



UNIT
15



Records Keeping



LEARNING / FACILITATING MATERIALS

CITRUS PRODUCTION
NATIONAL CERTIFICATE I



supported by

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für Internationale
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Introduction

Welcome to the start of your career in citrus record keeping. A career in records keeping has never been as popular as it is now; competition is strong and the standards are getting high. So you too must aim higher, particularly if you see it as opportunity to build up your lifelong career. There have been significant changes in records keeping at the citrus industry over the years which have brought new standards, techniques, products and opportunities.

This unit will look at the, understanding of keeping farm records, training records, staff and clients records, inventory and financial records.

While training, you should make an effort on improving your personal habits, skill and knowledge to get along well with changes in record keeping. Congratulations for making the decision to study records keeping. You have taken the first step towards a very interesting and satisfying career.

This learning material covers all the learning outcomes for records keeping for the **Certificate I programme**.



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Demonstrate understanding of keeping farm records

In this LO, you will learn to identify types of farm records, explain the importance of keeping farm records, identify components of farm production records, design production record format and demonstrate how to complete production record.

PC (a) Identify types of farm records

Farm records keeping refers to documentation of events, business news that occur on the farm and it is a crucial step in the success of every farming business. Farm records keeping provide the farmer with the tool to help in farm planning, farm management decision making and projection of future profitability of the enterprise with an aim of maximising farm profit. Farmers are usually more oriented towards physical work on their farms.

Commonly, farmers feel that keeping records is of considerable historical value, even though it is of no help for the daily work. It is indeed necessary to take records in order to analyse the past. This knowledge is nonetheless crucial for improving tomorrow's work. From the records, farmers can assess the areas they have performed well or poorly in the past. This experience has to be used to establish plans.

Types of farm records.

- i. Production,
- ii. Inventory
- iii. Sales
- iv. Purchase
- v. Labour

PC (b) Explain the importance of keeping farm record

Importance of keeping farm records.

1. Adjusting farm practices
2. Helping in modifying enterprise
3. Weighing values to determine the best use of all available resources
4. Providing facts for credits, insurance and tax uses
5. Supplying information for further actions
6. Helps to recollect past activities.

PC (c) Identify the components of farm production record

Components of farm production records.

- i. Date
- ii. Date of refilling
- iii. Time
- iv. Activities
- v. Quantity
- vi. Type of planting material,
- vii. Source of material
- viii. Remarks

PC (d) Design production record format

FARM RECORD FORMAT

Farm Name: _____

Field name: _____ Crop Year: _____

Date	Activity	Inputs	Outputs/produce	Cost	Remarks

PC (e) Demonstrate how to complete production record.

Farm Name: Asuansi Citrus Farm Crop Year: 2014

Field Name: Block A

Date	Activity	Inputs	Outputs/produce	Cost	Remarks
29/04/14 - 30/04/14	Land clearing	Labour Fuel	4 hectares	120 GH¢	completed



Self-assessment

PC (a)

1. You are to keep records of your citrus farm. State the types of farm records that you can keep.

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PC (b)

1. Why do you need to keep records of activities in your citrus farm?

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PC (c)

1. State the major components that will enable you design the records of your farm

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PC (d)

1. With reference to the above components, design a sample citrus production record form for your farm.

PC (e)

1. Complete the form designed and discuss with your colleagues in class

Demonstrate understanding of keeping training records

In this LO, you will learn to identify the component farm training records, explain the importance of keeping training records, design training record format and complete them.

PC (a) Identify the component of farm training record.

Keeping accurate training records of staff will improve the effectiveness of business or organisation. This information can assist you with appraisals, equal opportunities, recruitment and training, and may well play a role in making strategic operation decisions. Training records also play an increasingly important part in helping you pass 3rd party audits or inspection.

Components of farm training records

- i. Name of staff
- ii. Position
- iii. Telephone number (if any)
- iv. Address
- v. Type of training (skills or competencies)
- vi. Start date
- vii. Ending date

PC (b) Explain the importance of keeping farm training record.

Importance of keeping farm training records

1. It provides documentation for regulatory agencies
2. It provides information for personnel evaluation
3. It provides support for promotion or salary increase
4. It can be used as a basis for goal setting or aid in selecting staff assignments by matching competence with required skill
5. They are useful for charting and reviewing personal progress towards annual goals
6. They provides data needed to make decisions based on actual performance after specific training

PC (c) Design training record format.

Sample format for training records

Name of Farm: _____ Date: _____

Name of staff	Position	Training needs	Date training provided	Training Providers	Venue	Cost	Remarks

PC (d) Demonstrate how to complete the farm training record.

Name of staff	Position	Training needs	Date training provided	Training Providers	Venue	Cost	Remarks
Brains Kofi	secretary	Ms Word	22/06/2014 - 06/07/2014	GIZ	Bonsu	800 Ght	Attended and completed



Self-assessment

PC (a)

1. You are to keep training records of your workers. State the types of training records that you can keep.

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.....

PC (b)

1. State the major components that will enable you design the training records of your workers

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PC (c)

1. With reference to the above components, design a sample training record form.

PC (d)

1. Complete the training record form shown below and discuss with your colleagues in class

Name of Farm _____ Date: _____

Name of staff	Position	Training needs	Date training provided	Training Providers	Venue	Cost	Remarks

Demonstrate understanding of keeping staff and clients records

In this LO, you will learn to identify components of staff and clients records, explain the importance of keeping staff and client records, design staff and client record format and complete them.

PC (a) Identify the component of staff and client records.

Staff record: A staff record is information pertaining to staff of a company in any form that is created or received and maintain by the Human resource unit in regards to employment relationship between the company and each individual staff member.

Client record: It is record kept in each client home with his or her personal information.

Types of farm staff and client records.

Staff records	Client records
<ol style="list-style-type: none"> 1. Personal record 2. Health record 3. Performance record 	<ol style="list-style-type: none"> 1. Personal record 2. Transaction record 3. Payment record

PC (b) Explain the importance of keeping staff and client records. Importance of keeping staff and client records

1. It helps you to monitor employment processes such as recruitment, training and dismissal.
2. It helps you to identify work related problems of employees
3. It helps you to prevent dispute with staff in terms of pension contribution and other entitlement.
4. It allows you to access the level of performance and productivity.

PC (c) Design staff and client record format.

Format of staff record

Name	Gender	Prefix	Marital status	Date of birth	SSNIT number	Staff Id	Qualification	Position	Date of appointment	contact number	Email	Address	Hometown

Format of Client record

Name	Address	contact number	Email	Interest area	Quantity	Cost	Remarks

PC (d) Demonstrate how to complete the staff and client record.

Staff record

Name	Gender	Prefix	Marital status	Date of birth	SSNIT number	Staff Id	Qualification	Position	Date of appointment	contact number	Email	Address	Home -town
Phil Koomson	M	Dr	M	9/07/1854	419-666 DNT	662	Phi., Agric	tutor	11/11/12	(022) 000 1113	-	Wenchi TQ 15	Ejura

Client record

Name	Address	contact number	Email	Interest area	Quantity	Cost	Remarks
Joyce Boakye	Blueskies, Asuansi-Cape Coast	(021) 510129	Joyb@asuansifarms.gh.com	Citrus seedlings (red blood)	50,00	10,000	supplied



Self-assessment

PC (a)

1. discuss the following components in staff and client record
Staff records

- i. Personal record
- ii. Health record
- iii. Personal record

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Client records

- i. Personal record
- ii. Health record
- iii. Personal record

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PC (b)

1. You are a citrus farmer who interacts with staff and clients. Outline the importance of keeping good records of your staff and clients.

PC (c)

1. Complete the staff and client record below

Name	Address	contact number	Email	Interest area	Quantity	Cost	Remarks

Demonstrate understanding of keeping inventory.

In this LO, you will learn to identify type and components of inventory, explain the importance of keeping inventory, design inventory format and complete one.

PC (a) Identify the type and components of an inventory record

It is the list of all that the farmer owns and owes at a given time, with the values for each item. The farm inventory is the corner stone for all the farm records, and it's of necessity, the first record to be considered by the farmer in planning the type of records essential to the operation of the farm business.

Types of inventory

1. Tools inventory
2. Farm structure inventory
3. Special commodity inventory
4. Special material inventory

PC (b) Explain the importance of keeping inventory

Importance of keeping inventory

1. It provides the opportunity to measure success
2. It controls expenditure
3. It helps in proper planning
4. It helps you to response to your customers as quickly as possible

PC (c) Design inventory format

Name of Farm: _____ Date: _____

Name of person taking inventory: _____

signature: _____

Name of item	Serial number (if any)	Quantity	Condition of item	Number in good condition	Number damaged	Remarks

PC (d) Demonstrate how to complete inventory format.

Name of Farm: Wenchi Citrus farm

Date: 28/04/2014

Name of person taking inventory: Sarah Ama Yiadom

signature: _____

Name of item	Serial number (if any)	Quantity	Condition of item	Number in good condition	Number damaged	Remarks
Watering can be repaired	WFI/023/14	60	good	45	5	Damaged 5 cannot



Self-assessment

PC (a)

1. You are a commercial citrus farmer who has several tools and equipment. State the types of inventory records that you should keep.

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PC (b)

1. State three (3) reasons why keeping inventory record is necessary.
2. State the major components that will enable you design inventory records of tools and equipment.

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PC (c)

1. With reference to the above components, design a sample inventory record form.

.....

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PC (d)

1. Complete the inventory record form as shown below and discuss with your colleagues in class

Sample of an inventory form

Name of Farm: _____ Date: _____

Name of person taking inventory: _____
signature: _____

Name of item	Serial number (if any)	Quantity	Condition of item	Number in good condition	Number damaged	Remarks

Demonstrate knowledge of keeping financial records.

In this LO, you will learn to identify the types and components of a financial record, explain the importance of keeping financial records, design financial record format and complete financial records.

PC (a) Identify the types and components of a financial record

Good financial records are maintained on a regular basis, so plan time in your work schedule to get it done. Although initially it may seem that this time will be better spent on running your business, by doing your own book keeping, you will minimise cost, have more control and get a better of your financial information and operation.

Types of financial records:

1. Sales
2. Purchases
3. Balance sheet
4. Salary

PC (b) Explain the importance of keeping financial records

Importance of keeping financial records, it helps you:

1. pay the right amount of tax
2. avoid paying any extra tax on penalties
3. keep track of your expenses
4. see quickly what you are owed by others and how much you owe them

PC (c) Design financial record format.

Financial record format
Balance sheet

Assets (variable or fixed)	Quantity	Units cost	Value
Chair	10	5	50



Self-assessment

PC (a)

1. You are to keep financial records of activities in your citrus farm. State the types of financial records that you should keep.

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PC (b)

1. State three (3) reasons why keeping financial record is necessary in a citrus farm.

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PC (c)

1. State the major components that will enable you design financial records of your citrus farm.

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2. With reference to the above components, design a sample financial record form for your farm.

PC (d)

1. Complete the financial record form shown below and discuss with your colleagues in class

PC (d)

1. Complete the financial record form shown below and discuss with your colleagues in class

Assets (variable or fixed)	Quantity	Units cost	Value
Chair	10	5	50

