

## **AGRI-ENTERPRISE RECORD KEEPING**

**ISCED UNIT CODE:**0811 251 05 A

**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
<b>Total</b>		<b>40</b>

### **Learning Outcomes, Content and Suggested Assessment Methods**

Learning Outcome	Content	Suggested Assessment Methods
1 Establish record keeping system	<ul style="list-style-type: none"><li>● Definition of terms</li><li>● Importance of keeping records</li><li>● Types of records:<ul style="list-style-type: none"><li>● Production</li><li>● Sales</li><li>● Expenditure</li><li>● Inventory</li></ul></li><li>● Forms of records</li></ul>	<ul style="list-style-type: none"><li>● Oral Questions</li><li>● Written Test</li><li>● Observation</li><li>● Third party</li><li>● Practical test</li><li>● Case study</li><li>● Assignment</li></ul>

	<ul style="list-style-type: none"> <li>• Physical</li> <li>• digital</li> <li>• Uses of the various records</li> <li>• Record keeping procedures</li> </ul>	
2 Record agri-enterprise data	<ul style="list-style-type: none"> <li>• Sources of agri-enterprise data.</li> <li>• Steps in data capture</li> <li>• Recording data in simple templates <ul style="list-style-type: none"> <li>• Financial templates <ul style="list-style-type: none"> <li>- Ledgers</li> <li>- Cash books</li> <li>- Profit and loss statements</li> <li>- Balance sheet</li> </ul> </li> <li>• Production templates <ul style="list-style-type: none"> <li>- Yield</li> <li>- Weekly timesheets</li> </ul> </li> </ul> </li> <li>• Data verification and validation</li> </ul>	<ul style="list-style-type: none"> <li>• Oral Questions</li> <li>• Written Test</li> <li>• Observation</li> <li>• Practical test</li> <li>• Case study</li> <li>• Project work</li> </ul>
3 Prepare agri-enterprise reports	<ul style="list-style-type: none"> <li>• Generally Accepted Accounting Principles (GAAP)</li> <li>• Data analysis <ul style="list-style-type: none"> <li>• Importance of data analysis in record keeping</li> <li>• Methods of data analysis: <ul style="list-style-type: none"> <li>- Measures of central tendency; frequency, mean, median and mode</li> <li>- Current ratios and leverage (debt equity ratios)</li> </ul> </li> </ul> </li> <li>• Report writing</li> </ul>	<ul style="list-style-type: none"> <li>• Oral Questions</li> <li>• Written Test</li> <li>• Observation</li> <li>• Third party</li> <li>• Practical test</li> <li>• Case study</li> <li>• Assignments</li> </ul>
4 Maintain agri-enterprise records	<ul style="list-style-type: none"> <li>• Importance of storage/record retention</li> <li>• Records storage devices:</li> <li>• Digitization of records</li> <li>• Records lifecycle <ul style="list-style-type: none"> <li>• Factors affecting records lifecycle</li> <li>• Records Storage methods</li> <li>• Records disposal methods</li> </ul> </li> <li>• Records Security <ul style="list-style-type: none"> <li>• Importance of security</li> <li>• Security of digital records</li> <li>• Security of manual records</li> </ul> </li> <li>• Utilize agri-enterprise records <ul style="list-style-type: none"> <li>• Trigger points in records management</li> <li>• Report review and schedule</li> <li>• Report sharing</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Oral Questions</li> <li>• Written Test</li> <li>• Observation</li> <li>• Third party</li> <li>• Practical test</li> <li>• Case study</li> <li>• Assignment</li> </ul>

## **Suggested Methods of Delivery and Instruction:**

- Instructor-led facilitation of theory
- Field trips/site visits
- Group discussions
- Demonstration by trainer
- Practice by the trainee
- Simulation
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## **List of Recommended Resources for 25 Trainees**

- Cabinet safes
- Calculators
- Charts with presentations of data
- Computer
- Data storage devices
- Erasers
- Files
- Flip charts
- ICT tools
- Journals
- Labels
- Ledger books
- Maker pens
- Mobile phones
- MS Office packages
- Notebooks
- Pencils
- Pens
- Record books
- Record keeping templates
- Registers
- Rulers
- Sample records