

**REPUBLIC OF KENYA**

**COMPETENCY-BASED MODULAR CURRICULUM**

**FOR**

**STORE KEEPING**

**KNQF LEVEL 4**

**PROGRAMME CODE: 0413 354 A**

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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.

**CHAIR OF COUNCIL**

**(QAI)**

# 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**

**QAI**

# ACRONYMS

|  |  |
| --- | --- |
| CBET | Competency Based Education and Training |
| TVET | Technical and Vocational Education and Training |
| IAS | International Accounting Standards |
| LPO | Local Purchase Order |
| RFP | Request for Proposal |

# KEY TO UNIT CODE



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# COURSE OVERVIEW

Store keeping Curriculum level 4 consists of competencies that an individual must achieve to manage an organization’s procurement function. It entails; receiving delivered goods, classifying and coding procured goods, managing storage of goods, and preserving stored goods, issuing and dispatching goods and managing stores safety and security.

The qualification consists of the following competencies.

**SUMMARY OF UNITS OF LEARNING**

|  |  |  |  |
| --- | --- | --- | --- |
| **MODULE ONE** | | | |
| **Unit Code** | **Unit Title** | **Duration in Hours** | **Credit Factor** |
| 0416 354 19A | Receipt of goods | 80 | 8.0 |
| 0416 354 20A | Classification and coding of procured goods | 100 | 10.0 |
| 0416 354 21A | Storage of goods | 100 | 10.0 |
|  | **TOTAL** | **280** | **28.0** |
| **MODULE TWO** | | | |
| 0721 354 22A | Stored goods preservation | 100 | 10.0 |
| 0416 354 23A | Issuance and dispatch of goods | 100 | 10.0 |
| 0416 354 24A | Stores safety and security | 100 | 10.0 |
|  | **TOTAL** | **300** | **30.0** |
| **Industrial Training** | | **320** | **32.0** |
| **GRAND TOTAL** | | **900** | **90.0** |

The core units of learning are independent of each other and may be taken independently. The total duration of the course is **900 hours** inclusive of industrial training.

**Entry Requirements**

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

1. Kenya Certificate of Secondary Education (KCSE) mean grade E /KCE division 4

**Or**

1. Equivalent qualifications as may be determined by TVETA.

**Trainer qualification**

 A trainer for this course MUST;

1. Have a minimum of Level 5 qualification in Procurement Management or in the related field.
2. Be registered by TVETA

**Industrial Placement**

An individual enrolled in this course will undergo an industrial training for a minimum period of 320 hours in a procurement unit. 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 guided by the dual training policy.

**Assessment**

The course will be assessed both in formative and summative as follows:

1. During formative assessment all performance criteria shall be assessed based on performance criteria weighting.
2. Summative assessment shall focus on critical aspects of the Unit of competency.
3. Theory and practical weight shall be 30:70 for each unit of learning.
4. Formative and summative assessment weights shall constitute 60% and 40% of the overall score respectively.
5. For a candidate to be declared competent in a unit of competency, the candidate must meet the following conditions:
6. Obtained at least 50% in theory assessment in formative and summative assessments.
7. Obtained at least 50% in practical assessment in formative and summative assessment where applicable.
8. 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.
9. Assessment performance rating for each unit of competency shall be as follows:

|  |  |
| --- | --- |
| **MARKS** | **COMPETENCE RATING** |
| 80 -100 | Mastery |
| 65 – 79 | Proficiency |
| 50 – 64 | Competent |
| 49 and below | Not Yet Competent |
| Y | Assessment Malpractice/irregularities |

1. Assessment for Recognition of Prior Learning (RPL) may lead to award of Certificate of Competency
2. The assessors and verifiers must be registered by TVETA.

**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 Certificate in Storekeeper Level 4, 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 Qualification Awarding Institution.

**MODULE ONE**

**RECEIPT OF GOODS**

**UNIT CODE: 0416 354 19A**

**Relationship to Occupational Standards**

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

**Duration of Unit:** 80 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)** |
|  | Plan to receive goods | 20 |
|  | Received Delivered inbound Goods | 16 |
|  | Inspect Received Goods | 12 |
|  | Accept or Reject Delivered Goods | 16 |
|  | Process the relevant Documents | 16 |
|  | **TOTAL** | **80 HRS** |

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Plan to receive goods | * 1. Documentation availability      1. Procurement plan,      2. Purchase orders      3. Delivery schedules      4. Waybills      5. Packing lists   2. Resources and facilities identification      1. Manpower,      2. Equipment,      3. Store room   3. Resources and facilities assemblance   4. Receipt/rejection of goods      1. Rejection notes      2. Damaged goods notes | * Written tests * Observation * Practical * Oral questions * Third party report |
| 1. Receive delivered inbound goods | * 1. Procedure for receiving goods   2. Specifications      1. Definition      2. Importance      3. Types      4. Unloading      5. Unpacking   3. Physical counting   4. Handling of discrepancies   5. Oversee the un-loading, un-packing, and loading of received goods   6. Handle discrepancies during the receipt of goods   7. Raise an appropriate requisition as a perquisite for receiving goods | * Written tests * Observation * Practical * Oral questions * Third party report |
| 1. Inspect received goods | * 1. Definition of inspection of goods   2. Importance of inspection of goods   3. Methods of inspections   4. Documentation used in inspection of goods   5. Handling discrepancies in inspection   6. Preparation of goods inspection reports   7. Commissioning   8. Carry out inspection of received goods   9. Prepare a goods received report   10. Handle discrepancies arising from the inspection process | * Written tests * Observation * Practical * Oral questions * Third party report |
| 1. Accept or reject deliveries | * 1. Purchase contract requirements   2. Terms and conditions   3. Reasons for rejection of goods   4. Possible actions/ remedies for rejected goods   5. Acceptance and integration of goods into the store system   6. Preparation of acceptance and/or rejection report   7. Demonstrate evidence of communication of reasons for rejection   8. Prepare acceptance/rejection report | * Written tests * Observation * Practical * Oral questions * Third party report |
| 1. Process the relevant documents | * 1. Processing of goods delivery documents   2. Preparation of goods rejection documents   3. Raising goods received documents   4. Preparation and updating store documents   5. Processing documents for payments   6. Use of information technology in the stores   7. Prepare goods received documents   8. Demonstrate evidence/Update the stores document | * 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
* 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**

**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)** |
|  | Categorise items for coding | 14 |
|  | Identify Relevant codes for Goods | 36 |
|  | Assign Codes on Goods | 29 |
|  | Stocking Coded Goods | 21 |
|  | **TOTAL** | **100 HRS** |

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| 1. Categorize items for coding | * 1. Defining the nature of goods   2. Classification of goods      1. Raw materials      2. Finished goods      3. Work-in-progress (WIP)      4. Scrap      5. Consumables      6. Maintenance, repair and operating spares (MROs)   3. Classify goods   4. Identify classification methods | * Written tests * Observation * Practical * Oral questions * Third party report |
| 1. Identify relevant codes for goods | * 1. Definition of coding   2. Coding principles   3. Characteristics of coding   4. Objectives of coding   5. Systems of coding      1. Numerical      2. Alphabetical      3. Alpha-numerical      4. Decimal      5. Colour      6. Bar coding      7. Quick response coding   6. Advantages and disadvantages of each coding systems   7. Identification of coding systems   8. Categorize coding   9. Development of a coding system   10. Operation of coding system | * Written tests * Observation * Practical * Oral questions * Third party report |
| 1. Assign codes on goods | * 1. The process of coding goods   2. Selection of items for coding   3. Application of coding system on goods   4. Validation of coding system   5. Monitoring and Evaluation (M&E)   6. Select appropriate codes for assigning on goods   7. Assign codes   8. Validate coding | * Written tests * Observation * Practical * Oral questions * Third party report |
| 1. Stocking coded goods | * 1. Process of stocking   2. Sorting of the items/goods   3. Different methods of sorting   4. Integrating the goods into the store systems   5. Sort the coded items   6. Integrate the goods/items in the store system | * 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**

**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)** |
|  | Maintain Stores Layout | 19 |
|  | Maintain Quality of Goods | 19 |
|  | Maintain Optimum stock level | 19 |
|  | Secure stored goods | 24 |
|  | 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. Definition of stores layout   2. Principles of efficient store layout   3. Objectives of stores layout   4. Factors to consider for stores layout   5. Types of store layout   6. Advantages / disadvantages of each type of stores layout   7. Identification of stores layout   8. Setting up different stores’ layout   9. Stock location   10. Stock verification   11. Methods of stock verification Material handling | * Written tests * Observation * Practical * Oral questions * Third party report |
| 1. Maintain quality of goods | * 1. Definition of quality of goods   2. Quality perspectives   3. Quality control   4. Variety reduction   5. Quality assurance   6. Standardization   7. Identify different quality of goods   8. Conduct quality control checks on goods   9. Conduct stock Standardization   10. Conduct variety reduction | * Written tests * Observation * Practical * Oral questions * Third party report |
| 1. Maintain optimum stock levels | * 1. Definition of stock levels   2. Levels of stock      1. Minimum stock level      2. Maximum stock level      3. Reorder level      4. Buffer level   3. Factors to be considered in setting stock levels   4. Checking, reconciling and reviewing stock level   5. Maintaining stock level records   6. Maintaining stock levels   7. Setting different stock levels   8. Checking, reconciling and reviewing stock level | * Written tests * Observation * Practical * Oral questions * Third party report |
| 1. Secure stored goods | * 1. Types of risks in the stores   2. Mitigation of risks   3. Factors to consider in choosing risk mitigation measures   4. Risk Mitigation Implementation process   5. Monitoring and reviewing process for risk mitigation measure   6. Stock taking      1. Meaning of stock take      2. Process of stock take      3. Importance of stocktaking      4. Advantages and disadvantages of stock taking      5. Approaches and methods stock take   7. Stock-taking, checking and audits   8. Demonstrate evidence of risks and mitigation measures   9. Undertake a stock taking/checking and audit exercise | * Written tests * Observation * Practical * Oral questions * Third party report |
| 1. Maintain records of stored goods | * 1. Reason for maintaining inventory records   2. Identification of Inventory records      1. Inventory registers      2. Bin cards      3. Stock ledgers      4. Stock movement registers      5. Computer stores packages      6. Stores requisitions   3. Initiating inventory records   4. Process of updating inventory records   5. Tracking inventory   6. Demonstrate evidence of tracking movement inventory records   7. Update inventory records   8. Maintain and secure inventory records | * 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
  + 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 TWO**

**STORED GOODS PRESERVATION**

**UNIT CODE: 0721 354 22A**

**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)** |
|  | Identify methods of preservation | 27 |
|  | Select the most appropriate preservation | 16 |
|  | Implement the preservation methods of goods | 18 |
|  | Monitor condition of stored goods | 21 |
|  | Review the goods preservation process | 18 |
|  | **TOTAL** | **100 HRS** |

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Identify methods of preservation | * 1. Introduction to preservation of stored commodities/goods   2. Reasons for preservation of stored commodities/goods   3. Objectives of preservation of stored commodities/ goods   4. Storage conditions of stored commodities/goods      1. Humid      2. Cold      3. Normal room temperature      4. Dark      5. Dry   5. Factor to consider when choosing preservation method of stored commodities/ goods   6. Preservation methods of stored commodities/ goods      1. Refrigeration      2. Fermentation      3. Drying      4. Pasteurization      5. Freezing      6. packaging   7. Preparing goods for preservation   8. Implementing preservation process   9. Monitoring and reviewing process/method of stored commodities   10. Prepare goods for preservation   11. Implement preservation methods on goods | * Written tests * Observation * Practical * Oral questions * Third party report |
| 1. Select the most appropriate preservation methods | * 1. Identification of goods for preservation   2. Types of preservation methods   3. Merits and demerits of each preservation method   4. Factors to consider in the choice of preservation method   5. Identification of preservation methods   6. Choice of preservation methods | * Written tests * Observation * Practical * Oral questions * Third party report |
| 1. Implement the preservation methods of goods | * 1. Sort goods for preservation   2. Process of preservation of goods   3. Preservation method Implementation process   4. Monitor and review process   5. Sort goods for preservation   6. Administer preservation method   7. Monitor methods of goods preservation | * Written tests * Observation * Practical * Oral questions * Third party report |
| 1. Monitor condition of stored goods | * 1. Identification of methods to be monitored   2. Identification of monitoring tool   3. Identification of preserved goods to be monitored   4. Monitoring process   5. Documentation of monitoring results   6. Preparation of monitoring report   7. Identify goods for preservation   8. Prepare a monitoring report | * Written tests * Observation * Practical * Oral questions * Third party report |
| 1. Review the goods preservation process | * 1. Identification of preservation process for review   2. Factors to consider when reviewing the preservation processes   3. Assessing the goods preservation process   4. Implement the reviewed processes   5. Monitoring the process      1. Routine monitoring      2. Regularly      3. Interval      4. Spot checks   6. Identify the processes for possible review   7. Prepare a goods review preservation report | * 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**

**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)** |
|  | Receive requisition of stored goods | 14 |
|  | Prepare to issue requested goods | 20 |
|  | Identify and pick the goods from store | 20 |
|  | Arrange and package requested goods for issue | 15 |
|  | Dispatch issued goods from the store | 18 |
|  | 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. Introduction to stores requisition process   2. Stores requisition documents   3. Store’s specifications   4. Relationship between procurement plan and the stores requisition   5. Process stores requisition documents   6. Link procurement plan to stores requisition | * Written tests * Observation * Practical * Oral questions * Third party report |
| 1. Prepare to issue requested goods | * 1. Authority to issue goods   2. Issuing procedure   3. Methods for issuing goods   4. Order picking methods   5. Resources, equipment and facilities for issuing goods   6. Goods issuing schedules   7. Prepare the issuing schedule   8. Identify and use resources/facilities for issuing goods   9. Order picking methods | * Written tests * Observation * Practical * Oral questions * Third party report |
| 1. Identify and pick the goods from the stores | * 1. Preparation of order picking list   2. Logical arrangements of goods on order picking list   3. Order-picking   4. Verification of picked goods   5. Movement of picked good.   6. Prepare order picking list   7. Arrange goods in order of picking list   8. Verify picked goods | * Written tests * Observation * Practical * Oral questions * Third party report |
| 1. Arrange/package requested goods for issue | * 1. Sort picked goods   2. Check for quality and specification of picked goods   3. Package picked goods   4. Verify picked goods /items   5. Sort picked goods   6. Verify quality and specification of picked goods   7. Package picked goods | * Written tests * Observation * Practical * Oral questions * Third party report |
| 1. Dispatch issued goods from the store | * 1. Removal of goods from store system   2. Issuing schedules   3. Issuing of stores for internal user   4. Dispatch of goods to external users   5. Remove goods from the store system   6. Prepare issuing schedules   7. Prepare issuing stores for internal users   8. Prepare issuing stores for dispatch | * Written tests * Observation * Practical * Oral questions * Third party report |
| 1. Update stores records | * 1. Bin card /ledger entries   2. Updating stock records   3. Accounting for stores   4. Make bin card entries   5. Update stock records   6. Account for stores | * 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**

* 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

**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)** |
|  | Maintain proper hygiene of stores | 19 |
|  | Observe good housekeeping practices | 20 |
|  | Prepare fire and safety emergency plan | 15 |
|  | Ensure compliance with legal requirements and work place safety | 19 |
|  | Secure Entry and Exit points | 15 |
|  | Ensure proper Custody of store goods and Security equipment | 12 |
|  | **TOTAL** | **100 HRS** |

**Learning Outcomes, Content and Suggested Assessment Methods**

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| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Maintain proper hygiene of stores | * 1. Washrooms      1. Gents      2. Ladies      3. Third gender      4. Challenged persons   2. Wholesome drinking water   3. Aeration and ventilation   4. Dust and dirt removal   5. Proper lighting   6. Maintain cleanliness in the storeroom   7. Provide wholesome drinking water   8. Pest control      1. Fumigation      2. Hygienic      3. Biological      4. Chemical      5. Physical      6. Heat treatment   9. Maintain washroom facilities   10. Aerate and ventilate storeroom   11. Lighting | * Written tests * Observation * Practical * Oral questions * Third party report |
| 1. Observe good housekeeping practices | * 1. Gangways   2. Material handling Tools and equipment      1. Lifts      2. Forklift      3. Hoists      4. Cranes      5. Tractors      6. Conveyers      7. Pallets   3. Waste disposal   4. Lock facilities   5. Spillage   6. Clear aisle   7. Prepare and maintain gangways   8. Maintain tools and equipment   9. Ensure appropriate waste disposal   10. Ensure provision of locker facilities   11. Control spillage   12. Maintain clear aisle | * Written tests * Observation * Practical * Oral questions * Third party report |
| 1. Prepare fire and safety emergency plan | * 1. Fire detection and warning systems   2. Emergency lighting   3. Firefighting facilities and equipment      1. Extinguisher      2. G-force Nozzle      3. Fire hoses      4. Handling nozzle      5. Thermal imaging      6. Rescue and Haz-mat      7. Water springers      8. PPVs      9. Smoke detector   4. Emergency routes and exists   5. Fire safety signage and notices   6. Usage and maintain firefighting facilities   7. Provision of emergency and exist   8. Ensure provision of safety signage and notices   9. Position firefighting equipment | * Written tests * Observation * Practical * Oral questions * Third party report |
| 1. Ensure compliance with legal requirements and workplace safety | * 1. Registration of stores area/workshop   2. Relevant safety and health notices   3. Safety and health risk assessment      1. Fire      2. Pests      3. Dampness      4. Leakages      5. Electrical risks      6. Contamination      7. Spillage   4. Information on safety and health issues   5. Safety and health training   6. First aid boxes   7. Personal protection equipment and clothing   8. Assess safety risks   9. Identify and demonstrate usage of personal protective equipment   10. Label safety and health notices   11. Conduct health and safety training | * Written tests * Observation * Practical * Oral questions * Third party report |
| 1. Secure entry and exit points | * 1. Anti-theft locks   2. Surveillance equipment   3. Bar coding system   4. Burglar proofing   5. Manning exists and entry points   6. Access authorized personnel   7. Mann entry and exist points   8. Use security systems   9. Raise key movement register | * Written tests * Observation * Practical * Oral questions * Third party report |
| 1. Ensure proper custody of store keys and security equipment | * 1. Accounting for inventory   2. Custody for inventory   3. Keys movement register   4. Double responsibilities for locking   5. Report key loose/misplacement   6. Account for inventory   7. Raise key movement register | * 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