



REPUBLIC OF KENYA

NATIONAL OCCUPATIONAL STANDARDS

FOR ACCOUNTANCY TECHNICIAN

**KNQF LEVEL 6
CYCLE 3**

ISCED CODE: 0411 551A



**TVET CDACC
P.O. BOX 15745-00100
NAIROBI**

APPLY MANAGEMENT SKILLS

UNIT CODE: 0413 551 04A

TVET CDACC UNIT CODE: BUS/OS/AC/CC/05/6/MA

UNIT DESCRIPTION

This unit describes competencies required to effectively apply management principles in the workplace. It covers applying planning principles, organizing principles, directing principles and coordinating principles.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENTS	PERFORMANCE CRITERIA
1. Apply planning principle	1.1 Organizational <i>goals and objectives</i> are identified as per work procedure 1.2 <i>Work plans</i> are laid down based on work requirements 1.3 Monitoring of work progress is carried out based on planning factors 1.4 <i>Planning principles</i> are implemented based on work requirements
2. Apply Organizing principle	2.1 Office goals and objectives are defined as per organizational procedure 2.2 Office tasks and responsibilities are assigned based on work requirements 2.3 Monitoring of progress is carried out as per organizational procedure
3. Apply directing principle	3.1 Orders and instructions are laid out to subordinates as per organizational procedure 3.2 Supervision of office staff is carried out as per work requirement 3.3 Exchange of opinions and ideas is carried out as per organization needs
4. Apply	4.1 Work schedules are created as per organizational procedure

coordinating principle	4.2 Individual roles are defined as per work requirements 4.3 Teams are rewarded as per organizational procedure
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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.

Variables	Range
1. Goals and objectives may include but not limited to:	<p>May include but not limited to:</p> <ul style="list-style-type: none"> • Innovation and adaptability • Customer satisfaction • Employee engagement and development • Achieve sustainable growth • Ensure financial growth and profitability • Identify opportunities for growth and diversification
2. Work plans may include but are not limited to:	<ul style="list-style-type: none"> • Creating timelines • Break down the project into specific tasks • Identifying resources required • Identifying potential risks and challenges • Process for seeking approvals
3. Planning principles may include but are not limited to:	<ul style="list-style-type: none"> • Vision and mission • Data-driven decision making • Flexible plans • Transparency in decision making • Fair and equitable decision making

REQUIRED SKILLS AND KNOWLEDGE

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

Required Knowledge

The individual needs to demonstrate the following knowledge of:

- Principles of management
- Research
- Financial Accounting
- Commercial Law

Required Skills

The individual needs to demonstrate skills of:

- Communication
- Analytical
- Evaluation
- Management
- Problem solving
- Time management
- Data collection
- Numeracy
- ICT
- Entrepreneurship
- Occupational health and safety
- Environmental literacy

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: 1.1 Laid down work plans based on the requirements 1.2 Carried out monitoring of progress as per organizational procedure
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	<p>1.3 Carried out supervision of office staff as per work requirement</p> <p>1.4 Created work schedules as per organizational procedure</p>
2. Resource Implications	<p>The following resources should be provided:</p> <p>2.1 Access to relevant workplace where assessment can take place or appropriately simulated environment where assessment can take place</p> <p>2.2 Materials relevant to the proposed activity or tasks</p>
3. Methods of Assessment	<p>Competency in this unit may be assessed through:</p> <p>3.1 Practical</p> <p>3.2 Projects</p> <p>3.3 Poe evaluation</p> <p>3.4 Third party reports</p> <p>3.5 Written tests</p>
4. Context of Assessment	<p>4.1 The competency may be assessed in a workplace or a simulated workplace</p>
5. Guidance information for assessment	<p>5.1 Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.</p>