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KOLLEEEJJI BLTO MATTU
METU TVET COLLEGE

Ragaa Xumura Leenji

Leenji'aan/tun Tsion Alemu Amente
Ogummaa Accounts and Budget Service
sadarka IV kan geessisuu danda'u Sad. 2008
hanga Adol. 2009 sagantaa Galgaalatiin
hordofuun xumuureera/teetti.

Record Officer

Signature

Birhanuu Huseen Unai
11/11/2017 COC

Hubachisa: Ragaan kun xumura leenji kan
agarsiisuu malee mirkaneessaa
Gahumsaa tiif kan tajaajilu miti.
Gahumsisa darkaa leenji'aniin kan
mirkanaa'u danda'u madaallii
wirtuu mirkanessaa gahumsatiin

No ACC-IV / 321/2015



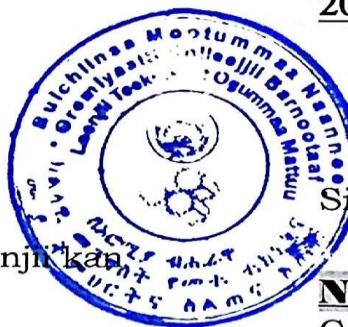
Training Completion certificate

Trainee Tsion Alemu Amente has accomplished
a/an Extension training program in the
occupational area Accounts and Budget Service
which qualify him/her to level IV from Nov.
2015 to July 2017

Institution's Vice Director

Signature

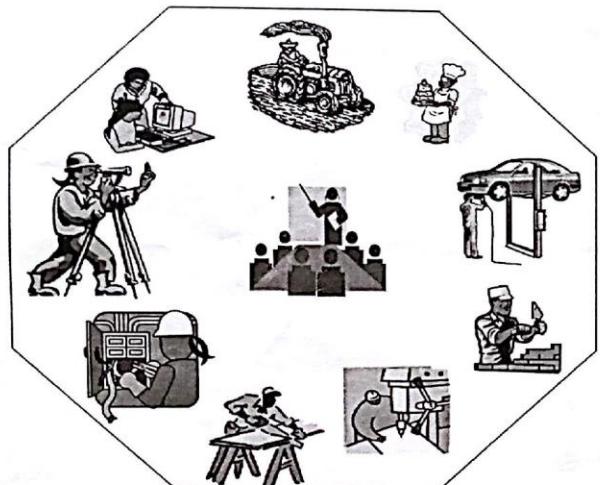
Negari Irratuu
11/11/2017 COC



Note: This certificate is a training completion
Competency certificate can only be
Acquired through passing COC's
Occupational assessment

TRAINEE'S RECORD BOOK

TVET INSTITUTION NAME **METTU TVET COLLEGE**
 LOCATION **METTU** Tel **047 441 30 75**
 Fax **047 441 30 75** Pox **254**



Tsion Alemu Amante

NAME OF TRAINEE

Sector: BUSINESS

Program: Extension



Program Title: **Basic Clerical Work**

Qualification Level: - I

Date of Training Started: - 01/03/2008

Date of Training Ended: 30/06/2008

Summative assessment

Competence Acquired

Module Code	Competence	DS	DF	No. of Hour	Institutional Assessment Result	Trl	Trf
					C		
ELS BCW1 01 0812	Participate in OHS Processes	01/3/08	07/3/08		✓		
ELS BCW1 02 0812	Use Business Equipment and Resources	8/3/08	16/3/08		✓		
ELS BCW1 03 0812	Work Effectively in a Business Environment	17/3/08	24/3/08		✓		
ELS BCW1 04 0812	Operate a Personal Computer	28/3/08	15/4/08		✓		
ELS BCW1 05 0812	Develop Keyboard Skills	18/4/08	25/4/08		✓		
ELS BCW1 06 0812	Create and Use Spreadsheets	28/4/08	13/5/08		✓		
ELS BCW1 07 0812	Plan Skills Development	16/5/08	20/5/08		✓		
ELS BCW1 08 0812	Participate in Environmentally Sustainable Work	23/5/08	27/5/08		✓		
ELS BCW1 09 0812	Receive and Respond to Workplace Communication	1/6/08	3/6/08		✓		
ELS BCW1 10 0812	Organize and Complete Daily Work Activities	4/6/08	8/6/08		✓		
ELS BCW1 11 0812	Work With Other	9/6/08	11/6/08		✓		
ELS BCW1 12 0812	Demonstrate Work Values	14/6/08	16/6/08		✓		
ELS BCW1 13 0812	Apply Quality Standard	17/6/08	21/6/08		✓		
ELS BCW1 14 0812	Develop Understanding of Entrepreneurship	22/6/08	24/6/08		✓		
ELS BCW1 15 0812	Apply 5s Procedures	25/6/08	30/6/08		✓		

TRAINEE'S RECORD BOOK

TVET INSTITUTION NAME METTU TVET COLLEGE

Program Title: Accounts And Budget Support

Qualification Level: - III

Date of Training Started: - 02/02/2009

Program: Extension

Date of Training Ended: 09/06/2009

Name of trainee:- Tsion Alemu Amante

Sex. F

Summative assessment

Competence Acquired

Module Code	Competence	No of Hour	Institutional Assessment Result	
			C	NYC
BUF ACB3 010812	Process Financial Transactions and Extract Interim Reports	80	✓	
BUF ACB3 020812	Administer Subsidiary Accounts and Ledgers	21	✓	
BUF ACB3 030812	Perform Financial Calculations	15	✓	
BUF ACB3 040812	Design and Produce Business Documents	15	✓	
BUF ACB3 050812	Administer Financial Accounts	15	✓	
BUF ACB3 060812	Prepare, Match and Process Receipts	44	✓	
BUF ACB3 070812	Process Payment Documentation	40	✓	
BUF ACB3 080812	Process Applications for Credit	15	✓	
BUF ACB3 090812	Monitor and Control Accounts Receivable	40	✓	
BUF ACB3 100812	Balance Cash Holdings	15	✓	
BUF ACB3 110812	Process Payroll	50	✓	
BUF ACB3 120812	Prepare Financial Reports	50	✓	
BUF ACB3 130812	Produce Spreadsheets	15	✓	
BUF ACB3 140812	Calculate Taxes, Fees and Charges	15	✓	
BUF ACB3 150812	Handle Foreign Currency Transactions	50	✓	
BUF ACB3 160812	Maintain Automatic Teller Machine (ATM) Services	15	✓	
BUF ACB3 170812	Maintain Business Records	15	✓	
BUF ACB3 180812	Process Customer Complaints	15	✓	
BUF ACB3 190812	Deliver and Monitor a Service to Customers	15	✓	
BUF ACB3 20812	Monitor Implementation of Work plan /Activities	15	✓	
BUF ACB3 210812	Apply Quality Control	15	✓	
BUF ACB3 220812	Lead Work place Communication	15	✓	
BUF ACB3 230812	Lead Small Teams	15	✓	
BUF ACB3 240812	Improve Business Practice	15	✓	
BUF ACB3 250812	Maintain Quality System and Continuous Improvement	15	✓	

Record Officer

Signature

Bishnu Huseen Umara
BISHNU HUSEEN UMARA



TRAINEE'S RECORD BOOK

TVET COLLEGE NAME: METTU TVET COLLEGE

Program Title: Account and Budget services

Qualification Level: IV

Program : EXTENSTION

Name of trainee: Tsion Aleme Amanie

Date of Training Started: 1/7/2009

Sex: F

Date of Training Started: 20/11/2009

Summative Assessment		Competence Acquired		
Module Code	Competence	No. of Hrs	Assessment Result	
			C	NYC
BUF ACB4 01 0812	Make Decisions in a Legal Context	25	✓	
BUF ACB4 02 0812	Prepare Financial Statements for Non-Reporting Entities	40	✓	
BUF ACB4 03 0812	Set up and operate a Computerized Accounting System	25	✓	
BUF ACB4 04 0812	Apply Principles of Professional Practice to Work in the financial services industry	25	✓	
BUF ACB4 05 0812	Prepare Financial Reports	40	✓	
BUF ACB4 06 0812	Process Business Tax Requirements	10	✓	
BUF ACB4 07 0812	Evaluate and Authorize Payment Requests	10	✓	
BUF ACB4 08 0812	Establish and Maintain a Payroll System	45	✓	
BUF ACB4 09 0812	Develop and Use Complex Spreadsheets	35	✓	
BUF ACB4 10 0812	Produce Job Costing Information	45	✓	
BUF ACB4 11 0812	Prepare Operational Budgets	45	✓	
BUF ACB4 12 0812	Maintain Inventory Records	40	✓	
BUF ACB4 13 0812	Establish and Maintain a Cash Accounting System	41	✓	
BUF ACB4 14 0812	Establish and Maintain an Accrual Accounting System	40	✓	
BUF ACB4 15 0812	Manage Overdue Customer Accounts	35	✓	
BUF ACB4 16 0812	Administer Levies, Fines and other Taxes	20	✓	
BUF ACB4 17 0812	Plan and Organize Work	20	✓	
BUF ACB4 18 0812	Migrate to New Technology	20	✓	
BUF ACB4 19 0812	Establish Quality Standards	30	✓	
BUF ACB4 20 0812	Develop Individuals and Team	25	✓	
BUF ACB4 21 0812	Utilize Specialized Communication Skills	30	✓	
BUF ACB4 22 0812	Manage and Maintain Small/Medium Business Operations	30	✓	
BUF ACB4 23 1012	Develop and Refine Systems for Continuous Improvement In Operations	30	✓	

Record Officer

Signature:

*Biraanuu Huseen Umar,
AC/Trainer/Chancery*





The Oromia National Regional Government Oromia Occupational Competence Assurance Agency



Certificate No. EIS BCWI-OR-15629

Date issued: March 24, 2016



TEMPORARY NATIONAL CERTIFICATE

This is to certify that Tsion Alemu Amente
has demonstrated competence against the National
Occupational standards on:

Basic Clerical Works Level-I.

This certificate of competence has been given pending the
printing and issuance of the actual National certificate.

This certificate shall be surrendered when claiming the
original National Certificate.

Fax: +251 22 110 0692
E-mail: ococadm@yahoo.com



This National Certificate is issued under the authority of the Ministry of Education and is
recognized within the Ethiopian TVET Qualifications Framework.



The Oromia National Regional Government Oromia Occupational Competence Assurance Agency



Certificate No. EIS BAW2-0R-7990

Date Issued: August 07, 2016

TEMPORARY NATIONAL CERTIFICATE

This is to certify that Tsion Alemu Amente has demonstrated competence against the National Occupational standards on:

Basic Account Works Level-II.

This certificate of competence has been given pending the printing and issuance of the actual National certificate.

This certificate shall be surrendered when claiming the original National Certificate.

This National Certificate is issued under the authority of the Ministry of Education and is recognized within the Ethiopian TVET Qualifications Framework.

The Ethiopian National Occupational Standards Directorate
Competence Assurance Agency - Jimmaa Branch

Certificate No. ESNACB3-031B-0117
Date issued: March 02, 2017



TEMPORARY NATIONAL CERTIFICATE

This is to certify that Tsion Alemu Amente
has demonstrated competence against the National
Occupational standards on:

Accounts and Budget Support Level-III.

This certificate of competence has been given pending the
printing and issuance of the actual National certificate.

This certificate shall be surrendered when claiming the
original National Certificate.

Nigusee Teadesse Bulchae
ናገሥ ተደሰስ ሚሉቂ
A/A/HoJII Ijoo Bulchilinca
Ragaa fl Sartlikeeshinli
የዕለታዊ የሕግ አገልግሎት



Haydar A/OII A/Foggii
ሀይዳር አ/ኦዴል አ/ፍጋጭ
IIC/EMGOO Damee
ነጂዜያዊ ገዢ አገልግሎት
አክሱል የሕግ አገልግሎት

This National Competence is issued under the authority of the Ministry of Education
recognized within the Ethiopian TVET Qualifications Framework.

Address: Tel: +251 4721192/3

Fax:

Website: www.oocogov.et

E-mail: oocog@inet.moe.edu.eg



Oromia National Regional Government
Oromia Occupational Competence Assurance Agency
Jimma Branch

TEMPORARY NATIONAL CERTIFICATE



is awarded to

Tsion Alemu Amante

for having demonstrated competence against the Ethiopian Occupational
Standard for

Accounts and Budget Services level - IV

Certificate Number - EIS ACB4-OJMB-00250 Issued on: September 26, 2017

Valid until: September 26, 2020

This certificate of competence has been given pending the printing and issuance of the actual National certificate. And it shall be surrendered when claiming the Original National Certificate.

Nugusee Tezedesee Bulchaa
አንቀጽ ተወደሰ በርሃስ
Ragaat! Sartikeeshinii
የሁኔታ የተከለከለ አገልግሎት
የሁኔታ የተከለከለ አገልግሎት



Haydar A/Oli A/Foga
U.S.C H.M. A/EZ
G/EMGOO Damee
Jimmaa
የሁኔታ የተከለከለ አገልግሎት

This National Certificate is issued under the authority of the Ministry of Education and is recognized
within the Ethiopian TVET Qualifications Framework.

No. ٢٠٢١/٣٣٣

Biiroo BLTO Oromiyaatti Kolleejjii BLTO Mattuu Metu TVET College

Waraqaa Ragaa Xumuraa Leenjii gabaabaa

Tsion Alamu Amante sagantaa barnootaa fi leenjii Technikaa fi ogummaa KBLTO Mattuu itti simatamee Leenjii yeroo gabaabaa gosaa ogummaa IT Supportive Service tiiin Bit. 2009 hangaa Wax, 2009 hordofuun waan xumureef/teef waraqaan ragaa kun kennameeraaf.

Record officer

Signature

Biraanuu Huseen Umar
١٤٢٧/١٠/٢٠٠٩



Short Term Training Completion Certificate

This certificate is awarded to

Tsion Alamu Amante Who, Was admitted to Mettu TVET College in IT supportive Service Short term training and successfully completed the training from Mar. 2017 to June 2017.

College Vice Director

Signature

Nagarii Irranaa Dibaabaa
١٤٢٩/٦/٢٠٢٠

TRAINEE'S RECORD BOOK
TVET INSTITUTION NAME METTU TVET COLLEGE

Program Title : - IT Support Service Date of Training Started : - 04/07/2009

Qualification Level : - Short term Date of Training Ended : 15/10/2009

Program: Extension

Name of trainee :- Tsion Alema

Sex. F

Summative assessment

Competence Acquired

<i>Module Code</i>	<i>Competence</i>	<i>No. of Hour</i>	<i>Institutional Assessment Result</i>	
			<i>C</i>	<i>NYC</i>
ICT ITS101 07 10	Connect Hardware peripherals	40	✓	
ICT ITS102 07 10	Install Software Application	50	✓	
ICT ITS103 07 10	Record Client Support Requirements	120	✓	
ICT ITS104 07 10	Protect application or System Software	90	✓	
ICT ITS105 07 10	Maintain Equipment & Software inventory & Documentation	180	✓	
ICT ITS106 07 10	Operate Personal Computer	200	✓	
ICT ITS107 07 10	Apply quality Standards	70	✓	

Record Officer

Signature

Biraanuu Huseen Umar
 ۱۰۴۷ ۰۷ ۰۰۰

