



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

Tel: +27 12 004 8389 · Mobile: +27 65 077 6310

Email: apply@aaticd.co.za · Website: www.aaticd.co.za

COURSE BROCHURE

Establish and Manage an Extension Unit

Agriculture and Nature Conservation / Primary Agriculture

Unit Standard 253022 · NQF Level 7 · 10 Credits · 7 Days

COURSE OVERVIEW

This course equips learners with the competencies required to establish and manage an extension unit within an organisation. It covers strategic planning, resource allocation, stakeholder engagement, and performance monitoring to ensure the unit meets its objectives. Participants will gain practical skills to lead extension services effectively in various sectors.

Category	Agriculture and Nature Conservation
Subfield	Primary Agriculture
Unit Standard	253022
Accreditation	SAQA Accredited · NQF Level 7 · 10 Credits
Duration	7 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Analyse the need for an extension unit and define its scope and objectives.
- Develop a strategic plan for the establishment and operation of an extension unit.
- Implement resource management strategies including budgeting, staffing, and logistics.
- Evaluate the performance of the extension unit against set goals and standards.
- Demonstrate effective stakeholder engagement and communication techniques.

WHO SHOULD ATTEND

- This course is designed for managers, supervisors, and professionals responsible for setting up or overseeing extension units in agricultural, community development, or corporate settings.
- It is also suitable for individuals aspiring to lead outreach or extension programmes.

COURSE OUTLINE

Day 1: Introduction to Extension Units and Their Role

- Definition and objectives of extension units.
- Role of extension in sustainable agriculture and rural development.
- Overview of extension models (e.g., transfer of technology, participatory).
- Key stakeholders: farmers, communities, government, NGOs, private sector.
- Challenges facing extension services in South Africa.
- Ethical considerations and professionalism in extension.

Day 2: Planning and Needs Assessment

- Principles of participatory needs assessment.
- Tools: surveys, focus groups, key informant interviews.
- SWOT analysis for extension planning.
- Formulating SMART objectives.
- Resource identification and mobilization.
- Policy frameworks: Agricultural Policy, Extension Recovery Plan.

Day 3: Programme Design and Implementation

- Principles of programme design.
- Developing a logical framework.
- Selection of extension methods: individual, group, mass media.
- Planning field demonstrations and trials.
- Use of ICT in extension (e.g., mobile apps, social media).
- Risk management and contingency planning.

Day 4: Communication and Facilitation Skills

- Communication models and barriers.
- Active listening and questioning skills.
- Facilitation techniques: brainstorming, role-play, case studies.
- Adult learning principles.
- Conflict resolution strategies.
- Building trust and rapport with communities.

Day 5: Monitoring, Evaluation, and Reporting

- M&E; concepts: indicators, baseline, targets.
- Data collection methods: interviews, observations, records.
- Data analysis and interpretation.
- Report writing structure and style.
- Feedback mechanisms and learning loops.
- Case studies of successful M&E; in extension.

Day 6: Financial Management and Resource Mobilization

- Budgeting principles and types.
- Cost-benefit analysis of extension activities.
- Financial record-keeping and reporting.
- Grant writing and fundraising strategies.
- Partnership development with donors and private sector.

- Procurement and asset management.

Day 7: Leadership, Team Building, and Sustainability

- Leadership styles and qualities.
- Team dynamics and conflict management.
- Staff development and performance management.
- Sustainability strategies: income generation, partnerships.
- Scaling up and out of successful interventions.
- Final project: presenting a management plan for a fictional extension unit.

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **10 NQF credits** at **NQF Level 7**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 32,400.00	R 32,400.00
1	In-House	R 42,200.00	R 42,200.00
1	On-Campus (Pretoria)	R 48,600.00	R 48,600.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	18 Aug 2026	On-Campus	Dubai, UAE
11 Aug 2026	19 Aug 2026	On-Campus	Pretoria, South Africa
12 Aug 2026	20 Aug 2026	On-Campus	Abu Dhabi, UAE
13 Aug 2026	21 Aug 2026	On-Campus	Durban, South Africa
13 Aug 2026	21 Aug 2026	On-Campus	Mauritius
14 Aug 2026	24 Aug 2026	On-Campus	Cape Town, South Africa
17 Aug 2026	25 Aug 2026	On-Campus	Pretoria, South Africa
18 Aug 2026	26 Aug 2026	On-Campus	Abu Dhabi, UAE

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 253022) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call **+27 12 004 8389** or WhatsApp **+27 65 077 6310** and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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