AGRI-ENTERPRISE RECORD KEEPING

UNIT CODE: 0811 341 05 A

TVET CDACC 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 • Assignment

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

List of Recommended Resources

- 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

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- Record keeping templates
- Registers
- Rulers
- Sample records

MODULE II