

**REPUBLIC OF KENYA**

**NATIONAL OCCUPATIONAL STANDARDS**

**FOR**

**ROAD TRANSPORT MANAGER**

**LEVEL 5**

****

**TVET CDACC**

**P.O. BOX 15745-00100**

**NAIROBI**

First published 2019

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# FOREWORD

The provision of quality education and training is fundamental to the Government’s overall strategy for social economic development. Quality education and training will contribute to achievement of Kenya’s development blueprint, Vision 2030 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 of Kenya 2010 and this resulted in the formulation of the Policy Framework for Reforming Education and Training. A key feature of this policy is the radical change in the design and delivery of the TVET training. This policy document requires that training in TVET shall be competency based, curriculum development shall be industry led, certification shall be based on demonstration of competence and mode of delivery shall allow for multiple entry and exit in TVET programmes.

These reforms demand that Industry takes a leading role in curriculum development to ensure the curriculum addresses its competence needs. It is against this background that these Occupational Standards were developed for the purpose of developing a competency-based curriculum for Road Transport Management. These Occupational Standards will also be the basis for assessment of an individual for competence certification.

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

**PRINCIPAL SECRETARY, VOCATIONAL AND TECHNICAL TRAINING**

**MINISTRY OF EDUCATION**

# PREFACE

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

The Technical and Vocational Education and Training Act No. 29 of 2013 and Sessional paper NO 4 of 2016 on Reforming Education and Training in Kenya, emphasized the need to reform curriculum development, assessment and certification in TVET. This called for 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.

The TVET Curriculum Development, Assessment and Certification Council (TVET CDACC), in conjunction with Logistics Sector Skills Advisory Committee (SSAC), have developed these Occupational Standards for a Road Transport Manager. These standards will be the basis for development of competency-based curriculum for Road Transport Management level 5.

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

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

**CHAIRPESON**

**TVET CDACC**

# ACKNOWLEDGMENT

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

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

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

**CHAIRPERSON**

**LOGISTICS SECTOR SKILLS ADVISORY COMMITTEE**

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# ABBREVIATIONS AND ACRONYMS

BC Basic Competency

CBET Competency Based Education and Training

CC Common Competency

CDACC Curriculum Development Assessment and Certification Council

CR Core Competency

KeNHA Kenya National Highway Authority

LOG Logistics

NEMA National Environment Management Authority

NTSA National Transport Safety Authority

OS Occupational Standards

OSHA Occupation Safety and Health Act

PPE Personal Protective Equipment

RTM Road Transport Management

SSAC Sector Skills Advisory Committee

TLB Transport Licensing Board

# KEY TO UNIT CODE

 LOG /OS /RTM/BC/01/ 5/A

Industry or sector

Occupational Standards

Occupational area

Type of competency

Competency number

Competency level

Version Control

# OVERVIEW

Road Transport Management Level 5 qualification constis of competencies that a person must achieve to enable him/her to be certified as a Road Transport Manager. It involves managing transport fleet, managing consignment claims, performing book keeping, managing logistics and physical distribution, performing warehousing operations and managing passenger transport.

The units of competency comprising Road Transport Manager level 5 qualification include the following

**BASIC UNITS OF COMPETENCY**

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

**COMMON UNITS OF COMPETENCY**

|  |  |
| --- | --- |
| **Unit Code** | **Unit Title** |
| LOG/OS/RTM/CC/01/5/A | Principles of Business Law |

**CORE UNITS OF COMPETENCY**

|  |  |
| --- | --- |
| **Unit Code** | **Unit Title** |
| LOG/OS/RTM/CR/01/5/A | Manage Transport Fleet |
| LOG/OS/RTM/CR/02/5/A | Manage Consignment Claims |
| LOG/OS/RTM/CR/03/5/A | Perform Book Keeping  |
| LOG/OS/RTM/CR/04/5/A | Manage Logistics And Physical Distribution |
| LOG/OS/RTM/CR/05/5/A | Perform Warehousing Operations |
| LOG/OS/RTM/CR/06/5/A | Manage Passenger Transport |

# BASIC COMPETENCIES

#  DEMONSTRATE COMMUNICATION SKILLS

**UNIT CODE:** LOG/OS/RTM/BC/01/5/A

**UNIT DESCRIPTION**

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

**ELEMENTS AND PERFORMANCE CRITERIA**

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

**RANGE**

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

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

**REQUIRED SKILLS AND KNOWLEDGE**

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

**Required Skills**

The individual needs to demonstrate the following skills:

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

**Required Knowledge**

The individual needs to demonstrate knowledge of:

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

**EVIDENCE GUIDE**

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

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

# DEMONSTRATE NUMERACY SKILLS

**UNIT CODE:** LOG/OS/RTM/BC/02/5/A

**UNIT DESCRIPTION**

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

**ELEMENTS AND PERFORMANCE CRITERIA**

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

**RANGE**

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

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

**REQUIRED SKILLS AND KNOWLEDGE**

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

**Required Skills**

The individual needs to demonstrate the following skills:

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

**Required knowledge**

The individual needs to demonstrate knowledge of:

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

**EVIDENCE GUIDE**

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

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

# DEMONSTRATE DIGITAL LITERACY

**UNIT CODE:** LOG/OS/RTM/BC/03/5/A

**UNIT DESCRIPTION**

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

**ELEMENTS AND PERFORMANCE CRITERIA**

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

**RANGE**

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

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

**REQUIRED SKILLS AND KNOWLEDGE**

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

**Required Skills**

The individual needs to demonstrate the following skills:

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

**Required Knowledge**

The individual needs to demonstrate knowledge of:

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

**EVIDENCE GUIDE**

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

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

# DEMONSTRATE ENTREPRENEURIAL SKILLS

**UNIT CODE :** LOG/OS/RTM/BC/04/5/A

**UNIT DESCRIPTION**

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

**ELEMENTS AND PERFORMANCE CRITERIA**

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

**RANGE**

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

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

**REQUIRED SKILLS AND KNOWLEDGE**

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

**Required Skills**

The individual needs to demonstrate the following skills:

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

**Required Knowledge**

The individual needs to demonstrate knowledge of:

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

**EVIDENCE GUIDE**

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

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

**DEMONSTRATE EMPLOYABILITY SKILLS**

**UNIT CODE:** LOG/OS/RTM/BC/05/5/A

**Unit Description**

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

**ELEMENTS AND PERFORMANCE CRITERIA**

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

**RANGE**

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

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

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

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

**REQUIRED SKILLS AND KNOWLEDGE**

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

**Required Skills**

The individual needs to demonstrate the following skills:

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

**Required Knowledge**

The individual needs to demonstrate knowledge of:

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

EVIDENCE GUIDE

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

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

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

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

# DEMONSTRATE ENVIRONMENTAL LITERACY

**UNIT CODE:** LOG/OS/RTM/BC/06/5/A

**UNIT DESCRIPTION**

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

**ELEMENTS AND PERFORMANCE CRITERIA**

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

**RANGE**

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

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

**REQUIRED SKILLS AND KNOWLEDGE**

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

**Required Skills**

The individual needs to demonstrate the following skills:

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

**Required Knowledge**

The individual needs to demonstrate knowledge of:

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

**EVIDENCE GUIDE**

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

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

**DEMONSTRATE OCCUPATIONAL SAFETY AND HEALTH PRACTICES**

**UNIT CODE:** LOG/OS/RTM/BC/07/5/A

**UNIT DESCRIPTION**

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

**ELEMENTS AND PERFORMANCE CRITERIA**

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

**RANGE**

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

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

**REQUIRED SKILLS AND KNOWLEDGE**

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

**Required Skills**

The individual needs to demonstrate the following skills:

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

**Required Knowledge**

The individual needs to demonstrate knowledge of:

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

**EVIDENCE GUIDE**

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

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

# COMMON UNIT OF COMPETENCY

# APPLY PRINCIPLES OF BUSINESS LAW

**UNIT CODE:** LOG/OS/RTM/CC/01/5/A

**UNIT DESCRIPTION**

This unit specifies the competencies required to apply principles of business law; It involves demonstrating the understanding law, applying law of Persons, law of tort, law of contract, law of agency, the law of insurance and the law of carriage.

**ELEMENTS AND PERFORMANCE CRITERIA**

|  |  |
| --- | --- |
| **ELEMENT**These describe the **key outcomes** which make up **workplace function**. | **PERFORMANCE CRITERIA**These are assessable statements which specify the required level of performance for each of the elements.***Bold and italicized terms are elaborated in the range.*** |
| 1. Demonstrate understanding of law
 | * 1. Nature of law is determined as per common law of England
	2. The sources of law are identified as per common law of England
	3. The purpose the law is identified as per common law of England
	4. Laws are classified as per common law of England.
 |
| 1. Apply law of Persons
 | * 1. Functions of law of tort are determined as per company Act
	2. Nature of tortuous law liability is explained as per company Act
	3. Tortuous liability is determined as per company Act
	4. Tort, crime, breach of contract and malice are differentiated as per company Act
	5. Capacity to sue or be sued is determined as per company Act
	6. General defense methods are identified as per company Act
 |
| 1. Apply law of tort
 | * 1. Features of valid contract are identified as per company Act
	2. Methods of forming contract are determined as per company Act
	3. Terms of contract are identified as per company Act
	4. Methods of discharging contract are identified as per company Act
	5. Remedies of breach of contract are determined as per company Act
 |
| 1. Apply law of contract
 | * 1. Agents are classified as per company Act
	2. Methods of creating agents are identified as per company act
	3. Events of agent’s authority are identified as per company Act
	4. Duties and rights of agents are identified as per company Act
	5. Methods of terminating agency are identified as per company Act
 |
| 1. Apply law of

agency | * 1. Agents are identified as per the organizational policies and procedures
	2. Rights and duties of the parties are determined based on the contract
	3. Authority of an agent is defined as per the organizational requirements
	4. Termination of agency procedures are determined based on the contract
 |
| 1. Apply law of insurance
 | * 1. Insurance contract are identified and selected
	2. Insurance principles are formulated based on the contract
	3. Contract are formed as per the organizational requirement
 |
| 1. Apply law of carriage
 | * 1. Types of carriage are identified
	2. Law of carriage of passengers is identified and understood
	3. Law of carriage of goods is identified and understood
	4. Transport legal framework are adhered to
	5. Documents used in carriage are identified and used as per the legal framework
 |

**RANGE**

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

|  |  |
| --- | --- |
| **Variable** | **Range**  |
| 1. Negotiable instrument may include but not limited to:
 | * + Cheques
	+ Bill of exchange
	+ Promissory note
 |
| 1. Property may include but not limited to:
 | * + Real and personal
	+ Movable
	+ immovable
	+ tangible
	+ intangible
 |
| 1. Intellectual property may include but not limited to:
 | * + Plant breeder’s patents
	+ trademarks,
	+ Copyrights
	+ Industrial designs
 |

**REQUIRED KNOWLEDGE AND SKILLS**

The individual needs to demonstrate knowledge of:

* Business & Economic cycles in a diverse range of sectors.
* Financial Accounting.
* Risk management.

**SKILLS**

The individual needs to demonstrate the following skills:

* Evaluation.
* Communication
* Analysis.
* Numeracy.
* Report writing.
* Negotiation
* Inter-personal.

**EVIDENCE GUIDE**

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

|  |  |
| --- | --- |
| 1. Critical Aspects of Competency
 | Assessment requires evidence that the candidate:1. Demonstrated the ability to understand law
2. Demonstrated the ability to apply law of Persons
3. Demonstrated the ability to apply law of tort
4. Demonstrated the ability to apply law of contract
5. Demonstrated the ability to apply law of sale of goods
6. Demonstrated the ability to apply hire purchase contracts
7. Demonstrated the ability to apply law of agency
8. Demonstrated the ability to apply law of negotiable instruments
9. Demonstrated the ability to apply the law of insurance
10. Demonstrated the ability to apply the law of property
 |
| 1. Resource Implications
 | The following resources must be provided:* 1. Policy documents
 |
| 1. Methods of Assessment
 | Competency may be accessed through:1. Written tests
2. Oral questioning
3. Third party reports
4. Case studies
 |
| 1. Context of Assessment
 | Competency may be assessed: 1. On-the-job
2. Off-the –job
3. During Industrial attachment
 |
| 1. Guidance information for assessment
 | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. |

# CORE UNITS OF COMPETENCY

# MANAGE ROAD TRANSPORT FLEET

**UNIT CODE:** LOG/OS/RTM/CR/01/5/A

**UNIT DESCRIPTION**

This unit describes competencies required to manage road transport fleet. It involves executing fleet replacement policies, providing workshop services, maintaining organisation fleet and maintaining fleet records.

**ELEMENTS AND PERFORMANCE CRITERIA**

| **ELEMENT**  | **PERFORMANCE CRITERIA*****(Bold and italicized terms are elaborated in the Range)*** |
| --- | --- |
| 1. Execute fleet replacement policies
 | * 1. Workshop policies are classified as per the operational plans
	2. Workshop policies are interpreted as per the operational plan
	3. Workshop policies are implemented as per operational plans
	4. Workshop policies are communicated as per the standard operating procedures
 |
| 1. Provide workshop services
 | * 1. ***Workshop tools and equipment*** are identified based on services to be offered
	2. Workshop tools and equipment are identified for procurement in line with procurement policy
	3. Workshop is operationalised as per SOPs
	4. Workshop floor operations are implemented as per SOPs
	5. Workshop database is maintained as per SOPs
 |
| 1. Maintain organisation Fleet
 | * 1. Fleet mechanical and operational conditions are assessed as per SOPs
	2. Diagnostic tests are carried out as per SOPs
	3. Fleet lubrication systems are serviced as per SOPs
	4. ***Service parts*** are replaced/serviced based on part conditions
	5. Road tests are carried out and service and repair procedures finalized as per SOPs
	6. Fleet maintenance reports are prepared in line with workplace policy
 |
| 1. Maintain Fleet records
 | * 1. ***Fleet records*** are obtained and categorised based on workplace procedures
	2. Fleet maintenance and management systems are implemented in line with workplace policy
	3. Fleet records are regularly updated in line with workplace procedures
	4. Security of fleet records is provided and maintained as per SOPs
	5. Fleet reports prepared according to workplace procedures
	6. Disposal and archival of fleet records is carried out according to workplace procedures and policy
 |

**Range**

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

|  |  |
| --- | --- |
| **Variable** | **Range** |
| 1. Workshop tools and equipment may include but is not limited to:
 | * Spanners
* Jacks
* Tool box
* Screw drivers
* Jump cables
* Ramps
* Lifting equipment
* Lubricating machines
* Air pressure pumps
* Fire extinguishers
 |
| 1. Service parts may include but is not limited to:
 | * Oil, fuel, air and diesel exhaust filters
* Wiper blades
* Spark plugs
* Brake pads/linings
* Drive belts
* Seals and gaskets
* Tyre fitting and puncture repair
* Lining/pad
* Fan belts
 |
| 1. Fleet records may include but are not limited to:
 | * Tachograph records
* Dispatch records
* Driver’s records
* Registers
* Vehicle logbooks
* Insurance records
* Licenses
* Fuel records
* Radio communication records
* Inventory records
* Depot records
 |

**REQUIRED KNOWLEDGE**

* Types of vehicle workshop layouts
* Workshop tools, equipment, materials and supplies
* Procurement procedures and legal regulations
* Service procedures
* Mechanical engineering principles
* Electrical engineering principles
* Relevant technical information
* Safe handling of workshop equipment and tools
* Vehicle safety requirements
* Workshop policies
* Database maintenance
* Workshop floor operations
* Management of storage facility
* Personal safety procedures
* Use of fire Extinguishers and fire prevention
* Storage/Disposal of Hazardous/flammable materials
* Positive Work Values (Perseverance, Honesty, Patience, Attention to Details)

**REQUIRED SKILLS**

* Handling of oils (Gear, oil, engine oil)
* Familiarization/Classification of Lubricants
* Lubrication Procedure
* Wheels and tyres maintenance
* Vehicle body repair and spray painting
* Vehicle mechanical operations
* Vehicle electrical and electronic operations

**EVIDENCE GUIDE**

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

|  |  |
| --- | --- |
| 1. Critical Aspects of Competency
 | Assessment requires evidence that the candidate:1. Demonstrated ability to execute fleet replacement policy
2. Demonstrated ability to provide workshop services
3. Demonstrated ability to maintain organisation fleet
4. Maintained fleet records
 |
| 1. Resource Implications
 | The following resources should be provided:1. Workplace: Real or simulated work area
2. Appropriate Tools & equipment
3. Materials relevant to the activity
4. Computers
5. PPE
6. Workshops
 |
| 1. Methods of Assessment
 | Competency may be assessed through:1. Written test
2. Interview
3. Observation
4. Third party reporting
 |
| 1. Context of Assessment
 | Competency may be assessed: 1. On-the-job
2. Off-the –job
3. During Industrial attachment
 |
| 1. Guidance information for assessment
 | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. |

# MANAGE CONSIGNMENT CLAIMS

**UNIT CODE:** LOG/OS/RTM/CR/02/5/A

**UNIT DESCRIPTION**

This unit describes competencies required to manage consignment claims. It involves carrying out consignment claim research, preparing claim file documents and preparing consignment claim reports.

**ELEMENTS AND PERFORMANCE CRITERIA**

| **ELEMENT**  | **PERFORMANCE CRITERIA*****(Bold and italicized terms are elaborated in the Range)*** |
| --- | --- |
| 1. Carry out consignment claim research
 | * 1. Detailed list of items damaged or lost is obtained from claimant as per SOPs
	2. Claim investigation is carried out as per SOPs
	3. Amount of loss or damages is determined based on claim investigation results
	4. Claims are reviewed and forwarded for approval as per SOPs
 |
| 1. Prepare claim file documents
 | * 1. ***Claim documents*** are prepared as per organisation procedures
	2. Claim documents are reconciled in line with organisation procedures
	3. Claim file is created based on workplace procedures
	4. Claim documents are stored as per workplace procedures
 |
| 1. Prepare claim reports
 | * 1. Claim reports are ***collected*** as per organization procedures.
	2. Claim reports are analysed as per SOPs.
	3. Variance in claim report results are identified and analysed as per SOPs
	4. Claim report is prepared and disseminated as per workplace policy
 |

**Range**

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

|  |  |
| --- | --- |
| **Variable** | **Range** |
| 1. Claim documents may include but is not limited to:
 | * Police abstract
* Contract documents
* Bill of lading
* Customs entry
* Consignment notes
* Delivery note
* Packing list
* Invoice
 |
| 1. Collected may include but is not limited to:
 | * Police reports
* Insurance reports
* Third party reports
 |

**REQUIRED KNOWLEDGE**

* Insurance
* Mathematics
* Legal requirements
* law requirements
* Statutory authorities

**REQUIRED SKILLS**

* Numeracy
* Negotiation
* Critical thinking
* Communication
* Decision making
* Analytical
* Research
* Writing

**EVIDENCE GUIDE**

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

|  |  |
| --- | --- |
| 1. Critical Aspects of Competency
 | Assessment requires evidence that the candidate1. Demonstrated ability to carry out consignment claim research
2. Prepared claim file documents
3. Prepared consignment claim reports
 |
| 1. Resource Implications
 | The following resources should be provided:1. Computers
2. Stationery
3. Office equipment
 |
| 1. Methods of Assessment
 | Competency may be assessed through:1. Written text
2. Interview
3. Observation
 |
| 1. Context of Assessment
 | Competency may be assessed: 1. On-the-job
2. Off-the –job
3. During Industrial attachment
 |
| 1. Guidance information for assessment
 | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. |

# PERFORM BOOK KEEPING

**UNIT CODE:** LOG/OS/RTM/CR/03/5/A

**UNIT DESCRIPTION**

This unit describes competencies required to perform book keeping. It involves recording materials received and issued, setting up and managing accounts, preparing financial statements and maintaining financial documents

**ELEMENTS AND PERFORMANCE CRITERIA**

| **ELEMENT**  | **PERFORMANCE CRITERIA*****(Bold and italicized terms are elaborated in the Range)*** |
| --- | --- |
| 1. Record materials received and issued
 | * 1. Material requisitions are prepared and received as per SOPs
	2. Materials are received and issued as per SOPs
	3. Materials received and issued are posted and reconciled as per SOPs
 |
| 1. Set up and manage accounts
 | * 1. ***Accounts*** are opened and closed in line with accounting standards
	2. Accounts are reconciled as per the workplace policy
	3. Summary of accounts are reported as per SOPs
 |
| 1. Prepare financial statements
 | * 1. Cash income statements are prepared as per SOPs
	2. Cash flow statements are prepared as per SOPs
	3. Balance sheets are prepared as per SOPs
 |
| 1. Maintain financial documents
 | * 1. Financial records are stored in line with SOPs
	2. Financial records are retrieved as per SOPs
	3. Financial records are reconciled as per SOPs
	4. Safety and security of financial records is provided as per workplace policy
 |

**Range**

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

|  |  |
| --- | --- |
| **Variable** | **Range** |
| 1. Accounts may include but are not limited to:
 | * Expenditure
* Purchase
* Sales
* Cash
* Credit
 |

**REQUIRED KNOWLEDGE**

* Credit control
* Accounting
* Mathematics
* ICT
* Cost estimation
* Cost control
* Legal requirements
* Law of contract

**SKILLS**

* Numeracy
* Communication
* Time management
* Negotiation
* Problem solving
* Decision making
* Planning
* Writing

**EVIDENCE GUIDE**

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

|  |  |
| --- | --- |
| 1. Critical Aspects of Competency
 | Assessment requires evidence that the candidate1. Recorded materials received and issued
2. Maintained financial documents
3. Prepared financial statements
4. Set up and managed accounts
 |
| 1. Resource Implications
 | The following resources should be provided:1. Computer
2. Stationery
3. Office equipment
4. Records of accounting transactions
 |
| 1. Methods of Assessment
 | Competency may be assessed through:1. Written text
2. Interview
3. Observation
 |
| 1. Context of Assessment
 | Competency may be assessed: 1. On-the-job
2. Off-the –job
3. During Industrial attachment
 |
| 1. Guidance information for assessment
 | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. |

# PERFORM LOGISTICS AND PHYSICAL DISTRIBUTION

**UNIT CODE:** LOG/OS/RTM/CR/04/5/A

**UNIT DESCRIPTION**

This unit describes competencies required to manage logistics and physical distribution. It involves performing warehousing operations, performing material handling operations, performing organisation inventory control, performing packaging operations, monitoring fleet operations and preparing logistics and physical distribution reports.

**ELEMENTS AND PERFORMANCE CRITERIA**

| **ELEMENT**  | **PERFORMANCE CRITERIA*****(Bold and italicized terms are elaborated in the Range)*** |
| --- | --- |
| 1. Perform warehousing operations
 | * 1. ***Inbound activities*** are performed as per workplace policy
	2. ***Process activities*** are performed as per workplace policy
	3. ***Outbound activities*** are performed as per workplace policy
 |
| 1. Perform material handling operations
 | * 1. Material handling system requirements are identified as per SOPs
	2. Material handling operations are implemented in line with workplace policies
	3. Material handling system usage report is prepared and disseminated in line with workplace policy
 |
| 1. Perform organisation inventory control
 | * 1. Inventory is classified according to type and nature of goods
	2. Inventory control system is implemented as per SOPs
	3. Inventory usage is reported as per the workplace policy
 |
| 1. Perform packaging operations
 | * 1. Packaging system requirements are identified as per SOPs
	2. Packaging system operations is implemented in line with workplace policies
	3. Packaging system usage report is prepared and disseminated in line with workplace policy
 |
| 1. Monitor fleet operations
 | * 1. Loads for distribution are processed as per SOPs
	2. Break bulk activities are undertaken as per SOPs
	3. Consolidation of goods is undertaken as per SOPs
	4. Marshalling operations are carried out as per SOPs
	5. Goods are dispatched as per SOPs
	6. Transport system efficiency is monitored as per SOPs
 |
| 1. Prepare logistics and physical distribution reports
 | * 1. Logistics and physical distribution data are obtained from department heads
	2. Logistics and physical distribution report are prepared and disseminated as per SOPs
 |

**Range**

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

|  |  |
| --- | --- |
| **Variable** | **Range** |
| 1. Inbound activities may include but is not limited to:
 | * Receiving/acceptance of goods
* Classification
* Storage of goods
 |
| 1. Process activities may include but is not limited to:
 | * Stock rotation (FIFO & LIFO)
* Order picking
* Replenishment
 |
| 1. Outbound activities may include but is not limited to:
 | * Packing
* Shipping
 |

**REQUIRED KNOWLEDGE**

* Tracking systems
* Fleet management
* Distribution channels
* Distribution documents
* Transportation systems
* Staff supervision
* Types of goods
* Prospecting for customers
* Risk assessment and management
* Knowledge on ICT

**SKILLS**

* Risk management
* Analytical
* Critical thinking
* Problem solving
* Digital
* Organizing skills
* Negotiation skills
* Interpersonal skills
* Communication skills
* Evaluation skills
* Risk management and assessment

**EVIDENCE GUIDE**

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

|  |  |
| --- | --- |
| 1. Critical Aspects of Competency
 | Assessment requires evidence that the candidate1. Performed warehousing operations
2. Performed material handling operations
3. Performed organisation inventory control
4. Performed packaging operations
5. Monitored fleet operations
6. Prepared logistics and physical distribution reports
 |
| 1. Resource Implications
 | The following resources should be provided:1. A functional warehouse
2. Computer
3. Computer software
4. Stationery
5. Office equipment and supplies
6. Security and surveillance systems
 |
| 1. Methods of Assessment
 | Competency may be assessed through:1. Written text
2. Interview
3. Observation
4. Third party report
 |
| 1. Context of Assessment
 | Competency may be assessed: 1. On-the-job
2. Off-the –job
3. During Industrial attachment
 |
| 1. Guidance information for assessment
 | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. |

# PERFORM WAREHOUSING OPERATIONS

**UNIT CODE:** LOG/OS/RTM/CR/05/5/A

**UNIT DESCRIPTION**

This unit describes competencies required to perform warehousing operations. It involves maintaining layout of stored goods in the warehouse, maintaining records of stored goods, maintaining quality of stored goods, securing stored goods and dispatching warehoused goods

**ELEMENTS AND PERFORMANCE CRITERIA**

| **ELEMENT**  | **PERFORMANCE CRITERIA*****(Bold and italicized terms are elaborated in the Range)*** |
| --- | --- |
| 1. Maintain layout of stored goods in the warehouse
 | * 1. ***Goods are classified*** based on their storage requirements.
	2. Goods are arranged in the warehouse in accordance with workplace procedures.
	3. Warehouse cleanliness and tidiness are maintained in accordance with workplace policy
	4. ***Personal Protective Equipment*** are identified and used based on equipment to be used
 |
| 1. Maintain records of stored goods
 | * 1. Procured goods are recorded in respective ***stores records*** as per standard operating procedures.
	2. Registers and ledgers are prepared as per standard operating procedures.
	3. ***Delivery documents*** are filed as per standard operating procedures.
	4. Stock taking is carried out as per SOPs
 |
| 1. Maintain quality of stored goods
 | * 1. ***Storage pests*** are controlled as per the legal requirements
	2. Goods are stored based on their ***storage requirements***
	3. Stored goods are utilized/issued based on weighted average and FIFO and LIFO principles as per organisational policy.
	4. Stored goods are secured from spoilage as per workplace policy.
	5. Store is maintained as per ***legal requirements***
 |
| 1. Secure stored goods
 | * 1. ***High value goods*** are stored in locked cages within the stores as per standard operating procedures.
	2. Warehouse are locked up at all times as per workplace policy and standard operating procedures.
	3. Warehouse are physically watched at all times as per workplace policy and standard operating procedures.
	4. ***Security surveillance systems*** are monitored as per workplace policy.
	5. Risk of theft of stored goods is reported as per workplace policy.
	6. Damage on warehouse plant and equipment are reported as per workplace policy
 |
| 1. Dispatch warehouse goods
 | * 1. Goods for dispatch are prepared as per SOPs
	2. Dispatch documents are prepared as per SOPs
	3. Goods are verified and dispatched as per SOPs
	4. Security of dispatched goods is maintained as per SOPs
 |

**Range**

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

|  |  |
| --- | --- |
| **Variable** | **Range** |
| 1. Goods may include but is not limited to:
 | * Value
* Perishability
* Dangerous Goods
* Weight and volume
* Type of goods
 |
| 1. PPE may include but is not limited to:
 | * Gloves
* Helmets
* Gumboots
* Safety boots
* Aprons
* Goggles
* Masks
* Reflectors
* Knee caps
 |
| 1. Stores records may include but are not limited to:
 | * Bin card
* Stock recoupment cards
* Stores requisition
* Catalogues
* Registers
 |
| 1. Delivery documents may include but is not limited to:
 | * Copy of contract agreement
* Copy of LPO
* Copy of invoice
* Copy of delivery note
* Copy of inspection report
* Copy of payment voucher
 |
| 1. Storage pests may include but is not limited to:
 | * Rodents
* Insects
 |
| 1. Storage requirements may include but is not limited to:
 | * Cold dry place
* Dry place
* Humid conditions
* Moist conditions
* Ventilated
* Dark
* Manufacturers’ instructions
* Strong room
 |
| 1. Legal requirements may include but is not limited to:
 | * OSHA
* Factories Act
* Employment Act
* EMCA 1999
* Public Health Cap 242
 |
| 1. Security surveillance systems may include but is not limited to:
 | * CCTV
* Alarms
* Clock in cards
* Security guards
 |
| 1. High value goods may include but is not limited to:
 | * Gold
* Diamonds
* High technology products
* Bank notes
* Jewelry
 |

**REQUIRED KNOWLEDGE**

* Storage conditions for various goods
* Stores handling methods
* Risk assessment and management
* Control of storage pests
* Stores records management
* Security surveillance systems
* Stock taking
* Stock verification
* Stock utilization
* Stock control
* Stacking methods
* Storage methods

**Required SKILLS**

* Organizing skills
* Negotiation skills
* Interpersonal skills
* Communication skills
* Evaluation skills
* Record keeping skills

**EVIDENCE GUIDE**

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

|  |  |
| --- | --- |
| 1. Critical Aspects of Competency
 | Assessment requires evidence that the candidate:* 1. Designed/laid out warehouse appropriately
	2. Demonstrated knowledge of warehouse design and layout
	3. Considered good storage requirements in their classification
	4. Arranged stored goods based on their categorization.
	5. Maintained warehouse cleanliness and tidiness
	6. Demonstrated knowledge of storage pest control
	7. Observed FIFO and LIFO principles in the issuance of stored goods
	8. Secured Stored goods from adulteration
	9. Demonstrated knowledge of legal requirements related to warehousing.
	10. Demonstrated understanding of relationship between storage space and stock level
	11. Regularly took stock and updated stock control records.
	12. Stored high value goods under locked cages
	13. Demonstrated understanding of structural design of stores
	14. Demonstrated understanding of the significance of safety and security of warehouses
	15. Demonstrated understanding of risk assessment and mitigation measures
 |
| 1. Resource Implications
 | The following resources should be provided:* 1. A functional procurement unit
	2. A functional procurement entity with an approved warehouse
	3. Warehouse equipment
 |
| 1. Methods of Assessment
 | Competency may be assessed through:1. Written text
2. Interview
3. Observation
 |
| 1. Context of Assessment
 | Competency may be assessed: 1. On-the-job
2. Off-the –job
3. During Industrial attachment
 |
| 1. Guidance information for assessment
 | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. |

# MANAGE PASSENGER TRANSPORT

**UNIT CODE:** LOG/OS/RTM/CR/06/5/A

**UNIT DESCRIPTION:**

This unit describes competencies required to manage passenger transport. It involves monitoring transport routes and schedules, facilitating passenger ticketing, maintaining passenger service vehicles, providing vehicle security and safety, managing passenger accompaniments, managing passenger fleet records and providing customer care services.

**ELEMENTS AND PERFORMANCE CRITERIA:**

| **ELEMENT**  | **PERFORMANCE CRITERIA*****(Bold and italicized terms are elaborated in the Range)*** |
| --- | --- |
| 1. Monitor transport routes and schedules
 | * 1. Service demand is identified as per SOPs
	2. Transit time is implemented based on government and organisational guidelines, travel time and prevailing weather conditions
	3. Transport schedule is implemented based on principles of ***optimisation***
	4. Required operations ***resources*** are identified based on the scope of work
 |
| 1. Facilitate passenger ticketing
 | * 1. Tickets are acquired and stored as per SOPs
	2. Tickets are sold and distributed based on demand
	3. Ticket reconciliation is carried out based on revenue and passenger manifests
	4. Passenger ticket inspection is carried out as per SOPs
	5. ***Finance security*** is implemented as per SOPs
	6. Process challenges are identified and reported as per SOPs
	7. Ticketing records are obtained, stored and maintained as per SOPs
 |
| 1. Maintain passenger service vehicles
 | * 1. Passenger service vehicle mechanical and operational conditions are assessed as per SOPs
	2. Diagnostic tests are carried out as per SOPs
	3. Passenger service vehicle are serviced as per SOPs
	4. ***Service parts*** are replaced/serviced based on part conditions
	5. Road tests are carried out and service and repair procedures finalized as per SOPs
	6. Passenger service vehicle maintenance reports are prepared and disseminated in line with workplace policy
 |
| 1. Provide vehicle safety and security
 | * 1. ***Security risks*** are assessed based on the operating environment
	2. Security policy is implemented as per SOPs
	3. Safety and security inspection ***tools and equipment*** are identified based on SOPs
	4. Passengers are inspected in line with security policy and SOPs
	5. Passenger luggage is inspected in line with security policy and SOPs
	6. Termini safety is provided as per legal requirements
	7. Vehicle safety checks are conducted as per safety rules and regulations
	8. ***Vehicle operations*** are supervised according to safety procedures
 |
| 1. Manage passenger accompaniments
 | * 1. Passenger ***accompaniments*** are identified
	2. High value goods are declared as per SOPs
	3. Passenger accompaniments are accepted as per SOPs
	4. Passenger accompaniments are labelled as per SOPs
	5. Transportation charges are ***calculated*** based on prevailing organisation tariffs
	6. Passenger accompaniments are loaded and transported as per SOPs
	7. Passenger accompaniments are delivered as per SOPs
 |
| 1. Manage passenger fleet records
 | * 1. ***Fleet records*** are obtained and categorised based on workplace procedures
	2. Fleet maintenance and management systems are implemented in line with workplace policy
	3. Fleet records are regularly updated in line with workplace procedures
	4. Security of fleet records is provided and maintained as per SOPs
	5. Fleet reports are prepared according to workplace procedures
	6. Disposal and archival of fleet records is carried out according to workplace procedures and policy
 |
| 1. Provide customer care services
 | * 1. Customer needs are identified as per SOPs
	2. Customer information is received and disseminated as per SOPs
	3. Customer inquiries are received and channelled to relevant parties as per workplace policy
	4. Customer complaints are documented and processed as per workplace policy
	5. Conflicts are resolved as per SOPs
 |

**Range**

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

|  |  |
| --- | --- |
| **Variable** | **Range** |
| 1. Optimisation may include but not limited to:
 | * Limitations
* Time
* Cost
* Efficiency
* Capacity
 |
| 1. Resources may include but not limited to:
 | * Tools
* Equipment
* Rations
* PPE
* Allowances
* Rest rooms
 |
| 1. Finance security may include but not limited to:
 | * Banking
* Movement of funds from point of sale to bank
* Collection of funds
* E-ticketing
* Cash
* Personnel integrity
 |
| 1. Service parts may include but not limited to:
 | * Oil, fuel, air and diesel exhaust filters
* Wiper blades
* Spark plugs
* Brake pads/linings
* Drive belts
* Seals and gaskets
* Tyre fitting and puncture repair
* Lining/pad
* Fan belts
 |
| 1. Security risks may include but not limited to:
 | * Accident
* Return on Investment
* Political instability
* Theft
* Natural calamities
* Loss/damage
* Terrorism
 |
| 1. Tools and equipment may include but not limited to:
 | * Metal detectors
* Scanners
* First Aid Kits
* Lifesavers
* Reflectors
* Fire extinguisher
* PPE
* Tool box
* GPS tracking system
* Communication equipment
 |
| 1. Vehicle operations may include but not limited to::
 | * Routes
* Schedules
 |
| 1. Accompaniments may include but not limited to:
 | * Luggage size
* Animals
* Children
* Special equipment
	+ Wheelchairs
	+ Prams
	+ Crutches
 |
| 1. Calculated may include but not limited to:
 | * Size (volume)
* Weight
* Nature of goods
* Demurrage
 |
| 1. Fleet records may include but not limited to:
 | * Tachograph records
* Dispatch records
* Driver’s records
* Registers
* Licenses
* Fuel records
* Depot records
* Radio communication records
 |

**REQUIRED SKILLS AND KNOWLEDGE**

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

**Required Knowledge**

The individual needs to demonstrate knowledge of:

* Situation management
* Conflict resolution
* Socio-cultural behaviour
* Passenger behaviour
* Legal laws and policies
* Regulatory bodies
* Emerging technologies
* Customer relations
* ISO standards
* Quantitative techniques
* Ethical issues

**Required Skills**

The individual needs to demonstrate the following skills:

* Leadership
* Communication (verbal & Non-verbal)
* Conceptual skills
* Technical skills
* Human relations
* Digital literacy
* Aptitude thinking
* Decision making
* Statistical skills

**EVIDENCE GUIDE**

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

|  |  |
| --- | --- |
| 1. Critical Aspects of Competency
 | Assessment requires evidence that the candidate1. Developed passenger transport policy
2. Carried out vehicle planning
3. Developed transport routes and schedules
4. Managed passenger ticketing
5. Maintained passenger service vehicles
6. Provided vehicle security
7. Managed transport safety
8. Managed passenger accompaniments
9. Managed vehicle crew
10. Managed human resource
11. Managed passenger fleet records
 |
| 1. Resource Implications
 | The following resources should be provided:1. Functional workshop/garage
2. Simulated workplace environment
3. Tracking systems
4. Computers
5. Computer software
6. PPE
7. Security systems
8. Communication equipment
9. Depots
10. Vehicles
11. Safes
12. Transportation related laws and regulations
13. First Aid Kits
14. Maps
 |
| 1. Methods of Assessment
 | Competency may be assessed through:* 1. Written text
	2. Interview
	3. Observation
 |
| 1. Context of Assessment
 | Competency may be assessed: 1. On-the-job
2. Off-the –job
3. During Industrial attachment
 |
| 1. Guidance information for assessment
 | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. |