

**REPUBLIC OF KENYA**

**NATIONAL OCCUPATIONAL STANDARDS**

**FOR**

**FOREX AND SECURITIES TRADER**

**LEVEL 6**



TVET CDACC

P.O. BOX 15745-00100

NAIROBI

First published 2019

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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 (Sessional Paper No. 4 of 2016). 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 Trader Level 6. 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 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 and the Sessional Paper No. 4 of 2016 on Reforming Education and Training in Kenya, emphasized the need toreform 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 Trader Level 6. 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 Market 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 Benefit Authority

ROI Return on Investment

SOP Standard 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/01/6A

Industry or sector

Occupational Standards

Occupational area

Type of competency

Competency number

Competency level

Version control

# 

# OVERVIEW

Forex and securities Level 6 consist of competencies that an individual must achieve to trade securities in financial market, manage financial security risks, develop financial product markets

, manage financial investments, communicate financial information and develop trading operational systems.

This qualification consists of the following basic, common and core competencies:

**Basic Units Competency**

|  |  |
| --- | --- |
| **Unit Code** | **Unit Title** |
| BUS/OS/FRX/BC/01/6/A | Demonstrate Communication Skills |
| BUS/OS/FRX/BC/02/6/A | Demonstrate Numeracy Skills |
| BUS/OS/FRX/BC/03/6/A | Demonstrate Digital Literacy |
| BUS/OS/FRX/BC/04/6/A | Demonstrate Entrepreneurial Skills |
| BUS/OS/FRX/BC/05/6/A | Demonstrate Employability Skills |
| BUS/OS/FRX/BC/06/6/A | Demonstrate Environmental Literacy |
| BUS/OS/FRX/BC/07/6/A | Demonstrate Occupational Safety and Health Practices |

**Common Units Competency**

|  |  |
| --- | --- |
| **Unit Code** | **Unit Title** |
| BUS/OS/FRX/CC/01/6/A | Demonstrate Understanding of Financial Markets |

**Core Units Competency**

|  |  |
| --- | --- |
| **Unit Code** | **Unit Title** |
| BUS/OS/FRX/CR/01/6/A | Trade Securities in Financial Markets |
| BUS/OS/FRX/CR/02/6/A | Manage Financial Securities Risks |
| BUS/OS/FRX/CR/03/6/A | Market Financial Product |
| BUS/OS/FRX/CR/04/6/A | Manage Financial Investments |
| BUS/OS/FRX/CR/05/6/A | Develop Trading Operational Systems |
| BUS/OS/FRX/CR/06/6/A | Communicate Financial Information |

# BASIC UNITS OF COMPETENCY

# DEMONSTRATE COMMUNICATION SKILLS

**UNIT CODE:** BUS/OS/FRX/BC/01/6/A

**UNIT DESCRIPTION**

This unit covers the competencies required to demonstrate communication skills. It involves meeting communication needs of clients and colleagues, developing communication strategies, establishing and maintaining communication pathways, conducting interviews, facilitating group discussion 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. Develop communication strategies | * 1. Strategies for effective internal and external dissemination of information are developed as per organization’s requirements   2. Special communication needs are considered in developing strategies according workplace procedures   3. ***Communication strategies*** are analyzed, evaluated and revised based the workplace needs |
| 1. Establish and maintain communication pathways | * 1. Pathways of communication are established as per organization policy   2. Pathways are maintained and reviewed according to organization procedures |
| 1. Promote use of communication strategies | * 1. Information is provided to all areas of the organization as per strategy requirements   2. Effective communication techniques are articulated and modeled according work requirements   3. Personnel are given guidance about adapting communication strategies as per organization procedures |
| 1. Conduct interview | 1. A range of appropriate communication strategies are employed in ***interview situations*** based on the 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 as per needs |
| 1. Facilitate group discussion | 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. 7Relevant presentation are researched and presented based on internal or external communication forums requirements 2. Presentation is delivered in a clear and sequential manner as per the predetermined time 3. Presentation is made as per appropriate media 4. Difference views are respected based on workplace procedures 5. Written communication is done as per organizational standards 6. 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 nonjudgmental 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 |
| 1. 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:

* Communication
* Active listening
* Interpretation
* Negotiation
* Writing

**Required Knowledge**

The individual needs to demonstrate knowledge of:

* Communication process
* Dynamics of groups
* Styles of group leadership
* Key elements of communications strategy

**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 communication strategies to meet the organization requirements and applied in the workplace 2. Established and maintained communication pathways for effective communication in the workplace 3. Used communication strategies involving exchanges of complex oral information |
| 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. Direct observation 2. Oral questioning 3. Written texts |
| 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/02/6/A

**UNIT DESCRIPTION**

This unit describes the competencies required to demonstrate numeracy skills. It involves; applying a wide range of mathematical calculations for work; applying ratios, rates and proportions to solve problems; estimating, measuring and calculating measurement for work; using detailed maps to plan travel routes for work; using geometry to draw and construct 2D and 3D shapes for work; collecting, organizing and interpreting statistical data; using routine formula and algebraic expressions for work and using common functions of a scientific 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. Apply a wide range of mathematical calculations for work | * 1. Mathematical information embedded in a range of workplace tasks and texts is extracted as per workplace procedures.   2. Mathematical information is interpreted and comprehended as per job specifications   3. A range of mathematical and problem solving processes are selected and used as per job specification   4. Different forms of fractions, decimals and percentages are flexibly used as per SOPs   5. Calculation performed with positive and negative numbers as per SOPs   6. Numbers are expressed as powers and roots and are used in calculations as per SOPs   7. Calculations done using routine formulas as per SOPs   8. Estimation and assessment processes are used to check outcome as per workplace procedures   9. Mathematical language is used to discuss and explain the processes, results and implications of the task as per workplace procedures |
| 1. Use and apply ratios, rates and proportions for work | * 1. Information regarding ratios, rates and proportions extracted from a range of workplace tasks and texts as per SOPs   2. Mathematical information related to ratios, rate and proportions is analysed as per SOPs   3. Problem solving processes are used to undertake the task as per workplace procedures   4. Equivalent ratios and rates are simplified as per SOPs   5. Quantities are calculated using ratios, rates and proportions as per SOPS   6. Graphs, charts or tables are constructed to represent ratios, rates and proportions as per SOPs   7. The outcomes reviewed and checked as per job specifications   8. Information is record using mathematical language and symbols as per workplace procedures |
| 1. Estimate, measure and calculate measurement for work | * 1. Measurement information embedded in workplace texts and tasks are extracted and interpreted as per job specifications   2. Appropriate workplace measuring equipment are identified and selected as per job specifications   3. Accurate measurements are estimated and made as per SOPs   4. The area of ***2D shapes*** including compound shapes are calculated as per SOPs   5. The volume of 3D shapes is calculated using relevant formulas as per SOPs   6. Sides of right angled triangles are calculated using Pythagoras’ theorem as per SOPs   7. conversions are perform between units of measurement as per job specification   8. Problem solving processes are used to undertake the task as per workplace Procedures   9. The measurement outcomes are reviewed and checked as per workplace procedures   10. Information is recorded using mathematical language and symbols appropriate for the task as per workplace procedures |
| 1. Use detailed maps to plan travel routes for work | * 1. Different types of maps are identified and interpreted as per job requirements   2. Key features of maps are identified as per job requirements   3. Scales are identified and interpreted as per job requirements   4. Scales are applied to calculate actual distances   5. Positions or locations are determined using directional information as per job requirements   6. Routes are planned by determining directions and calculating distances, speeds and times as per job requirements   7. Information is gathered and identified and relevant factors related to planning a route checked as per job requirements   8. Relevant equipment is select and checked for accuracy and operational effectiveness as per job requirements   9. Task is planned and recorded using specialized mathematical language and symbols appropriate for the task as per job requirements |
| 1. Use geometry to draw 2D shapes and construct 3D shapes for work | * 1. A range of 2D shapes and 3D shapes and their uses in work contexts is identified as per job specifications   2. Features of 2D and 3D shapes are named and described as per job specifications   3. Types of angles in 2D and 3D shapes are identified as per job specifications   4. Angles are drawn, estimated and measured using geometric instruments as per job requirements   5. Angle properties of 2D shapes are named and identified as per SOPs   6. Angle properties are used to evaluate unknown angles in shapes as per SOPs   7. Properties of perpendicular and parallel lines are applied to shapes as per SOPs   8. Understanding and use of symmetry is demonstrated as per SOPs   9. Understanding and use of similarity is demonstrated as per SOPs   10. The workplace tasks and mathematical processes required are identified as per workplace procedures   11. 2D shapes is drawn for work as per job specification   12. 3D shapes is constructed for work as per job specification   13. The outcomes are reviewed and checked as per workplace procedures   14. Specialized mathematical language and symbols appropriate for the task are used as per SOPs |
| 1. Collect, organize, and interpret statistical data for work | * 1. Workplace issue requiring investigation are identified as per workplace procedures   2. Audience / population / sample unit is determined as per workplace procedures as per workplace procedures   3. Data to be collected is identified as per workplace procedures   4. Data collection method is selected as per workplace procedures   5. Appropriate statistical data is collected and organized as per SOPs   6. Data is illustrated in appropriate formats as per SOPs   7. The effectiveness of different types of graphs are compared as per SOPs   8. The summary statistics for collected data is calculated as per SOPs   9. The results / findings are interpreted as per SOPs   10. Data is checked to ensure that it meets the expected results and content as per workplace procedures   11. Information from the results including tables, graphs and summary statistics is extracted and interpreted as per workplace procedure   12. Mathematical language and symbols are used to report results of investigation as per workplace procedure |
| 1. Use routine formula and algebraic expressions for work | * 1. Understanding of informal and symbolic notation, representation and conventions of algebraic expressions is demonstrated as per SOPs   2. Simple algebraic expressions and equations are developed as per job specification   3. Operate on algebraic expressions as per job requirement   4. Algebraic expressions are simplified as per job requirement   5. Substitution into simple routine equations is done as per SOPs   6. Routine formulas used for work tasks are identified and comprehended as per SOPs   7. Routine formulas are evaluate by substitution as per SOPs   8. Routine formulas transposed as per SOPs   9. Appropriate formulas are identified and used for work related tasks as per workplace procedures   10. Outcomes are checked and result of calculation used as per workplace procedures |
| 1. Use common functions of a scientific calculator for work | * 1. Required numerical information to perform tasks is located as per job specification   2. The order of operations and function keys necessary to solve mathematical calculation are determined as per job specification   3. Function keys on a scientific calculator are identified and used as per SOPs   4. Estimations are referred to check reasonableness of problem solving process as per workplace procedures   5. Appropriate mathematical language, symbols and conventions are used to report results 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. 2D shapes may include but not limited may include but not limited to: | * Triangles * Square * Rectangle * Triangle |

**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. Developed communication strategies to meet the organization requirements and applied in the workplace 2. Established and maintained communication pathways for effective communication in the workplace 3. Used communication strategies involving exchanges of complex oral information |
| 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 DIGITAL LITERACY**

**UNIT CODE:** BUS/OS/FRX/BC/03/6/A

**UNIT DESCRIPTION**

This unit describes competencies required to demonstrate digital literacy. It involves, identifying computer software and hardware, applying security measures to data, hardware, and software in automated environment, applying computer software in solving task, applying internet and email in communication at workplace, applying desktop publishing in official assignments 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 of operating system are determined in accordance with manufacturer’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*** reidentified ***and control measures*** are applied in accordance with laws governing protection of ICT   3. Computer threats and crimes are detected in accordance to Information Management security 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 the 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 built 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: | Collection of physical parts of a computer system such as:   * Computer case, monitor, keyboard, and mouse * All the parts inside the computer case, such as the hard disk drive, motherboard and video card |
| 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
* Computing (applying fundamental operations such as addition, subtraction, division and multiplication)
* Using calculator
* 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
* Word processing;
* Functions and concepts of word processing.
* Documents and tables creation and manipulations
* Mail merging
* Word processing utilities
* Spread sheets;
* Meaning, formulae, function and charts, uses and layout
* Data formulation, manipulation and application to cells
* Database;
* Database design, data manipulation, sorting, indexing, storage retrieval and security
* Desktop publishing;
* Designing and developing desktop publishing tools
* Manipulation of desktop publishing tools
* Enhancement of typeset work and printing documents
* Presentation Packages;
* Types of presentation Packages
* Creating, formulating, running, editing, printing and presenting slides and handouts
* Networking and Internet;
* Computer networking and internet.
* Electronic mail and world wide web
* Emerging trends and issues in ICT;
* Identify and integrate emerging trends and issues in ICT
* Challenges posed by emerging trends and issues

**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. 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. 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 ENTREPRENEURIAL SKILLS**

**UNIT CODE :** BUS/OS/FRX/BC/04/6/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 Business persons 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.

|  |  |
| --- | --- |
| **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 | 1. Assessment requires evidence that the candidate: 2. Distinguished entrepreneurs and businesspersons correctly 3. Identified ways of becoming an entrepreneur appropriately 4. Explored factors affecting entrepreneurship development appropriately 5. Analysed importance of self-employment accurately 6. Identified requirements for entry into self-employment correctly 7. Identified sources of business ideas correctly 8. GeneratedBusiness ideas and opportunities correctly 9. Analysed business life cycle accurately 10. Identified legal aspects of business correctly 11. Assessed product demand accurately 12. Determined Internal and external motivation factors appropriately 13. Carried out communications effectively 14. Identified sources of business finance correctly 15. Determined Governing policy on small scale enterprise appropriately 16. Explored problems of starting and operating SSEs effectively 17. Developed Marketing, Organizational/Management, Production/Operation and Financial plans correctly 18. Prepared executive summary correctly 19. Determined business innovative strategies appropriately 20. 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 | 1. Written tests 2. Oral questions 3. Third party report 4. Interviews 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 EMPLOYABILITY SKILLS

**UNIT CODE:** BUS/OS/FRX/BC/05/6/A

**UNIT DESCRIPTON**

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

**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 a workplace team | 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. Work plans are prepared based on activities and budget. 2. Assigned tasks are interpreted and expectations identified as per the workplace instructions. 3. Task occupational safety and health requirements are identified and observed regulations. 4. Work resources are identified, mobilized, allocated and utilized based on organization work plans. 5. Work activities are monitored and evaluated in line with work plans and workplace policy. 6. Work plans are reviewed based on target and available resources. |
| 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. Manage ethical performance | * 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.

|  |  |
| --- | --- |
| **Variable** | **Range** |
| 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 includes but not limited to | * Participation in training programs * Serving as Resource Persons in conferences and workshops |
| 1. Resource may include may but not limited to: | * Human * Financial * Technology |
| 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:

* Interpersonal
* Communication
* Critical thinking
* Organizational
* 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
* Workplace communication
* Concept of time
* Time management
* Decision making
* Types of resources
* Work planning
* Organizing work
* Monitoring and evaluation
* Record keeping
* Gender mainstreaming
* HIV and AIDS
* Drug and substance abuse
* Professional growth and development
* Technology in the workplace
* Innovation
* Emerging issues

**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. Demonstrated the ability to lead a workplace team   5. Planned and organized work   6. Maintained professional growth and development   7. Demonstrated workplace learning   8. Demonstrated problem solving skills   9. Demonstrated the ability to manage performance ethically |
| 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. |

# DEMONSTRATE ENVIRONMENTAL LITERACY

**UNIT CODE:** BUS/OS/FRX/BC/06/6/A

**UNIT DESCRIPTION**

This unit specifies the competencies required to demonstrate environmental literacy. It involves, controlling environmental hazard and environmental pollution, demonstrating sustainable resource use, evaluating current practices in relation to resource usage, identifying environmental legislations/conventions for environmental concerns, implementing specific environmental programs, monitoring activities on environmental protection/Programs , analyzing resource use and developing resource conservation plans

**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 according to environmental regulations and OSHS. 3. ***PPE*** is used according to OSHS. |
| 1. Control environmental Pollution | * 1. Environmental pollution ***control measures*** are implemented in accordance with international protocols.   2. Procedures for solid waste management are observed according 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 based on organizational waste management guide   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 Constitution of Kenya 2010 Article 69 . |
| 1. Evaluate current practices in relation to resource usage | * 1. Information on resource efficiency systems and procedures are collected and provided as per work groups/sector   2. Current resource usage is measured and recorded as per 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 7. concerned/proper authorities |
| 1. Analyze resource use | 1. All resource consuming processes are Identified as per the organizational work plan 2. Quantity and nature of resource consumed is determined based on processes 3. Resource flow is analyzed as per different parts of the process. 4. Wastes are classified according to NEMA regulations on waste management. |
| 1. Develop resource Conservation plans | 9.1. Efficiency of use/conversion of resources is determined according to industry protocol.  9.2. Causes of low efficiency of use of resources are Determined based on industry protocol.  9.3. Plans for increasing the efficiency of resource use are developed based on findings. |

**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 |
| 1. 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 |

**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
* Recording
* Analytical
* Monitoring
* Communication
* Writing

**Required Knowledge**

The individual needs to demonstrate knowledge of:

* PPEs
* Environmental regulations
* OSHS
* Pollution
* Waste management
* Principle of 3Rs
* Types of resources
* Techniques in measuring current usage of resources
* Environmental hazards
* Regulatory requirements

**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 (e.g. Cleaning tools, cleaning materials, trash bags)   3. PPE, manuals and references   4. Legislation, policies, procedures, protocols and local ordinances relating to environmental protection   5. 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. 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 OCCUPATIONAL SAFETY AND HEALTH PRACTICES

**UNIT CODE:** BUS/OS/FRX/BC/07/6/A

**UNIT DESCRIPTION**

This unit specifies the competencies required to demonstrate occupational health and safety practices. It involves identifying workplace hazards and risks, identifying and implementing appropriate control measures to hazards and risks and implementing 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 | 1.1 ***Hazards*** in the workplace are identified ***based their indicators***  1.2 Risks and hazards are evaluated based on legal requirements.  1.3 ***OSH concerns*** raised by workers are addressed as per legal requirements. |
| 1. Control OSH hazards | 2.1 Hazard prevention ***and control measures*** are implemented as per legal requirement.  2.2 Risk assessment is conductedand a risk matrix developed based on likely impact.  2.3 ***Contingency measures***, including ***emergency procedures*** during workplace ***incidents and emergencies*** are recognized and established in accordance with organization procedures. |
| 1. Implement OSH programs | 3.1 Company OSH program are identified, evaluated and reviewed based on legal requirements.  3.2 Company OSH programs are implemented as per legal requirements.  3.3 Workers are capacity built on OSH standards and procedures as per legal requirements  3.4 ***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 not limited to: | * Physical hazards – impact, illumination, pressure, noise, * vibration, extreme temperature, radiation * Biological hazards- bacteria, viruses, plants, parasites, mites, molds, fungi, insects * Chemical hazards – dusts, fibers, mists, fumes, smoke, gasses, vapors * Ergonomics * Psychological factors – over exertion/ excessive force,   awkward/static positions, fatigue, direct pressure,   * varying metabolic cycles * Physiological factors – monotony, personal relationship, work out cycle * Safety hazards (unsafe workplace condition) –confined space, excavations, falling objects, gas leaks, electrical, poor storage of materials and waste, spillage, waste and debris * Unsafe workers’ act (Smoking in off-limited areas, Substance and alcohol abuse at work) |
| 1. Indicators may include but 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. OSH concerns may include but 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. Safety gears /PPE (Personal Protective Equipment) may include but 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   may include but not limited to: | * Appropriate risk controls in order of impact are as follows: * Eliminate the hazard altogether (i.e., get rid of the dangerous machine) * Isolate the hazard from anyone who could be harmed (i.e., keep the machine in a closed room and operate it remotely; barricade an unsafe area off) * Substitute the hazard with a safer alternative (i.e., replace the machine with a safer one) * Use administrative controls to reduce the risk (i.e., train workers how to use equipment safely; train workers about the risks of harassment; issue signage) * Use engineering controls to reduce the risk (i.e., attach guards to the machine to protect users) * Use personal protective equipment (i.e., wear * gloves and goggles when using the machine) |
| 1. Contingency measures may include but not limited to: | * Evacuation * Isolation * Decontamination * (Calling designed) emergency personnel |
| 1. Incidents and emergencies may include but 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 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 UNITS OF COMPETENCY

# DEMONSTRATE UNDERSTANDING OF FINANCIAL MARKETS

**UNIT CODE:** BUS/OS/FRX/CC/01/6/A

**Unit description**

This unit specifies the competencies required to demonstrate understanding of financial market. It involves; identifying financial institutions, developing financial products, managing financial market simulators, analyzing financial market, 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. Identify financial institutions | 1. Financial institutions roles and responsibilities are identified as per rules and regulations and market segment. 2. Financial institutions regulatory obligations are determined as per rules and regulations. 3. Financial institutions compliance expectations are identified as per relevant rules and regulations 4. ***Financial institutions*** are identified in accordance with market segment and financial products. |
| 1. Develop financial products | 1. Potentialfinancial 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 benchmarking 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. Analyze financial market | 1. Financial market is identified. 2. Financial 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 a as per prescribed 5. standards 6. PESTEL analysis is conducted a as per prescribed standards 7. Proposed financial business and market analysis model are determined in accordance to market standards. 8. Financial business and market analysis are approved in accordance with prevailing regulatory framework. 9. 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 risks policyis developed as per SOPs 3. Methods to mitigate financial business risksare identified in line with the rules and regulations. 4. Financial businessrisk 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 Financial markets investmentscompliance matrix is prepared in accordance with SOPs 4. Financial markets investmentsrisks 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.

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| **VARIABLE** | **RANGE** |
| 1. Financial institutions may include but not limited to: | * Investment banks * Stock Markets * CDSC * Trading participants/Brokerage firms * Money processors * Hedge funds firms * Pension funds * Mutual funds |
| 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
* Designing
* Reporting
* Management
* Mitigation
* Decision making
* Critical thinker
* Executing
* Comparative
* Benchmarking
* Configuring
* Classifying
* Data generation

**Required Knowledge**

The individual needs to demonstrate knowledge of:

* Financial institutions and markets
* Developing and designing financial products
* Managing financial market simulators
* Configuring and customizing financial market simulators
* Conducting financial business and market analysis
* Introduce and conduct mitigation strategies
* Manage financial business risks
* Preparing investment compliance matrix
* Risk monitoring and evaluation
* Benchmarking
* 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. Designed financial products   3. Managed financial market simulators   4. Managed business risks   5. Managed investment in financial markets   6. Prepared compliance and 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 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 SECURITIES IN FINANCIAL MARKETS

**UNIT CODE:** BUS/OS/FRX/CR/01/6/A

**UNIT DESCRIPTION**

This unit specifies the competencies required to trade securities in financial markets. It involves; developing financial securities trading plan, conducting financial securities trading, processing financial securities data and preparing financial securities 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 financial securities trading plan | * 1. ***Financial trading instruments*** are identified as per client’s specification.   2. ***Market segment*** is identified as per capital market authority (CMA) trading rules and regulations.   3. Client information is reviewed as per Standard operating procedures (SOPs).   4. Financial trading strategy is prepared as per client specification and CMA trading rules.   5. Financial securities trading plan is prepared and shared as per client specification and CMA trading rules and regulations.   6. Financial trading plan feedback is incorporated according to SOPs |
| * 1. Conduct financial securities trading | * 1. Financial securitiestrading orders are categorized as per client specification.   2. ***Orders*** ***Characteristics*** are identified in as per client specification.   3. Financial securitiestrades are executed in accordance with trading rules and regulations.   4. Financial securitiesorders are managed in accordance with trading status   5. Financial securities ***trade transaction reports*** are prepared and shared in accordance with SOP. |
| * 1. Process financial securities data | 1. Financial securitiesdata is generated in accordance with Standard Operating Procedures 2. Financial securitiesdata is analyzed in accordance with market needs. 3. Financial securitiesdata is archived according to risk and business compliancestandards 4. ***Financial securities report*** is generated accordance with business rules and regulations. |
| * 1. Prepare financial securities trading reports | * 1. Periodic financial securities trading reportsare generated based on transactions and market performance.   2. Comparative financial securitiesare analyzed based on transactions and market performance.   3. Summary of transactions and market performance is prepared as per the SOPs.   4. Summary of financial securitiestrading 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.

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| --- | --- |
| **VARIABLE** | **RANGE** |
| 1. Financial trading report may include but not limited to: | * Market performance * Highest gainers and losers * Volumes traded * Market capitalization |
| 1. Market segment may include but not limited to: | * Currency * Fixed income * Derivatives * Equities |
| 1. Order characteristics may include but not limited to: | * Market * Limit * Good till execution * Conditional (pending orders) |
| 1. Trade transaction reports may include but not limited to: | * Daily trading * Securities traded * Commissions chargeable * Prices executed * Amount spent * Daily financial securitiesmarket performance reports |
| 1. Financial securities reports 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:

* Financial securities trading instruments and markets.
* Financial securitiesorder characteristics.
* Referencing trades to client information.
* Preparing financial securities trading plan
* Financial securities order management.
* Market rules and regulations.
* Risk and compliance standards.
* Generation of trading data.
* Relevant shareholders.
* Comparative analysis of trade reports.
* Developing trading plans.
* Analyzing and processing data.
* Preparing 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 financial securities trading plan   2. Continuously executed forex and securities trading   3. Managed financial securities trading orders   4. Generated financial securities trading data   5. Analyzed and prepared financial market performance reports   6. Prepared and shared (with relevant stakeholders) financial securities 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 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. |

# MANAGE FINANCIAL SECURITIES RISKS

**UNIT CODE:** BUS/OS/FRX/CR/02/6/A

**Unit description**

This unit specifies the competencies required to manage financial securities risks. It involves; determining financial securities risks, developing financial securities risk policies registers, rating cards and reporting strategies, enforcing risks mitigation and compliance, monitoring financial business processes and preparing 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 financial securities risks | 1. ***Financial securities risks*** are identified in accordance with risks and compliance expectations of the regulators***.*** 2. Financial securities risks are ***classified and rated*** according to risk management policy. 3. Financial securities risks are documented and shared with stakeholders as per the SOPs. |
| 1. Develop financial securities risk strategies | 1. Financial securities risk is identified, communicated as per the SOPs. 2. Financial securities risk mitigation strategies are developed and approved in as per risks and compliance policies. 3. Financial securities risk analysts are recruited and appointed as per organizational requirements. 4. Risk mitigation Training is conducted as per the SOPs. 5. Financial securities risk mitigation is documented as per the SOPs |
| 1. Enforce 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. |
| 1. Monitor financial business processes | 1. 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 financial risk report | 1. Risk compliance data and information is collected in line with expected report. 2. Reports are prepared in accordance as per 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. Financial securities 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 securities * Market capitalization |
| 1. Compliance matrix may include but not limited to: | * Rules and regulations * Contract * Pricing rules * Finance & accounting rules * Procurement rules * Recruitment process |
| 1. Risk compliance expectation may include but not limited to: | * Capital Markets Authority (CMA) rules and regulations * 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 financial securities risks
* Classifying and rating risks.
* Risk compliance policies
* Risk registers
* Rating cards
* Reporting strategies
* Monitoring business processes
* Relevant regulatory authority
* Enforcing risk mitigation and compliance
* Preparing and documenting 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 financial securities risks   2. Developed risks policies, risk registers, rating cards and reporting strategies   3. Enforced risk mitigation and compliance in business management   4. Managed business processes   5. Monitored 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 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. |

# DEVELOP FINANCIAL PRODUCT MARKETS

**UNIT CODE:** BUS/OS/FRX/CR/03/6/A

**UNIT DESCRIPTION**

This unit specifies the competencies required to develop financial product markets. It involves; identifying financial product market, developing financial product market, developing financial products pricing models, positioning financial product, marketing financial products and monitoring product performance.

**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. Identify financial product market | 1. ***Financial products and markets*** are identified based on market needs. 2. Validation of markets needs is undertaken. 3. Benchmarking is conducted in accordance with international product development practices. 4. Proposed financial product market viability is tested based on customers’ feedback |
| 1. Develop financial product market | 1. Financial product market is designed in accordance with market survey. 2. Financial products are developed in accordance with market’s needs and international standards. 3. Financial markets are established as per customer feedback and survey***.*** 4. Financial products are presented to stakeholders in accordance with prescribedlegal framework |
| 1. Develop financial products pricing models | 1. Financial products ***pricing models*** are determined in accordance with relevant market survey***.*** 2. Financial products pricing models are tested in accordance customer feedback. 3. Financial products pricing model is approved in accordance with prevailing legal framework. 4. Financial products price models are presented to stakeholders in accordance with SOPs 5. Financial products pricing models report is prepared and shared with stakeholder as per SOPs. 6. Financial products pricing model are adopted as per the SOPs. |
| 1. Position financial product | 1. Financial products ***market targets*** are identified as per market survey. 2. Financial products are modified to suit market needs in accordance with market feedback. 3. Financial products are positioned as per market requirements. 4. Financial products roll-out is approved as per rules and regulations. |
| 1. Market financial products | 1. Financial products marketing strategy is developed as per products and targeted markets. 2. Resources are mobilized as per market strategic plan. 3. Financial products marketing teams are constituted as per marketing strategy. 4. Financial products marketing teams are deployed as per HR policies and marketing strategies. 5. Financial products ***milestones*** are measured as per marketing strategies. |
| 1. Monitor product performance | 1. Monitoring strategy is developed and implemented as per SOPs. 2. Financial products performance is analyzed as per the feedback. 3. Financial products performance is documented as per SOPs 4. Financial products compliance is monitored as per rules and regulations. 5. Financial product evaluation is undertaken as per SOPs. 6. Financial products and market performance reports 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. Financial products may include but not limited to: | * Real Estate Investment Trusts * Equities * ETFs * Currencies |
| 1. Financial markets may include but not limited to: | * Stock/shares/equities * Currency * Bond |
| 1. Pricing models may include but not limited to: | * Project based pricing * Product package pricing * Product performance * Equity pricing * Value based pricing |
| 1. Market target may include but not limited to: | * Region * Age bracket * Income status |
| 1. Milestones may include but not limited to: | * Short-term goals * Long-term goals |

**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
* Monitoring
* Testing
* Development
* Structuring
* Marketing
* Reporting
* Pricing
* Communication
* Designing

**Required Knowledge**

The individual needs to demonstrate knowledge of:

* Identifying potential areas of market and product development.
* Financial products and markets launch
* Financial products rollout
* Collecting customer feedback
* Financial products and market survey
* Benchmarking.
* Legal framework.
* Testing market appreciation.
* Customizing products.
* Developing milestones.
* Developing structure and pricing models.
* Marketing financial products.
* Monitoring feedback.

**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 potential areas of market and product development.   2. Designed and developed financial products   3. Identified financial product markets   4. Developed pricing models   5. Positioned financials products   6. Marketed financial products   7. Monitored product and market performance and prepared 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 is 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. |

# MANAGE FINANCIAL INVESTMENTS

**UNIT CODE: BUS/OS/FRX/CR/04/6/A**

**Unit description**

This unit specifies the competencies required to manage financial investments. It involves; developing investment policy, determining financial investment compliance standards, carrying out financial investment strategy, managing financial investment risks, managing financial investment portfolio performance and preparing 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 investment policy | 1. Financial investment policies are developed as perrules and regulation 2. ***Consumer financial*** ***investment strategy*** is created as per the SOPs. 3. Client information on investments and return is obtained as per SOPs. 4. Financial investment ***Asset classes*** are identified in accordance with rules and regulation 5. Financial investment is performed in accordance with Return of investment. |
| 1. Determine financial investment compliance standards | 1. Financialinvestment compliance standards are identified as per local and international practices. 2. Financial investment compliance standards are executed as per SOPs. 3. implementation financialinvestment compliance standards are Monitored per rules and regulations 4. Financialinvestment standards compliance reports are prepared and shared with stakeholders. |
| 1. Carry out financial investment strategy | 1. Financial investment strategy is structured as per the client’s specification. 2. Financial investment strategy is implemented. 3. Financial investment strategy is evaluated and documented as per the SOPs. 4. ***Performance is measured*** in accordance with SOPs 5. ***Financial investment reports*** are prepared in as per the SOPs |
| 1. Manage financial investment risks | 1. Financialinvestments **risk**is identified. 2. Financialinvestments risk matrix is developed as per SOPs 3. Financialinvestment risks are monitored in accordance with SOPs and as per rules and regulations. 4. Financialinvestments risk ***mitigation strategies*** are developed as per rules and regulations. |
| 1. Manage financial investment portfolio performance | 1. **Financial investments portfolio** performance is monitored as per the SOPs. 2. Financial investments portfolio risk compliance rules and regulations are adhered to as per the SOPs. 3. Financialinvestments risk reports are prepared as per SOPs 4. Financialinvestment portfolio performance ***reports*** are prepared as per SOPs. |
| 1. Prepare financial investments compliance report | 1. Financialinvestment ***compliance matrix*** is prepared as per the SOPs. 2. Financialinvestment 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.

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| **VARIABLE** | **RANGE** |
| 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. Performance is measured may include but not limited to: | * Efficiency * Financial stability * Balance sheet * Income and expenditure statement * Cashflow * 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 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. Reports may include but not limited to: | * Bond performance * Shares performance * Currency performance * REITs performance |
| 1. Financial investment portfolio may include but not limited to: | * Shares * Bonds * Currencies * Futures |
| 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 financial investment strategies
* Identifying users of investment strategy.
* Developing and implementing investment strategy and policies
* Developing and approval of financial investment strategy
* Review of financial investment strategies
* Client information
* Mitigation strategies
* Risk exposures
* Monitoring financial investments
* Development of investment compliance standards.
* Methods of managing risks and portfolio performance.
* Preparing compliance and 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 financial investment strategy and policies   2. Developed financial investment compliance standards   3. Identified users of investment strategy.   4. Identified asset classes used in the investment strategy   5. Prepared a compliance matrix   6. Implemented financial investment strategy   7. Measured performance of financial investment portfolio   8. Managed 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 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. |

# COMMUNICATE FINANCIAL INFORMATION

**UNIT CODE:** BUS/OS/FRX/CR/05/6/A

**Unit description**

This unit specifies competencies required to communicate financial information. It involves; developing communication policy, analyzing financial information, developing communication standards and monitor communication compliance.

**ELEMENTS AND PERFORMANCE CRITERIA**

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| --- | --- |
| **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 communication policy | 1. Financial information **c*ommunication policy*** is identified as per the organizational rules and regulations. 2. Financial information communication policy is drafted is in accordance with reporting standards of disclosure 3. Financial information communication policy is presented to stakeholders. 4. Financial information communication policy is approved as per the SOPs 5. Financial information communication policies are benchmarked in accordance with international standards 6. Financial information communication policy is published as per SOPs. |
| 1. Analyze financial information | 1. ***Financial information*** is identified as per the consumers’ needs 2. Financial information is gathered and structured for communication as per SOPs. 3. Financial information is classified as per consumers/users’ needs. 4. Financial information credibility is ascertained as per and rules and regulations 5. Financial information communication compliance is adhered to as per rules and regulations 6. Financial information communication media is selected as per client requirements. 7. Financial information communication is packaged and presented as per SOPs 8. Impacts of financial information communication are monitoredas per rules and regulations. 9. Financial information communication feedback is acted upon as per SOPs 10. Financial communication ***information is archived*** as per SOPs. |
| 1. Develop communication standards | 1. Financial information communication standards are identified as per rules and regulations. 2. Draft financial information communication standards components are determined as per rules and regulations. 3. Draft financial information communication standards are developed as per set rules. 4. Draft financial information communication standards are shared with stakeholders according to SOPs. 5. Draft financial information communication standards are approved as per SOPs. 6. Financial information communication is implemented as per SOPs 7. Financial information communication is benchmarked with local and international best practices. |
| 1. Monitor communication compliance | 1. Financial information communication standards are set in accordance with international practices. 2. Compliance matrix is prepared as per the SOPs 3. Financial information communication is monitored as per SOPs. 4. Financial information communication standards are aligned with rules and regulations 5. Financial information communication monitoring reports are prepared and shared in accordance with rules and regulations. |
| 1. Prepare financial communication reports | 1. Financial information communication data is gathered in line with customer needs and regulatory authority. 2. Financial information communication records are maintained as per regulatory authority. 3. Periodic 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.

|  |  |
| --- | --- |
| **VARIABLE** | **RANGE** |
| 1. Communication policy may include but not limited to: | * CMA rules and regulations |
| 1. Financial information may include but not limited to: | * Daily trading * Securities traded * Breaking news * Mergers and Acquisitions * Commissions chargeable * Amount spent * Prices executed |
| 1. Information is archived may include but not limited to: | * Hard drives * Cloud computing * Data bank storage * Hardcopies * Backups of original backup |

**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 information.
* Communication users
* Structuring financial information.
* Archiving financial information
* Monitoring impact of financial information.
* Ascertaining credibility of financial information.
* Compliance of financial information
* Developing communication strategies and standards
* Analyzing financial information
* Implementing communication standards
* Preparing financial information and compliance reports
* Methods of analyzing 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.

|  |  |
| --- | --- |
| 1. Critical Aspects of Competency | Assessment requires evidence that the candidate:   * 1. Developed financial information communication policy   2. Analyzed financial information data and prepared reports   3. Developed financial information communication standards   4. Classified financial information communication and consumers/users   5. Monitored financial information communication   6. Prepared and shared 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 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. |

# DEVELOP TRADING OPERATIONAL SYSTEMS

**UNIT CODE:** BUS/OS/FRX/CR/06/6/A

**UNIT DESCRIPTION**

This unit specifies the competencies required to develop trading operational systems. It involves; determining trading operational system, developing trading operational system, managing trading and operational systems performance, monitoring trading and operation systems’ risks, carrying out operational systems compliance assessment, maintaining trading operational systems and preparing trading operational system 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 trading operational system | 1. ***Trading operational system*** needs are identified according to purpose. 2. Trading operational systems standards are identified as per rules and regulations. 3. Trading operational systems are assessed in accordance with legal requirements. 4. Trading operational systems are approved in accordance with the approving authority. |
| 1. Develop trading operational system | 1. Trading operational systems users are identified in accordance with market segment. 2. Trading and operational system users’ needs are determined in accordance with market segment. 3. Specification template is developed as per SOPs 4. Trading operational systemsare designed and developed as per client needs and SOPs. 5. Trading operational systemsis coded as per client needs and SOPs. 6. Trading and operational systems are validated as per rules and regulations. 7. Operational Systems are tested as per specifications and rules and regulations. 8. Trading operational systems is approved as per rules and regulations. 9. Trading and operational systems are benchmarked against international practices 10. Trading and operational systems report is prepared as per SOPs. |
| 1. Manage trading and operational systems performance | 1. Trading operational systems management policy is developed as per rules and regulations 2. Trading operational systems standards are determined as per rules and regulations. 3. Trading operational systems performance is monitored in accordance to market expectations. 4. Trading and operational systems compliance is monitored in accordance with rules and regulations. 5. Trading operational systems are controlled as per SOPs 6. Trading operational systems performance report is prepared and shared. |
| 1. Monitor trading and operation systems’ risks | 1. Trading operational systems risk policy is developed in accordance to rules and regulations 2. Monitoring risk matrices are developed in accordance with SOPs. 3. Monitoring risks is approved in accordance with the approving authority. 4. Trading and operational systems ***levels of tolerance*** are tested in accordance with international standards. 5. Risk mitigation report is prepared as per SOPs. |
| 1. Carry out operational systems compliance assessment | 1. Compliance assessment standards are set as per international practices 2. Compliance matrix checklist is prepared in accordance with SOPs 3. Compliance checklist is aligned to rules and regulations. 4. Compliance assessment teams are appointed as per SOPs. 5. Trading and operational systems assessment is conducted as per legal requirements. 6. Trading and operational systems compliance assessment report is prepared as per SOPs. |
| 1. Maintain trading operational systems | 1. Trading operational systems maintenance needs are identified as per client requirements. 2. Trading operational systems are maintained as per system developers and client needs. 3. Trading operational systems maintenance records are prepared and shared as per the SOPs |
| 1. Prepare trading operational system report | 1. Trading operational systems registered is maintained as per SOPs. 2. System changes are tracked and recorded in accordance with international standards. 3. System update reports are prepared as per 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. Trading and operational system may include but not limited to: | * Trading simulators * Backup systems |
| 1. Levels of tolerance may include but not limited to: | * Speeds * System Failure * System availability * System hackability * Non-stop running time * Maximum number of users can be accommodated at once |

**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
* Designing
* Managing
* Monitoring
* Coding
* Communication
* Reporting

**Required Knowledge**

The individual needs to demonstrate knowledge of:

* Trading and operational system needs
* Users of trading and operational systems
* Designing and developing systems
* Developing trading and operational systems specification templates
* Managing trading and operational systems
* Maintaining trading and operational systems
* Assessment of trading and operational systems
* Monitoring risk and performance
* Trading and operational systems compliance
* Trading and operational systems reporting

**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 trading and operational system needs   2. Designed and developed trading and operational systems   3. Managed trading and operational systems performance   4. Monitored trading and operational systems risks   5. Assessed trading and operational systems compliance   6. Maintained and shared systems and operations data   7. Prepared trading and operational systems performance updates |
| 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 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. |