

## KEEP FARM RECORDS

ISCED UNIT CODE: 0811 351 09B

UNIT CODE: AGR/OS/EXT/CR/07/4/B

### 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

### ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
These describe the <b>key outcomes</b> which make up workplace function (to be stated in active voice)	These are <b>assessable statements</b> which specify the required level of performance for each of the elements (to be stated in passive voice) <i>Bold and italicized terms are elaborated in the Range</i>
1. Prepare to keep farm records.	1.1 Farm <i>office equipment</i> are assembled according to the workplace policy 1.2 <i>Farm record</i> template are gathered 1.3 <i>Stationeries</i> for recording are gathered as farm policy
2. Keep farm record	2.1 Daily activities are recorded in appropriate records as per farm recording procedures 2.2 Filled templates are filed as per filing procedures
3. Complete keeping of farm record keeping	3.1 Filed documents are stored according to the work policy 3.2 Recyclable materials are collected and sorted for recycling as per the work policy 3.3 Unused materials and stationary are stored as per manufacturer's instructions 3.4 Farm administration activities are recorded

## RANGE

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

VARIABLE	RANGE (May include but are not limited to:)
Farm records	<ul style="list-style-type: none"><li>• Ledger</li><li>• Cash book</li><li>• Journal</li><li>• Daily diary</li></ul>
Farm office equipment	<ul style="list-style-type: none"><li>• Computer</li><li>• Desk</li><li>• Chair</li><li>• Filing cabinets</li><li>• Printer</li><li>• Calculator</li></ul>
Stationery	<ul style="list-style-type: none"><li>• Paper</li><li>• Pens</li><li>• Files</li><li>• Cartilage</li><li>• Eraser</li><li>• Ruler</li><li>• Envelops</li><li>• Stapler</li><li>• Rubber stamp</li></ul>
Work place policy	<ul style="list-style-type: none"><li>• Filing procedures</li><li>• Receipting procedures</li><li>• Procurement procedures</li></ul>

## REQUIRED SKILLS AND KNOWLEDGE

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

### Required Skills

The individual needs to demonstrate the following skills:

- Communication
- Filing
- Organisation
- Perceptual
- Physical endurance
- Recording
- Weighing

- Basic numeracy

## Required Knowledge

The individual needs to demonstrate knowledge of:

- Accounting
- Environmental health and safety
- Farm records
- Filing and documentation
- ICT
- Procurement
- Waste management

## EVIDENCE GUIDE

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

1. Critical Aspects of Competency	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> <li>1.1 Gathered farm office equipment, farm record and stationery correctly</li> <li>1.2 Observed laid down environmental workplace policy keenly</li> <li>1.3 Recorded all farm activities appropriately</li> <li>1.4 Used materials and resources efficiently Filed and stored documents properly</li> <li>1.5 Stored unused materials correctly</li> </ul>
2. Resource Implications	<p>The following resources must be provided:</p> <ul style="list-style-type: none"> <li>2.1 Access to relevant workplace where assessment can take place</li> <li>2.2 Appropriately simulated environment where assessment can take place</li> <li>2.3 Materials relevant to the proposed activity or tasks</li> </ul>
3. Methods of Assessment	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> <li>3.1 Observation</li> <li>3.2 Oral interview</li> <li>3.3 Written exam</li> <li>3.4 Third party report</li> </ul>
4. Context of Assessment	<p>Competency may be assessed on the job, off the job or a combination of these. Off the job assessment must be undertaken in a closely simulated workplace environment.</p>
5. Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.</p>

