



**REPUBLIC OF KENYA**

**COMPETENCY-BASED CURRICULUM**

**FOR**

**ELECTRICAL INSTALLATION**

**KNQF LEVEL 4**

**ISCED PROGRAMME CODE:07130454B**



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

## WORKPLACE ESSENTIAL SKILLS

**TVET CDACC UNIT CODE: ENG/CU/EI/BC/02/4/B**

### **Relationship to Occupational Standards**

This unit addresses the Unit of Competency: Apply workplace essential skills

**Duration of Unit: 60 Hours**

### **Unit Description**

This unit covers the competencies required to apply workplace essential skills. It involves, utilizing communication skills, promoting ethical work practices and values, and applying entrepreneurial skills.

### **Summary of Learning Outcomes**

1. Apply communication skills
2. Promote ethical work practices and values
3. Apply entrepreneurial skills

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

<b>Learning Outcome</b>	<b>Content</b>	<b>Suggested Assessment Methods</b>
1. Apply communication skills	<ul style="list-style-type: none"><li>• Communication process:<ul style="list-style-type: none"><li>• Sender</li><li>• Message</li><li>• Channel</li><li>• Receiver</li><li>• Feedback</li></ul></li><li>• Principles of effective communication:<ul style="list-style-type: none"><li>• Courtesy</li><li>• Correctness</li><li>• Completeness</li></ul></li></ul>	<ul style="list-style-type: none"><li>• Oral assessment</li><li>• Observation</li><li>• Portfolio of evidence</li><li>• Written assessment</li></ul>

<b>Learning Outcome</b>	<b>Content</b>	<b>Suggested Assessment Methods</b>
	<ul style="list-style-type: none"> <li>• Communication barriers: <ul style="list-style-type: none"> <li>• Language</li> <li>• Emotions</li> <li>• Channel</li> </ul> </li> <li>• Flow of communication: <ul style="list-style-type: none"> <li>• Downward</li> <li>• Upward</li> </ul> </li> <li>• Sources of information: <ul style="list-style-type: none"> <li>• Employee</li> <li>• Customers' feedback</li> <li>• Organization documents</li> </ul> </li> <li>• Organizational policies</li> <li>• Workplace etiquette</li> <li>• Channels/medium/mode of communication</li> <li>• Written communication: <ul style="list-style-type: none"> <li>• Letters</li> <li>• SMS</li> <li>• Notices</li> <li>• Memo</li> </ul> </li> <li>• Non-verbal cues: <ul style="list-style-type: none"> <li>• Posture</li> <li>• Gestures</li> <li>• Facial expression</li> <li>• Dressing/grooming</li> </ul> </li> <li>• Oral communication: <ul style="list-style-type: none"> <li>• Face-to-face</li> <li>• Telephone conversation</li> </ul> </li> <li>• Group discussion techniques:</li> </ul>	
2. Promote ethical work practices and values	<ul style="list-style-type: none"> <li>• Personal Management</li> <li>• Self-Awareness</li> <li>• Self Esteem</li> </ul>	<ul style="list-style-type: none"> <li>• Observation</li> <li>• oral assessment</li> <li>• Written assessment</li> </ul>

Learning Outcome	Content	Suggested Assessment Methods
	<ul style="list-style-type: none"> <li>● Stress Management</li> <li>● Assertiveness</li> <li>● Drug and Substance abuse</li> <li>● Time Management</li> <li>● Integrity</li> <li>● Core Values and beliefs</li> <li>● Professionalism</li> <li>● Organizational codes of conduct</li> <li>● Teamwork</li> <li>● Conflict Resolution</li> <li>● Customer Care</li> </ul>	<ul style="list-style-type: none"> <li>● Third-party reports</li> <li>● Portfolio of Evidence</li> <li>● Practical assessment</li> </ul>
3. Apply entrepreneurial skills	<ul style="list-style-type: none"> <li>● Personal finances management <ul style="list-style-type: none"> <li>● Simple bookkeeping (sales, purchases debts, and profits)</li> <li>● Budgeting</li> </ul> </li> <li>● Savings management</li> <li>● Sources of personal and business funds</li> <li>● Investments</li> <li>● Entrepreneurial roles and characteristics</li> <li>● Salaried employment and self-employment</li> <li>● Requirements for entry into self-employment</li> <li>● Regulatory requirements</li> <li>● Benefits of business planning</li> </ul>	<ul style="list-style-type: none"> <li>● Observation</li> <li>● Written assessment</li> <li>● Oral assessment</li> <li>● Third party report</li> <li>● Practical assessment</li> <li>● Portfolio of evidence</li> </ul>

### Suggested Methods of Instruction

- Assignments
- Brainstorming
- Case studies
- Demonstration
- Direct instruction with active learning strategies
- Experiential
- Field trips

- Group Discussion
- Guest speakers
- Instructor lead facilitation of theory using active learning strategies.
- Practice assignment
- Presentations
- Problem-solving
- Question and answer
- Roleplay
- Simulation/Roleplay
- Team training

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

<b>General Resources</b>	<b>Tools and Equipment</b>	<b>Materials and Supplies</b>
• 25 Desktop computers/laptops	25 mobile phones	Flashcards
• Internet connection	Telephone	Flip charts
• 1 Projector		2 packets of assorted colors of whiteboard marker pens
• 1 Printer		
• 1 Whiteboard		Printing papers
• 5 Business plan templates		• 25 sets of Writing materials Stationery
• 1 Overhead projectors		• Charts
• Internet		
• Video clips		
• 5 Newspapers and Handouts		
• 5 Business Journals		