



THE REPUBLIC OF KENYA

COMPETENCY BASED CURRICULUM

FOR

CARPENTRY AND JOINERY

KNQF LEVEL 4

ISCED PROGRAM CODE: 0722 354B



TVET CDACC

P.O BOX 15745-00100

NAIROBI

WORKPLACE ESSENTIAL SKILLS

TVET CDACC Unit Code:

UNIT CODE: 0417 341 01B

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. Utilize Communication Skills
2. Promote Ethical Work Practices and Values
3. Apply Entrepreneurial Skills

Learning Outcomes, Content, and Suggested Assessment Methods

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

Learning Outcome	Content	Suggested Assessment Methods
	<ul style="list-style-type: none"> • Correctness • Completeness • Communication barriers: <ul style="list-style-type: none"> • Language • Emotions • Channel • Flow of communication: <ul style="list-style-type: none"> • Downward • Upward • Sources of information: <ul style="list-style-type: none"> • Employee • Customers' feedback • Organization documents • Organizational policies • Workplace etiquette • Channels/medium/mode of communication • Written communication: <ul style="list-style-type: none"> • Letters • SMS • Notices • Memo • Non-verbal cues: <ul style="list-style-type: none"> • Posture • Gestures • Facial expression • Dressing/grooming • Oral communication: <ul style="list-style-type: none"> • Face-to-face • Telephone conversation • Group discussion techniques: 	

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

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

General Resources	Tools and Equipment	Materials and Supplies
• 25 Desktop computers/laptops	25 mobile phones	Flashcards
• Internet connection	Telephone	Flip charts
• 1 Projector • 1 Printer		2 packets of assorted colors of whiteboard marker pens
• 1 Whiteboard		Printing papers
• 5 Business plan templates • 1 Overhead projectors • Internet • Video clips • 5 Newspapers and Handouts • 5 Business Journals		<ul style="list-style-type: none"> • 25 sets of Writing materials Stationery • Charts