

FARM RECORDS KEEPING

UNIT CODE: AGR/CU/EXT/CR/07/4/A

RELATIONSHIP TO OCCUPATIONAL STANDARDS:

This unit addresses the unit title: keep farm records

DURATION OF UNIT: 40 hours

UNIT DESCRIPTION

This unit specifies the competencies required to keep farm record. It involves preparing to keep farm records, keeping farm records, filling, recording and complete keeping of farm record keeping

SUMMARY OF LEARNING OUTCOMES

1. Prepare to keep farm records.
2. Keep farm record
3. Complete keeping of record

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Methods of Assessment
1. Prepare to keep farm records	<ul style="list-style-type: none">• Office equipment (types and uses)• Farm records (types, importance and qualities)• Ledger• Cash book• Journal• Daily diary• Financial documents (receipts, invoice, purchase order, delivery note, payment voucher, bank statement, petty cash and cheque books)• Stationery	<ul style="list-style-type: none">• Oral demonstration• Short Q & A• Observation• Written tests• Practical Demonstration• Field visits reports

2. keep farm records	<input type="checkbox"/> farm record books and stationery (data entry and use): <ul style="list-style-type: none"> • Ledger • Cash book • Journal • Daily diary • Financial documents (receipts, invoice, purchase order, delivery note, payment voucher, bank statement, petty cash and cheque books) • Filing and storage procedures • Receipting procedures • Procurement procedures 	<ul style="list-style-type: none"> • Oral demonstration • Short Q & A • Observation • Written tests • Practical Demonstration • Field visits report
3. Complete keeping farm records	<ul style="list-style-type: none"> • Waste and recyclables (collecting, sorting, shredding and disposing) • Unused materials and stationery (storage) • Document storage 	<ul style="list-style-type: none"> • Oral demonstration • Short Q & A • Observation • Written tests • Practical Demonstration • Field visits report

Suggested Methods of instructions

- Practical demonstration of tasks by trainer.
- Practice by trainees.
- Observations, comments and corrections by trainers.
- Instructor led facilitation of theory.
- Field visits
- Attachment
- Projects

Recommended Resources

- Occupational safety and Health Act of 2007
- Machine/equipment manufacturer's specifications and instructions
- Public Procurement and Disposal Act of 2015
- Public Finance Management Act of 2015

- Workplace policy
- Farm records:
 - Cash book
 - Daily diary
 - Journal
 - Ledger

- Farm office equipment:
 - Blower
 - Calculator
 - Chair
 - Desk
 - ETR machine
 - Filing cabinets
 - Networked computer
 - Printer
 - Scanner
- Stationery:
 - Cartilage
 - Envelops
 - Eraser
 - Files
 - Paper
 - Paper punch
 - Pens
 - Rubber stamp
 - Ruler
 - Stapler

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