



**REPUBLIC OF KENYA**

**COMPETENCY-BASED MODULAR CURRICULUM**

**FOR**

**ACCOUNTANCY**

**KNQF LEVEL 6**

**(CYCLE 3)**

**PROGRAM CODE: 0411 551A**



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

## **ENTREPRENEURIAL SKILLS**

**UNIT CODE:** 0413 551 02A

**TVET CDACC UNIT CODE:** BUS/CU/AC/BC/04/6/MA

**UNIT DURATION:** 40 Hours

### **Relationship to Occupational Standards**

This unit addresses the Unit of Competency: Apply Entrepreneurial Skills

### **Unit Description**

This unit covers the competencies required to demonstrate an understanding of entrepreneurship. It involves applying financial literacy, applying entrepreneurial concepts identifying entrepreneurship opportunities, applying business legal aspects, and innovating business strategies and developing business plans.

### **Summary of Learning Outcomes**

<b>S/NO</b>	<b>ELEMENTS</b>	<b>DURATION (HOURS)</b>
1	Apply financial literacy skills	<b>6</b>
2	Apply the entrepreneurial concepts	<b>4</b>
3	Identify entrepreneurship opportunities	<b>6</b>
4	Apply business legal aspects	<b>6</b>
5	Innovate business strategies	<b>6</b>
<b>6</b>	Develop a business plan	<b>12</b>
		<b>TOTAL 40 HOURS</b>

### Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Apply financial literacy skills	1.1 Personal finance management 1.2 .1 Balancing between needs and wants 1.2.2 Budget Preparation 1.2 Saving management 1.2.1 Factors to consider when deciding where to save 1.3 Debt management 1.3.1 Factors to consider before taking a loan 1.4 Investment decisions 1.4.1 Types of investments 1.4.2 Factors to consider when investing money 1.5 Insurance services 1.5.1 Insurance products available in the market 1.5.2 Insurable risks	<ul style="list-style-type: none"> <li>• Project</li> <li>• Written assessment</li> <li>• Oral assessment</li> <li>• Third party report</li> <li>• Interviews</li> <li>• POE evaluation</li> </ul>
2. Apply entrepreneurial concept	2.1 Difference between entrepreneurs and business person 2.2 Types of entrepreneurs 2.3 Ways of becoming an entrepreneur 2.4 Characteristics of Entrepreneurs 2.5 Salaried employment and self-employment 2.6 Requirements for entry into self-employment	<ul style="list-style-type: none"> <li>• Project</li> <li>• Written assessment</li> <li>• Oral assessment</li> <li>• Third party report</li> <li>• Interviews</li> <li>• POE evaluation</li> </ul>

	2.7 Roles of an Entrepreneur in an enterprise 2.8 Contributions of Entrepreneurship	
3.Identify entrepreneurship opportunities	3.1 Sources of business ideas 3.2 Factors to consider when evaluating business opportunity 3.3 Business life cycle	<ul style="list-style-type: none"> <li>• Project</li> <li>• Written assessment</li> <li>• Oral assessment</li> <li>• Third party report</li> <li>• Interviews</li> <li>• POE evaluation</li> </ul>
4.Apply business legal aspects	4.1 Forms of business ownership 4.2 Business registration and licensing processing 4.3 Types of contracts and agreements 4.4 Employment laws 4.5 Taxation laws	<ul style="list-style-type: none"> <li>• Project</li> <li>• Written assessment</li> <li>• Oral assessment</li> <li>• Third party report</li> <li>• Interviews</li> <li>• POE evaluation</li> </ul>
5.Innovate business Strategies	5.1 Creativity in business 5.2 Innovative business strategies 5.3 Entrepreneurial Linkages 5.4 ICT in business growth and development	<ul style="list-style-type: none"> <li>• Project</li> <li>• Written assessment</li> <li>• Oral assessment</li> <li>• Third party report</li> <li>• Interviews</li> <li>• POE evaluation</li> </ul>
6.Develop Business Plan	6.1 Business description 6.2 Marketing plan 6.3 Organizational/Management plan 6.4 Production/operation plan 6.5 Financial plan	<ul style="list-style-type: none"> <li>• Project</li> <li>• Written assessment</li> <li>• Oral assessment</li> <li>• Third party</li> </ul>

	6.6 Executive summary 6.7 Business plan presentation 6.8 Business idea incubation	report • Interviews • POE evaluation
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### **Suggested Methods of Instruction**

- Direct instruction with active learning strategies
- Project (Business plan)
- Case studies
- Field trips
- Group Discussions
- Demonstration
- Question and answer
- Problem solving
- Experiential
- Team training
- Guest speakers

### **Recommended Resources for 25 trainees**

S/No.	Category/Item	Description/Specifications	Quantity	Recommended Ratio (Item: Trainee)
<b>A</b>	<b>Learning Materials</b>			
1.	Charts	• Flip Charts	5	1:6
<b>B</b>	<b>Learning Facilities &amp; Infrastructure</b>			
2.	Lecture/Theory Room	(9* 8 sq. metres)	1	1:30
3.	Internet Connection	WI-FI, Dial-Up, Cable, Fixed-wireless,	1	1:30
<b>C</b>	<b>Consumable Materials</b>			

4.	Markers	whiteboard markers and permanent markers	5	1:6
5.	Stationery	Printing Papers, Foolscaps	5 reams	1:6
6.	Files / folders		30	1:1
7.	Flash disks		5	1:6
<b>D</b>	<b>Tools And Equipment</b>			
8.	Computers/Laptops	Any model	30	1:1
9.	Projector	LED.LCD, Laser	1	1:30
10.	Whiteboard	Glass, melamine, porcelain	1	1:30
11.	Staplers		2	1:15
12.	Paper punch		2	1:15
13.	Metallic cabinet		1	1:30
14.	Scanner		2	1:15
15.	Printer		1	1:30
16.	Print toners		2	1:15
17.	Shredding machine		1	1:30

## References

Kuratko, D. F (2016). *Entrepreneurship: Theory and practice* (10<sup>th</sup> ed.).

Cengage Learning

Scarborough, N.M., & Cornwall, J.R. (2018). *Essentials of entrepreneurship and small business management*. Pearson