

AGRI-ENTERPRISE RECORD KEEPING

ISCED UNIT CODE: 0811 254 05A

TVETCDACC UNIT CODE: AG/CU/PN/CR/05/3/MA

Relationship to Occupational Standards

This unit addresses the Unit of Competency: Keep agri-enterprise records.

Duration of Unit: 40 Hours

Unit Description

This unit specifies the competencies required to keep agri-enterprise records. It involves establishing relevant agri-enterprise record keeping systems, recording Agri enterprise data, periodically preparing agri-enterprise reports, and maintaining Agri enterprise records.

Summary of learning outcomes

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

S/No	Learning Outcomes	Duration (Hours)
1.	Establish record keeping system	10
2.	Record enterprise data	10
3.	Prepare agri-enterprise reports	10
4.	Maintain agri-enterprise records	10
Total		40

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1 Establish record keeping system	1.1 Definition of terms 1.2 Importance of keeping records 1.3 Types of records: • Production • Sales • Expenditure • Inventory 1.4 Forms of records • Physical • digital 1.4 Uses of the various records 1.5 Record keeping procedures	• Oral Questions • Written Test • Observation • Third party • Practical test • Case study • Assignment
2 Record agri-enterprise data	2.1 Sources of agri-enterprise data. 2.2 Steps in data capture 2.3 Recording data in simple templates • Financial templates ▪ Ledgers ▪ Cash books ▪ Profit and loss statements ▪ Balance sheet • Production templates ▪ Yield ▪ Weekly timesheets 2.4 Data verification and validation	• Oral Questions • Written Test • Observation • Practical test • Case study • Project work
3 Prepare agri-enterprise reports	3.1 Analyzation of data records 3.2 Types of agri enterprise reports • Sales reports • Weekly timesheet reports • Production report 3.3 Selection of business report formats 3.4 Report preparation	• Oral Questions • Written Test • Observation • Third party • Practical test • Case study • Assignments
4 Maintain agri-enterprise records	4.1 Importance of storage/record retention • Records storage devices: 4.2 Digitization of records 4.3 Identification of Sensitive documents 4.4 Establishment of trigger points 4.5 Submission of reports 4.6 Reviewing of enterprise performance	• Oral Questions • Written Test • Observation • Third party • Practical test • Case study

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Suggested Methods of Delivery and Instruction:

- Instructor-led facilitation of theory
- Field trips/site visits
- Group discussions
- Demonstration by trainer
- Practice by the trainee

• **Recommended Resources for 25 Trainees**

Category/Item	Quantity	Recommended ratio (item: Trainee)
Desktop computers/laptops	25	1:1
Internet connection		
Projector	1	1:25
Printer	1	1:25
Invoice book	1	1:25
Well-equipped workshop	1	1:25
Mobile phones	1	1:25
Sample Business records	1	1:25
Workers contract templates	1	1:25
SOPs manuals	1	1:25
Quality check charts	1	1:25
Learning guides	5	1:5
Ledger books	1	1:5
Flip charts	1	1:25

Rulers	1	1:5
Registers	1	1:25

MODULE II