

**REPUBLIC OF KENYA**

**NATIONAL OCCUPATIONAL STANDARDS**

**FOR**

**FOREX AND SECURITIES TRADER**

**LEVEL 4**



TVET CDACC

P.O. BOX 15745-00100

NAIROBI

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# FOREWORD

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

Reforms in the education sector are necessary for the achievement of Kenya Vision 2030 and meeting the provisions of the Constitution of Kenya 2010. The education sector had to be aligned to the Constitution and this resulted to the formulation of the Policy Framework for Reforming Education and Training (Sessional Paper No. 4 of 2016). A key feature of this policy is the radical change in the design and delivery of 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 Trading Level 4. 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 the Business Sector’s growth and sustainable development.

**PRINCIPAL SECRETARY, VOCATIONAL AND TECHNICAL TRAINING**

**MINISTRY OF EDUCATION**

# PREFACE

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

The Technical and Vocational Education and Training Act No. 29 of 2013 and the Sessional Paper No. 4 of 2016 on Reforming Education and Training in Kenya, emphasized the need to reform curriculum development, assessment and certification. This called for 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 Trading Level 4. 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 SKILLS ADVISORY COMMITTEE**

# 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

CEO Council Secretary

CFTC Commodities Futures Trading Commission

CMA Capital Markets Authority

CPU Central Processing Unit

CR Core Competency

CySec Cyprus Securities Exchange

ESMA European Securities Market Authority

FCA Financial Conduct Authority

FX Forex

HIV Human Immuno-Deficiency Virus

ICT Information Communication Technology

KNQA Kenya National Qualifications Authority

NFA National Futures Association

OS Occupational Standard

OSH Occupational Safety and Health

OSHA Occupation Safety and Health Act

OSHS Occupation Safety and Health Standards

PESTEL Political Environmental Social Technological Economic Legal

PPE Personal Protective Equipment

PPE Personal Protective Equipment

RBA Retirement Benefits Authority

SOPStandard Operating Procedure

SSAC Sector Skills Advisory Committee

SWOT Strength Weakness Opportunity Threat

TVET Technical and Vocational Education and Training

**KEY TO UNIT CODE**

BUS/OS/FRX/BC/01/4/A

Industry or sector

Occupational Standards

Occupational area

Type of competency

Competency number

Competency level

Version Control

# 

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# COURSE OVERVIEW

Forex and Securities Trading Level 4 consist of competencies that an individual must achieve to trade and manage securities in the forex business sector. It entails trading currencies in financial markets, controlling currencies risks and communicating currencies financial information.

This qualification consists of the following basic, common and core units of competency as shown below:

**Basic Units of Competency**

|  |  |
| --- | --- |
| **Unit Code** | **Unit Title** |
| BUS/OS /FRX/BC/01/4/A | Demonstrate Communication Skills |
| BUS/OS /FRX/BC/02/4/A | Demonstrate Numeracy Skills |
| BUS/OS /FRX/BC/03/4/A | Demonstrate Digital Literacy |
| BUS/OS /FRX/BC/04/4/A | Demonstrate Entrepreneurial Skills |
| BUS/OS /FRX/BC/05/4/A | Demonstrate Employability Skills |
| BUS/OS /FRX/BC/06/4/A | Demonstrate Environmental Literacy |
| BUS/OS /FRX/BC/07/4/A | Demonstrate Occupational Safety and Health Practices |

**Common Units of Competency**

|  |  |
| --- | --- |
| **Unit Code** | **Unit Title** |
| BUS/OS/FRX/CC/01/4/A | Apply knowledge of Financial Markets |

**Core Units of Competency**

|  |  |
| --- | --- |
| **Unit Code** | **Unit Title** |
| BUS/OS/FRX/CR/01/4/A | Trade Currencies in Financial Markets |
| BUS/ OS /FRX/CR/02/4/A | Control Currencies risks |
| BUS/ OS /FRX/CR/03/4/A | Communicate Currencies Financial Information |

# BASIC UNITS OF COMPETENCY

# DEMONSTRATE COMMUNICATION SKILLS

**UNIT CODE:** BUS/OS/FRX/BC/01/4/A

**UNIT DESCRIPTION**

This unit covers the competencies required demonstrate communication skills. It involvesobtaining and conveying workplace information, completing relevant work-related documents, communicating information about workplace processes, leading workplace discussion and communicating workplace issues.

**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. Obtain and convey workplace information | 1. Specific and relevant information is accessed from ***appropriate sources*** based on standard procedures 2. Effective questioning, active listening and speaking skills are used to gather and convey information based on communication needs 3. Appropriate ***medium*** is used to transfer information and ideas in accordance with workplace guidelines 4. Appropriate non- verbal communication is used as per the communication needs 5. Appropriate lines of communicationwith supervisors and colleagues are identified and followed based on workplace requirements 6. Location and storage of information is undertaken according to workplace procedures    1. Personal interaction is carried out clearly and concisely according to workplace requirements |
| 1. Complete relevant work-related documents | * 1. Range of forms relating to conditions of employment are completed according to workplace procedures   2. Workplace data is recorded based on workplace requirements   3. Errors in recording information are identified and acted upon in accordance with workplace policies   4. Reporting requirements are completed according to organizational guidelines |
| 1. Communicate information about workplace processes | 1. Information sources are identified according to workplace procedures 2. ***Methods of communication*** are selected based on workplace guidelines 3. Multiple operations are communicated according to workplace structure 4. Work-related questions are asked and responded based on set protocols 5. Information is selected and organized according to workplace requirements 6. Verbal and written reporting is undertaken as per workplace requirements 7. Communication is maintained according to workplace standards |
| 1. Lead workplace discussions | 1. Response to workplace issues is sought and provided as per workplace protocol 2. Constructive contributions are made based on ***workplace discussions*** 3. Workplace objectives and action plan are communicated according to workplace requirements |
| 1. Identify and communicate issues arising in the workplace | 1. Issues and problems are identified as per workplace guidelines 2. Problems and issues in the workplace are organized according to workplace operations 3. Dialogue is initiated with appropriate personnel as per workplace structure 4. Problems and issues raised are communicated as per the workplace reporting procedures |

**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. Methods of communication mayinclude but not limited to: | * Non-verbal gestures * Verbal * Face to face * Two-way radio * Speaking to groups * Using telephone * Written * Internet |
| 1. Workplace discussion may include but not limited to: | * Coordination meetings * Toolbox discussion * Peer-to-peer discussion |

**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:

* Organization requirements for written and electronic communication methods
* Effective verbal communication methods
* Report writing
* Effective questioning techniques (clarifying and probing)
* Workplace etiquette

**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. Dealt with a range of communication/information at one time 2. Made constructive contributions in workplace issues 3. Sought workplace issues effectively 4. Responded to workplace issues promptly 5. Presented information clearly and effectively in written form 6. Used appropriate sources of information 7. Asked appropriate questions 8. Provided accurate information |
| 1. Resource Implications | 1. Access to relevant workplace where assessment can take place 2. Appropriately simulated environment where assessment can take place 3. Materials relevant to the proposed activity or tasks |
| 1. Methods of Assessment | 1. Third-party reports 2. Portfolio 3. Interview 4. Written tests 5. Observation 6. Oral questioning |
| 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/02/4/A

**UNIT DESCRIPTION**

This unit covers the competencies required to demonstrate numeracy skills. It involves identifying and using whole numbers and simple fractions, decimals and percentages for work, identifying, measuring and estimating familiar quantities for work, reading and using familiar maps, plans and diagrams for work, identifying and describing common 2D and some 3D shapes for work, constructing simple tables and graphs for work using familiar data and identifying and interpreting information in familiar tables, graphs and charts for work.

**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 and use whole numbers and simple fractions, decimals and percentages for work | | 1. Simple fractions, decimals and percentages identified and interpreted as per standard operating procedures. 2. Understanding of place value by organising numbers from smallest to largest demonstrated as SOPs 3. Required numerical information located and decision made on appropriate method to solve a problem as per SOPs 4. Limited range of calculations performed using the four operations using SOPs 5. Links between operations described as per SOPs 6. Estimations made to check reasonableness of results of problem-solving process as SOPs 7. Numerical information recorded, and the result of the task communicated using informal and some formal language and symbolism as per workplace procedures |
| 1. Identify, measure and estimate familiar quantities for work | 1. Measurement information in workplace tasks and texts identified and interpreted as per workplace procedures. 2. Familiar units of measurement needed for tasks is identified as per measurements manuals/charts 3. Familiar and simple amounts estimated as per workplace procedures. 4. Appropriate measuring equipment selected as per SOPs 5. ***Simple measuring equipment*** graduated in familiar units to measure relevant quantities is used as per graduation manuals. 6. Calculation done using familiar units of measurement as per SOPs 7. Measurements and results checked against estimates as per job specifications. 8. Results are recorded or reported as per workplace procedures 9. Results relevant to the workplace task are communicated using informal and some formal mathematical and general language as per workplace procedures. |
| 1. Read and use familiar maps, plans and diagrams for work | 1. Items and places are in familiar maps, plans and diagrams as per SOPs 2. Common symbols and keys recognised in familiar maps, plans and diagrams as per SOPs 3. Understanding of direction and location demonstrated by describing the location of objects, or route to familiar places as per SOPs 4. Instructions to locate familiar objects or places are given and followed as per SOPs 5. Informal and some formal oral mathematical language and symbols are used as per SOPs |
| 1. Identify and describe common 2D and some 3D shapes for work | 1. ***Common 2D shapes and some common 3D shapes*** in familiar situations are identified and named as per job requirements 2. Common 2D shapes and designs are compared and classified as per SOPs 3. Informal and some formal language used to describe common two-dimensional shapes and some common three-dimensional shapes in accordance with workplace procedures. 4. Simple items used to draw or construct common 2D shapes as per workplace procedures. 5. Common 3D shapes matched to their 2D sketches or nets as per SOPs |
| 1. Construct simple tables and graphs for work using familiar data | 1. Common types of graphs are identified and named as per SOPs 2. Familiar data to be collected is determined in accordance with job specifications. 3. A method to collect data is selected in accordance with workplace procedures. 4. A small amount of simple familiar data is collected as per workplace procedures 5. One or two variables determined from the data collected as per SOPs. 6. Data ordered and collated as per standard operating procedures. 7. A table is constructed and data entered as per SOPs 8. Graphs are constructed using data from table as per job specifications 9. Results are promptly checked as per workplace procedures 10. Graph information related to work is reported or discussed using informal and some formal mathematical and general language as per workplace procedures |
| 1. Identify and interpret information in familiar tables, graphs and charts for work | 1. Simple tables are identified in familiar texts and contexts in accordance with workplace procedures 2. Title, headings, rows and columns located in familiar tables as per SOPs 3. Information and data in simple tables identified and interpreted as per workplace procedures. 4. Information is related in accordance with workplace tasks 5. Familiar graphs and charts are identified in familiar texts and contexts as per SOPs 6. Title, labels, axes, scale and key from familiar graphs and charts are located as per SOPs 7. Information and data in familiar graphs and charts are identified and interpreted as per job requirements 8. Information is related to relevant workplace tasks as per job 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. Simple measuring equipment may include but not limited to: | * Rulers * Watches/clocks * Scales * Thermometers * AVO meter |
| 1. Common 2D shapes and common 3D shapes may include but not limited to: | * Round * Square * Rectangular * Triangle * Sphere * Cylinder * Cube * Polygons * Cuboids |

**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. Simple fractions, decimals and percentages are correctly identified and interpreted   2. Performed a limited range of calculations using the 4 operations   3. Performed calculations using familiar units of measurement   4. Recognised common symbols and keys in familiar maps, plans and diagrams   5. Constructed simple tables and graphs using familiar data   6. Identified and interpret information in familiar tables, graphs and charts |
| 1. Resource Implications | 1. Access to relevant workplace where assessment can take place 2. Appropriately simulated environment where assessment can take place 3. Materials relevant to the proposed activity or tasks |
| 1. Methods of Assessment | Competency may be assessed through:   1. Written Test 2. Interview 3. Oral Questioning |
| 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/03/4/A

**UNIT DESCRIPTION**

This unit covers the competencies required to demonstrate digital literacy in a working environment. It entails identifying computer software and hardware, applying security measures to data, hardware, software , applying computer software in solving task sand applying internet and email in communication at workplace.

**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 computer software and hardware | * 1. ***Appropriate computer software*** is identified according to manufacturer’s specification   2. ***Appropriate computer hardware*** is identified according to manufacturer’s specification |
| 1. Apply security measures to data, hardware, software | * 1. ***Data security and privacy are classified*** in accordance with the technological situation   2. ***Security and control measures*** are applied in accordance with laws governing protection of ICT   3. Computer threats and crimes are detected as per information security management guidelines.   4. Protection against computer crimes is undertaken in accordance with laws governing protection of ICT |
| 1. Apply computer software in solving tasks | * 1. Basic word processing concepts are applied in resolving workplace tasks   2. Word processing utilities are applied in accordance with workplace procedures   3. Data is manipulated on worksheet in accordance with office procedures |
| 1. Apply internet and email in communication at workplace | * 1. Electronic mail is applied in workplace communication in accordance with office procedures   2. Office internet functions are defined and executed in accordance with office procedures   3. Network configuration and uses are determined in accordance with office operations 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.

|  |  |
| --- | --- |
| **Range** | **Variable** |
| 1. Appropriate computer software may include but not limited to: | * Operating system * MS office * Web browser * Media players |
| 1. Appropriate computer hardware may include but not limited to: | * Computer Case * Monitor * Keyboard * Mouse * Hard Disk Drive * Motherboard * Video Card |
| 1. Data security and privacy may include but not limited to: | * Confidentiality * Cloud computing * Confidentiality * Cyber terrorism * Integrity -but-curious data serving |
| 1. Security and control measures may include but not limited to: | * Countermeasures and risk reduction * Cyber threat issues * Risk management |

**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
* Interpretation
* Typing
* Communication
* Computing

**Required Knowledge**

The individual needs to demonstrate knowledge of:

* Input and output devices
* Central processing Unit (CPU)
* Peripherals
* Storage Media
* Software concept
* Types of concept
* Function of computer software
* Data security and privacy
* Security threats and control measures
* 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 sheet;
* Meaning, formulae, function and charts, uses, layout, data manipulation and application to cell
* Networking and Internet;
* Meaning, functions and uses of networking and internet.
* Electronic mail and world wide web
* Emerging trends and issues in ICT;
* Identify and apply 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 input, output, CPU and storage media devices of computers in accordance to computer specification   2. Identified concepts, types and functions of computer software according to operation manual   3. Identified and controlled security threats   4. Detected and protected computer crimes   5. Applied word processing in office tasks   6. Prepared work sheet and applied data to the cells in accordance to workplace procedures   7. Used Electronic Mail for office communication as per workplace procedure   8. Applied internet and World Wide Web for office tasks in accordance with office procedures   9. Applied laws governing protection of ICT |
| 1. Resource Implications | * 1. Access to relevant workplace where assessment can take place   2. Appropriately simulated environment where assessment can take place   3. Materials relevant to the proposed activity or tasks |
| 1. Methods of Assessment | Competency may be assessed through:   * 1. Written tests   2. Practical assignment   3. Interview   4. Oral Questioning   5. Observation |
| 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/04/4/A

**UNIT DESCRIPTION**

This unit covers the competencies required demonstrate entrepreneurial skills. It involvescreating and maintaining small scale business, establishing small scale business customer base, managing small scale business and growing/ expanding small scale business.

**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. Create and maintain small scale business | 1. Generation and evaluation of business ideas is undertaken in accordance with the existing procedure 2. Competencies are matched with business opportunities in accordance with business practices. 3. Procedure for starting a small business is identified as per the legal requirements 4. SWOT/ PESTEL analysis and or industrial survey is carried out according to office procedures 5. ***Business operations*** are monitored and controlled following established procedures. 6. Quality assurance measures are implemented in accordance with the business practices. 7. Good relations are maintained with staff/workers as per the workplace policies. 8. Policies and procedures on occupational safety and health and environmental concerns are constantly observed as per the workplace policies |
| 1. Establish small scale business customer base | 1. Good customer relations are maintained in accordance with office procedures 2. New customers and markets are identified, explored and reached out to according to the marketing plan 3. Promotions/Incentives are offered to loyal customers in accordance with office procedures 4. Additional products and services are evaluated and tried in accordance with marketing strategy 5. Customer record is maintained in accordance with office procedures |
| 1. Manage small scale business | 1. Enterprise is built up and sustained in line with judicious control of cash flows. 2. Profitability of enterprise is ensured as per the internal controls. 3. Unnecessary or lower-priority expenses and purchases are avoided as per the marketing strategy 4. Basic cost-benefit analysis are undertaken in accordance with office procedures 5. Basic financial management are undertaken in accordance with office procedures 6. Basic financial accounting in undertaken in accordance with office procedures 7. Business ***internal controls*** are implemented in accordance with office procedure 8. Setting business priorities and strategies is carried out according to office procedures 9. Preparation and interpretation of basic financial statements is undertaken in accordance with set procedures 10. Preparation of business plansfor small business is undertaken in accordance with ***business strategy*** 11. Business Social Responsibility is maintained in accordance with Standard Operations Procedures (SOP) |
| 1. Grow/ expand small scale business | 1. Prepared business growth strategy for small sale business in accordance with office procedures 2. Incorporated technology in small scale business growth in accordance with technological trends 3. Emerging issues and trends are considered in accordance with business growth strategy 4. Built audience interest in product/service according to growth strategy 5. Boosted cooperate communication according to business ***communication strategy*** |

**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. Business operations may include but not limited to: | * Purchasing * Accounting/administrative * Work production/operations/sales * Marketing |
| 1. Internal control may include but not limited to: | * Accounting systems * Financial statements/reports * Cash management * Human resource management |
| 1. Business Strategy may include but not limited to: | * Management of wastages * Environmental Conservation |
| 1. Communication strategy may include but not limited to: | * Blue print of exchange of information * Technology and exchange of information |

**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:

* Marketing
* Advertising
* Basic bookkeeping
* Accounting
* Communication

**Required Knowledge**

The individual needs to demonstrate knowledge of:

* Generation and evaluation of business ideas
* Legal requirements for starting a small business
* SWOT/ PESTEL analysis
* Occupational Safety and Health
* Public relations concepts
* Business plan
* Business financing
* Marketing strategies
* Business management and control
* Production/ operation process
* Product promotion strategies
* Market and feasibility studies
* Business ethics
* Building customer relations
* Business models and strategies
* Types and categories of businesses
* Business internal controls
* Relevant national and local legislation and regulations
* Basic quality control and assurance concepts
* Building relations with customer and employees
* Building competitive advantage of the enterprise
* Business growth 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. Demonstrated entrepreneurial skills 2. Demonstrate competencies to create a small-scale business 3. Demonstrated ability to conceptualize and plan a micro/small business 4. Grew customer base for the small-scale business 5. Demonstrated ability to manage/operate a micro/small-scale business 6. Demonstrated competencies to grow a micro/small-scale business | |
| 1. Resource Implications | |  | | --- | | The following resources should be provided: |  1. Assessment location 2. Case studies on micro/small-scale enterprises 3. Assessment materials |
| 1. Methods of Assessment | Competency in this unit may be assessed through:   |  |  | | --- | --- | | 1. Written tests 2. Observation 3. Oral questioning 4. Portfolio 5. Projects |  | |
| 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/05/4/A

**UNIT DESCRIPTON**

This unit covers competencies required to demonstrate employability skills. It involves conducting self-management, demonstrating critical safe work habits, demonstrating workplace learning and workplace ethics.

**ELEMENTS AND PERFORMANCE CRITERIA**

|  |  |
| --- | --- |
| **ELEMENT**  These describe the key outcomes which make up workplace function. | **PERFORMANCE CRITERIA**  These are assessable statements which specify the required level of performance for each of the elements.  ***Bold and italicized terms are elaborated in the Range*** |
| 1. Conduct self-management | 1. Personal vision, mission and goals are formulated based on potential and in relation to organization objectives 2. Emotional intelligence is demonstrated as per workplace requirements. 3. Individual performance is evaluated and monitored according to the agreed targets. 4. Assertiveness is developed and maintained based on the requirements of the job. 5. Accountability and responsibility for own actions are demonstrated based on workplace instructions. 6. Self-esteem and a positive self-image are developed and maintained based on values. 7. Time management, attendance and punctuality are observed as per the organization policy. 8. Goals are managed as per the organization’s objective 9. Self-strengths and weaknesses are identified based on personal objectives |
| 1. Demonstrate 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. 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 workplace ethics | 1. Policies and guidelines are observed as per the workplace requirements 2. Self-worth and professionalism is exercised in line with personal goals and organizational policies 3. Code of conduct is observed as per the workplace requirements 4. Integrity is demonstrated as per legal requirement |

**RANGE**

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

|  |  |
| --- | --- |
| **Range** | **Variable** |
| 1. Personal objectives may include but not limited to: | * Long term * Short term * Broad * Specific |
| 1. Feedback may include but not limited to: | * Verbal * Written * Informal * Formal |
| 1. Team may include but not limited to: | * Small work group * Staff in a section/department * Inter-agency group |
| 1. Drug and substance abuse may include but not limited to: | * Alcohol * Tobacco * Miraa * Over-the-counter drugs * Cocaine * Bhang * Glue |
| 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 |
| 1. Innovation may include but not limited to: | * New ideas * Original ideas * Different ideas * Methods/procedures * Processes * New tools |

**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
* Critical thinking
* Observation
* Organizing
* Record keeping
* Problem solving
* Decision Making
* Resource utilization

**Required Knowledge**

The individual needs to demonstrate knowledge of:

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

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

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

|  |  |
| --- | --- |
| 1. Critical aspects of Competency | Assessment requires evidence that the candidate:   * 1. Conducted self-management   2. Demonstrated critical safe work habits   3. Demonstrated workplace learning   4. Demonstrated workplace ethics |
| 1. Resource Implications | The following resources should be provided:   1. Access to relevant workplace where assessment can take place 2. Appropriately simulated environment where assessment can take place |
| 1. Methods of Assessment | Competency in this unit may be assessed through:   1. Oral questioning 2. Portfolio of evidence 3. Third Party Reports 4. Written tests |
| 1. Context of Assessment | Competency may be assessed:   1. On-the-job 2. Off-the –job 3. During Industrial attachment |
| 1. Guidance information for assessment | | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. |

# DEMONSTRATE ENVIRONMENTAL LITERACY

**UNIT CODE:** BUS/OS/FRX/BC/06/4/A

**UNIT DESCRIPTION**

# This unit specifies the competencies required to demonstrate environmental literacy. It involves controlling environmental hazard, controlling environmental pollution, demonstrating sustainable resource use and evaluating current practices in relation to resource usage.

**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 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 compiled following standard protocol.   2. Procedures for solid waste management are observed according Environmental Management and Coordination Act 1999   3. Methods for minimizing noise pollution complied following environmental regulations. |
| 1. Demonstrate sustainable use of resource s | * 1. Methods for minimizing wastage are complied with.   2. ***Waste management procedures*** are employed following principles of 3Rs (Reduce, Reuse, Recycle)   3. Methods for economizing or reducing resource consumption are practiced. |
| 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/sector   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 |

**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 are not limited to: | * Masks * Gloves * Goggles * Safety hat * Overall * Hearing protector * Safety boots |
| 1. Environmental pollution control measures may include but are not limited to: | * Methods for minimizing or stopping spread and ingestion of airborne particles * Methods for minimizing or stopping spread and inhaling gases and fumes * Methods for minimizing or stopping spread and ingestion of liquid wastes |
| 1. Waste management procedures may include but are not limited to: | * Sorting * Storing of items * Recycling of items * Disposal of items * Handling * Transport |
| 1. Current resources usage may include but are not limited to: | * Electric * Water * Fuel * Telecommunications * Supplies * Materials |

**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
* Writing
* Communication

**Required Knowledge**

The individual needs to demonstrate knowledge of:

* Storage methods of environmentally hazardous materials
* Disposal methods of hazardous wastes
* Usage of PPE Environmental regulations
* OSHS
* Types of pollution
* Environmental pollution control measures
* Different solid wastes
* Solid waste management
* Different noise pollution
* Methods of minimizing noise pollution
* Solid Waste Act
* Methods of minimizing wastage
* Waste management procedures
* Economizing of resource consumption
* Principle of 3Rs
* Types of resources
* Techniques in measuring current usage of resources
* Calculating current usage of resources
* Types of workplace environmental hazards
* Environmental regulations
* Environmental regulations applying to the enterprise.
* Procedures for assessing compliance with environmental regulations.
* Collection of information on environmental and resource efficiency systems and procedures,
* Measurement and recording of current resource usage
* Analysis and recording of current purchasing strategies.
* Analysis current work processes to access information and data Analysis of data and 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. Controlled environmental hazards 2. Controlled environmental pollution 3. Demonstrated sustainable resource use 4. Evaluated current practices in relation to resource usage |
| 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, etc.)   3. PPEs   4. Manuals and references   5. Legislation, policies, procedures, protocols and local ordinances relating to environmental protection   6. Case studies/scenarios relating to environmental Protection |
| 1. Methods of Assessment | Competency in this unit may be assessed through:   1. Observation 2. Oral questioning 3. Written tests 4. Third party reports 5. Portfolio |
| 1. Context of Assessment | Competency may be assessed:   1. On the job 2. Off the job 3. During industrial attachment |
| 1. Guidance information for assessment | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. |

**DEMONSTRATE OCUPATIONAL SAFETY AND HEALTH PRACTICES**

**UNIT CODE:** BUS/OS/FRX/BC/07/4/A

**UNIT DESCRIPTION**

This unit specifies the competencies required to practice safety and health and comply with OSH requirements relevant to work. It involves observing workplace procedures for hazards and risk prevention and participating in arrangements for workplace safety and health maintenance.

**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. Adhere to workplace procedures for hazards and risk prevention | 1. Arrangement of work area and items in accordance with workplace procedures requirements 2. Work standards and procedures are followed based on instructions 3. ***Prevention and control measures*** are applied based on instructions |
| 1. Participate in arrangements for workplace safety and health maintenance | 1. Orientations on ***OSH requirements and regulations*** is undertaken in line with policy. 2. Feedback on occupational health and safety are provided as per workplace instructions. 3. Workplace procedures for reporting hazards, incidents, injuries and sickness are adhered to as per workplace policy. 4. ***OSH-related training needs*** are identified and proposed as per workplace policy. |

**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** |
| * Prevention and control measures may include but are not limited to: | * Eliminate the hazard * Isolate the hazard * Substitute the hazard with a safer alternative * Use administrative controls to reduce the risk * Use engineering controls to reduce the risk * Use personal protective equipment * Safety, Health and Work Environment Evaluation * Periodic and/or special medical examinations of workers |
| * Safety gears /PPE (Personal Protective Equipment’s) may include but are not limited to: | * Arm/Hand guard, gloves * Eye protection (goggles, shield) * Hearing protection (ear muffs, ear plugs) * Hair Net/cap/bonnet * Hard hat * Face protection (mask, shield) * Apron/Gown/coverall/jump suit * Anti-static suits * High-visibility reflective vest |
| * Incidents and emergencies may include but are not limited to: | * Chemical spills * Equipment/vehicle accidents * Explosion * Fire * Gas leak * Injury to personnel * Structural collapse * Toxic and/or flammable vapors emission. |
| * OSH requirements / regulations may include but are not limited to: | * Building code * Permit to Operate |
| * OSH-related trainings may include but are not limited to: | * Safety Orientations relevant to tasks * Safe and Correct Operation of Tools and Equipment * Health Orientations/trainings * Prevention and Control of OSH Hazards in the workplace * Chemical Handling * Safety Trainings * Prevention and Control of Work-related Injuries and Illness * Basic First-aid Trainings * Emergency Response Trainings * Trainings on use of fire-extinguisher |

**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
* Knowledge management
* Collaborating
* Interpersonal
* Troubleshooting
* Critical thinking
* Observation

**Required Knowledge**

The individual needs to demonstrate knowledge of:

* General OSH principles and legislations
* Principles of good housekeeping (5S)
* Company/workplace policies/ guidelines
* Standards and safety requirements of work process and procedures
* Standard Workplace emergency plan and procedures
* Safety and health requirements of tasks
* Workplace guidelines on providing feedback on OSH and security concerns
* OSH regulations
* Hazard control procedures
* OSH trainings relevant to work

**EVIDENCE GUIDE**

|  |  |
| --- | --- |
| 1. This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range. Critical Aspects of Competency | Assessment requires evidence that the candidate:   1. Arranged work area and items in accordance with 2. workplace procedures requirements 3. Followed work standards and procedures based on instructions 4. Applied ***Prevention and control measures*** based on instructions 5. Undertook orientations on ***OSH requirements and regulations*** in line with policy. 6. Provided feedback on occupational health and safety as per workplace instructions. 7. Adhered to workplace procedures for reporting hazards, incidents, injuries and sickness to as per workplace policy. 8. Identified and proposed ***OSH-related training needs*** as per workplace policy. |
| 1. Resource Implications | The following resources should be provided:   1. Access to relevant workplace where assessment can take place 2. Appropriately simulated environment where assessment can take place |
| 1. Methods of Assessment | Competency in this unit may be assessed through:   1. Oral questioning 2. Portfolio of evidence 3. Third Party Reports 4. Written tests |
| 1. Context of Assessment | Competency may be assessed:   1. On-the-job 2. Off-the –job 3. During Industrial attachment |
| 1. Guidance information for assessment | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. |

# 

# COMMON UNITS OF COMPETENCY

# APPLY KNOWLEDGE OF FINANCIAL MARKETS

**UNIT CODE:** BUS/OS/FRX/CC/01/4/A

**UNIT DESCRIPTION**

This unit specifies the competencies required to apply knowledge of financial markets. It involves; determining financial institutions and markets, operating financial market simulators, conducting financial market analysis, determining financial business risks, documenting financial markets compliance standards and documenting financial markets compliance 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. Determine financial institutions and markets | 1. Financial institutions and markets roles and responsibilities are identified as per rules and regulations and market segment. 2. Financial institutions and markets regulatory obligations are determined as per rules and regulations. 3. Financial institutions and markets compliance expectations are identified as per relevant rules and regulations 4. ***Financial institution s***and markets are identified in accordance with market segment and financial products. |
| 1. Operate 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 as per the SOPs. 5. Data is generated in accordance with legal requirements and manufacturer’s specifications. 6. Financial market simulators systems risks are analyzed |
| 1. Conduct financial market analysis | 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 documented as per proposed market segment. 4. ***SWOT*** analysis is conducted as per prescribed 5. standards 6. ***PESTEL*** analysis is conducted as per prescribed standards 7. Proposed financial business and market analysis models are determined in accordance with market standards. 8. Financial business and market analysis are approved in accordance with prevailing ***regulatory framework.*** 9. Financial business and market analysis reports are documented as per SOPs. |
| 1. Determine financial business risks | 1. ***Financial business risks*** are identified as per the product and the market. 2. Financial business risks policyis documented as per SOPs 3. Methods to mitigate financial business risks are identified in line with the rules and regulations. 4. Financial business risk policy compliance is verified in accordance with and regulations. 5. ***Financial business risk reports*** are documented as per the SOPs. |
| 1. Document financial markets compliance standards | 1. Compliance monitoring methods are identified in accordance with rules and regulations. 2. Compliance standards are set as per international practices. 3. Methods to monitor and evaluate risks are introduced in accordance with legal framework 4. Financial markets investments ***compliance matrix*** is documented in accordance with SOPs 5. Financial markets investments risks management methods are implemented in accordance with the relevant rules and regulations. |
| 1. Document financial market compliance reports | 1. Financial market feedback is analyzed in accordance with SOPs. 2. Compliance feedback is documented in accordance with SOPs. 3. Financial markets compliance reports are documented and shared with stakeholders. |

**RANGE**

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

|  |  |
| --- | --- |
| **VARIABLE** | **RANGE** |
| 1. Financial institutions may include but not limited to: | * Investment banks * Central banks * Asset management firms * Hedge funds firms * Pension funds * Mutual funds * Stock Markets * CDSC * Trading participants/Brokerage firms * Money processors |
| 1. Financial business risks may include but not limited to: | * Reputational * Operational * Strategic * Financial Regulatory |
| 1. Rules and Regulations may include but not limited to: | * CMA rules and regulations * CBK rules and regulations * RBA rules and regulations |
| 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 |
| 1. Compliance matrix may include but not limited to: | May include but not limited to:   * Rules and regulations * Contract * Pricing * Finance & accounting * Procurement * Human resource * Recruitment process |
| 1. Rules and regulations | May include but not limited to:   * Local regulatory authorities   + - Rules and regulations under Capital Markets Act (Cap. 485A)     - CMA Forex Act (Cap. 485A) the Capital Markets (Online Foreign Exchange Trading) Regulations, 2017.     - The Capital Markets (Cap. 485A) Securities Lending and borrowing short selling) regulations, 2017     - The Capital Markets (Cap. 485A) Derivatives markets regulations, 2015.     - The Capital Markets (Cap. 485A) corporate governance guidelines, 2002. |
|  |  |

**REQUIRED SKILLS AND KNOWLEDGE**

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

**Required Skills**

The individual needs to demonstrate the following skills:

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

**Required Knowledge**

The individual needs to demonstrate knowledge of:

* Financial institutions and markets
* Operating financial market simulators
* Configuring and customizing financial market simulators
* Conducting financial business and market analysis
* Introducing and conducting mitigation strategies
* Determining financial business risks
* Documenting investment compliance matrix
* Risk monitoring and evaluation
* Documenting 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. Operated financial market simulators   3. Determined business risks   4. Evaluated and monitored risks   5. Documented 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 may be assessed   1. Off the job 2. on the job 3. During industrial attachment   . |
| 1. Guidance information for assessment | Each unit should be assessed on its own. Holistic assessment with other units relevant to the industry sector, workplace and job role is not recommended. |

# CORE UNITS OF COMPETENCY

# TRADE CURRENCIES IN FINANCIAL MARKETS

**UNIT CODE:** BUS/OS/FRX/CR/01/4/A

**UNIT DESCRIPTION**

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

**ELEMENTS AND PERFORMANCE CRITERIA**

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

**RANGE**

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

|  |  |
| --- | --- |
| **VARIABLE** | **RANGE** |
| 1. Rules and Regulations may include but are not limited to: | * CMA rules and regulations * CBK rules and regulations * RBA rules and regulations |
| 1. Characteristics of the order may include but are not limited to: | * Market * Limit * Good till execution * Conditional (pending orders) |
| 1. Trading status may include but are not limited to: | * Dividends * Capital gains * Interest payments |
| 1. Trade transaction report templates may include but are not limited to: | * Market performance * Highest gainers and losers * Volumes traded   Market capitalization |
| 1. Financial data may include but are not limited to: | * Daily trading transactions * Maintenance updates * Transaction details   + - Currencies traded     - Daily trading     - Prices executed     - Amount spent     - Commissions chargeable * Daily financial currenciesmarket performance reports |
| 1. Risk and business compliance may include but are not limited to: | * Rules and regulations under Capital Markets Act (Cap. 485A) * CMA Forex Act (Cap. 485A) The Capital Markets (Online Foreign Exchange Trading) Regulations, 2017. * The Capital Markets (Cap. 485A) Securities Lending and borrowing short selling) regulations, 2017 * The Capital Markets (Cap. 485A) Derivatives markets regulations, 2015. * The Capital Markets (Cap. 485A) Corporate governance guidelines, 2002. |
| 1. Periodic currencies trading report may include but are not limited to: | * Market * Trading * Compliance * Risks * Market price list |
| 1. Stakeholders may include but are not limited to: | * Shareholders * General public * Media houses * Investors * Government/regulators |
| 1. Trade transaction reports may include but are not limited to: | * Daily trading * Currencies traded * Commissions chargeable * Prices executed * Amount spent * Daily currencies market performance reports |

**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
* Documentation
* Data processing
* Critical thinking
* Communication

**Required Knowledge**

The individual needs to demonstrate knowledge of:

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

**EVIDENCE GUIDE**

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

|  |  |
| --- | --- |
| 1. Critical Aspects of Competency | Assessment requires evidence that the candidate:   * 1. Developed currencies trading plan   2. Continuously executed currency trading   3. Managed currency trading orders   4. Generated currency trading data   5. Analyzed and documented currencies market performance reports   6. Documented and shared (with relevant stakeholders) currencies trading reports |
| 1. Resource Implications | The following resources should be provided:   1. Access to relevant workplace where assessment can take place 2. Appropriately simulated environment where assessment can take place |
| 1. Methods of Assessment | Competency in this unit may be assessed through:   1. Observation 2. Third party reported 3. Written 4. Oral |
| 1. Context of Assessment | Competency may be assessed   1. Off the job 2. on the job 3. During industrial attachment |
| 1. Guidance information for assessment | Each unit should be assessed on its own. Holistic assessment with other units relevant to the industry sector, workplace and job role is not recommended. |

# CONTROL CURRENCY RISKS

**UNIT CODE:** BUS/OS/FRX/CR/02/4/A

**UNIT DESCRIPTION**

This unit specifies the competencies required to control currencies risks. It involves; determining currencies risks, documenting currencies risk registers, rating cards and reporting strategies, conducting currencies risks mitigation and compliance, monitoring currencies financial business processes and documenting currencies risk report.

**ELEMENTS AND PERFORMANCE CRITERIA**

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

**RANGE**

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

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

**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

**Required Knowledge**

The individual needs to demonstrate knowledge of:

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

**EVIDENCE GUIDE**

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

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

# COMMUNICATE CURRENCIES FINANCIAL INFORMATION

**UNIT CODE:** BUS/OS/FX/CR/03/4/A

**UNIT DESCRIPTION**

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

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

**RANGE**

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

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| **VARIABLE** | **RANGE** |
| 1. Communication policy may include but not limited to: | * CMA rules and regulations |
| 1. Reporting standards of disclosure may include but not limited to: | * Media houses * Social media * Internal memos |
| 1. Mode of presentation may include but not limited to: | * Newsprint * Hardcopy * Softcopy * Reports |
| 1. Types of currencies financial information may include but not limited to: | * Daily trading * Currencies traded * Breaking news * Mergers and Acquisitions * Commissions chargeable * Amount spent * Prices executed |
| 1. Currencies information is structured may include but not limited to: | * Risks * Market report * Trading * Compliance * Market price list |
| 1. Currencies financial information consumers/users may include but not limited to: | * Media houses * General public * Stakeholders * Traders * Investors * Individuals |
| 1. Currencies information is archived may include but not limited to: | * Hard drives * Cloud computing * Data bank storage * Hardcopies * Backups of original backup |
| 1. Rules and regulations may include but not limited to: | * CMA rules and regulations * CBK rules and regulations |
| 1. Compliance matrix may include but not limited to: | * Rules and regulations * Contract * Pricing * Finance & accounting * Procurement * Human resource * Recruitment process |
| 1. Approving authority may include but not limited to: | * Capital Markets Authority (CMA) * Central Bank of Kenya (CBK) * Retirement Benefits Authority (RBA) |

**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
* Documentation
* Financial communication
* Compliance
* Reporting
* Structuring
* Packaging financial information
* Monitoring

**Required Knowledge**

The individual needs to demonstrate knowledge of:

* Documenting policies of communication
* Types of currencies financial information.
* Currencies communication users
* Structuring currencies financial information.
* Archiving currencies financial information
* Monitoring impact of currencies financial information.
* Ascertaining credibility of currencies financial information.
* Compliance of currencies financial information
* Documenting communication strategies and standards
* Analyzing currencies financial information
* Implementing communication standards
* Documenting currencies financial information and compliance reports
* Methods of analyzing currencies 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. Documented currencies financial information communication policy   2. Analyzed currencies financial information data and documented reports   3. Documented currencies financial information communication standards   4. Classified currencies financial information communication and consumers/users   5. Monitored currencies financial information communication   6. Documented and shared currencies financial information communication reports |
| 1. Resource Implications | The following resources should be provided:   1. Access to relevant workplace where assessment can take place 2. Appropriately simulated environment where assessment can take place |
| 1. Methods of Assessment | Competency in this unit may be assessed through:   1. Observation 2. Third party report 3. Written 4. Oral |
| 1. Context of Assessment | Competency may be assessed   1. Off the job 2. on the job 3. During industrial attachment |
| 1. Guidance information for assessment | Each unit should be assessed on its own. Holistic assessment with other units relevant to the industry sector, workplace and job role is not recommended. |