

**REPUBLIC OF KENYA**

**COMPETENCY BASED CURRICULUM**

**FOR**

**CERTIFIED PENSION MANAGEMENT**

**LEVEL 6**

****

TVET CDACC

P.O. BOX 15745-00100

NAIROBI

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# FOREWORD

The TVET Curriculum Development, Assessment and Certification council (TVET CDACC) in conjunction with the Pension Industry Sector Skills Advisory Committee (SSAC) and Institute of Pension Management have developed this competency based curriculum in Certified Pension Manager. This curriculum will allow the trainee to gain competency in Pension operations and management.

The curriculum is designed and organized with clear outline of learning outcomes, specific learning outcomes, suggested delivery methods, training/learning resources and methods of assessing the trainee’s achievement. The curriculum is competency based allowing for trainee’s exit to the world of work and easy re-entry to the course.

I am grateful to the staff of TVET CDACC, council technical committee members, Management of Institute of Pension Management, Pension Industry SSAC members and all those who participated in the development, verification and production of this curriculum.

**PRINCIPAL SECRETARY**

**VOCATIONAL AND TECHNICAL TRAINING MINISTRY OF EDUCATION**

# PREFACE

The Kenyan Pension industry is projected to hit USD in year 2017 according to industry regulator Retirements Benefits Authority (RBA). The rapid growth of the sector has been attributed to, among other factors, the increased level of awareness on the need to save for retirement, bolstered regulatory role of the industry regulator RBA, as well as enhanced awareness on the management of Retirement Benefits Schemes by the Stakeholders.

The industry was largely unregulated until 1997. The only regulations governing the sector were those inscribed in the Income Tax Act and Trust Laws and these tended to be broad regulations, which did not encompass developmental objectives. The industry experienced numerous problems due to the absence of a clear regulatory environment until the enactment of Retirement Benefits Act of 1997 – revised in 2010 and the Kenya Revenue Authority for Tax exemption purposes.

Despite the industry’s astronomical growth in the past decade, governance of pension schemes is still an emerging issue of

increasing importance and retirement benefits professionals/providers are required to have the knowledge, competencies, processes and structures in place to meet the stringent requirements set out in the Retirement Benefits Act and the relevant statutes governing retirement benefits in Kenya and in line with best practice.

The Certified Pensions Manager curriculum aims to address the unavailability of professional training in Pension management that will build the required Human technical capacity not only in Kenya but in Africa at large.

The curriculum is competency based and market driven as it has been developed in collaboration with industry players through the Pension Industry Sector Skills Advisory Committee.

It is my conviction that the implementation of this curriculum will play a great role towards training of competent Pension Professionals needed by the pension industry as a whole. Technical and Vocational Education and Training Authority (TVETA) will quality assure programmes launched under this CBET curriculum.

**PROF. CHARLES M. M. ONDIEKI, PHD, FIET (K), CON.**

**ENG. TECH.**

**CHAIRMAN, TVET CDACC**

# ACKNOWLEDGMENT

In developing this curriculum, significant involvement and support was received from various persons and organizations to make it inclusive in terms of content for the benefit of all who will use it. The curriculum has been designed for competency based training and has independent units of competence that allow the trainee flexibility in entry and exit.

I take this opportunity to acknowledge the Institute of Pension Management Board of Directors and Management for initiating and supporting the process of developing this curriculum.

The TVET CDACC recognizes with appreciation the role of the Pension Industry Sector Skills Advisory Committee (SSAC) in ensuring that competencies required by the industry are addressed in the curriculum. We also sincerely thank all stakeholders in the Pension Sector for their valuable input and all those who participated in the process of developing this curriculum.

We are convinced that this curriculum will go a long way in ensuring that the professionals in the Pension sector acquire competencies that will enable them perform their job more efficiently.

**DR. LAWRENCE GUANTAI M’ITONGA, PhD**

**COUNCIL SECRETARY/CEO TVET CDACC**

# ACRONYMS

RBS Retirement Benefits Scheme

CDACC Curriculum Development Assessment and Certification Council

CUR Curriculum

CBET Competency Based Education and Training

CPM Certified Pension Manager

IPM Institute of Pension Management

SAS Statement of Audit Standards

PM Pension Manager

# KEY TO UNIT CODE

**BUS/ CU/ PI/BC/ 01 / 5**

****

Industry or sector

Curriculum

Occupational area

Type of Unit

Unit number

Competency level

# COURSE OVERVIEW

**Brief Description of the Course**

The course is intended for pension professionals, trustees, personnel/human resources specialists, accountants, auditors, lawyers, investment managers, Pension Secretariat Staff, financial advisers, trade union negotiators, heads of small businesses, pensions/financial journalists and others who deal with retirement benefits schemes in one way or the other. The minimum entry level will be Bachelor’s Degree in pension related field or 3 years work experience in handling pension matters.

The course consists of the following basic and core units of learning:

**Units of Learning**

This course consists of basic units of learning as indicated below;

|  |  |  |  |
| --- | --- | --- | --- |
| **Unit of Learning****Code** | **Unit of Learning****Title** | **Duration in Hours** | **Credit Factor** |
| BUS/CU/PI/BC/01/6 | Communication skills | 40 | 4 |
| BUS/CU/PI/BC/02/6 | Numeracy skills | 70 | 7 |
| BUS/CU/PI/BC/03/6 | Digital Literacy | 80 | 8 |
| BUS/CU/PI/BC/04/6 | Entrepreneurial skills | 80 | 8 |
| BUS/CU/PI/BC/05/6 | Employability skills | 60 | 6 |
| BUS/CU/PI/BC/06/6 | Environmental literacy | 40 | 4 |
| BUS/CU/PI/BC/07/6 | Occupational safety and health practices | 50 | 5 |
| Total | 420 | 40 |

**Core Units of Learning**

This course consists of Eight (8) Units of learning as shown in the table below:

These Units of Learning are independent of each other and may be taken independently.

|  |  |  |  |
| --- | --- | --- | --- |
| **Unit of Learning Code** | **Unit of Learning Title** | **Duration in Hours** | **Credit Factor** |
| BUS/CU/PI/CR/01/6 | Auditing Retirement Benefits Scheme (RBS) Book of Accounts | 195 | 19.5 |
| BUS/CU/PI/CR/02/6 | Retirement Benefit Scheme (RBS) Actuarial Services | 195 | 19.5 |
| BUS/CU/PI/CR/03/6 | Retirement Benefits Scheme (RBS) Investment Management | 195 | 19.5 |
| BUS/CU/PI/CR/04/6 | Retirement Benefit Scheme (RBS) Custody Services | 195 | 19.5 |
| BUS/CU/PI/CR/05/6 | Retirement Benefits Scheme (RBS) Accounting Services | 195 | 19.5 |
| BUS/CU/PI/CR/06/6 | Retirement Benefits Scheme (RBS) Administration Services | 195 | 19.5 |
| BUS/CU/PI/CR/07/6 | Provide Retirement Benefits Scheme (RBS) Trust Secretariat Services | 195 | 19.5 |
| BUS/CU/PI/CR/08/6 | Retirement Benefits Scheme (RBS) Legal Services | 195 | 19.5 |
| BUS/CU/PI/CR/09/6 | Industrial Attachment | 480 | 48.0 |
| **Total** | **2040** | **204** |
| **Grand Total** | **2460**  | **246** |

The course will take a total of **2400 hours (240 weeks)** to complete all the units of learning and industrial attachment. Each unit of learning covers a wide scope in the area of competency and a student will attain a certificate on that area of competency. Completion of all the units will lead to a Certified Pension Manager qualification.

**Entry Requirements**

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

1. Attained KCSE with a mean grade of C- (Minus)

**Or**

1. Kenya Certificate of Secondary Education (KCSE)

**Or**

1. Equivalent qualifications as determined by Kenya National Qualifications Authority (KNQA)

**Trainer qualification**

A trainer for this course should have a higher qualification than the level of this course

**Assessment**

The course will be assessed at two levels: internally and externally. Internal assessment is continuous and is conducted by the trainer who is monitored by an internal accredited verifier while external assessment is the responsibility of TVET CDACC.

**Certification**

On successful completion of a unit of learning, a trainee will be issued with a Certificate of acknowledging achievement of the competence and on successful completion of all units of learning a trainee will be awarded a National Certified Pensions Manager qualification. These certificates will be issued by TVET CDACC in conjunction with training provider.

# BASIC UNITS OF COMPETENCY

## COMMUNICATION SKILLS

**UNIT CODE:** TEX/CU/LT/BC/01/6/A

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: Demonstrate Communication Skills

**Duration of Unit:** 40 hours

**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.

**Summary of Learning Outcomes**

1. Meet communication needs of clients and colleagues
2. Develop communication strategies
3. Establish and maintain communication pathways
4. Promote use of communication strategies
5. Conduct interview
6. Facilitate group discussion
7. Represent the organization

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Meet communication needs of clients and colleagues
 | * Communication process
* Modes of communication
* Medium of communication
* Effective communication
* Barriers to communication
* Flow of communication
* Sources of information
* Organizational policies
* Organization requirements for written and electronic communication methods
* Report writing
* Effective questioning techniques (clarifying and probing)
* Workplace etiquette
* Ethical work practices in handling communication
* Active listening
* Feedback
* Interpretation
* Flexibility in communication
* Types of communication strategies
* Elements of communication strategy
 | * Interview
* Written texts
 |
| 1. Develop communication strategies
 | * Dynamics of groups
* Styles of group leadership
* Openness and flexibility in communication
* Communication skills relevant to client groups
 | * Interview
* Written texts
 |
| 1. Establish and maintain communication pathways
 | * Types of communication pathways
 | * Interview
* Written texts
 |
| 1. Promote use of communication strategies
 | * Application of elements of communication strategies
* Effective communication techniques
 | * Interview
* Written texts
 |
| 1. Conduct interview
 | * Types of interview
* Establishing rapport
* Facilitating resolution of issues
* Developing action plans
 | * Interview
* Written texts
 |
| 1. Facilitate group discussion
 | * Identification of communication needs
* Dynamics of groups
* Styles of group leadership
* Presentation of information
* Encouraging group members participation
* Evaluating group communication strategies
 | * Interview
* Written texts
 |
| 1. Represent the organization
 | * Presentation techniques
* Development of a presentation
* Multi-media utilization in presentation
* Communication skills relevant to client groups
 | * Interview
* Written texts
 |

**Suggested Methods of Instruction**

* Discussion
* Role playing
* Simulation
* Direct instruction

**Recommended Resources**

* Desktop computers/laptops
* Internet connection
* Projectors
* Telephone

## NUMERACY SKILLS

**UNIT CODE:** TEX/CU/LT/BC/02/6/A

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: Demonstrate Numeracy Skills.

**Duration of Unit:** 60 hours

**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.

**Summary of Learning Outcomes**

1. Apply a wide range of mathematical calculations for work
2. Apply ratios, rates and proportions to solve problems
3. Estimate, measure and calculate measurement for work
4. Use detailed maps to plan travel routes for work
5. Use geometry to draw and construct 2D and 3D shapes for work
6. Collect, organize and interpret statistical data
7. Use routine formula and algebraic expressions for work
8. Use common functions of a scientific calculator

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Apply a wide range of mathematical calculations for work
 | * Fundamentals of mathematics
* Addition, subtraction, multiplication and division of positive and negative numbers
* Algebraic expressions manipulation
* Forms of fractions, decimals and percentages
* Expression of numbers as powers and roots
 | * Written tests
* Assignments
* Supervised exercises
 |
| 1. Apply ratios, rates and proportions to solve problems
 | * Rates, ratios and proportions
* Meaning
* Conversions into percentages
* Direct and inverse proportions determination
* Performing calculations
* Construction of graphs, charts and tables
* Recording of information
 | * Written tests
* Assignments
* Supervised exercises
 |
| 1. Estimate, measure and calculate measurement for work
 | * Units of measurements and their symbols
* Identification and selection of measuring equipment
* Conversion of units of measurement
* Perimeters of regular figures
* Areas of regular figures
* Volumes of regular figures
* Carrying out measurements
* Recording of information
 | * Assignments
* Supervised exercises
* Written tests
 |
| 1. Use detailed maps to plan travel routes for work
 | * Identification of features in routine maps and plans
* Symbols and keys used in routine maps and plans
* Identification and interpretation of orientation of map to North
* Demonstrate understanding of direction and location
* Apply simple scale to estimate length of objects, or distance to location or object
* Give and receive directions using both formal and informal language
* Planning of routes
* Calculation of distance, speed and time
 | * Written
* Practical test
 |
| 1. Use geometry to draw and construct 2D and 3D shapes for work
 | * Identify two dimensional shapes and routine three dimensional shapes in everyday objects and in different orientations
* Explain the use and application of shapes
* Use formal and informal mathematical language and symbols to describe and compare the features of two dimensional shapes and routine three dimensional shapes
* Identify common angles
* Estimate common angles in everyday objects
* Evaluation of unknown angles
* Use formal and informal mathematical language to describe and compare common angles
* Symmetry and similarity
* Use common geometric instruments to draw two dimensional shapes
* Construct routine three dimensional objects from given nets
 |  |
| 1. Collect, organize and interpret statistical data
 | * + Classification of data
* Grouped data
* Ungrouped data
	+ Data collection
* Observation
* Recording
	+ Distinguishing between sampling and census
	+ Importance of sampling
	+ Errors in sampling
	+ Types of sampling and their limitations e.g.
* Stratified random
* Cluster
* Judgmental
	+ Tabulation of data
* Class intervals
* Class boundaries
* Frequency tables
* Cumulative frequency
	+ Diagrammatic and graphical presentation of data e.g.
* Histograms
* Frequency polygons
* Bar charts
* Pie charts
* Cumulative frequency curves
	+ Interpretation of data
 | * Assignments
* Supervised exercises
* Written tests
 |
| 1. Use routine formula and algebraic expressions for work
 | * + Solving linear equations
	+ Linear graphs
* Plotting
* Interpretation
* Applications of linear graphs
* Curves of first and second degree
* Plotting
* Interpretation
 | * Assignments
* Supervised exercises
* Written tests
 |
| 8. Use common functions of a scientific calculator | * Identify and use keys for common functions on a calculator
* Calculate using whole numbers, money and routine decimals and percentages
* Calculate with routine fractions and percentages
* Apply order of operations to solve multi-step calculations
* Interpret display and record result
 | * Written
* Practical test
 |

**Suggested Methods of Instruction**

* Group discussions
* Demonstration by trainer
* Practical work by trainee
* Exercises

**Recommended Resources**

* Calculators
* Rulers, pencils, erasers
* Charts with presentations of data
* Graph books
* Dice

## DIGITAL LITERACY

**UNIT CODE:** TEX/CU/LT/BC/03/6/A

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: Demonstrate Digital Literacy

**Duration of Unit:** 60 hours

**Unit Description**

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

**Summary of Learning Outcomes**

1. Identify computer software and hardware
2. Apply security measures to data, hardware, software in automated environment
3. Apply computer software in solving tasks
4. Apply internet and email in communication at workplace
5. Apply desktop publishing in official assignments
6. Prepare presentation packages

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Identify computer hardware and software
 | * Concepts of ICT
* Functions of ICT
* History of computers
* Components of a computer
* Classification of computers
 | * Written tests
* Oral presentation
 |
| 1. Apply security measures to data, hardware, software in automated environment
 | * Data security and control
* Security threats and control measures
* Types of computer crimes
* Detection and protection against computer crimes
* Laws governing protection of ICT
 | * Written tests
* Oral presentation
* Project
 |
| 1. Apply computer software in solving tasks
 | * Operating system
* Word processing
* Spread sheets
* Data base design and manipulation
* Data manipulation, storage and retrieval
 | * Oral questioning
* Project
 |
| 1. Apply internet and email in communication at workplace
 | * Computer networks
* Network configurations
* Uses of internet
* Electronic mail (e-mail) concept
 | * Oral questioning
* Written report
 |
| 1. Apply desktop publishing in official assignments
 | * Concept of desktop publishing
* Opening publication window
* Identifying different tools and tool bars
* Determining page layout
* Opening, saving and closing files
* Drawing various shapes using DTP
* Using colour pellets to enhance a document
* Inserting text frames
* Importing and exporting text
* Object linking and embedding
* Designing of various publications
* Printing of various publications
 | * Oral questioning
* Written report
* Project
 |
| 1. Prepare presentation packages
 | * Types of presentation packages
* Procedure of creating slides
* Formatting slides
* Presentation of slides
* Procedure for editing objects
 | * Oral questioning
* Written report
* Project
 |

**Suggested Methods of Instruction**

* Instructor led facilitation of theory
* Demonstration by trainer
* Practical work by trainee
* Viewing of related videos
* Project
* Group discussions

**Recommended Resources**

* Computers
* Printers
* Storage devices
* Internet access

## ENTREPRENEURIAL SKILLS

**UNIT CODE:** TEX/CU/LT/BC/04/6/A

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: Demonstrate Entrepreneurial Skills

**Duration of unit:** 100 hours

**Unit Description**

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

**Summary of Learning Outcomes**

* 1. Demonstrate understanding of who an entrepreneur
	2. Demonstrate knowledge of entrepreneurship and self-employment
	3. Identify entrepreneurship opportunities
	4. Create entrepreneurial awareness
	5. Apply entrepreneurial motivation
	6. Develop business innovative strategies
	7. Develop Business plan

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Demonstrate knowledge of entrepreneurship and self-employment
 | * Importance of self-employment
* Requirements for entry into self-employment
* Role of an Entrepreneur in business
* Contributions of Entrepreneurs to National development
* Entrepreneurship culture in Kenya
* Born or made entrepreneurs
 | * Individual/group assignments
* Projects
* Written tests
* Oral questions
* Third party report
 |
| 1. Identify entrepreneurship opportunities
 | * Business ideas and opportunities
* Sources of business ideas
* Business life cycle
* Legal aspects of business
* Assessment of product demand
* Business environment
* Factors to consider when evaluating business environment
* Technology in business
 | * Individual/group assignments
* Projects
* Written tests
* Oral questions
* Third party report
* Interviews
 |
| 1. Create entrepreneurial awareness
 | * Forms of businesses
* Sources of business finance
* Factors in selecting source of business finance
* Governing policies on Small Scale Enterprises (SSEs)
* Problems of starting and operating SSEs
 | * Individual/group assignments
* Projects
* Written tests
* Oral questions
* Third party report
* Interviews
 |
| 1. Apply entrepreneurial motivation
 | * Internal and external motivation
* Motivational theories
* Self-assessment
* Entrepreneurial orientation
* Effective communications in entrepreneurship
* Principles of communication
* Entrepreneurial motivation
 | * Case studies
* Individual/group assignments
* Projects
* Written tests
* Oral questions
* Third party report
* Interviews
 |
| 1. Develop business innovative strategies
 | * Innovation in business
* Small business Strategic Plan
* Creativity in business development
* Linkages with other entrepreneurs
* ICT in business growth and development
 | * Case studies
* Individual/group assignments
* Projects
* Written tests
* Oral questions
* Third party report
* Interviews
 |
| 1. Develop Business Plan
 | * Business description
* Marketing plan
* Organizational/Management
* plan
* Production/operation plan
* Financial plan
* Executive summary
* Presentation of Business Plan
 | * Case studies
* Individual/group assignments
* Projects
* Written tests
* Oral questions
* Third party report
* Interviews
 |

**Suggested Methods of Instruction**

* Direct instruction
* Project
* Case studies
* Field trips
* Discussions
* Demonstration
* Question and answer
* Problem solving
* Experiential
* Team training

**Recommended Resources**

* Case studies
* Business plan templates
* Computers
* Overhead projectors
* Internet
* Mobile phone
* Video clips
* Films
* Newspapers and Handouts
* Business Journals
* Writing materials

## EMPLOYABILITY SKILLS

**UNIT CODE:** TEX/CU/LT/BC/05/6/A

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: Demonstrate Employability Skills

**Duration of Unit:** 80 hours

**Unit Description**

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.

**Summary of Learning Outcomes**

1. Conduct self-management
2. Demonstrate interpersonal communication
3. Demonstrate critical safe work habits
4. Lead a workplace team
5. Plan and organize work
6. Maintain professional growth and development
7. Demonstrate workplace learning
8. Demonstrate problem solving skills
9. Manage ethical performance

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Conduct self-management
 | * Self-awareness
* Formulating personal vision, mission and goals
* Strategies for overcoming life challenges
* Managing emotions
* Emotional intelligence
* Assertiveness versus aggressiveness
* Expressing personal thoughts, feelings and beliefs
* Developing and maintaining high self-esteem
* Developing and maintaining positive self-image
* Setting performance targets
* Monitoring and evaluating performance
* Articulating ideas and aspirations
* Accountability and responsibility
* Good work habits
* Self-awareness
* Values and beliefs
* Self-development
* Financial literacy
* Healthy lifestyle practices
* Adopting safety practices
 | * Written tests
* Oral questioning
* Interviewing
* Portfolio of evidence
* Third party report
 |
| 1. Demonstrate interpersonal communication
 | * Meaning of interpersonal communication
* Listening skills
* Types of audience
* Public speaking
* Writing skills
* Negotiation skills
* Reading skills
* Meaning of empathy
* Understanding customers’ needs
* Establishing communication networks
* Assertiveness
* Sharing information
 | * Written tests
* Oral questioning
* Interviewing
* Portfolio of evidence
* Third party report
 |
| 1. Demonstrate critical safe work habits
 | * Stress and stress management
* Time concept
* Punctuality and time consciousness
* Leisure
* Integratingpersonal objectives into organizational objectives
* Resources mobilization
* Resources utilization
* Setting work priorities
* Developing healthy relationships
* HIV and AIDS
* Drug and substance abuse
* Managing emerging issues
 | * Written tests
* Oral questioning
* Interviewing
* Portfolio of evidence
* Third party report
 |
| 1. Lead a workplace team
 | * Leadership qualities
* Power and authority
* Team building
* Determination of team roles and objectives
* Team parameters and relationships
* Individual responsibilities in a team
* Forms of communication
* Complementing team activities
* Gender and gender mainstreaming
* Human rights
* Developing healthy relationships
* Maintaining relationships
* Conflicts and conflict resolution
* Coaching and mentoring skills
 | * Written tests
* Oral questioning
* Interviewing
* Portfolio of evidence
* Third party report
 |
| 1. Plan and organize work
 | * Functions of management
* Planning
* Organizing
* Time management
* Decision making concept
* Task allocation
* Developing work plans
* Developing work goals/objectives and deliverables
* Monitoring work activities
* Evaluating work activities
* Resource mobilization
* Resource allocation
* Resource utilization
* Proactive planning
* Risk evaluation
* Problem solving
* Collecting, analysing and organising information
* Negotiation
 | * Written tests
* Oral questioning
* Interviewing
* Portfolio of evidence
* Third party report
 |
| 1. Maintain professional growth and development
 | * Avenues for professional growth
* Training and career opportunities
* Assessing training needs
* Mobilizing training resources
* Licenses and certifications for professional growth and development
* Pursuing personal and organizational goals
* Managing work priorities and commitments
* Recognizing career advancement
 | * Written tests
* Oral questioning
* Interviewing
* Portfolio of evidence
* Third party report
 |
| 1. Demonstrate workplace learning
 | * Managing own learning
* Mentoring
* Coaching
* Contributing to the learning community at the workplace
* Cultural aspects of work
* Networking
* Variety of learning context
* Application of learning
* Safe use of technology
* Taking initiative/proactivity
* Flexibility
* Identifying opportunities
* Generating new ideas
* Workplace innovation
* Performance improvement
* Managing emerging issues
* Future trends and concerns in learning
 | * Written tests
* Oral questioning
* Interviewing
* Portfolio of evidence
* Third party report
 |
| 1. Demonstrate problem solving skills
 | * Critical thinking process
* Data analysis tools
* Decision making
* Creative thinking
* Development of creative, innovative and practical solutions
* Independence in identifying and solving problems
* Solving problems in teams
* Application of problem-solving strategies
* Testing assumptions
* Resolving customer concerns
 | * Written tests
* Oral questioning
* Interviewing
* Portfolio of evidence
* Third party report
 |
| 1. Manage ethical performance
 | * Meaning of ethics
* Ethical perspectives
* Principles of ethics
* Ethical standards
* Organization code of ethics
* Common ethical dilemmas
* Organization culture
* Corruption, bribery and conflict of interest
* Privacy and data protection
* Diversity, harassment and mutual respect
* Financial responsibility/accountability
* Etiquette
* Personal and professional integrity
* Commitment to jurisdictional laws
* Emerging issues in ethics
 | * Written tests
* Oral questioning
* Interviewing
* Portfolio of evidence
* Third party report
 |

**Suggested Methods of Instruction**

* Demonstrations
* Simulation/Role play
* Group Discussion
* Presentations
* Assignments
* Q&A

**Recommended Resources**

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

## ENVIRONMENTAL LITERACY

**UNIT CODE**:TEX/CU/LT/BC/06/6/A

**Relationship to Occupational Standards**:

This unit addresses the Unit of Competency: Demonstrate Environmental Literacy

**Duration of Unit:** 40 hours

**Unit Description**

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

**Summary of Learning Outcomes**

1. Control environmental hazard
2. Control environmental Pollution
3. Demonstrate sustainable resource use
4. Evaluate current practices in relation to resource usage
5. Identify Environmental legislations/conventions for environmental concerns
6. Implement specific environmental programs
7. Monitor activities on Environmental protection/Programs
8. Analyze resource use
9. Develop resource conservation plans

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** |  **Content** | **Suggested Assessment Methods** |
| 1. Control environmental hazard
 | * Purposes and content of Environmental Management and Coordination Act 1999
* Storage methods for environmentally hazardous materials
* Disposal methods of hazardous wastes
* Types and uses of PPE in line with environmental regulations
* Occupational Safety and Health Standards (OSHS)
 | * Written questions
* Oral questions
 |
| 1. Control environmental Pollution control
 | * Types of pollution
* Environmental pollution control measures
* Types of solid wastes
* Procedures for solid waste management
* Different types of noise pollution
* Methods for minimizing noise pollution
 | * Written questions
* Oral questions
* Role play
 |
| 1. Demonstrate sustainable resource use
 | * Types of resources
* Techniques in measuring current usage of resources
* Calculating current usage of resources
* Methods for minimizing wastage
* Waste management procedures
* Principles of 3Rs (Reduce, Reuse, Recycle)
* Methods for economizing or reducing resource consumption
 | * Written questions
* Oral questions
* Role play
 |
| 1. Evaluate current practices in relation to resource usage
 | * 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 of current work processes to access information and data
* Identification of areas for improvement
 | * Written questions
* Oral questions
* Role play
 |
| 1. Identify Environmental legislations/conventions for environmental concerns
 | * Environmental issues/concerns
* Environmental legislations /conventions and local ordinances
* Industrial standard /environmental practices
* International Environmental Protocols (Montreal, Kyoto)
* Features of an environmental strategy
 | * Written questions
* Oral questions
 |
| 1. Implement specific environmental programs
 | * Community needs and expectations
* Resource availability
* 5s of good housekeeping
* Identification of programs/Activities
* Setting of individual roles /responsibilities
* Resolving problems /constraints encountered
* Consultation with stakeholders
 | * Written questions
* Oral questions
* Role play
 |
| 1. Monitor activities on Environmental protection/Programs
 | * Periodic monitoring and Evaluation of activities
* Gathering feedback from stakeholders
* Analyzing data gathered
* Documentation of recommendations and submission
* Setting of management support systems to sustain and enhance the program
* Monitoring and reporting of environmental incidents to concerned /proper authorities
 | * Oral questions
* Written tests
* Practical test
 |
| 1. Analyze resource use
 | * Identification of resource consuming processes
* Determination of quantity and nature of resource consumed
* Analysis of resource flow through different parts of the process.
* Classification of wastes for possible source of resources.
 | * Written tests
* Oral questions
* Practical test
 |
| 1. Develop resource Conservation plans
 | * Determination of efficiency of use/conversion of resources
* Causes of low efficiency of use of resources
* Plans for increasing the efficiency of resource use
 | * Written tests
* Oral questions
* Practical test
 |

**Suggested Methods of Instruction**

* Instructor led facilitation of theory
* Practical demonstration of tasks by trainer
* Practice by trainees
* Observations and comments and corrections by trainers

**Recommended Resources**

* Standard operating and/or other workplace procedures manuals
* Specific job procedures manuals
* Environmental Management and Coordination Act 1999
* Machine/equipment manufacturer’s specifications and instructions
* Personal Protective Equipment (PPE)
* ISO standards
* Company environmental management systems (EMS)
* Montreal Protocol
* Kyoto Protocol

## OCCUPATIONAL SAFETY AND HEALTH PRACTICES

**UNIT CODE:** TEX/CU/LT/BC/07/6/A

**Relationship to Occupational Standards**

This unit addresses the unit of competency: Demonstrate Occupational Safety and Health Practices

**Duration of Unit:** 40 hours

**Unit Description**

This unit specifies the competencies required to demonstrate occupational health and safety practices. It involves identifying workplace hazards and risk, identifying and implementing appropriate control measures to hazards and risks and implementing OSH programs, procedures and policies/guidelines.

**Summary of Learning Outcomes**

1. Identify workplace hazards and risk
2. Control OSH hazards
3. Implement OSH programs

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Identify workplace hazards and risks
 | * Identification of hazards in the workplace and/or the indicators of their presence
* Evaluation and/or work environment measurements of OSH hazards/risk existing in the workplace
* Gathering of OSH issues and/or concerns
 | * Oral questions
* Written tests
* Portfolio of evidence
* Third party report
 |
| 1. Control OSH hazards
 | * Prevention and control measures e.g. use of PPE
* Risk assessment
* Contingency measures
 | * Oral questions
* Written tests
* Portfolio of evidence
* Third party report
 |
| 1. Implement OSH

 programs | * Company OSH program, evaluation and review
* Implementation of OSH programs
* Training of team members and advice on OSH standards and procedures
* Implementation of procedures for maintaining OSH-related records
 | * Oral questions
* Written tests
* Portfolio of evidence
* Third party report
 |

**Suggested Methods of instruction**

* Assigments
* Discussion
* Q&A
* Role play
* Viewing of related videos

**Recommended Resources**

* Standard operating and/or other workplace procedures manuals
* Specific job procedures manuals
* Machine/equipment manufacturer’s specifications and instructions
* Personal Protective Equipment (PPE) e.g.
* Mask
* Face mask/shield
* Safety boots
* Safety harness
* 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

# CORE UNITS OF COMPETENCY

# AUDITING RETIREMENT BENEFITS SCHEME (RBS) BOOKS OF ACCOUNTS

**UNIT CODE: BUS/CU/PI/CR/01/6**

**Relationship to Occupational Standards**

This unit addresses the unit of competence: Audit RBS Books of Accounts.

**Duration of Unit:** 195 Hours

**Unit Description**

This unit describes the skills, knowledge and attitudes required by a Pensions Manager in order to competently Audit RBS Books of Accounts.

**Summary of Learning Outcomes**

1. Develop RBS audit plan
2. Conduct RBS Audit
3. Evaluate the RBS audit
4. Prepare RBS Audit Report

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content**  | **Suggested Assessment Methods** |
| **Learning Outcome****1:** *Develop an RBS audit plan*1. Identify the appropriate regulations, standards and principles
 | * International Standards of Auditing (ISAs), Generally;
* Accepted Accounting Principles
* (GAAP), Retirement Benefits
* Authority Act and regulations,
* Income Tax Act
* Compliance areas checklist
 | * Written assessment
* Oral Assessment
* Observation
* Simulation
 |
| 1. Determine audit sample
 | * Factors to consider in choosing Audit sample
* Determination of Audit sample interval
 | * Written Assessment
* Oral Assessment
* Observation
 |
| 1. Accounting and internal control systems, and audit risk assessment
 | * Aspects of accounting and internal control systems
* Types of audit risks assessments
 | * Written Assessment
* Observation of work done
* Inspection
 |
| **Learning Outcome****2:** *Conduct RBS audit*1. Auditing standards
 | * Statements of auditing standards (SASs)
* Types of breaches and duty to report to the regulator
* Measures for prevention and detection of fraud
 | * Written assessment
* Oral Assessment
* Observation
* Simulation
 |
| 1. Prepare RBS Investment Policy
 | * Analytical procedures
 | * Written assessment
* Oral Assessment
* Observation
* Simulation
 |
| **Learning Outcome****3:** *Evaluate the RBS audit*1. Assessing the effectiveness of RBS audit
 | * Audit control checklist
 | * Written assessment
* Oral Assessment
* Observation
* Simulation
 |
| **Learning Outcome****4:** *Complete the RBS audit*1. Prepare Audit Report
 | * Format of RBS Audit Report and presentation
* Types of audit disclosures
 | * Written Assessment
* Inspection
* Oral Assessment
 |

**Suggested Delivery Methods**

1. Instructor led facilitation of theory
2. Group and individual learning activities
3. Practical demonstration of task by trainer
4. Practice by learners

**List of Recommended Resources Tools and equipment and materials Consumables**

* Teaching materials
* Stationery

**Equipment**

* Laptop
* Software
* Printing equipment
* Work Station
* Internet
* Telephone
* Calculator

# CONDUCTING RETIREMENT BENEFIT SCHEME (RBS) ACTUARIAL SERVICES

**UNIT CODE: BUS/CU/PI/CR/02/6**

**Relationship to Occupational Standards**

This unit addresses the unit of competence: Conduct RBS Actuarial Services.

**Duration of Unit:** 195 Hours

**Unit Description**

This unit describes the skills, knowledge and attitudes required by a Pensions Manager in order to competently Conduct RBS Actuarial Services.

**Summary of Learning Outcomes**

1. Develop RBS Actuarial Assumptions
2. Conduct RBS Actuarial Services
3. Evaluate RBS Actuarial Services
4. Prepare RBS Actuarial Report

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content**  | **Suggested Assessment Methods** |
| **Learning Outcome****1:** *Develop RBS actuarial assumptions*1. Identify actuarial standards, assumptions and related legislations
 | * Actuarial methodologies and standards
* Types of actuarial assumptions
* Types of actuarial models and functions
* Types of actuarial factors
 | * Written assessment
* Oral Assessment
* Observation
* Simulation
* Inspection of work done
 |
| 1. Identify design of the scheme
 | * Types of pension arrangements
* Pension benefits types
* Funding options
 | * Written assessment
* Oral Assessment
* Observation
* Simulation
* Inspection of work done
 |
| 1. Identify the actuarial data
 | * Types of scheme legal documents
* Actuarial data requirements
 | * Written assessment
* Oral Assessment
* Observation
* Simulation
* Inspection of work done
 |
| **Learning Outcome****2:** *Conduct RBS actuarial services*1. Determine RBS funding position
 | * Valuation of assets
* Valuation of liabilities
 | * Written assessment
* Oral Assessment
* Observation
* Simulation
 |
| 1. Prepare RBS investment policy statement and advice
 | * Client risk profile analysis
* Cash flow modelling and projection methods
* Types of performance benchmarks
* Investment risk types
 | * Written assessment
* Oral Assessment
* Observation
* Simulation
* Inspection of work done
 |
| 1. Develop RBS products
 | * Types of products
* Product modelling approaches
 | * Written assessment
* Oral Assessment
* Observation
* Simulation
 |
| 1. Provide RBS risk management strategies
 | * Types of risks
* De-risking strategies
* Risk factors
 | * Written assessment
* Oral Assessment
* Observation
* Simulation
 |
| **Learning Outcome****3:** *Evaluate RBS actuarial services*1. Assess RBS actuarial services
 | * Control checklist
 | * Written assessment
* Oral Assessment
* Observation
* Simulation
 |
| **Learning Outcome****4:** *Prepare RBS actuarial report*1. Prepare RBS actuarial report
 | * Types and contents of Actuarial report
* Actuarial disclosure types
 | * Written assessment
* Oral Assessment
* Observation
* Simulation
 |

**Suggested Delivery Methods**

1. Instructor led facilitation of theory
2. Group and individual learning activities
3. Practical demonstration of task by trainer
4. Practice by learners

**List of Recommended Resources Tools and equipment and materials Consumables**

1. Teaching materials
2. Stationery

**Equipment**

1. Laptop
2. Software
3. Printing equipment
4. Work Station
5. Internet
6. Telephone

MANAGEMENT OF RETIREMENT BENEFITS SCHEME (RBS) INVESTMENTS **UNIT CODE: BUS/CU/PI/CR/03/6**

**Relationship to Occupational Standards**

This unit addresses the unit of competence: Manage RBS Investments.

**Duration of Unit:** 195 Hours

**Unit Description**

This unit describes the skills, knowledge and attitudes required by a Pensions Manager in order to competently Manage RBS Investments.

**Summary of Learning Outcomes**

1. Formulate RBS Investment Strategy
2. Manage RBS Investment
3. Evaluate RBS Investment
4. Prepare RBS Investment Report

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content**  | **Suggested Assessment Methods** |
| **Learning Outcome****1:** *Formulate RBS investment strategy*1. Identify the appropriate regulations
 | * Laws and regulations governing capital markets and retirement benefits
* Global investment standards
* Code of ethics
 | * Written assessment
* Oral Assessment
* Observation
* Simulation
 |
| 1. Identify investment opportunities
 | * Capital markets theory
* Types of investments in capital markets
* Capital market investment process
 | * Written assessment
* Oral Assessment
* Observation
* Simulation
 |
| 1. Identify investment management documents
 | * Prepare investment management agreement
* Contents of trust deeds and rules
* Prepare investment policy statement
 | * Written assessment
* Oral Assessment
* Observation
* Simulation
 |
| **Learning Outcome****2:** *Manage RBS investments*1. Conduct investment research
 | * Macroeconomic analysis
* Valuation models and return analysis methods
* Capital market return forecast
* Portfolio construction –asset allocation and securities selection
* Portfolio Rebalancing
 | * Written assessment
* Oral Assessment
* Observation
* Simulation
 |
| 1. Conduct investment reporting
 | * Valuation of equities
* Valuation of fixed income instruments
* Valuation of alternative investments
 | * Written assessment
* Oral Assessment
* Observation
* Simulation
 |
| 1. Conduct performance measurement
 | * Benchmark selection
* Return measures
* Performance attribution analysis
* Global investment performance standards
 | * Written assessment
* Oral Assessment
* Observation
* Simulation
 |
| **Learning Outcome****3:** *Evaluate RBS investment management*1. Assess RBS investment management services
 | * Control checklist
* Industry investment return comparisons
 | * Written assessment
* Oral Assessment
* Observation
* Simulation
 |
| **Learning Outcome****4:** *Prepare RBS investment Management Report*1. RBS investment report
 | * Types and contents of investment reports
 | * Written assessment
* Oral Assessment
* Observation
* Simulation
 |

**Suggested Delivery Methods**

* Instructor led facilitation of theory
* Group and individual learning activities
* Case Studies led by the facilitator
* Project/investment proposals.

**List of Recommended Resources Tools and equipment and materials Consumables**

* Teaching materials
* Stationery
* Laptop
* Software
* Printing equipment
* Work Station
* Internet
* Telephone
* Public Finance Management Act
* Banking Act
* Insurance Act
* Capital Markets Act 1989 Cap 485A
* RBA Act Cap 197 and Regulations
* OECD 2015 Annual Survey of Investments Regulations of pension Funds
* ODI Journal – the Financial Regulations in Kenya working paper 407

# RETIREMENT BENEFIT SCHEME (RBS) CUSTODIAL SERVICES

**UNIT CODE: BUS/CU/PI/CR/04/6**

**Relationship to Occupational Standards**

This unit addresses the unit of competence: Hold Retirement Benefit Scheme (RBS) Assets.

**Duration of Unit:** 195 Hours

**Unit Description**

This unit describes the skills, knowledge and attitudes required by a Pensions Manager in order to competently safe keep RBS assets.

**Summary of Learning Outcomes**

1. Develop RBS Custody Services handbook
2. Conduct RBS Custody Services
3. Evaluate provision of RBS Custody Services
4. Prepare RBS Custody Report

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content**  | **Suggested Assessment Methods** |
| **Learning Outcome****1:** *Develop RBS custody handbook** 1. Identify appropriate laws and regulations
 | * Laws and regulations governing holding of RBS assets
 | * Written assessment
* Oral assessment
* Observation
 |
| * 1. Identify custody onboarding requirements
 | * Service level agreements
* Investment account opening types and requirements
* Due diligence checklist
 | * Written assessment
* Oral assessment
* Observation
 |
| * 1. Ascertain aspects of RBS custody services
 | * Types of securities and characteristics
* Trading of different securities
* Aspects of taxation
* Types of fees and charges
* Industry participants
* Cash management
* Corporate governance actions
 | * Written assessment
* Oral assessment
* Observation
* Simulation
 |
| * 1. Map out operational risks
 | * Types of risks
* Operational risk control measures
* IT systems aspects of taxation
 | * Written assessment
* Oral assessment
* Inspection
 |
| **Learning Outcome****2:** *Conduct RBS custody services*1. Execute RBS instructions
 | * Instruction requirements
* Written assessment
* Types of instructions
* Processing methods
 | * Written assessment
* Oral assessment
* Observation
 |
| 1. Monitor and implement corporate actions
 | * Types of corporate actions
* Processing corporate actions
* Settlement characteristics
 | * Written assessment
* Oral assessment
* Observation
 |
| 1. Transfer of assets
 | * Methods of reconciliation
* Modes of asset transfer
 | * Written assessment
* Oral assessment
* Observation
 |
| 1. Asset reporting
 | * Types of assets reports
* Types of valuation report
 | * Written assessment
* Oral assessment
* Observation
 |
| **Learning Outcome****3:** *Evaluate RBS custody services** 1. Assess effectiveness of RBS custody services
 | * Control checklists
 | * Written assessment
* Oral assessment
* Observation
 |
| **Learning Outcome****1:** *Prepare RBS custody report*1. Custody report
 | * Sections of custody report
* Reporting formats
* Types of reports
 | * Written assessment
* Oral assessment
* Observation
 |

**Suggested Delivery Methods**

* Instructor led facilitation of theory
* Group and individual learning activities
* Practical demonstration of task by trainer
* Practice by learners

**List of Recommended Resources Tools and equipment and materials Consumables**

* Teaching materials
* Stationery – pen, paper, ruler, rubber, flip chart

**Equipment**

* Laptop
* Software
* Printing equipment
* Work Station
* Internet

**Resources Books**

* Capital Markets Act Cap 485A
* The Retirement Benefits Act and its Regulations
* Income Tax Act
* Employment Act
* Unclaimed Financial Assets Act
* Banking Act

# PREPARATION RETIREMENT BENEFITS SCHEME (RBS) BOOKS OF ACCOUNTS

**UNIT CODE: BUS/CU/PI/CR/05/6**

**Relationship to Occupational Standards**

This unit addresses the unit of competence: Prepare RBS books of Accounts.

**Duration of Unit:** 195 Hours

**Unit Description**

This unit describes the skills, knowledge and attitudes required by a Pensions Manager to competently prepare RBS books of account.

**Summary of Learning Outcomes**

1. Create RBS Books of account
2. Prepare RBS books of account
3. Review RBS books of account
4. Complete RBS accounts report

**Learning Outcome, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content**  | **Suggested Assessment Methods** |
| **Learning Outcome****1:** *Create RBS Books of Account*1. RBS accounts Identify appropriate laws and regulations
 | * Designing RBS chart of accounts
* Types of accounts by design
* Types of input data for preparation of RBS accounts
 | * Case study
* Inspection of work done
* Oral
* Written assessment
 |
| **Learning Outcome****2:** *Prepare RBS books of account*1. Generation of RBS trial balance
 | * Types investment- related transactions
* Aspects of investment reconciliations
* Transaction capturing procedures
* Accrual of income and expenses process
* Posting of transactions and RBS trial balance generation process
 | * Written assessment
* Oral assessment
* Observation
 |
| **Learning Outcome****3:** *Review RBS books of accounts*1. Assessing RBS books of accounts
 | * Compliance to the Generally Accepted Accounting Principles (GAAP)
* Quality tests of accounting information
 | * Written assessment
* Oral assessment
* Observation
 |
| 1. Checking format of RBS accounts prepared
 | * Presentation format of RBS accounts
* Formatting of accounts
 | * Written assessment
* Oral assessment
* Observation
 |
| **Learning Outcome****4:** *Complete RBS accounts report*1. Prepare accounts reports
 | * Sections of RBS accounts report
* Comparatives periods in accounts report
 | * Inspection of RBS accounts presentation
 |

**Suggested Delivery Methods**

* Instructor led facilitation of theory
* Group and individual learning activities
* Practical demonstration of tasks by trainer
* Practice by learners using sample RBS and related data

**List of Recommended Resources Tools, equipment Consumables**

* Teaching materials
* Stationery

**Equipment**

* Laptop
* Software
* Printing equipment
* Work Station
* Internet

**Resources Books**

* The Retirement Benefits Act
* The Income Tax Act
* International Financial Reporting Standards
* International Accounting Standards

# PROVISION OF RETIREMENT BENEFITS SCHEME (RBS) ADMINISTRATION SERVICES

**UNIT CODE: BUS/CU/PI/CR/06/6**

**Relationship to Occupational Standards**

This unit addresses the unit of competence: Provide RBS Administration Services.

**Duration of Unit:** 195 Hours

**Unit Description**

This unit describes the skills, knowledge and attitudes required by a Pension Manager in order to competently Provide RBS Administration Services.

**Summary of Learning Outcomes**

1. Develop RBS Administration Services Workbook
2. Provide RBS Administration Services
3. Evaluate Provision of RBS Administration Services
4. Prepare RBS Administration Reports

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content**  | **Suggested Assessment Methods** |
| **Learning Outcome****1:** *Develop RBS Administration Services Work Book*1. Identify the appropriate Laws, regulations and policies
 | * Laws and regulations governing RBS
* Scheme legal documents preparation
* Types of Scheme
* governance policies
 | * Oral assessment
* Written assessment
 |
| 1. Identify the different pension arrangement
 | * Types of private pension arrangements
* Types of statutory pension arrangements
* Establishment of different pension arrangements
* Types of private pension arrangements
* Types of statutory pension arrangements
* Establishment of different pension arrangements
 | * Oral assessment
* Written assessment
* Observation
* Simulation
 |
| 1. Identify the different pension designs
 | * Types of pension designs
* Administration methods of the designs
* Restructuring of pension designs
* Funding methods of the different Pension designs
 | * Oral assessment
* Written assessment
* Observation
* Simulation
 |
| 1. Identify the investment options
 | * Types of investment designs
* Types of Investment risks
* Investment policy statements and formulation
 | * Oral assessment
* Written assessment
* Simulation
 |
| 1. Identify the RBS administration services
 | * Elements of administration services
 | * Written assessment
* Observation
 |
| 1. Identify RBS training
 | * Preparation of a Training Needs Analysis (TNA) tool for RBS
* Conduct TNA
* Preparation of a TNA
 | * Inspection of TNA tool
* Written assessment
* Oral assessment
* Observation
* Simulation
 |
| 1. Identify RBS stakeholders
 | * Different stakeholders involved in RBS
* Roles, mandates and disclosures of stakeholders
 | * Written assignment
* Inspection of stakeholders reports
 |
| **Learning Outcome****2:** *Provide RBS Administration Services*1. Update member records
 | * Enrolment of members
* Types of member records
* Types of Reconciliations
* Preparation of reconciliation reports
* Filing information methods
* Income Distribution processes
 | * Simulation
* Inspection of reconciliation reports
* Written assessment
* Oral assessment
 |
| 1. Process RBS member benefits and expenses
 | * Types of Employee benefits
* Benefits claims types
* Types of scheme expenses
* Taxation methods and regulation of different pension arrangements
* Computation methods and procedures for RBS payments.
 | * Simulation
* Inspection of reports
* Written assessment
* Oral assessment
 |
| 1. Manage RBS compliance
 | * Role of regulator
* Types of Compliance reports
* Management of RBS compliance
* Preparation of the various types of Compliance Reports
 | * Inspection of reports
* Written assessment
* Oral assessment
 |
| 1. Train RBS members and trustees
 | * Types of Training
* Training Objectives
* Training delivery Methods
* Training Assessment Methods
* Preparation of Training Reports
 | * Observe the training
* Written assessment
* Oral assessment
 |
| 1. Communicate to the stakeholders
 | * Types of communication
* Modes of communication
 | * Written assessment
* Oral assessment
 |
| **Learning Outcome****3:** *Evaluate Provision of RBS Administration Services*1. Assess effectiveness of RBS administration services
 | * Controls checklist
 | * Simulation
* Written assessment
 |
| 1. Confirm the level of RBS Compliance
 | * Compliance requirements
 | * Simulation
* Written assessment
 |
| **Learning Outcome****4:** *Prepare RBS Administration Reports*1. Prepare administration reports
 | * Types of reports
* Contents of reports
* Filing of reports
 | * Inspection of reports
* Written assessment
 |

**Suggested Delivery Methods**

* Instructor led facilitation of theory
* Group and individual learning activities
* Practical demonstration of task by trainer
* Case Studies
* Project work
* Practice by learners

**List of Recommended Resources Tools, equipment Consumables**

* Teaching materials
* Stationery

**Equipment**

* Laptop
* Software
* Printing equipment
* Work Station
* Internet

**Resources Books**

* The Retirement Benefits Act and its Regulations
* Income Tax Act
* Employment Act
* Unclaimed Financial Assets Act
* Capital Markets Act
* Insurance Act and its Regulations

# PROVISION OF RETIREMENT BENEFITS SCHEME (RBS) TRUST SECRETARIAT SERVICES

**UNIT CODE: BUS/CU/PI/CR/07/6**

**Relationship to Occupational Standards**

This unit addresses the unit of competence: Provide RBS Trust Secretariat Services.

**Duration of Unit:** 195 hours

**Unit Description**

This unit describes the skills, knowledge and attitudes required by a Pension Manager in order to competently Provide RBS Trust Secretariat Services.

**Summary of Learning Outcomes**

1. Develop RBS Trust Secretariat Services Workbook
2. Provide RBS Secretariat Services
3. Evaluate Provision of RBS Secretariat Services
4. Prepare RBS Trust Secretariat Reports

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content**  | **Suggested Assessment Methods** |
| **Learning Outcome****1:** *Develop RBS Trust Secretariat Services Workbook*1. Identify laws, regulations governing RBS documents
 | * Laws and regulations governing RBS
* Types of scheme legal documents
 | * Oral Assessment
* Written assessment
 |
| 1. Identify trust secretariat services
 | * Elements of secretariat services
* Functional areas in a Secretariat
 | * Observe the Training
* Written Assessment
* Oral assessment
 |
| 1. Identify professional values and ethics
 | * Concept of fiduciary responsibility
* Ethical theories and conflict of interest management
 | * Observe the Training
* Written Assessment
* Oral assessment
 |
| 1. Identify RBS training
 | * Preparation of a Training Needs Analysis (TNA) tool
* Conduct a TNA
* Preparation of a TNA report
 | * Inspection of the TNA tool
* Written assessment
* Oral Assessment
* Observation
* Simulation
 |
| 1. Identify RBS stakeholders
 | * Different stakeholders involved in RBS
* Roles, mandates and disclosures of Stakeholders
 | * Written assignment
* Inspection stakeholders
* Reports
 |
| **Learning Outcome****2:** *Provide RBS secretariat services*1. Develop governance framework
 | * Scope of RBS governance framework
* Aspects of RBS governance charter, design and structures
* Strategic plan formulation and implementation mechanisms
* Types of RBS policies, their formulation and implementation mechanisms
* Documentation work flow of processes and procedures
* Classification of RBS risks, and management approaches
 | * Simulation
* Inspection of reconciliation reports
* Written assessment
* Oral assessment
 |
| 1. Supervise RBS secretariat functional areas/departments
 | * Human resource management best practices
* Finance and Accounting management
* Contract sourcing management
* Information Technology system management
 | * Simulation
* Inspection of reconciliation reports
* Written assessment
* Oral assessment
 |
| 1. Communicate to the stakeholders
 | * Types of communication
* Modes of communication
* Record keeping methods
 | * Written assessment
* Oral assessment
 |
| 1. Maintain RBS members and trustees
 | * Types of Training
* Training Objectives
* Training delivery Methods
* Training Assessment Methods
* Preparation of Training Reports
 | * Observe the training
* Written assessment
* Oral assessment
 |
| 1. Manage RBS property facilities
 | * Types of property investments
* Acquisition and disposal process of properties
* Property accounting methods
* Aspects of property administration
 | * Written assessment
* Oral assessment
 |
| 1. Conduct RBS meetings
 | * Types of meetings
* Minutes preparation approaches
* Effective meetings preparation management
* Trustees powers and decisions
* Conflict of interest and independence
* Aspects of record management
 | * Observation
* Written assessment
* Oral assessment
 |
| 1. Conduct RBS trustee elections
 | * Types of trustees
* Election management approach
 | * Observation
* Written assessment
* Oral assessment
 |
| **Learning Outcome****3:** *Evaluate RBS Trust Secretariat Services*1. Assess RBS secretariat services
 | * Controls checklist
 | * Simulation
* Written assessment
 |
| 1. Assess the level of RBS compliance
 | * Compliance requirements
 | * Simulation
* Written assessment
 |
| **Learning Outcome****4:** *Prepare RBS trust secretariat report*1. Prepare trust secretariat reports
 | * Types of reports
* Contents of reports
* Filing of reports
 | * Inspection of reports
* Written assessment
 |

**Suggested Delivery Methods**

* Instructor led facilitation of theory
* Group and individual learning activities
* Practical demonstration of task by trainer
* Case Studies
* Project work
* Practice by learners

**List of Recommended Resources Tools, equipment Consumables**

* + Teaching materials
	+ Stationery – pen, paper, ruler, rubber, flip chart

**Equipment**

* Laptop
* Software
* Printing equipment
* Work Station
* Internet

**Resources Books**

* The Retirement Benefits Act and its Regulations
* Income Tax Act
* Employment Act
* Unclaimed Financial Assets Act
* Capital Markets Act
* Insurance Act and its Regulations

# PROVISION OF RETIREMENT BENEFITS SCHEME (RBS) LEGAL SERVICES

**UNIT CODE: BUS/CU/PI/CR/08/6**

**Relationship to Occupational Standards**

This unit addresses the unit of competence: Provide RBS Legal Services.

**Duration of Unit:** 195 Hours

**Unit Description**

This unit describes the skills, knowledge and attitudes required by a pensions Manager in order to competently provide RBS Legal Services.

**Summary of Learning Outcomes**

1. Develop RBS Legal Services workbook
2. Provide RBS Legal Services
3. Evaluate RBS Legal Services
4. Prepare RBS Legal Services Reports

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content**  | **Suggested Assessment Methods** |
| **Learning Outcome****1:** *Develop RBS legal services workbook*1. Identify applicable laws and regulations governing RBS
 | * Laws and regulations governing RBS legal services
 | * Oral assessment
* Written assessment
 |
| 1. Identify RBS legal services
 | * Elements of RBS legal services
* Preparation of a Training Needs Assessment for RBS
* Legal services
 | * Written assessment
* Oral assessment
* Observation
 |
| **Learning Outcome****2:** *Providing RBS legal services* 1. RBS legal services
 | * Drafting methods for RBS legal agreements
* Registration procedures of RBS legal agreements
* RBS dispute resolution mechanisms
* Operational framework of the Appeal Tribunal for RBS
* Procedure for liquidation and winding up of RBS
 | * Inspection
* Observation of work done
 |
| 1. Deliver the legal training
 | * Training delivery methods for various target groups
* Group management techniques and their application
 | * Written assessment
* Oral assessment
* Observation
 |
| **Learning Outcome****3:** *Evaluate the RBS legal services* 1. Assess the effectiveness RBS legal services
 | * Compliance and legal control checklist
 | * Written assessment
* Oral assessment
* Observation
 |
| **Learning Outcome****4:** *Prepare RBS legal services reports*1. RBS legal reports
 | * Types of RBS legal reports
* Preparation of RBS legal reports as per workplace procedures
 | * Written assessment
* Oral assessment
* Observation
 |

**Suggested Delivery Methods**

* Instructor led facilitation of theory
* Group and individual learning activities
* Practical Drafting of RBS Agreements

**List of Recommended Resources Tools, equipment Consumables**

* Teaching materials
* Stationery – pen, paper, ruler, rubber, flip chart

**Equipment**

* Laptop
* Software
* Printing equipment
* Work Station
* Internet

**Resources Books**

* Constitution of Kenya
* Retirement Benefits Act CAP 197 with the Regulations made there under.
* Central Bank of Kenya Act CAP 491
* Capital Markets Act 485A
* Insurance Act CAP 487
* Unclaimed Financial Assets Act No 40 of 2011
* Income Tax Act 470, Employment Act CAP 226