



**REPUBLIC OF KENYA**

**COMPETENCY BASED CURRICULUM**

**FOR**

**CARPENTRY AND JOINERY**

**LEVEL 5**

**PROGRAMME CODE:0722 554B**



**TVET CDACC**

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

## **SITE AND WORKSHOP MANAGEMENT**

**UNIT CODE:** CON/CU/CAJ/CC/05/5/B

### **Relationship to Occupational Standards**

This unit addresses the unit of competency: manage sites and workshops.

**Duration of Unit:** 80 hours

### **Unit Description**

This Unit describes the competencies required to manage sites and workshops. It involves identifying workshop/ sites, identifying Regulations governing workshop design, planning workshop layout, preparing, using and maintaining materials, tools and equipment and executing contracts. It also entails; managing construction firm, performing office practice and maintaining Labour Relations

### **Summary of Learning Outcomes**

1. Identify workshop/ sites
2. Identify Regulations governing workshop design
3. Plan workshop layout
4. Prepare, use and maintain materials, tools and equipment
5. Execute contracts
6. Manage construction firm
7. Perform office practice
8. Maintain Labour Relations

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

<b>Learning Outcome</b>	<b>Content</b>	<b>Suggested Assessment Methods</b>
1. Identify workshop/ sites	<ul style="list-style-type: none"><li>• suitable workshop site</li><li>• hoarding and fencing</li><li>• local authority requirements</li><li>• essential services for a workshop/site</li><li>• mode of transport</li><li>• site identification boards</li></ul>	<ul style="list-style-type: none"><li>• Oral Questioning</li><li>• Written Tests</li></ul>
2. Identify Regulations governing workshop design	<ul style="list-style-type: none"><li>• welfare regulations</li><li>• health regulations</li><li>• safety regulations</li></ul>	<ul style="list-style-type: none"><li>• Oral Questioning</li><li>• Written Tests</li></ul>

3. Plan workshop layout	<ul style="list-style-type: none"> <li>• Identification of working areas</li> <li>• Identification of storage areas</li> <li>• Identification of washrooms</li> <li>• Identification of machine shops</li> <li>• Identification of offices</li> <li>• Identification of Tools store</li> </ul>	<ul style="list-style-type: none"> <li>• Oral Questioning</li> <li>• Written Tests</li> </ul>
4. Prepare, use and maintain materials, tools and equipment	<ul style="list-style-type: none"> <li>• Ordering and supplying documents</li> <li>• Records of incoming and outgoing materials</li> <li>• Method of storing materials on site</li> <li>• Preparation and maintenance of inventories</li> <li>• Control in use of materials</li> <li>• Security of materials, tools and equipment</li> <li>• Sources of capital</li> <li>• Methods of maintaining tools, equipment and machines</li> </ul>	<ul style="list-style-type: none"> <li>• Written Tests</li> <li>• Oral Questioning</li> </ul>
5. Execute contracts	<ul style="list-style-type: none"> <li>• Parties involved in a project</li> <li>• Types of contracts</li> <li>• Types of contract documents</li> <li>• Methods of tendering</li> <li>• Site operations and construction method</li> <li>• Types of construction plant</li> <li>• Number of required sub-contractors</li> <li>• Construction programmes</li> </ul>	<ul style="list-style-type: none"> <li>• Written tests</li> <li>• Oral Questioning</li> </ul>
6. Manage construction firm	<ul style="list-style-type: none"> <li>• Structure of a firm</li> <li>• Importance of discipline in firms</li> <li>• Motivation of workers</li> </ul>	<ul style="list-style-type: none"> <li>• Written tests</li> <li>• Oral Questioning</li> </ul>

7. Perform office practice	<ul style="list-style-type: none"> <li>• Essential office equipment</li> <li>• Systems of filing</li> <li>• Methods of communication</li> <li>• Use of office documents</li> <li>• Methods of taxation</li> <li>• Importance of site meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Written tests</li> <li>• Oral Questioning</li> </ul>
8. Maintain Labour Relations	<ul style="list-style-type: none"> <li>• Role of trade unions in the construction industry</li> <li>• Importance of industrial training</li> <li>• Regulations governing employment in construction industry</li> <li>• Importance of factories act</li> </ul>	<ul style="list-style-type: none"> <li>• Written tests</li> <li>• Oral Questioning</li> </ul>

### **Suggested Methods of Instruction**

- Demonstration by trainer
- Demonstration videos
- Group discussions

### **Recommended Resources**

#### **Materials and supplies**

- Reference materials (**books, handouts, manuals and magazines**)