



REPUBLIC OF KENYA

COMPETENCY BASED CURRICULUM

FOR

SUPPLY CHAIN MANAGEMENT

KNQF LEVEL 5

PROGRAMME CODE: 0416 454B



TVET CDACC
P.O. BOX 15745-00100
NAIROBI

First published 2018
Revised 2024
©2024, TVET CDACC

All rights reserved. No part of this curriculum may be reproduced, distributed, or transmitted in any form or by any means, including photocopying, recording, or other electronic or mechanical methods without the prior written permission of the TVET CDACC, except in the case of brief quotations embodied in critical reviews and certain other non-commercial uses permitted by copyright law. For permission requests, write to the Council Secretary/CEO, at the address below:

Council Secretary/CEO
TVET Curriculum Development, Assessment and Certification Council
P.O. Box 15745–00100
Nairobi, Kenya
Email: info@tvetcdacc.go.ke

FOREWORD

The provision of quality education and training is fundamental to the Government's overall strategy for social economic development. Quality education and training will contribute to achievement of Kenya's development blueprint and sustainable development goals.

Reforms in the education sector are necessary for the achievement of Kenya Vision 2030 and meeting the provisions of the Constitution of Kenya 2010. The education sector had to be aligned to the Constitution and this resulted to the formulation of the Policy Framework for Reforming Education and Training (Sessional Paper No. 4 of 2016). A key feature of this policy is the radical 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 allows for multiple entry and exit in TVET programmes.

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 development.

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

PREFACE

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

The Technical and Vocational Education and Training Act No. 29 of 2013 and Sessional Paper No. 4 of 2016 on Reforming Education and Training in Kenya, 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 Kenyan labor force.

TVET Curriculum Development, Assessment and Certification Council (TVET CDACC) in conjunction with Supply Chain Skills Advisory Committee (SSAC) have developed this curriculum.

This curriculum is designed and organized with an outline of learning outcomes; suggested delivery methods, training/learning resources and methods of assessing the trainee’s achievement. The curriculum is competency-based and allows multiple entry and exit to the course.

I am grateful to the Council Members, Council Secretariat, Supply Chain SSAC, expert workers and all those who participated in the development of this curriculum.

**CHAIRMAN
TVET CDACC**

ACKNOWLEDGMENT

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 various organizations.

I recognize with appreciation the role of the Supply Chain Sector Skills Advisory Committee (SSAC) in ensuring that competencies required by the industry are addressed in the curriculum. I also thank all stakeholders in the Supply Chain 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 Supply Chain Sector acquire competencies that will enable them to perform their work more efficiently.

**COUNCIL SECRETARY/CEO
TVET CDACC**

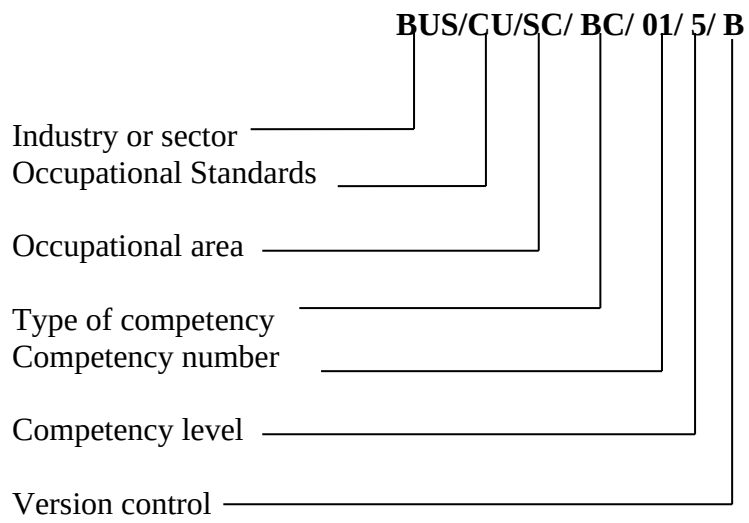
ABBREVIATIONS AND ACRONYMS

CDACC	Curriculum Development Assessment and Certification Council
CU	Curriculum
BC	Basic Competency
CR	Core Competency
CC	Common Units
OSHA	Occupation Safety and Health Act
PPE	Personal Protective Equipment
SSAC	Sector Skills Advisory Committee
TVET	Technical and Vocational Education and Training
FIFO	First in First Out
LIFO	Last in First Out
LSO	Local Service order
LPO	Local Purchase order

CONTENTS

FOREWORD	ii
PREFACE	iii
ACKNOWLEDGMENT.....	iv
ABBREVIATIONS AND ACRONYMS	v
CONTENTS.....	vi
KEY TO UNIT CODE.....	vii
COURSE OVERVIEW.....	viii
BASIC UNITS OF LEARNING.....	1
DIGITAL LITERACY	2
COMMUNICATION SKILLS	12
WORK ETHICS AND PRACTICES	15
ENTREPRENEURIAL SKILLS	18
CORE UNITS OF LEARNING.....	21
PROCUREMENT OF GOODS AND SERVICES	22
WAREHOUSING OF PROCURED GOODS	27
UNIT CODE:.....	27
PROCURED GOODS DISTRIBUTION	31
UNIT CODE:.....	31
PROCUREMENT CONTRACTS MANAGEMENT	34
ORGANIZATIONAL ASSETS DISPOSAL	38

KEY TO UNIT CODE



COURSE OVERVIEW

Supply chain management Level 5 qualification consists of competencies that a person must have to procure organizations' goods and services, warehouse procured goods, distribute stored goods, participate in procurement contracts management, participate in organizational assets disposal, conduct market survey.

Supply chain management Level 5 qualification comprises the following basic and core units:

Basic Units of Learning

Unit of Learning Code	Unit of Learning Title	Duration in Hours	Credit Factor
BUS/CU/SC/BC/01/5/B	Digital Literacy	80	8.0
BUS/CU/SC/BC/02/5/B	Communication Skills	40	4.0
BUS/CU/SC/BC/03/5/B	Work Ethics and Practices	50	5.0
BUS/CU/SC/BC/04/5/B	Entrepreneurial skills	60	6.0
Total		230	23.0

Core Units of Learning

Unit of Learning Code	Unit of Learning Title	Duration in Hours	Credit Factor
BUS/CU/SC/CR/01/5/B	Procurement of Goods and Services	100	10
BUS/CU/SC/CR/02/5/B	Warehousing Operations	100	10
BUS/CU/SC/CR/03/5/B	Procured Goods Distribution	100	10
BUS/CU/SC/CR/04/5/B	Procurement Contracts Management	100	10
BUS/CU/SC/CR/05/5/B	Organizational Assets Disposal	100	10
BUS/CU/SC/CR/06/5/B	Market Survey	100	10
BUS/CU/SC/CR/07/5/B	Industrial Attachment	480	48
Total		1080	108
Grand total		1310	131

Entry Requirements

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

- a) Kenya Certificate of Secondary Education (KCSE) D (Plain)
- Or**
- b) Supply Chain Master Craft Certificate Level 4
- Or**
- c) Equivalent qualifications as may be guided by relevant regulatory body

Trainer Qualification

Qualifications of a trainer for this course include:

- a) Possession of a higher qualification than Supply Chain Management level 5 or in related trade area; and
- b) License by TVETA.

Industrial Attachment

An individual enrolled in this course will be required to undergo Industrial attachment for a minimum period of 480 Hours in a relevant sector.

Credit Accumulation, Transfer and Exemptions

TVET CDACC guidelines on credit accumulation, transfer and exemptions shall apply.

Assessment

The course shall be assessed formatively and summatively:

- a) During formative assessment all performance criteria shall be assessed based on performance criteria weighting.
- b) Summative assessment shall focus more on critical aspects of the Unit of competency.
- c) During summative assessment basic and common units shall be integrated or assessed concurrently with the core units.
- d) Formative and summative assessment weights shall constitute 60% and 40% of the overall score respectively.
- e) Theory and practical weight shall be 40:60 respectively for each unit of learning;
- f) For a candidate to be declared competent in a unit of competency, the candidate must meet the following conditions:
 - i) Obtained at least 40% in theory assessment in formative and summative assessments.
 - ii) Obtained at least 50% in practical assessment in formative and summative

assessment where applicable.

- iii) Obtained at least 50% in the weighted results between formative assessment and summative assessment where the former constitutes 60% and the latter 40% of the overall score.

- g) Assessment performance rating for each unit of competency shall be as follows:

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

- h) Assessment for Recognition of Prior Learning (RPL) may lead to award of Certificate of Competency

Certification

A candidate will be issued with a Certificate of Competency upon demonstration of competence in a core Unit of Competency. To attain the Full Supply Chain Management Level 5 certificate, the candidate must demonstrate competence in all the Units of Competency as given in the qualification pack.

These certificates will be issued by TVET CDACC.

BASIC UNITS OF LEARNING

DIGITAL LITERACY

UNIT CODE: BUS/CU/SC/BC/01/5/B

Relationship to Occupational Standards

This unit addresses the Unit of Competency: Apply Digital Literacy

Duration of Unit: 80 Hours

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 job entry techniques, and performing jobs online.

Summary of Learning Outcomes

1. Operate Computer Devices
2. Solve Tasks Using Office Suite
3. Manage Data and Information
4. Perform Online Communication and Collaborations
5. Apply Cybersecurity Skills
6. Perform Online Jobs
7. Apply job entry techniques.

Learning Outcomes, Content, and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Operate computer devices	● Meaning and importance of digital literacy ● Functions and Uses of Computers ● Classification of computers ● Components of a computer system ● Computer Hardware ● The System Unit E.g. Motherboard, CPU, casing ● Input Devices e.g. Pointing, keying, scanning, voice/speech recognition, direct data capture	● Observation ● Written assessment ● Oral assessment ● Practical assessment

Learning Outcome	Content	Suggested Assessment Methods
	devices. • Output Devices e.g. hardcopy output and softcopy output • Storage Devices e.g. main memory e.g. RAM, secondary storage (Solid state devices, Hard Drives, CDs & DVDs, Memory cards, Flash drives • Computer Ports e.g. HDMI, DVI, VGA, USB type C etc. • Classification of computer software • Operating system functions • Procedure for turning/off a computer • Mouse use techniques • Keyboard Parts and Use Techniques • Desktop Customization • File and Files Management using an operating system • Computer Internet Connection Options • Mobile Networks/Data Plans • Wireless Hotspots • Cabled (Ethernet/Fiber) • Dial-Up • Satellite • Computer external devices management • Device connections • Device controls (volume controls and display properties)	

Learning Outcome	Content	Suggested Assessment Methods
2. Solve tasks using Office suite	● Meaning and Importance of Word Processing ● Examples of Word Processors ● Working with word documents ● Open and close word processor ● Create a new document ● Save a document ● Switch between open documents ● Enhancing productivity ● Set basic options/preferences ● Help resources ● Use magnification/zoom tools ● Display, hide built-in tool bar ● Using navigation tools ● Typing Text ● Document editing (copy, cut, paste commands, spelling and Grammar check) ● Document formatting ● Formatting text ● Formatting paragraph ● Formatting styles ● Alignment ● Creating tables ● Formatting tables ● Graphical objects ● Insert object (picture, drawn object) ● Select an object ● Edit an object ● Format an object ● Document Print setup ● Page layout, ● Margins set up ● Orientation.	● Observation ● Portfolio of Evidence ● Project ● Written assessment ● Practical assessment ● Oral assessment

Learning Outcome	Content	Suggested Assessment Methods
	● Word Document Printing ● Meaning & Importance of electronic spreadsheets ● Components of Spreadsheets ● Application areas of spreadsheets ● Using spreadsheet application ● Parts of Excel screen: ribbon, formula bar, active cell, name box, column letter,row number, Quick Access Toolbar. ● Cell Data Types ● Block operations ● Arithmetic operators (formula bar (-, +, *, /). ● Cell Referencing ● Data Manipulation ● Using Functions (Sum, Average, SumIF, Count, Max, Max, IF, Rank, Product, mode etc) ● Using Formulae ● Sorting data ● Filtering data ● Visual representation using charts ● Worksheet printing ● Electronic Presentations ● Meaning and Importance of electronic presentations ● Examples of Presentation Software ● Using the electronic presentation application ● Parts of the PowerPoint screen (slide navigation pane, slide pane, notes, the ribbon, quick access toolbar, and scroll bars). ● Open and close presentations ● Creating Slides (Insert new slides,	

Learning Outcome	Content	Suggested Assessment Methods
	duplicate, or reuse slides.) • Text Management (insert, delete, copy, cut and paste, drag and drop, format, and use spell check). • Use magnification/zoom tools • Apply or change a theme. • Save a presentations • Switch between open presentations • Developing a presentation • Presentation views • Slides • Master slide • Text • Editing text • Formatting • Tables • Charts • Using charts • Organization charts • Graphical objects • Insert, manipulate • Drawings • Prepare outputs • Applying slide effects and transitions • Check and deliver • Spell check a presentation • Slide orientation • Slide shows, navigation • Print presentations (slides and handouts)	
3. Manage Data and Information	• Meaning of Data and information • Importance and Uses of data and information	• Observation • Portfolio of Evidence

Learning Outcome	Content	Suggested Assessment Methods
	• Types of internet services • Communication Services • Information Retrieval Services • File Transfer • World Wide Web Services • Web Services • Automatic Network Address Configuration • NewsGroup • Ecommerce • Types of Internet Access Applications • Web browsing concepts • Key concepts • Security and safety • Web browsing • Using the web browser • Tools and settings • Clearing Cache and cookies • URIs • Bookmarks • Web outputs • Web based information • Search • Critical evaluation of information • Copyright, data protection • Downloads Management • Performing Digital Data Backup (Online and Offline) • Emerging issues in internet	• Project • Written assessment • Practical assessment • Oral assessment
4. Perform online communication and collaboration	• Netiquette principles • Communication concepts • Online communities • Communication tools	• Observation • Portfolio of Evidence • Project

Learning Outcome	Content	Suggested Assessment Methods
	• Email concepts • Using email • Sending email • Receiving email • Tools and settings • Organizing email • Digital content copyright and licenses • Online collaboration tools • Online Storage (Google Drive) • Online productivity applications (Google Docs & Forms) • Online meetings (Google Meet/Zoom) • Online learning environments • Online calendars (Google Calendars) • Social networks (Facebook/Twitter - Settings & Privacy) • Preparation for online collaboration • Common setup features • Setup • Mobile collaboration • Key concepts • Using mobile devices • Applications • Synchronization	• Written assessment • Practical assessment • Oral assessment
5. Apply cybersecurity skills	• Data protection and privacy • Confidentiality of data/information • Integrity of data/information • Availability of data/information • Internet security threats • Malware attacks • Social engineering attacks	• Observation • Portfolio of Evidence • Project • Written assessment • Practical assessment

Learning Outcome	Content	Suggested Assessment Methods
	• Distributed denial of service (DDoS) • Man-in-the-middle attack (MitM) • Password attacks • IoT Attacks • Phishing Attacks • Ransomware • Computer threats and crimes • Cybersecurity control measures • Physical Controls • Technical/Logical Controls (Passwords,PINs, Biometrics) • Operational Controls • Laws governing protection of ICT in Kenya • The Computer Misuse and Cybercrimes Act No. 5 of 2018 • The Data Protection Act No. 24 Of 2019	• Oral assessment
6. Perform Online Jobs	• Introduction to online working • Types of online Jobs • Online job platforms • Remotask • Data annotation tech • Cloud worker • Upwork • Oneforma • Appen • Online account and profile management • Identifying online jobs/job bidding • Online digital identity • Executing online tasks • Management of online payment accounts.	• Observation • Portfolio of Evidence • Project • Written assessment • Practical assessment • Oral assessment
7. Apply job entry techniques	• Types of job opportunities	• Observation • Oral

Learning Outcome	Content	Suggested Assessment Methods
	• Self employment • Service provision • product development • salaried employment • Sources of job opportunities • Resume/ curriculum vitae • What is a CV • How long should a CV be • What to include in a AC • Format of CV • How to write a good CV • Don'ts of writing a CV • Job application letter • What to include • Addressing a cover letter • Signing off a cover letter Portfolio of Evidence • Academic credentials • Letters of commendations • Certification of participations • Awards and decorations Interview skills • Listening skills • Grooming • Language command • Articulation of issues • Body language • Time management • Honesty • Generally knowledgeable in current affairs and technical area	assessment • Portfolio of evidence • Third party report • Written assessment

Suggested Methods Instruction

- Instructor-led facilitation using active learning strategies
- Demonstration by trainer

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

Recommended Resources for 25 Trainees

- 25 computers with the following software:
 - Windows/Linux/Macintosh Operating System
 - Microsoft Office Software
 - Google Workspace Account
 - Antivirus Software
- 2 Printers
- Printing Papers
- External storage media
- 1 Projector
- 1 Whiteboard
- 1 Smartboard/Smart TV (Where applicable)
- Assorted whiteboard markers
- Internet connection
- 5 samples of CVs
- 5 samples of job applications

COMMUNICATION SKILLS

UNIT CODE: BUS/CU/SC/BC/02/5/B

Relationship to Occupational Standards

This unit addresses the Unit of Competency: Apply Communication Skills

Duration of Unit: 40 hours

Unit Description

This unit covers the competencies required to apply communication skills. It involves applying communication channels, written, non-verbal, oral, and group communication skills.

Summary of Learning Outcomes

1. Apply communication channels.
2. Apply written communication skills.
3. Apply non-verbal skills.
4. Apply oral communication skills.
5. Apply group communication skills.

Learning Outcomes, Content, and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Apply communication channels	• Communication process • Principles of effective communication • Channels/medium/modes of communication • Factors to consider when selecting a channel of communication • Barriers to effective communication • Flow/patterns of communication • Sources of information • Organizational policies	• Oral questions • Written assessment • Observation • Portfolio of Evidence • Practical assessment • Third party report
2. Apply written communication skills	• Types of written communication • Elements of communication • Organization requirements for written communication	• Oral assessment • Written assessment • Observation • Portfolio of Evidence • Practical assessment • Third party report

Learning Outcome	Content	Suggested Assessment Methods
3. Apply non-verbal communication skills	• Utilize body language and gestures • Apply body posture • Apply workplace dressing code	• Oral assessment • Written assessment • Observation • Portfolio of Evidence • Practical assessment • Third party report
4. Apply oral communication skills	• Types of oral communication pathways • Effective questioning techniques • Workplace etiquette • Active listening	• Oral assessment • Written assessment • Observation • Portfolio of Evidence • Practical assessment • Third party report
5. Apply group discussion skills	• Establishing rapport • Facilitating resolution of issues • Developing action plans • Group organization techniques • Turn-taking techniques • Conflict resolution techniques • Team-work	• Oral assessemnt • Written assessment • Observation • Portfolio of Evidence • Practical assessment

Suggested Methods of Instruction

- Discussion
- Roleplaying
- Simulation
- Direct instruction
- Demonstration
- Field trips

Recommended Resources for 25 trainees

General Resources	Tools and Equipment	Materials and Supplies
• 25 Desktop computers/laptops	Mobile phones	Flashcards
• Internet connection		Flip charts
• 1 Projector • 1 Printer		2 packets of assorted colors of whiteboard marker pens
• 1 Whiteboard		Printing papers
• Report writing templates		

WORK ETHICS AND PRACTICES

UNIT CODE: BUS/CU/SC/BC/03/5/B

Relationship to Occupational Standards

This unit addresses the Unit of Competency: Apply work ethics and practices.

Duration of Unit: 50 hours

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

1. Apply self-management skills
2. Promote ethical practices and values
3. Promote Teamwork
4. Maintain professional and personal development
5. Apply Problem-solving skills
6. Promote Customer care.

Learning Outcomes, Content, and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Apply self-management skills	● Self-awareness ● Formulating personal vision, mission, and goals ● Healthy lifestyle practices ● Strategies for overcoming work challenges ● Emotional intelligence Coping with Work Stress. Assertiveness versus aggressiveness and passiveness ● Developing and maintaining high self-esteem ● Developing and maintaining positive self-image ● Time management ● Setting performance targets ● Monitoring and evaluating performance targets	● Observation ● Written assessment ● Oral assessment ● Third party reports ● Portfolio of evidence ● Project ● Practical

Learning Outcome	Content	Suggested Assessment Methods
2. Promote ethical work practices and values	● Integrity ● Core Values, ethics and beliefs ● Patriotism ● Professionalism ● Organizational codes of conduct ● Industry policies and procedures	● Observation ● Written assessment ● Oral assessment ● Third party reports ● Portfolio of evidence ● Project ● Practical
3. Promote Teamwork	Types of teams Team building Individual responsibilities in a team Determination of team roles and objectives Team parameters and relationships Benefits of teamwork Qualities of a team player Leading a team Team performance and evaluation Conflicts and conflict resolution Gender and diversity mainstreaming Developing Healthy workplace relationships Adaptability and flexibility Coaching and mentoring skills	● Observation ● Written assessment ● Oral assessment ● Third party reports ● Portfolio of evidence ● Project ● Practical
4. Maintain professional and personal development	● Personal vs professional development and growth ● Avenues for professional growth ● Recognizing career advancement ● Training and career opportunities ● Assessing training needs ● Mobilizing training resources ● Licenses and certifications for professional growth and development ● Pursuing personal and organizational goals	● Observation ● Written assessment ● Oral assessment ● Third party reports ● Portfolio of evidence ● Project ● Practical

Learning Outcome	Content	Suggested Assessment Methods
	- Managing work priorities and commitments - Dynamism and on-the-job learning	
5. Apply Problem-solving skills	- Causes of problems - Methods of solving problems - Problem-solving process - Decision making - Creative thinking and critical thinking process in development of innovative and practical solutions	- Observation - Written assessment - Oral assessment - Third party reports - Portfolio of evidence - Project - Practical
6. Promote Customer Care	- Identifying customer needs - Qualities of good customer service - Customer feedback methods - Resolving customer concerns - Customer outreach programs - Customer retention	- Observation - Written assessment - Oral assessment - Third party reports - Portfolio of evidence - Project - Practical

Suggested Methods of Instruction

- Instructor lead facilitation of theory using active learning strategies.
- Demonstrations
- Simulation/Role play
- Group Discussion
- Presentations
- Projects
- Case studies
- Assignments

Recommended Resources for 25 Trainees

- Computers
- Stationery
- Charts
- Video clips
- Audio tapes
- Radio sets
- TV sets
- LCD projectors

ENTREPRENEURIAL SKILLS

UNIT CODE: BUS/CU/SC/BC/04/5/B

Relationship to occupational standards

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

Duration of unit: 60 hours

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

1. Apply financial literacy
2. Apply the entrepreneurial concept
3. Identify entrepreneurship opportunities
4. Apply business legal aspects
5. Innovate Business Strategies
6. Develop business plan

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Apply financial literacy	• Personal finance management • Balancing between needs and wants • Budget Preparation • Saving management • Factors to consider when deciding where to save • Debt management • Factors to consider before taking a loan • Investment decisions • Types of investments • Factors to consider when investing money • Insurance services • insurance products available in the market • Insurable risks	• Observation • Project • Written assessment • Oral assessment • Third party report • Interviews

Learning Outcome	Content	Suggested Assessment Methods
2.Apply entrepreneurial concept	• Difference between Entrepreneurs and Business persons • Types of entrepreneurs • Ways of becoming an entrepreneur • Characteristics of Entrepreneurs • salaried employment and self-employment • Requirements for entry into self-employment • Roles of an Entrepreneur in an enterprise • Contributions of Entrepreneurship	• Observation • Project • Written assessment • Oral assessment • Third party report
3.Identify entrepreneurship opportunities	• Sources of business ideas • Factors to consider when evaluating business opportunity • Business life cycle	• Observation • Project • Written assessment • Oral assessment • Third party report
4.Apply business legal aspects	• Forms of business ownership • Business registration and licensing processing • Types of contracts and agreements • Employment laws • Taxation laws	• Observation • Project • Written assessment • Oral assessment • Third party report
5.Innovate business Strategies	• Creativity in business • Innovative business strategies • Entrepreneurial Linkages • ICT in business growth and development	• Observation • Project • Written assessment • Oral assessment • Third party report
6.Develop Business Plan	• Business description • Marketing plan • Organizational/Management plan • Production/operation plan • Financial plan	• Observation • Written assessment • Project • Oral assessment • Third party report

Learning Outcome	Content	Suggested Assessment Methods
	• Executive summary • Business plan presentation • Business idea incubation	

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 25 Trainees

- 5 Case studies
- 5 Business plan templates
- 10 Computers
- 1 Overhead projectors
- Internet
- Video clips
- 5 Newspapers and Handouts
- 5 Business Journals
- 25 sets of Writing materials

CORE UNITS OF LEARNING

PROCUREMENT OF GOODS AND SERVICES

UNIT CODE: BUS/CU/SC/CR/01/5/B

Relationship to Occupational Standards

This unit addresses the Unit of Competency: Procure organizations' goods and services.

Duration of Unit: 100 Hours

Unit Description

This unit specifies the competencies required to procure organizations' goods and services. It involves procurement of goods and services, and administration of the same until they are finally consumed by the organization.

Summary of Learning Outcomes

1. Plan for procurement of organizations' goods, works and services
2. Procure organizations' goods, works and services
3. Take charge of procured goods
4. Issue procured goods

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Plan for procurement of organizations' goods, works and services	• Principles of procurement • Definition of terms ○ Procurement ○ Goods ○ Works ○ Services ○ Purchasing ○ Supply Chain ○ Specification • Procurement department and its function • Why organizations buy goods, works and services • Relationship between procurement • department and other	• Written tests • Observation • Oral questioning • Third party report

	• functions of the organization • Documents used in the procurement process • Procurement plan and its components • Departmental procurement plan	
2. Procure organizations' goods, works and services	• Legal framework for public procurement • Procurement cycle ○ Identification of needs ○ Specification of needs/ ○ requirements ○ Make or buy decision (market research)	• Written tests • Observation • Oral questions • Third party report

	• Types of procurement • Methods of procurement • Source for suppliers (market research) • Supplier selection • Supplier evaluation • Negotiation • Award of contracts • Management of contracts • Receipt/ • inspection of goods • Initiation payment • Principles of procurement • Quality control and • assurance • Procurement contracts and their components • Evaluation of procurement documents • Development of sample procurement • documents	
--	--	--

3. Take charge of procured goods	• Procedure for receiving procured goods • Documents used in the receiving process • Documentation of received goods. • Warehousing/storage of goods • Demonstrate inspection and receipt of goods • Demonstrate documentation of received goods • Warehousing/storage of goods	• Written tests • Observation • Oral questioning • Third party report
4. Issue procured goods	• Principles of issuing procured goods • Procedure of issuing goods • Documents used in issuing of goods and their preparation • Documentation of issued goods • Demonstrate procedure of issuing goods • Demonstrate stock • Level management	• Written tests • Observation • Oral questioning • 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
- The Constitution of Kenya 2010
- Public Procurement and Asset Disposal Act 2009 Or 2013/15 Draft and its regulations
- Public Officers Ethics Act
- 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 Case Studies on Procurement, 2009

WAREHOUSING OF PROCURED GOODS

UNIT CODE: BUS/CU/SC/CR/02/5/B

Relationship to Occupational Standards

This unit addresses the Unit of Competency: Oversee warehousing of procured goods.

Duration of Unit: 100 Hours

Unit Description

This unit specifies the competencies required to oversee warehousing of procured goods. It involves, maintaining layouts of goods in the store, maintaining records of stored goods, maintaining quality of stored goods, maintaining optimum stock levels and securing stored goods.

Summary of Learning Outcomes

1. Maintain layout of goods in the store
2. Maintain records of stored goods
3. Maintain quality of stored goods
4. Maintain optimum stock levels
5. Secure stored good

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Maintain layout of goods in the store	• Types of warehouse/stores designs • Types of layout in a warehouse • Factors to consider in choosing a warehouse layout. • Nature of goods and their storage conditions • Classification of goods • Flow, accessibility and space requirements in the warehouse • Occupational Safety and Health Procedures in warehousing • Classification of procured goods • Arrangement of procured goods in a storage/warehouse facility	• Written tests • Observation • Oral questioning • Third party report

2. Maintain records of stored goods	• Types of stores ledgers • Stock utilization • Recording data in stores ledgers - Unit quantities - Costed quantities • Types of delivery documents • Record data in stores ledgers - Storage and handling equipment	• Written tests • Observation • Oral questioning • Third party report
3. Maintain quality of stored goods	• Standardization and variety reduction • Types of storage pests • Storage pest control • Inventory valuation - FIFO - LIFO • Materials handling methods • Storage/warehouse security measures and best practices • Legal requirements in maintenance of stored goods • Calculation of inventory value using FIFO and LIFO methods	• Written tests • Observation • Oral questioning • Third party report
4. Manage warehouse Inventory	• Objectives of inventory control • Demand Forecasting methods • Placement of Purchase order (order reorder levels) • Development of stock taking schedules • Stock verification and valuation • Development of a stock taking schedule • Verification and valuation of stock	• Written tests • Observation • Oral questioning • Third party report

5. Secure stored goods	• Types of high value goods • Risks assessment and mitigation • Reinforced warehouse building materials • Advanced warehouse security and surveillance systems • Emergency security protocols • Secure high value goods	• Written tests • Observation • Oral questioning • 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
- The Constitution of Kenya 2010
- Public Procurement and Asset Disposal Act 2015 and its regulations
- Public Officers Ethics Act
- 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

PROCURED GOODS DISTRIBUTION

UNIT CODE: BUS/CU/SC/CR/03/5/B

Relationship to Occupational Standards

This unit addresses the Unit of Competency: Oversee distribution of stored goods.

Duration of Unit: 100 Hours

Unit Description

This unit specifies the competencies required to distribute goods to customers. It involves establishing goods distribution channels, organizing goods distribution logistics, tracking movement of goods and overseeing delivery of goods to customers.

Summary of Learning Outcomes

1. Implement goods distribution channels
2. Organize goods distribution logistics
3. Track movement of goods
4. Oversee delivery of goods to customers

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Implement goods distribution channels	• Factors affecting choice of distribution channels • Types of distribution channels • Identify distribution channels	• Written tests • Observation • Oral questioning • Third party report
2. Organize goods distribution logistics	• Modes of transport • Factors affecting choice of modes of transport • Categories of goods • Transport and safety requirements • Transport fleet authorization protocols (internal and external) • Identify best mode of transport	• Written tests • Observation • Oral questioning • Third party report

3. Track movement of goods	• Types of transport tracking systems • Principles of transport tracking systems • Monitoring transport fleet tracking systems • Evaluation of transport fleet tracking systems • Demonstrate understanding of risks associated with different transport tracking systems • Monitor transport fleet tracking system • Assess risks associated with different transport tracking systems	• Written tests • Observation • Oral questioning • Third party report
4. Oversee delivery of goods to customers	• Key performance indicators in goods distribution • Staff supervision techniques • Resources for goods delivery • Types of delivery documents • Processes and procedures in goods delivery • Set key performance indicators • Supervise staff • Identify resources for goods delivery • Identify documents involved in delivery of goods	• Written tests • Observation • Oral questioning • 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
- The Constitution of Kenya 2010
- Public Procurement and Asset Disposal Act 2015 and its regulations
- Public Officers Ethics Act
- 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

PROCUREMENT CONTRACTS MANAGEMENT

UNIT CODE: BUS/CU/SC/CR/04/5/B

Relationship to Occupational Standards

This unit addresses the Unit of Competency: **Manage Procurement Contracts**.

Duration of Unit: 100 Hours

Unit Description

This unit specifies the competencies required to Manage Procurement Contracts. It involves monitoring progress of procurement contracts, managing vendor relationships and evaluating vendor contract performance.

Summary of Learning Outcomes

1. Monitor progress of procurement contracts
2. Manage vendor relationships
3. Evaluate vendor contract performance

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Monitor progress of procurement contracts	• Legal aspects in procurement • Commercial law • Sale of goods Act • Program monitoring • Risk management • Contract transition management • Performance measurement and management • Vendor relationships • Contract evaluation • Contract termination - Implement tools for monitoring procurement contract progress	• Written tests • Observation • Oral questioning • Third party report

	- Implementation of procurement contract progress monitoring schedule - Preparation of procurement contract progress monitoring report - Implementation of procurement contract progress report recommendations • Implement tools for monitoring procurement contract progress • Implement procurement contract progress monitoring schedule • Implement procurement contract progress monitoring schedule. • Prepare procurement contract progress monitoring report	
2. Participate in vendor relationships management	• Preparation of Specifications of needs/requirements in contracts • Preparation of Bids • Organizing vendor evaluation • Flexibility in vendor relationships • Facilitate Payment of vendors • Prepare specifications of needs • Organize vendors evaluation	• Written tests • Observation • Oral questioning • Third party report

3. Evaluate vendor contract performance	• Development of vendor contract progress evaluation tools • Preparation and circulation of notice for vendor contract progress evaluation committee meeting • Evaluation of vendor contract progress • Preparation of vendor contract progress report • Dissemination of vendor contract progress report • Implementation of vendor contract progress report recommendations	• Written tests • Observation • Oral questioning • 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
- Classroom and classroom resources
- The Constitution of Kenya 2010,
- Public Procurement and Asset Disposal Act 2015 and its regulations
- Public Officers Ethics Act
- Anti-Corruption and Economic Crimes Act 2003
- Public Finance Management Act 2012
- Suppliers' manual
- Organizational policy
- Sample procurement documents
 - 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
- Sample case studies on procurement contracts
- Sample court case decisions
- Sample tender advertisements

ORGANIZATIONAL ASSETS DISPOSAL

UNIT CODE: BUS/CU/SC/CR/05/5/B

Relationship to Occupational Standards

This unit addresses the Unit of Competency: Dispose Organizational Assets.

Duration of Unit: 100 Hours

Unit Description

This unit specifies the competencies required to Dispose Organizational Assets. It involves preparing lists of assets for disposal, classifying assets for disposal, executing disposal orders and preparing disposal certificate.

Summary of Learning Outcomes

1. Prepare list of assets for disposal
2. Classify assets for disposal
3. Execute disposal orders
4. Prepare disposal certificate

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Prepare list of assets for disposal	• Methods of asset disposal • Legal framework of asset disposal and related laws • Waste management and disposal • Disposal documents and documentation • Health and safety in asset disposal • Reasons for asset disposal • Notification of assets for disposal. • Identification of assets for disposal. • Categories of assets for disposal • Assessment of Assets to be disposed • Preparation of an assessment report	• Written tests • Observation • Oral questioning Third party report

	• Identify reasons for asset disposal • Receive notification of assets for disposal. • Identify assets for Disposal	
2. Classify assets for disposal	• Identification and categorization Serviceable/surplus assets, Unserviceable assets, Obsolete and obsolescent assets • Preparation of a classification report • Methods of assets disposal • Identify and categorize Serviceable/surplus assets, Unserviceable assets, Obsolete and obsolescent assets • Prepare a classification report • Identify suitable methods of assets disposal	• Written tests • Observation • Oral questions Third party report
3. Execute disposal orders	• Seeking Relevant Authority to dispose • Preparation and dissemination of schedules for asset disposal to relevant stakeholders	• Written tests • Observation • Oral questions Third party report