**REPUBLIC OF KENYA**

**COMPETENCY- BASED MODULAR CURRICULUM**

**FOR**

**AGRIPRENEURSHIP**

**KNQF LEVEL 5**
**(CYCLE 3)**

**ISCED PROGRAMME CODE: 08110454A**



TVET CDACC
P.O. BOX 15745-00100
NAIROBI

# AGRI-ENTERPRISE RECORD KEEPING

**ISCED UNIT CODE:** 0811 454 05A

**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 |
| **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<br>1.2 Importance of keeping records<br>1.3 Types of records:<br>   • Production<br>   • Sales<br>   • Expenditure<br>   • Inventory<br>1.4 Forms of records<br>   • Physical<br>   • digital<br>1.4 Uses of the various records<br>1.5 Record keeping procedures | • Oral Questions<br>• Written Test<br>• Observation<br>• Third party<br>• Practical test<br>• Case study<br>• Assignment |
| 2 Record agri-enterprise data | 2.1 Sources of agri-enterprise data.<br>2.2 Steps in data capture<br>2.3 Recording data in simple templates<br>   • Financial templates<br>     ▪ Ledgers<br>     ▪ Cash books<br>     ▪ Profit and loss statements<br>     ▪ Balance sheet<br>   • Production templates<br>     ▪ Yield<br>     ▪ Weekly timesheets<br>2.4 Data verification and validation | • Oral Questions<br>• Written Test<br>• Observation<br>• Practical test<br>• Case study<br>• Project work |
| 3 Prepare agri-enterprise reports | 3.1 Analyzation of data records<br>3.2 Types of agri enterprise reports<br>   • Sales reports<br>   • Weekly timesheet reports<br>   • Production report<br>3.3 Selection of business report formats<br>3.4 Report preparation | • Oral Questions<br>• Written Test<br>• Observation<br>• Third party<br>• Practical test<br>• Case study<br>• Assignments |
| 4 Maintain agri-enterprise records | 4.1 Importance of storage/record retention<br>   • Records storage devices:<br>4.2 Digitization of records<br>4.3 Identification of Sensitive documents<br>4.4 Establishment of trigger points<br>4.5 Submission of reports | • Oral Questions<br>• Written Test<br>• Observation<br>• Third party<br>• Practical test |

| | | | |
|---|---|---|---|
| | 4.6 Reviewing of enterprise performance | ● Case study<br>● 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

- **Recommended Resources for 25 Trainees**

| Category/Item | Description/specification | Quantity | Recommended ratio (item: Trainee) |
|---|---|---|---|
| Desktop computers/laptops | | 25 | 1:1 |
| Internet connection | | | |
| Projector | | 1 | 1:25 |
| Printer | | 1 | 1:25 |
| Invoice book | | 1 | 1:25 |
| Well-equipped workshop | | 1 | 1:25 |
| Mobile phones | | 1 | 1:25 |
| Sample Business records | | 1 | 1:25 |
| Workers contract templates | | 1 | 1:25 |
| SOPs manuals | | 1 | 1:25 |
| Quality check charts | | 1 | 1:25 |
| Learning guides | | 5 | 1:5 |
| Ledger books | | 1 | 1:5 |
| Flip charts | | 1 | 1:25 |

| | | | |
|---|---|---|---|
| Rulers | | 1 | 1:5 |
| Registers | | 1 | 1:25 |