or work instructions. • Variation and potential problems are reported to supervisor/ manager according to enterprise guidelines.

Unit of Competence	Assist in the Identification of Reproductive Diseases and Fertility Problems
Module Title	AGR AT12 M12 0919 Assisting in the Identification of Reproductive Diseases and Fertility Problems
LO 1	Identify symptoms of reproductive diseases and fertility problems of dairy animals
Assessment Criteria	<ul style="list-style-type: none"> • Symptoms of reproductive disease should be identified according to enterprise instructions with close supervision • Signs of infertility are distinguished according to enterprise instructions with close supervision
LO 2	Take appropriate measures to prevent reproductive diseases or infertility of dairies
Assessment Criteria	<ul style="list-style-type: none"> • Appropriate measures are taken to prevent the transmission of zoonosis and venereal diseases according to the enterprise guide lines. • Signs of infertility and disease are distinguished according to enterprise instructions. • Advice is provided to beneficiaries in accordance to the enterprise guidelines. • Existing and potential hazards in the workplace are recognized, risk assessed and controlled according to OHS requirements. • Personal protective clothing and equipment are selected, used and maintained according to enterprise guidelines.
LO 3	Record data and clean up on completion of work
Assessment Criteria	<ul style="list-style-type: none"> • Infertility information is kept and reported based on the observed signs of diseases. • Waste is disposed of according to recommended hygiene standards

Training Mechanics

The Outcome-Based Training is one form of an independent learning approach. This approach enables trainees to be master of their own environment and in charge of their learning. It is also characterized by the integration of theory and application as two dimensions of an effective learning process. In this program, the competence-based system is consists of a combination of lecture-discussion, individualized learning activities, mentoring, field immersion and feedback.

In this program the trainees will be given individual learning guide to go through and accomplish. They will be instructed through this learning guide to accomplish learning activities as part of the mechanism for transfer of learning from the training situation to the job situation. For each competence area, trainees will formulate a specific learning plan as a guide for applying their learning to work setting and for their own continuing self-development. At this point, your role as the teacher/facilitator is to guide the trainee in preparing and accomplishing their plan.

Lecture and discussion of the topics outlined in the session plan should be performed first before the trainees are instructed to go to the workshop. You are also required to demonstrate the correct steps/procedures and techniques to your trainees before you let them practice. Insure that they are practicing safely.

Most part of the training activities will be conducted in the workshop for better development of specific skills. Aside from motivating them to relate concepts and skills to their own work situations, make sure to provide the necessary opportunity for competence practice and better internalization of such concepts and techniques. The trainees should also be provided the opportunity to blend with the actual working unit in the industry.

In this system, it is important to develop a sustained relationship with the trainees through a continued involvement, where you are to offer support, guidance and assistance as the trainee go through the learning activities and actual work.

With the mentoring approach, the trainees are grouped in learning teams with one facilitator-mentor per team. Before learning session or workshop start in the morning, each team and mentor meets to give feedback regarding their work, or how the group improves, acquire set of skills for the members to become more effective trainees. You are also to asses them at the end of each module. However, they have to be ready before the assessment and it should be them to request for it.

Before the training start you should conduct an orientation session to brief the trainees on how the training will proceed.

Session Plan 1 (M01-LO1)

Unit of Competence	Standardizing and Sustaining 3S		
Module Title	Standardizing and Sustaining 3S		
LO 1	Prepare for work (5:50)		
Session Objectives	At the end of this session the trainees will be able to –		
	<ul style="list-style-type: none"> ✓ Know Job requirements. ✓ Understand OHS requirements ✓ Prepare tools and equipment ✓ Implement 3S for standardize and sustain 		
Activities	Nominal Duration	Contents	Methods
Sessions	30 minuets	Job requirements.	Orientation
	30minutes	OHS requirements	Lecture-Demonstration
	60minutes	Prepare tools and equipment	Lecture-Demonstration
	120minutes	Implementing 3S for standardize and sustain	Lecture-Demonstration
Evaluation	1hr	Written test /LAP test	Individual Activity &group
Summary	70 minutes	Summarizing and providing feedback	Discussion
Resources	<ul style="list-style-type: none"> • Learning Guide • Safety Manual and Guide 		

Prepared by ATVET instructors'

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Date_____

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Date _____

Session Plan 2 (M01-LO2)

Unit of Competence	Standardizing and Sustaining 3S		
Module Title	Standardizing and Sustaining 3S		
LO 2	Standardize 3S(9hr)		
Session Objectives	At the end of this session the trainees shall be able to –		

- ✓ Know Prepare plan for implementation.
- ✓ Identifying tools and techniques to standardize 3s.
- ✓ Prepare tools and techniques
- ✓ Standardization level checklist
- ✓ The five Whys and one How approach(5W1H)
- ✓ Implement tools and techniques
- ✓ Reporting system.
- ✓ Review standardization.

Activities	Nominal Duration	Contents	Methods
Sessions	30 minuets	Recapitulation	Discussion
	30minutes	Introduction to module	Lecture-discussion
	60mintues	Preparing plan for implementation.	Lecture and discussion
	60minutes	Identifying tools and techniques to standardize 3s.	Lecture demonstration
	60minutes	Preparing tools and techniques	Lecture-demonstration
	60minutes	Standardization level checklist	Lecture-demonstration
	120minutes	The five Whys and one How approach(5W1H)	Lecture-demonstration
Evaluation	60minutes	Written test/LAP Test	Individual Activity
Summary	60minutes	Summarizing and providing feedback	Discussion
Resources	<ul style="list-style-type: none"> • Learning Guide • Safety Manual and Guide 		

Prepared By **ATVET Instructors**

CheckedBy _____

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Session Plan 3(M01-LO3)

Unit of Competence	Standardizing and Sustaining 3S
Module Title	Standardizing and Sustaining 3S
LO 3	Sustain 3S (9:30hr)
Session Objectives	At the end of this session the trainees shall be able to –
	<ul style="list-style-type: none"> ✓ Prepare plan for implementation ✓ Tools and techniques to sustain 3S ✓ Reporting system.

		✓ Review sustains activity.	
Activities	Nominal Duration	Contents	Methods
	30minutes	Recapitulation	
Sessions	120minutes	Introduction to module	Discussion
	120minutes	prepare plan for implementation	Lecture and discussion
	60minutes	Tools and techniques to sustain 3S	Lecture, discussion & demonstration
	60minutes	Reporting system.	Lecture, discussion & demonstration
	60minutes	Review sustains activity.	Lecture, discussion & demonstration
Evaluation	60minutes	Written test /LAP Test	Individual Activity & group
Summary	1hr	Summarizing and providing feedback	Discussion
Resources	<ul style="list-style-type: none"> • Learning Guide • Safety Manual and Guide 		

Prepared By **ATVET instructors**
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Session Plan 4(M02-LO1)

Unit of Competence	Participating in workp lace communications
Module Title	Participating in workplace communications
LO 1	Obtain and convey workplace information (10hr)
Session Objectives	At the end of this session the trainees shall be able to – <ul style="list-style-type: none"> ✓ Obtain and convey workplace information ✓ Accesses specific and relevant information from appropriate sources. ✓ Use effective questioning, active listening and speaking skills ✓ Using appropriate medium to transfer information and ideas.

- ✓ Use appropriate non- verbal communication
- ✓ Identifying and following appropriate lines of communication
- ✓ Using defined workplace procedures for the location
- ✓ storage of information
- ✓ Carrying out personal interaction clearly and concisely

Activities	Nominal Duration	Contents	Methods
	10minutes	Introduction to module	discussion
	50minutes	Obtain and convey workplace information	Lecture and discussion
Sessions	60minutes	Accesses specific and relevant information from appropriate sources.	Lecture and discussion
	60minutes	Use effective questioning, active listening and speaking skills	Lecture, discussion & Demonstration
	60minutes	Using appropriate medium to transfer information and ideas.	Lecture, discussion & Demonstration
	60minutes	Use appropriate non- verbal communication	Lecture, discussion & Demonstration
	60minutes	Identifying and following appropriate lines of communication	Lecture, discussion & Demonstration
	60minutes	Using defined workplace procedures for the location	Lecture, discussion & Demonstration
	60minutes	storage of information	Lecture, discussion & Demonstration
Evaluation	60 minutes	Written test/LAP Test	Individual Activity& group
Summary	1hr	Summarizing and providing feedback	Discussion
Resources	Learning Guide Safety Manual and Guide		

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Session Plan 5(M02-LO2)

Unit of Competence	Participating in work place communications		
Module Title	Participating in work place communications		
LO 2	Participate in workplace meetings and discussions		
Session Objectives	At the end of this session the trainees shall be able to –		
	<ul style="list-style-type: none"> ✓ Attending team meetings on time. ✓ clearly expressing own opinions and listening of others without interruption. ✓ Making meeting inputs consistent with the meeting purpose and protocols. ✓ Conducting workplace interactions in a courteous manner. ✓ Interpreting and implementing meetings outcomes. 		
Activities	Nominal Duration	Contents	Methods
Sessions	30minutes	Recapitulation	Orientation & discussion
	60minutes	Attending team meetings on time.	Lecture, discussion & Demonstration
	60minutes	clearly expressing own opinions and listening of others without interruption.	Lecture, discussion & Demonstration
	60minutes	Making meeting inputs consistent with the meeting purpose and protocols.	Lecture, discussion & Demonstration
	90minutes	Conducting workplace interactions in a courteous manner.	Lecture, discussion & Demonstration
	60minutes	Interpreting and implementing meetings outcomes.	Lecture, discussion & Demonstration
	60minutes	Attending team meetings on time.	Lecture, discussion & Demonstration
	60minutes	clearly expressing own opinions and listening of others without interruption.	Lecture, discussion & Demonstration
Evaluation	60minutes	Written test/LAP Test	Individual Activity & group

Summary	60minutes	Summarizing and providing feedback	Discussion
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Session Plan 6(M02-LO3)

Unit of Competence	Participating in workp lace communications	
Module Title	Participating in workp lace communications	
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LO 3	Complete relevant work related documents (10hr)
Session Objectives	At the end of this session the trainees shall be able to –
	<ul style="list-style-type: none"> ✓ Completing range of forms relating to conditions of employment accurately and legibly. ✓ Recording workplace data on standard workplace forms and documents. ✓ Using basic mathematical processes for routine calculations. ✓ Identifying errors in recording information on forms/documents and properly acted upon.

Activities	Nominal Duration	Contents	Methods
Sessions	30minutes	Recapitulation	Orientation
	90minutes	Completing range of forms relating to conditions of employment accurately and legibly.	Lecture, discussion & Demonstration
	120minutes	Recording workplace data on standard workplace forms and documents.	Lecture, discussion & Demonstration
	120minutes	Using basic mathematical processes for routine calculations.	Lecture, discussion & Demonstration
	120minutes	Identifying errors in recording information on forms/documents and properly acted upon.	Lecture, discussion & Demonstration
Evaluation	60 minutes	Written test/LAP Test	Individual Activity& group
Summary	1hr	Summarizing and providing feedback	Discussion
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Session Plan 7(M03-LO1)

Unit of Competence	Working in team environment
Module Title	Working in team environment

LO 1	Describe team role and scope 10hr)
Session Objectives	At the end of this session the trainees shall be able to –
Sessions	<ul style="list-style-type: none"> ✓ Describe team role and scope ✓ Identify the role and objective of the team ✓ Identifying team parameters, reporting relationships and responsibilities

Activities	Nominal Duration	Contents	Methods
Sessions	30minutes	Introduction	Orientation
	60minutes	Describe team role and scope	Lecture, discussion & Demonstration
	90minutes	Identify the role and objective of the team	Lecture, discussion & Demonstration
	60minutes	Identifying team parameters, reporting relationships and responsibilities	Lecture, discussion & Demonstration
	120minutes	Describe team role and scope	Lecture, discussion & Demonstration
	60minutes	Identify the role and objective of the team	Lecture, discussion & Demonstration
	60minutes	Identifying team parameters, reporting relationships and responsibilities	Lecture, discussion & Demonstration
Evaluation	60minutes	Written test/LAP Test	Individual Activity& group
Summary	1hr	Summarizing and providing feedback	Discussion
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Session Plan 8(M03-LO2)

Unit of Competence	Working in team environment
Module Title	Working in team environment
LO 2	Identify own role and responsibility within team

		(9hr)	
Session Objectives	At the end of this session the trainees shall be able to –		
	<ul style="list-style-type: none"> ✓ Identifying individual role and responsibilities within the tea ✓ Identify and recognize the roles and responsibility of other team members ✓ Identifying and reporting relationships within team and external teams 		
Activities	Nominal Duration	Contents	Methods
Sessions	30minutes	Recapitulation	Discussion
	60minute	Identifying individual role and responsibilities within the tea	Lecture, discussion & Demonstration
	60minute	Identify and recognize the roles and responsibility of other team members	Lecture, discussion & Demonstration
	90minute	Identifying and reporting relationships within team and external teams	Lecture, discussion & Demonstration
	90minute	Identifying individual role and responsibilities within the tea	Lecture, discussion & Demonstration
	90minute	Identify and recognize the roles and responsibility of other team members	Lecture, discussion & Demonstration
Evaluation	60minute	Written test/LAP Test	Individual Activity & group
Summary	60minute	Summarizing and providing feedback	Discussion
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Session Plan 9(M03-LO3)

Unit of Competence	Working in team environment
Module Title	Working in team environment
LO 3	Work as a team member(9hr)
Session Objectives	At the end of this session the trainees shall be able to –

- ✓ Undertaking effective and appropriate forms of communications and interactions
- ✓ Making effective and appropriate contributions in workplace context
- ✓ Observe protocols in reporting using standard operating procedures.
- ✓ Make Contribution to the development of team work plans.

Activities	Nominal Duration	Contents	Methods
Sessions	60minutes	recapitulation	Orientation
	60minutes	Undertaking effective and appropriate forms of communications and interactions	Lecture, discussion & Demonstration
	120minutes	Making effective and appropriate contributions in workplace context	Lecture, discussion & Demonstration
	90minutes	Observe protocols in reporting using standard operating procedures.	Lecture, discussion & Demonstration
	90minutes	Make Contribution to the development of team work plans.	Lecture, discussion & Demonstration
Evaluation	60minutes	Written test/LAP Test	& group
Summary	60minutes	Summarizing and providing feedback	Discussion
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Session Plan 10(M04-LO1)

Unit of Competence	: Following up Site Quarantine Procedures
Module Title	: Following up Site Quarantine Procedures
LO 1	Prepare to work in quarantine site (10hr)
Session Objectives	At the end of this session the trainees shall be able to –

- ✓ Ensure decontaminating personal and/or work vehicles.
- ✓ Report contact with potential contaminants.
- ✓ washing hands before livestock, feed and plant stock are handled.
- ✓ Putting on appropriate clothing and footwear before commencing work
- ✓ Storing 'street clothing' securely away from livestock, feed and other products

Activities	Nominal Duration	Contents	Methods
Sessions	30minutes	Introduction	Orientation
	120minutes	Ensure decontaminating personal and/or work vehicles.	Lecture, discussion & Demonstration
	120minutes	Report contact with potential contaminants.	Lecture, discussion & Demonstration
	120minutes	washing hands before livestock, feed and plant stock are handled.	Lecture, discussion & Demonstration
	90minutes	Putting on appropriate clothing and footwear before commencing work	Lecture, discussion & Demonstration
Evaluation	60minutes	Written test/LAP Test	Individual Activity& group
Summary	60minutes	Summarizing and providing feedback	Discussion
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Session Plan11(M04-LO2)

Unit of Competence	Following up Site Quarantine Procedures		
Module Title	Following up Site Quarantine Procedures		
LO 2	Work in quarantine site (12hr)		
Session Objectives	At the end of this session the trainees shall be able to –		
	<ul style="list-style-type: none"> ✓ Handling and storing chemicals and/or medications appropriately. ✓ Keep separately and appropriately different feed mixes, soils, growing media and other products. ✓ Identifying and reporting any cases of pest and parasite infestation. Identify and report any breaches of quarantine procedures. ✓ Identifying and taking action on any OHS hazards. ✓ Dispose all waste products. ✓ Disposing all deceased livestock and unwanted biological material ✓ Recording information relating to work in quarantine site 		
Activities	Nominal Duration	Contents	Methods
Sessions	30 minutes	Recapitulation	Orientation
	120 minutes	Handling and storing chemicals and/or medications appropriately.	Lecture, discussion & Demonstration
	3hr	Keep separately and appropriately different feed mixes, soils, growing media and other products.	Lecture, discussion & Demonstration
	90 minutes	Identify and report any breaches of quarantine procedures	Lecture, discussion & Demonstration
	90 minutes	Identifying and taking action on any OHS	Lecture, discussion &

		hazards.	Demonstration
	90 minutes	Dispose all waste products.	Lecture, discussion & Demonstration
Evaluation	60 minutes	Written test/LAP Test	Individual Activity& group
Summary	60 minutes	Summarizing and providing feedback	Discussion
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Session Plan 12(M04-LO3)

Unit of Competence	Following up Site Quarantine Procedures
Module Title	Following up Site Quarantine Procedures
LO 3	Assist in maintaining site quarantine procedures (10hr)
Session Objectives	At the end of this session the trainees shall be able to –
	<ul style="list-style-type: none"> ✓ Inform all visitors about quarantine procedures ✓ Note and report any observed breaches of quarantine procedures ✓ keeping locked gates and doors where required. ✓ Installing and maintaining security fencing. ✓ to site and following decontamination Checking and ensuring vehicle deliveries

Activities	Nominal Duration	Contents	Methods
Sessions	30minutes	Recapitulation	Orientation
	120 minutes	Inform all visitors about quarantine procedures	Lecture, discussion & Demonstration
	90 minutes	Note and report any observed breaches of quarantine procedures	Lecture, discussion & Demonstration
	120 minutes	keeping locked gates and doors where required.	Lecture, discussion & Demonstration
	120minutes	Installing and maintaining security fencing.	Lecture, discussion & Demonstration
Evaluation	60 minutes	Written test/LAP Test	Individual Activity& group
Summary	1hr	Summarizing and providing feedback	Discussion
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Session Plan 13(M04-LO4)

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Unit of Competence	Following up Site Quarantine Procedures
Module Title	Following up Site Quarantine Procedures
LO4	Respond to site quarantine breach or problem
Session Objectives	At the end of this session the trainees shall be able to –
	<ul style="list-style-type: none"> ✓ Identifying and reporting the specific problem and its location. ✓ Secure problems according to enterprise procedures. ✓ Clean and disinfect quarantine site and location of breach ✓ Isolating and monitoring livestock and plant stock suspected of being exposed to contaminants. ✓ Treating and/or disposing all contaminated stock/materials. ✓ Record information about the breach or problem.

Activities	Nominal Duration	Contents	Methods
Sessions	10minutes	Recapitulation	Orientation
	40 minutes	Identifying and reporting the specific problem and its location.	Lecture, discussion
	40 minutes	Secure problems according to enterprise procedures.	Lecture, discussion & Demonstration
	40 minutes	Clean and disinfect quarantine site and location of breach	Lecture, discussion & Demonstration
	40 minutes	Isolating and monitoring livestock and plant stock suspected of being exposed to contaminants.	Lecture, discussion & Demonstration
	40 minutes	Treating and/or disposing all contaminated stock/materials.	Lecture, discussion & Demonstration
Evaluation	30 minutes	Written test/LAP Test	Individual Activity& group
Summary	1hr	Summarizing and providing feedback	Discussion
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Session Plan 14(M05-LO1)

Unit of Competence	Assisting Basic Husbandry Practice of Dairy Cattle
Module Title	Assisting Basic Husbandry Practice of Dairy Cattle
LO 1	Prepare for raising ruminant activities (9hr)
Session Objectives	At the end of this session the trainees shall be able to –

		<ul style="list-style-type: none"> ✓ Identifying and selecting suitable environment for raising the dairy animal. ✓ Identify required materials, tools and equipment ✓ Reporting and conducting on all materials, tools and equipment ✓ Selecting and checking suitable Personal Protective Equipment (PPE) ✓ Providing work task requirement for raising ruminants. 	
Activities	Nominal Duration	Contents	Methods
Sessions	30minutes	Introduction	discusion
	120 minutes	Identifying and selecting suitable environment for raising the dairy animal.	Lecture, discussion & Demonstration
	60 minutes	Identify required materials, tools and equipment	Lecture, discussion & Demonstration
	60 minutes	Reporting and conducting on all materials, tools and equipment	Lecture, discussion & Demonstration
	60 minutes	Selecting and checking suitable Personal Protective Equipment (PPE)	Lecture, discussion & Demonstration
	90 minutes	Providing work task requirement for raising ruminants.	Lecture, discussion & Demonstration
Evaluation	60 minutes	Written test/LAP Test	Individual Activity & group
Summary	60minutes	Summarizing and providing feedback	Discussion
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Session Plan 15(M05-LO2)

Unit of Competence	Assisting Basic Husbandry Practice of Dairy Cattle
Module Title	Assisting Basic Husbandry Practice of Dairy Cattle
LO 2	Undertake raising ruminant (35hr)
Session Objectives	At the end of this session the trainees shall be able to –

- ✓ Follow and clarifying Instructions and directions
- ✓ Create out husbandry practice of ruminant
- ✓ Observe workplace practices in the handling and disposal of materials
- ✓ Report problems or difficulties after in completing of work.

Activities	Nominal Duration	Contents	Methods
Sessions	1hr	Recapitulation	Orientation
	1hr	Following and clarifying Instructions and directions	Lecture, discussion
	18hr	Undertaking dairy raising activities	Lecture, discussion & Demonstration
	2hr	Create out husbandry practice of ruminant	Lecture, discussion & Demonstration
	1hr	Observing workplace practices in the handling and disposal of materials	Lecture, discussion & Demonstration
	1hr	Reporting problems or difficulties after in completing of work.	Lecture, discussion & Demonstration
Evaluation	5hr	Written test/LAP Test	Individual Activity& group
Summary	1hr	Summarizing and providing feedback	Discussion
Resources	Learning Guide Safety Manual and Guide		

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Session Plan 16 (M05-LO3)

Unit of Competence	Assisting Basic Husbandry Practice of Dairy Cattle
Module Title	Assisting Basic Husbandry Practice of Dairy Cattle
LO3	Handle materials and equipment (10hr)
Session Objectives	At the end of this session the trainees shall be able to –

- ✓ Handling waste material.
- ✓ Handling and transporting materials, tools and equipments.
- ✓ Maintain, clean and safe work site

Activities	Nominal Duration	Contents	Methods
	30minute	Recapitulation	discution
	2hr	Handling waste material.	Lecture, discussion & Demonstration
	2:30hr	Handling and transporting materials, tools and equipments.	Lecture, discussion & Demonstration
	3hr	Maintain, clean and safe work site	Lecture, discussion & Demonstration
Evaluation	1hr	Written test/LAP Test	Individual Activity& group
Summary	1hr	Summarizing and providing feedback	Discussion
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Session Plan 17(M05-LO4)

Unit of Competence	Assisting Basic Husbandry Practice of Dairy Cattle
Module Title	Assisting Basic Husbandry Practice of Dairy Cattle
LO 4	Clean up on completion of work (5hr)
Session Objectives	At the end of this session the trainees shall be able to –
	<ul style="list-style-type: none"> ✓ Returning materials to store or disposing according to supervisor instructions. ✓ Cleaning, maintaining and storing tools and equipments. ✓ Reporting work outcomes to supervisor and seeing feedback.

Activities	Nominal Duration	Contents	Methods
	30minutes	Recapitulation	Discussion
	30minutes	Returning materials to store or disposing according to supervisor instructions.	Lecture, discussion & Demonstration
	2hrs	Cleaning, maintaining and storing tools and equipments.	Lecture, discussion & Demonstration
	30minutes	Reporting work outcomes to supervisor and seeing feedback.	Lecture, discussion & Demonstration
Evaluation	30minutes	Written test/LAP Test	Individual Activity& group
Summary	1hr	Summarizing and providing feedback	Discussion
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Session Plan 18(M06-LO1)

Unit of Competence	Treating Crop residues for feedstuffs
Module Title	Treating Crop residues for feedstuffs
LO 1	Determine the type of crop residue to be treated (17hr)
Session Objectives	At the end of this session the trainees shall be able to –

- ✓ Identifying types of *crop residues*
- ✓ Determining and preparing the amount of crop residues to be treated

Activities	Nominal Duration	Contents	Methods
Sessions	30	Introduction	Discussion
	8hrs	Identifying types of <i>crop residues</i>	Lecture, discussion & Demonstration
	5:30	Determining and preparing the amount of crop residues to be treated	Lecture, discussion & Demonstration
Evaluation	2hr	Written test/LAP Test	Individual Activity & group
Summary	1hr	Summarizing and providing feedback	Discussion
Resources	Learning Guide Safety Manual and Guide		

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Session Plan 20(M06-LO3)

Unit of Competence		Treating Crop residues for feedstuffs	
Module Title		Treating Crop residues for feedstuffs	
LO 3		Prepare appropriate packing material for treatment (10hr)	
Session Objectives		At the end of this session the trainees shall be able to –	
		<ul style="list-style-type: none"> ✓ Determining the type of packing materials and equipment used for crop residue treatment ✓ Preparing the packing materials and equipment 	
Activities	Nominal Duration	Contents	Methods
	20minutes	Recapitulation	Orientation
	3hr	Determining the type of packing materials and equipment used for crop residue treatment	Lecture, discussion & Demonstration
	5hr	Preparing the packing materials and equipment	Lecture, discussion & Demonstration
Evaluation	40minutes	Written test/LAP Test	Individual Activity& group
Summary	1hr	Summarizing and providing feedback	Discussion
Resources	Learning Guide Safety Manual and Guide		

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Session Plan 21(M06-LO4)

Unit of Competence	Treating Crop residues for feedstuffs		
Module Title	Treating Crop residues for feedstuffs		
LO 4	Complete treatment and storage (10hr)		
Session Objectives	At the end of this session the trainees shall be able to –		
	<ul style="list-style-type: none"> ✓ Selecting, using and maintaining suitable personal protective equipment (PPE) ✓ Performing treatment of the crop residue ✓ Maintaining, clean and safe area ✓ Storing the treated crop residue properly 		
Activities	Nominal Duration	Contents	Methods
Sessions	10minutes	Recapitulation	Discussion
	20 minutes	Selecting, using and maintaining suitable personal protective equipment (PPE)	Lecture, discussion & Demonstration
	5hr	Performing treatment of the crop residue	Lecture, discussion & Demonstration
	30 minutes	Maintaining, clean and safe area	Lecture, discussion & Demonstration
	2hr	Storing the treated crop residue properly	Lecture, discussion & Demonstration
	30 minutes	Selecting, using and maintaining suitable personal protective equipment (PPE)	Lecture, discussion & Demonstration
Evaluation	40 minutes	Written test/LAP Test	Individual Activity& group
Summary	1hr	Summarizing and providing feedback	Discussion
Resources	Learning Guide Safety Manual and Guide		

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Session Plan 22(M07-LO1)

Unit of Competence	Assisting with Artificial Insemination Procedures		
Module Title	Assisting with Artificial Insemination Procedures		
LO 1	Assist in artificial insemination site selection and crush construction -15hr		
Session Objectives	At the end of this session the trainees shall be able to –		
	<ul style="list-style-type: none"> ✓ Using PPE, equipment, tools and materials ✓ Select AI site according to enterprise guidelines. ✓ Constructing AI crushe ✓ Carrying out work following the OHS requirements 		
Activities	Nominal Duration	Contents	Methods
Sessions	20minutes	Introduction	Orientation
	30min	Using PPE, equipment, tools and materials	Lecture, discussion & Demonstration
	1hr	Select AI site according to enterprise guidelines.	Lecture, discussion & Demonstration
	10hr	Constructing AI crushes	Lecture, discussion & Demonstration
	1hr	Carrying out work following the OHS requirements	Lecture, discussion & Demonstration
	30min	Using PPE, equipment, tools and materials	Lecture, discussion & Demonstration
Evaluation	hr	Written test/LAP Test	Individual Activity& group
Summary	40minutes	Summarizing and providing feedback	Discussion
Resources	Learning Guide Safety Manual and Guide		

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Session Plan 23(M07-LO2)

Unit of Competence	Assisting with Artificial Insemination Procedures		
Module Title	Assisting with Artificial Insemination Procedures		
LO 2	Assist in collection, production, and distribution of germ plasm (25hr)		
Session Objectives	At the end of this session the trainees shall be able to –		
	<ul style="list-style-type: none"> ✓ Developing good sanitary practice ✓ Restraining dairy animals intended for germ plasm collection ✓ Preparing laboratory materials, equipments and tools needed for germ plasm ✓ Providing work support according to OHS requirements. ✓ Handling and distributing germ plasm ✓ Doing work under close supervision of the supervisor 		
Activities	Nominal Duration	Contents	Methods
	1hr	Recapitulation	Orientation
	1hr	Developing good sanitary practice	Lecture, discussion & Demonstration
	2hr	Restraining dairy animals intended for germ plasm collection	Lecture, discussion & Demonstration
	1hr	Preparing laboratory materials, equipments and tools needed for germ plasm	Lecture, discussion & Demonstration
	7hr	Providing work support according to OHS requirements.	Lecture, discussion & Demonstration
	10hr	Handling and distributing germ plasm	Lecture, discussion & Demonstration
	1hr	Doing work under close supervision of the supervisor	Lecture, discussion & Demonstration
Evaluation	hr	Written test/LAP Test	Individual Activity & group
Summary	1hr	Summarizing and providing feedback	Discussion
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Session Plan 24(M07-LO3)

Unit of Competence	Assisting with Artificial Insemination Procedures		
Module Title	Assisting with Artificial Insemination Procedures		
LO 3	Facilitate AI work (12hr)		
Session Objectives	At the end of this session the trainees shall be able to –		
	<ul style="list-style-type: none"> ✓ Creating community awareness on AI advantages. ✓ Preparing and using materials and tools needed for dairy handling and restraining. ✓ Preparing, restraining and managing female dairies for AI work 		
Activities	Nominal Duration	Contents	Methods
	30min	Recapitulation	Discussion
	1:30	Creating community awareness on AI advantages.	Lecture, discussion & Demonstration
	1hr	Preparing and using materials and tools needed for dairy handling and restraining.	Lecture, discussion & Demonstration
	4hr	Preparing, restraining and managing female dairies for AI work	Lecture, discussion & Demonstration
	3hr	Creating community awareness on AI advantages.	Lecture, discussion & Demonstration
Evaluation	1hr	Written test/LAP Test	Individual Activity& group
Summary	1hr	Summarizing and providing feedback	Discussion
Resources	Learning Guide Safety Manual and Guide		

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Session Plan 25(M07-LO4)

Unit of Competence	Assisting with Artificial Insemination Procedures
Module Title	Assisting with Artificial Insemination Procedures

LO 4	Record data and clean up on completion of work-10hr		
Session Objectives	At the end of this session the trainees shall be able to –		
	<ul style="list-style-type: none"> ✓ Maintaining and reporting data on artificial breeding ✓ Disposing Waste materials produced during work in a designated area. ✓ Cleaning and maintaining dairy's materials and tools. ✓ Maintain, clean and safe work site 		
Activities	Nominal Duration	Contents	Methods
	20min	Recapitulation	Orientation
	2hr	Maintaining and reporting data on artificial breeding	Lecture, discussion & Demonstration
	2hr	Disposing Waste materials produced during work in a designated area.	Lecture, discussion & Demonstration
	2hr	Cleaning and maintaining dairy's materials and tools.	Lecture, discussion & Demonstration
	2hr	Maintain, clean and safe work site	Lecture, discussion & Demonstration
Evaluation	1hr	Written test/LAP Test	Individual Activity& group
Summary	40min	Summarizing and providing feedback	Discussion
Resources	Learning Guide Safety Manual and Guide		

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Session Plan 26(M08-LO1)

Unit of Competence	Assisting AI Technique and Seen Handling
Module Title	Assisting AI Technique and Seen Handling

LO 1	. Participate in a team of semen production (10hr)		
Session Objectives	At the end of this session the trainees shall be able to –		
	<ul style="list-style-type: none"> ✓ Do Pre-collection works. ✓ Test Male dairy for fertility. ✓ Prepare Male dairy for semen collection ✓ Prepare all the necessary materials, equipment, tools and utilities ✓ Process Semen by following the enterprise guide lines. ✓ Select and checking Suitable Personal Protective Equipment (PPE) prior to use 		
Activities	Nominal Duration	Contents	Methods
	20min	Introduction	Discussion
	1hr	Doing Pre-collection works.	Lecture, discussion & Demonstration
	1hr	Testing Male dairy for fertility.	Lecture, discussion & Demonstration
	2hr	Preparing Male dairy for semen collection	Lecture, discussion & Demonstration
	1hr	Preparing all the necessary materials, equipment, tools and utilities	Lecture, discussion & Demonstration
	2hr	Processing Semen by following the enterprise guide lines	Lecture, discussion & Demonstration
	1hr	Selecting and checking Suitable Personal Protective Equipment (PPE) prior to use	
Evaluation	1hr	Written test/LAP Test	Individual Activity & group
Summary	40min	Summarizing and providing feedback	Discussion
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Session Plan 27(M08-LO2)

Unit of Competence	Assisting AI Technique and Seen Handling
Module Title	Assisting AI Technique and Seen Handling
LO 2	Handle semen (10hr)

Session Objectives	At the end of this session the trainees shall be able to –		
	<ul style="list-style-type: none"> ✓ Use the required materials, tools and equipment ✓ Undertaking work in a safe and environmentally appropriate manner ✓ Handling Semen properly during processing, storage and distribution 		
Activities	Nominal Duration	Contents	Methods
	20min	Recapitulation	Discussion
	1hr	Use the required materials, tools and equipment	Lecture, discussion & Demonstration
	1hr	Undertaking work in a safe and environmentally appropriate manner	Lecture, discussion & Demonstration
	6hr	Handling Semen properly during processing, storage and distribution	Lecture, discussion & Demonstration
Evaluation	1hr	Written test/LAP Test	Individual Activity& group
Summary	40min	Summarizing and providing feedback	Discussion
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Session Plan 28(M08-LO3)

Unit of Competence	Assisting AI Technique and Seen Handling
Module Title	Assisting AI Technique and Seen Handling
LO 3	Collect History(9hr)
Session Objectives	At the end of this session the trainees shall be able to –
	<ul style="list-style-type: none"> ✓ Gather information on sign of heat and pregnancy ✓ Gathering information on last calving date, number and parity of calving ✓ Identify breed type of animals ✓ Collecting observable signs separately from history

✓ Doing work according to Occupational Health and Safety (OHS)

Activities	Nominal Duration	Contents	Methods
	20min	Recapitulation	Orientation
	30min	Gather information on sign of heat and pregnancy	Lecture, discussion & Demonstration
	1hr	Gathering information on last calving date, number and parity of calving	Lecture, discussion & Demonstration
	2hr	Identify breed type of animals	Lecture, discussion & Demonstration
	1hr	Collecting observable signs separately from history	Lecture, discussion & Demonstration
	2:30	Doing work according to Occupational Health and Safety (OHS)	
Evaluation	1hr	Written test/LAP Test	Individual Activity& group
Summary	40min	Summarizing and providing feedback	Discussion
Resources	Learning Guide Safety Manual and Guide		

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Session Plan 29(M08-LO4)

Unit of Competence	Assisting AI Technique and Seen Handling
Module Title	Assisting AI Technique and Seen Handling
LO 4	Apply AI procedures (9hr)
Session Objectives	At the end of this session the trainees shall be able to –

- ✓ Identifying history of the animal.
- ✓ Observe sign of heat
- ✓ Preparing and assembling material and loading semen properly.
- ✓ Depositing semen in the uterus safely.
- ✓ Cleaning material and disposing waste.

Activities	Nominal Duration	Contents	Methods
	20min	Recapitulation	Discussion
	1hr	Identifying history of the animal.	Lecture, discussion & Demonstration
	2hr	Observe sign of heat	Lecture, discussion & Demonstration
	1hr	Preparing and assembling material and loading semen properly.	Lecture, discussion & Demonstration
	2hr	Depositing semen in the uterus safely.	Lecture, discussion & Demonstration
	1hr	Cleaning material and disposing waste	
Evaluation	1hr	Written test/LAP Test	Individual Activity& group
Summary	40min	Summarizing and providing feedback	Discussion
Resources	Learning Guide Safety Manual and Guide		

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Session Plan 30(M08-LO5)

Unit of Competence	Assisting AI Technique and Seen Handling		
Module Title	Assisting AI Technique and Seen Handling		
LO 5	Assess quality of semen (15hr)		
Session Objectives	At the end of this session the trainees shall be able to –		
	<ul style="list-style-type: none"> ✓ Assessing the quality of semen before, during, after production and at field levels. ✓ Doing Work according to Occupational Health and Safety (OHS) 		
Activities	Nominal Duration	Contents	Methods
	20min	Recapitulation	Orientation
	11hr	Assessing the quality of semen before, during, after production and at field levels.	Lecture, discussion & Demonstration
	2hr	Doing Work according to Occupational Health and Safety (OHS)	Lecture, discussion & Demonstration
Evaluation	1hr	Written test/LAP Test	Individual Activity& group
Summary	40min	Summarizing and providing feedback	Discussion
Resources	Learning Guide Safety Manual and Guide		

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Session Plan 31(M02-LO6)

Unit of Competence	Assisting AI Technique and Seen Handling		
Module Title	Assisting AI Technique and Seen Handling		
LO 6	Record data and clean up on completion of work-7hr		
Session Objectives	At the end of this session the trainees shall be able to –		
	Record data on semen collection.		
	Supply information to relevant authorities to promote research and improvements.		
	Disposing waste		
	Keep clean-up work site, reusable equipment and materials on completion of work.		
Activities	Nominal Duration	Contents	Methods
	20min	Recapitulation	Discussion
	1hr	Recording data on semen collection	Lecture, discussion & Demonstration
	1hr	Demonstrating correct manual handling techniques	Lecture, discussion & Demonstration
	1hr	Supply information to relevant authorities to promote research and improvements.	Lecture, discussion & Demonstration
	1hr	Disposing waste	Lecture, discussion & Demonstration
	1hr	Keep clean-up work site, reusable equipment and materials on completion of work	Lecture, discussion & Demonstration
Evaluation	1hr	Written test/LAP Test	Individual Activity& group
Summary	40min	Summarizing and providing feedback	Discussion
Resources	Learning Guide Safety Manual and Guide		

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Session Plan 32(M09-LO1)

Unit of Competence	Assisting in Performing Pregnancy Diagnosis to Livestock		
Module Title	Assisting in Performing Pregnancy Diagnosis to Livestock		
LO 1	Prepare dairy and equipment for pregnancy diagnosis (1 1hr		
Session Objectives	At the end of this session the trainees shall be able to –		
	Preparing relevant data for pregnancy diagnosis (PD). Prepare and restrain dairy safely in line with enterprise guideline. Assembling the necessary materials and equipment.		
Activities	Nominal Duration	Contents	Methods
	20min	introduction	Discussion
	2hr	Preparing relevant data for pregnancy diagnosis (PD	Lecture, discussion & Demonstration
	1hr	Identify Raw materials	Lecture, discussion & Demonstration
	6hr	Prepare and restrain dairy safely in line with enterprise guideline.	Lecture, discussion & Demonstration
	2hr	Assembling the necessary materials and equipment	Lecture, discussion & Demonstration
Evaluation	1hr	Written test/LAP Test	Individual Activity& group
Summary	40min	Summarizing and providing feedback	Discussion
Resources	Learning Guide Safety Manual and Guide		

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Session Plan 33(M09-LO2)

Unit of Competence	Assisting in Performing Pregnancy Diagnosis to Livestock		
Module Title	Assisting in Performing Pregnancy Diagnosis to Livestock		
LO 2	Carry out pregnancy diagnosis(34hr		
Session Objectives	At the end of this session the trainees shall be able to –		
	Using Personal Protective Equipment (PPE).		
	Identify OHS hazards and implement suitable controls.		
	Carry out pregnancy diagnoses.		
	Identifying the stage of pregnancy.		
	Keep and report records.		
	Disposing waste.		
Activities	Nominal Duration	Contents	Methods
	1Hr	Recapitulation	Orientation
	1hr	Using Personal Protective Equipment (PPE	Lecture, discussion & Demonstration
	2hr	Identify OHS hazards and implement suitable controls	Lecture, discussion & Demonstration
	20hr	Carry out pregnancy diagnoses	Lecture, discussion & Demonstration
	6hr	Identifying the stage of pregnancy	Lecture, discussion & Demonstration
	1hr	Keep and report records	Lecture, discussion & Demonstration
	1hr	Disposing waste	Lecture, discussion & Demonstration
Evaluation	1hr	Written test/LAP Test	Individual Activity& group
Summary	1hr	Summarizing and providing feedback	Discussion
Resources	Learning Guide Safety Manual and Guide		

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Session Plan 34(M1o-LO1)

Unit of Competence	Developing Business Practice		
Module Title	Developing Business Practice		
LO 1	Identify business opportunities and business skills (7hr		
Session Objectives	At the end of this session the trainees shall be able to –		
	<ul style="list-style-type: none"> • Discussing the concept of paradigm shift and means of divergent thinking • Identifying unusual business opportunities. • Assessing and matching feasibility on business skills and personal attributes. • Elaborating and experiencing new behavior on how problems can be the pivotal source of business opportunity. • Discussing assistance sought with feasibility study of specialist and relevant parties. • Evaluating impact of emerging or changing technology, including e-commerce, on business operations. • Assessing practicability of business opportunity in line with perceived business 		
Activities	Nominal Duration	Contents	Methods
	20min	Introduction	Orientation
	30min	Discussing the concept of paradigm shift and means of divergent thinking	Lecture, discussion & Demonstration
	1hr	Elaborating and experiencing New behavior on how problems can be the pivotal source of business opportunity.	Lecture, discussion & Demonstration
	30min	Discussing assistance sought with feasibility study of <i>specialist and relevant parties</i>	Lecture, discussion & Demonstration
	1hr	Evaluating impact of emerging or changing technology, including e-commerce, on business operations.	Lecture, discussion & Demonstration

	30min	Assessing practicability of business opportunity in line with perceived <i>business</i>	Lecture, discussion & Demonstration
Evaluation	30min	Written test/LAP Test	Individual Activity& group
Summary	40min	Summarizing and providing feedback	Discussion
Resources	Learning Guide Safety Manual and Guide		

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Session Plan 35(M10-LO2)

Unit of Competence	Developing Business Practice		
Module Title	Developing Business Practice		
LO 2	Plan for the establishment of business operation (7hr)		
Session Objectives	At the end of this session the trainees shall be able to –		
	<ul style="list-style-type: none"> • Determining and documenting organizational structure and operations. • Developing and documenting procedures to guide operations. • Securing financial backing for business operation. • Identifying and compiling business legal and regulatory requirements. • Determining human and physical resources required to commence business operation. • Developing recruitment and procurement strategies 		
Activities	Nominal Duration	Contents	Methods
	20min	Recapitulation	Orientation
	30min	Determining and documenting organizational structure and operations.	Lecture, discussion & Demonstration
	1hr	Developing and documenting procedures to guide operations	Lecture, discussion & Demonstration
	30min	Securing financial backing for business operation	Lecture, discussion & Demonstration
	1hr	Identifying and compiling business legal and regulatory requirements.	Lecture, discussion & Demonstration
	30min	Determining <i>human and physical resources</i> required to commence business operation.	Lecture, discussion & Demonstration
	30min	Developing recruitment and procurement strategies	Lecture, discussion & Demonstration
Evaluation	40min	Written test/LAP Test	Individual Activity& group

Summary	20min	Summarizing and providing feedback	Discussion
Resources	Learning Guide Safety Manual and Guide		
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Session Plan 36(M10-LO3)

Unit of Competence	Developing Business Practice		
Module Title	Developing Business Practice		
LO 3	Implement business development plan		
Session Objectives	At the end of this session the trainees shall be able to –		
	<ul style="list-style-type: none"> • Obtaining physical and human resources to implement business operation. • Establishing operational unit to support and coordinate business operation. • Discussing and understanding Simulations on the development plan. • Discussing and understanding implementation manual. • Undertaking Marketing the business operation. • Developing and implementing Monitoring process for managing operation. • Maintaining legal documents carefully • Keeping and updating relevant records to ensure validity and accessibility. • Negotiating and securing Contractual procurement rights for goods and services. • Identifying options for leasing/ownership of business premises and completing contractual. 		
Activities	Nominal Duration	Contents	Methods
	20min	Recapitulation	Orientation
	30min	Obtaining physical and human resources to implement business operation	Lecture, discussion & Demonstration
	30min	Establishing operational unit to support and coordinate business operation	Lecture, discussion & Demonstration
	60min	Discussing and understanding Simulations on the development plan.	Lecture, discussion & Demonstration
	30min	Developing and implementing Monitoring process for managing operation	

		Maintaining legal documents carefully	
	30min	Keeping and updating relevant records to ensure validity and accessibility.	
	60min	Negotiating and securing Contractual procurement rights for goods and services.	
	30min	Identifying options for leasing/ownership of business premises and completing contractual	
Evaluation	1hr	Written test/LAP Test	Individual Activity& group
Summary	40min	Summarizing and providing feedback	Discussion
Resources	Learning Guide Safety Manual and Guide		

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Session Plan 37(M10-LO4)

Unit of Competence

Developing Business Practice

Module Title		Developing Business Practice	
LO 4		Review implementation process and take corrective measures(7hr	
Session Objectives		At the end of this session the trainees shall be able to –	
		<ul style="list-style-type: none"> • Developing and implementing review process for implementation of business operation. • Identifying improvements in business operation and associated management process. • Implementing and monitoring identified improvements for effectiveness 	
Activities	Nominal Duration	Contents	Methods
	20min	Recapitulation	Orientation
	2hr	Developing and implementing review process for implementation of business operation.	Lecture, discussion & Demonstration
	2hr	Identifying improvements in business operation and associated management process	Lecture, discussion & Demonstration
	1hr	Implementing and monitoring identified improvements for effectiveness	Lecture, discussion & Demonstration
			Lecture, discussion & Demonstration
Evaluation	1hr	Written test/LAP Test	Individual Activity& group
Summary	40min	Summarizing and providing feedback	Discussion
Resources	Learning Guide Safety Manual and Guide		

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Session Plan 38(M10-LO5)

Unit of Competence	Developing Business Practice
Module Title	Developing Business Practice
LO 5	Establish contact with customers and clarify needs of customer)

Session Objectives		At the end of this session the trainees shall be able to –	
		<ul style="list-style-type: none"> • Developing and discussing persuasion strategies. • Maintaining welcoming customer environment and greeting customer warmly • Providing Information to satisfy customer needs. • Gathering Information on customers and service history for analysis. • Maintaining Customer data to ensure database relevance and currency. • Assessing Customer needs accurately against the products/services of the enterprise. 	
Activities	Nominal Duration	Contents	Methods
	20min	Recapitulation	Orientation
	30min	Developing and discussing persuasion strategies.	Lecture, discussion & Demonstration
	1hr	Maintaining welcoming customer environment and greeting customer warmly	Lecture, discussion & Demonstration
	1hr	Providing Information to satisfy customer needs.	Lecture, discussion & Demonstration
	1hr	Gathering Information on customers and service history for analysis.	Lecture, discussion & Demonstration
	30min	Maintaining Customer data to ensure database relevance and currency.	Lecture, discussion & Demonstration
	30min	Assessing Customer needs accurately against the products/services of the enterprise.	Lecture, discussion & Demonstration
Evaluation	1hr	Written test/LAP Test	Individual Activity& group
Summary	40min	Summarizing and providing feedback	Discussion
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Session Plan 39(M010-LO6)

Unit of Competence	Developing Business Practice
Module Title	Developing Business Practice

LO 6	Develop and Maintain Business Relationship(7hr
Session Objectives	At the end of this session the trainees shall be able to –
	<ul style="list-style-type: none"> • Describing / recommending features and benefits of products/services provided by the enterprise to meet customer needs. • Discussing alternative sources of information/advice with the customer. • pro-actively seeing, reviewing and acting upon information needed to maintain sound business relationships. • Honoring agreements within the scope of individual responsibility. • Making adjustments to agreements in consultation with the customer • Nurturing relationships through regular contact and use of effective interpersonal and communication styles.

Activities	Nominal Duration	Contents	Methods
	20min	Recapitulation	Orientation
	30min	Describing / recommending features and benefits of products/services provided by the enterprise to meet customer needs.	Lecture, discussion & Demonstration
	1hr	Discussing alternative sources of information/advice with the customer.	Lecture, discussion & Demonstration
	1hr	pro-actively seeing, reviewing and acting upon information needed to maintain sound business relationships.	Lecture, discussion & Demonstration
	1hr	Honoring agreements within the scope of individual responsibility.	Lecture, discussion & Demonstration
	30min	Making adjustments to agreements in consultation with the customer	Lecture, discussion & Demonstration
	30min	Nurturing relationships through regular contact and use of effective interpersonal and communication styles	Lecture, discussion & Demonstration
	1hr		
Evaluation	40min	Written test/LAP Test	Individual Activity& group
Summary	20min	Summarizing and providing feedback	Discussion
Resources	Learning Guide Safety Manual and Guide		

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Session Plan 40(M010-LO1)

Unit of Competence	Comply with Industry Dairy Welfare and Quality Requirements in Livestock Production Problems		
Module Title	Comply with Industry Dairy Welfare and Quality Requirements in Livestock Production Problems		
LO 1	Apply dairy welfare and quality product practices(30hr)		
Session Objectives	At the end of this session the trainees shall be able to –		
	<ul style="list-style-type: none"> • Determining <i>element</i> of the industry dairy welfare and quality product requirements. • Determine Housing accommodation for livestock. • Determine Health and distress of animal • Transporting of livestock. • Provide food with diet containing adequate nutrients. 		
Activities	Nominal Duration	Contents	Methods
	20min	Introduction	Orientation
	5hr	Determining <i>element</i> of the industry dairy welfare and quality product requirements.	Lecture, discussion & Demonstration
	9hr	Determine Housing accommodation for livestock.	Lecture, discussion & Demonstration
	5hr	Determine Health and distress of animal	Lecture, discussion & Demonstration
	4hr	Transporting of livestock.	Lecture, discussion & Demonstration
	5hr	Provide food with diet containing adequate nutrients	
Evaluation	1hr	Written test/LAP Test	Individual Activity& group
Summary	40min	Summarizing and providing feedback	Discussion
Resources	Learning Guide Safety Manual and Guide		

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Session Plan 41(M011-LO2)

Unit of Competence	Comply with Industry Dairy Welfare and Quality Requirements in Livestock Production Problems		
Module Title	Comply with Industry Dairy Welfare and Quality Requirements in Livestock Production Problems		
LO 2	Comply with standard operating procedures(10hr		
Session Objectives	At the end of this session the trainees shall be able to –		
	<ul style="list-style-type: none"> • Implementing standard operating procedures to dairy welfare requirements • Reporting non-conformance requirements to supervisor 		
Activities	Nominal Duration	Contents	Methods
	20min	Recapitulation	Orientation
	6hr	Implementing standard operating procedures to dairy welfare requirements	Lecture, discussion & Demonstration
	2hr	Reporting non-conformance requirements to supervisor	Lecture, discussion & Demonstration
Evaluation	1hr	Written test/LAP Test	Individual Activity& group
Summary	40min	Summarizing and providing feedback	Discussion
Resources	Learning Guide Safety Manual and Guide		

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Session Plan 42(M02-LO2)

Unit of Competence	Comply with Industry Dairy Welfare and Quality Requirements in Livestock Production Problems
Module Title	Comply with Industry Dairy Welfare and Quality Requirements in Livestock Production Problems
LO 3	Report problems that affect dairy welfare and quality products(5hr
Session Objectives	At the end of this session the trainees shall be able to – <ul style="list-style-type: none"> • Recognizing potential and existing dairy welfare and quality product problems. • Identifying instances of dairy welfare and quality products problems. • Reporting variation and potential problems

Activities	Nominal Duration	Contents	Methods
	20min	Recapitulation	Orientation
	1hr	Recognizing potential and existing dairy welfare and quality product problems.	Lecture, discussion & Demonstration
	1hr	Identifying instances of dairy welfare and quality products problems.	Lecture, discussion & Demonstration
	1hr	Reporting variation and potential problems	Lecture, discussion & Demonstration
Evaluation	1hr	Written test/LAP Test	Individual Activity& group
Summary	40min	Summarizing and providing feedback	Discussion
Resources	Learning Guide Safety Manual and Guide		

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Session Plan 43(M012-LO1)

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Unit of Competence	Assisting in the Identification of Reproductive Diseases and Fertility Problems		
Module Title	Assisting in the Identification of Reproductive Diseases and Fertility Problems		
LO 1	Identify symptoms of reproductive diseases and fertility problems of dairy animals(30hr		
Session Objectives	At the end of this session the trainees shall be able to –		
	<ul style="list-style-type: none"> Identifying symptoms of reproductive disease Distinguishing signs of infertility 		
Activities	Nominal Duration	Contents	Methods
	20min	Introduction	Orientation
	16hr	Identifying symptoms of reproductive disease	Lecture, discussion & Demonstration
	12hr	Distinguishing signs of infertility	Lecture, discussion & Demonstration
Evaluation	1hr	Written test/LAP Test	Individual Activity& group
Summary	40min	Summarizing and providing feedback	Discussion
Resources	Learning Guide Safety Manual and Guide		

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Session Plan 44(M012-LO2)

Unit of Competence	Assisting in the Identification of Reproductive Diseases and Fertility Problems
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Module Title	Assisting in the Identification of Reproductive Diseases and Fertility Problems		
LO 2	Take appropriate measures to prevent reproductive diseases or infertility of dairies(10hr		
Session Objectives	At the end of this session the trainees shall be able to –		
	<ul style="list-style-type: none"> • Taking measures to prevent the transmission of zoonosis and venereal diseases. • Recognizing existing and potential hazards in the workplace • Selecting personal protective clothing and equipment 		
Activities	Nominal Duration	Contents	Methods
	20min	Recapitulation	Orientation
	4hr	Taking measures to prevent the transmission of zoonosis and venereal diseases.	Lecture, discussion & Demonstration
	3hr	Recognizing existing and potential hazards in the workplace	Lecture, discussion & Demonstration
	1hr	Selecting personal protective clothing and equipment	Lecture, discussion & Demonstration
Evaluation	1hr	Written test/LAP Test	Individual Activity& group
Summary	40min	Summarizing and providing feedback	Discussion
Resources	Learning Guide Safety Manual and Guide		

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Session Plan 45(M012-LO3)

Unit of Competence	Assisting in the Identification of Reproductive Diseases and Fertility Problems		
Module Title	Assisting in the Identification of Reproductive Diseases and Fertility Problems		
LO 3	Record data and clean up on completion of work (5hr		
Session Objectives	At the end of this session the trainees shall be able to –		
	<ul style="list-style-type: none"> • Keep and report Infertility information is based on the observed signs of diseases. • Dispose Waste according to recommended hygiene standards. 		
Activities	Nominal Duration	Contents	Methods
	20min	Recapitulation	Orientation
	2hr	Keeping and reporting infertility information based on the observed signs of diseases.	Lecture, discussion & Demonstration

	1hr	Disposing waste of according to recommended hygiene standards	Lecture, discussion & Demonstration
Evaluation	1hr	Written test/LAP Test	Individual Activity& group
Summary	40min	Summarizing and providing feedback	Discussion
Resources	Learning Guide Safety Manual and Guide		
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Assessment Context

There are two types of evaluation used in determining the extent to which learning outcomes are achieved. The specific learning outcomes are stated in the modules. In assessing them, verifiable and observable indicators and standards shall be used.

The *formative assessment* is incorporated in the learning modules and form part of the learning process. Formative evaluation provides the trainee with feedback regarding success or failure in attaining learning outcomes. It identifies the specific learning errors that need to be corrected, and provides reinforcement for successful performance as well. For the trainer/facilitator, formative evaluation provides information for making instruction and remedial work more effective. In this program the **LAP Test serves as the formative assessment.**

Summative Evaluation the other form of evaluation is given when all the modules of the program have been accomplished. It determines the extent to which competence have been achieved. This will be given in the form of written test for the underpinning knowledge and demonstration for the attitudes and skills portion. And, the result of the assessment decision shall be expressed in the term ‘competent or not yet competent’.

These two types of evaluation form part of the training and they are considered as institutional assessment.

Evaluation Tools

- a) Formative Assessment
 - Written test
 - LAP test

- b) Summative Evaluation
 - Comprehensive Written test
 - ▶ Knowledge Test
 - Demonstration with Oral questioning
 - ▶ Trainee Test Guide

Training Mechanics

The Outcome-Based Training is one form of an independent learning approach. This approach enables trainees to be master of their own environment and in charge of their learning. It is also characterized by the integration of theory and application as two dimensions of an effective learning process. In this program, the outcome-based system is consists of a combination of lecture-discussion, individualized learning activities, mentoring, field immersion and feedback.

In this program the trainees will be given individual learning guide to go through and accomplish. They will be instructed through this learning guide to accomplish learning activities as part of the mechanism for transfer of learning from the training

situation to the job situation. For each competence area, trainees will formulate a specific learning plan as a guide for applying their learning to work setting and for their own continuing self-development. At this point, your role as the teacher/facilitator is to guide the trainee in preparing and accomplishing their plan.

Lecture and discussion of the topics outlined in the session plan should be performed first before the trainees are instructed to go to the workshop. You are also required to demonstrate the correct steps/procedures and techniques to your trainees before you let them practice. Insure that they are practicing safely.

Most part of the training activities will be conducted in the workshop for better development of specific skills. Aside from motivating them to relate concepts and skills to their own work situations, make sure to provide the necessary opportunity for competence practice and better internalization of such concepts and techniques. The trainees should also be provided the opportunity to blend with the actual working unit in the industry.

In this system, it is important to develop a sustained relationship with the trainees through a continued involvement, where you are to offer support, guidance and assistance as the trainee go through the learning activities and actual work.

With the mentoring approach, the trainees are grouped in learning teams with one facilitator-mentor per team. Before learning session or workshop start in the morning, each team and mentor meets to give feedback regarding their work, or how the group improves, acquire set of skills for the members to become more effective trainees. You are also to asses them at the end of each module. However, they have to be ready before the assessment and it should be them to request for it.

Before the training start you should conduct an orientation session to brief the trainees on how the training will proceed.

Assessment Context

There are two types of evaluation used in determining the extent to which learning outcomes are achieved. The specific learning outcomes are stated in the modules. In assessing them, verifiable and observable indicators and standards shall be used.

The **formative assessment** is incorporated in the learning modules and form part of the learning process. Formative evaluation provides the trainee with feedback regarding success or failure in attaining learning outcomes. It identifies the specific learning errors that need to be corrected, and provides reinforcement for successful performance as well. For the trainer/facilitator, formative evaluation provides information for making instruction and remedial work more effective. In this program the LAP Test serves as the formative assessment.

Summative Evaluation the other form of evaluation is given when all the modules of the program have been accomplished. It determines the extent to which competence have been achieved. This will be given in the form of written test for the underpinning knowledge and demonstration for the attitudes and skills portion. And, the result of the assessment decision shall be expressed in the term 'competent or not yet competent'. In this program the summative assessment shall also serves as the final examination.

These two types of evaluation form part of the training and they are considered as institutional assessment.

Evaluation Tools

c) Formative Assessment

- LAP test

d) Summative Evaluation (Trainee Test Guide)

- Comprehensive Written test

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Answers for self-check 3

Answers for self-check N

Learning Guide #3

Answers for self-check 1

Answers for self-check 2

Answers for self-check 3

Answers for self-check N

Learning Guide #N

Answers for self-check 1

Answers for self-check 2

Answers for self-check

Answers for self-check N