DEVELOP AGRI-ENTERPRISE RECORDS

ISCED UNIT CODE: 0811 551 15A

TVETCDACC UNIT CODE: AQ/CU/PN/CR/03/6/MA

Relationship to Occupational Standards

This unit addresses the unit of competency**:** Develop Agri-enterprise records

Duration of Unit: 50 HOURS

Unit Description

This unit specifies the competencies required to develop Agri-enterprise records. It involves establishing Agri-enterprise record system, establishing record keeping procedures, recording Agri-enterprise data, storing 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 agri-enterprise record system	10
2.	Establish record keeping procedures	20
3.	Record agri-enterprise data	10
4.	Store agri-enterprise records	10
Total		**50**

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Establish Agri-enterprise record system	1.1 Agri-enterprise record systems establishment 1.1.1 Manual record keeping 1.1.2 Spread sheet-based system	• Practical • Project • Third party report • Portfolio of evidence • Written tests

	1.1.3 Farm management software	• Oral questioning
	1.1.4 Cloud based systems	
	1.1.5 Precision system	
	1.1.6 Customized systems	
	1.2 Agri-enterprise record system application	
	1.3 Review and adjustments of Agri-enterprise records system	

2. Establish records keeping procedures	2.1 Agri-enterprise record keeping procedures
	2.2 Agri-enterprise record keeping procedures and application
	  2.2.1 Administrative procedures
	  2.2.2 Data entry and capture procedures
	  2.2.3 Storage and organizational procedures
	  2.2.4 Retention and disposal procedures
	  2.2.5 Security and control procedures
	  2.2.6 Quality assurance procedures
	  2.2.7 Monitoring and reviewing
	  2.2.8 Communication and collaboration procedures
	2.3 Review and adjustments of record keeping procedures
		• Practical
		• Project
		• Third party report
		• Portfolio of evidence
		• Written tests
		• Oral questioning

3.Record Agri-enterprise data	3.1 Agri-enterprise data collection
	  -data collection forms
	  -GPS devices
	  -digital gadgets
	  -soil test kits
	  -weather monitoring equipment
	  -Data collection mobile application
	3.2 Agri-enterprise data recording
	  -electronic devices
	  -data recording software Spreadsheets
		• Practical
		• Project
		• Third party report
		• Portfolio of evidence
		• Written tests
		• Oral questioning

	-data backups Data validation tools 3.3 Review and updates of records		

4.Store Agri-enterprise records	4.1 Agri-enterprise data storage establishment-
	    4.1.1 Digital
	    4.1.2 Manual
	    4.1.3 Cloud storage service
	    4.1.4 Farm management soft wares
	    4.1.5 Data backup redundancy
	    4.1.6 Scaling and flexibility
	    4.1.7 Disaster recovery planning
	    4.1.8 Data security measures
	4.2 Agri-enterprise data storage
	  4.2.1 cloud storage
	  4.2.2 eternal hard drives
	  4.2.3 network attached storage (NAS)
	  4.2.4 data management software
	  4.3.5 training on data management practices
	4.3 Review and adjustments
		• Practical
		• Project
		• Third party report
		• Portfolio of evidence
		• Written tests
		• Oral questioning	

Suggested Methods of delivery
1. Project
2. Demonstration
3. Practicals
4. Discussions
5. Direct instruction

Recommended Resources for 25 trainees

S/No	Item/Category	Description/Specification	Quantity	Recommended Ratio (Item: Trainee)
A	**Learning Materials**			

		Text books	Farm account books and ict books	5	1:5
B	**Learning Facilities & infrastructure**				
		Classroom /computer lab		1	1:25
C	**Consumable materials**				
		notebooks	A4 SIZE	25	1:1
		Flip chart		1	1:25
D	**Tools and Equipment**				
		Projectors	EPSON 2788 LUMEN	1	1:25
		Internet	Fast and reliable		
		Computers	Any brand-5th generation and above COi5	5	1:5