

**CFAAA121 SQA Unit Code FN7A 04**  
Administer agricultural records



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**Overview**

Record and update agricultural data

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## Administer agricultural records

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### Performance criteria

*You must be able to:*

#### Input and maintain records

- P1 Gather accurate data from relevant sources and within required timescales
- P2 Record data in line with the legal requirements and those of external agencies
- P3 Check that records are complete, requesting missing information as appropriate
- P4 Keep records up to date
- P5 Reconcile data with that held by external agencies, where required
- P6 Submit data to external agencies in necessary timescales
- P7 Make sure other people understand how the data is recorded and how to access it
- P8 Store records securely and confidentially

#### Produce reports

- P9 Analyse data to produce management reports as requested
- P10 Present reports in an appropriate format

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### Knowledge and understanding

*You need to know and understand:*

- K1 The administrative services that you are responsible for
- K2 The policies, procedures and constraints that affect administration in your area of work
- K3 The legislation and regulations that apply to your area of work
- K4 The external agencies that operate in your area of work and their requirements for record keeping (e.g. statutory livestock records, livestock movement records, veterinary and medicine records, livestock production/breeding records, statutory crop records, crop production records, horticultural records, cross-compliance records)
- K5 The manual and computerised records that you are required to keep and how to keep them
- K6 How to use appropriate software for the recording and processing of information
- K7 What data is needed for a range of types of records in agricultural contexts (e.g. arable, dairy, beef, sheep, pigs or poultry, horticulture), and why
- K8 The assurance schemes that exist for your area of work and the records required for these
- K9 How to keep up to date with changing requirements in your area of work
- K10 How to ensure the data gathered is accurate
- K10 How to reconcile data with that held by external agencies and the potential consequences of not doing so
- K11 The timescales within which the data must be collected and submitted
- K13 How to communicate with others to ensure that they can access records
- K12 How to store records securely and maintain confidentiality
- K13 The types of reports that might be requested and how to analyse the data to produce them
- K14 The range of formats that can be used for reports and when to use them

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**Additional Information**

**Links to other  
NOS**

BAB122: Make agricultural returns, applications and claims

**Skills**

Organising, Problem solving, Checking, Analysing, Communicating

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<b>Developed by</b>	Council for Administration
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<b>Version number</b>	1
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<b>Date approved</b>	December 2010
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<b>Validity</b>	Current
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<b>Status</b>	Original
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<b>Originating organisation</b>	Council for Administration
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<b>Original URN</b>	Administer agricultural records
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<b>Relevant occupations</b>	Agriculture, Horticulture and Animal Care; Business, Administration and Law; Agriculture; Administration; Administration and Secretarial Occupations; Records
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<b>Suite</b>	Agricultural Administration 2010
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<b>Key words</b>	Administer records, agriculture, agriculture records, business and administration
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