

REPUBLIC OF KENYA

**COMPETENCY-BASED MODULAR CURRICULUM**

**FOR**

**PROCUREMENT MANAGEMENT**

**LEVEL 5**

**PROGRAMME CODE: 0416 454A**

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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

|  |  |
| --- | --- |
| 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



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# 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 ONE** | | | |
| **Unit Code** | **Unit Title** | **Duration in Hours** | **Credit Factor** |
| 0416 354 19A | Receipt of goods | 100 | 10.0 |
| 0416 354 20A | Classification and coding of procured goods | 100 | 10.0 |
| 0416 354 21A | Storage of goods | 100 | 10.0 |
|  | **TOTAL** | **300** | **30.0** |
| **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** |
| **MODULE THREE** | | | |
| 0031 451 04A | Business communication | 80 | 8.0 |
| 0417 451 02A | Work ethics and practices | 60 | 6.0 |
| 0411 451 09A | Financial accounting | 100 | 10.0 |
| 0416 451 25A | Handle organization materials | 120 | 12.0 |
| **Total** | | **360** | **36.0** |
| **MODULE FOUR** | | | |
| 0611 451 01A | Digital literacy | 40 | 4.0 |
| 0413 451 03A | Entrepreneurial skills | 40 | 4.0 |
| 0588 451 10A | Basic mathematics and statistics | 120 | 12.0 |
| 0416 451 11A | Procure organizations goods and services | 120 | 12.0 |
| 0416 451 26A | Prepare goods for distribution | 120 | 12.0 |
| **Total** | | **480** | **48.0** |
| **MODULE** | | | |
| 0415 451 08A | Apply management skills | 70 | 7.0 |
| 0421 451 07A | Principles of commercial Law | 110 | 11.0 |
| 0311 451 05A | Principles of economics | 120 | 12.0 |
| 0416 451 15A | Manage supply chain operations | 160 | 16.0 |
| **Total** | | **450** | **45.0** |
| **Industrial Training** | | **480** | **48.0** |
| **Grand total** | | **2370** | **237.0** |

The core units of learning are independent of each other and may be taken independently. The total duration of the course is **2370 hours** inclusive of industrial Placement.

**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**)/KCE division 3

**Or**

* Qualification in store keeping level 4

* Equivalent qualifications as may be determined by TVETA.

**Trainer qualification**

 A trainer for this course MUST;

1. Have a minimum of Level 6 qualification in Procurement Management or in the related field.
2. 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:

1. During formative assessment all performance criteria shall be assessed based on performance criteria weighting.
2. Number of formative assessments shall minimally be equal to the number of elements in a unit of competency.
3. During summative assessment basic and common units may be integrated in the core units or assessed as discrete units.
4. Theoretical and practical weight for each unit of learning shall be as follows:
5. 10:90 for units in module 1 and module 2
6. 30:70 for units in module 3 to module 5
7. 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:

1. Obtained at least 40% in theory assessment in formative and summative assessments.
2. Obtained at least 60% in practical assessment in formative and summative assessment where applicable.
3. 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.
4. 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 |

1. 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 …………….

# 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:** 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)** |
|  | Plan to receive goods | 20 |
|  | Received Delivered inbound Goods | 10 |
|  | Inspect Received Goods | 30 |
|  | Accept or Reject Delivered Goods | 10 |
|  | 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. 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**

|  |  |  |
| --- | --- | --- |
| **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

# MODULE THREE

**BUSINESS COMMUNICATION**

**UNIT CODE:** 0031 451 04A

**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)** |
|  | Administer Communication Channels. | 12 |
|  | Implement types of communication | 15 |
|  | Implement service charter | 7 |
|  | Safeguard confidentiality of information | 12 |
|  | Coordinate communication on social media platforms | 10 |
|  | Prepare work place meetings | 14 |
|  | Prepare workplace report | 10 |
|  | **TOTAL** | **80HRS** |

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

| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| --- | --- | --- |
| 1. Administer Communication channels | 1. Communication process 2. Principles of effective communication 3. Channels/medium/modes of communication 4. Factors to consider when selecting a channel of communication 5. Barriers to effective communication 6. Flow/patterns of communication 7. Sources of information 8. Organizational policies 9. Record keeping | 1. Written tests 2. Third party report 3. Portfolio of Evidence 4. Projects |
| 1. Implement types of communication | * 1. Written Communication      1. Types of written communication      2. Elements of communication      3. Organization requirements for written communication   2. Non- Verbal      1. Utilize body language and      2. Gestures      3. Apply body posture      4. Apply workplace dressing code   3. Oral Communication      1. Types of oral communication pathways      2. Effective questioning techniques      3. Interviews      4. Workplace etiquette      5. Active listening | 1. Written tests 2. Third party report 3. Portfolio of Evidence 4. Projects |
| 1. Implement service charter | * 1. Introduction to service charter   2. Importance of service charter   3. Correspondence response   4. Retrieval of records | * Oral questioning * Observation * Written report |
| 1. Safeguarding confidentiality of information | * 1. Introduction to information confidentiality   2. Physical securing of records and correspondences      1. Lock and key      2. Reinforced storage      3. Fireproofing      4. Lockable cabinets      5. Restricted access   3. Monitoring of records and correspondence   4. Information security   5. Sensitization of employees on information confidentiality   6. Tracing of records and correspondences | * Oral questioning * Observation * Written report |
| 1. Coordinate communication on social media platforms | * 1. Social media requirements   2. Social media policies and procedures   3. Social media platforms   4. Social media content sourcing   5. Customer interactions on social media   6. Social media accounts update   7. Adherence to legal and ethical practices   8. Social media monitoring tools      1. Twitter counter      2. Hootsuite      3. Klout      4. Buzzlogix      5. Digimind   9. Social media engagements report implementation | * Oral questioning * Observation * Written questions * Project |
| 1. Prepare work place meetings | * 1. Introduction to minute taking   2. Types of meetings   3. Structure of meetings      1. Notice      2. Agenda      3. Preparation of other relevant documents      4. Minute formats | * Oral questioning * Observation * Oral presentation * Written report * Project |
| 1. Prepare workplace report | * 1. Introduction to report writing      1. Definition      2. Principles e.g. conciseness, clarity   2. Importance of reports   3. Forms and types of reports      1. Oral reports      2. Written reports      3. Recorded   4. Reports formats      1. Letter format      2. Memo format   5. Reports preparation | * Oral questioning * Observation * Written report * Project |

**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** | | | |
|  | Charts | * Flip Charts * Rules and Regulations | 5 | 1:6 |
|  | External Storage Media | Flash disks, Compact Disks; Re-Writable | 5 | 1:6 |
|  | Smart board (Where Applicable) | LCD or projector | 1 | 1:30 |
|  | Whiteboard | Glass, melamine, porcelain | 1 | 1:30 |
| **B** | **Learning Facilities & Infrastructure** | | | |
|  | Lecture/Theory Room | (9\* 8 sq. metres) | 1 | 1:30 |
|  | Internet Connection | System | 1 | 1:30 |
| **C** | **Consumable Materials** | | | |
|  | Markers | Whiteboard markers and permanent Markers | 5 | 1:6 |
|  | Printing Papers | Sizes A4, A3, A2 etc | 5 reams | 1:6 |
| **D** | **Tools And Equipment** | | | |
|  | Desktops | Any model | 30 | 1:1 |
|  | Printer | Inkjet, LaserJet | 2 | 1:15 |
|  | Computers Software: | •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

**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)** |
|  | Apply self-management skills | **5** |
|  | Promote ethical practices and values | 4 |
|  | Promote Teamwork | 9 |
|  | Maintain professional and personal development | **5** |
|  | Apply Problem-solving skills | 10 |
|  | 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. Formulating personal vision, mission, and goals   2. Self-awareness   3. Emotional intelligence and coping with Work Stress.   4. Assertiveness development   5. Accountability and responsibility for one’s actions   6. Time management, attendance and punctuality   7. Setting performance targets   8. Self-strengths and weaknesses   9. Motivation, initiative and proactivity   10. Individual performance evaluations | * Written assessment * Oral assessment * Third party reports * Portfolio of evidence * Project * Practical |
| 1. Promote ethical work practices and values | * 1. Integrity   2. Organizational codes of conduct   3. Industry policies and procedures   4. Professionalism | * Written assessment * Oral assessment * Third party reports * Portfolio of evidence * Project * Practical |
| 1. Promote Teamwork | * 1. Teams      1. Small work group      2. Staff in a section/department      3. Inter-agency group      4. Virtual teams   2. Team roles and objectives   3. Team activities   4. Team performance   5. Conflict resolution      1. Interpersonal Conflict.      2. Intrapersonal Conflict.      3. Intergroup Conflict.      4. Intragroup Conflict.   6. Gender and diversity mainstreaming   7. Healthy workplace relationships      1. Man/Woman      2. Trainer/trainee      3. Employee/employer      4. Client/service provider      5. Husband/wife      6. Boy/girl      7. Parent/child      8. Sibling relationships   8. Adaptability and flexibility | * Written assessment * Oral assessment * Third party reports * Portfolio of evidence * Project * Practical Assessment |
| 1. Maintain professional and personal development | * 1. Personal development and growth      1. Growth in the job      2. Career mobility      3. Gains and exposure the job gives      4. Net workings      5. Benefits that accrue to the individual as a result of noteworthy performance   2. Training and career opportunities      1. Participation in training programs      2. Serving as Resource Persons in conferences and workshops      3. Capacity building   3. Training resources      1. Human      2. Financial      3. Technology   4. Licenses and certifications for professional growth and development   5. Recognitions in career advancement   6. Work-life balance   7. Dynamism and on-the-job learning | * Written assessment * Oral assessment * Third party reports * Portfolio of evidence * Project * Practical |
| 1. Apply Problem-solving skills | * 1. Creative, innovative and practical solutions      1. New ideas      2. Original ideas      3. Different ideas      4. Methods/procedures      5. Processes      6. New tools   2. Independence and initiative in problem identification and solving   3. Problem-solving process   4. Methods of solving problems   5. Problem analysis and assumption testing | * Written assessment * Oral assessment * Third party reports * Portfolio of evidence * Project * Practical |
| 1. Promote Customer Care | * 1. Identifying customer needs   2. Customer feedback methods      1. Verbal      2. Written      3. Informal      4. Formal   3. Resolving customer concerns   4. Customer outreach programs   5. Customer retention | * 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**

**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)** |
|  | Apply accounting concepts, conventions and policies | 8 |
|  | Prepare books of original entries | 10 |
|  | Post transaction to the ledger | 16 |
|  | Prepare cash books | 10 |
|  | Correct accounting errors | 16 |
|  | Prepare bank reconciliation statements | 8 |
|  | Maintain non-current assets’ register | 18 |
|  | Maintain receivables and payables ledge | 13 |
|  | 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. Accounting concepts, conventions and policies      1. Going concern      2. Accrual      3. Prudence      4. Matching   2. Accounting equation   3. Users of accounting information | * Practical assessments * Projects * Poe evaluation * Third party reports * Written tests |
| 1. Prepare books of original entries | * 1. Classification of transactions      1. Cash transactions      2. Credit transactions   2. Source documents      1. Invoices      2. Vouchers      3. Receipts   3. Books of original entry      1. Purchases day book      2. Sales day book      3. Petty cash book   4. Source documents recording | * Practical * Projects * Poe evaluation * Third party reports * Written tests |
| 1. Post transaction to the ledger | * 1. Classification of ledgers      1. General ledger      2. Sales ledger      3. Purchases ledger   2. ledger accounts identification   3. Posting of transactions to ledgers   4. Balancing off ledger accounts   5. Trial Balance   6. Preparation of Trial Balance | * Practical * Projects * Poe evaluation * Third party reports * Written tests |
| 1. Prepare cash books | 4.1 Cash books  4.1.1 Two column cashbook   * + 1. Three column cashbook     2. Petty cashbook   1. Classification of cash receipts   2. Recording of cash receipts   3. Discounts      1. Cash discounts      2. Trade discounts      3. Quantity discounts | * Practical * Projects * Poe evaluation * Third party reports * Written tests |
| 1. Correct accounting errors | * 1. Errors affecting the trial balance   2. Errors that do not affect the trial balance   3. Correction of errors   4. Suspense account   5. Reported gross/net profit   6. The final statement of financial position | * Practical * Projects * Poe evaluation * Third party reports * Written tests |
| 1. Prepare bank reconciliation statements | * 1. Cash book and bank statement balance discrepancies:      1. Items appearing in the cashbook but not in the bank statement      2. Items appearing in the bank statement but not in the cash book      3. Errors   2. Update the cash book   3. Bank reconciliation statement | * Practical * Projects * Poe evaluation * Third party reports * Written tests |
| 1. Maintain non-current assets’ register | * 1. Determining costs of assets as per Accounting standards   2. Depreciation computation   3. Depreciation recording as per accounting guidelines   4. Accounting treatment on depreciation   5. Acquisition of Non-current assets   6. Disposal of non-current assets   7. Determining asset balances | * Practical * Projects * Poe evaluation * Third party reports * Written tests |
| 1. Maintain receivables and payables ledgers | * 1. Bad debts written off   2. Provision for bad debts   3. Adjusting receivable balances   4. Adjusting Payable balances   5. Control accounts:      1. Sales ledger control account      2. Purchases ledger control account | * Practical * Projects * Poe evaluation * Third party reports * Written tests |
| 1. 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 | * 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** | | | |
|  | Charts | * Flip Charts * Rules and Regulations | 5 | 1:6 |
|  | External Storage Media | Flash disks, Compact Disks; Re-Writable | 5 | 1:6 |
|  | Smart board (Where Applicable) | LCD or projector | 1 | 1:30 |
|  | Whiteboard | Glass, melamine, porcelain | 1 | 1:30 |
| **B** | **Learning Facilities & Infrastructure** | | | |
|  | Lecture/Theory Room | (9\* 8 sq. metres) | 1 | 1:30 |
|  | Internet Connection | System | 1 | 1:30 |
| **C** | **Consumable Materials** | | | |
|  | Markers | Whiteboard markers and permanent Markers | 5 | 1:6 |
|  | Printing Papers | Sizes A4, A3, A2 etc | 5 reams | 1:6 |
| **D** | **Tools And Equipment** | | | |
|  | Desktops | Any model | 30 | 1:1 |
|  | Printer | Inkjet, LaserJet | 2 | 1:15 |
|  | Computers Software: | •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

**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)** |
|  | Verify Organization Materials | 25 |
|  | Organize Material Handling Equipment | 28 |
|  | Organize Storage Equipment | 37 |
|  | Handle Materials Movement | 30 |
|  | **Total** | **120** |

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

|  |  |  |
| --- | --- | --- |
| **Learning Outcomes** | **Content** | **Methods of Assessment** |
| 1. Verify Organization Materials | * 1. Classification of materials      1. Meaning of classification      2. Benefits of classification      3. Advantages and disadvantages of classification   2. Coding of materials      1. Meaning      2. Advantages and disadvantages      3. Methods of coding         1. Numerical         2. Alphabetical         3. Alpha-numerical         4. Decimal         5. Mnemonics         6. Color-coding   3. Material documentation | * Practical * Projects * Portfolio of evidence evaluation * Third party reports * Written tests * Oral questions |
| 2. Organize Material Handling Equipment | * 1. Definition of material handling      1. Objectives of material handling      2. Material handling methods      3. Principles of material handling      4. Materials handling procedures      5. Components of material handling   2. Types of material handling equipment      1. Safety procedures for material handling      2. Maintenance of Material handling equipment   3. Storage equipment documentation | * Practical * Projects * Portfolio of evidence evaluation * Third party reports * Written tests * Oral questions |
| 3.Organize Storage Equipment | * 1. Classification of material storage equipment   3.1.1Shelving and racking system  3.1.2Bulk storage containers  3.1.3Automated storage and retrieval system  3.1.4Drawer storage system   * 1. Importance of organizing storage equipment   2. Principles of storage equipment organization   3.3.1Categorization  3.3.2Accessibility  3.3.3Labelling  3.3.4Regular maintenance   * 1. Factors to consider when choosing storage equipment   2. Storage equipment documentation | * Practical * Projects * Portfolio of evidence evaluation * Third party reports * Written tests * Oral questions |
| 4. Handle Materials Movement | * 1. Meaning of materials movement   2. Types of material movement   3. Considerations in materials movement      1. Safety      2. Efficiency      3. Cost      4. Sustainability   4. Material handling equipment   5. Factors considered in selecting material handling equipment   6. Factors affecting material movement   7. Documents used in material movement   8. Materials for movement inspection | * 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** | | | |
|  | Charts | * Flip Charts * Rules and Regulations | 5 | 1:6 |
|  | External Storage Media | Flash disks, Compact Disks; Re-Writable | 5 | 1:6 |
|  | Smart board (Where Applicable) | LCD or projector | 1 | 1:30 |
|  | Whiteboard | Glass, melamine, porcelain | 1 | 1:30 |
| **B** | **Learning Facilities & Infrastructure** | | | |
|  | Lecture/Theory Room | (9\* 8 sq. metres) | 1 | 1:30 |
|  | Internet Connection | System | 1 | 1:30 |
| **C** | **Consumable Materials** | | | |
|  | Markers | Whiteboard markers and permanent Markers | 5 | 1:6 |
|  | Printing Papers | Sizes A4, A3, A2 etc | 5 reams | 1:6 |
| **D** | **Tools And Equipment** | | | |
|  | Desktops | Any model | 30 | 1:1 |
|  | Printer | Inkjet, LaserJet | 2 | 1:15 |
|  | Computers Software: | •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 FOUR

# DIGITAL LITERACY

**UNIT CODE:** 0611 451 01A

**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)** |
|  | Apply communication channels Operate Computer Devices | 6 |
|  | Solve Tasks Using Office Suite | 6 |
|  | Manage Data and Information | 6 |
|  | Perform Online Communication and Collaboration | 6 |
|  | Apply Cyber security Skills | 5 |
|  | Perform Online Jobs | 5 |
|  | Apply job entry techniques | 6 |
|  | **TOTAL** | **40HRS** |

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

| **Learning Outcome** | **Content** | **Suggested**  **Assessment Methods** |
| --- | --- | --- |
| 1. Operate computer devices | * 1. Computer device Desktops      1. Laptops      2. Smartphones      3. Tablets      4. Smartwatches   2. Computer Hardware      1. The System Unit E.g. Motherboard, CPU, casing      2. Input Devices e.g. Pointing, keying, scanning, voice/speech recognition, direct data capture devices.      3. Output Devices e.g. hardcopy output and softcopy output      4. Storage Devices e.g. main memory e.g. RAM, secondary storage (Solid state devices, Hard Drives, CDs & DVDs, Memory cards, Flash drives      5. Computer Ports e.g. HDMI, DVI, VGA, USB type C   3. Classification of computer software   1.3.1 System software e.g. Operating System (Windows, Macintosh, Linux, Android, iOS)  1.3.2 Application Software e.g. Word Processors, Spreadsheets, Presentations etc.  1.3.3 Utility Software e.g. Antivirus programs   * 1. Procedure for turning on and off computer devices   2. Mouse use techniques   1.5.1 Clicking  1.5.2 Double-clicking  1.5.3 Right-clicking  1.5.4 Drag and drop   * 1. Keyboard Techniques   2. File and folders creation   3. Computer Internet Connection Options      1. Mobile Networks/Data Plans      2. Wireless Hotspots      3. Cabled (Ethernet/Fiber)      4. Dial-Up      5. Satellite   4. Computer external devices management      1. Device connections      2. Device controls (volume controls and display properties) | * Practical assessment * Project * Portfolio of evidence * Third party reports * Written tests * Oral questions |
| 1. Solve tasks using Office suite | 2.1 Word Processing concepts  2.1.1 Creating word documents  2.1.2 Editing word documents  2.1.3 Formatting word documents  2.1.4 Saving word document  2.1.5 Printing word documents  2.2 Worksheet data preparation  2.3 Worksheet data editing   * 1. Data manipulation on a worksheet      1. Use of formulae      2. Use of functions      3. Sorting      4. Filtering      5. Visual representation using charts   2. Worksheet saving and printing   3. Electronic presentation concepts   4. Worksheet printing   5. Electronic Presentation concepts      1. Creating slides      2. Editing slides      3. Formatting slides      4. Applying slide effects and transitions      5. Creating and playing slideshows      6. Saving presentations      7. Printing slides and handouts | * Practical assessment * Project * Portfolio of evidence * Third party reports * Written tests * Oral questions |
| 1. Manage Data and Information | * 1. Types of internet services      1. Communication Services      2. Information Retrieval Services      3. File Transfer      4. World Wide Web Services      5. Web Services      6. Automatic Network Address Configuration      7. News Group      8. Ecommerce   2. Types of Internet Access Applications      1. Browsers      2. Email Apps      3. E-commerce Apps   3. Internet search   4. Online digital content download   5. Identification and back up of digital content | * Portfolio of Evidence * Project * Written assessment * Practical assessment * Oral assessment |
| 1. Perform online communication and collaboration | * 1. Netiquette principles   2. Communication concepts      1. Online communities      2. Communication tools      3. Email concepts   3. Using email      1. Sending email      2. Receiving email      3. Tools and settings      4. Organizing email   4. Digital content copyright and licenses   5. Online collaboration tools      1. Online Storage (Google Drive)      2. Online productivity applications (Google Docs & Forms)      3. Online meetings (Google Meet/Zoom)      4. Online learning environments      5. Online calendars (Google Calendars)      6. Social networks (Facebook/Twitter - Settings & Privacy)   6. Preparation for online collaboration      1. Common setup features      2. Setup   7. Mobile collaboration      1. Key concepts      2. Using mobile devices      3. Applications      4. Synchronization | * Observation * Portfolio of Evidence * Project * Written assessment * Practical assessment * Oral assessment |
| 1. Apply cybersecurity skills | * 1. Data protection and privacy      1. Confidentiality of data/information      2. Integrity of data/information      3. Availability of data/information   2. Internet security threats      1. Malware attacks      2. Social engineering attacks      3. Distributed denial of service (DDoS)      4. Man-in-the-middle attack (MitM)      5. Password attacks      6. IoT Attacks      7. [Phishing Attacks](https://onlinedegrees.sandiego.edu/top-cyber-security-threats/#phishing-attacks)      8. [Ransomware](https://onlinedegrees.sandiego.edu/top-cyber-security-threats/#ransomware)   3. Computer threats and crimes   4. Cybersecurity control measures      1. Physical Controls      2. Technical/Logical Controls (Passwords,PINs, Biometrics)      3. Operational Controls   5. Laws governing protection of ICT in Kenya      1. The Computer Misuse and Cybercrimes Act No. 5 of 2018      2. The Data Protection Act No. 24 Of 2019 | * Observation * Portfolio of Evidence * Project * Written assessment * Practical assessment * Oral assessment |
| 1. Perform Online Jobs | * 1. Introduction to online working   2. Types of online Jobs   3. Online job platforms      1. Remotask      2. Data annotation tech      3. Cloud worker      4. Upwork      5. Oneforma      6. Appen   4. Online account and profile management   5. Identifying online jobs/job bidding   6. Online digital identity   7. Executing online tasks   8. Management of online payment accounts. | * + Observation   + Portfolio of Evidence   + Project   + Written assessment   + Practical assessment   + Oral assessment |
| 1. Apply job entry techniques | * 1. Types of job opportunities      1. Self-employment      2. Service provision      3. product development      4. salaried employment   2. Sources of job opportunities   3. Resume/ curriculum vitae   4. Job application letter      1. What to include      2. Addressing a cover letter      3. Signing off a cover letter   5. Portfolio of Evidence      1. Academic credentials      2. Letters of commendations      3. Certification of participations      4. Awards and decorations   7.6 Interview skills   * 1. Generally knowledgeable in current affairs and technical area | * + Observation   + Oral assessment   + Portfolio of evidence   + 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** | | | |
|  | Charts | * Flip Charts * Rules and Regulations | 5 | 1:6 |
|  | External Storage Media | Flash disks, Compact Disks; Re-Writable | 5 | 1:6 |
|  | Smart board (Where Applicable) | LCD or projector | 1 | 1:30 |
|  | Whiteboard | Glass, melamine, porcelain | 1 | 1:30 |
| **B** | **Learning Facilities & Infrastructure** | | | |
|  | Lecture/Theory Room | (9\* 8 sq. metres) | 1 | 1:30 |
|  | Internet Connection | System | 1 | 1:30 |
| **C** | **Consumable Materials** | | | |
|  | Markers | Whiteboard markers and permanent Markers | 5 | 1:6 |
|  | Printing Papers | Sizes A4, A3, A2 etc | 5 reams | 1:6 |
| **D** | **Tools And Equipment** | | | |
|  | Desktops | Any model | 30 | 1:1 |
|  | Printer | Inkjet, LaserJet | 2 | 1:15 |
|  | Computers Software: | •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

**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)** |
|  | Apply financial literacy | 6 |
|  | Apply the entrepreneurial concept | 7 |
|  | Identify entrepreneurship opportunities | 6 |
|  | Apply business legal aspects | 7 |
|  | Innovate Business Strategies | 8 |
|  | 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. Sources of personal and business funds      1. Salary/Wages      2. Investments      3. Savings      4. Inheritance      5. Government Benefits      6. Equity financing      7. Debt financing      8. Retained earnings      9. Leasing and asset financing   2. Personal finance management   3. Saving management   4. Debt management   5. Investment decisions   6. Types of investments   7. Insurance services   8. insurance products available in the market   9. Insurable risks | * Project * Written assessment * Oral assessment * Third party report * Interviews |
| 2.Apply entrepreneurial concept | * 1. Difference between Entrepreneurs and Business persons   2. Types of entrepreneurs      1. Innovators      2. Imitators      3. Craft      4. Opportunistic      5. Speculators   3. Ways of becoming an entrepreneur   4. Characteristics of Entrepreneurs      1. Creative      2. Innovative      3. Planner      4. Risk taker      5. Networker      6. Confident      7. Flexible      8. Persistent      9. Patient      10. Independent      11. Future oriented      12. Goal oriented   5. Salaried employment and self-employment   6. Requirements for entry into self-employment      1. Technical skills      2. Management skills      3. Entrepreneurial skills      4. Resources      5. Infrastructure   7. Roles of an Entrepreneur in an enterprise   8. Contributions of Entrepreneurship | * Project * Written assessment * Oral assessment * Third party report |
| 3.Identify entrepreneurship opportunities | * 1. Sources of business ideas   2. Factors to consider when evaluating business opportunity   3. Entrepreneurial opportunities   4. Business ideas and opportunities generation   5. Business life cycle | * Project * Written assessment * Oral assessment * Third party report |
| 4.Apply business legal aspects | * 1. Forms of business ownership      1. Sole proprietorship      2. Partnership      3. Limited companies      4. Cooperatives   2. Business registration and licensing processing   3. Types of contracts and agreements   4. Employment laws   5. Taxation laws | * 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   * + 1. New products     2. New methods of production     3. New markets     4. New sources of supplies   5.4 Entrepreneurial Linkages  5.5 ICT in business growth and development | * Project * Written assessment * Oral assessment * Third party report |
| 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 | * 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**  (Item: Trainee) |
| **A** | **Learning Materials** | | | |
|  | Charts | * Flip Charts * Rules and Regulations | 5 | 1:6 |
|  | External Storage Media | Flash disks, Compact Disks; Re-Writable | 5 | 1:6 |
|  | Smart board (Where Applicable) | LCD or projector | 1 | 1:30 |
|  | Whiteboard | Glass, melamine, porcelain | 1 | 1:30 |
| **B** | **Learning Facilities & Infrastructure** | | | |
|  | Lecture/Theory Room | (9\* 8 sq. metres) | 1 | 1:30 |
|  | Internet Connection | System | 1 | 1:30 |
| **C** | **Consumable Materials** | | | |
|  | Markers | Whiteboard markers and permanent Markers | 5 | 1:6 |
|  | Printing Papers | Sizes A4, A3, A2 etc | 5 reams | 1:6 |
| **D** | **Tools And Equipment** | | | |
|  | Desktops | Any model | 30 | 1:1 |
|  | Printer | Inkjet, LaserJet | 2 | 1:15 |
|  | Computers Software: | •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

**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)** |
|  | Work-out commercial mathematics | 14 |
|  | Apply statistical equations | 14 |
|  | Apply statistical matrices | 22 |
|  | Carry out elementary statistics | 10 |
|  | Carry out descriptive statistics | 19 |
|  | Apply set theory | 9 |
|  | Apply basic probability theory | 14 |
|  | Use index numbers | 7 |
|  | **TOTAL** | **120 HRS** |

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

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Work-out commercial mathematics | 1.1 Types of discounts  1.1.1 Cash discount  1.1.2 Trade discount  1.1.3 Quantity discount  1.2 Commissions  1.3 Methods of calculating wages  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 | * 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  2.2.1 Formula method  2.2.2 Factorization  2.3 Simultaneous equations  2.3.1 Substitution method  2.3.2 Elimination method  2.3.3 Matrix method  2.4 Breakeven analysis  2.5 Calculus  2.5.1 Differentiation  2.5.2 Integration  2.6 Total revenue, total cost and profit equations formulation | * Practical assessment * Project * Portfolio of evidence * Third party reports * Written tests * Oral questions |
| 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 | * 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.Frequencydistribution  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  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) | * Practical assessment * Project * Portfolio of evidence * Third party reports * Written tests * Oral questions |
| 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 | * 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 | * 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  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 | * Practical assessment * Project * Portfolio of evidence * Third party reports * Written tests * Oral questions |
| 8. Use index numbers | 8.1 Formulae for computing index numbers  8.2 Computation of index numbers  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 | * 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 | * Flip Charts | 5 | 1:6 |
| **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

**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)** |
|  | Handle Organization Requisition | 34 |
|  | Conduct Market Survey | 18 |
|  | Handle Solicitation Documents | 19 |
|  | Prepare order documents | 13 |
|  | Expedite Procurement Orders | 7 |
|  | Receive Procured Goods | 15 |
|  | Store Procured Goods | 15 |
|  | **Total** | **120** |

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

|  |  |  |
| --- | --- | --- |
| **Learning Outcomes** | **Content** | **Methods of Assessment** |
| 1. Handle Organization Requisitions | 1. Meaning of terms used in procurement    * 1. Procurement      2. Purchasing      3. Supply chain management      4. Logistics      5. Procurement needs.   Works  Goods  Services   * + 1. Specifications     2. Procurement planning  1. Principles of procurement    1. Definition of requisition       1. Sources of requisition          1. Internal   1.3.1.2 external   * + 1. Importance of requisitions     2. Types of requisitions   1.1.3.1Material requisition  1.1.3.2Service requisition   * + - 1. Job card     1. Contents of a requisition document   Steps in handling a requisition   * + 1. Personnel involved in handling requisition   1.3.5.1 User department  1.3.5.2Procurement unit  1.3.5.3 Finance department   * + - 1. Accounting officer   1. Technology and tools   2. Common challenges   3. Best Practices | * Practical * Projects * Portfolio of evidence evaluation * Third party reports * Written tests * Oral questions |
| 2.Conduct Market  Survey | * 1. Define market survey   2. Purpose of market survey   3. Techniques of market survey   4. Instruments of market survey   2.4.1 Questionnaires  2.4.2 Interview schedule   * + 1. Benchmarking   1. The process of market survey   2. Types of Market survey data   3. Types of market survey   4. Source of market survey data   5. Structure of market survey report   6. Type of market survey report | * Practical * Projects * Portfolio of evidence evaluation * Third party reports * Written tests * Oral questions |
| 3. Handle Solicitation Documents | * 1. Definition of Solicitation   2. Importance of solicitation   3. Documents used in solicitation.      1. Procurement plan      2. RFQ      3. RFI      4. ITT      5. RFP      6. Tenders      7. Expression of interest   4. Elements of solicitation   5. Process of solicitation   6. Steps in procurement process   7. Documents raised at each stage of the procurement process | * Practical * Projects * Portfolio of evidence evaluation * Third party reports * Written tests * Oral questions |
| 4. Prepare Order Documents | 4.1 Definition of order and prerequisite order documents   * 1. Types of order documents      1. Requisitions      2. Quotations      3. RFP      4. Purchase register      5. Purchase order (LPO/LSO)   2. Functions of order documents   3. Process of approval of LPO   4. Process of dispatching purchase order documents to supplier. | * Practical * Projects * Portfolio of evidence evaluation * Third party reports * Written tests * Oral questions |
| 5. Expedite Procurement Orders | * 1. Definition of expedition of orders   2. Reasoning for expediting procurement orders   3. The steps in expediting orders   4. Methods of expediting orders.      1. Telephone calls      2. Emails      3. Site visits   5. Status report for pending orders is generated | * Practical * Projects * Portfolio of evidence evaluation * Third party reports * Written tests * Oral questions |
| 6. Receive Procured Goods | * 1. Define receiving of goods   2. Documents used in receiving goods   3. The process of receiving goods   4. Receiving Standard Operating Procedures   5. Factors considered during receiving goods   6. Nature of preparations during receipt of goods.   7. Inspection of received goods   8. Factors to consider when inspecting goods   9. Types of inspection methods   10. Outcomes of inspection | * Practical * Projects * Portfolio of evidence evaluation * Third party reports * Written tests * Oral questions |
| 7. Store Procured Goods | * 1. Meaning of storage      1. Types of storage systems      2. Factors to consider when choosing storage system      3. Importance of storage of goods   2. Meaning of stock location      1. Importance of stock location      2. Factors to consider when selecting stock location systems      3. Methods of stock location      4. Stock location index      5. Documents used in storage of goods   3. Classification of goods   4. Maintenance of records of stored goods | * 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** | | | |
|  | Charts | * Flip Charts * Rules and Regulations | 5 | 1:6 |
|  | External Storage Media | Flash disks, Compact Disks; Re-Writable | 5 | 1:6 |
|  | Smart board (Where Applicable) | LCD or projector | 1 | 1:30 |
|  | Whiteboard | Glass, melamine, porcelain | 1 | 1:30 |
| **B** | **Learning Facilities & Infrastructure** | | | |
|  | Lecture/Theory Room | (9\* 8 sq. metres) | 1 | 1:30 |
|  | Internet Connection | System | 1 | 1:30 |
| **C** | **Consumable Materials** | | | |
|  | Markers | Whiteboard markers and permanent Markers | 5 | 1:6 |
|  | Printing Papers | Sizes A4, A3, A2 etc | 5 reams | 1:6 |
| **D** | **Tools And Equipment** | | | |
|  | Desktops | Any model | 30 | 1:1 |
|  | Printer | Inkjet, LaserJet | 2 | 1:15 |
|  | Computers Software: | •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

**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)** |
|  | Receive customer orders | 33 |
|  | Retrieve customer orders | 38 |
|  | Consolidate customer orders | 33 |
|  | Package customer orders | 11 |
|  | Handle dispatch operation | 5 |
|  | **Total** | **120** |

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

|  |  |  |
| --- | --- | --- |
| **Learning Outcomes** | **Content** | **Methods of Assessment** |
| 1. Receive customer orders | * 1. Meaning of customer orders   2. Methods of receiving customer orders      1. Manual methods      2. Electronic methods      3. Point of Sale Systems   3. Factors to consider when choosing Methods of receiving customer orders   4. Distribution      1. Definition of terms      2. Distribution      3. Distribution plan      4. Physical distribution   5. Steps in distribution plan preparation   6. Factors to consider in distribution planning | * Practical * Projects * Portfolio of evidence evaluation * Third party reports * Written tests * Oral questions |
| 2. Retrieve customer orders | * 1. Definition of retrieval of orders   2. Methods of retrieving orders   3. Marshalling picked orders   4. Benefits of marshalling orders   5. Factors to consider in marshalling orders   6. Marshalling strategies   7. Challenges in marshalling orders | * Practical * Projects * Portfolio of evidence evaluation * Third party reports * Written tests * Oral questions |
| 3. Consolidate customer orders | * 1. Order consolidation   2. Definition of order consolidation   3. Advantages and disadvantages of order consolidation   4. Factors to consider in consolidation   5. Steps in order consolidation   6. Methods of order consolidation | * Practical * Projects * Portfolio of evidence evaluation * Third party reports * Written tests * Oral questions |
| 4. Package customer orders | * 1. Packaging customer orders      1. Definition of packaging orders      2. Types of packaging      3. Methods of packaging      4. Objectives of packaging      5. Advantages and disadvantages      6. Factors determining packaging methods      7. Challenges in packaging   2. Unitization      1. Meaning of unitization      2. Benefits of unitization      3. Methods of unitization | * Practical * Projects * Portfolio of evidence evaluation * Third party reports * Written tests * Oral questions |
| 5. Handle dispatch operation | * 1. Dispatch of materials      1. Meaning of dispatch      2. The dispatch procedure      3. Dispatch equipment      4. Dispatch schedule      5. Documents used in dispatch      6. Security and safety measures in dispatch      7. Factors determining location of dispatch area | * 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** | | | |
|  | Charts | * Flip Charts * Rules and Regulations | 5 | 1:6 |
|  | External Storage Media | Flash disks, Compact Disks; Re-Writable | 5 | 1:6 |
|  | Smart board (Where Applicable) | LCD or projector | 1 | 1:30 |
|  | Whiteboard | Glass, melamine, porcelain | 1 | 1:30 |
| **B** | **Learning Facilities & Infrastructure** | | | |
|  | Lecture/Theory Room | (9\* 8 sq. metres) | 1 | 1:30 |
|  | Internet Connection | System | 1 | 1:30 |
| **C** | **Consumable Materials** | | | |
|  | Markers | Whiteboard markers and permanent Markers | 5 | 1:6 |
|  | Printing Papers | Sizes A4, A3, A2 etc | 5 reams | 1:6 |
| **D** | **Tools And Equipment** | | | |
|  | Desktops | Any model | 30 | 1:1 |
|  | Printer | Inkjet, LaserJet | 2 | 1:15 |
|  | Computers Software: | •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 FIVE

# MANAGEMENT SKILLS

**UNIT CODE: 0415 451 08A**

**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)** |
|  | Apply planning principle | 20 |
|  | Apply organizing principle | 18 |
|  | Apply directing principle | 18 |
|  | Apply coordinating principle | 14 |
|  | **TOTAL** | **70 HRS** |

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

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Apply planning principle | * 1. Goals and objectives      1. Innovation and adaptability      2. Customer satisfaction      3. Employee engagement and development      4. Achieve sustainable growth      5. Ensure financial growth and profitability      6. Identify opportunities for growth and diversification   2. Work plans      1. Creating timelines      2. Break down the project into specific tasks      3. Identifying resources required      4. Identifying potential risks and challenges      5. Process for seeking approvals   3. Monitoring of work progress   4. Principles of planning      1. Vision and mission      2. Data-driven decision making      3. Flexible plans      4. Transparency in decision making      5. Fair and equitable decision making   5. Steps in planning process   6. Barriers to planning   7. Guidelines to avoiding barriers   8. Management by objectives   9. Types of plans      1. Tactical plans      2. Strategic plans      3. Operational plans | * Practical assessment * Project * Portfolio of evidence * Third party reports * Written tests * Oral questions |
| 1. Apply organizing principle | * 1. Office goals and objectives   2. Office tasks and responsibilities   3. Monitoring of progress   4. Process of organization   5. Organizing components   6. Authority and responsibility   7. Organization structures      1. Product line structure      2. Matrix structure      3. Geographical-based structure   8. Delegation   9. Centralization and decentralization   10. Principles of organization | * Practical assessment * Project * Portfolio of evidence * Third party reports * Written tests * Oral questions |
| 1. Apply directing principle | * 1. Orders and instructions   2. Staff Supervision   3. Exchange of opinions and ideas   4. Characteristics of successful leaders   5. Leadership roles   6. Theories   7. Leadership styles      1. Bureaucratic leadership      2. Charismatic leadership      3. Situational leadership      4. Autocratic leadership   8. Communication structures | * Practical assessment * Project * Portfolio of evidence * Third party reports * Written tests * Oral questions |
| 1. Apply coordinating principle | 4.1 Work schedules creation  4.2 Roles and responsibilities  4.3 Rewards and recognition | * Practical assessment * Project * Portfolio of evidence * Third party reports * Written tests * Oral questions |

**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** | | | |
|  | Charts | * Flip Charts * Rules and Regulations | 5 | 1:6 |
|  | External Storage Media | Flash disks, Compact Disks; Re-Writable | 5 | 1:6 |
|  | Smart board (Where Applicable) | LCD or projector | 1 | 1:30 |
|  | Whiteboard | Glass, melamine, porcelain | 1 | 1:30 |
| **B** | **Learning Facilities & Infrastructure** | | | |
|  | Lecture/Theory Room | (9\* 8 sq. metres) | 1 | 1:30 |
|  | Internet Connection | System | 1 | 1:30 |
| **C** | **Consumable Materials** | | | |
|  | Markers | Whiteboard markers and permanent Markers | 5 | 1:6 |
|  | Printing Papers | Sizes A4, A3, A2 etc | 5 reams | 1:6 |
| **D** | **Tools And Equipment** | | | |
|  | Desktops | Any model | 30 | 1:1 |
|  | Printer | Inkjet, LaserJet | 2 | 1:15 |
|  | Computers Software: | •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**

**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)** |
|  | Demonstrate understanding of nature of law | 8 |
|  | Illustrate structure of court system in Kenya | 16 |
|  | Apply law of Tort | 10 |
|  | Apply law of Contract | 26 |
|  | Apply law of Agency | 8 |
|  | Apply law of Sale of Good | 8 |
|  | Apply hire purchase contracts | 6 |
|  | Apply law of negotiable instruments | 8 |
|  | Apply law of insurance | 8 |
|  | 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 | * 1. Nature of law   2. Purpose of law   3. Sources of law.      1. Constitution      2. Legislation      3. Common law      4. Equity      5. African customary law      6. Islamic law   4. Classifications of Commercial Law      1. Written and unwritten      2. National and international      3. Public and private      4. Substantive and procedural      5. Criminal and civil   5. Comparison between Law and Morality | * Oral questions * Written assessment * Portfolio of Evidence * Practical assessment * Third party report |
| 1. Illustrate structure of court system in Kenya | * 1. Court structure in Kenya   2. Composition of Kenyan courts      1. Supreme Court      2. Court of Appeal      3. High Court      4. Employment and Labour Relations Court      5. Environment and Land Court      6. Magistrates Court      7. Court Martial      8. Kadhis’ Court   3. Jurisdiction of Courts.      1. Original      2. Appellate      3. Territorial.      4. Pecuniary   4. Procedure of appointment and removal of magistrates and judges   5. Tribunals   6. The role of the JSC, AG, LSK, and ODPP in the Kenyan legal system. | * Oral questions * Written assessment * Portfolio of Evidence * Practical assessment * Third party report |
| 1. Apply law of Tort | * 1. Nature of tortuous liability   2. Tort, crime vs breach of contract   3. Capacity to sue /be sued by the law of tort.   4. Types of tort.      1. Negligence      2. Defamation      3. Nuisance      4. Trespass   5. General defences in tort   6. Elements of tort | * Oral questions * Written assessment * Portfolio of Evidence * Practical assessment * Third party report |
| 1. Apply law of Contract | * 1. Essential of a valid contract      1. Offer      2. Acceptance      3. Capacity      4. Intention      5. Consideration      6. Legality   2. Types of Contracts      1. Specialty/written      2. Simple contracts      3. Contracts under seal      4. Contracts requiring written evidence      5. Evidence in Writing   3. Methods of discharging a contract.      1. Express agreement      2. Performance      3. Breach      4. Impossibility/doctrine of frustration      5. Operation of law   4. Remedies of breach of a contract      1. Equitable doctrine of part performance   5. Terms of contract      1. Express      2. Implied | * Oral questions * Written assessment * Portfolio of Evidence * Practical assessment * Third party report |
| 1. Apply law of Agency | * 1. Formation and classification of agents      1. General agent      2. Special agent   2. Agents’ authority   3. Duties of agents      1. Performance      2. Obedience      3. Care and skill      4. Estoppel      5. Account      6. Personal performance   4. Rights of Agents      1. Rights to sue      2. Right to lien   5. Methods of terminating an agency.      1. Agreement      2. Withdraw      3. Death      4. Performance      5. Lapse of time      6. Insanity      7. Bankruptcy | * Oral questions * Written assessment * Portfolio of Evidence * Practical assessment * Third party report |
| 1. Apply law of Sale of Goods | * 1. Sale and agreement to sell   2. Capacity to buy and sell.   3. Terms of Sale of Goods.      1. Conditions      2. Warranties   4. Caveat emptor      1. meaning of caveat emptor      2. exception to caveat emptor   5. Factors affecting the transfer of title.   6. Rights of parties in the sale of goods.   7. Auction process.   8. Duties of the seller   9. Duties of the buyer. | * Oral questions * Written assessment * Portfolio of Evidence * Practical assessment * Third party report |
| 1. Apply hire purchase contracts. | * 1. Nature of Hire Purchase   2. Hire purchase agreement.   3. Conditions of Terminating Hire Purchase Agreement.   4. Completion of hire purchase agreement. | * Oral questions * Written assessment * Portfolio of Evidence * Practical assessment * Third party report |
| 1. Apply law of negotiable instruments | * 1. Negotiable instruments.      1. Cheques      2. Bill of exchange      3. Promissory note   2. Characteristics of negotiable instruments.   3. Elements of negotiable instruments. | * Oral questions * Written assessment * Portfolio of Evidence * Practical assessment * Third party report |
| 1. Apply law of insurance | * 1. Insurance contracts      1. Elements of insurance.   2. Principles of insurance.      1. Utmost good faith.      2. Subrogation      3. Indemnity      4. Proximate cause      5. Third party insurance      6. Re-instatement.      7. Salvage.      8. Contribution and appointment.   3. Formation of insurance contract   4. Requirement for insurance contract.   5. Discharge of insurance contract. | * Oral questions * Written assessment * Portfolio of Evidence * Practical assessment * Third party report |
| 1. Apply law of property. | * 1. Classifications of property      1. Real and personal      2. Movable      3. Immovable      4. Tangible      5. Intangible   2. Land interest.   3. Intellectual property.      1. Patents      2. Trademarks      3. Copyrights      4. Industrial designs | * Oral questions * Written assessment * Portfolio of Evidence * Practical assessment * Third party report |

**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** | | | |
|  | Charts | * Flip Charts * Rules and Regulations | 5 | 1:6 |
|  | External Storage Media | Flash disks, Compact Disks; Re-Writable | 5 | 1:6 |
|  | Smart board (Where Applicable) | LCD or projector | 1 | 1:30 |
|  | Whiteboard | Glass, melamine, porcelain | 1 | 1:30 |
| **B** | **Learning Facilities & Infrastructure** | | | |
|  | Lecture/Theory Room | (9\* 8 sq. metres) | 1 | 1:30 |
|  | Internet Connection | System | 1 | 1:30 |
| **C** | **Consumable Materials** | | | |
|  | Markers | Whiteboard markers and permanent Markers | 5 | 1:6 |
|  | Printing Papers | Sizes A4, A3, A2 etc | 5 reams | 1:6 |
| **D** | **Tools And Equipment** | | | |
|  | Desktops | Any model | 30 | 1:1 |
|  | Printer | Inkjet, LaserJet | 2 | 1:15 |
|  | Computers Software: | •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**

**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)** |
|  | Apply fundamental economics concepts | 10 |
|  | Apply demand and supply in market analysis | 10 |
|  | Apply Consumer Behavior Theory | 18 |
|  | Apply Production Theory | 18 |
|  | Apply Cost Theory | 16 |
|  | Understand Market Structures | 12 |
|  | Apply understanding of inflation and unemployment | 12 |
|  | Apply understanding of money and banking | 8 |
|  | Apply understanding of National income. | 8 |
|  | 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. Economic concepts.      1. Economic resources      2. Human wants      3. Scarcity and choice      4. Opportunity cost      5. Production possibility curves/frontiers   2. Economic methodology   3. Scope of economic resources   4. Economic systems.   5. Effective resource utilization. | * Case studies * Written assessment * Oral assessment * Demonstration * Projects * Group Discussion * Portfolio of evidence |
| 1. Apply demand and supply in market analysis | * 1. Market demand and supply dynamics.   2. Factors affecting demand and supply.   3. Demand and supply curves   4. Elasticity of demand and supply. | * Case studies * Practical * Written assessment * Oral assessment * Third-party report * Observation * Demonstration * Projects * Group Discussion * Portfolio of evidence |
| 1. Apply consumer behaviour theory | * 1. Consumer behaviour approaches.   2. Consumer utility      1. Marginal utility      2. Law of diminishing   3. consumer equilibrium   4. Indifference curves | * Case studies * Practical * 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 |
| 1. Apply production theory | * 1. Mobility of Factors of production and their rewards   2. Output units determination   3. Stages of production 4.3.1 Primary      1. Secondary      2. Tertiary   4. Long run and short run production period   5. Direct and Indirect Production   6. Merits and demerits of direct and indirect production   7. Division of labour and specialization. | * Case studies * Practical * Written assessment * Demonstration * Projects * Group Discussion * Portfolio of evidence |
| 1. Apply cost theory | * 1. Classification of production costs      1. Fixed costs      2. Variable costs      3. Total cost      4. Opportunity costs      5. Marginal cost   2. short run costs analysis   3. long run costs analysis   4. Cost curves analysis.   5. Optimal size of the firm.      1. Economies of scale. | * Case studies * Practical * Written assessment * Demonstration * Projects * Group Discussion * Portfolio of evidence |
| 1. Differentiate market Structures | * 1. Market structures determination   2. Market output   3. Market Prices.   4. Market structures selection      1. Perfect competition      2. Monopoly      3. Monopolistic      4. Oligopoly      5. Duopoly | * Case studies * Practical * Written assessment * Demonstration * Projects * Group Discussion * Portfolio of evidence |
| 7.Determine national income | * 1. Concept of national income      1. Gross Domestic Product (GDP      2. Gross national product (GNP) and net national product (NNP)      3. Net national income (NNI) at market price and factor cost      4. Disposable income   2. Methods used to measure national income      1. Income approach      2. Output approach      3. Expenditure approach   3. Problems of national income   4. Importance of national income statistics   5. National income equilibrium. | * Case studies * Practical * Written assessment * Demonstration * Projects * Group Discussion * Portfolio of evidence |
| 8. Understand Money and Banking | * 1. Functions of money   2. Characteristics of money   3. Financial institutions   4. Functions of central bank and commercial bank   5. Functions of non-banking financial   institutions | * Case studies * Practical * Written assessment * Demonstration * Projects * Group Discussion * Portfolio of evidence |
| 9. Determine Inflation and unemployment | * 1. Types of inflation      1. Cost push      2. Demand pull   2. Causes of inflation   3. Effects of inflation   4. Measures to control inflation      1. Fiscal policy      2. Monetary   5. Direct intervention      1. Causes of unemployment      2. Unemployment control measures | * Case studies * Practical * Written assessment * Demonstration * Projects * Group Discussion * Portfolio of evidence |
| 10. Understand InternationalTrade | * 1. Concept of international trade;      1. Meaning,      2. Advantages and disadvantages.   2. International balance of payments.      1. International Balance of trade.      2. International Terms of trade. | * Case studies * Practical * Written assessment * Demonstration * Projects * Group Discussion * 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** | | | |
|  | Charts | * Flip Charts * Rules and Regulations | 5 | 1:6 |
|  | External Storage Media | Flash disks, Compact Disks; Re-Writable | 5 | 1:6 |
|  | Smart board (Where Applicable) | LCD or projector | 1 | 1:30 |
|  | Whiteboard | Glass, melamine, porcelain | 1 | 1:30 |
| **B** | **Learning Facilities & Infrastructure** | | | |
|  | Lecture/Theory Room | (9\* 8 sq. metres) | 1 | 1:30 |
|  | Internet Connection | System | 1 | 1:30 |
| **C** | **Consumable Materials** | | | |
|  | Markers | Whiteboard markers and permanent Markers | 5 | 1:6 |
|  | Printing Papers | Sizes A4, A3, A2 etc | 5 reams | 1:6 |
| **D** | **Tools And Equipment** | | | |
|  | Desktops | Any model | 30 | 1:1 |
|  | Printer | Inkjet, LaserJet | 2 | 1:15 |
|  | Computers Software: | •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

# MANAGE SUPPLY CHAIN OPERATIONS

**UNIT CODE:** 0416 451 15A

**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)** |
|  | Develop procurement policy | 35 |
|  | Plan supply chain operations | 30 |
|  | Manage procurement staff | 40 |
|  | Coordinate supply chain operations | 30 |
|  | Control supply chain operations | 25 |
|  | **Total** | **160** |

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

|  |  |  |
| --- | --- | --- |
| **Learning Outcomes** | **Content** | **Methods of Assessment** |
| 1. Develop a procurement policy | * 1. Meaning of terms used in supply chain operations      1. Supply chain      2. Supply chain management      3. Procurement policy   2. Scope of supply chain   3. Benefits of supply chain management   4. Elements of supply chain   5. Key drivers of supply chain   6. Formation of procurement policy committee   7. Factors to consider in selecting procurement policy steering committee   8. Features of a good procurement policy   9. Benefits of a good procurement policy   10. Legal framework governing procurement       1. PPADA 2015       2. Procurement regulations       3. PFM Act, 2012       4. Constitution of Kenya, 2010       5. Procurement circulars   11. Keys steps in aligning the procurement policy with organizational policy   12. Importance of aligning procurement policy to organizational policy   13. Monitoring, evaluation and reviewing the procurement policy   14. Strategic management       1. Meaning of strategy       2. Purpose of strategic management       3. Key components       4. Level of strategy       5. Strategic management process       6. Strategic planning       7. Strategic analysis tools for environment       8. Supply chain strategies       9. Keys steps in aligning the procurement strategy with organizational strategy | * Practical assessment * Project * Portfolio of evidence * Third party reports * Written tests * Oral questions |
| 1. Plan supply chain operations | * 1. Departmental operational resources   2. Breakdown of departmental operational resources      1. Stationaries      2. Computers      3. Office furniture      4. Utilities   3. Benefits of departmental operational resources   4. Strategies for allocation of departmental resources   5. Process of approval of departmental operational resources   6. Control of approval of departmental resources | * Practical assessment * Project * Portfolio of evidence * Third party reports * Written tests * Oral questions |
| 1. Manage   procurement staff | * 1. Induction of procurement staff      1. Meaning of induction      2. Purpose of induction      3. Benefits of induction      4. The process of induction   2. Procurement staff performance targets      1. Number of contracts implemented      2. Supplier relationship management      3. Cost minimization      4. Inventory management      5. Customer satisfaction etc.   3. Procurement key performance indicators   4. Supervision of procurement staff      1. Importance of supervision      2. Methods of supervision   5. Performance measurement for procurement staff      1. Meaning of performance measurement      2. Purpose of performance measurement      3. Importance of performance measurement      4. Methods of performance measurement   6. Staff motivation      1. Meaning of staff motivation      2. Purpose of staff motivation      3. Importance of staff motivation      4. Methods of motivation      5. Challenges of staff motivation   7. Types of Procurement staff performance records      1. Training and development plans      2. Performance appraisal forms      3. Key performance indicators reports      4. Goal achievement records      5. Procurement project reports      6. Compliance reports      7. Time management records   8. Importance of maintenance of staff records   9. Capacity building of procurement staff      1. Meaning of capacity building      2. Purpose of capacity building      3. Components of capacity building      4. Steps in capacity building      5. Benefits of capacity building      6. Methods of capacity building      7. Challenges in capacity building   10. Procurement code of ethics       1. Meaning of code of ethics       2. Importance of code of ethics       3. Types of codes code of ethics       4. Steps in developing code of ethics       5. Components of code of ethics          1. Probity.          2. Transparency          3. Accountability          4. Openness          5. Confidentiality          6. Avoidance of conflict of ethics       6. Challenges in implementing code of ethics       7. Disciplinary measures for procurement staff who violate the code of ethics | * Practical assessment * Project * Portfolio of evidence * Third party reports * Written tests * Oral questions |
| 1. Coordinate supply chain operations | 1. Coordination of supply chain operations 2. Definition of supply chain process 3. Types of supply chain processes 4. Meaning of supply chain reports    * 1. Types of supply chain reports      2. Steps of developing supply chain reports      3. Contents of supply chain report      4. Benefits of supply chain report 5. Maintenance of supply chain management documents    * 1. Types of documents      2. LPO      3. RFQ      4. RFP      5. Purchase requisition note      6. Delivery notes      7. Invoice | * Practical assessment * Project * Portfolio of evidence * Third party reports * Written tests * Oral questions |
| 1. Control supply chain operations | * 1. Supply chain responsibilities      1. Sourcing      2. Negotiation      3. Market survey      4. Supplier relationship management      5. Contract management.   2. Segregation of duties of supply chain personnel      1. Principles of segregation of duties      2. Benefits of segregation of duties      3. Roles and responsibilities of supply chain personnel      4. Challenges of segregation of duties   3. Documentation of supply chain procedures      1. Meaning of supply chain documentation      2. Types of documentation      3. Importance of documentation      4. Best practices of supply chain documentation   4. Supply chain Feedback mechanism      1. Meaning of feedback      2. Importance of feedback      3. Types of supply chain feedback      4. Methods of collecting supply chain feedback      5. Challenges in receiving feedback | * Practical assessment * Project * Portfolio of evidence * Third party reports * Written tests * Oral questions |

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) |
| **A** | **Learning Materials** | | | |
|  | Charts | * Flip Charts * Rules and Regulations | 5 | 1:6 |
|  | External Storage Media | Flash disks, Compact Disks; Re-Writable | 5 | 1:6 |
|  | Smart board (Where Applicable) | LCD or projector | 1 | 1:30 |
|  | Whiteboard | Glass, melamine, porcelain | 1 | 1:30 |
| **B** | **Learning Facilities & Infrastructure** | | | |
|  | Lecture/Theory Room | (9\* 8 sq. metres) | 1 | 1:30 |
|  | Internet Connection | System | 1 | 1:30 |
| **C** | **Consumable Materials** | | | |
|  | Markers | Whiteboard markers and permanent Markers | 5 | 1:6 |
|  | Printing Papers | Sizes A4, A3, A2 etc | 5 reams | 1:6 |
| **D** | **Tools And Equipment** | | | |
|  | Desktops | Any model | 2 | 1:15 |
|  | Printer | Inkjet, LaserJet | 2 | 1:15 |
|  | Computers Software: | * 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