

DEVELOP AGRI-ENTERPRISE RECORDS

ISCED UNIT CODE: 0811 551 15A

TVETCDACC UNIT CODE: AG/OS/PN/CR/03/6/MA

UNIT DESCRIPTION

This unit specifies the competencies required to develop agri-enterprise records. It involves establish agri-enterprise record system; establish record keeping procedures, record agri-enterprise data, store agri-enterprise records

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
These describe the key outcomes which make up workplace functions	These are assessable statements which specify the required level of performance for each of the elements <i>(Bold and italicized terms are elaborated in the range)</i>
1. Establish agri-enterprise record system	1.1 Agri-enterprise record systems are established as per work requirement 1.2 Agri-enterprise record system is applied as per work requirement 1.3 Review and adjustments are carried out as per work requirement
2. Establish record keeping procedures	2.1 Agri-enterprise record keeping procedures are established as per work requirement 2.2 Agri-enterprise record keeping procedures are applied as per work requirement 2.3 Review and adjustments are carried out as per work requirement
3. Record agri-enterprise data	3.1 Agri-enterprise data is collected as per work requirement 3.2 Agri-enterprise is recorded as per work requirement 3.3 Review and updates are carried out as per work requirement
4. Store agri-enterprise records	4.1 <i>Agri-enterprise data storage</i> is established as per work requirement 4.2 Agri-enterprise data storage is applied as per work requirement 4.3 Review and adjustments are carried out as per work requirement

RANGE

This section provides work environment and conditions to which the performance criteria apply. It allows for different work environment and situations that will affect performance.

Variable	Range
1. Agri-enterprise record systems includes but not limited to:	<ul style="list-style-type: none"> • Manual record keeping • Spread sheet-based system • Farm management soft ware • Cloud based systems • Precision system • Customized systems
2. Agri-enterprise record keeping procedures include but not limited to	<ul style="list-style-type: none"> • Administrative procedures • Data entry and capture procedures • Storage and organizational procedures • Retention and disposal procedures • Security and control procedures • Quality assurance procedures • Monitoring and reviewing • Communication and collaboration procedures
3. Agri-enterprise data storage include but not limited to:	<ul style="list-style-type: none"> • Digital • Manual • Cloud storage service • Farm management soft wares • Data backup redundancy • Scaling and flexibility • Disaster recovery planning • Data security measures

REQUIRED KNOWLEDGE AND SKILLS

This section describes the knowledge and skills required for this unit of competency.

Required knowledge

The individual needs to demonstrate knowledge of:

- Administrative procedures
- Data entry and capture procedures
- Storage and organizational procedures
- Retention and disposal procedures
- Security and control procedures
- Quality assurance procedures

- Monitoring and reviewing
- Communication and collaboration procedures
- Waste Management practices
- Occupational Safety and Health Procedures

Required skills

The individual needs to demonstrate the following skills:

- Technical Report writing
- Information processing and sharing
- Record keeping
- Data security management
- Digital literacy
- Basic accounts

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills range.

1. Critical aspects of competency	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Established agri-enterprise record systems as per work requirement 1.2 Applied agri-enterprise record system as per work requirement 1.3 Applied agri-enterprise record keeping procedures as per work requirement 1.4 Collected agri-enterprise data as per work requirement 1.5 Recorded agri-enterprise as per work requirement 1.6 Applied agri-enterprise data storage as per work requirement
2. Resource implications	<p>The following resources should be provided:</p> <ul style="list-style-type: none"> 2.1 Appropriately simulated environment where assessment can take place. 2.2 Access to relevant work environments where assessment can take place. 2.3 Resources relevant to the proposed activities or task.
3. Methods of Assessment	<p>Competency may be assessed through:</p> <ul style="list-style-type: none"> 3.1 Practical 3.2 Project 3.3 Third party report 3.4 Portfolio of evidence 3.5 Written tests

	3.6 Oral questioning
4. Context of Assessment	This competency may be assessed in a work place or in a simulated work place.
5. Guidance information for assessment	Holistic assessment with other units relevant to the industry sector and workplace job role is recommended.