

**REPUBLIC OF KENYA**

**COMPETENCY BASED CURRICULUM**

**FOR**

**RECORDS AND ARCHIVES MANAGEMENT**

**LEVEL 6**



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 of Kenya’s development blueprint and sustainable development goals.

Reforms in the education sector are necessary for the achievement of Kenya Vision 2030 and meeting the provisions of the Constitution of Kenya 2010. The education sector had to be aligned to the Constitution and this resulted to the formulation of the Policy Framework for Reforming Education and Training. 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 this curriculum has been developed.

It is my conviction that this curriculum will play a great role towards development of competent human resource for the Records and Archives sector.

**PRINCIPAL SECRETARY, VOCATIONAL AND TECHNICAL TRAINING**

**MINISTRY OF EDUCATION**

**PREFACE**

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

The Technical and Vocational Education and Training Act No. 29 of 2013 on Reforming Education and Training in Kenya, emphasized the need to reform curriculum development, assessment and certification. This called for a shift to CBET in order 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.

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

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

I am grateful to the Council members, Council Secretariat, Records and Archives SSAC, expert workers and all those who participated in the development of this curriculum.

**CHAIRPERSON, TVET CDACC**

**ACKNOWLEDGEMENT**

This curriculum has been designed for competency-based training and has independent units of learning that allow the trainee flexibility in entry and exit. In developing the curriculum, significant involvement and support was received from various organizations.

I recognize with appreciation the role of Records and Archives Sector Skills Advisory Committee (SSAC) members for their contribution to the development of this curriculum.

I also thank all stakeholders in the Records and Archives sector for their valuable input and all those who participated in the process of developing this curriculum.

I am convinced that this curriculum will go a long way in ensuring that workers in the Records and Archives industry acquire competencies that will enable them to perform their work more efficiently.

**CHAIRPERSON, TVET CDACC**

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**ACRONYMS**

BC : Basic Competency

CBET : Competency Based Education and Training

CDACC : Curriculum Development Assessment and Certification Council

CR : Core Competency

CU : Curriculum

ICT : Information Communication Technology

KCSE : Kenya Certificate of Secondary Education

KNQA : Kenya National Qualifications Authority

MoE : Ministry of Education

NM : Management

OS : Occupational Standard

OSHA : Occupation Safety and Health Act

OSHS : Occupation Safety and Health Standards

PPE : Personal Protective Equipment

SSAC : Sector Skills Advisory Committee

TVET : Technical and Vocational Education and Training

A : Control Version

**KEY TO UNIT CODE**

**BUS/CU/RA/BC/01/6/A**

Industry or sector

Occupational Standards

Occupational area

Type of competency

Competency number

Competency level

Control Version

# **COURSE OVERVIEW**

This course is designed to equip an individual with competencies for in Records and Archives Management. It aims at equipping the individual with competencies for managing information creation and collection, managing organization records and archives, managing electronic records, preserving organization archives and records, managing archives and records unit, conducting research in archives and records management, performing archiving management and conducting records disposal.

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

**BASIC UNITS OF LEARNING**

|  |  |  |  |
| --- | --- | --- | --- |
| **Unit Code** | **Unit Title** | **Duration in Hours** | **Credit Factors** |
| BUS/CU/RA/BC/01/6/A | Communication skills | 40 | 4 |
| BUS/CU/RA/BC/02/6/A | Numeracy skills | 60 | 6 |
| BUS/CU/RA/BC/03/6/A | Digital literacy | 60 | 6 |
| BUS/CU/RA/BC/04/6/A | Entrepreneurial skills | 100 | 10 |
| BUS/CU/RA/BC/05/6/A | Employability skills | 80 | 8 |
| BUS/CU/RA/BC/06/6/A | Environmental literacy | 40 | 4 |
| BUS/CU/RA/BC/07/6/A | Occupational safety and health practices | 40 | 4 |
| **Total** | | **420** | **42** |

**CORE UNITS OF LEARNING**

|  |  |  |  |
| --- | --- | --- | --- |
| **Unit Code** | **Unit Title** | **Duration in Hours** | **Credit Factors** |
| BUS/CU/RA/CR/01/6/A | Manage information creation and collection | 180 | 18 |
| BUS/CU/RA/CR/02/6/A | Manage organization records and archives | 180 | 18 |
| BUS/CU/RA/CR/03/6/A | Manage electronic records | 180 | 18 |
| BUS/CU/RA/CR/04/6/A | Preserve organization archives and records | 180 | 18 |
| BUS/CU/RA/CR/05/6/A | Manage archives and records unit | 180 | 18 |
| BUS/CU/RA/CR/06/6/A | Conduct research in archives and records management | 180 | 18 |
| BUS/CU/RA/CR/07/6/A | Manage digital records and archives | 180 | 18 |
| BUS/CU/RA/CR/08/6/A | Perform archiving management | 180 | 18 |
| BUS/CU/RA/CR/09/6/A | Conduct records disposal | 180 | 18 |
|  | Industrial Attachment | 480 | 48 |
| **TOTAL** | | **2520** | **252** |

The total duration of the course is 2520 hours which is equivalent to 63 weeks at 40 hours of learning per week including 480 hours (12 weeks) of field attachment.

**Entry Requirements**

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

1. Kenya Certificate of Secondary Education (KCSE) mean grade C- (minus)

**Or**

1. Records and Archives Certificate Level 5

**Or**

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

**Field attachment**

An individual enrolled in this course will undergo a field attachment for a duration of 480 hours which is equivalent to 12 weeks at 40 hours per week in a Records and Archives firm/organization. The trainee can also be attached in various government institutions which relates to Records and Archives.

**Assessment**

The course will be assessed at two levels:

**Internal assessment**: conducted continuously by the trainer (internal assessor) who is monitored by an accredited internal verifier.

**External assessment:** conducted by an accredited external assessor who is monitored by an accredited external verifier.

The assessors and verifiers are accredited by TVET CDACC which also coordinates external assessment.

**Certification**

An individual will be awarded a Certificate of Competency on demonstration of competence in a unit of competency. To be awarded Certificate in Records and Archives Certificate Level 6, an individual must demonstrate competence in all the units of competency.

These certificates will be awarded by TVET CDACC in conjunction with the training provider.

# BASIC UNITS OF LEARNING

**COMMUNICATION SKILLS**

**UNIT CODE:** BUS/CU/RA/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 Instructions**

* Discussion
* Role playing
* Simulation
* Direct instruction

**Recommended Resources**

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

# NUMERACY SKILLS

**UNIT CODE:** BUS/CU/RA/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 | * Written tests * Practicals |
| 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 Instructions**

* 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:** BUS/CU/RA/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

**ENTREPRENEURSHIP SKILLS**

**UNIT CODE:** BUS/CU/RA/BC/04/6/A

**Relationship to occupational standards**

This unit addresses the Unit of Competency: Demonstrate Understanding of Entrepreneurship

**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 * Interviews |
| 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 Instructions:**

* 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:** BUS/CU/RA/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 Instructions**

* 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**:BUS/CU/RA/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 Instructions**

* 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:** BUS/CU/RA/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 instructions**

* 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 LEARNING

# INFORMATION CREATION AND COLLECTIONS MANAGEMENT

**UNIT CODE:** BUS/CU/RA/CR/01/6/A

**Relationship to Occupational Standards**

This unit addresses the unit of competency: manage information collections and content

**Duration of Unit:** 180 hours

**Unit Description**

This unit specifies the competencies required to manage information collections and content.it covers; planning for information collection and content, developing information collections, selecting information content and materials, evaluating information collection and content and Apply ethical issues in records and archives management.

**Summary of Learning Outcomes**

1. Plan for information sources collection and content
2. Develop information collections
3. Select information and content materials
4. Evaluate information collections and content
5. Apply ethical issues in records and archives management

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

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Plan for information sources collection and content | * Introduction to information * Definition of terms * Types of information resources * Print resources * Non print resources   Institutional  Human resources   * E- resources /digital * Print sources * Macro sources | * Observation * Written tests * Assignments * Supervised exercises |
| 1. Develop information collections | * Policy development Policy implementation * record management policy * RM policy statement and objectives * Legislation and regulatory requirement * Personal responsibility * Responsibility of senior management * Record management professional * Function managers * Support team * Record management strategies * Preminary investigation * Analysis and documentation of business activities * Strategies for satisfying record requirement * Assessment of the existing system * Design and implementation methodology * implementation of records systems * post implementation review | * Observation * Written tests * Assignments * Supervised exercises |
| 1. Select information and content materials | * Formats of content and collections materials * Books and e-books * Electronic database * Electronic teaching materials * audio-visual aids | * Observation * Written tests * Oral questioning * Assignments * Supervised exercises |
| 1. Evaluate information collections and content | * Evaluating information resources * Storage of information * Content and collections analysis * Content and collections assessment report. | * Written tests * Oral questioning * Observation * Assignments * Supervised exercises |
| 1. Apply ethical issues in records and archives management | * Confidiality of the records * Authorization of records * Personnel Ethical standards | * Observation * Written tests * Oral questioning * Assignments |

**Suggested Delivery Methods**

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

**Recommended Resources**

* Computers
* Internet connectivity
* text books and journals
* Hand-outs
* Audio –visual

# ORGANIZATIONAL RECORDS MANAGEMENT

**UNIT CODE:** BUS/CU/RA/CR/02/6/A

**Relationship to Occupational Standards**

This unit addresses the unit of competency: manage organization records

**Duration of Unit:** 180 Hours

**Unit Description**

This unit specifies the competencies required to manage records in an organization. It involves developing a records management programme, setting up a records management unit, establishing a filing classification, managing organization mails, storing registry records, establishing retrieval system, carrying out records survey, appraisal and records retention schedules and disposition and applying legal issues in records and archives management

**Summary of Learning Outcomes**

1. Develop a records management programme
2. Set up record management unit
3. Establish filing classification
4. Manage organisation mails
5. Manage crurent record
6. Carry out record appraisal and disposition/disposal
7. Apply legal issues in records and archives management

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

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Develop a records management programme | * Record management policy and procedures * Objectives of record management * Rationally of RMP * Benefits of RMP to an organization | * Observation * Written tests * Assignments * Supervised exercises |
| 1. Set up a records management unit | * Introduction to record management unit * Types of records * Types of records management unit * Importance of records management unit * Design and layout of record unit * Site and location of record unit * Function and services of record management unit * Record processing and access procedure * Security in record management | * Observation * Written tests * Assignments * Supervised exercises |
| 1. Establish a filing classification | * Filing classification systems * Types of filing * File storage * File tracking and controls tools | * Observation * Written tests * Oral questioning * Assignments * Supervised exercises |
| 1. Manage organization mails | * Types of mail * Processing mail * Foliation * Circulation * Filing mail * Cross-referencing * Poor mail management | * Written tests * Oral questioning * Observation * Assignments * Supervised exercises |
| 1. Manage current records | * Types of storage equipment’s * Criteria for selection of storage equipment * Retrieval tools | * Written tests * Oral questioning * Observation * Assignments * Supervised exercises |
| 1. Carry out record appraisal and disposition/disposal | * Introduction to record survey * Objectives of record survey * Importance of record survey * Tools used in record survey * Types of record survey * Record management survey * Archival record survey * Multi-repository survey * Non-repository survey * Planning record survey * Challenges in record survey * Introduction to record appraisal * Need for appraisal * Values of records * Appraisal tools * Problem encountered during appraisal * Staffing * Planning an appraisal exercise * Definition of disposition * Important of disposition * Rationale for record disposition * Methods of record disposition * Tools for disposition * Procedure to disposition | * Written tests * Oral questioning * Observation * Assignments * Supervised exercises |
| 1. Apply legal issues in records and archives management | * Legal and organizational environment for record keeping * Importance of legislation and policies * Protection of records and evidence * Audit requirements * Current legislation governing the management of information in organization * Fraud and abuse definition * Elements of frauds | * Written tests * Oral questioning * Observation * Assignments * Supervised exercises |

**Suggested Delivery Methods**

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

**Recommended Resources**

* computers
* internet connectivity
* text books and journals
* hand-outs
* audio –visual

# ELECTRONIC RECORDS MANAGEMENT

**UNIT CODE:** BUS/CU/RA/CR/03/6/A

**Relationship to Occupational Standards**

This unit addresses the unit of competency: Manage electronic records

**Duration of Unit:** 180 Hours

**Unit Description**

This unit specifies the competencies required to manage electronic records. It involves

Creating /receiving electronic records, storing electronic records, retrieving electronic records, manipulating electronic records, distributing electronic records, perform record automation and caring out disposition of electronic records.

**Summary of Learning Outcomes**

1. Develop electronic records
2. Store electronic records
3. Retrieve electronic records
4. Manipulate electronic records
5. Distribute electronic records
6. Perform record automation
7. Carry out disposition of electronic records

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

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Develop electronic records | * Definition of terms * electronic records * digitization * scanning * automation * characteristics of electronic records * formats of electronic records * data-set/files * text-based document * multi-dimensional * electronic records technologies * software * audio –visual * automation * internet | * Observation * Written tests * Assignments * Supervised exercises |
| 1. Store electronic records | * ***Electronic storage devices*** (hard disks, server, flash disks cloud/google drive) * security of electronic records * access controls   back-up | * Observation * Written tests * Assignments * Supervised exercises |
| 1. Retrieve electronic records | * Records retrieval system * storage /retrieval | * Observation * Written tests * Oral questioning * Assignments * Supervised exercises |
| 1. Manipulate electronic records | * life cycle of e- records * creation/input of e-record * manipulation | * Written tests * Oral questioning * Observation * Assignments |
| 1. Perform record automation | * Records Automation software * Importance of records automation * MS- word packages * Perquisite for automation * Automation process * Security of automated records | * Written tests * Oral questioning * Observation * Assignments |
| 1. Distribute electronic records | * Type of records to distributed * Distribution channels | * Written tests * Oral questioning * Observation * Assignments * Supervised exercises |
| 1. Carry out disposition of electronic records | * Electronic records rotation schedules * Electronic records survey * Electronic records appraisal * Electronic records disposal/retention | * Written tests * Oral questioning * Observation * Assignments * Supervised exercises |

**Suggested Delivery Methods**

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

**Recommended Resources**

* computers
* internet connectivity
* text books and journals
* electronic database
* scanners
* photocopier

# ORGANIZATIONAL RECORDS AND ARCHIVES PRESERVATION

**UNIT CODE:** BUS/CU/RA/CR/04/6/A

**Relationship to Occupational Standards**

This unit addresses the unit of competency: Preserve organization records and archives

**Duration of Unit:** 180 Hours

**Unit Description**

This unit specifies the competencies required to preserve organization records and archives. It involves identifying properties and composition of information material, preventing deterioration of information and materials, restoring information materials and provides security and disaster plan for information materials.

**Summary of Learning Outcomes**

1. Identify properties and composition of information materials
2. Prevent deterioration of information and materials
3. Restore information materials
4. Provide security and disaster plan for information materials

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

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Identify properties and composition of information materials | * Parchment * leather * vellum * paper * film | * Observation * Written tests * Assignments * Supervised exercises |
| 1. Prevent deterioration of information and materials | * Deterioration * Physical * Chemical * Biological * Preventive measures * Fumigation * Use of repellents * Cleaning * Dusting * air conditioning * storage condition * security | * Observation * Written tests * Assignments * Supervised exercises |
| 1. Restore information materials | * Rules and principles of repair * Preparation process * Document repair and reinforcement * Binding * Lamination * Framing * Jackets | * Observation * Written tests * Oral questioning * Assignments * Supervised exercises |
| 1. Provide security and disaster plan for information materials | * Security * Security perimeters and building * Preventing criminal and social behavior * Security in reading areas * Security of information materials * Emergency information booklets * Disaster planning * Risk assessment * Identifying external environment treats * Identifying internal environment treats * Assessing current preventive measures * Prevention * Fire alarms system * Manual extinguishers * Automatic extinguishers * Routine maintenance * Preparedness * Fire extinguishers * Response team * First –aid team * Response * dry wet materials * air drying * recovery | * Written tests * Oral questioning * Observation * Assignments * Supervised exercises |

**Suggested Delivery Methods**

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

**Recommended Resources**

* First –Aid kits
* Fire extinguishers
* Disaster plan manuals
* Computers

# RECORDS UNIT /CENTER AND ARCHIVES MANAGEMENT

**UNIT CODE:** BUS/CU/RA/CR/05/6/A

**Relationship to Occupational Standards**

This unit addresses the unit of competency: Manage records unit /center and archives

**Duration of Unit: 180 Hours**

**Unit Description**

This unit specifies the competencies required to manage records unit /center and archives**.**it involves Providinginformation on records and archives to the relevant users, developing archives and records policy and procedures, develop archives and records access policy, manage archives and records staff, Advice on security in archives and records unit/center, manage emerging trends in archives and records management and Prepare requisition for archives and records unit/center

**Summary of Learning Outcomes**

1. Provide information on records and archives to the relevant users
2. develop records and archives policy and procedures
3. Develop records and archives access policy
4. Manage records and archives staff.
5. Advice on security in records unit/center and archives
6. Manage emerging trends in archives and records management
7. Prepare requisition for archives and records unit/center

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

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. **Provide** information on records and archives to the relevant users | * requisition of information * requisition procedures | * Observation * Written tests * Assignments * Supervised exercises |
| 1. develop records and archives policy and procedures | * Records and archives policies and procedures * Objectives of records and archives management * Importance of records and archives management | * Observation * Written tests * Assignments * Supervised exercises |
| 1. Develop records and archives access policy | * Records and archives access policy * Importance of records and archives access | * Observation * Written tests * Oral questioning * Assignments * Supervised exercises |
| 1. Manage records and archives staff. | * Roles and responsibilities * Librarians * Archivist * Registry clerks * Records center staff * Communication specialists * Curators * Record management professionals * Archive management professionals | * Observation * Written tests * Oral questioning * Assignments * Supervised exercises |
| 1. Advice on security in records unit/center and archives | * Security risk * Theft * Terrorism * Vandalism * Mitigation measures * Staff vetting * Restricted access * Piping water system * CCTV * Security alarms * Fire extinguishers * Mitigation resources * Human * Financial * Technical * Physical * Security manuals | * Observation * Written tests * Oral questioning * Assignments * Supervised exercises |
| 1. Manage emerging trends in archives and records management | * Intelligence system * Data mining * Web mining * Digital economy * Virtual business and e-commerce * Automation of information systems | * Observation * Written tests * Oral questioning * Assignments * Supervised exercises |
| 1. Prepare requisition for archives and records unit/center | * Definition of acquisition of archives and records * Methods of acquisition * Sources of records and archives | * Written tests * Oral questioning * Observation * Assignments * Supervised exercises |

**Suggested Delivery Methods**

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

**Recommended Resources**

* computers
* internet connectivity
* text books and journals
* electronic database
* scanners
* photocopier

# RESEARCH IN ARCHIVES AND RECORDS MANAGEMENT

**UNIT CODE:** BUS/CU/RA/CR/06/6/A

**Relationship to Occupational Standards**

This unit addresses the unit of competency: Conduct research in archives and records management

**Duration of Unit:** 180 Hours

**Unit Description**

This unit specifies the competencies required to conduct research in archives and records management**.**it involves Identifying a research problem, formulating hypothesis or research questions, conducting research review, developing research design and methodology, Conducting data collection, analyzing and presentation, Conducting hypothesis testing, Preparing research proposal and Preparing research report

**Summary of Learning Outcomes**

1. Identify a research problem
2. Formulate hypothesis or research questions
3. Conduct research review
4. Develop research design and methodology.
5. Conduct data collection, analysis and presentation
6. Conduct hypothesis testing
7. Prepare research proposal
8. Prepare research report

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

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Identify a research problem | * Definition of research * Importance of research * Types of research * Problem of research * Formulate research problem * Sources of research problem * Qualities of good problem statements * Qualities of effective objective | * Observation * Written tests * Assignments * Supervised exercises |
| 1. Formulate hypothesis or research questions | * Purpose of hypothesis * Characteristics of good hypothsis * Types of hypothesis | * Observation * Written tests * Assignments * Supervised exercises |
| 1. Conduct research review | * importance of literature review * scope of literature review * steps in carrying out literature review * conduct literature review * sources of information | * Observation * Written tests * Oral questioning * Assignments * Supervised exercises |
| 1. Develop research design and methodology. | * Define resaerch design * Types of research design * Sampling techniques * Sampling design * Research instruments * Validity and reliability * Data analysis techniques | * Observation * Written tests * Oral questioning * Assignments * Supervised exercises |
| 1. Conduct data collection, analysis and presentation | * Purpose of data collection * Sources of data * Data analysis in quality and quantity * Ethical issues in data collection * Computerized data analysis | * Observation * Written tests * Oral questioning * Assignments * Supervised exercises |
| 1. Conduct hypothesis testing | * Basic concepts of hypothesis testing * Steps in hypothesis testing * Types of errors and level of significance | * Observation * Written tests * Oral questioning * Assignments * Supervised exercises |
| 1. Prepare research proposal | * Definition and importance of research proposal * Types of proposals * Format of research proposal | * Written tests * Oral questioning * Observation * Assignments * Supervised exercises |
| 1. Prepare research report | * Research report format * Dissemination of research findings | * Written tests * Oral questioning * Observation * Assignments * Supervised exercises |

**Suggested Delivery Methods**

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

**Recommended Resources**

* computers
* internet connectivity
* text books and journals
* electronic database
* scanners
* photocopier

# DIGITAL ARCHIEVES AND RECORD MANAGEMENT

**UNIT CODE:** BUS/CU/RA/CR/07/6/A

**Relationship to Occupational Standards**

This unit addresses the unit of competency: Demonstrate digital literacy in archives and record management

**Duration of Unit:** 180 Hours

**Unit Description**

This unit covers the competencies required to demonstrate digital literacy in archives and record management. It entails Identifying computer software and hardware, Applying computer software in archives and records management, Presenting data in computer, Performing data processing modes, Conducting file organization, Managing archives and records database, Providing information system security, Performing obsolesce migration and disposal, applying internet and email in communication at workplace, Applying desktop publishing in official assignment and Preparing presentation packages

**Summary of Learning Outcomes**

1. Identify computer hardware and software
2. Apply computer software in archives and records management e.g. data capture, storage, indexing
3. Present data in computer e.g binary numbers
4. Manage archives and records database
5. Provide information system security
6. Perform obsolesce migration and disposal
7. Apply internet and email in communication at workplace
8. Apply MS office in official assignments

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

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Identify computer hardware and software | * Definition of terms * Information * Technology * Computerized system * Computer hardware * Input devices * Output devices * Processing devices * Storage devices * Communication * Computer software * Application software * System software * Malware software | * Observation * Written tests * Assignments * Supervised exercises |
| 1. Apply computer software in archives and records management e.g. data capture, storage, indexing | * Data capture * Storage * Indexing * Search and retrieval | * Observation * Written tests * Assignments * Supervised exercises |
| 1. Present data in computer e.g binary numbers | * Processing modes * Binary numbers * Integers * Fractions | * Observation * Written tests * Oral questioning * Assignments * Supervised exercises |
| 1. Manage archives and records database | * File organization methods * Relational database * Flat database * Object oriented database * Hierarchical database | * Observation * Written tests * Oral questioning * Assignments * Supervised exercises |
| 1. Provide information system security | * Risks, threats and vulnerabilities * Tenets of information system security * Integrity * Availability * Confidentiality * access control | * Observation * Written tests * Oral questioning * Assignments * Supervised exercises |
| 1. Perform obsolesce migration and disposal | * Data migration/transfer * Disposal * Disposal procedures | * Observation * Written tests * Oral questioning * Assignments * Supervised exercises |
| 1. Apply internet and email in communication at workplace | * Internet and emails in Records and Archives | * Written tests * Oral questioning * Observation * Assignments * Supervised exercises |
| 1. Apply MS office in official assignments | * Ms office * Application of Ms office in Records and Archives | * Written tests * Oral questioning * Observation * Assignments * Supervised exercises |

**Suggested Delivery Methods**

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

**Recommended Resources**

* computers
* internet connectivity
* text books and journals
* electronic database
* scanners
* photocopier

# RECORDS DISPOSAL

**UNIT CODE:** BUS/CU/RA/CR/08/6/A

**Relationship to Occupational Standards**

This unit addresses the unit of competency: **Conduct records disposal**

**Duration of Unit:** 180 Hours

**Unit Description**

This unit covers the competencies required to conduct records disposal. It entails: review records retention, complete records disposition, prepare record deposition report, prepare record destruction and formulate retention schedule.

**Summary of Learning Outcomes**

1. Conduct records survey
2. Conduct records appraisal
3. Review records retention
4. Prepare disposal schedules
5. Complete records disposition

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

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| * 1. Conduct records survey | * Types of record survey * Purpose and objectives of record survey. * Methods/procedure of records survey * Retention schedules | * Observation * Written tests * Assignments * Supervised exercises |
| * 1. Conduct records appraisal | * Appraisal policy/ legal issues * Objectives and importance of records appraisal * Value of records | * Observation * Written tests * Oral questioning * Assignments * Supervised exercises |
| * 1. Review records retention | * Purpose of records retention * Benefits of records retention * Legal retention requirement * Features of records retention schedule. | * Written tests * Oral questioning * Observation * Assignments * Supervised exercises |
| * 1. Prepare disposal schedules and records disposition | * Policy governing disposal schedules. * Procedures of records disposal. * Transfer to records center. * Amend transfer list * Record deposition report | * Observation * Written tests * Assignments * Supervised exercises |

**Suggested Delivery Methods**

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

**Recommended Resources**

* computers
* internet connectivity
* text books and journals
* hand-outs
* audio –visual

# ARCHIVE MANAGEMENT

**UNIT CODE:** BUS/CU/RA/CR/09/6/A

**Relationship to Occupational Standards**

This unit addresses the unit of competency: **Perform archiving management**

**Duration of Unit:** 180 Hours

**Unit Description**

This unit covers the competencies required to perform archiving management. It entails: conduct records accessioning, establish records arrangement and description, prepare finding aids apply access and references services and manage archives in special format.

**Summary of Learning Outcomes**

1. Conduct records accessioning,
2. Establish records arrangement and description
3. Apply access and references services
4. Preserve achieve materials

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

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Conduct records accessioning, | * Scheduling standards and preparation standards * Accession register/list * Files to a permanent place in the national archives’ repositories * Files, metadata and closure form  technical checks | * Observation * Written tests * Assignments |
| 1. Establish records arrangement and description | * Groupings of records * Classification of records * Filing of records * Prepare record finding aids | * Observation * Written tests * Assignments |
| 1. Determine record access and references services | * General Access/Reference Policy for use. * The legal position pertaining to record access. * Provide reference services * Archives in special format | * Observation * Written tests * Oral questioning * Assignments |
| 1. Preserve archival materials | * Storage of archival material * Preservation tools and equipment’s * Enabling archival environment | * Written tests * Oral questioning * Observation * Assignments |

**Suggested Delivery Methods**

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

**Recommended Resources**

* Computers
* Internet connectivity
* text books and journals
* Hand-outs
* Audio –visual