

REPUBLIC OF KENYA

COMPETENCY-BASED MODULAR CURRICULUM

FOR

PROCUREMENT MANAGEMENT

LEVEL 5

(CYCLE 3)

PROGRAMME CODE: 0416 454A



TVET CDACC
P.O. BOX 15745-00100
NAIROBI

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FOREWORD

Provision of quality education and training is fundamental to the Government's overall strategy for socio-economic development. Quality education and training contribute to achievement focused on Kenya's development blueprint and sustainable development goals.

Reforms in the education and training sector are necessary for achievement of Kenya Vision 2030 and meeting the provisions the Constitution of Kenya. The education sector had to be aligned to the Constitution and this resulted in formulation of the Policy Framework for Reforming Education and Training (Sessional Paper No. 1 of 2019). A key feature of this policy is the change in the design and delivery of TVET training. This policy document requires that training in TVET be competency based, curriculum development be industry led, certification be based on demonstration of competence and mode of delivery that allows for multiple entry and exit in TVET programs.

These reforms demand that Industry takes a leading role in curriculum development to ensure the curriculum addresses its competence needs. It is against this background that this Curriculum has been developed.

It is my conviction that this curriculum will play a great role towards development of competent human resource for the supply chain sector's growth and sustainable development.

**PRINCIPAL SECRETARY
STATE DEPARTMENT FOR TVET
MINISTRY OF EDUCATION**

PREFACE

Kenya Vision 2030 aims to transform Kenya into a newly industrializing middle-income country, providing high-quality life to all its citizens by the year 2030. Kenya intends to create globally competitive and adaptive human resource base to meet the requirements of a rapidly industrializing economy through lifelong education and training. TVET has a responsibility to facilitate the process of inculcating knowledge, skills, and worker behaviour necessary for catapulting the nation to a globally competitive country, hence the paradigm shift to embrace Competency-Based Education and Training (CBET).

TVET Act CAP 210A and Sessional Paper No. 1 of 2019 on Reforming Education and Training in Kenya for Sustainable Development emphasized the need to reform curriculum development, assessment, and certification. This called for a shift to CBET to address the mismatch between skills acquired through training and skills needed by industry, as well as increase the global competitiveness of the Kenyan labour force.

This curriculum has been developed in adherence to the Kenya National Qualifications Framework and CBETA standards and guidelines. The curriculum is designed and organized into Units of Learning with Learning Outcomes, suggested delivery methods, learning resources, and methods of assessing the trainee's achievement. In addition, the units of learning have been grouped in modules to concretize the skills acquisition process and streamline upskilling.

I am grateful to all expert trainers and everyone who played a role in translating the Occupational Standards into this competency-based modular curriculum.

CHAIRMAN
TVET CDACC

ACKNOWLEDGEMENT

This curriculum has been designed for competency-based training and has independent units of learning that allow the trainee flexibility in entry and exit. In developing the curriculum, significant involvement and support was received from industry and various organizations.

I appreciate National Sector Skills Committee who enabled the development of this curriculum. I recognize with appreciation the role of the SSC in ensuring that competencies required by the industry are addressed in this curriculum.

I also thank all stakeholders in the Procurement sector for their valuable input and all those who participated in the process of developing this curriculum.

I am convinced that this curriculum will go a long way in ensuring that workers in Procurement sector will acquire competencies that will enable them perform their work more efficiently.

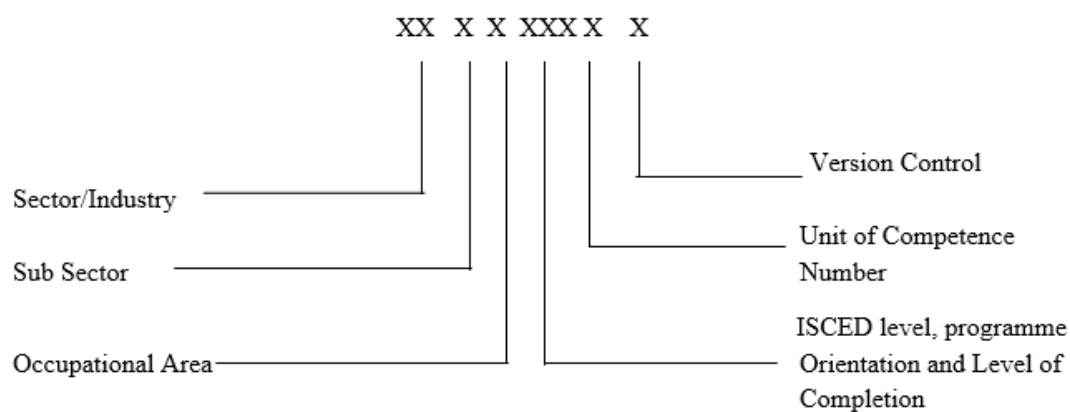
COUNCIL SECRETARY/CEO

TVET CDACC

ACRONYMS

QAI	Qualification Awarding Institution
CBET	Competency Based Education and Training
GAAP	Generally Accepted Accounting Principles
GDP	Gross Domestic Product
GNP	Gross National Product
IAB	Industry Advisory Board
ICT	Information Communication Technology
ISO	International Organization for Standardization
KAS	Kenya Accounting Standards
NNI	Net National Income
NNP	Net National Product
OSHS	Occupation Safety and Health Standards
PAYE	Pay as You Earn
PFM	Public Finance Management
PPADA	Public Procurement and Asset Disposal Act
PPADR	Public Procurement and Asset Disposal Regulation
PPE	Personal Protective Equipment
TVET	Technical and Vocational Education and Training
VAT	Value Added Tax
IAS	International Accounting Standards
GPS	Geographical Positioning System
LPO	Local Purchase Order
RFID	Radio Frequency Identification
RFP	Request for Proposal
RFQ	Request for Quotation

KEY TO UNIT CODE



KEY TO TVET CDACC UNIT CODE

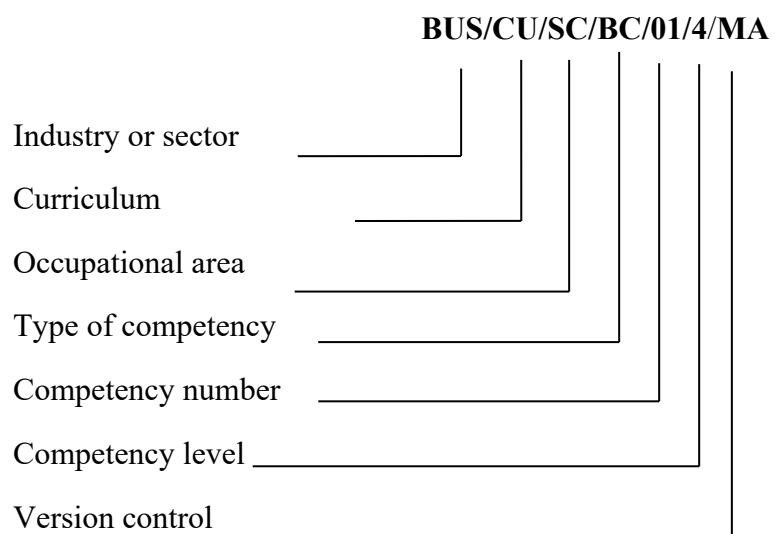


TABLE OF CONTENTS

FOREWORD.....	iii
ACKNOWLEDGEMENT	v
ACRONYMS.....	vi
KEY TO UNIT CODE	vii
TABLE OF CONTENTS.....	viii
COURSE OVERVIEW.....	ix
SUMMARY OF UNITS OF LEARNING.....	ix
MODULE I	1
RECEIPT OF GOODS	2
CLASSIFICATION AND CODING OF PROCURED GOODS.....	7
STORAGE OF GOODS.....	11
MODULE TWO	16
STORED GOODS PRESERVATION	17
ISSUANCE AND DISPATCH OF GOODS.....	23
STORES SAFETY AND SECURITY	28
MODULE III	34
BUSINESS COMMUNICATION	35
WORK ETHICS AND PRACTICES.....	41
FINANCIAL ACCOUNTING	46
HANDLING ORGANIZATIONS' MATERIALS	53
MODULE IV	58
DIGITAL LITERACY	59
ENTREPRENEURIAL SKILLS.....	70
BASIC MATHEMATICS AND STATISTICS.....	77
PROCUREMENT OF GOODS AND SERVICES.....	83
PREPARATION OF GOODS FOR DISTRIBUTION.....	90
MODULE V	95
MANAGEMENT SKILLS.....	96
PRINCIPLES OF COMMERCIAL LAW.....	103
PRINCIPLES OF ECONOMICS	112
SUPPLY CHAIN OPERATIONS MANAGEMENT.....	119

COURSE OVERVIEW

Procurement management modularized curriculum level 5 consists of competencies that an individual must achieve to manage an organization's procurement function. It entails; receiving of delivered goods, classifying and coding of procured goods, managing storage of goods, preserving stored goods, issuing and dispatching goods, managing stores safety and security, procuring organizations' goods and services, handling organizations' materials, preparing goods for distribution, managing supply chain operations.

The qualification consists of basic, common and core competencies.

SUMMARY OF UNITS OF LEARNING

MODULE I				
Unit Code	TVET CDACC Unit Code	Unit Title	Duration in Hours	Credit Factor
0416 354 19A	BUS/CU/SK/CR/01/4/MA	Receipt of Goods	100	10.0
0416 354 20A	BUS/CU/SK/CR/02/4/MA	Classification and Coding of Procured Goods	100	10.0
0416 354 21A	BUS/CU/SK/CR/03/4/MA	Storage of Goods	100	10.0
		TOTAL	300	30.0
MODULE II				
0721 354 22A	BUS/CU/SK/CR/04/4/MA	Stored Goods Preservation	100	10.0
0416 354 23A	BUS/CU/SK/CR/05/4/MA	Issuance and Dispatch of Goods	100	10.0
0416 354 24A	BUS/CU/SK/CR/06/4/MA	Stores Safety and	100	10.0

		Security		
		TOTAL	300	30.0
MODULE III				
0031 451 04A	BUS/CU/SC/CC/01/5/MA	Business Communication	80	8.0
0417 451 02A	BUS/CU/SC/BC/03/5/MA	Work Ethics and Practices	60	6.0
0411 451 09A	BUS/CU/SC/CC/02/5/MA	Financial Accounting	100	10.0
0416 451 25A	BUS/CU/SC/CR/01/5/MA	Handling Organization Materials	120	12.0
	Total		360	36.0
MODULE IV				
0611 451 01A	BUS/CU/SC/BC/01/5/MA	Digital Literacy	40	4.0
0413 451 03A	BUS/CU/SC/BC/04/5/MA	Entrepreneurial Skills	40	4.0
0588 451 10A	BUS/CU/SC/CC/03/5/MA	Basic Mathematics and Statistics	120	12.0
0416 451 11A	BUS/CU/SC/CR/02/5/MA	Procurement of Organizations Goods and Services	120	12.0
0416 451 26A	BUS/CU/SC/CR/03/5/MA	Preparation of Goods for Distribution	120	12.0
	Total		480	48.0
MODULE V				
0415 451 08A	BUS/CU/SC/CC/04/5/MA	Apply Management	70	7.0

		Skills		
0421 451 07A	BUS/CU/SC/CC/05/5/MA	Principles of Commercial Law	110	11.0
0311 451 05A	BUS/CU/SC/CC/06/5/MA	Principles of Economics	120	12.0
0416 451 15A	BUS/CU/SC/CR/04/5/MA	Supply Chain Operations Management	160	16.0
	Total		450	45.0
	Industrial Training		480	48.0
	Grand total		2370	237.0

Entry Requirements

An individual entering this course should have any of the following minimum requirements:

- Kenya Certificate of Secondary Education (KCSE) mean grade D (PLAIN)

Or

- Qualification in store keeping or related course level 4
- Equivalent qualifications as may be determined by TVETA.

Trainer qualification

A trainer for this course MUST;

- Have a minimum of Level 6 qualification in Procurement Management or in the related field.
- Be registered by TVETA

Industry Training

An individual enrolled in this course will be required to undergo Industry training for a minimum period of 480 hours in the Cooperative sector. The industrial training may be taken after completion of all units for those pursuing the full qualification or be distributed equally

in each unit for those pursuing part qualifications. In the case of dual training model, industrial training shall be as guided by the dual training policy.

Assessment and certification

The course shall be assessed formatively and summatively:

- a) During formative assessment all performance criteria shall be assessed based on performance criteria weighting.
- b) Number of formative assessments shall minimally be equal to the number of elements in a unit of competency.
- c) During summative assessment basic and common units may be integrated in the core units or assessed as discrete units.
- d) Theoretical and practical weight for each unit of learning shall be as follows:
 - i. 10:90 for units in module 1 and module 2
 - ii. 30:70 for units in module 3 to module 5
- e) Formative and summative assessments shall be weighted at 60% and 40% respectively in the overall unit of learning score

For a candidate to be declared competent in a unit of competency, the candidate must meet the following conditions:

- i) Obtained at least 40% in theory assessment in formative and summative assessments.
 - ii) Obtained at least 60% in practical assessment in formative and summative assessment where applicable.
 - iii) Obtained at least 50% in the weighted results between formative assessment and summative assessment where the former constitutes 60% and the latter 40% of the overall score.
- f) Assessment performance rating for each unit of competency shall be as follows:

MARKS	COMPETENCE RATING
80 -100	Attained Mastery
65 – 79	Proficient

50 – 64	Competent
49 and below	Not Yet Competent
Y	Assessment Malpractice/irregularities

- g) Assessment for Recognition of Prior Learning (RPL) may lead to award of part and/or full qualification.

Certification

A candidate will be issued with a Certificate of Competency upon demonstration of competence in a core Unit of Competency. To be issued with Kenya National TVET Certificate in Procurement Management Level 5, the candidate must demonstrate competence in all the Units of Competency as given in the qualification pack. A Statement of Attainment certificate may be awarded upon demonstration of competence in certifiable element within a unit.

These certificates will be issued by TVET CDACC

MODULE I

RECEIPT OF GOODS

UNIT CODE: 0416 354 19A

TVET CDACC UNIT CODE: BUS/CU/SK/CR/01/4/MA

Relationship to Occupational Standards

This unit addresses the Unit of Competency: Receive delivered goods.

Duration of Unit: 100 Hours

Unit Description

This unit specifies the competencies required to receive delivered goods. It involves planning to receive goods, receiving delivered inbound goods, inspecting, accepting or rejecting received goods or deliveries and processing the relevant documents and apply workplace essential skills.

Summary of Learning Outcomes

S/NO	ELEMENTS	DURATION (HOURS)
1.	Plan to receive goods	20
2.	Received Delivered inbound Goods	10
3.	Inspect Received Goods	30
4.	Accept or Reject Delivered Goods	10
5.	Process the relevant Documents	30
	TOTAL	100 HRS

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Plan to receive goods	1.1 Documentation availability 1.1.1 Procurement plan, 1.1.2 Purchase orders 1.1.3 Delivery schedules 1.1.4 Waybills	<ul style="list-style-type: none">• Written tests• Observation• Practical• Oral questions• Third party report

	1.1.5 Packing lists 1.2 Resources and facilities identification 1.2.1 Manpower, 1.2.2 Equipment, 1.2.3 Store room 1.3 Resources and facilities assemblance 1.4 Receipt/rejection of goods 1.4.1 Rejection notes 1.4.2 Damaged goods notes	
2. Receive delivered inbound goods	2.1 Procedure for receiving goods 2.2 Specifications 2.2.1 Definition 2.2.2 Importance 2.2.3 Types 2.2.4 Unloading 2.2.5 Unpacking 2.3 Physical counting 2.4 Handling of discrepancies 2.5 Oversee the un-loading, un-packing, and loading of received goods 2.6 Handle discrepancies during the receipt of goods 2.7 Raise an appropriate requisition as a prerequisite for receiving goods	<ul style="list-style-type: none"> • Written tests • Observation • Practical • Oral questions • Third party report
3. Inspect received goods	3.1 Definition of inspection of goods 3.2 Importance of inspection of goods	<ul style="list-style-type: none"> • Written tests • Observation • Practical

	3.3 Methods of inspections 3.4 Documentation used in inspection of goods 3.5 Handling discrepancies in inspection 3.6 Preparation of goods inspection reports 3.7 Commissioning 3.8 Carry out inspection of received goods 3.9 Prepare a goods received report 3.10 Handle discrepancies arising from the inspection process	<ul style="list-style-type: none"> • Oral questions • Third party report
4. Accept or reject deliveries	4.1 Purchase contract requirements 4.2 Terms and conditions 4.3 Reasons for rejection of goods 4.4 Possible actions/ remedies for rejected goods 4.5 Acceptance and integration of goods into the store system 4.6 Preparation of acceptance and/or rejection report 4.7 Demonstrate evidence of communication of reasons for rejection 4.8 Prepare acceptance/rejection report	<ul style="list-style-type: none"> • Written tests • Observation • Practical • Oral questions • Third party report
5. Process the relevant documents	5.1 Processing of goods delivery documents 5.2 Preparation of goods rejection documents	<ul style="list-style-type: none"> • Written tests • Observation • Practical • Oral questions

	5.3 Raising goods received documents 5.4 Preparation and updating store documents 5.5 Processing documents for payments 5.6 Use of information technology in the stores 5.7 Prepare goods received documents 5.8 Demonstrate evidence/Update the stores document	<ul style="list-style-type: none"> • Third party report
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Suggested Methods of Instruction

- Direct instruction
- Role play
- Case studies
- Field trips
- Discussions
- Demonstration by trainer
- Practice by the trainee

Recommended Resources

- Computers
- Stationery
- Operational store
- Trainer/ instructor
- Trainee
- Classroom and classroom resources
- Occupational health and safety standards
- Government Circulars
- Storekeeping reference

- The Constitution of Kenya 2010
- Public Procurement and Asset Disposal Act 2015
- Public Officers Ethics Act (2016)
- Anti-Corruption and Economic Crimes Act 2003
- Public Finance Management Act 2012
- Suppliers Manual
- Sample Procurement Documents
 - Goods received note
 - Delivery notes
 - Stock control cards
 - Requisition memos
 - Local Services Orders (LSOs)
 - Local Purchase Orders (LPOs)
 - Counter receipt
 - Counter issue voucher
 - Inspection report form
 - Professional opinion
 - Prequalification lists
 - Material data sheets

CLASSIFICATION AND CODING OF PROCURED GOODS

UNIT CODE: 0416 354 20A

TVET CDACC UNIT CODE: BUS/CU/SK/CR/02/4/MA

Relationship to Occupational Standards

This unit addresses the Unit of Competency: identify and codify goods

Duration of Unit: 100 Hours

Unit Description

This unit specifies the competencies required to identify and codify goods. It involves categorizing items for coding, identifying of relevant codes for goods, assigning codes on goods and stocking of coded goods.

Summary of Learning Outcomes

S.NO	ELEMENTS	DURATION(HRS)
1.	Categorise items for coding	14
2.	Identify Relevant codes for Goods	36
3.	Assign Codes on Goods	29
4.	Stocking Coded Goods	21
	TOTAL	100 HRS

Learning Outcomes, Content and Suggested Assessment Methods

1. Categorize items for coding	1.1 Defining the nature of goods 1.2 Classification of goods 1.2.1 Raw materials 1.2.2 Finished goods 1.2.3 Work-in-progress (WIP) 1.2.4 Scrap 1.2.5 Consumables 1.2.6 Maintenance, repair and operating spares (MROs)	<ul style="list-style-type: none">• Written tests• Observation• Practical• Oral questions• Third party report
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	1.3 Classify goods 1.4 Identify classification methods	
2. Identify relevant codes for goods	2.1 Definition of coding 2.2 Coding principles 2.3 Characteristics of coding 2.4 Objectives of coding 2.5 Systems of coding <ul style="list-style-type: none"> 2.5.1 Numerical 2.5.2 Alphabetical 2.5.3 Alpha-numerical 2.5.4 Decimal 2.5.5 Colour 2.5.6 Bar coding 2.5.7 Quick response coding 2.6 Advantages and disadvantages of each coding systems 2.7 Identification of coding systems 2.8 Categorize coding 2.9 Development of a coding system 2.10 Operation of coding system	<ul style="list-style-type: none"> • Written tests • Observation • Practical • Oral questions • Third party report
3. Assign codes on goods	3.1 The process of coding goods 3.2 Selection of items for coding 3.3 Application of coding system on goods 3.4 Validation of coding system 3.5 Monitoring and Evaluation	<ul style="list-style-type: none"> • Written tests • Observation • Practical • Oral questions • Third party report

	(M&E) 3.6 Select appropriate codes for assigning on goods 3.7 Assign codes 3.8 Validate coding	
4. Stocking coded goods	4.1 Process of stocking 4.2 Sorting of the items/goods 4.3 Different methods of sorting 4.4 Integrating the goods into the store systems 4.5 Sort the coded items 4.6 Integrate the goods/items in the store system	<ul style="list-style-type: none"> • Written tests • Observation • Practical • Oral questions • Third party report

Suggested Methods of Instruction

- Direct instruction
- Role play
- Case studies
- Field trips
- Discussions
- Demonstration by trainer
- Practice by the trainee

Recommended Resources

- Computers
- Stationery
- Classroom and classroom resources
- Operational store
- Trainer/ instructor
- Trainee
- The Constitution of Kenya 2010
- Public Procurement and Asset Disposal Act 2015

- Public Officers Ethics Act 2009
- Anti-Corruption and Economic Crimes Act 2003
- Public Finance Management Act 2012
- Suppliers Manual
- Sample Procurement documents
 - Goods received note
 - Delivery notes
 - Stock control cards - Requisition memos
 - LSOs
 - LPOs
 - Counter receipt
 - Counter issue voucher
 - Inspection report form
 - Professional opinion
 - Prequalification lists
 - Contracts
- Sample emergency security protocols
- Sample case studies on procurement and warehousing

STORAGE OF GOODS

UNIT CODE: 0416 354 21A

TVET CDACC UNIT CODE: BUS/CU/SK/CR/03/4/MA

Relationship to Occupational Standards

This unit addresses the Unit of Competency: Manage storage of goods.

Duration of Unit: 100 Hours

Unit Description

This unit specifies the competencies required to manage storage of goods. It involves maintaining stores layout, maintaining quality of goods, maintaining optimum stock levels, securing stored goods and maintaining records of stored goods.

Summary of Learning Outcomes

S.NO	ELEMENTS	DURATION (HRS)
1.	Maintain Stores Layout	19
2.	Maintain Quality of Goods	19
3.	Maintain Optimum stock level	19
4.	Secure stored goods	24
5.	Maintain records of stored goods	19
	TOTAL	100 HRS

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Maintain stores layout	1.1 Definition of stores layout 1.2 Principles of efficient store layout 1.3 Objectives of stores layout 1.4 Factors to consider for stores layout 1.5 Types of store layout 1.6 Advantages / disadvantages of each type of stores layout	<ul style="list-style-type: none">• Written tests• Observation• Practical• Oral questions• Third party report

	1.7 Identification of stores layout 1.8 Setting up different stores' layout 1.9 Stock location 1.10 Stock verification 1.11 Methods of stock verification Material handling	
2. Maintain quality of goods	2.1 Definition of quality of goods 2.2 Quality perspectives 2.3 Quality control 2.4 Variety reduction 2.5 Quality assurance 2.6 Standardization 2.7 Identify different quality of goods 2.8 Conduct quality control checks on goods 2.9 Conduct stock Standardization 2.10 Conduct variety reduction	<ul style="list-style-type: none"> • Written tests • Observation • Practical • Oral questions • Third party report
3. Maintain optimum stock levels	3.1 Definition of stock levels 3.2 Levels of stock <ul style="list-style-type: none"> 3.2.1 Minimum stock level 3.2.2 Maximum stock level 3.2.3 Reorder level 3.2.4 Buffer level 3.3 Factors to be considered in setting stock levels 3.4 Checking, reconciling and reviewing stock level 3.5 Maintaining stock level records 3.6 Maintaining stock levels 3.7 Setting different stock levels 3.8 Checking, reconciling and	<ul style="list-style-type: none"> • Written tests • Observation • Practical • Oral questions • Third party report

	reviewing stock level	
4. Secure stored goods	<p>4.1 Types of risks in the stores</p> <p>4.2 Mitigation of risks</p> <p>4.3 Factors to consider in choosing risk mitigation measures</p> <p>4.4 Risk Mitigation Implementation process</p> <p>4.5 Monitoring and reviewing process for risk mitigation measure</p> <p>4.6 Stock taking</p> <p> 4.6.1 Meaning of stock take</p> <p> 4.6.2 Process of stock take</p> <p> 4.6.3 Importance of stocktaking</p> <p> 4.6.4 Advantages and disadvantages of stock taking</p> <p> 4.6.5 Approaches and methods stock take</p> <p>4.7 Stock-taking, checking and audits</p> <p>4.8 Demonstrate evidence of risks and mitigation measures</p> <p>4.9 Undertake a stock taking/checking and audit exercise</p>	<ul style="list-style-type: none"> • Written tests • Observation • Practical • Oral questions • Third party report
5. Maintain records of stored goods	<p>5.1 Reason for maintaining inventory records</p> <p>5.2 Identification of Inventory records</p> <p> 5.2.1 Inventory registers</p> <p> 5.2.2 Bin cards</p> <p> 5.2.3 Stock ledgers</p> <p> 5.2.4 Stock movement</p>	<ul style="list-style-type: none"> • Written tests • Observation • Practical • Oral questions • Third party report

	<p>registers</p> <p>5.2.5 Computer stores packages</p> <p>5.2.6 Stores requisitions</p> <p>5.3 Initiating inventory records</p> <p>5.4 Process of updating inventory records</p> <p>5.5 Tracking inventory</p> <p>5.6 Demonstrate evidence of tracking movement inventory records</p> <p>5.7 Update inventory records</p> <p>5.8 Maintain and secure inventory records</p>	
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Suggested Methods of Instruction

- Direct instruction
- Role play
- Case studies
- Field trips
- Discussions
- Demonstration by trainer
- Practice by the trainee

Recommended Resources

- Computers
- Stationery
- Trainer/ instructor
- Trainee
- Classroom and classroom resources
- The Constitution of Kenya 2010
- Public Procurement and Asset Disposal Act 2015
- Public Officers Ethics Act 2009

- Anti-Corruption and Economic Crimes Act 2003
- Public Finance Management Act 2012
- Suppliers Manual
- Sample Procurement Documents
 - Goods received note
 - Delivery notes
 - Stock control cards - Requisition memos
 - LSOs
 - LPOs
 - Counter receipt
 - Counter issue voucher
 - Inspection report form
 - Professional opinion
 - Prequalification lists
 - Contracts
- Sample emergency security protocols
- Sample case studies on distribution
- Sample transport tracking systems, qualified staff

MODULE II

STORED GOODS PRESERVATION

UNIT CODE: 0721 354 22A

TVET CDACC UNIT CODE: BUS/CU/SK/CR/04/4/MA

Relationship to Occupational Standards

This unit addresses the Unit of Competency: Preserve stored goods

Duration of Unit: 100 Hours

Unit Description

This unit specifies the competencies required to preserve stored goods. It involves identifying methods of preservation, selecting the most appropriate preservation methods, implementing the preservation methods of goods, monitoring condition of stored goods and reviewing the goods preservation process/methods.

Summary of Learning Outcomes

S.NO	ELEMENTS	DURATION (HOURS)
1.	Identify methods of preservation	27
2.	Select the most appropriate preservation	16
3.	Implement the preservation methods of goods	18
4.	Monitor condition of stored goods	21
5.	Review the goods preservation process	18
	TOTAL	100 HRS

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
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<p>1. Identify methods of preservation</p>	<p>1.1 Introduction to preservation of stored commodities/goods</p> <p>1.2 Reasons for preservation of stored commodities/goods</p> <p>1.3 Objectives of preservation of stored commodities/ goods</p> <p>1.4 Storage conditions of stored commodities/goods</p> <p> 1.4.1 Humid</p> <p> 1.4.2 Cold</p> <p> 1.4.3 Normal room temperature</p> <p> 1.4.4 Dark</p> <p> 1.4.5 Dry</p> <p>1.5 Factor to consider when choosing preservation method of stored commodities/ goods</p> <p>1.6 Preservation methods of stored commodities/ goods</p> <p> 1.6.1 Refrigeration</p> <p> 1.6.2 Fermentation</p> <p> 1.6.3 Drying</p> <p> 1.6.4 Pasteurization</p> <p> 1.6.5 Freezing</p> <p> 1.6.6 packaging</p> <p>1.7 Preparing goods for preservation</p> <p>1.8 Implementing preservation process</p> <p>1.9 Monitoring and reviewing process/method of stored commodities</p>	<ul style="list-style-type: none"> • Written tests • Observation • Practical • Oral questions • Third party report
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	1.10 Prepare goods for preservation 1.11 Implement preservation methods on goods	
2. Select the most appropriate preservation methods	2.1 Identification of goods for preservation 2.2 Types of preservation methods 2.3 Merits and demerits of each preservation method 2.4 Factors to consider in the choice of preservation method 2.5 Identification of preservation methods 2.6 Choice of preservation methods	<ul style="list-style-type: none"> • Written tests • Observation • Practical • Oral questions • Third party report
3. Implement the preservation methods of goods	3.1 Sort goods for preservation 3.2 Process of preservation of goods 3.3 Preservation method Implementation process 3.4 Monitor and review process 3.5 Sort goods for preservation 3.6 Administer preservation method 3.7 Monitor methods of goods preservation	<ul style="list-style-type: none"> • Written tests • Observation • Practical • Oral questions • Third party report
4. Monitor condition of stored goods	4.1 Identification of methods to be monitored 4.2 Identification of monitoring tool 4.3 Identification of preserved goods to be monitored	<ul style="list-style-type: none"> • Written tests • Observation • Practical • Oral questions • Third party report

	4.4 Monitoring process 4.5 Documentation of monitoring results 4.6 Preparation of monitoring report 4.7 Identify goods for preservation 4.8 Prepare a monitoring report	
5. Review the goods preservation process	5.1 Identification of preservation process for review 5.2 Factors to consider when reviewing the preservation processes 5.3 Assessing the goods preservation process 5.4 Implement the reviewed processes 5.5 Monitoring the process 5.5.1 Routine monitoring 5.5.2 Regularly 5.5.3 Interval 5.5.4 Spot checks 5.6 Identify the processes for possible review 5.7 Prepare a goods review preservation report	<ul style="list-style-type: none"> • Written tests • Observation • Practical • Oral questions • Third party report

Suggested Methods of Instruction

- Direct instruction
- Role play
- Case studies

- Field trips
- Discussions
- Demonstration by trainer
- Practice by the trainee
- Simulation

Recommended Resources

- Computers
- Stationery
- Trainer/ instructor
- Trainee
- Classroom and classroom resources
- The Constitution of Kenya 2010,
- Public Procurement and Asset Disposal Act 2015
- Public Officers Ethics Act 2009
- Anti-Corruption and Economic Crimes Act 2003
- Public Finance Management Act 2012
- Suppliers manual 2009
- Organizational policy
- Sample procurement documents
 - Goods received note
 - Delivery notes
 - Stock control cards - Stock's ledgers
 - Requisition memos
 - LSOs
 - LPOs
 - Counter receipt
 - Counter issue voucher
 - inspection report form
 - Professional opinion
 - Prequalification lists
 - Contracts

- Sample case studies on preservation of goods
- Sample court case decisions
- Sample tender advertisements
- Preservation manuals

ISSUANCE AND DISPATCH OF GOODS

UNIT CODE: 0416 354 23A

TVET CDACC UNIT CODE: BUS/CU/SK/CR/05/4/MA

Relationship to Occupational Standards

This unit addresses the Unit of Competency: Issue and dispatch goods.

Duration of Unit: 100 Hours

Unit Description

This unit specifies the competencies required to issue and dispatch goods. It involves receiving requisitions for stored goods, preparing to issue requested goods, identifying and picking the goods from the stores, arranging/packaging requested goods for issue, dispatching issued goods from the store and updating store records.

Summary of Learning Outcomes

S.NO	ELEMENTS	DURATION (HRS)
1.	Receive requisition of stored goods	14
2.	Prepare to issue requested goods	20
3.	Identify and pick the goods from store	20
4.	Arrange and package requested goods for issue	15
5.	Dispatch issued goods from the store	18
6.	Update store records	13
	TOTAL	100HRS

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Receive requisitions for stored goods	1.1 Introduction to stores requisition process 1.2 Stores requisition documents 1.3 Store's specifications	<ul style="list-style-type: none">• Written tests• Observation• Practical• Oral questions• Third party report

	<p>1.4 Relationship between procurement plan and the stores requisition</p> <p>1.5 Process stores requisition documents</p> <p>1.6 Link procurement plan to stores requisition</p>	
2. Prepare to issue requested goods	<p>2.1 Authority to issue goods</p> <p>2.2 Issuing procedure</p> <p>2.3 Methods for issuing goods</p> <p>2.4 Order picking methods</p> <p>2.5 Resources, equipment and facilities for issuing goods</p> <p>2.6 Goods issuing schedules</p> <p>2.7 Prepare the issuing schedule</p> <p>2.8 Identify and use resources/facilities for issuing goods</p> <p>2.9 Order picking methods</p>	<ul style="list-style-type: none"> • Written tests • Observation • Practical • Oral questions • Third party report
3. Identify and pick the goods from the stores	<p>3.1 Preparation of order picking list</p> <p>3.2 Logical arrangements of goods on order picking list</p> <p>3.3 Order-picking</p> <p>3.4 Verification of picked goods</p> <p>3.5 Movement of picked good.</p> <p>3.6 Prepare order picking list</p> <p>3.7 Arrange goods in order of picking list</p>	<ul style="list-style-type: none"> • Written tests • Observation • Practical • Oral questions • Third party report

	3.8 Verify picked goods	
4. Arrange/package requested goods for issue	4.1 Sort picked goods 4.2 Check for quality and specification of picked goods 4.3 Package picked goods 4.4 Verify picked goods /items 4.5 Sort picked goods 4.6 Verify quality and specification of picked goods 4.7 Package picked goods	<ul style="list-style-type: none"> • Written tests • Observation • Practical • Oral questions • Third party report
5. Dispatch issued goods from the store	5.1 Removal of goods from store system 5.2 Issuing schedules 5.3 Issuing of stores for internal user 5.4 Dispatch of goods to external users 5.5 Remove goods from the store system 5.6 Prepare issuing schedules 5.7 Prepare issuing stores for internal users 5.8 Prepare issuing stores for dispatch	<ul style="list-style-type: none"> • Written tests • Observation • Practical • Oral questions • Third party report

6. Update stores records	6.1 Bin card /ledger entries 6.2 Updating stock records 6.3 Accounting for stores 6.4 Make bin card entries 6.5 Update stock records 6.6 Account for stores	<ul style="list-style-type: none"> • Written tests • Observation • Practical • Oral questions • Third party report
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Suggested Methods of Instruction

- Direct instruction
- Role play
- Case studies
- Field trips
- Discussions
- Demonstration by trainer
- Practice by the trainee

Recommended Resources

- Documentation of disposal orders
- Ratification of Disposal documents
- Filing and maintenance of Disposal Documents Practice
- Document disposal orders
- Ratify Disposal documents
- Issuing manuals
- Dispatch manuals
- Goods received note
- Delivery notes
- Stock control cards - Stocks ledgers
- Requisition memos

- LSOs
- LPOs
- Counter receipt
- Counter issue voucher
- inspection report form
- Professional opinion
- Prequalification lists
- Contracts
- Bid documents
- Tender documents
- Sample case studies on procurement
- Sample advertisement for disposal
- Kenya Gazette
- Records Disposal Act

STORES SAFETY AND SECURITY

UNIT CODE: 0416 354 24A

TVET CDACC UNIT CODE: BUS/CU/SK/CR/06/4/MA

Relationship to Occupational Standards

This unit addresses the Unit of Competency: Manage stores safety and security

Duration of Unit: 100 Hours

Unit Description

This unit specifies the competencies required to manage stores safety and security. It involves maintaining proper hygiene of stores, observing good housekeeping practices, preparing fire and safety emergency plan, ensuring compliance with the legal requirements and workplace safety, securing entry and exit points and ensuring proper custody of store keys and security equipment.

Summary of Learning Outcomes

S.NO	ELEMENTS	DURATION (HRS)
1.	Maintain proper hygiene of stores	19
2.	Observe good housekeeping practices	20
3.	Prepare fire and safety emergency plan	15
4.	Ensure compliance with legal requirements and work place safety	19
5.	Secure Entry and Exit points	15
6.	Ensure proper Custody of store goods and Security equipment	12
	TOTAL	100 HRS

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Maintain proper	1.1 Washrooms 1.1.1 Gents	<ul style="list-style-type: none">• Written tests• Observation

hygiene of stores	1.1.2 Ladies 1.1.3 Third gender 1.1.4 Challenged persons 1.2 Wholesome drinking water 1.3 Aeration and ventilation 1.4 Dust and dirt removal 1.5 Proper lighting 1.6 Maintain cleanliness in the storeroom 1.7 Provide wholesome drinking water 1.8 Pest control 1.8.1 Fumigation 1.8.2 Hygienic 1.8.3 Biological 1.8.4 Chemical 1.8.5 Physical 1.8.6 Heat treatment 1.9 Maintain washroom facilities 1.10 Aerate and ventilate storeroom 1.11 Lighting	<ul style="list-style-type: none"> • Practical • Oral questions • Third party report
2. Observe good housekeeping practices	2.1 Gangways 2.2 Material handling Tools and equipment 2.2.1 Lifts 2.2.2 Forklift 2.2.3 Hoists 2.2.4 Cranes 2.2.5 Tractors 2.2.6 Conveyers	<ul style="list-style-type: none"> • Written tests • Observation • Practical • Oral questions • Third party report

	<p>2.2.7 Pallets</p> <p>2.3 Waste disposal</p> <p>2.4 Lock facilities</p> <p>2.5 Spillage</p> <p>2.6 Clear aisle</p> <p>2.7 Prepare and maintain gangways</p> <p>2.8 Maintain tools and equipment</p> <p>2.9 Ensure appropriate waste disposal</p> <p>2.10 Ensure provision of locker facilities</p> <p>2.11 Control spillage</p> <p>2.12 Maintain clear aisle</p>	
<p>3. Prepare fire and safety emergency plan</p>	<p>3.1 Fire detection and warning systems</p> <p>3.2 Emergency lighting</p> <p>3.3 Firefighting facilities and equipment</p> <p>3.3.1 Extinguisher</p> <p>3.3.2 G-force Nozzle</p> <p>3.3.3 Fire hoses</p> <p>3.3.4 Handling nozzle</p> <p>3.3.5 Thermal imaging</p> <p>3.3.6 Rescue and Haz-mat</p> <p>3.3.7 Water springers</p> <p>3.3.8 PPVs</p> <p>3.3.9 Smoke detector</p> <p>3.4 Emergency routes and exists</p> <p>3.5 Fire safety signage and notices</p> <p>3.6 Usage and maintain firefighting facilities</p>	<ul style="list-style-type: none"> • Written tests • Observation • Practical • Oral questions • Third party report

	<p>3.7 Provision of emergency and exist</p> <p>3.8 Ensure provision of safety signage and notices</p> <p>3.9 Position firefighting equipment</p>	
<p>4. Ensure compliance with legal requirements and workplace safety</p>	<p>4.1 Registration of stores area/workshop</p> <p>4.2 Relevant safety and health notices</p> <p>4.3 Safety and health risk assessment</p> <p>4.3.1 Fire</p> <p>4.3.2 Pests</p> <p>4.3.3 Dampness</p> <p>4.3.4 Leakages</p> <p>4.3.5 Electrical risks</p> <p>4.3.6 Contamination</p> <p>4.3.7 Spillage</p> <p>4.4 Information on safety and health issues</p> <p>4.5 Safety and health training</p> <p>4.6 First aid boxes</p> <p>4.7 Personal protection equipment and clothing</p> <p>4.8 Assess safety risks</p> <p>4.9 Identify and demonstrate usage of personal protective equipment</p> <p>4.10 Label safety and health notices</p> <p>4.11 Conduct health and safety training</p>	<ul style="list-style-type: none"> • Written tests • Observation • Practical • Oral questions • Third party report

5. Secure entry and exit points	5.1 Anti-theft locks 5.2 Surveillance equipment 5.3 Bar coding system 5.4 Burglar proofing 5.5 Manning exists and entry points 5.6 Access authorized personnel 5.7 Mann entry and exist points 5.8 Use security systems 5.9 Raise key movement register	<ul style="list-style-type: none"> • Written tests • Observation • Practical • Oral questions • Third party report
6. Ensure proper custody of store keys and security equipment	6.1 Accounting for inventory 6.2 Custody for inventory 6.3 Keys movement register 6.4 Double responsibilities for locking 6.5 Report key loose/misplacement 6.6 Account for inventory 6.7 Raise key movement register	<ul style="list-style-type: none"> • Written tests • Observation • Practical • Oral questions • Third party report

Suggested Methods of Instruction

- Direct instruction
- Role play
- Case studies
- Field trips
- Discussions
- Demonstration by trainer
- Practice by the trainee

Recommended Resources

- Computers
- Stationery
- Trainer/ instructor

- Trainee
- Classroom and classroom resources
- Safety registers
- Safety signage
- First aid boxes
- The Constitution of Kenya 2010,
- Public Procurement and Asset Disposal Act 2015
- Public Officers Ethics Act 2009
- Anti-Corruption and Economic Crimes Act 2003
- Public Finance Management Act 2012
- Suppliers manual
- Sample procurement documents
 - Goods received note
 - Delivery notes
 - Stock control cards - Stocks ledgers
 - Requisition memos
 - LSOs
 - LPOs
 - Counter receipt
 - Surveillance equipment
 - Counter issue voucher
 - inspection report form
 - Professional opinion
 - Prequalification lists
 - Fire safety equipment
 - Contracts
 - Safety abstracts and notices (OSHA)
 - Bid documents
 - Tender documents
- Sample case studies on procurement

MODULE III

BUSINESS COMMUNICATION

UNIT CODE: 0031 451 04A

TVET CDACC UNIT CODE: BUS/CU/SC/CC/01/5/MA

Duration of Unit: 80 Hours

Relationship to Occupational Standards

This unit addresses the Unit of Competency: Undertake Business Communication.

Unit Description

This unit specifies the competencies required to undertake business communication. It involves administering communication channels, implementing types of communication, implementing service charter, safeguarding confidentiality of information, coordinating communication on social media platforms, preparing workplace meeting and reports.

Summary of Learning Outcomes

S.NO	ELEMENTS	DURATION (HOURS)
1.	Administer Communication Channels.	12
2.	Implement types of communication	15
3.	Implement service charter	7
4.	Safeguard confidentiality of information	12
5.	Coordinate communication on social media platforms	10
6.	Prepare work place meetings	14
7.	Prepare workplace report	10
	TOTAL	80HRS

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Administer Communication channels	1.1 Communication process 1.2 Principles of effective communication 1.3 Channels/medium/modes of communication 1.4 Factors to consider when selecting a channel of communication 1.5 Barriers to effective communication 1.6 Flow/patterns of communication 1.7 Sources of information 1.8 Organizational policies 1.9 Record keeping	<ul style="list-style-type: none"> • Written tests • Third party report • Portfolio of Evidence • Projects
2. Implement types of communication	2.1 Written Communication <ul style="list-style-type: none"> 2.1.1 Types of written communication 2.1.2 Elements of communication 2.1.3 Organization requirements for written communication 2.2 Non- Verbal <ul style="list-style-type: none"> 2.2.1 Utilize body language and 2.2.2 Gestures 2.2.3 Apply body posture 2.2.4 Apply workplace dressing code 2.3 Oral Communication <ul style="list-style-type: none"> 2.3.1 Types of oral communication pathways 2.3.2 Effective questioning techniques 2.3.3 Interviews 2.3.4 Workplace etiquette 	<ul style="list-style-type: none"> • Written tests • Third party report • Portfolio of Evidence • Projects

Learning Outcome	Content	Suggested Assessment Methods
	2.3.5 Active listening	
3. Implement service charter	3.1 Introduction to service charter 3.2 Importance of service charter 3.3 Correspondence response 3.4 Retrieval of records	<ul style="list-style-type: none"> • Oral questioning • Observation • Written report
4. Safeguarding confidentiality of information	4.1 Introduction to information confidentiality 4.2 Physical securing of records and correspondences <ul style="list-style-type: none"> 4.2.1 Lock and key 4.2.2 Reinforced storage 4.2.3 Fireproofing 4.2.4 Lockable cabinets 4.2.5 Restricted access 4.3 Monitoring of records and correspondence 4.4 Information security 4.5 Sensitization of employees on information confidentiality 4.6 Tracing of records and correspondences	<ul style="list-style-type: none"> • Oral questioning • Observation • Written report
5. Coordinate communication on social media platforms	5.1 Social media requirements 5.2 Social media policies and procedures 5.3 Social media platforms 5.4 Social media content sourcing 5.5 Customer interactions on social media	<ul style="list-style-type: none"> • Oral questioning • Observation • Written questions • Project

Learning Outcome	Content	Suggested Assessment Methods
	5.6 Social media accounts update 5.7 Adherence to legal and ethical practices 5.8 Social media monitoring tools 5.8.1 Twitter counter 5.8.2 Hootsuite 5.8.3 Klout 5.8.4 Buzzlogix 5.8.5 Digimind 5.9 Social media engagements report implementation	
6. Prepare work place meetings	6.1 Introduction to minute taking 6.2 Types of meetings 6.3 Structure of meetings 6.3.1 Notice 6.3.2 Agenda 6.3.3 Preparation of other relevant documents 6.3.4 Minute formats	<ul style="list-style-type: none"> • Oral questioning • Observation • Oral presentation • Written report • Project
7. Prepare workplace report	7.1 Introduction to report writing 7.1.1 Definition 7.1.2 Principles e.g. conciseness, clarity 7.2 Importance of reports 7.3 Forms and types of reports 7.3.1 Oral reports 7.3.2 Written reports 7.3.3 Recorded 7.4 Reports formats	<ul style="list-style-type: none"> • Oral questioning • Observation • Written report • Project

Learning Outcome	Content	Suggested Assessment Methods
	7.4.1 Letter format 7.4.2 Memo format 7.5 Reports preparation	

Suggested Methods of instructions

- Instructor led facilitation of theory
- Demonstration by trainer
- Practical work by trainee
- Viewing of related videos
- Project
- Group discussions

Recommended Resources for 25 trainees

S/No.	Category/Item	Description/ Specifications	Quantity	Recommended Ratio (Item: Trainee)
A	Learning Materials			
1.	Charts	<ul style="list-style-type: none"> • Flip Charts • Rules and Regulations 	5	1:6
2.	External Storage Media	Flash disks, Compact Disks; Re-Writable	5	1:6
3.	Smart board (Where Applicable)	LCD or projector	1	1:30
4.	Whiteboard	Glass, melamine, porcelain	1	1:30
B	Learning Facilities & Infrastructure			
5.	Lecture/Theory Room	(9* 8 sq. metres)	1	1:30
6.	Internet Connection	System	1	1:30

C	Consumable Materials			
7.	Markers	Whiteboard markers and permanent Markers	5	1:6
8.	Printing Papers	Sizes A4, A3, A2 etc	5 reams	1:6
D	Tools And Equipment			
9.	Desktops	Any model	30	1:1
10.	Printer	Inkjet, LaserJet	2	1:15
11.	Computers Software:	<ul style="list-style-type: none"> •Windows/Linux/Macintosh Operating System •Microsoft Office Software •Google Workspace Account Antivirus Software 	1	1:1

Suggested Methods of Instruction

- Discussion
- Role playing
- Simulation
- Direct instruction
- Field trips

References

- Organization operating procedures
- Industry/workplace codes of practice
- Cooperative societies act
- Sacco societies act
- Text books
- Cooperative society journals
- Magazines
- E-learning resources

WORK ETHICS AND PRACTICES

UNIT CODE: 0417 451 02A

TVET CDACC UNIT CODE: BUS/CU/SC/BC/03/5/MA

Duration of Unit: 60 hours

Relationship to Occupational Standards

This unit addresses the Unit of Competency: Apply Work Ethics and Practices.

Unit Description

This unit covers competencies required to demonstrate employability skills. It involves the ability to: conduct self-management, promote ethical work practices and values, promote teamwork, manage workplace conflicts, maintain professional and personal development, apply problem-solving, and promote customer care.

Summary of Learning Outcomes

S.NO	ELEMENT	DURATION (HRS)
1.	Apply self-management skills	5
2.	Promote ethical practices and values	4
3.	Promote Teamwork	9
4.	Maintain professional and personal development	5
5.	Apply Problem-solving skills	10
6.	Promote Customer care	7
	TOTAL	40HRS

Learning Outcomes, Content, and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Apply self-management skills	1.1 Formulating personal vision, mission, and goals 1.2 Self-awareness	<ul style="list-style-type: none">● Written assessment● Oral assessment

Learning Outcome	Content	Suggested Assessment Methods
	1.3 Emotional intelligence and coping with Work Stress. 1.4 Assertiveness development 1.5 Accountability and responsibility for one's actions 1.6 Time management, attendance and punctuality 1.7 Setting performance targets 1.8 Self-strengths and weaknesses 1.9 Motivation, initiative and proactivity 1.10 Individual performance evaluations	<ul style="list-style-type: none"> • Third party reports • Portfolio of evidence • Project • Practical
2. Promote ethical work practices and values	2.1 Integrity 2.2 Organizational codes of conduct 2.3 Industry policies and procedures 2.4 Professionalism	<ul style="list-style-type: none"> • Written assessment • Oral assessment • Third party reports • Portfolio of evidence • Project • Practical
3. Promote Teamwork	3.1 Teams <ul style="list-style-type: none"> 3.1.1 Small work group 3.1.2 Staff in a section/department 3.1.3 Inter-agency group 3.1.4 Virtual teams 3.2 Team roles and objectives 3.3 Team activities 3.4 Team performance 3.5 Conflict resolution <ul style="list-style-type: none"> 3.5.1 Interpersonal Conflict. 	<ul style="list-style-type: none"> • Written assessment • Oral assessment • Third party reports • Portfolio of evidence • Project • Practical Assessment

Learning Outcome	Content	Suggested Assessment Methods
	3.5.2 Intrapersonal Conflict. 3.5.3 Intergroup Conflict. 3.5.4 Intragroup Conflict. 3.6 Gender and diversity mainstreaming 3.7 Healthy workplace relationships 3.7.1 Man/Woman 3.7.2 Trainer/trainee 3.7.3 Employee/employer 3.7.4 Client/service provider 3.7.5 Husband/wife 3.7.6 Boy/girl 3.7.7 Parent/child 3.7.8 Sibling relationships 3.8 Adaptability and flexibility	
4. Maintain professional and personal development	4.1 Personal development and growth 4.1.1 Growth in the job 4.1.2 Career mobility 4.1.3 Gains and exposure the job gives 4.1.4 Net workings 4.1.5 Benefits that accrue to the individual as a result of noteworthy performance 4.2 Training and career opportunities 4.2.1 Participation in	<ul style="list-style-type: none"> ● Written assessment ● Oral assessment ● Third party reports ● Portfolio of evidence ● Project ● Practical

Learning Outcome	Content	Suggested Assessment Methods
	<p>training programs</p> <p>4.2.2 Serving as Resource Persons in conferences and workshops</p> <p>4.2.3 Capacity building</p> <p>4.3 Training resources</p> <p>4.3.1 Human</p> <p>4.3.2 Financial</p> <p>4.3.3 Technology</p> <p>4.4 Licenses and certifications for professional growth and development</p> <p>4.5 Recognitions in career advancement</p> <p>4.6 Work-life balance</p> <p>4.7 Dynamism and on-the-job learning</p>	
<p>5. Apply Problem-solving skills</p>	<p>5.1 Creative, innovative and practical solutions</p> <p>5.1.1 New ideas</p> <p>5.1.2 Original ideas</p> <p>5.1.3 Different ideas</p> <p>5.1.4 Methods/procedures</p> <p>5.1.5 Processes</p> <p>5.1.6 New tools</p> <p>5.2 Independence and initiative in problem identification and solving</p>	<ul style="list-style-type: none"> ● Written assessment ● Oral assessment ● Third party reports ● Portfolio of evidence ● Project ● Practical

Learning Outcome	Content	Suggested Assessment Methods
	5.3 Problem-solving process 5.4 Methods of solving problems 5.5 Problem analysis and assumption testing	
6. Promote Customer Care	6.1 Identifying customer needs 6.2 Customer feedback methods <ul style="list-style-type: none"> 6.2.1 Verbal 6.2.2 Written 6.2.3 Informal 6.2.4 Formal 6.3 Resolving customer concerns 6.4 Customer outreach programs 6.5 Customer retention	<ul style="list-style-type: none"> ● Written assessment ● Oral assessment ● Third party reports ● Portfolio of evidence ● Project ● Practical

Suggested Methods of Instruction

- Simulation/Role play
- Group Discussion
- Presentations
- Projects
- Case studies
- Assignments

FINANCIAL ACCOUNTING

UNIT CODE: 0411 451 09A

TVET CDACC UNIT CODE: BUS/CU/SC/CC/02/5/MA

Duration of unit: 120 hours

Relationship to occupational standards

This unit addresses the unit of competency: Apply Financial Accounting Skills.

UNIT DESCRIPTION

This unit specifies the competencies required to apply financial accounting skills. It involves applying accounting concepts, conventions and policies, preparing books of original entries, posting transactions to the ledger, preparing cash books, correcting accounting errors, preparing bank reconciliation statements, maintaining non-current assets register, maintaining receivables and payables ledgers and preparing sole trader statements.

Summary of Learning Outcomes

S.NO	ELEMENTS	DURATION (HRS)
1.	Apply accounting concepts, conventions and policies	8
2.	Prepare books of original entries	10
3.	Post transaction to the ledger	16
4.	Prepare cash books	10
5.	Correct accounting errors	16
6.	Prepare bank reconciliation statements	8
7.	Maintain non-current assets' register	18
8.	Maintain receivables and payables ledge	13
9.	Prepare sole trader statements	20
	TOTAL	120 HRS

Learning Outcomes, Content and Suggested Assessment Methods

Learning outcomes	Content	Assessment methods
1. Apply accounting concepts, conventions and policies	1.1 Accounting concepts, conventions and policies 1.1.1 Going concern 1.1.2 Accrual 1.1.3 Prudence 1.1.4 Matching 1.2 Accounting equation 1.3 Users of accounting information	<ul style="list-style-type: none"> • Practical assessments • Projects • Poe evaluation • Third party reports • Written tests
2. Prepare books of original entries	2.1 Classification of transactions 2.1.1 Cash transactions 2.1.2 Credit transactions 2.2 Source documents 2.2.1 Invoices 2.2.2 Vouchers 2.2.3 Receipts 2.3 Books of original entry 2.3.1 Purchases day book 2.3.2 Sales day book 2.3.3 Petty cash book 2.4 Source documents recording	<ul style="list-style-type: none"> • Practical • Projects • Poe evaluation • Third party reports • Written tests
3. Post transaction to the ledger	3.1 Classification of ledgers 3.1.1 General ledger 3.1.2 Sales ledger 3.1.3 Purchases ledger	<ul style="list-style-type: none"> • Practical • Projects • Poe evaluation

	3.2 ledger accounts identification 3.3 Posting of transactions to ledgers 3.4 Balancing off ledger accounts 3.5 Trial Balance 3.6 Preparation of Trial Balance	<ul style="list-style-type: none"> • Third party reports • Written tests
4. Prepare cash books	4.1 Cash books <ul style="list-style-type: none"> 4.1.1 Two column cashbook 4.1.1 Three column cashbook 4.1.2 Petty cashbook 4.2 Classification of cash receipts 4.3 Recording of cash receipts 4.4 Discounts <ul style="list-style-type: none"> 4.4.1 Cash discounts 4.4.2 Trade discounts 4.4.3 Quantity discounts 	<ul style="list-style-type: none"> • Practical • Projects • Poe evaluation • Third party reports • Written tests
5. Correct accounting errors	5.1 Errors affecting the trial balance 5.2 Errors that do not affect the trial balance 5.3 Correction of errors 5.4 Suspense account 5.5 Reported gross/net profit 5.6 The final statement of financial position	<ul style="list-style-type: none"> • Practical • Projects • Poe evaluation • Third party reports • Written tests
6. Prepare bank reconciliation	6.1 Cash book and bank statement	<ul style="list-style-type: none"> • Practical

statements	<p>balance discrepancies:</p> <p>6.1.2 Items appearing in the cashbook but not in the bank statement</p> <p>6.1.3 Items appearing in the bank statement but not in the cash book</p> <p>6.1.4 Errors</p> <p>6.2 Update the cash book</p> <p>6.3 Bank reconciliation statement</p>	<ul style="list-style-type: none"> • Projects • Poe evaluation • Third party reports • Written tests
7. Maintain non-current assets' register	<p>7.1 Determining costs of assets as per Accounting standards</p> <p>7.2 Depreciation computation</p> <p>7.3 Depreciation recording as per accounting guidelines</p> <p>7.4 Accounting treatment on depreciation</p> <p>7.5 Acquisition of Non-current assets</p> <p>7.6 Disposal of non-current assets</p> <p>7.7 Determining asset balances</p>	<ul style="list-style-type: none"> • Practical • Projects • Poe evaluation • Third party reports • Written tests
8. Maintain receivables and payables ledgers	<p>3.1 Bad debts written off</p> <p>3.2 Provision for bad debts</p> <p>3.3 Adjusting receivable balances</p> <p>3.4 Adjusting Payable balances</p>	<ul style="list-style-type: none"> • Practical • Projects • Poe evaluation

	3.5 Control accounts: 3.5.1 Sales ledger control account 3.5.2 Purchases ledger control account	<ul style="list-style-type: none"> • Third party reports • Written tests
9. Prepare sole trader statements	9.1. Income and expenditure 9.2. Year-end adjustments 9.3. Accruals 9.4 Prepayments 9.5 Provisions 9.6 Statement of profit or loss 9.7 Statement of financial position items 9.8 Statement of financial position	<ul style="list-style-type: none"> • Practical • Projects • Poe evaluation • Third party reports • Written tests

Suggested delivery methods

- Demonstration
- Practical work by trainee
- Fieldwork and benchmarking
- Group discussions
- Case studies
- Role play

List of Recommended Resources for 30 trainees

Tools, Equipment and Materials

S/No.	Category/Item	Description/Specifications	Quantity	Recommended Ratio (Item: Trainee)
A	Learning Materials			
1.	Charts	<ul style="list-style-type: none"> • Flip Charts 	5	1:6

		<ul style="list-style-type: none"> Rules and Regulations 		
2.	External Storage Media	Flash disks, Compact Disks; Re-Writable	5	1:6
3.	Smart board (Where Applicable)	LCD or projector	1	1:30
4.	Whiteboard	Glass, melamine, porcelain	1	1:30
B	Learning Facilities & Infrastructure			
5.	Lecture/Theory Room	(9* 8 sq. metres)	1	1:30
6.	Internet Connection	System	1	1:30
C	Consumable Materials			
7.	Markers	Whiteboard markers and permanent Markers	5	1:6
8.	Printing Papers	Sizes A4, A3, A2 etc	5 reams	1:6
D	Tools And Equipment			
9.	Desktops	Any model	30	1:1
10.	Printer	Inkjet, LaserJet	2	1:15
11.	Computers Software:	<ul style="list-style-type: none"> Windows/Linux/Macintosh Operating System Microsoft Office Software Google Workspace Account Antivirus Software 	1	1:1

References

- Organization operating procedures
- Industry/workplace codes of practice
- Cooperative societies act

- Sacco societies act
- Text books
- Cooperative society journals
- Magazines
- E-learning resources

HANDLING ORGANIZATIONS' MATERIALS

UNIT CODE: 0416 451 25A

TVET CDACC UNIT CODE: BUS/CU/SC/CR/01/5/MA

Duration: 120 Hours

Relationship to Occupational Standards: This unit addresses the Unit of competency:
Handle Organizations' Materials

Unit Description

This unit specifies the competencies required to handle organization materials. It involves verifying organization materials, organizing material handling equipment, organizing storage equipment and handling materials movement.

Summary of learning outcomes

S.NO	ELEMENTS	DURATION (HOURS)
1.	Verify Organization Materials	25
2.	Organize Material Handling Equipment	28
3.	Organize Storage Equipment	37
4.	Handle Materials Movement	30
	Total	120

Learning Outcomes, Content and Methods of Assessment

Learning Outcomes	Content	Methods of Assessment
1. Verify Organization Materials	1.1 Classification of materials 1.1.1 Meaning of classification 1.1.2 Benefits of classification 1.1.3 Advantages and disadvantages of classification 1.2 Coding of materials	<ul style="list-style-type: none">• Practical• Projects• Portfolio of evidence evaluation• Third party reports• Written tests

	<p>1.2.1 Meaning</p> <p>1.2.2 Advantages and disadvantages</p> <p>1.2.3 Methods of coding</p> <p>1.2.3.1 Numerical</p> <p>1.2.3.2 Alphabetical</p> <p>1.2.3.3 Alpha-numerical</p> <p>1.2.3.4 Decimal</p> <p>1.2.3.5 Mnemonics</p> <p>1.2.3.6 Color-coding</p> <p>1.3 Material documentation</p>	<ul style="list-style-type: none"> • Oral questions
<p>2. Organize Material Handling Equipment</p>	<p>2.1 Definition of material handling</p> <p>2.1.1 Objectives of material handling</p> <p>2.1.2 Material handling methods</p> <p>2.1.3 Principles of material handling</p> <p>2.1.4 Materials handling procedures</p> <p>2.1.5 Components of material handling</p> <p>2.2 Types of material handling equipment</p> <p>2.2.1 Safety procedures for material handling</p> <p>2.2.2 Maintenance of Material handling equipment</p> <p>2.3 Storage equipment documentation</p>	<ul style="list-style-type: none"> • Practical • Projects • Portfolio of evidence evaluation • Third party reports • Written tests • Oral questions

<p>3. Organize Storage Equipment</p>	<p>3.1 Classification of material storage equipment</p> <p>3.1.1 Shelving and racking system</p> <p>3.1.2 Bulk storage containers</p> <p>3.1.3 Automated storage and retrieval system</p> <p>3.1.4 Drawer storage system</p> <p>3.2 Importance of organizing storage equipment</p> <p>3.3 Principles of storage equipment organization</p> <p>3.3.1 Categorization</p> <p>3.3.2 Accessibility</p> <p>3.3.3 Labelling</p> <p>3.3.4 Regular maintenance</p> <p>3.4 Factors to consider when choosing storage equipment</p> <p>3.5 Storage equipment documentation</p>	<ul style="list-style-type: none"> • Practical • Projects • Portfolio of evidence evaluation • Third party reports • Written tests • Oral questions
<p>4. Handle Materials Movement</p>	<p>4.1 Meaning of materials movement</p> <p>4.2 Types of material movement</p> <p>4.3 Considerations in materials movement</p> <p>1.3.1 Safety</p> <p>1.3.2 Efficiency</p> <p>1.3.3 Cost</p> <p>1.3.4 Sustainability</p> <p>1.4 Material handling equipment</p> <p>1.5 Factors considered in selecting material handling equipment</p> <p>1.6 Factors affecting material</p>	<ul style="list-style-type: none"> • Practical • Projects • Portfolio of evidence evaluation • Third party reports • Written tests • Oral questions

	<p>movement</p> <p>1.7 Documents used in material movement</p> <p>1.8 Materials for movement inspection</p>	
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Suggested Delivery Methods

- Practical Work by trainee
- Fieldwork and benchmarking
- Group discussions

List of Recommended Resources for 30 trainees

Tools, Equipment and Materials

S/No.	Category/Item	Description/ Specifications	Quantity	Recommended Ratio (Item: Trainee)
A	Learning Materials			
1.	Charts	<ul style="list-style-type: none"> • Flip Charts • Rules and Regulations 	5	1:6
2.	External Storage Media	Flash disks, Compact Disks; Re-Writable	5	1:6
3.	Smart board (Where Applicable)	LCD or projector	1	1:30
4.	Whiteboard	Glass, melamine, porcelain	1	1:30
B	Learning Facilities & Infrastructure			
5.	Lecture/Theory Room	(9* 8 sq. metres)	1	1:30
6.	Internet Connection	System	1	1:30
C	Consumable Materials			

7.	Markers	Whiteboard markers and permanent Markers	5	1:6
8.	Printing Papers	Sizes A4, A3, A2 etc	5 reams	1:6
D	Tools And Equipment			
9.	Desktops	Any model	30	1:1
10.	Printer	Inkjet, LaserJet	2	1:15
11.	Computers Software:	<ul style="list-style-type: none"> •Windows/Linux/Macintosh Operating System •Microsoft Office Software •Google Workspace Account Antivirus Software 	1	1:1

References

- PPADA 2015
- Organization operating procedures
- Industry/workplace codes of practice
- Text books
- Journals
- Magazines
- E-learning resources

MODULE IV

DIGITAL LITERACY

UNIT CODE: 0611 451 01A

TVET CDACC UNIT CODE: BUS/CU/SC/BC/01/5/MA

Duration of Unit: 40 Hours

Relationship to Occupational Standards

This unit addresses the Unit of Competency: Apply Digital Literacy

Unit Description

This unit covers the competencies required to demonstrate digital literacy. It involves operating computer devices, solving tasks using the Office suite, managing data and information, performing online communication and collaboration, applying cybersecurity skills, and performing jobs online.

Summary of Learning Outcomes

S.NO	ELEMENTS	DURATION (HRS)
1.	Apply communication channels Operate Computer Devices	6
2.	Solve Tasks Using Office Suite	6
3.	Manage Data and Information	6
4.	Perform Online Communication and Collaboration	6
5.	Apply Cyber security Skills	5
6.	Perform Online Jobs	5
7.	Apply job entry techniques	6
	TOTAL	40HRS

Learning Outcomes, Content, and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Operate computer devices	<p>1.1 Computer device Desktops</p> <p>1.1.1 Laptops</p> <p>1.1.2 Smartphones</p> <p>1.1.3 Tablets</p> <p>1.1.4 Smartwatches</p> <p>1.2 Computer Hardware</p> <p>1.2.1 The System Unit E.g. Motherboard, CPU, casing</p> <p>1.2.2 Input Devices e.g. Pointing, keying, scanning, voice/speech recognition, direct data capture devices.</p> <p>1.2.3 Output Devices e.g. hardcopy output and softcopy output</p> <p>1.2.4 Storage Devices e.g. main memory e.g. RAM, secondary storage (Solid state devices, Hard Drives, CDs & DVDs, Memory cards, Flash drives</p> <p>1.2.5 Computer Ports e.g. HDMI, DVI, VGA, USB type C</p> <p>1.3 Classification of computer software</p> <p>1.3.1 System software e.g. Operating System (Windows, Macintosh, Linux, Android, iOS)</p> <p>1.3.2 Application Software e.g. Word</p>	<ul style="list-style-type: none"> • Practical assessment • Project • Portfolio of evidence • Third party reports • Written tests • Oral questions

Learning Outcome	Content	Suggested Assessment Methods
	<p>Processors, Spreadsheets, Presentations etc.</p> <p>1.3.3 Utility Software e.g. Antivirus programs</p> <p>1.4 Procedure for turning on and off computer devices</p> <p>1.5 Mouse use techniques</p> <p>1.5.1 Clicking</p> <p>1.5.2 Double-clicking</p> <p>1.5.3 Right-clicking</p> <p>1.5.4 Drag and drop</p> <p>1.6 Keyboard Techniques</p> <p>1.7 File and folders creation</p> <p>1.8 Computer Internet Connection Options</p> <p>1.8.1 Mobile Networks/Data Plans</p> <p>1.8.2 Wireless Hotspots</p> <p>1.8.3 Cabled (Ethernet/Fiber)</p> <p>1.8.4 Dial-Up</p> <p>1.8.5 Satellite</p> <p>1.9 Computer external devices management</p> <p>1.9.1 Device connections</p> <p>1.9.2 Device controls (volume controls and display properties)</p>	

Learning Outcome	Content	Suggested Assessment Methods
2. Solve tasks using Office suite	<p>2.1 Word Processing concepts</p> <p>2.1.1 Creating word documents</p> <p>2.1.2 Editing word documents</p> <p>2.1.3 Formatting word documents</p> <p>2.1.4 Saving word document</p> <p>2.1.5 Printing word documents</p> <p>2.2 Worksheet data preparation</p> <p>2.3 Worksheet data editing</p> <p>2.5 Data manipulation on a worksheet</p> <p>2.5.1 Use of formulae</p> <p>2.5.2 Use of functions</p> <p>2.5.3 Sorting</p> <p>2.5.4 Filtering</p> <p>2.5.5 Visual representation using charts</p> <p>2.6 Worksheet saving and printing</p> <p>2.7 Electronic presentation concepts</p> <p>2.8 Worksheet printing</p> <p>2.9 Electronic Presentation concepts</p> <p>2.9.1 Creating slides</p> <p>2.9.2 Editing slides</p> <p>2.9.3 Formatting slides</p>	<ul style="list-style-type: none"> • Practical assessment • Project • Portfolio of evidence • Third party reports • Written tests • Oral questions

Learning Outcome	Content	Suggested Assessment Methods
	2.9.4 Applying slide effects and transitions 2.9.5 Creating and playing slideshows 2.9.6 Saving presentations 2.9.7 Printing slides and handouts	
3. Manage Data and Information	3.1 Types of internet services 3.1.1 Communication Services 3.1.2 Information Retrieval Services 3.1.3 File Transfer 3.1.4 World Wide Web Services 3.1.5 Web Services 3.1.6 Automatic Network Address Configuration 3.1.7 News Group 3.1.8 Ecommerce 3.2 Types of Internet Access Applications 3.2.1 Browsers 3.2.2 Email Apps 3.2.3 E-commerce Apps 3.3 Internet search 3.4 Online digital content download 3.5 Identification and back up of digital content	<ul style="list-style-type: none"> • Portfolio of Evidence • Project • Written assessment • Practical assessment • Oral assessment
4. Perform online	4.1 Netiquette principles	<ul style="list-style-type: none"> • Observation

Learning Outcome	Content	Suggested Assessment Methods
communication and collaboration	<p>4.2 Communication concepts</p> <p>4.2.1 Online communities</p> <p>4.2.2 Communication tools</p> <p>4.2.3 Email concepts</p> <p>4.3 Using email</p> <p>4.3.1 Sending email</p> <p>4.3.2 Receiving email</p> <p>4.3.3 Tools and settings</p> <p>4.3.4 Organizing email</p> <p>4.4 Digital content copyright and licenses</p> <p>4.5 Online collaboration tools</p> <p>4.5.1 Online Storage (Google Drive)</p> <p>4.5.2 Online productivity applications (Google Docs & Forms)</p> <p>4.5.3 Online meetings (Google Meet/Zoom)</p> <p>4.5.4 Online learning environments</p> <p>4.5.5 Online calendars (Google Calendars)</p> <p>4.5.6 Social networks (Facebook/Twitter - Settings & Privacy)</p> <p>4.6 Preparation for online collaboration</p> <p>4.6.1 Common setup features</p> <p>4.6.2 Setup</p>	<ul style="list-style-type: none"> • Portfolio of Evidence • Project • Written assessment • Practical assessment • Oral assessment

Learning Outcome	Content	Suggested Assessment Methods
	4.7 Mobile collaboration 4.7.1 Key concepts 4.7.2 Using mobile devices 4.7.3 Applications 4.7.4 Synchronization	
5. Apply cybersecurity skills	5.1 Data protection and privacy 5.1.1 Confidentiality of data/information 5.1.2 Integrity of data/information 5.1.3 Availability of data/information 5.2 Internet security threats 5.2.1 Malware attacks 5.2.2 Social engineering attacks 5.2.3 Distributed denial of service (DDoS) 5.2.4 Man-in-the-middle attack (MitM) 5.2.5 Password attacks 5.2.6 IoT Attacks 5.2.7 Phishing Attacks 5.2.8 Ransomware 5.3 Computer threats and crimes 5.4 Cybersecurity control measures 5.4.1 Physical Controls 5.4.2 Technical/Logical Controls (Passwords, PINs, Biometrics)	<ul style="list-style-type: none"> • Observation • Portfolio of Evidence • Project • Written assessment • Practical assessment • Oral assessment

Learning Outcome	Content	Suggested Assessment Methods
	5.4.3 Operational Controls 5.5 Laws governing protection of ICT in Kenya 5.5.1 The Computer Misuse and Cybercrimes Act No. 5 of 2018 5.5.2 The Data Protection Act No. 24 Of 2019	
6. Perform Online Jobs	6.1 Introduction to online working 6.2 Types of online Jobs 6.3 Online job platforms 6.3.1 Remotask 6.3.2 Data annotation tech 6.3.3 Cloud worker 6.3.4 Upwork 6.3.5 Oneforma 6.3.6 Appen 6.4 Online account and profile management 6.5 Identifying online jobs/job bidding 6.6 Online digital identity 6.7 Executing online tasks 6.8 Management of online payment accounts.	<ul style="list-style-type: none"> • Observation • Portfolio of Evidence • Project • Written assessment • Practical assessment • Oral assessment
7. Apply job entry techniques	7.1 Types of job opportunities 7.1.1 Self-employment 7.1.2 Service provision 7.1.3 product development 7.1.4 salaried employment	<ul style="list-style-type: none"> • Observation • Oral assessment • Portfolio of evidence

Learning Outcome	Content	Suggested Assessment Methods
	7.2 Sources of job opportunities 7.3 Resume/ curriculum vitae 7.4 Job application letter <ul style="list-style-type: none"> 7.4.1 What to include 7.4.2 Addressing a cover letter 7.4.3 Signing off a cover letter 7.5 Portfolio of Evidence <ul style="list-style-type: none"> 7.5.1 Academic credentials 7.5.2 Letters of commendations 7.5.3 Certification of participations 7.5.4 Awards and decorations 7.6 Interview skills 7.7 Generally knowledgeable in current affairs and technical area	<ul style="list-style-type: none"> • Third party report • Written assessment

Suggested Methods of Instruction

- Practical work by trainees
- Viewing of related videos
- Group discussions
- Project
- Role play
- Case study

Recommended Resources for 30 Trainees

S/No.	Category/Item	Description/ Specifications	Quantity	Recommended Ratio (Item: Trainee)
A	Learning Materials			
8.	Charts	<ul style="list-style-type: none"> • Flip Charts • Rules and Regulations 	5	1:6
9.	External Storage Media	Flash disks, Compact Disks; Re-Writable	5	1:6
10.	Smart board (Where Applicable)	LCD or projector	1	1:30
11.	Whiteboard	Glass, melamine, porcelain	1	1:30
B	Learning Facilities & Infrastructure			
12.	Lecture/Theory Room	(9* 8 sq. metres)	1	1:30
13.	Internet Connection	System	1	1:30
C	Consumable Materials			
14.	Markers	Whiteboard markers and permanent Markers	5	1:6
15.	Printing Papers	Sizes A4, A3, A2 etc	5 reams	1:6
D	Tools And Equipment			
16.	Desktops	Any model	30	1:1
17.	Printer	Inkjet, LaserJet	2	1:15
18.	Computers Software:	<ul style="list-style-type: none"> •Windows/Linux/Macintosh Operating System •Microsoft Office Software •Google Workspace Account Antivirus Software 	1	1:1

References

- Organization operating procedures
- Industry/workplace codes of practice
- Cooperative societies act
- Sacco societies act
- Text books
- Cooperative society journals
- Magazines
- E-learning resources

ENTREPRENEURIAL SKILLS

UNIT CODE: 0413 451 03A

TVET CDACC UNIT CODE: BUS/CU/SC/BC/04/5/MA

Duration of unit: 40 hours

Relationship to occupational standards

This unit addresses the unit of competency: Apply Entrepreneurial Skills.

Unit Description:

This unit covers the competencies required to demonstrate an understanding of entrepreneurship. It involves demonstrating an understanding of financial literacy, applying entrepreneurial concepts identifying entrepreneurship opportunities, applying business legal aspects, and developing business innovative strategies and business plans.

Summary of Learning Outcomes

S.NO	ELEMENTS	DURATION (HRS)
1.	Apply financial literacy	6
2.	Apply the entrepreneurial concept	7
3.	Identify entrepreneurship opportunities	6
4.	Apply business legal aspects	7
5.	Innovate Business Strategies	8
6.	Develop a business plan	6
	TOTAL	40

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Apply financial literacy	1.1 Sources of personal and business funds 1.1.1 Salary/Wages 1.1.2 Investments 1.1.3 Savings	<ul style="list-style-type: none">• Project• Written assessment• Oral assessment

Learning Outcome	Content	Suggested Assessment Methods
	1.1.4 Inheritance 1.1.5 Government Benefits 1.1.6 Equity financing 1.1.7 Debt financing 1.1.8 Retained earnings 1.1.9 Leasing and asset financing 1.2 Personal finance management 1.3 Saving management 1.4 Debt management 1.5 Investment decisions 1.6 Types of investments 1.7 Insurance services 1.8 insurance products available in the market 1.9 Insurable risks	<ul style="list-style-type: none"> • Third party report • Interviews
2. Apply entrepreneurial concept	2.1 Difference between Entrepreneurs and Business persons 2.2 Types of entrepreneurs 2.2.1 Innovators 2.2.2 Imitators 2.2.3 Craft 2.2.4 Opportunistic 2.2.5 Speculators 2.3 Ways of becoming an entrepreneur	<ul style="list-style-type: none"> • Project • Written assessment • Oral assessment • Third party report

Learning Outcome	Content	Suggested Assessment Methods
	<p>2.4 Characteristics of Entrepreneurs</p> <p>2.4.1 Creative</p> <p>2.4.2 Innovative</p> <p>2.4.3 Planner</p> <p>2.4.4 Risk taker</p> <p>2.4.5 Networker</p> <p>2.4.6 Confident</p> <p>2.4.7 Flexible</p> <p>2.4.8 Persistent</p> <p>2.4.9 Patient</p> <p>2.4.10 Independent</p> <p>2.4.11 Future oriented</p> <p>2.4.12 Goal oriented</p> <p>2.5 Salaried employment and self-employment</p> <p>2.6 Requirements for entry into self-employment</p> <p>2.6.1 Technical skills</p> <p>2.6.2 Management skills</p> <p>2.6.3 Entrepreneurial skills</p> <p>2.6.4 Resources</p> <p>2.6.5 Infrastructure</p> <p>2.7 Roles of an Entrepreneur in an enterprise</p> <p>2.8 Contributions of Entrepreneurship</p>	
3. Identify entrepreneurship	3.1 Sources of business ideas	<ul style="list-style-type: none"> • Project

Learning Outcome	Content	Suggested Assessment Methods
opportunities	3.2 Factors to consider when evaluating business opportunity 3.3 Entrepreneurial opportunities 3.4 Business ideas and opportunities generation 3.5 Business life cycle	<ul style="list-style-type: none"> • Written assessment • Oral assessment • Third party report
4.Apply business legal aspects	4.1 Forms of business ownership <ul style="list-style-type: none"> 4.1.1 Sole proprietorship 4.1.2 Partnership 4.1.3 Limited companies 4.1.4 Cooperatives 4.2 Business registration and licensing processing 4.3 Types of contracts and agreements 4.4 Employment laws 4.5 Taxation laws	<ul style="list-style-type: none"> • Project • Written assessment • Oral assessment • Third party report
5.Innovate business Strategies	5.1 Innovative business strategies 5.2 Creativity in business 5.3 Development of innovative business standards <ul style="list-style-type: none"> 5.3.1 New products 5.3.2 New methods of production 5.3.3 New markets 5.3.4 New sources of supplies 5.4 Entrepreneurial Linkages	<ul style="list-style-type: none"> • Project • Written assessment • Oral assessment • Third party report

Learning Outcome	Content	Suggested Assessment Methods
	5.5 ICT in business growth and development	
6.Develop Business Plan	6.1 Business idea description 6.2 Business idea development 6.3 Marketing plan 6.4Organizational/Management Plan 6.5 Production/operation plan 6.6 Financial plan 6.7 Executive summary 6.8 Business plan presentation 6.9 Business idea incubation	<ul style="list-style-type: none"> • Written assessment • Project • Oral assessment • Third party report

Suggested Methods of Instruction

- Direct instruction with active learning strategies
- Project (Business plan)
- Case studies
- Field trips
- Group Discussions
- Demonstration
- Question and answer
- Problem solving
- Experiential
- Team training
- Guest speakers

Recommended Resources for 30 Trainees

S/No.	Category/Item	Description/ Specifications	Quantity	Recommended Ratio
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				(Item: Trainee)
A	Learning Materials			
7.	Charts	<ul style="list-style-type: none"> • Flip Charts • Rules and Regulations 	5	1:6
8.	External Storage Media	Flash disks, Compact Disks; Re-Writable	5	1:6
9.	Smart board (Where Applicable)	LCD or projector	1	1:30
10.	Whiteboard	Glass, melamine, porcelain	1	1:30
B	Learning Facilities & Infrastructure			
11.	Lecture/Theory Room	(9* 8 sq. metres)	1	1:30
12.	Internet Connection	System	1	1:30
C	Consumable Materials			
13.	Markers	Whiteboard markers and permanent Markers	5	1:6
14.	Printing Papers	Sizes A4, A3, A2 etc	5 reams	1:6
D	Tools And Equipment			
15.	Desktops	Any model	30	1:1
16.	Printer	Inkjet, LaserJet	2	1:15
17.	Computers Software:	<ul style="list-style-type: none"> •Windows/Linux/Macintosh Operating System •Microsoft Office Software •Google Workspace Account Antivirus Software 	1	1:1

References

- Organization operating procedures
- Industry/workplace codes of practice
- Cooperative societies act
- Sacco societies act
- Text books
- Cooperative society journals
- Magazines
- E-learning resources

BASIC MATHEMATICS AND STATISTICS

UNIT CODE: 0413 451 10A

TVET CDACC UNIT CODE: BUS/CU/SC/CC/03/5/MA

UNIT DURATION: 120 Hours

Relationship to Occupational Standards: This unit addresses the Unit of Competency: Apply Business Mathematics and Statistics.

Unit Description

This unit specifies the competencies required to apply business mathematics and statistics to solve business problems. It involves working out commercial mathematics, applying statistical equations, applying statistical matrices, carrying out elementary statistics, carrying out descriptive statistics, applying set theory, applying basic probability theory and using index numbers.

Summary of Learning Outcomes

S.NO	ELEMENTS	DURATION (HRS)
1.	Work-out commercial mathematics	14
2.	Apply statistical equations	14
3.	Apply statistical matrices	22
4.	Carry out elementary statistics	10
5.	Carry out descriptive statistics	19
6.	Apply set theory	9
7.	Apply basic probability theory	14
8.	Use index numbers	7
	TOTAL	120

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment
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		Methods
1. Work-out commercial mathematics	1.1 Types of discounts <ul style="list-style-type: none"> 1.1.1 Cash discount 1.1.2 Trade discount 1.1.3 Quantity discount 1.2 Commissions 1.3 Methods of calculating wages <ul style="list-style-type: none"> 1.3.1 Piece rate 1.3.2 Hourly rate 1.4 Computing wages and salaries 1.5 Simple and compound interest 1.6 Profit margin and Mark-ups 1.7 Gross pay and net pay calculation 1.8 Depreciation and appreciation of assets 1.9 Determining hire purchase price 1.10 Foreign exchange transactions	<ul style="list-style-type: none"> • Practical assessment • Project • Portfolio of evidence • Third party reports • Written tests • Oral questions
2. Apply statistical equations	2.1 Solving linear equations with one or more variables 2.2 Solving quadratic equations <ul style="list-style-type: none"> 2.2.1 Formula method 2.2.2 Factorization 2.3 Simultaneous equations <ul style="list-style-type: none"> 2.3.1 Substitution method 2.3.2 Elimination method 2.3.3 Matrix method 2.4 Breakeven analysis 2.5 Calculus <ul style="list-style-type: none"> 2.5.1 Differentiation 2.5.2 Integration 	<ul style="list-style-type: none"> • Practical assessment • Project • Portfolio of evidence • Third party reports • Written tests • Oral questions

	2.6 Total revenue, total cost and profit equations formulation	
3. Apply statistical matrices	3.1 Introduction to matrices 3.2 Operations of matrices 3.2.1 Addition 3.2.2 Subtraction 3.2.3 Division 3.2.4 Multiplication 3.3 Solving a 2*2 matrix 3.4 Determinants of a 2*2 matrix 3.5 Inverse of a 2*2 matrix 3.6 Application of matrices in solving business operations	<ul style="list-style-type: none"> • Practical assessment • Project • Portfolio of evidence • Third party reports • Written tests • Oral questions
4. Carry out elementary statistics	4.1 Introduction to data collection 4.2 Methods of data collection 4.2.1 Primary 4.2.2 Secondary Data 4.3 Sampling techniques 4.3.1 Probability 4.3.2 Non-probability 4.4. Methods of data presentation 4.4.1 Tables and diagrams 4.4.1.1. Frequency distribution table 4.4.1.2. Bar charts 4.4.1.3 Pie charts 4.4.1.4 Histogram 4.4.1.5 frequency polygons 4.4.2 Types of graphs 4.4.2.1 Basic time series graphs	<ul style="list-style-type: none"> • Practical assessment • Project • Portfolio of evidence • Third party reports • Written tests • Oral questions

	4.4.2.2 z-charts 4.4.2.3 Lorenz curves 4.4.2.4 Semi-log graphs 4.5 Cumulative frequency curves (OGIVE)	
5. Carry out descriptive statistics	5.1 Measures of central tendency 5.1.1 Mean 5.1.2 Mode 5.1.3 median 5.2 Measures of dispersion 5.2.1 Variance 5.2.2 Standard deviation 5.3 Measures of skewness and kurtosis	<ul style="list-style-type: none"> • Practical assessment • Project • Portfolio of evidence • Third party reports • Written tests • Oral questions
6. Apply set theory	6.1 Basic set definitions 6.1.1. Set 6.1.2 Element 6.1.3 Empty set 6.2 Operations on sets 6.2.1 Union 6.2.2 Intersection 6.2.3 Difference 6.2.4 Symmetric difference 6.3 Venn diagrams 6.4 Application of set theory	<ul style="list-style-type: none"> • Practical assessment • Project • Portfolio of evidence • Third party reports • Written tests • Oral questions
7. Apply basic probability theory	7.1 Probability events 7.2 Types of events 7.2.1 Simple 7.2.2 Compound 7.2.3 Mutually exclusive	<ul style="list-style-type: none"> • Practical assessment • Project • Portfolio of evidence

	7.2.4 Independent 7.2.5 Dependent 7.3 Rules of probability 7.4 Bayes' Theorem 7.5 Drawing probability trees 7.6 Application of probability	<ul style="list-style-type: none"> • Third party reports • Written tests • Oral questions
8. Use index numbers	8.1 Formulae for computing index numbers 8.2 Computation of index numbers <ul style="list-style-type: none"> 8.2.1 Laspeyre's 8.2.2 Paasche's 8.2.3 Fisher's ideal 8.2.4 Marshal 8.3 Application of index numbers in decision making	<ul style="list-style-type: none"> • Practical assessment • Project • Portfolio of evidence • Third party reports • Written tests • Oral questions

Suggested Delivery Methods

- Demonstration
- Practical work by trainee
- Fieldwork and benchmarking
- Group discussions

List of Recommended Resources for 25 trainees

S/No.	Category/Item	Description/Specifications	Quantity	Recommended Ratio (Item: Trainee)
A	Learning Materials			
1.	Charts	<ul style="list-style-type: none"> • Flip 	5	1:6

		Charts		
B	Learning Facilities & Infrastructure			
2.	Lecture/Theory Room	(9* 8 sq. metres)	1	1:30
3.	Internet Connection	WI-FI, Dial-Up, Cable, Fixed- wireless,	1	1:30
C	Consumable Materials			
4.	Markers	whiteboard markers and permanent markers	5	1:6
5.	Stationery	Printing Papers, Foolscaps	5 reams	1:6
6.	Files / folders		30	1:1
7.	Flash disks		5	1:6
D	Tools And Equipment			
8.	Computers/Laptops	Any model	30	1:1
9.	Projector	LED.LCD, Laser	1	1:30
10.	Whiteboard	Glass, melamine, porcelain	1	1:30
11.	Staplers		2	1:15
12.	Paper punch		2	1:15
13.	Metallic cabinet		1	1:30
14.	Scanner		2	1:15
15.	Printer		1	1:30
16.	Print toners		2	1:15
17.	Shredding machine		1	1:30

Reference

Saleemi, N.A. (2008). Business calculations and statistics simplified (Revised ed.). N.A. Saleemi Publishers

PROCUREMENT OF GOODS AND SERVICES

UNITCODE: 0416 451 11A

TVET CDACC UNIT CODE: BUS/CU/SC/CR/02/5/MA

Duration: 120 Hours

Relationship to Occupational Standards: This unit addresses the Unit of competency: Procure organizations Goods and services.

UNIT DESCRIPTION

This unit specifies the competencies required to procure organizations' goods and services. It involves handling organizations' requisitions, conducting market survey, handling solicitation documents, preparing order documents, expediting procurement orders, receiving procured goods and storing procured goods.

Summary of learning outcomes

S.NO	ELEMENTS	DURATION (HRS)
1.	Handle Organization Requisition	34
2.	Conduct Market Survey	18
3.	Handle Solicitation Documents	19
4.	Prepare order documents	13
5.	Expedite Procurement Orders	7
6.	Receive Procured Goods	15
7.	Store Procured Goods	15
	Total	120

Learning Outcomes, Content and Methods of Assessment

Learning Outcomes	Content	Methods of Assessment
1. Handle Organization Requisitions	1.1 Meaning of terms used in procurement 1.1.1 Procurement 1.1.2 Purchasing 1.1.3 Supply chain management 1.1.4 Logistics 1.1.5 Procurement needs.	<ul style="list-style-type: none">• Practical• Projects• Portfolio of evidence evaluation• Third party reports• Written tests

	<p>Works</p> <p>Goods</p> <p>Services</p> <p>1.1.6 Specifications</p> <p>1.1.7 Procurement planning</p> <p>1.2 Principles of procurement</p> <p>1.3 Definition of requisition</p> <p>1.3.1 Sources of requisition</p> <p>1.3.1.1 Internal</p> <p>1.3.1.2 external</p> <p>1.3.2 Importance of requisitions</p> <p>1.3.3 Types of requisitions</p> <p>1.1.3.1 Material requisition</p> <p>1.1.3.2 Service requisition</p> <p>1.1.3.3 Job card</p> <p>1.3.4 Contents of a requisition document</p> <p>Steps in handling a requisition</p> <p>1.3.5 Personnel involved in handling requisition</p> <p>1.3.5.1 User department</p> <p>1.3.5.2 Procurement unit</p> <p>1.3.5.3 Finance department</p> <p>1.3.5.4 Accounting officer</p> <p>1.4 Technology and tools</p> <p>1.5 Common challenges</p> <p>1.6 Best Practices</p>	<ul style="list-style-type: none"> • Oral questions
<p>2. Conduct Market</p>	<p>2.1 Define market survey</p> <p>2.2 Purpose of market survey</p>	<ul style="list-style-type: none"> • Practical • Projects

Survey	<p>2.3 Techniques of market survey</p> <p>2.4 Instruments of market survey</p> <p>2.4.1 Questionnaires</p> <p>2.4.2 Interview schedule</p> <p>2.4.3 Benchmarking</p> <p>2.5 The process of market survey</p> <p>2.6 Types of Market survey data</p> <p>2.7 Types of market survey</p> <p>2.8 Source of market survey data</p> <p>2.9 Structure of market survey report</p> <p>2.10 Type of market survey report</p>	<ul style="list-style-type: none"> • Portfolio of evidence evaluation • Third party reports • Written tests • Oral questions
3. Handle Solicitation Documents	<p>.1 Definition of Solicitation</p> <p>.2 Importance of solicitation</p> <p>.3 Documents used in solicitation.</p> <p>3.1.1 Procurement plan</p> <p>3.1.2 RFQ</p> <p>3.1.3 RFI</p> <p>3.1.4 ITT</p> <p>3.1.5 RFP</p> <p>3.1.6 Tenders</p> <p>3.1.7 Expression of interest</p> <p>.4 Elements of solicitation</p> <p>.5 Process of solicitation</p> <p>.6 Steps in procurement process</p> <p>.7 Documents raised at each stage of the procurement process</p>	<ul style="list-style-type: none"> • Practical • Projects • Portfolio of evidence evaluation • Third party reports • Written tests • Oral questions
4. Prepare Order	4.1 Definition of order and prerequisite	<ul style="list-style-type: none"> • Practical

Documents	<p>order documents</p> <p>4.2 Types of order documents</p> <p>1.1.1 Requisitions</p> <p>1.1.2 Quotations</p> <p>1.1.3 RFP</p> <p>1.1.4 Purchase register</p> <p>1.1.5 Purchase order (LPO/LSO)</p> <p>4.3 Functions of order documents</p> <p>4.4 Process of approval of LPO</p> <p>4.5 Process of dispatching purchase order documents to supplier.</p>	<ul style="list-style-type: none"> • Projects • Portfolio of evidence evaluation • Third party reports • Written tests • Oral questions
5. Expedite Procurement Orders	<p>.1 Definition of expedition of orders</p> <p>.2 Reasoning for expediting procurement orders</p> <p>.3 The steps in expediting orders</p> <p>.4 Methods of expediting orders.</p> <p>.4.1 Telephone calls</p> <p>.4.2 Emails</p> <p>.4.3 Site visits</p> <p>.5 Status report for pending orders is generated</p>	<ul style="list-style-type: none"> • Practical • Projects • Portfolio of evidence evaluation • Third party reports • Written tests • Oral questions
6. Receive Procured Goods	<p>6.1 Define receiving of goods</p> <p>6.2 Documents used in receiving goods</p> <p>6.3 The process of receiving goods</p> <p>6.4 Receiving Standard Operating Procedures</p> <p>6.5 Factors considered during receiving goods</p> <p>6.6 Nature of preparations during receipt of goods.</p> <p>6.7 Inspection of received goods</p>	<ul style="list-style-type: none"> • Practical • Projects • Portfolio of evidence evaluation • Third party reports • Written tests • Oral questions

	6.8 Factors to consider when inspecting goods 6.9 Types of inspection methods 6.10 Outcomes of inspection	
7. Store Procured Goods	1.1 Meaning of storage <ul style="list-style-type: none"> 1.1.1 Types of storage systems 1.1.2 Factors to consider when choosing storage system 1.1.3 Importance of storage of goods 1.2 Meaning of stock location <ul style="list-style-type: none"> 1.2.1 Importance of stock location 1.2.2 Factors to consider when selecting stock location systems 1.2.3 Methods of stock location 1.2.4 Stock location index 1.2.5 Documents used in storage of goods 1.3 Classification of goods 1.4 Maintenance of records of stored goods	<ul style="list-style-type: none"> • Practical • Projects • Portfolio of evidence evaluation • Third party reports • Written tests • Oral questions

Suggested Delivery Methods

- Practical Work by trainee
- Fieldwork and benchmarking
- Group discussions

List of Recommended Resources for 30 trainees

Tools, Equipment and Materials

S/No.	Category/Item	Description/ Specifications	Quantity	Recommended Ratio (Item: Trainee)
A	Learning Materials			
1.	Charts	<ul style="list-style-type: none"> • Flip Charts • Rules and Regulations 	5	1:6
2.	External Storage Media	Flash disks, Compact Disks; Re-Writable	5	1:6
3.	Smart board (Where Applicable)	LCD or projector	1	1:30
4.	Whiteboard	Glass, melamine, porcelain	1	1:30
B	Learning Facilities & Infrastructure			
5.	Lecture/Theory Room	(9* 8 sq. metres)	1	1:30
6.	Internet Connection	System	1	1:30
C	Consumable Materials			
7.	Markers	Whiteboard markers and permanent Markers	5	1:6
8.	Printing Papers	Sizes A4, A3, A2 etc	5 reams	1:6
D	Tools And Equipment			
9.	Desktops	Any model	30	1:1
10.	Printer	Inkjet, LaserJet	2	1:15
11.	Computers Software:	<ul style="list-style-type: none"> •Windows/Linux/Macintosh Operating System •Microsoft Office Software •Google Workspace Account Antivirus Software 	1	1:1

References

- PPADA 2015
- Organization operating procedures
- Industry/workplace codes of practice
- Text books
- Journals
- Magazines
- E-learning resources

PREPARATION OF GOODS FOR DISTRIBUTION

UNIT CODE: 0416 451 26A

TVET CDACC UNIT CODE: BUS/CU/SC/CR/03/5/MA

Duration: 120 Hours

Relationship to Occupational Standards: This unit addresses the Unit of competency: Prepare Goods for Distribution.

UNIT DESCRIPTION

This unit specifies the competencies required to prepare goods for distribution. It involves receiving customer orders, retrieving customers' orders, consolidating customer orders, packaging customer orders and handling dispatch operations.

Summary of learning outcomes

S.NO	ELEMENTS	DURATION (HRS)
1.	Receive customer orders	33
2.	Retrieve customer orders	38
3.	Consolidate customer orders	33
4.	Package customer orders	11
5.	Handle dispatch operation	5
	Total	120

Learning Outcomes, Content and Methods of Assessment

Learning Outcomes	Content	Methods of Assessment
1. Receive customer orders	1.1 Meaning of customer orders 1.2 Methods of receiving customer orders 1.2.1 Manual methods 1.2.2 Electronic methods 1.2.3 Point of Sale Systems 1.3 Factors to consider when	<ul style="list-style-type: none">• Practical• Projects• Portfolio of evidence evaluation• Third party reports• Written tests

	<p>choosing Methods of receiving customer orders</p> <p>1.4 Distribution</p> <p>1.4.1 Definition of terms</p> <p>1.4.2 Distribution</p> <p>1.4.3 Distribution plan</p> <p>1.4.4 Physical distribution</p> <p>1.5 Steps in distribution plan preparation</p> <p>1.6 Factors to consider in distribution planning</p>	<ul style="list-style-type: none"> • Oral questions
2. Retrieve customer orders	<p>2.1 Definition of retrieval of orders</p> <p>2.2 Methods of retrieving orders</p> <p>2.3 Marshalling picked orders</p> <p>2.4 Benefits of marshalling orders</p> <p>2.5 Factors to consider in marshalling orders</p> <p>2.6 Marshalling strategies</p> <p>2.7 Challenges in marshalling orders</p>	<ul style="list-style-type: none"> • Practical • Projects • Portfolio of evidence evaluation • Third party reports • Written tests • Oral questions
3. Consolidate customer orders	<p>3.1 Order consolidation</p> <p>3.2 Definition of order consolidation</p> <p>3.3 Advantages and disadvantages of order consolidation</p> <p>3.4 Factors to consider in consolidation</p> <p>3.5 Steps in order consolidation</p> <p>3.6 Methods of order consolidation</p>	<ul style="list-style-type: none"> • Practical • Projects • Portfolio of evidence evaluation • Third party reports • Written tests • Oral questions

4. Package customer orders	<p>4.1 Packaging customer orders</p> <p>4.1.1 Definition of packaging orders</p> <p>4.1.2 Types of packaging</p> <p>4.1.3 Methods of packaging</p> <p>4.1.4 Objectives of packaging</p> <p>4.1.5 Advantages and disadvantages</p> <p>4.1.6 Factors determining packaging methods</p> <p>4.1.7 Challenges in packaging</p> <p>4.2 Unitization</p> <p>4.2.1 Meaning of unitization</p> <p>4.2.2 Benefits of unitization</p> <p>4.2.3 Methods of unitization</p>	<ul style="list-style-type: none"> • Practical • Projects • Portfolio of evidence evaluation • Third party reports • Written tests • Oral questions
5. Handle dispatch operation	<p>1.1 Dispatch of materials</p> <p>1.1.1 Meaning of dispatch</p> <p>1.1.2 The dispatch procedure</p> <p>1.1.3 Dispatch equipment</p> <p>1.1.4 Dispatch schedule</p> <p>1.1.5 Documents used in dispatch</p> <p>1.1.6 Security and safety measures in dispatch</p> <p>1.1.7 Factors determining location of dispatch area</p>	<ul style="list-style-type: none"> • Practical • Projects • Portfolio of evidence evaluation • Third party reports • Written tests • Oral questions

Suggested Delivery Methods

- Practical Work by trainee
- Fieldwork and benchmarking
- Group discussions

List of Recommended Resources for 30 trainees

Tools, Equipment and Materials

S/No.	Category/Item	Description/ Specifications	Quantity	Recommended Ratio (Item: Trainee)
A	Learning Materials			
1.	Charts	<ul style="list-style-type: none"> • Flip Charts • Rules and Regulations 	5	1:6
2.	External Storage Media	Flash disks, Compact Disks; Re-Writable	5	1:6
3.	Smart board (Where Applicable)	LCD or projector	1	1:30
4.	Whiteboard	Glass, melamine, porcelain	1	1:30
B	Learning Facilities & Infrastructure			
5.	Lecture/Theory Room	(9* 8 sq. metres)	1	1:30
6.	Internet Connection	System	1	1:30
C	Consumable Materials			
7.	Markers	Whiteboard markers and permanent Markers	5	1:6
8.	Printing Papers	Sizes A4, A3, A2 etc	5 reams	1:6
D	Tools And Equipment			
9.	Desktops	Any model	30	1:1
10.	Printer	Inkjet, LaserJet	2	1:15
11.	Computers Software:	<ul style="list-style-type: none"> •Windows/Linux/Macintosh Operating System •Microsoft Office Software •Google Workspace Account 	1	1:1

		Antivirus Software		
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References

- PPADA 2015
- Organization operating procedures
- Industry/workplace codes of practice
- Text books
- Journals
- Magazines
- E-learning resources

MODULE V

MANAGEMENT SKILLS

UNIT CODE: 0415 451 08A

TVET CDACC UNIT CODE: BUS/CU/SC/CC/04/5/MA

Duration of Unit: 70 Hours

Relationship to occupational standards

This unit addresses the unit of competency: Apply Management Skills.

UNIT DESCRIPTION

This unit describes competencies required to effectively apply management principles in the workplace. It covers applying planning principles, organizing principles, directing principles and coordinating principles.

Summary of learning outcomes

S.NO	ELEMENTS	DURATION (HRS)
1.	Apply planning principle	20
2.	Apply organizing principle	18
3.	Apply directing principle	18
4.	Apply coordinating principle	14
	TOTAL	70

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Apply planning principle	1.1 Goals and objectives 1.1.1 Innovation and adaptability 1.1.2 Customer satisfaction 1.1.3 Employee engagement	<ul style="list-style-type: none">• Practical assessment• Project• Portfolio of evidence

	<p>and development</p> <p>1.1.4 Achieve sustainable growth</p> <p>1.1.5 Ensure financial growth and profitability</p> <p>1.1.6 Identify opportunities for growth and diversification</p> <p>1.2 Work plans</p> <p>1.2.1 Creating timelines</p> <p>1.2.2 Break down the project into specific tasks</p> <p>1.2.3 Identifyi ng resources required</p> <p>1.2.4 Identifyi ng potential risks and challenges</p> <p>1.2.5 Process for seeking approvals</p> <p>1.3 Monitoring of work progress</p> <p>1.4 Principles of</p>	<ul style="list-style-type: none"> • Third party reports • Written tests • Oral questio ns
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	<p>planning</p> <p>1.4.1 Vision and mission</p> <p>1.4.2 Data-driven decision making</p> <p>1.4.3 Flexible plans</p> <p>1.4.4 Transparency in decision making</p> <p>1.4.5 Fair and equitable decision making</p> <p>1.5 Steps in planning process</p> <p>1.6 Barriers to planning</p> <p>1.7 Guidelines to avoiding barriers</p> <p>1.8 Management by objectives</p> <p>1.9 Types of plans</p> <p>1.9.1 Tactical plans</p> <p>1.9.2 Strategic plans</p> <p>1.9.3 Operational plans</p>	
2. Apply organizing principle	<p>2.1 Office goals and objectives</p> <p>2.2 Office tasks and responsibilities</p>	<ul style="list-style-type: none"> • Practical assess

	<p>2.3 Monitoring of progress</p> <p>2.4 Process of organization</p> <p>2.5 Organizing components</p> <p>2.6 Authority and responsibility</p> <p>2.7 Organization structures</p> <p>2.7.1 Product line structure</p> <p>2.7.2 Matrix structure</p> <p>2.7.3 Geographical-based structure</p> <p>2.8 Delegation</p> <p>2.9 Centralization and decentralization</p> <p>2.10 Principles of organization</p>	<p>ment</p> <ul style="list-style-type: none"> • Project • Portfolio of evidence • Third party reports • Written tests • Oral questions
3. Apply directing principle	<p>3.1 Orders and instructions</p> <p>3.2 Staff Supervision</p> <p>3.3 Exchange of opinions and ideas</p> <p>3.4 Characteristics of successful leaders</p> <p>3.5 Leadership roles</p> <p>3.6 Theories</p> <p>3.7 Leadership styles</p>	<ul style="list-style-type: none"> • Practical assessment • Project • Portfolio of evidence

	<p>3.7.1 Bureau cratic leaders hip</p> <p>3.7.2 Charismatic leaders hip</p> <p>3.7.3 Situational leaders hip</p> <p>3.7.4 Autocratic leaders hip</p> <p>3.8 Communication structures</p>	<ul style="list-style-type: none"> • Third party reports • Written tests • Oral questions
4. Apply coordinating principle	<p>4.1 Work schedules creation</p> <p>4.2 Roles and responsibilities</p> <p>4.3 Rewards and recognition</p>	<ul style="list-style-type: none"> • Practical assessment • Project • Portfolio of evidence • Third party reports

		<ul style="list-style-type: none"> • Written tests • Oral questions
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Suggested Methods of Instruction

- Demonstration
- Practical work by trainee
- Fieldwork and benchmarking
- Group discussions
- Role plays
- Case studies

Recommended Resources for 30 trainees

S/No.	Category/Item	Description/Specifications	Quantity	Recommended Ratio (Item: Trainee)
A	Learning Materials			
1.	Charts	<ul style="list-style-type: none"> • Flip Charts • Rules and Regulations 	5	1:6
2.	External Storage Media	Flash disks, Compact Disks; Re-Writable	5	1:6
3.	Smart board (Where Applicable)	LCD or projector	1	1:30
4.	Whiteboard	Glass, melamine, porcelain	1	1:30
B	Learning Facilities & Infrastructure			
1.	Lecture/Theory Room	(9* 8 sq. metres)	1	1:30

2.	Internet Connection	System	1	1:30
C	Consumable Materials			
1.	Markers	Whiteboard markers and permanent Markers	5	1:6
2.	Printing Papers	Sizes A4, A3, A2 etc	5 reams	1:6
D	Tools And Equipment			
1.	Desktops	Any model	30	1:1
2.	Printer	Inkjet, LaserJet	2	1:15
3.	Computers Software:	<ul style="list-style-type: none"> •Windows/Linux/Macintosh Operating System •Microsoft Office Software •Google Workspace Account Antivirus Software 	1	1:1

References

- Organization operating procedures
- Industry/workplace codes of practice
- Cooperative societies act
- Sacco societies act
- Text books
- Cooperative society journals
- Magazines
- E-learning resources
- Occupational standards

PRINCIPLES OF COMMERCIAL LAW

UNIT CODE: 0421 451 07A

TVET CDACC UNIT CODE: BUS/CU/SC/CC/05/5/MA

Duration of unit: 110 hours

Relationship to Occupational Standards: This unit addresses the Unit of Competency:

Apply Principles of Commercial Law.

UNIT DESCRIPTION

This unit specifies the competencies required to demonstrate principles of commercial law. It involves analyzing the context of law, applying knowledge of court structures, applying the law of torts, the law of contract, the law of agency, the law of sale of goods, hire purchase contract, applying the law of negotiable instruments, the law of insurance, and the law of property.

Summary of learning outcomes

S.NO	ELEMENTS	DURATION (HRS)
1.	Demonstrate understanding of nature of law	8
2.	Illustrate structure of court system in Kenya	16
3.	Apply law of Tort	10
4.	Apply law of Contract	26
5.	Apply law of Agency	8
6.	Apply law of Sale of Good	8
7.	Apply hire purchase contracts	6
8.	Apply law of negotiable instruments	8
9.	Apply law of insurance	8
10.	Apply law of property	12
	TOTAL	110

Learning Outcomes, Content and Suggested Assessment Methods

Learning outcome	Content	Suggested Assessment Methods
1. Demonstrate understanding of nature of law	<p>1.1 Nature of law</p> <p>1.2 Purpose of law</p> <p>1.3 Sources of law.</p> <p>1.3.1 Constitution</p> <p>1.3.2 Legislation</p> <p>1.3.3 Common law</p> <p>1.3.4 Equity</p> <p>1.3.5 African customary law</p> <p>1.3.6 Islamic law</p> <p>1.4 Classifications of Commercial Law</p> <p>1.4.1 Written and unwritten</p> <p>1.4.2 National and international</p> <p>1.4.3 Public and private</p> <p>1.4.4 Substantive and procedural</p> <p>1.4.5 Criminal and civil</p> <p>1.5 Comparison between Law and Morality</p>	<ul style="list-style-type: none"> • Oral questions • Written assessment • Portfolio of Evidence • Practical assessment • Third party report

<p>2 Illustrate structure of court system in Kenya</p>	<p>2.1 Court structure in Kenya</p> <p>2.2 Composition of Kenyan courts</p> <p>2.2.1 Supreme Court</p> <p>2.2.2 Court of Appeal</p> <p>2.2.3 High Court</p> <p>2.2.4 Employment and Labour Relations Court</p> <p>2.2.5 Environment and Land Court</p> <p>2.2.6 Magistrates Court</p> <p>2.2.7 Court Martial</p> <p>2.2.8 Kadhis' Court</p> <p>2.3 Jurisdiction of Courts.</p> <p>2.3.1 Original</p> <p>2.3.2 Appellate</p> <p>2.3.3 Territorial.</p> <p>2.3.4 Pecuniary</p> <p>2.4 Procedure of appointment and removal of magistrates and judges</p> <p>2.5 Tribunals</p> <p>2.6 The role of the JSC, AG, LSK, and ODPP in the Kenyan legal system.</p>	<ul style="list-style-type: none"> • Oral questions • Written assessment • Portfolio of Evidence • Practical assessment • Third party report
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<p>3 Apply law of Tort</p>	<p>3.1 Nature of tortious liability</p> <p>3.2 Tort, crime vs breach of contract</p> <p>3.3 Capacity to sue /be sued by the law of tort.</p> <p>3.4 Types of tort.</p> <p>3.4.1 Negligence</p> <p>3.4.2 Defamation</p> <p>3.4.3 Nuisance</p> <p>3.4.4 Trespass</p> <p>3.5 General defences in tort</p> <p>3.6 Elements of tort</p>	<ul style="list-style-type: none"> • Oral questions • Written assessment • Portfolio of Evidence • Practical assessment • Third party report
<p>4 Apply law of Contract</p>	<p>4.1 Essential of a valid contract</p> <p>4.1.1 Offer</p> <p>4.1.2 Acceptance</p> <p>4.1.3 Capacity</p> <p>4.1.4 Intention</p> <p>4.1.5 Consideration</p> <p>4.1.6 Legality</p> <p>4.2 Types of Contracts</p> <p>4.2.1 Specialty/written</p> <p>4.2.2 Simple contracts</p> <p>4.2.3 Contracts under seal</p> <p>4.2.4 Contracts requiring written evidence</p> <p>4.2.5 Evidence in Writing</p> <p>4.3 Methods of discharging a contract.</p> <p>4.3.1 Express agreement</p> <p>4.3.2 Performance</p> <p>4.3.3 Breach</p> <p>4.3.4 Impossibility/doctrine</p>	<ul style="list-style-type: none"> • Oral questions • Written assessment • Portfolio of Evidence • Practical assessment • Third party report

	<p>of frustration</p> <p>4.3.5 Operation of law</p> <p>4.4 Remedies of breach of a contract</p> <p>4.4.1 Equitable doctrine of part performance</p> <p>4.5 Terms of contract</p> <p>4.5.1 Express</p> <p>4.5.2 Implied</p>	
5 Apply law of Agency	<p>5.1 Formation and classification of agents</p> <p>5.1.1 General agent</p> <p>5.1.2 Special agent</p> <p>5.2 Agents' authority</p> <p>5.3 Duties of agents</p> <p>5.3.1 Performance</p> <p>5.3.2 Obedience</p> <p>5.3.3 Care and skill</p> <p>5.3.4 Estoppel</p> <p>5.3.5 Account</p> <p>5.3.6 Personal performance</p> <p>5.4 Rights of Agents</p> <p>5.4.1 Rights to sue</p> <p>5.4.2 Right to lien</p> <p>5.5 Methods of terminating an agency.</p> <p>5.5.1 Agreement</p> <p>5.5.2 Withdraw</p> <p>5.5.3 Death</p> <p>5.5.4 Performance</p> <p>5.5.5 Lapse of time</p> <p>5.5.6 Insanity</p> <p>5.5.7 Bankruptcy</p>	<ul style="list-style-type: none"> • Oral questions • Written assessment • Portfolio of Evidence • Practical assessment • Third party report

<p>6 Apply law of Sale of Goods</p>	<p>6.1 Sale and agreement to sell 6.2 Capacity to buy and sell. 6.3 Terms of Sale of Goods. 6.3.1 Conditions 6.3.2 Warranties 6.4 Caveat emptor 6.4.1 meaning of caveat emptor 6.4.2 exception to caveat emptor 6.5 Factors affecting the transfer of title. 6.6 Rights of parties in the sale of goods. 6.7 Auction process. 6.8 Duties of the seller 6.9 Duties of the buyer.</p>	<ul style="list-style-type: none"> • Oral questions • Written assessment • Portfolio of Evidence • Practical assessment • Third party report
<p>7 Apply hire purchase contracts.</p>	<p>7.1 Nature of Hire Purchase 7.2 Hire purchase agreement. 7.3 Conditions of Terminating Hire Purchase Agreement. 7.4 Completion of hire purchase agreement.</p>	<ul style="list-style-type: none"> • Oral questions • Written assessment • Portfolio of Evidence • Practical assessment • Third party report

8 Apply law of negotiable instruments	8.1 Negotiable instruments. 8.1.1 Cheques 8.1.2 Bill of exchange 8.1.3 Promissory note 8.2 Characteristics of negotiable instruments. 8.3 Elements of negotiable instruments.	<ul style="list-style-type: none"> • Oral questions • Written assessment • Portfolio of Evidence • Practical assessment • Third party report
9 Apply law of insurance	9.1 Insurance contracts 9.1.1 Elements of insurance. 9.2 Principles of insurance. 9.2.1 Utmost good faith. 9.2.2 Subrogation 9.2.3 Indemnity 9.2.4 Proximate cause 9.2.5 Third party insurance 9.2.6 Re-instatement. 9.2.7 Salvage. 9.2.8 Contribution and appointment. 9.3 Formation of insurance contract 9.4 Requirement for insurance contract. 9.5 Discharge of insurance contract.	<ul style="list-style-type: none"> • Oral questions • Written assessment • Portfolio of Evidence • Practical assessment • Third party report
10 Apply law of property.	10.1 Classifications of property 10.1.1 Real and personal 10.1.2 Movable 10.1.3 Immovable 10.1.4 Tangible	<ul style="list-style-type: none"> • Oral questions • Written assessment • Portfolio of Evidence • Practical assessment

	10.1.5 Intangible 10.2 Land interest. 10.3 Intellectual property. 10.3.1 Patents 10.3.2 Trademarks 10.3.3 Copyrights 10.3.4 Industrial designs	<ul style="list-style-type: none"> Third party report
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Suggested delivery methods

- 1) Demonstration
- 2) Practical work by trainee
- 3) Fieldwork and benchmarking
- 4) Group discussions
- 5) Case studies
- 6) Role play

List of Recommended Resources for 30 trainees

Tools, Equipment and Materials

S/No.	Category/Item	Description/ Specifications	Quantity	Recommended Ratio (Item: Trainee)
A	Learning Materials			
1.	Charts	<ul style="list-style-type: none"> Flip Charts Rules and Regulations 	5	1:6
2.	External Storage Media	Flash disks, Compact Disks; Re-Writable	5	1:6
3.	Smart board (Where Applicable)	LCD or projector	1	1:30
4.	Whiteboard	Glass, melamine,	1	1:30

		porcelain		
B	Learning Facilities & Infrastructure			
5.	Lecture/Theory Room	(9* 8 sq. metres)	1	1:30
6.	Internet Connection	System	1	1:30
C	Consumable Materials			
7.	Markers	Whiteboard markers and permanent Markers	5	1:6
8.	Printing Papers	Sizes A4, A3, A2 etc	5 reams	1:6
D	Tools And Equipment			
9.	Desktops	Any model	30	1:1
10.	Printer	Inkjet, LaserJet	2	1:15
11.	Computers Software:	<ul style="list-style-type: none"> •Windows/Linux/Macintosh Operating System •Microsoft Office Software •Google Workspace Account Antivirus Software 	1	1:1

References

1. Organization operating procedures
2. Industry/workplace codes of practice
3. Cooperative societies act
4. Sacco societies act
5. Text books
6. Cooperative society journals
7. Magazines
8. E-learning resources
9. Occupational standards

PRINCIPLES OF ECONOMICS

UNIT CODE: 0311 451 05A

TVET CDACC UNIT CODE: BUS/CU/SC/CC/06/5/MA

Duration of unit: 120 hours

Relationship to occupational standards

This unit addresses the unit of competency: Apply Economic Skills.

UNIT DESCRIPTION

This unit specifies the competencies required to apply economic skills. It involves; demonstrating understanding of economic concepts, applying demand concept in market analysis, applying supply concept in market analysis, setting prices of the products, applying theory of consumer behavior, applying production theory, applying theory of costs, differentiating market structures, determining national income, apply understanding of money and banking, apply understanding of inflation and unemployment and apply understanding of international trade.

Summary of learning outcomes

S.NO	Elements	Duration (HRS)
1.	Apply fundamental economics concepts	10
2.	Apply demand and supply in market analysis	10
3.	Apply Consumer Behavior Theory	18
4.	Apply Production Theory	18
5.	Apply Cost Theory	16
6.	Understand Market Structures	12
7.	Apply understanding of inflation and unemployment	12
8.	Apply understanding of money and banking	8
9.	Apply understanding of National income.	8

10.	Apply understanding of international trade	8
	TOTAL	120HRS

Learning Outcomes, Content and Suggested Assessment Methods

Learning outcomes	Content	Suggested Assessment Methods
1. Apply fundamental of Economic Concepts	1.1 Economic concepts. 1.1.1 Economic resources 1.1.2 Human wants 1.1.3 Scarcity and choice 1.1.4 Opportunity cost 1.1.5 Production possibility curves/frontiers 1.2 Economic methodology 1.3 Scope of economic resources 1.4 Economic systems. 1.5 Effective resource utilization.	<ul style="list-style-type: none"> • Case studies • Written assessment • Oral assessment • Demonstration • Projects • Group Discussion • Portfolio of evidence
2. Apply demand and supply in market analysis	2.1 Market demand and supply dynamics. 2.2 Factors affecting demand and supply. 2.3 Demand and supply curves 2.4 Elasticity of demand and supply.	<ul style="list-style-type: none"> • Case studies • Practical • Written assessment • Oral assessment • Third-party report • Observation • Demonstration • Projects • Group Discussion • Portfolio of evidence
3. Apply consumer	3.1 Consumer behaviour approaches. 3.2 Consumer utility	<ul style="list-style-type: none"> • Case studies • Practical

behaviour theory	3.2.1 Marginal utility 3.2.2 Law of diminishing 3.3 consumer equilibrium 3.4 Indifference curves	<ul style="list-style-type: none"> • Written assessment • Oral assessment • Third-party report • Observation • Demonstration • Projects • Group Discussion • Portfolio of evidence • Case studies • Practical • Written assessment • Demonstration • Projects • Portfolio of evidence
4. Apply production theory	4.1 Mobility of Factors of production and their rewards 4.2 Output units determination 4.3 Stages of production 4.3.1 Primary 4.3.2 Secondary 4.3.3 Tertiary 4.4 Long run and short run production period 4.5 Direct and Indirect Production 4.6 Merits and demerits of direct and indirect production 4.7 Division of labour and specialization.	<ul style="list-style-type: none"> • Case studies • Practical • Written assessment • Demonstration • Projects • Group Discussion • Portfolio of evidence
5 Apply cost theory	5.1 Classification of production costs 5.1.1 Fixed costs 5.1.2 Variable costs	<ul style="list-style-type: none"> • Case studies • Practical • Written assessment

	<p>5.1.3 Total cost</p> <p>5.1.4 Opportunity costs</p> <p>5.1.5 Marginal cost</p> <p>5.2 short run costs analysis</p> <p>5.3 long run costs analysis</p> <p>5.4 Cost curves analysis.</p> <p>5.5 Optimal size of the firm.</p> <p>5.5.1 Economies of scale.</p>	<ul style="list-style-type: none"> • Demonstration • Projects • Group Discussion • Portfolio of evidence
6 Differentiate market Structures	<p>6.1 Market structures determination</p> <p>6.2 Market output</p> <p>6.3 Market Prices.</p> <p>6.4 Market structures selection</p> <p>6.4.1 Perfect competition</p> <p>6.4.2 Monopoly</p> <p>6.4.3 Monopolistic</p> <p>6.4.4 Oligopoly</p> <p>6.4.5 Duopoly</p>	<ul style="list-style-type: none"> • Case studies • Practical • Written assessment • Demonstration • Projects • Group Discussion • Portfolio of evidence
7. Determine national income	<p>7.1 Concept of national income</p> <p>7.1.1 Gross Domestic Product (GDP)</p> <p>7.1.2 Gross national product (GNP) and net national product (NNP)</p> <p>7.1.3 Net national income (NNI) at market price and factor cost</p> <p>7.1.4 Disposable income</p> <p>7.2 Methods used to measure national income</p> <p>7.2.1 Income approach</p>	<ul style="list-style-type: none"> • Case studies • Practical • Written assessment • Demonstration • Projects • Group Discussion • Portfolio of evidence

	<p>7.2.2 Output approach</p> <p>7.2.3 Expenditure approach</p> <p>7.3 Problems of national income</p> <p>7.4 Importance of national income statistics</p> <p>7.5 National income equilibrium.</p>	
8. Understand Money and Banking	<p>8.1 Functions of money</p> <p>8.2 Characteristics of money</p> <p>8.3 Financial institutions</p> <p>8.4 Functions of central bank and commercial bank</p> <p>8.5 Functions of non-banking financial institutions</p>	<ul style="list-style-type: none"> • Case studies • Practical • Written assessment • Demonstration • Projects • Group Discussion • Portfolio of evidence
9. Determine Inflation and unemployment	<p>9.1 Types of inflation</p> <p>9.1.1 Cost push</p> <p>9.1.2 Demand pull</p> <p>9.2 Causes of inflation</p> <p>9.3 Effects of inflation</p> <p>9.4 Measures to control inflation</p> <p>9.4.1 Fiscal policy</p> <p>9.4.2 Monetary</p> <p>9.5 Direct intervention</p> <p>9.5.1 Causes of unemployment</p> <p>9.5.2 Unemployment control measures</p>	<ul style="list-style-type: none"> • Case studies • Practical • Written assessment • Demonstration • Projects • Group Discussion • Portfolio of evidence
10. Understand International Trade	<p>10.1 Concept of international trade;</p> <p>10.1.1 Meaning,</p> <p>10.1.2 Advantages and disadvantages.</p> <p>10.2 International balance of payments.</p>	<ul style="list-style-type: none"> • Case studies • Practical • Written assessment • Demonstration • Projects

	10.2.1 International Balance of trade.	• Group Discussion
	10.2.2 International Terms of trade.	• Portfolio of evidence

Suggested delivery methods

- Demonstration
- Practical work by trainee
- Fieldwork and benchmarking
- Group discussions
- Case studies
- Role play

List of Recommended Resources for 30 trainees

Tools, Equipment and Materials

S/No.	Category/Item	Description/ Specifications	Quantity	Recommended Ratio (Item: Trainee)
A	Learning Materials			
1.	Charts	<ul style="list-style-type: none"> • Flip Charts • Rules and Regulations 	5	1:6
2.	External Storage Media	Flash disks, Compact Disks; Re-Writable	5	1:6
3.	Smart board (Where Applicable)	LCD or projector	1	1:30
4.	Whiteboard	Glass, melamine, porcelain	1	1:30
B	Learning Facilities & Infrastructure			
5.	Lecture/Theory Room	(9* 8 sq. metres)	1	1:30

6.	Internet Connection	System	1	1:30
C	Consumable Materials			
7.	Markers	Whiteboard markers and permanent Markers	5	1:6
8.	Printing Papers	Sizes A4, A3, A2 etc	5 reams	1:6
D	Tools And Equipment			
9.	Desktops	Any model	30	1:1
10.	Printer	Inkjet, LaserJet	2	1:15
11.	Computers Software:	<ul style="list-style-type: none"> •Windows/Linux/Macintosh Operating System •Microsoft Office Software •Google Workspace Account Antivirus Software 	1	1:1

References

- Organization operating procedures
- Industry/workplace codes of practice
- Cooperative societies act
- Sacco societies act
- Text books
- Cooperative society journals
- Magazines
- E-learning resources

SUPPLY CHAIN OPERATIONS MANAGEMENT

UNIT CODE: 0416 451 15A

TVET CDACC UNIT CODE: BUS/CU/SC/CR/04/5/MA

Relationship to occupational standards; this unit addresses the unit of competency:

Manage Supply Chain Operations.

Duration of Unit: 160 Hours

Unit Description

This unit specifies the competencies required to manage supply chain operations. It involves developing organizations' procurement policy, planning supply chain operations, managing procurement staff, coordinating supply chain operations and controlling supply chain operations.

Summary of Learning Outcomes

S.NO	ELEMENTS	DURATION(HRS)
1.	Develop procurement policy	35
2.	Plan supply chain operations	30
3.	Manage procurement staff	40
4.	Coordinate supply chain operations	30
5.	Control supply chain operations	25
	Total	160

Learning Outcomes, Content and Methods of Assessment

Learning Outcomes	Content	Methods of Assessment
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<p>1. Develop a procurement policy</p>	<p>1.1 Meaning of terms used in supply chain operations</p> <p>1.1.1 Supply chain</p> <p>1.1.2 Supply chain management</p> <p>1.1.3 Procurement policy</p> <p>1.2 Scope of supply chain</p> <p>1.3 Benefits of supply chain management</p> <p>1.4 Elements of supply chain</p> <p>1.5 Key drivers of supply chain</p> <p>1.6 Formation of procurement policy committee</p> <p>1.7 Factors to consider in selecting procurement policy steering committee</p> <p>1.8 Features of a good procurement policy</p> <p>1.9 Benefits of a good procurement policy</p> <p>1.10 Legal framework governing procurement</p> <p>1.10.1 PPADA 2015</p> <p>1.10.2 Procurement regulations</p> <p>1.10.3 PFM Act, 2012</p> <p>1.10.4 Constitution of Kenya, 2010</p> <p>1.10.5 Procurement circulars</p> <p>1.11 Keys steps in aligning the procurement policy with organizational policy</p> <p>1.12 Importance of aligning procurement policy to organizational policy</p> <p>1.13 Monitoring, evaluation and reviewing</p>	<ul style="list-style-type: none"> • Practical assessment • Project • Portfolio of evidence • Third party reports • Written tests • Oral questions
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	<p>the procurement policy</p> <p>1.14 Strategic management</p> <p>1.14.1 Meaning of strategy</p> <p>1.14.2 Purpose of strategic management</p> <p>1.14.3 Key components</p> <p>1.14.4 Level of strategy</p> <p>1.14.5 Strategic management process</p> <p>1.14.6 Strategic planning</p> <p>1.14.7 Strategic analysis tools for environment</p> <p>1.14.8 Supply chain strategies</p> <p>1.14.9 Keys steps in aligning the procurement strategy with organizational strategy</p>	
<p>2. Plan supply chain operations</p>	<p>2.1 Departmental operational resources</p> <p>2.2 Breakdown of departmental operational resources</p> <p>2.2.1 Stationaries</p> <p>2.2.2 Computers</p> <p>2.2.3 Office furniture</p> <p>2.2.4 Utilities</p> <p>2.3 Benefits of departmental operational resources</p> <p>2.4 Strategies for allocation of departmental resources</p> <p>2.5 Process of approval of departmental operational resources</p> <p>2.6 Control of approval of departmental resources</p>	<ul style="list-style-type: none"> • Practical assessment • Project • Portfolio of evidence • Third party reports • Written tests • Oral questions

3. Manage procurement staff	<p>3.1 Induction of procurement staff</p> <p>3.1.1 Meaning of induction</p> <p>3.1.2 Purpose of induction</p> <p>3.1.3 Benefits of induction</p> <p>3.1.4 The process of induction</p> <p>3.2 Procurement staff performance targets</p> <p>3.2.1 Number of contracts implemented</p> <p>3.2.2 Supplier relationship management</p> <p>3.2.3 Cost minimization</p> <p>3.2.4 Inventory management</p> <p>3.2.5 Customer satisfaction etc.</p> <p>3.3 Procurement key performance indicators</p> <p>3.4 Supervision of procurement staff</p> <p>3.4.1 Importance of supervision</p> <p>3.4.2 Methods of supervision</p> <p>3.5 Performance measurement for procurement staff</p> <p>3.5.1 Meaning of performance measurement</p> <p>3.5.2 Purpose of performance measurement</p> <p>3.5.3 Importance of performance measurement</p> <p>3.5.4 Methods of performance</p>	<ul style="list-style-type: none"> • Practical assessment • Project • Portfolio of evidence • Third party reports • Written tests • Oral questions

	<p>measurement</p> <p>3.6 Staff motivation</p> <p>3.6.1 Meaning of staff motivation</p> <p>3.6.2 Purpose of staff motivation</p> <p>3.6.3 Importance of staff motivation</p> <p>3.6.4 Methods of motivation</p> <p>3.6.5 Challenges of staff motivation</p> <p>3.7 Types of Procurement staff performance records</p> <p>3.7.1 Training and development plans</p> <p>3.7.2 Performance appraisal forms</p> <p>3.7.3 Key performance indicators reports</p> <p>3.7.4 Goal achievement records</p> <p>3.7.5 Procurement project reports</p> <p>3.7.6 Compliance reports</p> <p>3.7.7 Time management records</p> <p>3.8 Importance of maintenance of staff records</p> <p>3.9 Capacity building of procurement staff</p> <p>3.9.1 Meaning of capacity building</p> <p>3.9.2 Purpose of capacity building</p> <p>3.9.3 Components of capacity building</p>	
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	<p>3.9.4 Steps in capacity building</p> <p>3.9.5 Benefits of capacity building</p> <p>3.9.6 Methods of capacity building</p> <p>3.9.7 Challenges in capacity building</p> <p>3.10 Procurement code of ethics</p> <p>3.10.1 Meaning of code of ethics</p> <p>3.10.2 Importance of code of ethics</p> <p>3.10.3 Types of codes code of ethics</p> <p>3.10.4 Steps in developing code of ethics</p> <p>3.10.5 Components of code of ethics</p> <p>3.10.5.1 Probity.</p> <p>3.10.5.2 Transparency</p> <p>3.10.5.3 Accountability</p> <p>3.10.5.4 Openness</p> <p>3.10.5.5 Confidentiality</p> <p>3.10.5.6 Avoidance of conflict of ethics</p> <p>3.10.6 Challenges in implementing code of ethics</p> <p>3.10.7 Disciplinary measures for procurement staff who violate the code of ethics</p>	
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<p>4. Coordinate supply chain operations</p>	<p>4.1 Coordination of supply chain operations</p> <p>4.1.1 Definition of supply chain process</p> <p>4.2.1 Types of supply chain processes</p> <p>4.2 Meaning of supply chain reports</p> <p>1.1.1 Types of supply chain reports</p> <p>1.1.2 Steps of developing supply chain reports</p> <p>1.1.3 Contents of supply chain report</p> <p>1.1.4 Benefits of supply chain report</p> <p>4.3 Maintenance of supply chain management documents</p> <p>1.3.1 Types of documents</p> <p>1.3.2 LPO</p> <p>1.3.3 RFQ</p> <p>1.3.4 RFP</p> <p>1.3.5 Purchase requisition note</p> <p>1.3.6 Delivery notes</p> <p>1.3.7 Invoice</p>	<ul style="list-style-type: none"> • Practical assessment • Project • Portfolio of evidence • Third party reports • Written tests • Oral questions
<p>2. Control supply chain operations</p>	<p>5.1 Supply chain responsibilities</p> <p>5.1.1 Sourcing</p> <p>5.1.2 Negotiation</p> <p>5.1.3 Market survey</p> <p>5.1.4 Supplier relationship management</p> <p>5.1.5 Contract management.</p> <p>5.2 Segregation of duties of supply</p>	<ul style="list-style-type: none"> • Practical assessment • Project • Portfolio of evidence • Third party reports • Written tests

	<p>chain personnel</p> <p>5.2.1 Principles of segregation of duties</p> <p>5.2.2 Benefits of segregation of duties</p> <p>5.2.3 Roles and responsibilities of supply chain personnel</p> <p>5.2.4 Challenges of segregation of duties</p> <p>5.3 Documentation of supply chain procedures</p> <p>5.3.1 Meaning of supply chain documentation</p> <p>5.3.2 Types of documentation</p> <p>5.3.3 Importance of documentation</p> <p>5.3.4 Best practices of supply chain documentation</p> <p>5.4 Supply chain Feedback mechanism</p> <p>5.4.1 Meaning of feedback</p> <p>5.4.2 Importance of feedback</p> <p>5.4.3 Types of supply chain feedback</p> <p>5.4.4 Methods of collecting supply chain feedback</p>	<ul style="list-style-type: none"> • Oral questions
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	5.4.5 Challenges in receiving feedback	
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Suggested methods of Instructions

- Demonstration
- Practical work by trainee
- Fieldwork and benchmarking
- Group discussions
- Case studies
- Role play

List of recommended resources for 30 trainees

Tools, Equipment and Materials

S/No.	Category/Item	Description/ Specifications	Quantity	Recommended Ratio (Item: Trainee)
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B	Learning Facilities & Infrastructure			
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D	Tools And Equipment			
9.	Desktops	Any model	2	1:15
10.	Printer	Inkjet, LaserJet	2	1:15
11.	Computers Software:	<ul style="list-style-type: none"> Windows/Linux/Macintosh Operating System Microsoft Office Software Google Workspace Account Antivirus Software 	1	1:1

Reference materials

- PPDA Act 2015
- PPDR 2020
- Procurement Manual
- **Supply Chain Management: Strategy, Planning, and Operation"**
Author: Sunil Chopra, Peter Meindl
- **"Introduction to Operations and Supply Chain Management"**
Author: Cecil B. Bozarth, Robert B. Handfield

- **"Supply Chain Management: A Logistics Perspective"**

Author: John J. Coyle, C. John Langley Jr., Robert A. Novack, Brian J. Gibson