



National Unit specification: general information

Unit title: Farm Records (SCQF level 5)

Unit code: H28M 11

Superclass: SM

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Summary

This Unit allows candidates to acquire the knowledge and skills required to maintain basic management and legislative farm records.

This is an optional Unit within the National Certificate in Agriculture at SCQF level 6 but may also be taken as a free-standing Unit.

This Unit is suitable for candidates who have no previous knowledge of farm record keeping.

Outcomes

- 1 Describe a range of farm records.
- 2 Maintain a range of accurate farm records.

Recommended entry

Entry is at the discretion of the centre.

Credit points and level

0.5 National Unit credit at SCQF level 5: (3 SCQF credit points at SCQF level 5*)

**SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

General information (cont)

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Core Skills

Opportunities to develop aspects of Core Skills are highlighted in the support notes of this Unit specification.

There is no automatic certification of Core Skills or Core Skill component in this Unit.

National Unit specification: statement of standards

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Acceptable performance in this Unit will be the satisfactory achievement of the standards set out in this part of the Unit specification. All sections of the statement of standards are mandatory and cannot be altered without reference to SQA.

Outcome 1

Describe a range of farm records.

Performance Criteria

- (a) Identify the main types of records associated with an agricultural business and their purposes.
- (b) Describe the main legislative records required to be maintained by an agricultural business.
- (c) Describe the main farm management records maintained as a good business practice.

Outcome 2

Maintain a range of accurate farm records.

Performance Criteria

- (a) Accurately complete legislative farm records.
- (b) Accurately complete management farm records.

Evidence Requirements for this Unit

Written and/or oral performance evidence is required to demonstrate that the candidates have achieved all of the Outcomes and Performance Criteria. Evidence will be obtained under open-book, supervised conditions at appropriate points throughout the Unit.

Outcomes 1 and 2

Evidence is required to demonstrate that candidates can:

- ◆ identify the three main types of records associated with an agricultural business, to include performance, financial and legislative, and identify the purpose of each.
- ◆ describe a minimum of three legislative records required to be maintained by an agricultural business.
- ◆ describe a minimum of three farm management records maintained as good business practice.

National Unit specification: statement of standards (cont)

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Outcome 2

Evidence is required to demonstrate that candidates can:

- ◆ accurately complete a minimum of three legislative record entries.
- ◆ accurately complete a minimum of three farm management record entries.

Records can be completed manually or electronically.

National Unit specification: support notes

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This part of the Unit specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 20 hours.

Guidance on the content and context for this Unit

This is an optional Unit within the National Certificate in Agriculture at SCQF level 6, but can also be taken as a freestanding Unit. Delivery of this Unit could be integrated with a range of other livestock and crop production Units.

In this Unit, candidates will learn about the importance of agricultural record keeping. Candidates will identify different types of farm records and describe their use and importance in operating a successful agricultural business. Candidates will develop technical written skills to accurately record farm entries in different farm contexts.

The Unit will prepare candidates for potential further study in farm record keeping and facilitate progression to Higher National Units in Agriculture, or other related land-based qualifications.

Outcome 1

The main record types should cover physical performance records, financial records and legislative records and range from paper to electronic capture systems, including variant recording systems. The importance of accurate and timely data capture should be outlined in terms of its business value and use in complying with legislation or making informed management decisions. Candidates should be aware of the general everyday recording requirements on a typical farm. Discussion should take place around the general data available for recording and collection in a livestock and cropping farm, and how it contributes to the current legislative requirements of the farm business and forms the basis for sound farm management decision making.

Outcome 2

Candidates should be able to accurately complete entries in the standard industry format for legislative and farm management records on paper or using software. Legislative records could include animal tagging, animal passports, animal movements, animal medicine treatments, pesticide application, nitrogen application and farm assurance standards. Farm management records could include basic financial data (VAT rate, output costs, input costs, margin, etc) and/or physical performance data recording (weight, growth rate, yield, mortality, fuel use, etc).

This Unit is broadly aligned to the following National Occupational Standard (NOS) from Lantra:

CU6 Maintain communications and records within the organisation

National Unit specification: support notes (cont)

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Guidance on learning and teaching approaches for this Unit

The Unit should be delivered in as practical a context as possible with the emphasis on the practical application of the knowledge and understanding taught. Candidates should be introduced to the variety of farm records, their uses, purposes, frequency of recording etc. Group discussion on the purpose and need for record keeping would be useful and could be reinforced by farm visits and discussion with practitioners. Investigation into records required by legislation could be carried out using the internet and supported by talks from relevant agencies and through observing actual practice on field trips to different types of working farms.

Candidates would particularly benefit from exposure to an actual farm record system, prior to carrying out the tasks in Outcome 2.

By blending the delivery of knowledge and understanding sessions with practical activities, candidates should have an opportunity to develop the following essential skills for life, learning and work:

- ◆ Employability — through developing practical skills to industry standards and working on time limited tasks.
- ◆ Technical skills — through interpreting and completing records.
- ◆ Organisational skills — in terms of personal management, eg through punctuality and accurate record keeping.

Guidance on approaches to assessment for this Unit

Outcome 1 could be assessed by short answer questions based on a case study.

Outcome 2 could be assessed via a practical task completing records based on actual practice (eg if integrated with crop or livestock Units), or an assignment based on the same case study as in Outcome 1.

Opportunities for the use of e-assessment

E-assessment may be appropriate for some assessments in this Unit. By e-assessment we mean assessment which is supported by Information and Communication Technology (ICT), such as e-testing or the use of e-portfolios or e-checklists. Centres which wish to use e-assessment must ensure that the national standard is applied to all candidate evidence and that conditions of assessment as specified in the Evidence Requirements are met, regardless of the mode of gathering evidence. Further advice is available in *SQA Guidelines on Online Assessment for Further Education (AA1641, March 2003)*, *SQA Guidelines on e-assessment for Schools (BD2625, June 2005)*.

National Unit specification: support notes (cont)

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Opportunities for developing Core Skills

In this Unit candidates will develop knowledge and practical skills in maintaining farm records. Candidates will:

- ◆ identify different types of farm records.
- ◆ explain the purpose of different records.
- ◆ give examples of legislative, financial and farm performance records and describe their content and use.
- ◆ complete management and legislative records.

This means that as they are doing this Unit, candidates may develop aspects of the Core Skills of *Communication*, *Numeracy* and *Problem Solving*.

In addition aspects of the following Core Skills could be developed where particular learning and teaching approaches are adopted:

- ◆ *ICT* — through maintenance of electronic records

Disabled candidates and/or those with additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website www.sqa.org.uk/assessmentarrangements

History of changes to Unit

Version	Description of change	Date

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