

# ZION AGRICULTURAL TRAINING INSTITUTE

## GENERAL GUIDELINES

### a. ADMISSION REQUIREMENTS/PROCEDURES

- 1 Application is opened to youth or adult, male or female, that have the zeal for and interest in Livestock Agribusiness
- 2 Minimum requirement will be SSCE or it's equivalents
- 3 Candidates must be ready to make themselves available on campus throughout the period of the training, since the exercise is on-farm (on-site)
- 4 Candidates with prior knowledge/experience may be considered for exemption in some of the requirements

### b. DURATION OF THE TRAINING

- 1 The duration of each training will differ, to be determined by participants' speed of assimilation, prior knowledge and individual need.
- 2 A fixed period of between 2 weeks (minimum) and 6 month (maximum) is determined for different categories of participants.
- 3 Training programmes are basically divided into three modules: Basic, Intermediate and Advanced modules for different categories of participants; each module will run for two weeks.
- 4 Specialized training will be designed for participants with special needs.

### c. ACADEMIC/MORAL CONDUCT

Participants are expected to conduct themselves with the highest degree of integrity. It is the participants' responsibility to ensure that they know and understand the requirements for every assignment.

### d. SCHEDULE OF FEES

Participants are required to pay all prescribed fees to designated Bank Account and not to individuals.

**Note:** Payment by hand is not acceptable.

Participants who pay their fees will be issued with receipts and clearance sheets which shall be used as requirement for continuation of their training.

### e. REGISTRATION OF PARTICIPANTS

All participants shall be registered in our database with their photographs captured accordingly within the first 2 days of the training.

## **f. ASSESSMENT OF PARTICIPANTS**

### **i. LECTURES/PRACTICALS**

A minimum of 90% and 95% attendance in both LECTURES and PRACTICALS respectively is required for a candidate to be eligible for certification.

Attendance at both lectures and practical classes is compulsory for all categories of participants.

### **ii. ASSESSMENT/PERFORMANCE**

- 1 Assessment of participant's progress is through participatory.
- 2 Participants shall be assessed in both class and field work.
- 3 Continuous assessment shall be conducted on a weekly basis.
- 4 Performance shall reflect in the overall rating.
- 5 Candidates who register below average performance may be required to resit assessment exercises.

### **iii. STUDENTS' INDUSTRIAL WORK EXPERIENCE SCHEME (SIWES)**

The Institute has standard and state-of-the-art equipment for training purposes. However, where the need arises to use facilities outside the Institute, participants' shall be taken to such locations, and the arrangement shall be classified as Students' Industrial Work Experience Scheme (SIWES).

### **iv. PROBATION AND WITHDRAWAL**

Participants' that flout/breach Institute's regulations shall be placed on probation, and if no changes are observed in their conduct, shall be withdrawn from the programme.

### **g. LAPSE OF STUDENTSHIP**

Any participant that fails to fully participate in all the lectures /practical demonstration sessions without justifiable reasons for consecutive two (2) weeks shall be considered to have lost his/her studentship.

## **h. TEACHING AND EXAMINATION TIME TABLE**

At the beginning of each training session, teaching/training time table shall be made available to the participants for their guidance and compliance.

### **FIRST AID**

- ❖ The Institute provides first aid services for those who may require such; if the situation calls for further attention, there is retainership service with accredited hospitals for immediate attention.
- ❖ No participant is allowed to engage in self-medication.

### **SAFETY PROCEDURES**

- ❖ Lives and properties are precious to us at the Institute; thus basic safety procedures have been designed for strict compliance by all
- ❖ Safety procedures are displayed at strategic locations within the Institute

- ❖ Participants shall be duly exposed to the safety procedures in the course of their training
- ❖ Security personnel within the Institute are to guide everybody on where and how to move within the Institute

## **TEACHING FACILITIES**

### **Farm:**

- ❖ The Institute operates Teaching/Demonstration Livestock farms, Aquaculture Facilities and Crop Production and Processing facilities. The farms and facilities are managed by experienced Agriculturists with the primary aim of exposing participants to practical sessions in Animal Production Techniques, Aquaculture Techniques and Crop Production and Processing Techniques to prepare participants to start their own farming and processing activities after graduation.
- ❖ Emphasis at the Institute, farms and facilities is on economic production of crops and domestic livestock which at the moment includes beef and dairy, cattle, sheep, goats, poultry, rabbits, Aquaculture, Crop Production and Processing.
- ❖ Other animal production facilities includes feed mill, processing unit, cold room. etc

## **PARTICIPANTS' WELFARE**

- ❖ Participant Advisory Committee is set up to advice and guide participants on their areas of interest upon the completion of their training.
- ❖ The committee encourages participants to form/join farmers' groups/cooperatives for ease of accessing government facilities.
- ❖ The committee equally liaises with the management of the Institute on the areas of needs of participants.

## **VANDALISM**

- ❖ The Institute shall not accept any responsibility for loss of participants' property through misplacement, theft or other means. Students are responsible for the safe keeping of their properties.
- ❖ Any destruction of Institute properties shall be appropriately sanctioned.

## **UNAUTHORISED MOVEMENT/RESTRICTION**

- ❖ Participants caught in any act of unauthorized possession of company property shall be appropriately sanctioned.
- ❖ Loitering of Participants within the Institute is prohibited.

## **SECURITY TIPS**

- ❖ Always put on your ID Card for proper Identification.
- ❖ Avoid illegal and Occultic association within and outside the Institute.
- ❖ Avoid loitering at odd hours; if you must go out, don't go alone.
- ❖ Let your neighbor know your movement, as much as possible.

- ❖ Don't take any threat to your safety with levity.
- ❖ Endeavour to report threats, or signal someone to alert the security agencies for appropriate actions.
- ❖ Do not take laws into your hands.
- ❖ Avoid rancor with the neighboring communities, commuters and motor-cycle transport operators.
- ❖ Avoid arguments about religion and partisan politics that can lead to crisis
- ❖ Report deviant behavior and happenings timely to the appropriate authorities for appropriate actions.
- ❖ Be mindful of discussing confidential matters on the phone while in the public.
- ❖ Make sure you know the reason for your action or inaction.

**(Please note that this list is inexhaustible)**