

**REPUBLIC OF KENYA**

**NATIONAL OCCUPATIONAL STANDARDS**

**FOR**

**FOREX AND SECURITIES TRADER**

**LEVEL 5**



TVET CDACC

P.O. BOX 15745-00100

NAIROBI

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# 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 Kenya’s development blue print 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 in the formulation of the Policy Framework for Reforming Education and Training. A key feature of this policy is the radical change in the design and delivery of the 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 these Occupational Standards were developed for the purpose of developing a competency-based curriculum for Forex and Securities Level 5. These Occupational Standards will also be the basis for assessment of an individual for competence certification.

It is my conviction that these Occupational Standards will play a great role towards development of competent human resource for business sector’s growth and sustainable development.

**PRINCIPAL SECRETARY, VOCATIONAL AND TECHNICAL TRAINING**

**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 on Reforming Education and Training in Kenya, emphasized the need to reform curriculum development, assessment and certification. This called for 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 labour force.

The TVET Curriculum Development, Assessment and Certification Council (TVET CDACC), in conjunction with Finance and Sales Sector Skills Advisory Committee (SSAC), have developed these Occupational Standards for Forex and Securities Trader. These occupational standards will be the basis for development of competency-based curriculum for Forex and Securities Level 5. These Standards will also be the basis for assessment of an individual for competence certification.

The occupational standards are designed and organized with clear performance criteria for each element of a unit of competency. These standards also outline the required knowledge and skills as well as evidence guide.

I am grateful to the Council Members, Council Secretariat, Finance and Sales SSAC, expert workers and all those who participated in the development of these occupational standards.

**CHAIRPERSON, TVET CDACC**

# ACKNOWLEDGMENT

These Occupational Standards were developed through combined effort of various stakeholders from private and public organizations. I am sincerely thankful to the management of these organizations for allowing their staff to participate in this course. I wish to acknowledge the invaluable contribution of industry players who provided inputs towards the development of these Standards.

I thank TVET Curriculum Development, Assessment and Certification Council (TVET CDACC) for providing guidance on the development of these Standards. My gratitude goes to the Finance and Sales Skills Advisory Committee (SSAC) members for their contribution to the development of these Standards. I thank all the individuals and organizations who participated in the validation of these Standards.

I acknowledge all other institutions which in one way or another contributed to the development of these Standards.

**CHAIRPERSON**

**FINANCE AND SALES SECTOR SKILLS ADVISORY COMMITTEE**

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# ABBREVIATION AND ACRONYMS

A Control version

AIDS Acquired Immunodeficiency Syndrome

BC Basic Competency

BUS Business

CBET Competency Based Education and Training

CBK Central Bank of Kenya

CC Common Competency

CDACC Curriculum Development Assessment Certification Council

CDSC Central Depository & Settlement Corporation Limited

CEO Council Secretary

CMA Capital Markets Authority

CPU Central Processing Unit

CR Core Unit

FRX Forex

HIV Acquired Immunodeficiency Virus

ICT Information Communication Technology

OS Occupational Standard

OSH Occupational Safety and Health

PESTEL Political Environmental Social Technological Economic Legal

PPE Personal Protective Equipment

RBA Retirement Benefits Authority

ROI Return on Investment

SOPStandard Operating Procedure

SSAC Sector Skills Advisory Committee

SWOT Strength Weakness Opportunity Threat

TVET Technical and Vocational Education and Training

**KEY TO UNIT CODE**

 BUS/OS/FRX/BC/01/5/A

Industry or sector

Occupational Standards

Occupational area

Type of competency

Competency number

Competency level

Version control

#

# OVERVIEW

Forex and Securities Trading Level 5 consist of competencies that an individual must achieve to trade and manage securities in the forex business sector. It entails trading currencies and stocks in financial markets, managing currencies and stocks risks, managing financial investments and communicating currencies and stocks financial information

This qualification consists of the basic, common and core competencies as shown below:

**Basic Units of Competency**

|  |  |
| --- | --- |
| **Unit Code** | **Unit Title** |
| BUS/OS/FRX/BC/01/5/A | Demonstrate Communication Skills |
| BUS/OS/FRX/BC/02/5/A | Demonstrate Numeracy Skills |
| BUS/OS/FRX/BC/03/5/A | Demonstrate Digital Literacy |
| BUS/OS/FRX/BC/04/5/A | Demonstrate Entrepreneurial Skills |
| BUS/OS/FRX/BC/05/5/A | Demonstrate Employability Skills |
| BUS/OS/FRX/BC/06/5/A | Demonstrate Environmental Literacy |
| BUS/OS/FRX/BC/07/5/A | Demonstrate Occupational Safety and Health Practices |

**Common Units of Competency**

|  |  |
| --- | --- |
| **Unit Code** | **Unit Title** |
| BUS/OS/FRX/CC/01/5/A | Apply Knowledge of Financial Markets |

**Core Units of Competency**

|  |  |
| --- | --- |
| **Unit Code** | **Unit Title** |
| BUS/OS/FRX/CR/01/5/A | Trade Currencies and Stocks in Financial Markets |
| BUS/OS/FRX/CR/02/5/A | Manage Currencies and Stocks Risks |
| BUS/OS/FRX/CR/03/5/A | Manage financial investments |
| BUS/OS/FRX/CR/04/5/A | Communicate currencies and Stocks Financial Information |

# BASIC UNITS OF COMPETENCY

#  DEMONSTRATE COMMUNICATION SKILLS

**UNIT CODE: BUS**/OS/FRX/BC/01/5/A

**UNIT DESCRIPTION**

This unit covers the competencies required to demonstrate communication skills. It involves meeting communication needs of clients and colleagues, contributing to the development of communication strategies, conducting workplace interviews, facilitating group discussions and representing the organization

**ELEMENTS AND PERFORMANCE CRITERIA**

|  |  |
| --- | --- |
| **ELEMENT** These describe the key outcomes which make up workplace function | **PERFORMANCE CRITERIA**These are assessable statements which specify the required level of performance for each of the elements.***Bold and italicized terms*** ***are elaborated in the Range*** |
| 1. Meet communication needs of clients and colleagues
 | 1. Specific communication needs of clients and colleagues are identified and met based on workplace requirements
2. Different communication approaches are identified and applied according to clients’ needs
3. Conflict is identified and addressed as per the standards of the organization
 |
| 1. Contribute to the development of communication strategies
 | 1. Strategies for internal and external dissemination of information are developed, promoted, implemented and reviewed as per organizations’ strategic plan
2. Channels of communication are established and reviewed based on the workplace needs
3. Communication training needs are identified and provided according to SOPs
4. Work related network and relationship are maintained based on workplace requirements
5. Negotiation and conflict resolution strategies are maintained as per the workplace procedures
 |
| 1. Conduct workplace interviews
 | 1. ***Communication strategies*** are identified and employed in ***interview situations*** based on workplace requirements
2. Records of interviews are made and maintained in accordance with organizational procedures
3. Effective questioning, listening and nonverbal communication techniques are used based on needs
 |
| 1. Facilitate group discussions
 | 1. Mechanisms to enhance ***effective group interaction*** are identified and implemented according to workplace requirements
2. Strategies to encourage group participation are identified and used as per organizations’ procedures
3. Meetings objectives and agenda are set and followed based on workplace requirements
4. Relevant information is provided and feedback obtained according to set protocols
5. Evaluation of group communication strategies is undertaken in accordance with workplace guidelines
6. Specific communication needs of individuals are identified and addressed as per individual needs
 |
| 1. Represent the organization
 | 1. Relevant presentation are researched and presented based on internal or external communication forums requirements Presentation is delivered in a clear and sequential manner as per the predetermined time
2. Presentation is made as per appropriate media
3. Difference views are respected based on workplace procedures
4. Written communication is done as per organizational standards
5. Inquiries are responded according to organizational standard
 |

**RANGE**

This section provides work environment and conditions to which the performance criteria apply. It allows for different work environment and situations that will affect performance.

|  |  |
| --- | --- |
| **Variable** | **Range** |
| 1. Communication strategies may include but not limited to:
 | * Language switch
* Comprehension check
* Repetition
* Asking confirmation
* Paraphrase
* Clarification request
* Translation
* Restructuring
* Approximation
* Generalization
 |
| 1. Effective group interaction may include but not limited to:
 | * Identifying and evaluating what is occurring within an interaction in a non-judgmental way
* Using active listening
* Making decision about appropriate words, behavior
* Putting together response which is culturally appropriate
* Expressing an individual perspective
* Expressing own philosophy, ideology and background and exploring impact with relevance to communication
* Openness and flexibility in communication
 |
| 1. Interview situations may include but not limited to:
 | * Establishing rapport
* Eliciting facts and information
* Facilitating resolution of issues
* Developing action plans
* Diffusing potentially difficult situations
 |

**REQUIRED SKILLS AND KNOWLEDGE**

This section describes the skills and knowledge required for this unit of competency.

**Required Skills**

The individual needs to demonstrate the following skills:

* Active listening
* Giving/receiving feedback
* Interpretation of information
* Role boundaries setting
* Negotiation
* Communication

**Required Knowledge**

The individual needs to demonstrate knowledge of:

* Communication process
* Dynamics of groups and different styles of group leadership
* Communication skills relevant to client groups
* Flexibility in communication

**EVIDENCE GUIDE**

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

|  |  |
| --- | --- |
| 1. Critical aspects of Competency
 | Assessment requires evidence that the candidate: 1. Met communication needs of clients and colleagues
2. Contributed to the development of communication strategies
3. Conducted interviews
4. Facilitated group discussions
5. Represented the organization
 |
| 1. Resource Implications
 | The following resources should be provided: 1. Access to relevant workplace or appropriately simulated environment where assessment can take place
2. Materials relevant to the proposed activity or tasks
 |
| 1. Methods of Assessment
 | Competency in this unit may be assessed through: 1. Observation
2. Oral questioning
3. Written test
4. Portfolio of Evidence
5. Interview
6. Third party report
 |
| 1. Context of Assessment
 | Competency may be assessed: 1. On the job
2. Off the job
3. During industrial attachment
 |
| 1. Guidance information for assessment
 | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. |

# DEMONSTRATE NUMERACY SKILLS

**UNIT CODE:** BUS/OS/FRX/BC/02/5/A

**UNIT DESCRIPTION**

This unit covers the competencies required to demonstrate numeracy skills. it involves calculating with whole numbers and familiar fractions, decimals, and percentages for work estimating, measuring, and calculating with routine metric measurements for work, using routine maps and plans for work, interpreting, drawing and constructing 2D and 3D shapes for work, interpreting routine tables, graphs and charts for work, collecting data and constructing routine tables and graphs for work and using basic functions of calculator.

**ELEMENTS AND PERFORMANCE CRITERIA**

|  |  |
| --- | --- |
| **ELEMENT** These describe the key outcomes which make up workplace function. | **PERFORMANCE CRITERIA**These are assessable statements which specify the required level of performance for each of the elements.***Bold and italicized terms*** ***are elaborated in the Range.*** |
| 1. Calculate with whole numbers and familiar fractions, decimals and percentages for work | 1. Mathematical information that may be partly embedded in routine workplace tasks and texts is selected and interpreted as per SOPs
2. Whole numbers and routine or familiar fractions, decimals and percentages including familiar rates are interpreted and comprehended as per SOPs
3. Calculations which may involve a number of steps are performed as per SOPs
4. Calculations done with whole numbers and routine or familiar fractions, decimals and percentages as per SOPs
5. Conversion between equivalent forms of fractions, decimals and percentages is done as per SOPs
6. Order of operations is applied to solve multi-step calculations as per SOPs
7. Problem solving strategies are appropriately applied as per SOPs
8. Estimations are made to check reasonableness of problem solving process, outcome and its appropriateness to the context and task as per SOPs
9. Formal and informal mathematical language and symbolism are used to communicate the result of the task as per SOPs.
 |
| 2. Estimate, measure, and calculate with routine metric measurements for work | 1. Measurement information in workplace tasks and texts are selected and interpreted in accordance with workplace requirements
2. Appropriate routine measuring equipment are identified and selected in accordance with workplace requirements
3. Measurements are estimated and made using correct units as per measurement manuals.
4. Estimations and calculations done as per routine measurements
5. Conversions performed routinely as per metric units
6. Problem solving processes are used to undertake the tasks as per workplace procedures.
7. Estimations are made to check reasonableness of problem solving process, outcome and its appropriateness to the context and task as per workplace procedures
8. Information is recorded using mathematical language and symbols appropriate to discuss the task as per workplace procedures.
 |
| 3. Use routine maps and plans for work | 1. Features are identified in routine maps and plans as per SOPs
2. Symbols and keys in routine maps and plans are clearly explained as per SOPs
3. Orientation of map to North is identified and interpreted as per SOPs
4. Understanding of direction and location is clearly demonstrated as per SOPs
5. Simple scale is applied to estimate length of objects, or distance to location or object as per SOPs
6. Directions are given and received using both formal and informal language as per SOPs
 |
| 4. Interpret, draw and construct 2D and 3D shapes for work | 1. Two dimensional shapes and routine three dimensional shapes identified in everyday objects and in different orientations in accordance with job specifications
2. The use and application of shapes elaborately explained as per SOPs
3. Formal and informal mathematical language and symbols used to describe and compare the features of two dimensional shapes and routine three dimensional shapes as per workplace procedures.
4. Common angles identified in accordance with SOPs
5. Common angles in everyday objects are appropriately estimated as per SOPs
6. Formal and informal mathematical language are used to describe and compare common angles as per workplace procedures.
7. Common geometric instruments used to draw two dimensional shapes as per SOPs
8. Routine three dimensional objects constructed from given nets as per SOPs.
 |
| 5. Interpret routine tables, graphs and charts for work | 1. Routine tables, graphs and charts identified in predominately familiar texts and contexts as per tables and graph manuals
2. Common types of graphs and their different uses identified as per SOPs
3. Features of tables, graphs and charts identified as per workplace procedures
4. Information in routine tables, graphs and charts located and interpreted as per workplace procedures
5. Calculations are perform to interpret information as per SOPs
6. How statistics can inform and persuade interpretations is explained as per SOPs
7. Misleading statistical information is identified as per workplace procedures.
8. Information relevant to the workplace is discussed as per workplace procedures.
 |
| 6. Collect data and construct routine tables and graphs for work | 1. Features of common tables and graphs identified as per SOPs
2. Uses of ***different tables and graphs*** identified as per job specifications
3. Data and variables to be collected are determined as per workplace procedures.
4. The audience is determined as per the workplace procedures
5. Method of data collection is select as per job requirement
6. Data is collected as per SOPs
7. Information is collated in a table as per SOPs
8. Suitable scale and axes determined as per job specifications
9. Graph to present information is drafted and drawn as per SOPs
10. Data checked to ensure that it meets the expected results and context as per workplace procedures
11. Information is reported or discussed using formal and informal mathematical language as per workplace procedures
 |
| 7. Use basic functions of calculator | * 1. Keys are identified and used for ***basic functions on a calculator*** as per SOPs
	2. Calculation is done using whole numbers, money and routine decimals and percentages as per SOPs
	3. Calculation done with routine fractions and percentages as per SOPs
	4. Order of operations is applied to solve multi-step calculations as per SOPs
	5. Results are interpreted, displayed and recorded as per workplace procedures
	6. Estimations are made to check reasonableness of problem solving process, outcome and its appropriateness to the context and task as per workplace procedures
	7. Formal and informal mathematical language and appropriate symbolism and conventions used to communicate the result of the task as per workplace procedures.
 |

**RANGE**

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

|  |  |
| --- | --- |
| **Variable** | **Range** |
| 1. Use basic functions of calculator may include but not limited to:
 | * Addition
* Multiplication
* Calculate ratios
* Conversion of ratios into percentages
 |
| 1. Different tables and graphs may include but not limited to:
 | * Bar Graphs
* Flow Charts
* Pie Charts
* Pictograph
* Line Graphs
* Time Series Graphs
* Stem and Leaf Plot
* Histogram
* Dot Plot
* Scatter plot
 |

**REQUIRED SKILLS AND KNOWLEDGE**

This section describes the skills and knowledge required for this unit of competency.

**Required Skills**

The individual needs to demonstrate the following skills:

* Measuring
* Logical thinking
* Computing
* Drawing of graphs
* Applying mathematical formulas
* Analytical

**Required knowledge**

The individual needs to demonstrate knowledge of:

* Types of common shapes
* Differentiation between two dimensional shapes / objects
* Formulae for calculating area and volume
* Types and purpose of measuring instruments
* Units of measurement and abbreviations
* Fundamental operations (addition, subtraction, division, multiplication)
* Rounding techniques
* Types of fractions
* Different types of tables and graphs
* Meaning of graphs, such as increasing, decreasing, and constant value
* Preparation of basic data, tables & graphs

**EVIDENCE GUIDE**

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

|  |  |
| --- | --- |
| 1. Critical aspects of Competency
 | Assessment requires evidence that the candidate:1. Calculated correctly with whole numbers and routine or familiar fractions, decimals and percentages
2. Estimated, measured and calculated with routine metric measurements
3. Applied simple scale to estimate length of objects or distance to location or object
4. Used formal and informal mathematical language to describe and compare common angles
5. Used common geometric instruments to draw two dimensional shapes
6. Collected data and constructed routine tables and graphs
7. Used basic functions of calculator correctly
 |
| 1. Resource Implications
 | The following resources should be provided: 1. Access to relevant workplace or appropriately simulated environment where assessment can take place
2. Materials relevant to the proposed activity or tasks
 |
| 1. Methods of Assessment
 | Competency may be assessed through:1. Observation
2. Oral questioning
3. Written test
4. Portfolio of Evidence
5. Interview
6. Third party report
 |
| 1. Context of Assessment
 | Competency may be assessed in:1. On the job
2. Off the job
3. Industrial attachment
 |
| 1. Guidance information for assessment
 | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. |

# DEMONSTRATE DIGITAL LITERACY

**UNIT CODE:** BUS/OS/FRX/BC/03/5/A

**UNIT DESCRIPTION**

This unit covers the competencies required to demonstrate digital literacy. It involves identifying appropriate computer software and hardware, applying security measures to data, hardware, software in automated environment, applying computer software in solving tasks, applying internet and email in communication at workplace, applying desktop publishing in official assignment and preparing presentation packages.

**ELEMENTS AND PERFORMANCE CRITERIA**

|  |  |
| --- | --- |
| **ELEMENT** These describe the key outcomes which make up workplace function | **PERFORMANCE CRITERIA**These are assessable statements which specify the required level of performance for each of the elements.***Bold and italicized terms*** ***are elaborated in the Range*** |
| 1. Identify appropriate computer software and hardware
 | 1. Concepts of ICT are determined in accordance with computer equipment
2. Classifications of computers are determined in accordance with manufacturers specification
3. ***Appropriate computer software*** is identified according to manufacturer’s specification
4. ***Appropriate computer hardware*** is identified according to manufacturer’s specification
5. Functions and commands ofoperating system are determined in accordance withmanufacturer’s specification
 |
| 1. Apply security measures to data, hardware, software in automated environment
 | 1. ***Data security and privacy are classified*** in accordance with the prevailing technology
2. ***Security threats*** areidentified, **and *control measures*** are applied in accordance with laws governing protection of ICT
3. Computer threats and crimes are detected in accordance with Information security management guidelines
4. Protection against computer crimes is undertaken in accordance with laws governing protection of ICT
 |
| 1. Apply computer software in solving tasks
 | 1. ***Word processing concepts***are applied in resolving workplace tasks, report writing and documentation as per job requirements
2. ***Word processing utilities*** are applied in accordance with workplace procedures
3. Worksheet layout is prepared in accordance with work procedures
4. Worksheet is build and data manipulated in the worksheet in accordance with workplace procedures
5. Continuous data manipulated on worksheet is undertaken in accordance with work requirements
6. Database design and manipulation is undertaken in accordance with office procedures
7. Data sorting, indexing, storage, retrieval and security is provided in accordance with workplace procedures
 |
| 1. Apply internet and email in communication at workplace
 | 1. Electronic mail addresses are opened and applied in workplace communication in accordance with office policy
2. Office internet functions are defined and executed in accordance with office procedures
3. ***Network configuration*** is determined in accordance with office operations procedures
4. Official World Wide Web is installed and managed according to workplace procedures
 |
| 1. Apply desktop publishing in official assignments
 | 1. Desktop publishing functions and tools are identified in accordance with manufactures specifications
2. Desktop publishing tools are developed in accordance with work requirements
3. Desktop publishing tools are applied in accordance with workplace requirements
4. Typeset work is enhanced in accordance with workplace standards
 |
| 1. Prepare presentation packages
 | 1. Types of presentation packages are identified in accordance with office requirements
2. Slides are created and formulated in accordance with workplace procedures
3. Slides are edited and run in accordance with work procedures
4. Slides and handouts are printed according to work requirements
 |

**RANGE**

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

|  |  |
| --- | --- |
| **Variable** | **Range** |
| 1. Appropriate computer hardware may include but not limited to:
 | * Computer case
* Monitor
* keyboard
* mouse
 |
| 1. Data security and privacy may include but not limited to:
 | * Confidentiality of data
* Cloud computing
* Integrity -but-curious data surfing
 |
| 1. Security and control measures may include but not limited to:
 | * Counter measures against cyber terrorism
* Risk reduction
* Cyber threat issues
* Risk management
* Pass wording
 |
| 1. Security threats may include but not limited to:
 | * Cyber terrorism
* Hacking
 |

**REQUIRED SKILLS AND KNOWLEDGE**

This section describes the skills and knowledge required for this unit of competency.

**Required Skills**

The individual needs to demonstrate the following skills:

* Analytical skills
* Interpretation
* Typing
* Communication
* Basic ICT skills

**Required Knowledge**

The individual needs to demonstrate knowledge of:

* Software concept
* Functions of computer software and hardware
* Data security and privacy
* Computer security threats and control measures
* Technology underlying cyber-attacks and networks
* Cyber terrorism
* Computer crimes
* Detection and protection of computer crimes
* Laws governing protection of ICT
* Microsoft suite

**EVIDENCE GUIDE**

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

|  |  |
| --- | --- |
| 1. Critical Aspects of Competency
 | Assessment requires evidence that the candidate:1. Identified and controlled security threats
2. Detected and protected computer crimes
3. Applied word processing in office tasks
4. Designed, prepared work sheet and applied data to the cells in accordance to workplace procedures
5. Opened electronic mail for office communication as per workplace procedure
6. Installed internet and World Wide Web for office tasks in accordance with office procedures
7. Integrated emerging issues in computer ICT applications
8. Applied laws governing protection of ICT
 |
| 1. Resource Implications
 | The following resources should be provided:1. Tablets
2. Laptops
3. Desktop computers
4. Calculators
5. Internet
6. Smart phones
7. Operation Manuals
 |
| 1. Methods of Assessment
 | Competency may be assessed through:1. Written Test
2. Observation
3. Practical assignment
4. Interview/Oral Questioning
 |
| 1. Context of Assessment
 | Competency may be assessed in:1. Off the job
2. On the job setting
3. Industrial attachment
 |
| 5. Guidance information for assessment | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. |

# DEMONSTRATE ENTREPRENEURIAL SKILLS

**UNIT CODE :** BUS/OS/FRX/BC/04/5/A

**UNIT DESCRIPTION**

This unit covers the competencies required to demonstrate understanding of entrepreneurship. It involves demonstrating understanding of an entrepreneur, entrepreneurship, and self-employment, identifying entrepreneurship opportunities, creating entrepreneurial awareness, applying entrepreneurial motivation, developing business innovative strategies and developing business plan.

**ELEMENTS AND PERFORMANCE CRITERIA**

|  |  |
| --- | --- |
| **ELEMENT** | **PERFORMANCE CRITERIA**  |
| 1. Demonstrate understanding of an Entrepreneur
 | 1. Entrepreneurs and Businesspersons are distinguished as per principles of entrepreneurship
2. ***Types of entrepreneurs*** are identified as per principles of entrepreneurship
3. Ways of becoming an Entrepreneur are identified as per principles of Entrepreneurship
4. ***Characteristics of Entrepreneurs*** are identified as per principles of Entrepreneurship
5. Factors affecting Entrepreneurship development are explored as per principles of Entrepreneurship
 |
| 1. Demonstrate understanding of Entrepreneurship and self-employment
 | 1. Entrepreneurship and self-employment are distinguished as per principles of entrepreneurship
2. Importance of self-employment is analysed based on business procedures and strategies
3. ***Requirements for entry into self-employment*** are identified according to business procedures and strategies
4. Role of an Entrepreneur in business is determined according to business procedures and strategies
5. Contributions of Entrepreneurs to National development are identified as per business procedures and strategies
6. Entrepreneurship culture in Kenya is explored as per business procedures and strategies
7. Born or made Entrepreneurs are distinguished as per entrepreneurial traits
 |
| 1. Identify Entrepreneurship opportunities
 | 1. Sources of business ideas are identified as per business procedures and strategies
2. Business ideas and opportunities are generated as per business procedures and strategies
3. Business life cycle is analysed as per business procedures and strategies
4. Legal aspects of business are identified as per procedures and strategies
5. Product demand is assessed as per market strategies
6. Types of ***business environment*** are identified and evaluated as per business procedures
7. Factors to consider when evaluating business environment are explored based on business procedure and strategies
8. Technology in business is incorporated as per best practice
 |
| 1. Create entrepreneurial awareness
 | 1. ***Forms of businesses*** are explored as per business procedures and strategies
2. Sources of business finance are identified as per business procedures and strategies
3. Factors in selecting source of business finance are identified as per business procedures and strategies
4. ***Governing policies*** on Small Scale Enterprises (SSEs) are determined as per business procedures and strategies
5. Problems of starting and operating SSEs are explored as per business procedures and strategies
 |
| 1. Apply entrepreneurial motivation
 | 1. ***Internal and external motivation*** factors are determined in accordance with motivational theories
2. Self-assessment is carried out as per entrepreneurial orientation
3. Effective communications are carried out in accordance with communication principles
4. Entrepreneurial motivation is applied as per motivational theories
 |
| 1. Develop innovative business strategies
 | 1. Business innovation strategies are determined in accordance with the organization strategies
2. Creativity in business development is demonstrated in accordance with business strategies
3. ***Innovative business strategies*** are developed as per business principles
4. Linkages with other entrepreneurs are created as per best practice
5. ICT is incorporated in business growth and development as per best practice
 |
| 1. Develop Business Plan
 | 1. Identified Business is described as per business procedures and strategies
2. Marketing plan is developed as per business plan format
3. Organizational/Management plan is prepared in accordance with business plan format
4. Production/operation plan in accordance with business plan format
5. Financial plan is prepared in accordance with the business plan format
6. Executive summary is prepared in accordance with business plan format
7. Business plan is presented as per best practice
 |

**RANGE**

This section provides work environment and conditions to which the performance criteria apply. It allows for different work environment and situations that will affect performance.

|  |  |
| --- | --- |
| 1. **Variable**
 | **Range**  |
| 1. Types of entrepreneurs may include but not limited to:
 | * Innovators
* Imitators
* Craft
* Opportunistic
* Speculators
 |
| 1. Characteristics of Entrepreneurs may include but not limited to:
 | * Creative
* Innovative
* Planner
* Risk taker
* Networker
* Confident
* Flexible
* Persistent
* Patient
* Independent
* Future oriented
* Goal oriented
 |
| 1. Requirements for entry into self-employment may include but not limited to
 | * Technical skills
* Management skills
* Entrepreneurial skills
* Resources
* Infrastructure
 |
| 1. Internal and external motivation may include but not limited to:
 | * Interest
* Passion
* Freedom
* Prestige
* Rewards
* Punishment
* Enabling environment
* Government policies
 |
| 1. Business environment may include but not limited to:
 | * External
* Internal
* Intermediate
 |
| 1. Forms of businesses may include but not limited to:
 | * Sole proprietorship
* Partnership
* Limited companies
* Cooperatives
 |
| 1. Governing policies may include but not limited to:
 | * Increasing scope for finance
* Promoting cooperation between entrepreneurs and private sector
* Reducing regulatory burden on entrepreneurs
* Developing IT tools for entrepreneurs
 |
| 1. Innovative business strategies may include but not limited to:
 | * New products
* New methods of production
* New markets
* New sources of supplies
* Change in industrialization
 |

**REQUIRED SKILLS AND KNOWLEDGE**

This section describes the skills and knowledge required for this unit of competency.

**Required Skills**

The individual needs to demonstrate the following skills:

* Analytical
* Management
* Problem-solving
* Root-cause analysis
* Communication

**Required Knowledge**

The individual needs to demonstrate knowledge of:

* Decision making
* Business communication
* Change management
* Competition
* Risk
* Net working
* Time management
* Leadership
* Factors affecting entrepreneurship development
* Principles of Entrepreneurship
* Features and benefits of common operational practices, e. g., continuous improvement (kaizen), waste elimination,
* Conflict resolution
* Health, safety and environment (HSE) principles and requirements
* Customer care strategies
* Basic financial management
* Business strategic planning
* Impact of change on individuals, groups and industries
* Government and regulatory processes
* Local and international market trends
* Product promotion strategies
* Market and feasibility studies
* Government and regulatory processes
* Local and international business environment
* Relevant developments in other industries
* Regional/ County business expansion strategies

**EVIDENCE GUIDE**

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

|  |  |
| --- | --- |
| 1. Critical Aspects of Competency
 | Assessment requires evidence that the candidate:1. Distinguished entrepreneurs and business persons correctly
2. Identified ways of becoming an entrepreneur appropriately
3. Explored factors affecting entrepreneurship development appropriately
4. Analysed importance of self-employment accurately
5. Identified requirements for entry into self-employment correctly
6. Identified sources of business ideas correctly
7. GeneratedBusiness ideas and opportunities correctly
8. Analysed business life cycle accurately
9. Identified legal aspects of business correctly
10. Assessed product demand accurately
11. Determined Internal and external motivation factors appropriately
12. Carried out communications effectively
13. Identified sources of business finance correctly
14. Determined Governing policy on small scale enterprise appropriately
15. Explored problems of starting and operating SSEs effectively
16. Developed Marketing, Organizational/Management, Production/Operation and Financial plans correctly
17. Prepared executive summary correctly
18. Determined business innovative strategies appropriately
19. Presented business plan effectively
 |
| 1. Resource Implications
 | The following resources should be provided:1. Access to relevant workplace where assessment can take place
2. Appropriately simulated environment where assessment can take place
 |
| 1. Methods of Assessment
 | Competency may be assessed through:1. Written tests
2. Oral questions
3. Third party report
4. Interviews
5. Portfolio
 |
| 1. Context of Assessment
 | Competency may be assessed: 1. On-the-job
2. Off-the –job
3. During Industrial attachment
 |
| 1. Guidance information for assessment
 | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. |

# DEMONSTRATE EMPLOYABILITY SKILLS

**UNIT CODE:** BUS/OS/FRX/BC/05/5/A

**Unit Description**

This unit covers competencies required to demonstrate employability skills. It involves conducting self-management, demonstrating interpersonal communication, critical safe work habits, leading small teams, planning and organizing work, maintaining professional growth and development, demonstrating workplace learning, problem solving skills and managing workplace ethics.

**ELEMENTS AND PERFORMANCE CRITERIA**

|  |  |
| --- | --- |
| **ELEMENT**These describe the key outcomes which make up workplace function. | **PERFORMANCE CRITERIA**These are assessable statements which specify the required level of performance for each of the elements.***Bold and italicized terms are elaborated in the Range*** |
| 1. Conduct self-management
 | 1. Personal vision, mission and goals are formulated based on potential and in relation to organization objectives
2. Emotional intelligence is demonstrated as per workplace requirements.
3. Individual performance is evaluated and monitored according to the agreed targets.
4. Assertiveness is developed and maintained based on the requirements of the job.
5. Accountability and responsibility for own actions are demonstrated based on workplace instructions.
6. Self-esteem and a positive self-image are developed and maintained based on values.
7. Time management, attendance and punctuality are observed as per the organization policy.
8. Goals are managed as per the organization’s objective
9. Self-strengths and weaknesses are identified based on personal objectives
 |
| 1. Demonstrate interpersonal communication
 | 1. Writing skills are demonstrated as per communication policy
2. Negotiation and persuasion skills are demonstrated as per communication policy
3. Internal and external stakeholders’ needs are identified and interpreted as per the communication policy
4. Communication networks are established based on workplace policy
5. Information is shared as per communication policy
 |
| 1. Demonstrate critical safe work habits
 | 1. Stress is managed in accordance with workplace policy.
2. Punctuality and time consciousness is demonstrated in line with workplace policy.
3. Personal objectives are integrated with organization goals based on organization’s strategic plan.
4. ***Resources*** are utilized in accordance with workplace policy.
5. Work priorities are set in accordance to workplace goals and objectives.
6. Leisure time is recognized and utilized in line with personal objectives.
7. ***Drugs and substances of abuse*** are identified and avoided based on workplace policy.
8. HIV and AIDS prevention awareness is demonstrated in line with workplace policy.
9. Safety consciousness is demonstrated in the workplace based on organization safety policy.
10. ***Emerging issues*** are identified and dealt with in accordance with organization policy.
 |
| 1. Lead small teams
 | 1. Performance targets for the ***team*** are set based on organization’s objectives
2. Duties are assigned in accordance with the organization policy.
3. ***Forms of communication*** in a team are established according to organization’s policy.
4. Team performance is evaluated based on set targets as per workplace policy.
5. Conflicts are resolved between team members in line with organization policy.
6. Gender related issues are identified and mainstreamed in accordance workplace policy.
7. Human rights and fundamental freedoms are identified and respected as Constitution of Kenya 2010.
8. Healthy relationships are developed and maintained in line with workplace.
 |
| 1. Plan and organize work
 | 1. Task requirements are identified as per the workplace objectives
2. Task is interpreted in accordance with safety (OHS ), environmental requirements and quality requirements
3. Work activity is organized with other involved personnel as per the SOPs
4. Resources are mobilized, allocated and utilized to meet project goals and deliverables.
5. Work activities are monitored and evaluated in line with organization procedures.
6. Job planning is documented in accordance with workplace requirements.
7. Time is managed achieve workplace set goals and objectives.
 |
| 1. Maintain professional growth and development
 | 1. Personal training needs are identified and assessed in line with the requirements of the job.
2. ***Training and career opportunities*** are identified and utilized based on job requirements.
3. Resources for training are mobilized and allocated based organizations and individual skills needs.
4. Licensees and certifications relevant to job and career are obtained and renewed as per policy.
5. Work priorities and personal commitments are balanced and managed based on requirements of the job and personal objectives.
6. Recognitions are sought as proof of career advancement in line with professional requirements.
 |
| 1. Demonstrate workplace learning
 | 1. Learning opportunities are sought and managed based on job requirement and organization policy.
2. Improvement in performance is demonstrated based on courses attended.
3. Application of learning is demonstrated in both technical and non-technical aspects based on requirements of the job
4. Time and effort is invested in learning new skills based on job requirements
5. Initiative is taken to create more effective and efficient processes and procedures in line with workplace policy.
6. New systems are developed and maintained in accordance with the requirements of the job.
7. Awareness of personal role in workplace ***innovation*** is demonstrated based on requirements of the job.
 |
| 1. Demonstrate problem solving skills
 | 1. Creative, innovative and practical solutions are developed based on the problem
2. Independence and initiative in identifying and solving problems is demonstrated based on requirements of the job.
3. Team problems are solved as per the workplace guidelines
4. Problem solving strategies are applied as per the workplace guidelines
5. Problems are analyzed and assumptions tested as per the context of data and circumstances
 |
| 1. Demonstrate workplace ethics
 | 1. Policies and guidelines are observed as per the workplace requirements
2. Self-worth and professionalism is exercised in line with personal goals and organizational policies
3. Code of conduct is observed as per the workplace requirements
4. Integrity is demonstrated as per legal requirement
 |

**RANGE**

This section provides work environment and conditions to which the performance criteria apply. It allows for different work environment and situations that will affect performance.

|  |  |
| --- | --- |
| **Range** | **Variable** |
| 1. Drug and substance abuse may include but not limited to:
 | Commonly abused* Alcohol
* Tobacco
* Miraa
* Over-the-counter drugs
* Cocaine
* Bhang
* Glue
 |
| 1. Feedback may include but not limited to:
 | * Verbal
* Written
* Informal
* Formal
 |
| 1. Relationships may include but not limited to:
 | * Man/Woman
* Trainer/trainee
* Employee/employer
* Client/service provider
* Husband/wife
* Boy/girl
* Parent/child
* Sibling relationships
 |
| 1. Forms of communication may include but not limited to:
 | * Written
* Visual
* Verbal
* Non verbal
* Formal and informal
 |
| 1. Team may include but not limited to:
 | * Small work group
* Staff in a section/department
* Inter-agency group
 |
| 1. Personal growth may include but not limited to:
 |

|  |
| --- |
| * Growth in the job
* Career mobility
* Gains and exposure the job gives
* Net workings
* Benefits that accrue to the individual as a result of noteworthy performance
 |

 |
| 1. Personal objectives may include but not limited to:
 | * Long term
* Short term
* Broad
* Specific
 |
| 1. Trainings and career opportunities may include but not limited to
 | * Participation in training programs
* Technical
* Supervisory
* Managerial
* Continuing Education
* Serving as Resource Persons in conferences and workshops
 |
| 1. Resource may include but not limited to:
 | * Human
* Financial
* Hardware
* Software
 |
| 1. Innovation may include but not limited to:
 | * New ideas
* Original ideas
* Different ideas
* Methods/procedures
* Processes
* New tools
 |
| 1. Emerging issues may include but not limited to:
 | * Terrorism
* Social media
* National cohesion
* Open offices
 |
| 1. Range of media for learning may include but not limited to:
 | * Mentoring
* peer support and networking
* IT and courses
 |

**REQUIRED SKILLS AND KNOWLEDGE**

This section describes the skills and knowledge required for this unit of competency.

**Required Skills**

The individual needs to demonstrate the following skills:

* Communication
* Critical thinking
* Observation
* Organizing
* Negotiation
* Monitoring
* Evaluation
* Record keeping
* Problem solving
* Decision Making
* Resource utilization
* Resource mobilization

**Required Knowledge**

The individual needs to demonstrate knowledge of:

* Work values and ethics
* Company policies
* Company operations, procedures and standards
* Occupational Health and safety procedures
* Fundamental rights at work
* Personal hygiene practices
* Workplace communication
* Concept of time
* Time management
* Decision making
* Types of resources
* Work planning
* Resources and allocating resources
* Organizing work
* Monitoring and evaluation
* Record keeping
* Workplace problems and how to deal with them
* Gender mainstreaming
* HIV and AIDS
* Drug and substance abuse
* Leadership
* Safe work habits
* Professional growth and development
* Technology in the workplace
* Emerging issues
* Social media
* Terrorism
* National cohesion

###### **EVIDENCE GUIDE**

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

|  |  |
| --- | --- |
| 1. Critical aspects of Competency
 | Assessment requires evidence that the candidate:1. Conducted self-management
2. Demonstrated interpersonal communication
3. Demonstrated critical safe work habits
4. Led small teams
5. Planned and organized work
6. Maintained professional growth and development
7. Demonstrated workplace learning
8. Demonstrated problem solving skills
9. Demonstrated workplace ethics
 |
| 1. Resource Implications
 |

|  |
| --- |
| The following resources should be provided:1. Access to relevant workplace where assessment can take place
2. Appropriately simulated environment where assessment can take place
 |

 |
| 1. Methods of Assessment
 | Competency in this unit may be assessed through: 1. Oral questioning
2. Portfolio of evidence
3. Third Party Reports
4. Written tests
 |
| 1. Context of Assessment
 | Competency may be assessed:1. On-the-job
2. Off-the –job
3. During Industrial attachment
 |
| 1. Guidance information for assessment
 | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. |

# DEMONSTRATE ENVIRONMENTAL LITERACY

**UNIT CODE:** BUS/OS/FRX/BC/06/5/A

**UNIT DESCRIPTION**

This unit describes the competencies required to demonstrate understanding of environmental literacy. It involves controlling environmental hazard, controlling control environmental pollution, complying with workplace sustainable resource use, evaluating current practices in relation to resource usage, identifying environmental legislations/conventions for environmental concerns, implementing specific environmental programs and monitoring activities on environmental protection/programs.

**ELEMENTS AND PERFORMANCE CRITERIA**

|  |  |
| --- | --- |
| **ELEMENT**These describe the key outcomes which make up workplace function. | **PERFORMANCE CRITERIA**These are assessable statements which specify the required level of performance for each of the elements.***Bold and italicized terms*** ***are elaborated in the Range*** |
| 1. Control environmental hazard
 | 1. ***Storage methods*** for environmentally***hazardous*** materials are strictly followed according to environmental regulations and OSHS.
2. ***Disposal methods*** of hazardous wastes are followed always according to environmental regulations and OSHS.
3. ***PPE*** is used according to OSHS.
 |
| 1. Control environmental Pollution control
 | 1. Environmental pollution ***control measures*** are compiled following standard protocol.
2. Procedures for solid waste management are observed according to Environmental Management and Coordination Act 1999
3. Methods for minimizing ***noise pollution*** is complied with based on Noise and Excessive Vibration Pollution and Control Regulations, 2009
 |
| 1. Demonstrate sustainable resource use
 | 1. Methods for minimizing wastage are complied with.
2. Waste management procedures are employed following principles of 3Rs (Reduce, Reuse, Recycle)
3. Methods for economizing and reducing resource consumption are practiced as per the Environmental Management and Coordination Act 1999
 |
| 1. Evaluate current practices in relation to resource usage
 | 1. Information on resource efficiency **systems and procedures** are collected and provided to the work group where appropriate.
2. Current resource usage is measured and recorded by members of the work group.
3. Current purchasing strategies are analyzed and recorded according to industry procedures.
4. Current work processes to access information and data is analyzed following enterprise protocol.
 |
| 1. Identify Environmental legislations/conventions for environmental concerns
 | 1. Environmental ***legislations/conventions*** and local ordinances are identified according to the different ***environmental aspects/impact***
2. ***Industrial standard/environmental practices*** are described according to the different environmental concerns
 |
| 1. Implement specific environmental programs
 | 1. Programs/Activities are identified according to organizations policies and guidelines.
2. Individual roles/responsibilities are determined and performed based on the activities identified.
3. Problems/constraints encountered are resolved in accordance with organizations’ policies and guidelines
4. Stakeholders are consulted based on company guidelines
 |
| 1. Monitor activities on Environmental protection/Programs
 | 1. Activities are periodically monitored and evaluated according to the objectives of the environmental Program
2. Feedback from stakeholders are gathered and considered in proposing enhancements to the program based on consultations
3. Data gathered are analyzed based on evaluation requirements
4. Recommendations are submitted based on the findings
5. Management support systems are set/established to sustain and enhance the program
6. Environmental incidents are monitored and reported to concerned/proper authorities
 |

**RANGE**

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

|  |  |
| --- | --- |
| **Variable** | **Range** |
| 1. PPE may include but not limited to:
 | * Mask
* Gloves
* Goggles
* Safety hat
* Overall
* Hearing protector
* Safety boots
 |
| 1. Environmental pollution control measures may include but not limited to:
 | * Methods for minimizing or stopping spread and ingestion of airborne particles
* Methods for minimizing or stopping spread and ingestion of gases and fumes
* Methods for minimizing or stopping spread and ingestion of liquid wastes
 |
| 1. Waste management procedures may include but not limited to:
 | * Sorting
* Storing of items
* Recycling of items
* Disposal of items
 |
| 1. Resources may include but not limited to:
 | * Electric
* Water
* Fuel
* Telecommunications
* Supplies
* Materials
 |
| 1. Workplace environmental hazards may include but not limited to:
 | * Biological hazards
* Chemical and dust hazards
* Physical hazards
 |
| 1. Organizational systems and procedures may include but not limited to:
 | * Supply chain, procurement and purchasing
* Quality assurance
* Making recommendations and seeking approvals
 |

**REQUIRED SKILLS AND KNOWLEDGE**

This section describes the skills and knowledge required for this unit of competency.

**Required Skills**

The individual needs to demonstrate the following skills:

* Observation
* Measuring
* Writing
* Communication
* Analytical
* Monitoring
* Evaluation

**Required Knowledge**

The individual needs to demonstrate knowledge of:

* Storage methods of environmentally hazardous materials
* Disposal methods of hazardous wastes
* Usage of PPE Environmental regulations
* OSHS
* Types of pollution
* Environmental pollution control measures
* Different solid wastes
* Solid waste management
* Different noise pollution
* Methods of minimizing noise pollution
* Solid Waste Act
* Methods of minimizing wastage
* Waste management procedures
* Economizing of resource consumption
* 3Rs principle
* Types of resources
* Techniques in measuring current usage of resources
* Calculating current usage of resources
* Types of workplace environmental hazards
* Environmental regulations
* Environmental regulations applying to the enterprise.
* Measurement and recording of current resource usage
* Analysis current work processes to access information and data Analysis of data and information
* Identification of areas for improvement
* Resource consuming processes
* Determination of quantity and nature of resource consumed
* Analysis of resource flow of different parts of the resource flow process
* Use/conversion of resources
* Causes of low efficiency of use
* Increasing the efficiency of resource use
* Inspection of resource use plans
* Regulations/licensing requirements
* Determine benefit/cost for alternative resource sources
* Benefit/costs for different alternatives
* Components of proposals
* Criteria on ranking proposals
* Regulatory requirements
* Proposals for improving resource efficiency
* Implementation of resource efficiency plans
* Procedures in monitor implementation
* Adjustments of implementation plan
* Inspection of new resource usage

**EVIDENCE GUIDE**

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

|  |  |
| --- | --- |
| 1. Critical Aspects of Competency
 | Assessment requires evidence that the candidate:1. Controlled environmental hazard
2. Controlled environmental pollution
3. Demonstrated sustainable resource use
4. Evaluated current practices in relation to resource usage
5. Demonstrated knowledge of environmental legislations and local ordinances according to the different environmental issues /concerns.
6. Described industrial standard environmental practices according to the different environmental issues/concerns.
7. Resolved problems/ constraints encountered based on management standard procedures
8. Implemented and monitored environmental practices on a periodic basis as per company guidelines
9. Recommended solutions for the improvement of the Program
10. Monitored and reported to proper authorities any environmental incidents
 |
| 1. Resource Implications
 | The following resources should be provided:1. Workplace with storage facilities
2. Tools, materials and equipment relevant to the tasks (ex. Cleaning tools, cleaning materials, trash bags, etc.)
3. PPE
4. Manuals and references
5. Legislation, policies, procedures, protocols and local ordinances relating to environmental protection
6. Case studies/scenarios relating to environmental Protection
 |
| 1. Methods of Assessment
 | Competency in this unit may be assessed through:1. Observation
2. Oral questioning
3. Written test
4. Interview/Third Party Reports
5. Portfolio of evidence
 |
| 1. Context of Assessment
 | Competency may be assessed: 1. On-the-job
2. Off-the –job
3. During Industrial attachment
 |
| 1. Guidance information for assessment
 | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. |

# DEMONSTRATE OCCUPATIONAL SAFETY AND HEALTH PRACTICES

**UNIT CODE:** BUS/OS/FRX/BC/07/5/A

**UNIT DESCRIPTION**

This unit specifies the competencies required to identify workplace hazards and risk, identify and implement appropriate control measures and implement OSH programs, procedures and policies/ guidelines

**ELEMENTS AND PERFORMANCE CRITERIA**

|  |  |
| --- | --- |
| **ELEMENT**These describe the key outcomes which make up workplace function. | **PERFORMANCE CRITERIA**These are assessable statements which specify the required level of performance for each of the elements.***Bold and italicized terms are elaborated in the Range*** |
| 1. Identify workplace hazards and risk
 | 1. ***Hazards*** in the workplace are identified ***based their indicators***
2. Risks and hazards are evaluated based on legal requirements.
3. ***OSH concerns*** raised by workers are addressed as per legal requirements.
 |
| 1. Control OSH hazards
 | 1. Hazard prevention ***and control measures*** are implemented as per legal requirement.
2. Risk assessment is conductedand a risk matrix developed based on likely impact.
3. ***Contingency measures***, including ***emergency procedures*** during workplace ***incidents and emergencies*** are recognized and established in accordance with organization procedures.
 |
| 1. Implement OSH programs
 | 1. Company OSH program are identified, evaluated and reviewed based on legal requirements.
2. Company OSH programs are implemented as per legal requirements.
3. Workers are capacity built on OSH standards and procedures as per legal requirements
4. ***OSH-related records*** are maintained as per legal requirements.
 |

**RANGE**

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

|  |  |
| --- | --- |
| **Variable** | **Range** |
| 1. Hazards may include but are not limited to:
 | * Physical hazards
* Biological hazards
* Chemical hazards
* Ergonomics
* Psychological factors
* Physiological factors
* Safety hazards
* Unsafe workers’ act
 |
| 1. Indicators may include but are not limited to:
 | * Increased of incidents of accidents, injuries
* Increased occurrence of sickness or health complaints/ symptoms
* Common complaints of workers related to OSH
* High absenteeism for work-related reasons
 |
| 1. Evaluation and/or work environment measurements may include but are not limited to:
 | * Health Audit
* Safety Audit
* Work Safety and Health Evaluation
* Work Environment Measurements of Physical and Chemical Hazards
 |
| 1. OSH issues and/or concerns may include but are not limited to:
 | * Workers’ experience/observance on presence of work hazards
* Unsafe/unhealthy administrative arrangements (prolonged work hours, no break time, constant overtime, scheduling of tasks)
* Reasons for compliance/non-compliance to use of PPEs or other OSH procedures/policies/guidelines
 |
| 1. Prevention and control measures may include but are not limited to:
 | * Eliminate the hazard
* Isolate the hazard
* Substitute the hazard with a safer alternative
* Use administrative controls to reduce the risk
* Use engineering controls to reduce the risk
* Use personal protective equipment
* Safety, Health and Work Environment Evaluation
* Periodic and/or special medical examinations of workers
 |
| 1. Safety gears /PPE (Personal Protective Equipment’s) may include but are not limited to:
 | * Arm/Hand guard, gloves
* Eye protection (goggles, shield)
* Hearing protection (ear muffs, ear plugs)
* Hair Net/cap/bonnet
* Hard hat
* Face protection (mask, shield)
* Apron/Gown/coverall/jump suit
* Anti-static suits
* High-visibility reflective vest
 |
| 1. Appropriate risk controls
 | * Eliminate the hazard altogether
* Isolate the hazard from anyone who could be harmed
* Substitute the hazard with a safer alternative
* Use administrative controls to reduce the risk
* Use engineering controls to reduce the risk
* Use personal protective equipment
 |
| 1. Contingency measures may include but are not limited to:
 | * Evacuation
* Isolation
* Decontamination
* Emergency personnel
 |
| 1. Emergency procedures may include but are not limited to:
 | * Fire drill
* Earthquake drill
* Basic life support/CPR
* First aid
* Spillage control
* Decontamination of chemical and toxic
* Disaster preparedness/management
* Set of fire-extinguisher
 |
| 1. Incidents and emergencies may include but are not limited to:
 | * Chemical spills
* Equipment/vehicle accidents
* Explosion
* Fire
* Gas leak
* Injury to personnel
* Structural collapse
* Toxic and/or flammable vapors emission.
 |
| 1. OSH-related Records may include but are not limited to:
 | * Medical/Health records
* Incident/accident reports
* Sickness notifications/sick leave application
* OSH-related trainings obtained
 |

**REQUIRED SKILLS AND KNOWLEDGE**

This section describes the skills and knowledge required for this unit of competency.

**Required Skills**

The individual needs to demonstrate the following skills:

* Communication
* Interpersonal
* Presentation
* Risk assessment
* Evaluation
* Critical thinking
* Problem solving
* Negotiation

**Required Knowledge**

The individual needs to demonstrate knowledge of:

* General OSH Principles
* Occupational hazards/risks recognition
* OSH organizations providing services on OSH evaluation and/or work environment measurements (WEM)
* National OSH regulations; company OSH policies and protocols
* Systematic gathering of OSH issues and concerns
* General OSH principles
* National OSH regulations
* Company OSH and recording protocols, procedures and policies/guidelines
* Training and/or counseling methodologies and strategies

**EVIDENCE GUIDE**

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

|  |  |
| --- | --- |
| 1. Critical Aspects of Competency
 | Assessment requires evidence that the candidate:1. Identified hazards in the workplace based their indicators
2. Evaluated workplace hazards based on legal requirements.
3. Addressed OSH concerns raised by workers as per legal requirements.
4. Implemented hazard prevention and control measures as per legal requirement.
5. Conducted risk assessment as per legal requirement.
6. Developed risk matrix based on likely impact.
7. Recognized and established contingency measures in accordance with organization procedures.
8. Identified, evaluated and reviewed company OSH program based on legal requirements.
9. Implemented company OSH programs as per legal requirements.
10. Capacity built workers on OSH standards and procedures as per legal requirements
11. Maintained OSH-related records as per legal requirements.
 |
| 1. Resource Implications
 | The following resources should be provided:1. Access to relevant workplace where assessment can take place
2. Appropriately simulated environment where assessment can take place
 |
| 1. Methods of Assessment
 | Competency in this unit may be assessed through: 1. Observation
2. Oral questioning
3. Written test
4. Portfolio of Evidence
5. Interview
6. Third party report
 |
| 1. Context of Assessment
 | Competency may be assessed: 1. On-the-job
2. Off-the –job
3. During Industrial attachment
 |
| 1. Guidance information for assessment
 | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. |

# COMMON UNIT OF COMPETENCY

# APPLY KNOWLEDGE OF FINANCIAL MARKETS

**UNIT CODE:** BUS/OS/FRX/CC/01/5/A

**UNIT DESCRIPTION**

This unit specifies the competencies required to apply knowledge of financial markets. It involves; identifying financial institutions and markets, developing financial products, managing financial market simulators, analyzing financial business and markets, managing financial business risks, managing financial markets compliance standards and preparing financial market compliance report.

**ELEMENTS AND PERFORMANCE CRITERIA**

|  |  |
| --- | --- |
| **ELEMENT**These describe the **key outcomes** which make up workplace function (to be stated in active) | **PERFORMANCE CRITERIA**These are **assessable statements** which specify the required level of performance for each of the elements (to be stated in passive voice)***Bold and italicized terms are elaborated in the Range*** |
| 1. Identifying financial institutions and markets
 | 1. ***Financial institutions*** and markets roles and responsibilities are identified as per rules and regulations and market segment.
2. Financial institutions and markets regulatory obligations are determined as per rules and regulations.
3. Financial institutions and markets compliance expectations are identified as per relevant rules and regulations
4. Financial institutions and markets are identified in accordance with market segment and financial products.
 |
| 1. Develop financial products
 | 1. ***Potential*** financial products are proposed in accordance with market needs.
2. Purposes for financial products are identified as per market needs
3. Financial products design and development is undertaken in accordance with international standards.
4. Financial products are reviewed in accordance with prescribed legal framework and customer specifications
5. Financial products ***bench-marking*** is carried out in accordance with international practices
6. Financial products are approved for roll-out in accordance with legal requirements.
7. Financial products are marketed in accordance with SOPs.
8. Financial products report is prepared in accordance with products and development policies.
 |
| 1. Manage financial market simulators
 | 1. Financial market simulators are identified in accordance with local and international best practices
2. Financial market simulators are classified
3. Financial market simulators are configured and customized as per the work place requirements.
4. Financial market simulators are back tested in as per the SOPs.
5. Data is generated in accordance with legal requirements, manufacturer’s specifications.
6. Financial market simulators systems risks are analyzed
 |
| 1. Conduct financial business and market analysis
 | 1. Financial business and markets are identified.
2. Financial business and market analysis strategies are determined in accordance with rules and regulations.
3. Financial business and market analysis strategy is developed as per proposed market segment.
4. SWOT analysis is conducted as per prescribed standards
5. PESTEL analysis is conducted as per prescribed standards
6. Proposed financial business and market analysis model are determined in accordance to market standards.
7. Financial business and market analysis are approved in accordance with prevailing regulatory framework.
8. Financial business and market analysis reports are prepared as per SOPs.
 |
| 1. Manage financial business risks
 | 1. ***Financial business risks*** are identified as per the product and the market.
2. Financial business riskspolicy is developed as per SOPs
3. Methods to mitigate financial business risks are identified in line with the rules and regulations.
4. Financial business risk policy compliance is verified in accordance with and regulations.
5. ***Financial business risk reports*** are prepared as per the SOPs.
 |
| 1. Manage financial markets compliance standards
 | 1. Compliance monitoring methods are identified in accordance with rules and regulations.
2. Compliance standards are set as per international practices.
3. Methods to monitor and evaluate risks are introduced in accordance with legal framework
4. Financial markets investments compliance matrix is prepared in accordance with SOPs
5. Financial markets investments risks management methods are implemented in accordance with the relevant rules and regulations.
 |
| 1. Prepare financial market compliance report
 | 1. Financial market feedback is analyzed in accordance with SOPs.
2. Compliance feedback is prepared in accordance with SOPs.
3. Financial markets compliance reports are prepared and shared with stakeholders.
 |

**RANGE**

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

|  |  |
| --- | --- |
| **VARIABLE** | **RANGE** |
| 1. Financial institutions
 | May include but not limited to:* Investment banks
* Central banks
* Eight major central banks
* Asset management firms
* Hedge funds firms
* Pension funds
* Mutual funds
* Stock Markets
* CDSC
* Trading participants/Brokerage firms
* Money processors
 |
| 1. Financial business risks
 | May include but not limited to:* Reputational
* Operational
* Strategic
* Financial
* Regulatory
 |
| 1. Financial business risk reports
 | May include but not limited to:* Quantitative
* Qualitative
* Levels of production
* Projection
* Risk assessment
* Cost evaluation
* Technical evaluation
* Schedule evaluation
* Business scope
 |

**REQUIRED SKILLS AND KNOWLEDGE**

This section describes the skills and knowledge required for this unit of competency.

**Required Skills**

The individual needs to demonstrate the following skills:

* Analytical
* Planning
* Monitoring
* Strategist
* Communication
* Data interpretation
* Reporting
* Management
* Mitigation
* Decision making
* Critical thinker
* Executing
* Comparative
* Configuring
* Classifying
* Data generation

**Required Knowledge**

The individual needs to demonstrate knowledge of:

* Financial institutions and markets
* Managing financial market simulators
* Configuring and customizing financial market simulators
* Conducting financial business and market analysis
* Introduction and conducting of mitigation strategies
* Managing financial business risks
* Preparing investment compliance matrix
* Risk monitoring and evaluation
* Preparing compliance and financial markets reports

**EVIDENCE GUIDE**

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

|  |  |
| --- | --- |
| 1. Critical Aspects of Competency
 | Assessment requires evidence that the candidate:* 1. Determined financial institutions and markets
	2. Managed financial market simulators
	3. Managed business risks
	4. Prepared financial markets compliance standards
	5. Prepared financial markets reports
 |
| 1. Resource Implications
 | The following resources should be provided:1. Access to relevant workplace where assessment can take place
2. Appropriately simulated environment where assessment can take place

  |
| 1. Methods of Assessment
 | Competency in this unit may be assessed through:1. Observation
2. Written tests
3. Oral
 |
| 1. Context of Assessment
 | Competency shall be assessed 1. Off the job
2. on the job
3. During industrial attachment
 |
| 1. Guidance information for assessment
 | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. |

# CORE UNITS OF COMPETENCY

# TRADE CURRENCIES AND STOCKS IN FINANCIAL MARKETS

**UNIT CODE:** BUS/OS/FRX/CR/01/5/A

**UNIT DESCRIPTION**

This unit specifies the competencies required to trade currencies and stocks in financial markets. It involves; developing currencies and stocks financial trading plan, conducting currencies and stocks financial trading, processing currencies and stocks financial data and preparing currencies and stocks financial trading reports.

**ELEMENTS AND PERFORMANCE CRITERIA**

|  |  |
| --- | --- |
| **ELEMENT**These describe the **key outcomes** which make up workplace function (to be stated in active) | **PERFORMANCE CRITERIA**These are **assessable statements** which specify the required level of performance for each of the elements (to be stated in passive voice)***Bold and italicized terms are elaborated in the Range*** |
| 1. Develop currencies and stocks financial trading plan
 | * 1. Currencies and stocks are identified as per client’s specification.
	2. Currencies and stocks financial market segment are identified as per capital market authority (CMA) trading rules and regulations.
	3. Client information is reviewed as per Standard operating procedures (SOPs).
	4. Currencies and stocks financial trading strategy is prepared as per client specification and CMA trading rules.
	5. Currencies and stocks financial trading plan is prepared and shared asper client specification and CMA trading ***rules and regulations***.
	6. Currencies and stocks financial trading plan feedback is incorporated according to SOPs
 |
| 1. Conduct currencies and stocks financial trading
 | * 1. Currencies and stocks financial trading orders are categorized as per client specification.
	2. Currencies and stock financial ***orders characteristics*** are identified in as per client specification.
	3. Currencies and stocks financial trades are executed in accordance with trading rules and regulations.
	4. Currencies and stocks financial orders are managed in accordance with ***trading status***
	5. Currencies and stocks financial ***trade transaction templates*** are filled in accordance with SOP.
 |
| 1. Process currencies and stocks financial data
 | 1. Currencies and stocks financial data are generated in accordance with Standard Operating Procedures
2. Currencies and stocks financial data are analyzed in accordance with market needs.
3. Currencies and stocks financial data are archived according to ***risk and business compliance*** standards
4. ***Currencies and stocks financial report*** are generated in accordance with business rules and regulations.
 |
| 1. Prepare currencies and stocks financial trading reports
 | * 1. ***Periodic currencies and stocks financial trading reports*** are generated based on transactions and market performance.
	2. Comparative currencies and stocks are analyzed based on financial transactions and market performance.
	3. Summary of financial transactions and market performance is prepared as per the SOPs.
	4. Summary of currencies and stocks financial trading report is shared with ***stakeholders*** as per the SOPs.
 |

**RANGE**

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

|  |  |
| --- | --- |
| **VARIABLE** | **RANGE** |
| 1. Rules and Regulations may include but not limited to:
 | * CMA rules and regulations
* CBK rules and regulations
* RBA rules and regulations
 |
| 1. Order characteristics may include but not limited to:
 | * Market
* Limit
* Good till execution
* Conditional (pending orders)
 |
| 1. Trading status may include but not limited to:
 | * Dividends
* Capital gains
* Interest payments
 |
| 1. Trade transaction report templates may include but not limited to:
 | * Market performance
* Highest gainers and losers
* Volumes traded
* Market capitalization
 |
| 1. Risk and business compliance may include but not limited to:
 | * Rules and regulations under Capital Markets Act (Cap. 485/A)
* CMA Forex Act (Cap. 485/A) The Capital Markets (Online Foreign Exchange Trading) Regulations, 2017.
* The Capital Markets (Cap. 485/A) Securities Lending and borrowing short selling) regulations, 2017
* The Capital Markets (Cap. 485/A) Derivatives markets regulations, 2015.
 |
| 1. Periodic currencies and stocks trading report may include but not limited to:
 | * Market
* Trading
* Compliance
* Risks
* Market price list
 |
| 1. Stakeholders may include but not limited to:
 | * Shareholders
* General public
* Media houses
* Investors
* Government/regulators
 |

**REQUIRED SKILLS AND KNOWLEDGE**

This section describes the skills and knowledge required for this unit of competency.

**Required Skills**

The individual needs to demonstrate the following skills:

* Analytical
* Trading
* Reporting
* Data generation
* Data processing
* Critical thinking
* Communication

**Required Knowledge**

The individual needs to demonstrate knowledge of:

* Currencies and stocksmarkets.
* Currencies and stocks financial order characteristics.
* Referencing trades to client information.
* Preparing currencies and stocks financialtrading plan
* Currencies and stocks order management.
* Market rules and regulations.
* Risk and compliance standards.
* Generation of financialtrading data.
* Relevant shareholders.
* Comparative analysis of trade transaction reports.
* Analyzing and processing data.
* Preparing financial trading reports.

**EVIDENCE GUIDE**

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

|  |  |
| --- | --- |
| 1. Critical Aspects of Competency
 | Assessment requires evidence that the candidate:* 1. Developed currencies and stock financial trading plan
	2. Continuously executed currencies and stocks financial trading
	3. Managed currencies and stocks financial trading orders
	4. Generated currencies and stocks financial trading data
	5. Analyzed and prepared currencies and stocks financial market performance reports
	6. Prepared and shared (with relevant stakeholders) currencies and stocks financial trading reports
 |
| 1. Resource Implications
 | The following resources should be provided:1. Access to relevant workplace where assessment can take place
2. Appropriately simulated environment where assessment can take place
 |
| 1. Methods of Assessment
 | Competency in this unit may be assessed through:1. Observation
2. Third party reported
3. Written
4. Oral
 |
| 1. Context of Assessment
 | Competency may be assessed 1. Off the job
2. on the job
3. During industrial attachment
 |
| 1. Guidance information for assessment
 | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. |

# MANAGE CURRENCIES AND STOCKS RISKS

**UNIT CODE:** BUS/OS/FRX/CR/02/5/A

**UNIT DESCRIPTION**

This unit specifies the competencies required to manage currencies and stocks financial risks. It involves; determining currencies and stocks financial risks, developing currencies and stocks financial risk policies registers, rating cards and reporting strategies, enforcing currencies and stocks financial risks mitigation and compliance, monitoring currencies and stocks financial business processes and risks and preparing currencies and stocks financial risk report.

**ELEMENTS AND PERFORMANCE CRITERIA**

|  |  |
| --- | --- |
| **ELEMENT**These describe the **key outcomes** which make up workplace function (to be stated in active) | **PERFORMANCE CRITERIA**These are **assessable statements** which specify the required level of performance for each of the elements (to be stated in passive voice)***Bold and italicized terms are elaborated in the Range*** |
| 1. Determine currencies and stocks financial risks
 | 1. ***Currencies and stocks risks*** are identified in accordance with risks and compliance expectations of the regulators.
2. Currencies and stocks risks are ***classified and rated*** according to risk management policy.
3. Currencies and stocks risks are documented and shared with stakeholders as per the SOPs.
 |
| 1. Develop currencies and stocks financial risk registers, rating cards and reporting strategies
 | 1. Currencies and stocks risks are identified and communicated as per the SOPs.
2. Currencies and stocks ***risk registers, rating cards, reporting strategies*** and risk mitigation strategies are developed and approved as per risks and compliance policies.
3. Currencies and stocks risk analysts are recruited and appointed as per organizational requirements.
4. Risk mitigation training is conducted as per the SOPs.
5. Currencies and stocks risk mitigation are documented as per the SOPs
 |
| 1. Enforce currencies and stocks financial risks mitigation and compliance
 | 1. Risk mitigation and ***compliance matrix*** are developed as per ***compliance policies and regulations***
2. Risk ***compliance expectation*** is monitored based on compliance matrices and policies.
3. Risk mitigation and compliance policies are applied as per the SOPs.
4. Risk compliance report is prepared as per the SOPs.
 |
| 1. Monitor currencies and stocks financial business processes and risks
 | 1. Currencies and stocks financial business processes monitoring strategies are developed in accordance with risk management policies.
2. ***Monitoring and risk mitigation matrices*** are developed in accordance with risk and compliance policies.
3. Risk monitoring and management strategies are executed in accordance with risk management policies.
4. Standard of compliance report is prepared as per the SOPs.
 |
| 1. Prepare currencies and stocks financial risk report
 | 1. Financial risk compliance data and information is collected in line with expected report.
2. Currencies and stock financial risk reports are prepared in accordance with the SOPs.
3. Risk and compliance reports are submitted periodically in accordance with rules and regulations.
 |

**RANGE**

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

|  |  |
| --- | --- |
| **VARIABLE** | **RANGE** |
| 1. Currencies and stocks risks may include but not limited to:
 | * Liquidity
* Currency
* Default
* Volatility
* Operational
* Credit
* Market
* Inflation
* Horizon
* Reinvestment
* Concentration (Diversification)
* Foreign investment
* Longevity
 |
| 1. Classified and rated may include but not limited to:
 | * Estimated cost of currencies and stocks
* Market capitalization
 |
| 1. Currencies and stocks financial risk reports may include but not limited to:
 | * Liquidity
* Currency
* Default
* Volatility
* Market
* Inflation
 |
| 1. Risk registers, rating card and reporting strategies may include but not limited to:
 | * Records
* Unique numbers
* Solutions
* Data strategies
 |
| 1. Compliance matrix may include but not limited to:
 | * Rules and regulations
* Contract
* Pricing rules
* Finance & accounting rules
* Procurement rules
* Recruitment process
 |
| 1. Compliance policies, regulations and expectations may include but not limited to:
 | * Capital Markets Authority (CMA) rules and regulations
* CMA Forex Act (Cap. 485/A) The Capital Markets (Online Foreign Exchange Trading) Regulations, 2017.
* Central Bank of Kenya (CBK) Act 2015 and foreign exchange guidelines, Over the counter guidelines for treasury bills
* Retirement Benefits Authority (RBA) rules and regulations, RBA’s investment guidelines
 |
| 1. Monitoring and risk mitigation matrices may include but not limited to:
 | * Accountability
* Fraud
* Administrative efficiency
* Project viability
* Clear strategic objectives
 |

**REQUIRED SKILLS AND KNOWLEDGE**

This section describes the skills and knowledge required for this unit of competency.

**Required Skills**

The individual needs to demonstrate the following skills:

* Analytical
* Mitigation
* Documentation
* Report writing
* Monitoring
* Rating
* Classifying
* Communication
* Management

**Required Knowledge**

The individual needs to demonstrate knowledge of:

* Determining of currencies and stocks financial risks.
* Classifying and rating financialrisks.
* Risk compliance policies
* Risk registers
* Rating cards
* Reporting strategies
* Monitoring currencies and stocks financial business processes
* Relevant regulatory authority
* Enforcing currencies and stocks financial risk mitigation and compliance
* Preparing and documenting currencies and stocks financial risk and compliance reports

**EVIDENCE GUIDE**

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

|  |  |
| --- | --- |
| 1. Critical Aspects of Competency
 | Assessment requires evidence that the candidate:* 1. Determined currencies and stocks financial risks
	2. Developed currencies and stocks financial risks policies, risk registers, rating cards and reporting strategies
	3. Enforced currencies and stocks financial risk mitigation and compliance in business management
	4. Managed currencies and stocks financial business processes
	5. Monitored currencies and stocks financial risk mitigation, developed risk rating cards and reporting strategies
	6. Disclosed and implemented governance, ethics and regulations
 |
| 1. Resource Implications
 |  The following resources should be provided:1. Access to relevant workplace where assessment can take place
2. Appropriately simulated environment where assessment can take place
 |
| 1. Methods of Assessment
 | Competency in this unit may be assessed through:1. Observation
2. Third party report
3. Written
4. Oral
 |
| 1. Context of Assessment
 | Competency may be assessed 1. Off the job
2. on the job
3. During industrial attachment
 |
| 1. Guidance information for assessment
 | Each unit should be assessed on its own. Holistic assessment with other units relevant to the industry sector, workplace and job role is not recommended. |

# MANAGE FINANCIAL INVESTMENTS

**UNIT CODE:** BUS/OS/FRX/CR/03/5/A

**UNIT DESCRIPTION**

This unit specifies the competencies required to manage currencies and stocks financial investments. It involves; developing currencies and stocks financial investment policy, determining currencies and stocks financial investment compliance standards, carrying out currencies and stocks financial investment strategy, managing currencies and stocks financial investment risks, managing currencies and stocks financial investment portfolio performance and preparing currencies and stocks financial investments compliance report.

**ELEMENTS AND PERFORMANCE CRITERIA**

|  |  |
| --- | --- |
| **ELEMENT**These describe the **key outcomes** which make up workplace function (to be stated in active) | **PERFORMANCE CRITERIA**These are **assessable statements** which specify the required level of performance for each of the elements (to be stated in passive voice)***Bold and italicized terms are elaborated in the Range*** |
| 1. Develop currencies and stocks financial investment policy
 | 1. Currencies and stocks financial investment policies are developed as per ***rules and regulation***
2. Currencies and stocks c***onsumer financial investment strategy*** is created as per the SOPs.
3. Client information on currencies and stocks investments and return is obtained as per SOPs.
4. Currencies and stocks financial investment ***asset classes*** are identified in accordance with rules and regulation
5. Currencies and stocks financial investment is performed in accordance with Return of investment.
 |
| 1. Determine currencies and stocks financial investment compliance standards
 | 1. Currencies and stocks financial investment compliance standards are identified as per local and ***international best practices***.
2. Currencies and stocks financial investment compliance standards are executed as per SOPs.
3. Implementation of currencies and stocks financial investment compliance standards are monitored as per rules and regulations
4. Currencies and stocks financial investment standards compliance reports are prepared and shared with stakeholders.
 |
| 1. Carry out currencies and stocks financial investment strategy
 | 1. Currencies and stocks financial investment strategy is structured as per the client’s specification.
2. Currencies and stocks financial investment strategy is implemented.
3. Currencies and stocks financial investment strategy is evaluated and documented as per the SOPs.
4. Currencies and stocks financial ***performance is measured*** in accordance with SOPs
5. Currencies and stocks ***financial investment reports*** are prepared as per the SOPs
 |
| 1. Manage currencies and stocks financial investment risks
 | 1. Currencies and stocks financial investments ***risk exposures*** are identified.
2. Currencies and stocks financial investments risk matrix is developed as per SOPs
3. Currencies and stocks financial investment risks are monitored in accordance with SOPs and as per rules and regulations.
4. Currencies and stocks financial investments risk ***mitigation strategies*** are developed as per rules and regulations.
 |
| 1. Manage currencies and stocks financial investment portfolio performance
 | 1. ***Financial investments portfolio*** performance is ***monitored*** as per the SOPs.
2. Currencies and stocks financial investments portfolio risk compliance rules and regulations are adhered to as per the SOPs.
3. Currencies and stocks financial investments risk reports are prepared as per SOPs
4. Currencies and stocks financial investment portfolio performance ***reports*** are prepared as per SOPs.
 |
| 1. Prepare currencies and stocks financial investments compliance report
 | 1. Currencies and stocks financial investment ***compliance matrix*** is prepared as per the SOPs.
2. Currencies and stocks financial investment compliance report is prepared as per the SOPs
 |

**RANGE**

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

|  |  |
| --- | --- |
| **VARIABLE** | **RANGE** |
| 1. Rules and regulation may include but not limited to:
 | * CMA
* CBK
* RBA
 |
| 1. Consumers of financial investment strategy may include but not limited to:
 | * Individual investors
* Institutional investors
* Direct investing
* Indirect investing
 |
| 1. Asset classes may include but not limited to:
 | * Real investment
* Investment of tangible assets (factories, real estate and machinery)
* Financial investment
* Derivatives or electronic forms (stocks, currencies)
 |
| 1. International best practices may include but not limited to:
 | * Initiation, pre-trade, clearing eligibility and margin quote
* Trade and post-trade such as termination, amendment
* Clearing and settlement
* Securities management: account opening, transaction and account information, queries and investigations
* Custody: income, corporate actions
* Collateral management: securities lending and borrowing
* Regulatory reporting including real-time and snapshot reporting
 |
| 1. Performance is measured may include but not limited to:
 | * Efficiency
* Financial stability
* Balance sheet
* Income and expenditure statement
* Cash flow
* Project analysis
* Current assets valuation
* Capital structures
* Short term and long-term financing (Ratio analysis)
 |
| 1. Financial investment reports may include but not limited to:
 | * ROI
* Risks
* Financial trends
* Market product perception
 |
| 1. Risk exposures may include but not limited to:
 | * Currency
* Liquidity
* Financial
* Business
 |
| 1. Mitigation strategies may include but not limited to:
 | * Quantitative methods of investment analysis
* Investment risk
* ROI & rates
 |
| 1. Monitoring may include but not limited to:
 | * Active versus passive management evaluation
* Strategic and tactical asset allocation
* Revision of portfolio
 |
| 1. Reports may include but not limited to:
 | * Shares performance
* Currency performance
 |
| 1. Compliance matrix may include but not limited to:
 | * Rules and regulations
* Contract
* Pricing
* Finance & accounting
* Procurement
* Recruitment process
 |

**REQUIRED SKILLS AND KNOWLEDGE**

This section describes the skills and knowledge required for this unit of competency.

**Required Skills**

The individual needs to demonstrate the following skills:

* Analytical
* Strategize
* Management
* Planning
* Monitoring
* Executing
* Reporting
* Coordinating
* Communication
* Leadership
* Decision making
* Comparative
* Conflict resolution
* Developing strategies

**Required Knowledge**

The individual needs to demonstrate knowledge of:

* Classifying various asset classes
* Developing currency and stocks financial investment strategies
* Identifying users of currency and stocks financial investment strategy.
* Developing and implementing currency and stocks financial investment strategy and policies
* Developing and approval of currency and stocks financial investment strategy
* Review of currency and stocks financial investment strategies
* Client information
* Mitigation strategies
* Risk exposures
* Monitoring currency and stocks financial investments
* Development of currency and stocks financial investment compliance standards.
* Methods of managing risks and portfolio performance.
* Preparing currency and stocks compliance and financial investments reports.

**EVIDENCE GUIDE**

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

|  |  |
| --- | --- |
| 1. Critical Aspects of Competency
 | Assessment requires evidence that the candidate:* 1. Developed currency and stocks financial investment strategy and policies
	2. Developed currency and stocks financial investment compliance standards
	3. Identified users of currency and stocks financial investment strategy.
	4. Identified asset classes used in the currency and stocks financial investment strategy
	5. Prepared a compliance matrix
	6. Implemented currency and stocks financial investment strategy
	7. Measured performance of currency and stocks financial investment portfolio
	8. Managed currency and stocks financial investment risks
	9. Prepared portfolio compliance reports
 |
| 1. Resource Implications
 | The following resources should be provided:1. Access to relevant workplace where assessment can take place
2. Appropriately simulated environment where assessment can take place
 |
| 1. Methods of Assessment
 | Competency in this unit may be assessed through:1. Observation
2. Individual/group assignment
3. Written
4. Oral
 |
| 1. Context of Assessment
 | Competency may be assessed 1. Off the job
2. on the job
3. During industrial attachment
 |
| 1. Guidance information for assessment
 | Each unit should be assessed on its own. Holistic assessment with other units relevant to the industry sector, workplace and job role is not recommended. |

# COMMUNICATE CURRENCIES AND STOCKS FINANCIAL INFORMATION

**UNIT CODE:** BUS/OS/FRX/CR/04/5/A

**UNIT DESCRIPTION**

This unit specifies competencies required to communicate currencies and stocks financial information. It involves; developing communication policy, analyzing currencies and stocks financial information, developing communication standards, monitoring communication compliance and preparing currencies and stocks financial communication reports

**ELEMENTS AND PERFORMANCE CRITERIA**

|  |  |
| --- | --- |
| **ELEMENT**These describe the **key outcomes** which make up workplace function (to be stated in active) | **PERFORMANCE CRITERIA**These are **assessable statements** which specify the required level of performance for each of the elements (to be stated in passive voice)***Bold and italicized terms are elaborated in the Range*** |
| 1. Develop currencies and stocks financial information communication policy
 | 1. Currencies and stocks financial information **c*ommunication policy*** is identified as per the organizational rules and regulations.
2. Currencies and stocks financial information communication policy is drafted in accordance with ***reporting standards of disclosure***
3. Currencies and stocks financial information communication policy is ***presented*** to stakeholders.
4. Currencies and stocks financial information communication policy is approved as per the SOPs
5. Currencies and stocks financial information communication policies are benchmarked in accordance with international best standards
6. Currencies and stocks financial information communication policy is published as per SOPs.
 |
| 1. Analyze types of currencies and stock financial information to communicate
 | 1. Currencies and stock financialinformationis identified as per the consumers’ needs
2. Currencies and stocks financial information is gathered and structuredfor communication as per SOPs.
3. Currencies and stocks financial information is classified as per consumers/users’needs.
4. Currencies and stocks financial information credibility is ascertained as per and rules and regulations
5. Currencies and stocks financial information communication compliance is adhered to as per rules and regulations
6. Currencies and stocks financial information communication media is selected as per client requirements.
7. Currencies and stocks financial information communication is packaged and presented as per SOPs
8. Impacts of currencies and stocks financial information communication are monitored as per rules and regulations.
9. Currencies and stocks financial information communication feedback is acted upon as per SOPs
10. Currencies and stocks financial ***information is archived*** as per SOPs.
 |
| 1. Develop currencies and stocks financial information communication standards
 | 1. Currencies and stocks financial information communication standards are identified as per ***rules and regulations.***
2. Draft currencies and stocks financial information communication standards components are determined as per rules and regulations.
3. Draft currencies and stocks financial information communication standards are developed as per set rules.
4. Draft currencies and stocks financial information communication standards are shared with stakeholders according to SOPs.
5. Draft currencies and stocks financial information communication standards are approved as per SOPs.
6. Currencies and stocks financial information communication is implemented as per SOPs
7. Currencies and stocks financial information communication is benchmarked with local and international best practices.
 |
| 1. Monitor currencies and stocks financial information communication compliance

‘ | 1. Currencies and stocks financial information communication standards are set in accordance with international best practices.
2. ***Compliance matrix*** is prepared as per the SOPs
3. Currencies and stocks financial information communication is monitored as per SOPs.
4. Currencies and stocks financial information communication standards are aligned with rules and regulations
5. Currencies and stocks financial information communication monitoring reports are prepared and shared in accordance with rules and regulations.
 |
| 1. Prepare currencies and stocks financial information communication reports
 | 1. Currencies and stocks financial information communication data is gathered in line with customer needs and regulatory authority***.***
2. Currencies and stocks financial information communication records are maintained as per regulatory authority.
3. Periodic currencies and stocks financial information communication reports are prepared and shared as per regulatory authorities’ requirements.
 |

**RANGE**

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

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| **VARIABLE** | **RANGE** |
| 1. Communication policy may include but not limited to:
 | * CMA rules and regulations
 |
| 1. Reporting standards of disclosure may include but not limited to:
 | * Media houses
* Social media
* Internal memos
 |
| 1. Mode of presentation may include but not limited to:
 | * Newsprint
* Hardcopy
* Softcopy
* Reports
 |
| 1. Information archived may include but not limited to:
 | * Hard drives
* Cloud computing
* Data bank storage
* Hardcopies
* Backups of original backup
 |
| 1. Rules and regulations may include but not limited to:
 | * CMA rules and regulations
* CBK rules and regulations
 |
| 1. Compliance matrix may include but not limited to:
 | * Rules and regulations
* Contract
* Pricing
* Finance & accounting
* Procurement
* Human resource
* Recruitment process
 |
| 1. Currencies and stocks risks may include but not limited to:
 | * Liquidity
* Currency
* Default
* Volatility
* Operational
* Credit
* Market
* Inflation
* Horizon
* Reinvestment
* Concentration (Diversification)
* Foreign investment
* Longevity
 |

**REQUIRED SKILLS AND KNOWLEDGE**

This section describes the skills and knowledge required for this unit of competency.

**Required Skills**

The individual needs to demonstrate the following skills:

* Analytical
* Benchmarking
* Development
* Financial communication
* Compliance
* Reporting
* Structuring
* Packaging financial information
* Monitoring

**Required Knowledge**

The individual needs to demonstrate knowledge of:

* Developing policies of communication
* Types of financial information.
* Currencies and stock financial communication users
* Structuring currencies and stock financial information.
* Archiving currencies and stock financial information
* Monitoring impact of currencies and stock financial information.
* Ascertaining credibility of currencies and stock financial information.
* Compliance of currencies and stock financial information
* Developing communication strategies and standards
* Analyzing currencies and stocks financial information
* Implementing financial communication standards
* Preparing currencies and stocks financial information and compliance reports
* Methods of analyzing currencies and stock financial information

**EVIDENCE GUIDE**

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

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| 1. Critical Aspects of Competency
 | Assessment requires evidence that the candidate:* 1. Developed currencies and stocks financial information communication policy
	2. Analyzed currencies and stocks financial information data and prepared reports
	3. Developed currencies and stocks financial information communication standards
	4. Classified currencies and stocks financial information communication and consumers/users
	5. Traded in currencies and stocks
	6. Monitored currencies and stocks financial information communication
	7. Prepared and shared currencies and stocks financial information communication reports
 |
| 1. Resource Implications
 | The following resources should be provided:1. Access to relevant workplace where assessment can take place
2. Appropriately simulated environment where assessment can take place
 |
| 1. Methods of Assessment
 | Competency in this unit may be assessed through:1. Observation
2. Third party report
3. Written
4. Oral
 |
| 1. Context of Assessment
 | Competency may be assessed 1. Off the job
2. on the job
3. During industrial attachment
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| 1. Guidance information for assessment
 | Each unit should be assessed on its own. Holistic assessment with other units relevant to the industry sector, workplace and job role is not recommended. |