****

**REPUBLIC OF KENYA**

**COMPETENCY BASED CURRICULUM**

 **FOR**

**TAXATION**

**LEVEL 5**



TVET CDACC

 P.O. BOX 15745-00100

NAIROBI

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**Council Secretary/CEO**

**TVET Curriculum Development, Assessment and Certification Council**

**P.O. Box 15745–00100**

**Nairobi, Kenya**

**Email: cdacc.tvet@gmail.com**

# FOREWORD

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

Reforms in the education sector are necessary for the achievement of Kenya Vision 2030 and meeting the provisions of the Constitution of Kenya 2010. The education sector had to be aligned to the Constitution and this resulted to the formulation of the Policy Framework for Reforming Education and Training (Sessional Paper No. 4 of 2012). A key feature of this policy is the radical change in the design and delivery of TVET training. This policy document requires that training in TVET be competency based, curriculum development be industry led, certification be based on demonstration of competence and mode of delivery allows for multiple entry and exit in TVET programmes.

These reforms demand that Industry takes a leading role in curriculum development to ensure the curriculum addresses its competence needs. It is against this background that this curriculum has been developed.

It is my conviction that this curriculum will play a great role towards development of competent human resource for the Taxation Sector’s growth and 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 on Reforming Education and Training in Kenya, emphasized the need to reform curriculum development, assessment and certification. This called for a shift to CBET to address the mismatch between skills acquired through training and skills needed by industry as well as increase the global competitiveness of Kenyan labor force.

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

This curriculum has been developed following the CBET framework policy; the CBETA Standards and guidelines provided by the TVET Authority and the Kenya National Qualification framework designed by the Kenya National Qualification Authority.

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

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

**Prof. CHARLES M. M. ONDIEKI, PhD, FIET (K), Con. EngTech.**

**CHAIRMAN, TVET CDACC**

# ACKNOWLEDGMENT

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

I recognize with appreciation the role of the Taxation Sector Skills Advisory Committee (SSAC) in ensuring that competencies required by the industry are addressed in the curriculum. I also thank all stakeholders in the Taxation sector for their valuable input and all those who participated in the process of developing this curriculum.

I am convinced that this curriculum will go a long way in ensuring that workers in Taxation Sector acquire competencies that will enable them to perform their work more efficiently.

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

**COUNCIL SECRETARY/CEO**

**TVET CDACC**

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 ACRONYMS

CDACC Curriculum Development Assessment and Certification Council

CU Curriculum

BC Basic Competency

CR Core Competency

CC Common Competency

KCSE Kenya Certificate of Secondary Education

KNQA Kenya National Qualifications Authority

OSHA Occupation Safety and Health Act

PPE Personal Protective Equipment

SSAC Sector Skills Advisory Committee

TVET Technical and Vocational Education and Training

SOP Standard operating procedures

# KEY TO UNIT CODE

 BUS/CU/TX/BC/01/6/A

Industry or sector

Curriculum

Occupational area

Type of competency

Competency number

Competency level

Version control

# COURSE OVERVIEW

**Description of the Course**

Taxation certificate Level 5 consist of competencies that an individual must achieve to administer taxation. It entails filing tax returns, preparing Payroll and maintain company assets register.

**Units of Learning**

This course consists of basic and core units of learning as indicated below:

**Basic Units of Learning**

|  |  |  |  |
| --- | --- | --- | --- |
| **Unit of Learning Code** | **Unit of Learning Title** | **Duration in Hours** | **Credit Factor** |
| BUS/CU/TX/BC/01/5/A | Communication skills | 25 | 2.5 |
| BUS/CU/TX/BC/02/5/A | Numeracy skills | 40 | 4 |
| BUS/CU/TX/BC/03/5/A | Digital literacy | 45 | 4.5 |
| BUS/CU/TX/BC/04/5/A | Entrepreneurial skills | 70 | 7 |
| BUS/CU/TX/BC/05/5/A | Employability skills | 50 | 5 |
| BUS/CU/TX/BC/06/5/A | Environmental literacy | 25 | 2.5 |
| BUS/CU/TX/BC/07/5/A | Occupational safety and health practices | 25 | 2.5 |
| **Total**  |  | **280** | **28** |

**Common Units of Learning**

|  |  |  |  |
| --- | --- | --- | --- |
| **Unit of Learning Code** | **Unit of Learning Title** | **Duration in Hours** | **Credit Factor** |
| BUS/CU/TX/CC/01/5/A | Taxation | 60 | 6 |
| BUS/CU/TX/CC/02/5/A | Business Law  | 100 | 10 |
| BUS/CU/TX/CC/03/5/A | Financial Accounting | 100 | 10 |
| **Total** |  | **260** | **26** |

**Core units of learning**

|  |  |  |  |
| --- | --- | --- | --- |
| **Unit of Learning Code** | **Unit of Learning Title** | **Duration in Hours** | **Credit Factor** |
| BUS/CU/TX/CC/01/5/A | Tax returns | 150 | 15 |
| BUS/CU/TX/CC/01/5/A | Payroll administration | 120 | 12 |
| BUS/CU/TX/CC/01/5/A | Company asset register | 140 | 14 |
|  | Industrial Attachment | 360 | 36 |
| **Total**  |  | **770** | **77** |
| **Grand Total** |  | **1310** | **131** |

The total duration of the course is 1310 hours which includes industrial attachment of 360 hours equivalent to 12 weeks.

**Entry Requirements**

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

 **Or**

1. Kenya Certificate of Secondary Education (KCSE) Mean Grade D(Plain)

 **Or**

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

**Assessment**

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

**Certification**

A candidate will be issued with a Record of Achievement for each Unit of Competency. To attain the qualification Craft Certificate Level 5 Tax Clerk, the candidate must demonstrate competence in all the units of competency as given in qualification pack. These certificates will be issued by TVET CDACC in conjunction with training provider.

**BASIC UNITS OF LEARNING**

#

#  COMMUNICATION SKILLS

**UNIT CODE:** BUS/CU/TX/CR/01/5/A

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: Demonstrate Communication Skills

**Duration of Unit:** 25hours

**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.

**Summary of Learning Outcomes**

1. Meet communication needs of clients and colleagues
2. Contribute to the development of communication strategies
3. Conduct interviews
4. Facilitate group discussions
5. Represent the organization

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

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

**Suggested Methods of Instruction**

* Role playing
* Viewing of related videos

**Recommended Resources**

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

# NUMERACY SKILLS

**UNIT CODE:** BUS/CU/TX/CR/02/5/A

**Relationship to Occupational Standards:**

This unit addresses the Unit of Competency: Demonstrate Numeracy Skills

**Duration of Unit:** 40 hours

**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

**Summary of Learning Outcomes**

1. Calculate with whole numbers and familiar fractions, decimals and percentages for work
2. Estimate, measure and calculate with routine metric measurements for work
3. Use routine maps and plans for work
4. Interpret, draw and construct 2D and 3D shapes for work
5. Interpret routine tables, graphs and charts for work
6. Collect data and construct routine tables and graphs for work
7. Use basic functions of calculator

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

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Calculate with whole numbers and familiar fractions, decimals and percentages for work
 | * Interpretation of whole numbers, fractions, decimals, percentages and rates
* Calculations involving several steps
* Calculation with whole numbers and routine or familiar fractions, decimals and percentages
* Conversion between equivalent forms of fractions, decimals and percentages
* Application of order of operations to solve multi-step calculations
* Application of problem solving strategies
* Making estimations to check reasonableness of problem solving process, outcome and its appropriateness to the context and task
* Use of formal and informal mathematical language and symbolism to communicate the result of a task
 | * Written
* Practical test
* Observation
 |
| 1. Estimate, measure and calculate with routine metric measurements for work
 | * Selection and interpretation of measurement information in workplace tasks and texts
* Identification and selection of routine measuring equipment
* Estimation and making measurements using correct units
* Estimation and calculation using routine measurements
* Performing conversions between routinely used metric units
* Using problem solving processes to undertake tasks
* Recording information using mathematical language and symbols
 | * Written
* Practical test
* Observation
 |
| 1. Use routine maps and plans for work
 | * Identification of features in routine maps and plans
* Symbols and keys used in routine maps and plans
* Identification and interpretation of orientation of map to North
* Demonstrate understanding of direction and location
* Apply simple scale to estimate length of objects, or distance to location or object
* Give and receive directions using both formal and informal language
 | * Written
* Practical test
* Observation
 |
| 1. Interpret, draw and construct 2D and 3D shapes for work
 | * Identify two dimensional shapes and routine three-dimensional shapes in everyday objects and in different orientations
* Explain the use and application of shapes
* Use formal and informal mathematical language and symbols to describe and compare the features of two-dimensional shapes and routine three-dimensional shapes
* Identify common angles
* Estimate common angles in everyday objects
* Use formal and informal mathematical language to describe and compare common angles
* Use common geometric instruments to draw two dimensional shapes
* Construct routine three-dimensional objects from given nets
 |  • Written• Practical test• Observation |
| 1. Interpret routine tables, graphs and charts for work
 | * Identify routine tables, graphs and charts in predominately familiar texts and contexts
* Identify common types of graphs and their different uses
* Identify features of tables, graphs and charts
* Locate specific information
* Perform calculations to interpret information
* Explain how statistics can inform and persuade
* Identify misleading statistical information
* Discuss information relevant to the workplace
 | * Oral
* Written
* Practical test
* Observation
 |
| 1. Collect data and construct routine tables and graphs for work
 | * Identify features of common tables and graphs
* Identify uses of **different tables and graphs**
* Determine data and variables to be collected
* Determine audience
* Select a method to collect data
* Collect data
* Collate information in a table
* Determine suitable scale and axes
* Draft and draw graph to present information
* Check that data meets the expected results and context
* Report or discuss information using formal and informal mathematical language
 | * Written
* Practical test
* Observation
 |
| 1. Use basic functions of calculator
 | * Identify and use keys for basic functions on a calculator
* Calculate using whole numbers, money and routine decimals and percentages
* Calculate with routine fractions and percentages
* Apply order of operations to solve multi-step calculations
* Interpret display and record result
* Make estimations to check reasonableness of problem solving process, outcome and its appropriateness to the context and task
* Use formal and informal mathematical language and appropriate symbolism and conventions to communicate the result of the task
 | * Written
* Practical test
* Observation
 |

**Suggested Methods of Instruction**

* Demonstrations
* Role playing
* Viewing of related videos
* Discussion
* Assignments

**Recommended resources**

* Calculators
* Basic measuring instruments

# DIGITAL LITERACY

**UNIT CODE:** BUS/CU/TX/CR/03/5/A

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: Demonstrate Digital Literacy

**Duration of Unit:** 45 hours

**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.

**Summary of Learning Outcomes**

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

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

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

**Suggested Methods of Instruction**

* Demonstration
* Viewing of related videos
* Discussions
* Assignments
* Direct instructions

**Recommended Resources**

* Computers
* Other digital devices
* Printers
* Storage devices
* Internet access
* Computer software

# ENTREPRENEURIAL SKILLS

**UNIT CODE:** BUS/CU/TX/CR/04/5/A

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: Demonstrate Entrepreneurship

**Duration of unit:** 70 hours

**Unit Description**

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

**Summary of Learning Outcomes**

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

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

**Suggested Methods of instruction**

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

**Recommended Resources**

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

# EMPLOYABILITY SKILLS

**UNIT CODE:** BUS/CU/TX/CR/05/5/A

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: Demonstrate Employability Skills

**Duration of Unit:** 50 hours

**Unit Description**

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

**Summary of Learning Outcomes**

1. Conduct self-management

2. Demonstrate interpersonal communication

3. Demonstrate critical safe work habits

4. Lead small teams

5. Plan and organize work

6. Maintain professional growth and development

7. Demonstrate workplace learning

8. Demonstrate problem solving skills

9. Demonstrate workplace ethics

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

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Conduct self-management
 | * Self-awareness
* Formulating personal vision, mission and goals
* Strategies for overcoming life challenges
* Emotional intelligence
* Assertiveness versus aggressiveness
* Expressing personal thoughts, feelings and beliefs
* Developing and maintaining high self-esteem
* Developing and maintaining positive self-image
* Articulating ideas and aspirations
* Accountability and responsibility
* Good work habits
* Self-awareness
* Self-development
* Financial literacy
* Healthy lifestyle practices
 | * Written tests
* Oral questioning
* Interviewing
* Portfolio of evidence
* Third party report
 |
| 1. Demonstrate interpersonal communication
 | * Meaning of interpersonal communication
* Listening skills
* Types of audience
* Writing skills
* Reading skills
* Meaning of empathy
* Understanding customers’ needs
* Establishing communication networks
* Sharing information
 | * Written tests
* Oral questioning
* Interviewing
* Portfolio of evidence
* Third party report
 |
| 1. Demonstrate critical safe work habits
 | * Stress and stress management
* Punctuality and time consciousness
* Leisure
* Integratingpersonal objectives into organizational objectives
* Resources utilization
* Setting work priorities
* HIV and AIDS
* Drug and substance abuse
* Handling emerging issues
 | * Written tests
* Oral questioning
* Interviewing
* Portfolio of evidence
* Third party report
 |
| 1. Lead a small team
 | * Leadership qualities
* Team building
* Determination of team roles and objectives
* Team performance indicators
* Responsibilities in a team
* Forms of communication
* Complementing team activities
* Gender and gender mainstreaming
* Human rights
* Maintaining relationships
* Conflicts and conflict resolution
 | * Written tests
* Oral questioning
* Interviewing
* Portfolio of evidence
* Third party report
 |
| 1. Plan and organize work
 | * Functions of management
* Planning
* Organizing
* Time management
* Decision making process
* Task allocation
* Evaluating work activities
* Resource utilization
* Problem solving
* Collecting and organising information
 | * Written tests
* Oral questioning
* Interviewing
* Portfolio of evidence
* Third party report
 |
| 1. Maintain professional growth and development
 | * Opportunities for professional growth
* Assessing training needs
* Licenses and certifications for professional growth and development
* Pursuing personal and organizational goals
* Identifying work priorities
* Recognizing career advancement
 | * Written tests
* Oral questioning
* Interviewing
* Portfolio of evidence
* Third party report
 |
| 1. Demonstrate workplace learning
 | * Managing own learning
* Contributing to the learning community at the workplace
* Cultural aspects of work
* Variety of learning context
* Application of learning
* Safe use of technology
* Identifying opportunities
* Generating new ideas
* Workplace innovation
* Performance improvement
* Handling emerging issues
* Future trends and concerns in learning
 | * Written tests
* Oral questioning
* Interviewing
* Portfolio of evidence
* Third party report
 |
| 1. Demonstrate problem solving skills
 | * Problem identification
* Problem solving
* Application of problem-solving strategies
* Resolving customer concerns
 | * Written tests
* Oral questioning
* Interviewing
* Portfolio of evidence
* Third party report
 |
| 1. Demonstrate workplace ethics
 | * Meaning of ethics
* Ethical perspectives
* Principles of ethics
* Values and beliefs
* Ethical standards
* Organization code of ethics
* Common ethical dilemmas
* Organization culture
* Corruption, bribery and conflict of interest
* Privacy and data protection
* Diversity, harassment and mutual respect
* Financial responsibility/accountability
* Etiquette
* Personal and professional integrity
* Commitment to jurisdictional laws
* Emerging issues in ethics
 | * Written tests
* Oral questioning
* Interviewing
* Portfolio of evidence
* Third party report
 |

**Suggested Methods of Instruction**

* Demonstrations
* Simulation/Role play
* Discussion
* Presentations
* Case studies
* Q&A

**Recommended Resources**

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

# ENVIRONMENTAL LITERACY

**UNIT CODE:** BUS/CU/TX/CR/06/5/A

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: Demonstrate Environmental Literacy

**Duration of Unit:** 25 hours

**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.

**Summary of Learning Outcomes**

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

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

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

**Suggested Methods of Instruction**

* Instructor led facilitation of theory
* Demonstration by trainer
* Viewing of related videos
* Project
* Assignements
* Role play

**Recommended Resources**

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

# OCCUPATIONAL SAFETY AND HEALTH PRACTICES

**UNIT CODE:** BUS/CU/TX/CR/07/5/A

**Relationship to Occupational Standards**

This unit addresses the unit of competency: Demonstrate occupational safety and health practices

**Duration of Unit:** 25 hours

**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

**Summary of Learning Outcomes**

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

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

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Identify workplace hazards and risks
 | * Identification of hazards in the workplace and/or the indicators of their presence
* Evaluation and/or work environment measurements of OSH hazards/risk existing in the workplace is conducted by
* Authorized personnel or agency
* Gathering of OHS issues and/or concerns raised
 | * Oral questions
* Written tests
* Portfolio of evidence
* Third party report
 |
| 1. Control OSH hazards
 | * Prevention and control measures, including use of PPE (personal protective equipment) for specific hazards are identified and implemented
* Appropriate risk controls based on result of OSH hazard evaluation is recommended
* Contingency measures, including emergency procedures during workplace incidents and emergencies are recognized and established in accordance with organization procedures
 | * Oral questions
* Written tests
* Portfolio of evidence
* Third party report
 |
| 1. Implement OSH programs
 | * Providing information to work team about company OHS program, procedures and policies/guidelines
* Participating in implementation of OSH procedures and policies/ guidelines
* Training of team members and advice on OSH standards and procedures
* Implementation of procedures for maintaining OSH-related records
 | * Oral questions
* Written tests
* Portfolio of evidence
* Third party report
 |

**Suggested Methods of Instruction**

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

**Recommended Resources**

* Standard operating and/or other workplace procedures manuals
* Specific job procedures manuals
* Machine/equipment manufacturer’s specifications and instructions
* Personal Protective Equipment (PPE) e.g.
* Mask
* Face mask/shield
* Safety boots
* Safety harness
* Arm/Hand guard, gloves
* Eye protection (goggles, shield)
* Hearing protection (ear muffs, ear plugs)
* Hair Net/cap/bonnet
* Hard hat
* Face protection (mask, shield)
* Apron/Gown/coverall/jump suit
* Anti-static suits
* High-visibility reflective vest

# COMMON UNITS OF LEARNING

#  TAXATION CONCEPT

UNIT CODE: BUS/CU/TX/CC/01/5/A

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: understand taxation concept

**Duration of Unit:** 60 Hours

**Unit Description**

This unit specifies the competencies required to understand taxation.it involves understanding concept of taxation and understanding tax policies.

**Summary of Learning Outcomes**

1. Understand concept of taxation
2. Understand tax policies

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

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Apply taxation concept
 | * Tax
* Types of taxes
* Classification
* Principles/canons of taxation
* Purpose/reasons for taxation
* Taxable capacity
 | * Written tests
* Observation
* Oral questions
* Third party report
 |
| 1. Understand tax policies
 | * Double taxation treaties
* Resident and non-resident status
* Tax planning
 | * Written tests
* Observation
* Oral questions
* Third party report
 |

**Suggested Methods of Delivery**

* Project
* Demonstration by trainer
* Practice by the trainee
* Discussions
* Simulation
* On job training

**Recommended Resources**

* Writing materials
* Projector
* Computer
* Flip Chart/white board

# BUSINESS LAW

**UNIT CODE:** BUS/CU/TX/CC/02/5/A

**Relationship to Occupational Standards**

This unit addresses the unit of competency: Principles of business law

**Duration of Unit:** 100 Hours

**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 sale of goods, hire purchase contracts, law of agency, law of negotiable instruments, the law of insurance, the law of property, understanding administrative of law and apply law of partnership.

**Summary of Learning Outcomes**

1. Demonstrate understanding of law
2. Apply law of tort
3. Apply law of Persons
4. Apply law of contract
5. Apply law of sale of goods
6. Apply hire purchase contracts
7. Apply law of agency
8. Apply law of negotiable instruments
9. Apply law of insurance
10. Apply law of property
11. Understanding administrative of law
12. Apply law of partnership

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

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Demonstrate understanding of law
 | * Law
* Court structure
* Alternative dispute resolutions
* Sources of law
* Purpose of the law
* Classification of Law
* Law and morality
 | * Oral questions
* Written tests
* Observation
* Third party report
 |
| 1. Apply law of tort
 | * Nature of law of tort
* Negligence
* General defences
* Vicarious liability
* Strict liability
* Defamation
* Occupiers liability
* Limitation of action
 | * Oral questions
* Written tests
* Practical test
* Observation
* Third party report
 |
| 1. Apply law of Persons
 | * Nature of persons
* Nationality
* Citizenship
* Domicile
* Corporative societies
* Unincorporated partnership
* Incorporated associations
 | * Written tests
* Observation
* Oral questions
* Third party report
 |
| 1. Apply law of contract
 | * Contact
* Classification of contract
* Essentials of valid contract
* Terms of contract
* Vitiating factors
* Illegal contracts
* Discharge of contracts
* Remedies for breach of a contract
* Limitation of actions
 | * Written tests
* Observation
* Oral questions
* Third party report
 |
| 1. Apply law of sale of goods
 | * Nature of contract
* Formalities of a contract
* Terms of the contract
* Implied terms by statute
* Rights and duties of the parties
* Auction sales
* International contract of sales
 | * Written tests
* Observation
* Oral questions
* Third party report
 |
| 1. Apply hire purchase contracts
 | * Nature of hire purchase contract
* Difference between hire purchase and conditional sales/credit sales
* Formalities of hire purchase contract
* Employed terms of the hire purchase contract
* Rights and duties of the parties
* Termination and completion of hire purchase contract
 | * Written tests
* Observation
* Oral questions
* Third party report
 |
| 1. Apply law of agency
 | * Nature of agency contract
* Types of agents
* Creation of agency
* Authority of an agent
* Rights and duties of parties
* Termination of agency
 | * Written tests
* Observation
* Oral questions
* Third party report
 |
| 1. Apply law of negotiable instruments
 | * Nature and characteristics of negotiable instruments
* Negotiability of instruments
* Types of negotiable instruments
* Obligations of the parties
 | * Written tests
* Observation
* Oral questions
* Third party report
 |
| 1. Apply law of insurance
 | * Nature of the contract
* Formation of the contract
* Principles of insurance
* Types of insurance
* Termination of the contract
 | * Written tests
* Observation
* Oral questions
* Third party report
 |
| 1. Apply law of property
 | * Nature of property
* Classification of property
* Property in land
* Interest in land
* Intellectual properties
* Industrial designs
 | * Written tests
* Observation
* Oral questions
* Third party report
 |
| 1. Understanding administrative of law
 | * Nature of administrative of law
* Functions of administrative of law
* Doctrine of separation of powers
* Principles of natural justice
* Judicial control of the executive
 | * Written tests
* Observation
* Oral questions
* Third party report
 |
| 1. Apply law of partnership
 | * Nature of partnership
* Formation of partnership
* Types of partnership
* Rights, duties and liabilities to existing, incoming, outgoing and minor partners
* Management of partnership
* Dissolution of partnership and consequences
 | * Written tests
* Observation
* Oral questions
* Third party report
 |

**Suggested Delivery Methods**

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

**Recommended Resources**

* Standard operating and/or other workplace procedures manuals
* Specific job procedures manuals
* Machine/equipment manufacturer’s specifications and instructions
* Personal Protective Equipment (PPE) e.g.
* Mask
* Face mask/shield
* Safety boots
* Safety harness
* Arm/Hand guard, gloves
* Eye protection (goggles, shield)
* Hearing protection (ear muffs, ear plugs)
* Hair Net/cap/bonnet
* Hard hat
* Face protection (mask, shield)
* Apron/Gown/coverall/jump suit

#  FINANCIAL ACCOUNTING

UNIT CODE: BUS/CU/TX/CC/03/5/A

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency:apply financial accounting skills

**Duration of Unit:** 100 Hours

**Unit Description**

This unit specifies the competencies required to apply financial accounting skills. It involves understanding accounting basis and concepts, understanding accounting records and understanding financial statements.

**Summary of Learning Outcomes**

1. Understand accounting basis and concepts
2. Understand accounting records
3. Financial statements

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

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Understand accounting basis and concepts
 | * Meaning of financial accounting
* Types of principles/concepts of accounting
* Classification of assets
* Classification of liabilities
* Accounting equation
 | * Written tests
* Observation
* Oral questions
* Third party report
 |
| 1. Understand accounting records
 | * Meaning of journal
* Types of journals
* Pass journals
* Double entry rule system
* Preparation of trial balance
* Preparation of bank reconciliation
* Preparation of depreciation/revaluation accounts
* Preparation of control accounts
 | * Written tests
* Observation
* Oral questions
* Third party report
 |
| 1. Understand financial statements
 | * Preparation of income statement and statement of financial position of a sole trader
* Preparation of income statement and appropriation account and statement of financial position of a partnership
* Preparation of income statement, statement of changes in equity, notes to the accounts, statement of cash flows and statement of financial position of a company
* Preparation of manufacturing accounts.
* Preparation of Banking accounts
* Preparation Insurance companies accounts
 | * Written tests
* Observation
* Oral questions
* Third party report
 |

**Suggested Methods of Delivery**

* Project
* Demonstration by trainer
* Practice by the trainee
* Discussions
* Simulation
* On job training

**Recommended Resources**

* Writing materials
* Projector
* Computer
* Flip Chart/white board

# CORE UNITS OF LEARNING

# TAX RETURNS

UNIT CODE: BUS/CU/TX/CR/01/5/A

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: file tax returns

**Duration of Unit:** 150 Hours

**Unit Description**

This unit specifies the competencies required to file tax returns. It involves preparing pay as you earn return (P.A.Y.E), preparing VAT returns, preparing statutory deductions and preparing income tax.

**Summary of Learning Outcomes**

1. Prepare pay as you earn return (P.A.Y.E)
2. Prepare VAT returns
3. Prepare withholding taxes
4. Prepare installments tax
5. Prepare statutory deductions
6. Prepare income
7. File advanced tax
8. File property tax
9. File presumptive tax
10. File capital gain tax

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

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Prepare pay as you earn return (P.A.Y.E)
 | * Payroll
* Computation of gross pay
* Filing P.A.Y.E in ITAX
 | * Written tests
* Observation
* Oral questions
* Third party report
 |
| 1. Prepare VAT returns
 | * Registration and deregistration of VAT
* VAT
	+ Characteristics
	+ Advantages and disadvantages
	+ Terminologies
	+ Rates
* Rights of taxable person
* Right of commissioner of taxes
* Methods of calculating VAT
* Inclusive
* Exclusive
* Restriction
* Filing VAT in ITAX
 | * Written tests
* Observation
* Oral questions
* Third party report
 |
| 1. Prepare withholding taxes
 | * Withholding taxes
* Types
* Rates
* Computation
* Filing in ITAX
 | * Written tests
* Observation
* Oral questions
* Third party report
 |
| 1. Prepare installments tax
 | * Installment tax
* Methods of computing installment tax
* Computation of taxable business income
* Due dates for payment of installment tax
* Filing installment tax in ITAX
 | * Written tests
* Observation
* Practical tests
* Third party report
 |
| 1. Prepare statutory deductions
 | * Statutory deductions
* Types of statutory deductions
* Preparation of statutory deduction sheet
* Filing statutory deductions online
 | * Written tests
* Observation
* Practical tests
* Third party report
 |
| 1. Prepare income tax
 | * Income tax
* Types of income tax
* Employment income
* Business income
* Sole trader
* Partnership(including changes in partnership)
* Limited companies
* Cooperatives
* Banking institutions
* Insurance
* SACCOS
* Filling income tax in ITAX
 | * Written tests
* Observation
* Practical tests
* Third party report
 |
| 1. File advanced tax
 | * Advanced tax
* Classification of vehicles
 | * Written tests
* Observation
* Practical tests
* Third party report
 |
| 1. File property tax
 | * Property tax
* Calculation of gross income
* Rate of property income tax
* Computation of property tax
* Filing of property tax (ITAX)
 | * Written tests
* Observation
* Practical tests
* Third party report
 |
| 1. File presumptive tax
 | * Presumptive tax
* Rate of presumptive tax
 | * Written tests
* Observation
* Practical tests
* Third party report
 |
| 1. File capital gain tax
 | * Capital gain tax
* Rate of capital gain tax
* Computation of capital gain tax
* Filing of Capital gain tax (ITAX)
 | * Written tests
* Observation
* Practical tests
* Third party report
 |

**Suggested Methods of Delivery**

* Project
* Demonstration by trainer
* Practice by the trainee
* Discussions
* Simulation
* On job training

**Recommended Resources**

* Writing materials
* Projector
* Computer
* Flip Chart/white board

# PAYROLL ADMINISTRATION

UNIT CODE: BUS/CU/TX/CR/02/5/A

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: Administer payroll system

**Duration of Unit:** 120 Hours

**Unit Description**

This unit specifies the competencies required to administer payroll system.it involves grouping organization employee, determining the payroll system, computing employee payment, computing employee P.A.Y.E, preparing employee payment excel sheet and obtaining approval of employee payment.

**Summary of Learning Outcomes**

1. Group organization employee
2. Determine the payroll system
3. Compute employee payment
4. Compute employee P.A.Y.
5. Prepare employee payment excel sheet
6. Obtain approval of employee payment

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

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Group organization employee
 | * Organization structure
* Types of employees
* Permanent
* Casual
* Contract
 | * Written tests
* Observation
* Oral questions
* Third party report
 |
| 1. Determine the payroll system
 | * Types of Payroll software’s
* Control measures in payroll system
* Advantages/Disadvantages of payroll systems
 | * Written tests
* Observation
* Oral questions
* Third party report
 |
| 1. Compute employee payment
 | * Computation of gross pay
* Computation of net pay
 | * Written tests
* Observation
* Oral questions
* Third party report
 |
| 1. Compute employee P.A.Y.E
 | * Compute employee gross pay
* Compute P.A.Y.E
* Features of P10 and P9 Forms
* Filing of P.A.Y.E in ITAX
 | * Written tests
* Observation
* Practical tests
* Third party report
 |
| 1. Prepare employee payment excel sheet
 | * Design Excel sheet payroll template
* Extraction of payroll from other systems
 | * Written tests
* Observation
* Practical tests
* Third party report
 |
| 1. Obtain approval of employee payment
 | * Organization structure
* Methods of payments
* Record keeping
 | * Observation
* Practical tests
* Third party report
 |

**Suggested Methods of Delivery**

* Project
* Demonstration by trainer
* Practice by the trainee
* Discussions
* Direct instruction
* Simulation
* On job training

**Recommended Resources**

* Writing materials
* Projector
* Computer
* Flip Chart/white board

#  COMPANY ASSETS REGISTER

UNIT CODE BUS/CU/TX/CR/03/5/A

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: manage company asset register

**Duration of Unit:** 140 Hours

**Unit Description**

This unit specifies the competencies required manage company asset register.it involves analyzing company assets, determining qualifying cost of the asset, determining capital allowance and determining legal ownership.

**Summary of Learning Outcomes**

1. Analyze company asset
2. Determination of qualifying costs
3. Determination of capital allowances
4. Legal Ownership

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

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Analyze company asset
 | * Classification of assets
* Prepare excel sheet template of assets schedule
* Prepare coding system
* Record keeping
 | * Observation
* Practical tests
* Third party report
 |
| 1. Determination of qualifying costs
 | * Computation of qualifying costs
* Characteristics of qualifying costs
 | * Written tests
* Observation
* Oral questions
* Third party report
 |
| 1. Determination of capital allowances
 | * Computation of capital allowances
* Recording in excel sheet
* Record keeping
 | * Written tests
* Observation
* Oral questions
* Third party report
 |
| 1. Legal Ownership
 | * Types of legal documents
* Features of legal documents
 | * Written tests
* Observation
* Oral questions
* Third party report
 |

**Suggested Methods of Delivery**

* Project
* Demonstration by trainer
* Practice by the trainee
* Discussions
* Direct instruction
* Simulation
* On job training

**Recommended Resources**

* Writing materials
* Projector
* Computer
* Flip Chart/white board