



**REPUBLIC OF KENYA**

**COMPETENCY- BASED MODULAR CURRICULUM**

**FOR**

**AGRIPRENEURSHIP**

**KNQF LEVEL 6  
(CYCLE 3)**

**ISCED PROGRAMME CODE: 0811 554A**



**TVET CDACC  
P.O. BOX 15745-00100 NAIROBI**

## AGRI-ENTERPRISE RECORD KEEPING

**ISCED UNIT CODE:** 0811 254 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
<b>Total</b>		<b>40</b>

## 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: <ul style="list-style-type: none"> <li>• Production</li> <li>• Sales</li> <li>• Expenditure</li> <li>• Inventory</li> </ul> 1.4 Forms of records <ul style="list-style-type: none"> <li>• Physical</li> <li>• digital</li> </ul> 1.4 Uses of the various records 1.5 Record keeping procedures	<ul style="list-style-type: none"> <li>• Oral Questions</li> <li>• Written Test</li> <li>• Observation</li> <li>• Third party</li> <li>• Practical test</li> <li>• Case study</li> <li>• Assignment</li> </ul>
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 <ul style="list-style-type: none"> <li>• Financial templates               <ul style="list-style-type: none"> <li>▪ Ledgers</li> <li>▪ Cash books</li> <li>▪ Profit and loss statements</li> <li>▪ Balance sheet</li> </ul> </li> <li>• Production templates               <ul style="list-style-type: none"> <li>▪ Yield</li> <li>▪ Weekly timesheets</li> </ul> </li> </ul> 2.4 Data verification and validation	<ul style="list-style-type: none"> <li>• Oral Questions</li> <li>• Written Test</li> <li>• Observation</li> <li>• Practical test</li> <li>• Case study</li> <li>• Project work</li> </ul>
3 Prepare agri-enterprise reports	3.1 Analyzation of data records 3.2 Types of agri enterprise reports <ul style="list-style-type: none"> <li>• Sales reports</li> <li>• Weekly timesheet reports</li> <li>• Production report</li> </ul> 3.3 Selection of business report formats 3.4 Report preparation	<ul style="list-style-type: none"> <li>• Oral Questions</li> <li>• Written Test</li> <li>• Observation</li> <li>• Third party</li> <li>• Practical test</li> <li>• Case study</li> <li>• Assignments</li> </ul>
4 Maintain agri-enterprise records	4.1 Importance of storage/record retention <ul style="list-style-type: none"> <li>• Records storage devices:</li> </ul> 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	<ul style="list-style-type: none"> <li>• Oral Questions</li> <li>• Written Test</li> <li>• Observation</li> <li>• Third party</li> <li>• Practical test</li> <li>• Case study</li> </ul>

		<ul style="list-style-type: none"> <li>• Assignment</li> </ul>
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**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**

<b>Category/Item</b>	<b>Quantity</b>	<b>Recommended ratio (item: Trainee)</b>
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