THE UNITED REPUBLIC OF TANZANIA

MINISTRY OF FINANCE

PROCUREMENT AND SUPPLIES PROFESSIONALS

AND TECHNICIANS BOARD

SYLLABUS FOR PROFESSIONAL DIPLOMA IN

PROCUREMENT AND SUPPLY CHAIN MANAGEMENT

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THE BOARD'S OVERVIEW

1.1 Board's Mandate

The Procurement and Supplies Professionals and Technicians Board (PSPTB) is a regulatory professional Board established by Act of Parliament, CAP 179 of the laws of Tanzania to oversee and regulate the practice and conduct of Procurement and Supply Professionals and Technicians. The law under Section 7 of PSPTB Act mandates the Board to train and conduct professional examinations leading to grant of professional certificates and other awards of the Board in Procurement and Supply Chain Management. In that regard the Board has developed professional curriculum and syllabus to guide such trainings and examinations for enhancement of professionalism and professional practices.

1.2 Vision, Mission and Core Values

1.2.1 Vision

Excellence in Procurement and Supply Chain Practices

1.2.2 Mission

To oversee the development of Procurement and supply practices by regulating the profession and conduct of professionals in order to achieve the best value for money in procurement and supply chain management.

1.2.3 Core Values (IPIAI)

(a) Integrity

We are honest, ethical and transparent in serving our customers.

(b) Professionalism

We competently provide quality and reliable services to develop greater efficiencies in our work to the public.

(c) Impartiality

We behave in the best interests of the public by making fair and objective decisions.

(d)   Accountability

We are answerable and liable for our conduct.

(e)   Innovation

We embrace ideas that drive learning and positive changes that add value and improve our service delivery.

1.3   Objectives of the syllabus

This syllabus has been developed to:

(a)   equip learners with knowledge and skills in procurement and supply management practices,

(b)   equip learners with procurement and supply skills to be able to undertake operational functions,

(c)   inculcate ethical values and organizational norms in procurement and supply chain management practices, and

(d)   Develop skills and a culture of self-reliance.

1.4   Program Structure and content

The general program structure is built around professional skills that are designed to provide learners with opportunities to learn how to use their knowledge and experience in procurement and supply in order to demonstrate performance in a real working environment.

In order to achieve syllabus objectives, the programme has been designed to accommodate Professional Diploma I as an entry level and Professional Diploma II as an exit level. Professional Diploma I consist of five subjects whereby Professional Diploma II has six subjects integrated to leaners with knowledge, skills and attitude to be able to assist operation functions as its learning areas indicated in table 1 below;

Learning Table 1. Learning areas for Professional Diploma I and II

STAGE	CODE	CORE SUBJECTS	CODE	SUPPORTING SUBJECTS
Professional Diploma I	D01	Warehouse Operations	D02	Business Communication and Report writing
	D05	Procurement Principles	D03	Business Mathematics and Statistics
			D04	Information and Communication Technology
Professional Diploma II	D06	Inventory Control	D11	Entrepreneurship and Commercial Knowledge
	D07	Fundamentals of Procurement Contract Management	D08	Principles of Office and Records Management
	D09	Principles of Assets Management		
	D10	Tendering Process and Techniques		

1.5 Entry Criteria

The entry qualification for professional diploma learning bloc is presented in the Table 2 below;

Table 2: Minimum Entry Qualifications for Professional Diploma I and II

STAGE	QUALIFICATIONS
Professional Diploma I	(a) Basic certificate issued by the Board or National Business Education level III (NABE III) issued by VETA with at least form four bearing three principal pass in a single sitting. (b) Certificate (NTA 4) in either procurement and supply programs, procurement and logistics programs, procurement and supply management, or transport and logistic programmes. (c) Ordinary Diploma (NTA6) other than procurement and supply programmes or transport and logistic programs. (d) Certificate of competence for basic certificate in procurement and supply programs issued by the Board. (e) Any other professional qualifications recognized by the Board as equivalent to certificate in procurement and supply programs.
Professional Diploma II	Professional Diploma I, or Foundation stage I issued by the Board.

1.6 Exemption Criteria

(a) The Board will accept and grant exemptions to holders of higher qualifications than Professional Diploma from other disciplines on none core subjects for curricula bearing five years at the time of the exemption application.

(b) Exemption will also base on content analysis for the same qualification similar to Professional Diploma in Procurement and Supply Chain acquired within or outside the Country. For the case of academic qualification acquired outside Tanzania the applicant will have to obtain confirmation and recognition of such qualification and award from Tanzania Commission for Universities (TCU) or National Council for Technical and Vocational Education and Training (NACTVET). For the case of professional qualification acquired outside Tanzania the applicant will be required to submit transcript and detailed syllabus of the program undertaken for exemptions consideration.

(c) Under no circumstances the exemptions will be granted on professional subjects to candidates with qualifications in procurement and supply management specialization or programs other than procurement and supply profession.

1.7 Institution's program recognition

(a) The curricula from institutions offering procurement and supply management related programmes will be accredited by the Board based on Curriculum Accreditation guidelines.

(b) Candidates from institutions offering procurement and supply management related programmes which their curricula are not accredited by the Board based on Curriculum Accreditation guidelines will have to sit for qualifying examinations that will lead to the grant of basic certificate of competence in procurement and supply programs.

1.8 Credit transfer

Credit Transfer (CT) has been designed such that all candidates who previously passed the Board's examinations or those with a valid referral status in the outgoing syllabi do not suffer or be penalized because of coming into effect of this professional syllabus.

(a) The syllabus shall limit the credit transfer for candidates with valid referral status to a period of three years following commencement of this syllabus so as to allow them to clear the failed subjects whilst enjoying credits already obtained in their previous examinations.

(b) Candidates who had previously passed either stage in the phased out syllabi will qualify to continue to the next level within the period of five years. Hence a cleared examination level shall be valid for only five years before it becomes dormant. After that period, the candidate will be obliged to start afresh in the respective examination level.

1.9 Types of fees and modes of payments

1.9.1 Types of fees

For the facilitation of the Board's examination processes from entry to exit the following fees shall be applicable to Board's candidates:

(i) *Application and admission fees*

This is payable upon submission of a duly completed Application Registration Form.

(ii) *Exemption Fee*

This fee shall be payable by those applicants who by virtue of their prior learning, seek exemptions on parts of the Board's examinations.

(iii) *Examination Fee*

This fee shall be payable upon submission of duly filled Examination Entry Form.

(iv) *Penalty* **Fee**

A candidate who submits an application for admission and/or examination entry after the closing date of receiving such applications shall be liable for a penalty fee charge which shall be paid along with other applicable fees.

(v) **Transcript fee**

This fee shall be charged to a candidate who lodges a request for preparation of transcript.

(vi) **Loss of ID fee**

This fee shall be charged to a candidate who has lost his/her identity after submission of police loss report.

(vii) **Appeal fee**

This fee is charged to a candidate who wishes to appeal against examination results shall be required to pay for the service accompanied with a lodgement of appeal form.

(viii) **Duplicate certificate fee**

This fee is charged to a candidate who requests for a copy of his/her certificate shall be required to pay the required fee and submit a police report on loss of such document and copy of public announcement notification.

1.9.2 Mode of Payment of the fees

Payments of fees or charges shall be made through PSPTB Bank Account(s) or control number as will be guided by the Board.

1.10 Training opportunities and environment

The Board offers and regulates training opportunities conducted on the basis of part-time or full time in collaboration with accredited training institutions both public and private. Also, it monitors the quality of trainings being offered. Candidates aspiring to sit for the Board's examinations must undertake rigorous training offered by the accredited training providers before sitting for the

examinations. The training providers conduct training in different modes depending on the varied choices of the learners. Training opportunities is available as detailed hereunder:

1.10.1 Part-time trainings:

These are trainings that provides flexibility in terms of time as classes are usually held in the evening, any convenient time in a day or over the weekends. The part-time trainings provide platforms to exchange knowledge, skills and attitudes even without participating in the physical training.

1.10.2 Full time trainings:

This training requires physical attending classes. It is the training that may require   candidates in employment to be relieved of all responsibilities for performance of current work to participate in the training program. The full-time trainings provides platform to exchange knowledge, skills and attitudes in the physical classroom setting.

1.11   Training methods and aids

1.11.1 Training methods

These are general principles, art of teaching and learning process (Pedagogy) and the management strategies used for class room instruction or training environment. The suggested teaching and learning methods for professional training in this syllabus include but not limited to peer-tutoring, brainstorming, case-based scenario training, problem-based training, role play, lecturing and discussion, apprenticeship and study visits.

1.11.2 Study aids

These are learning materials that assist candidates to study a course and prepare for professional examinations. These include library resources and learning materials developed by the Board for each subject area which are designed in a manner that candidates can easily grasp and acquire the appropriate knowledge and skills in the area to be examined.

1.11.3 Training aids

In the training practices, relevant teaching and learning aids will be employed to respective subject matter. Training and learning aids will include:

(i)   Solicitation documents (tender and proposals) and guidelines issued by regulators and other competent organs

(ii)   Statutes

(iii)   Various professional practice circulars

(iv)   Various reports and tools

(v)   Computers and demo systems for information and technology related courses, planning tools and documents for related courses (strategic plan, procurement plan, project plan, business plan etc).

1.12   Assessment

Assessment is the systematic basis for making inferences about the learning and development of candidates which include diagnostic, formative and summative assessments. Diagnostic assessment will be conducted to place learners or candidates in this level base on entry qualifications. Also, Board's examinations at Professional Diploma will be conducted as part of summative assessment.

1.13   Examination process

Examination process include examination procedures, practices, and activities that are part of administering Board's examinations. In order to sit for the Board's examinations the candidates are required to apply for admission.

The Board will conduct four professionals' examinations sessions such that two examination sessions will be conducted in May and November annually while the other two mid sessions will be held in August and February annually for referred candidates or as may be determined by the Board.

1.14   Grading system and Grade Point Average (GPA) computation

1.14.1 Grading system

Grading system is the measure of candidates' achievement and performance of established learning objectives and outcomes. Grading system in this syllabus involves percentage grading from 0 to 100 percentage using common scale as Pass (P) or Fail (F). The score will be given out of 100 percent. The marks obtained from different assessment components will be graded and classified as indicated in table 3;

Table 3: Grading system

SN	Range of Marks	Grade	Clasification	Grade Points
1	80 -100	A	Excellent	5
2	60 – 79	B	Credit	4
3	40 – 59	C	Average	3
4	00 – 39	F	Fail	0

Grading system in this syllabus focus on summative assessment for Boards' examinations in Professional Diploma learning bloc that will be stated on either Pass or Fail basis. The classification components for excellent, credit, pass and fail will be used as general education system as the need arises from the graduates similar to GPA computation. Based on the professional examinations, scores for grades A to C will be regarded as pass grade meanwhile ''F'' score grade will be considered as fail. Based on examination administrative issues the fail grade upon examination referral, its failed results may be denoted by series of ''R'' such as referring for the first time (R1), R2, R3, R4,and refering for firth times R5 etc. Un attempted subject may be denoted as Noted Attempted (NA) and the stransfered credit will be denoted as Credit Transfer (CT).

1.14.2 Grade Point Average (GPA) Computation

When the need arises from stakeholders for Board's graduates, the GPA will be computed as follows:

(a) **A cumulative Grade Point Average (cum GPA) computation**
Grade Point Average for each candidate shall be computed by dividing the total number of grade points earned for all subjects by the total number of credits for the award examined.

$$Cumlative \quad GPA = \frac{Sum \quad of \quad (PxN)}{Sum \quad of \quad N}$$

Where **P** represents a grade point assigned to a letter grade scored by the candidate in a particular subject and **N** represents the number of credits associated with the subject.

(b) **Approximation of Grade Point Average (GPA)**
The Grade Point Average (GPA) shall be computed and shortened to single decimal point.

1.15 Examination Results and award

1.15.1 Examination results

The results of the examinations shall be communicated to the candidates through different communication platforms after the approval process not more than two months from the end of the conduct of the respective examination session.

1.15.2 Award

The Board will award three types of certificates at this bloc as detailed below:

(a) Professional Diploma Certificate in Procurement and Supply Management.

This will be issued to graduate upon successful completion of examination scheme at exit level of Professional Diploma Bloc.

(b) Certificate of professional competence in Procurement and Supply Management.

This will be issued to candidate who have passed qualifying professional examination for the purpose of fulfilling candidacy admission into professional Diploma from certificate programs of un accredited training institutions.

(c) Diploma certificate of professional competence in procurement and supply management.

This will be issued to candidate who have passed qualifying professional examination for the purpose of fulfilling candidacy admission into graduate professional

Prior to issurance of certificates, succesful candidates shall apply and collect their transcripts which will be showing their cummulative status of performance within a period of five years after succesful completion of the programme. The Certificates shall be issued once, and incase of any loss, the Board will issue the duplicate certificate as guided in the syllabus.

1.16 Trainers Qualifications

Training shall be conducted by trainers with higher academic and professional qualifications than the respective exit qualification of the training and examination scheme. Learning areas in the procurement and supply profession shall be taught by trainers with procurement and supply profession while learning areas in none core subjects will be taught by trainers with relevent academic and professional qualifications. Table 4 below shows the minimum trainers' qualifications requirement.

Table 4: Minimum trainers' qualifications requirement

S/N	Learning Blocs	Minimum Trainers Qualifications
1	Professional Diploma I and II	Bachelor Degree holders registered at least in graduate category with minimum working experience of more than two years or training experience practices. Or Relevant Bachelor Degree with at least two years training experience practices for teaching supporting subjects.

1.17 Syllabus coverage

1.15.1 Training duration

The notional teaching hours in each subject for Professional Diploma will bear a minimum of 216 teaching hours before one can attempt an examination. A total of 1,188 notional hours for Professional Diploma I are

recommended while a total of 1,476 notional hours are recommended for Professional Diploma II.

1.15.2 Examination coverage

A candidate will be allowed to attempt any subject of a given examination level and combine with some subjects in the preceding examination level but not exceeding six subjects which are considered to be a maximum weighted average in this syllabus.

1.18 Conversion scheme based on subject content and code

The conversion scheme shows how candidates in the outgoing syllabus will be transferred to the current syllabus and examination scheme. The conversion scheme aims at ensuring that candidates under the outgoing syllabus are fairly placed in the new syllabus by considering their subjects that candidates have been passed, referred or failed. Passed subjects will be exempted while failed subjects will be given an alternative subject to be attempted in a new syllabus. Table 5 shows conversion scheme based on subject content and code.

Table 5: Conversion Scheme from Foundation to Professional Diploma Syllabus

Code	SUBJECTS 4 CURRENT SYLLABUS	Code	SUBJECTS PROPOSED SYLLABUS	REFERRED SUBJECTS AND CODE		REMARKS
				Code	REFERRED SUBJECT	
PROFESSIONAL DIPLOMA I						
FI	Procurement Principles	D01	Warehouse Operations	D05	Procurement Principles	(i) A candidate who has successfully completed Foundation Stage I in the old syllabus will be eligible to sit for Professional Diploma II examination scheme. (ii) Referred candidate in the old syllabus will be required to attempt Warehouse Operations (D01) together with referred subjects.
F2	Business Communication Skills	D02	Business Communication and Report writing	D02	Business Communication and Report writing	
F3	Business Mathematics and Statistics	D03	Business Mathematics and Statistics	D03	Business Mathematics and Statistics	
F4	Information and Communications Technology	D04	Information and Communication Technology	D04	Information and Communication Technology	
		D05	Procurement Principles			

PROFESSIONAL DIPLOMA II						
F5	Principles of Stores House Administration	D06	Inventory Control	D06	Inventory Control	(i) A candidate who has successfully completed Foundation Stage II in the old syllabus shall be eligible to sit for the Graduate Professional I examination scheme. (ii) Referred candidate in the old syllabus will be required to attempt Fundamentals of Procurement Contract Management (D07) and Tendering Process and Techniques (D10) together with referred subjects
F6	Financial and Cost Accounting	D07	Fundamentals of Procurement Contract Management	D09	Principles of Assets Management	
F7	Introduction to Entrepreneurship	D08	Principles of Office and Records Management	D11	Entrepreneurship and Commercial Knowledge	
F8	Principles of Freight Forwarding	D09	Principles of Assets Management	D08	Principles of Office and Records Management	
		D10	Tendering Process and Techniques			
		D11	Entrepreneurship and Commercial Knowledge			

SECTION TWO - CURRICULUM DETAILS ON LEARNING AREAS

Learning areas entails subject content in levels predetermined by specific objectives and learning outcomes. The contents are structured based on topics, sub topics and related tasks to enable learners acquire and demonstrate the intended competencies.

Learning Areas for Professional Diploma I

1.0   Subject Code and Name: D01- Warehouse Operations
    1.1   Level: Diploma I
    1.2   Contact Hours: 252 HOURS

    1.3   Subject Description and outcome
        Equip learners with knowledge and skills on the basics of warehouse operations and apply appropriate warehouse principles and techniques for effective warehouse operations in the organization.

    1.4   Learning area and Competences
        1.4.1 Basics of warehouse operations
            By the end of the session, learner should be able to:
                (a) Describe various concepts of warehouse operations.
                (b) Determine the objective of the warehouse
                (c) Explain the types of warehouses.
                (d) Identify the functions of a warehouse.
                (e) Describe the importance of warehouses in organizations.

        1.4.2 Principles of warehouse
            By the end of the session, learner should be able to:
                (a)   Describe the basic principles of the warehouse.
                (b)   Explain principles of warehouse operations.
                (c)   Apply warehouse principles in business operations.

        1.4.3 Warehouse layout
            By the end of the session, learner should be able to:
                (a) Describe various concepts of warehouse layout.
                (b) Describe the types of warehouse layout.
                (c) Describe the principles of warehouse layout design.
                (d) Explain the importance of warehouse layout.

        1.4.4 Materials Arrangement
            By the end of the session, learner should be able to:
                (a) Describe various concepts of materials arrangements.
                (b) Identify and classify materials in the warehouse.
                (c) Explain the importance of materials arrangements
                (d) Explain the stock location system.
                (e) Discuss the Challenges and mitigation strategies of stock location in warehouse.

1.4.5 Warehouse receiving
By the end of the session, learner should be able to:
(a) Describe the concept of warehouse receiving
(b) Explain the functions of warehouse receiving
(c) Describe warehouse-receiving process.
(d) Explain the procedures of inspection and Undertakings Checking of Items.
(e) Explain the challenges and mitigation strategies of receiving function.

1.4.6 Storage in warehousing
By the end of the session, learner should be able to:
(a) Describe various concepts of storage.
(b) Explain the principles to consider in storage of materials.
(c) Describe storage methods and systems in warehouse.
(d) Determine warehouse operation tools and equipment.

1.4.7 Issuing and loading procedures
By the end of the session, learner should be able to:
(a) Explain the concepts of issuing and loading.
(b) Identify the procedures for issuing and loading.
(c) Identify issuing documents used in the warehouse.
(d) Describe practices in loading materials.

1.4.8 Warehouse security and safety measures
By the end of the session, learner should be able to:
(a) Describe various concepts related to warehouse security and safety.
(b) Identity various hazards in warehouse.
(c) Describe safety measures in warehouse.
(d) Demonstrate the use of safety instructions and signs in warehouse.
(e) Identify fire precautions in warehouse.
(f) Identify security measures in the warehouse.

1.4.9 Stocktaking and verification
By the end of the session, learner should be able to:
(a) Describe concepts of stocktaking and stock verification.
(b) Differentiate stock verification from stocktaking.
(c) Identify types of stocktaking and stock verification.
(d) Explain the purpose of stocktaking and verification.
(e) Describe procedures of conducting stocktaking

(f) Discuss types of discrepancies, their causes, and control measures.

1.4.10 Warehouse automation
By the end of the session, learner should be able to:
(a) Describe the concepts of warehouse automations
(b) Describe the categories of warehouse automation.
(c) Explain the importance of warehouse automation.
(d) Describe the challenges in warehouse automation.
(e) Apply modern ICT tools in warehouse functions

1.4.11 Warehouse documentation
By the end of the session, learner should be able to:
(a) Describe the concept of warehouse documentation
(b) Identify documents in warehouse
(c) Explain documents involved in warehouse.
(d) Explain the importance of documentation in warehouse

1.4.12 Warehouse records
By the end of the session, learner should be able to:
(a) Describe the concepts of warehouse records.
(b) Identify the types of warehouse records
(c) Explain the reasons for maintaining warehouse records

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2.0 Subject Code and Name: D02 – Business Communication and Report Writing

2.1 Level: Diploma I

2.2 Contact Hours: 216 HOURS

2.3 Subject Description and Outcome

Equip learners with essential knowledge and skills of business communication and report writing and apply them in execution of procurement and supply functions in the organization.

2.4 Learning area and Competencies

2.4.1 Basics of business communication

By the end of the session, learner should be able to:
- (a) Describe various concepts of business communication
- (b) Explain the principles of communication
- (c) Describe the elements of communication cycle
- (d) Explain the factors that promote effective communication
- (e) Describe the barrier to effective communication
- (f) Describe ways to solve barriers to effective communication

2.4.2 Grammar

By the end of the session, learner should be able to:
- (a) Apply the use of articles
- (b) Identify active and passive voice
- (c) Describe the use of Direct and indirect speech
- (d) Apply Parts of speech in constructing sentences
- (e) Apply tenses in constructing sentences
- (f) Apply Phrases and clauses in constructing sentences

2.4.3 Basics communication tools

By the end of the session, learner should be able to:
- (a) Describe the concepts of basic communication tools
- (b) Identify and explain basic communication tools
- (c) Apply basic communication tools (letter, memo, press release, e-mail etc).

2.4.4 An overview of report writing

By the end of the session, learner should be able to:
- (a) Describe the concept of report writing
- (b) Identify and distinguish various types of reports
- (c) Describe the formal and informal reports
- (d) Describe the advantages of reports

(e)   Describe pre-requisites to report writing

2.4.5 Report writing process
By the end of the session, learner should be able to:
(a)   Describe the concept of report writing process
(b)   Identify and describe basic steps in report writing process
(c)   Describe the features of an effective report
(d)   Describe the challenges of writing reports

2.4.6 Introduction to information sources
By the end of the session, learner should be able to:
(a)   Describe the term information
(b)   Explain the nature of information for report writing
(c)   Identify and describe the sources of information for report writing
(d)   Describe the qualities of good information
(e)   Describe the methods of obtaining information for writing business reports
(f)   Collect the relevant information for writing business reports
(g)   Describe the advantages and limitations of methods of obtaining information.

2.4.7 Credibility of information sources
By the end of the session, learner should be able to:
(a)   Describe the concept of credibility of information source
(b)   Explain the ways to identify credibility of information sources
(c)   Identify the features of credible sources of information
(d)   Determine the credibility of information sources

2.4.8 Introduction to business report writing
By the end of the session, learner should be able to:
(a)   Describe the concept of business report writing
(b)   Discuss contents of business report
(c)   Explain the purposes of a business report
(d)   Identify the users of business reports
(e)   Describe the matters to report
(f)   Describe various templates of a report
(g)   Describe the organization of a business report (language, editing, etc.)
(h)   Prepare a business report.

2.4.9 Report presentation
By the end of the session, learner should be able to:
(a)   Describe the concept of report presentation

(b)   Identify various techniques of report presentation (e.g. tables, figures, charts, ppt etc)

(c)   Identify circumstances under which each of the described technique is used

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3.0 Subject Code and Name: D03 – Business Mathematical and Statistics

3.1 Level: Diploma I

3.2 Contact Hours: 216 HOURS

3.3 Subject Description and Outcome

Equip learners with mathematical and statistical knowledge and skills necessary in solving business problems and apply them in supply chain management perspective.

3.4 Learning area and Competencies

3.4.1 Mathematical operations

By the end of the session, learner should be able to:

(a) Describe the concept of basic mathematical operations

(b) Solve problems related to fractions

(c) Compute equations with two unknowns

(d) Describe laws governing indices, logarithms, and their relationship

(e) Apply laws of indices and logarithms to solve various mathematical problems relating to indices and logarithms

(f) Compute problems relating to arithmetic and geometrical progressions

(g) Solve problems relating to linear inequalities

3.4.2 Ratios, Proportions, and Percentages

By the end of the session, learner should be able to:

(a) Describe ratios, proportions and percentages

(b) Convert ratios into any given value in percentage and percentage to decimals

(c) Use ratio, percentages and proportion to solve business problems

3.4.3 Linear equations and its applications

By the end of the session, learner should be able to:

(a) Describe linear equations concepts

(b) Derive linear equations of the straight line

(c) Use linear equations in real life

3.4.4 Introduction to matrices

By the end of the session, learner should be able to:

(a) Describe the concepts of matrices

(b) Explain different types of matrices

(c) Discuss the significance of matrices in business decision making

3.4.5   Matrices in business operations
By the end of the session, learner should be able to:
(a)   Solve matrices by addition, subtraction and multiplications
(b)   Transpose matrices
(c)   Describe the matrix inversion concepts (main and leading diagonals)
(d)   Compute the determinant of matrices
(e)   Use matrices in business operations (crammer's rule to solve simultaneous equitation of 2 x 2, inverse of a matrix, determinants of a square matrix)

3.4.6   Simple and compound interest
By the end of the session, learner should be able to:
(a)   Describe the concepts of simple and compound interest,
(b)   Explain the difference between simple and compound interest,
(c)   Compute simple and compound interest.

3.4.7   Annuity, sinking fund, amortization and depreciation
By the end of the session, learner should be able to:
(a)   Describe the concepts annuity, sinking fund, amortization and depreciation
(b)   Calculate present and future value of annuity
(c)   Prepare loan amortization schedule
(d)   Calculate depreciation.

3.4.8   Introduction to business statistics
By the end of the session, learner should be able to:
(a)   Describe the concepts of business statistics
(b)   Explain types of statistical data
(c)   Identify the sources of data
(d)   Differentiate between descriptive and inferential statistics
(e)   Distinguish discrete from continuous data
(f)   Explain the role of business statistics

3.4.9   Data collection methods and presentation
By the end of the session, learner should be able to:
(a)   Explain different sources of data
(b)   Identify and explain data collection methods
(c)   Identify and explain data analysis methods
(d)   Identify and explain data presentation methods

3.4.10 Statistical measures
By the end of the session, learner should be able to:

(a)   Describe the measures of central tendency

(b)   Calculate the mean, median and mode for both ungrouped and grouped data.

(c)   Explain the relationship among mean, mode and median,

(d)   Calculate range, mean deviation and standard deviation

3.4.11 Element of probability

By the end of the session, learner should be able to:

(a)   Describe the probability concepts

(b)   Explain the basic rules of probability

(c)   Use Venn diagram in probability calculation

(d)   Compute the sample space of a small experiment, such as three tosses of a fair coin

3.4.12 Probability of an event

By the end of the session, learner should be able to:

(a)   Describe the concept of probability of an event

(b)   Explain the difference between mutually exclusive events and independent events

(c)   Calculate the probability of an event

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4.0 **Subject Code and Name: D04 – Information and Communication Technology**

    4.1 **Level: Diploma I**

    4.2 **Contact Hours: 216 HOURS**

    4.3 **Subject Description and Outcome**

    Equip learners with knowledge and skills of information and communication technology and apply them in procurement and supply chain management.

    4.4 **Learning area and Competencies**

      4.4.1 Basics of Information and Communication technology
          By the end of the session, learner should be able to:
          (a)   Describe basic concepts of ICT
          (b)   Differentiate between Data and information
          (c)   Explain the role of ICT in business operations

      4.4.2 Introduction to computer system
          By the end of the session, learner should be able to:
          (a)   Describe concepts of computer systems
          (b)   Explain evolution of computer
          (c)   Explain categories of Computers
          (d)   Identify and describe components of computer system
          (e)   Explain characteristics of computer
          (f)   Describe types and functions of computer system

      4.4.3 Computer applications in business operations
          By the end of the session, learner should be able to:
          (a)   Describe application of computer in business operations
          (b)   Explain the merits and demerits of computer application in business operations
          (c)   Determine the factors affecting computer application in business operation

      4.4.4 Basics of computer file management
          By the end of the session, learner should be able to:
          (a)   Describe computer files
          (b)   Explain the importance of computer file management
          (c)   Describe the procedures for creation and naming of file in computer
          (d)   Create computer file,

(e)   Determine the uses of files in computer

4.4.5 Essentials of computer folder management
By the end of the session, learner should be able to:
(a)   Describe computer folders
(b)   Explain the procedures for computer folders creation and naming
(c)   Create a folder in a computer
(d)   Explain and apply computer folder operations – copying, pasting, cutting, dragging, dropping, arrangement and organization of files and folders etc
(e)   Determine the uses of folders in computer application

4.4.6 File security system to support information and communication technology
By the end of the session, learner should be able to:
(a)   Describe the concepts of file security system.
(b)   Describe the procedures for creation of file passwords
(c)   Create password for protection of files in computer,
(d)   Describe hiding and unhiding of files and folders in a computer

4.4.7 Word processing
By the end of the session, learner should be able to:
(a)   Describe the interface of word application program (MS word, word for Mac)
(b)   Perform different operations within word processing application
(c)   Create and save word documents in a media,
(d)   Apply various formatting operations in word documents,
(e)   Print the word document using printing mechanism

4.4.8 Spreadsheets programme
By the end of the session, learner should be able to:
(a)   Illustrate Worksheet interface
(b)   create and save workbook in various media,
(c)   Perform various operations within Spreadsheets program
(d)   Sort and filter data
(e)   Apply various formatting operations within spreadsheet,
(f)   Identify and apply various excel Formula
(g)   Print the worksheets using printing mechanisms

4.4.9 Presentation programme

By the end of the session, learner should be able to:
(a)   Create and save PowerPoint presentations
(b)   Perform various operations with presentation programmes
(c)   Apply various formatting operations in PowerPoint presentation
(d)   Deliver presentation
(e)   Print the slides using printing mechanisms

4.4.10 Internet

By the end of the session, learner should be able to:
(a)   Describe computer network concepts (Client, Server, topology, etc.)
(b)   Outline essentials of computer networks
(c)   Explain the importance of computer network
(d)   Define different Internet terminologies (IP address, www, domain name, browser, bookmark, uniform resource, cloud computing, locator and downloading an uploading, internet and intranet)
(e)   Search for various information using internet
(f)   Explain the importance of internet in business operations

4.4.11 E – mails

By the end of the session, learner should be able to:
(a)   Describe various concepts related to e-mails;
(b)   Explain types of email (personal and business)
(c)   Describe parts of an email,
(d)   Explain and perform e-mail operations

4.4.12 Forms of computer crimes

By the end of the session, learner should be able to:
(a)   Describe various concepts of computer crimes
(b)   Analyze various types of computer crimes
(c)   Explain evolution of cybercrimes
(d)   Discuss merits and demerits of computer crimes

4.4.13 Ways of preventing computer crimes

By the end of the session, learner should be able to:
(a)   Describe ways of preventing computer crimes
(b)   Discuss legal and institutional frameworks governing cybercrimes
(c)   Discuss challenges affecting prevention of computer crimes

4.4.14 Introduction to e – procurement

By the end of the session, learner should be able to:
(a) Define e-procurement
(b) Describe tools and techniqueapplied in e-procurement,
(c) Describe e-procurement process
(d) Identify various types of electronic payments
(e) Discuss challenges facing e-procurement operations

4.4.15 Maintenance of stock catalogue

By the end of the session, learner should be able to:
(a) Explain the uses of computer in receiving of stock
(b) Explain the uses of computer in issuing of stock
(c) Discuss challenges facing maintenance of stock catalogue

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5.0   Subject Code and Name: D05 – Procurement Principles
5.1   Level: Diploma I

5.2   Contact Hours: 252 HOURS

5.3   Subject Description and Outcome

Equip learners with knowledge and skills on the principles of procurement and apply them for effective execution of procurement functions in an organization.

5.4   Learning area and Competencies

5.4.1 An overview of procurement
By the end of the session, learner should be able to:
(a)   Describe various concepts of procurement.
(b)   Differentiate between public and private procurement
(c)   Identify categories of procurement
(d)   Explain the importance of procurement
(e)   Explain procurement objectives

5.4.2 Basics principles of procurement
By the end of the session, learner should be able to:
(a)   Describe various principles of procurement
(b)   Discuss the classified principles of procurement.
(c)   Narrate the ethical issues in procurement

5.4.3 Procurement cycle
By the end of the session, learner should be able to:
(a)   Describe the concept of procurement cycle
(b)   Identify key players involved in the procurement cycle
(c)   Discuss the roles of key players in procurement cycle

5.4.4 Procurement documentation
By the end of the session, learner should be able to:
(a) Describe various concepts of procurement documentation
(b) Categorize the documents used in procurement procedures
(c) Administer procurement documents
5.4.5 Procurement methods and its conditions for use
By the end of the session, learner should be able to:
(a)   Describe various methods of procurement methods
(b)   Explain the factors for consideration in the choice of a procurement methods
(c)   Discuss the procurement methods and their applicability

5.4.6 Procurement approaches
By the end of the session, learner should be able to:
(a) Describe various procurement approaches
(b) Discuss the procurement approaches in procurement functions
(c) Differentiate between procurement approaches and procurement methods

5.4.7 Introduction to e- procurement
By the end of the session, learner should be able to:
(a) Describe e-procurement concepts
(b) Explain the importance of e-procurement
(c) Discuss the evolution and implementation of electronic procurement in Tanzania
(d) Explain the challenges for implementation of e-procurement
(e) Classify the drivers of e-procurement
(f) Describe enabling tools for e-procurement implementation

5.4.8 e- procurement cycle
By the end of the session, learner should be able to:
(a) Describe the concept of e-procurement cycle
(b) Explain the e-procurement cycle as used in public and private procurement
(c) Determine the procedures for handling e-payments and e-transactions
(d) Explain various mechanisms for protection of online transactions

5.4.9 Legal aspects of e – procurement
By the end of the session, learner should be able to:
(a) Describe the concept of legal aspect of e-procurement
(b) Classify legal aspects of e-procurement operations
(c) Explain the classified legal aspects of e-procurement operations

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Learning Areas for Professional Diploma II

6.0   Subject Code and Name: D06 – Inventory Control

    6.1   Level: Diploma II

    6.2   Contact Hours: 288 HOURS

    6.3   Subject Description and Outcome

        Equip learners with knowledge and skills of inventory control and apply appropriate inventory software, principles and techniques for effective execution of inventory management in the organization.

    6.4   Learning area and Competencies
       6.4.1   Basics of Inventory control
           By the end of the session, learner should be able to:
           (a)   Describe the concepts of inventory and inventory control
           (b)   Explain the classification of inventory
           (c)   Explain the objectives for keeping inventory
           (d)   Explain the importance of keeping inventory
           (e)   Explain the concept of balancing conflicting goals in inventory control
           (f)   Explain the steps involved in inventory control

       6.4.2   Role of inventory control
           By the end of the session, learner should be able to:
           (a)   Explain objectives of inventory control
           (b)   Explain the importance of inventory control
           (c)   Describe the factors affecting inventory control

       6.4.3   Application of inventory control techniques
           By the end of the session, learner should be able to:
           (a)   Describe the concept of inventory control techniques
           (b)   Explain the types of inventory control techniques
           (c)   Describe the procedures for various inventory control techniques
           (d)   Identify the inventory costs
           (e)   Determine the inventory levels
           (f)   Compute EOQ, ABC analysis, VEN etc.
           (g)   Explain the advantages and disadvantages of various inventory control techniques.

6.4.4   Introduction to inventory ordering systems
By the end of the session, learner should be able to:
(a)   Describe the inventory ordering system
(b)   Describe the process of ordering for inventories
(c)   Explain the basic types of inventory ordering systems
(d)   Explain the advantages and disadvantages of inventory ordering systems

6.4.5   Selection and choice of inventory ordering systems
By the end of the session, learner should be able to:
(a)   Explain the available ordering systems for both manufacturing and service organizations
(b)   Describe the factors affecting the selection and choice of inventory ordering systems
(c)   Explain the importance of selection and choice of inventory ordering systems

6.4.6   Introduction to inventory control techniques
By the end of the session, learner should be able to:
(a)   Describe the inventory control techniques
(b)   Explain the types of inventory control techniques
(c)   Explain the advantages and disadvantages of various inventory control techniques

6.4.7   Introduction to stock accounting
By the end of the session, learner should be able to:
(a)   Describe the concept of inventory accounting
(b)   Explain the procedures involved when accounting for inventories
(c)   Describe the reasons for inventory accounting.
(d)   Describe a stock account
(e)   Explain the importance of a stock account
(f)   Prepare a stock account

6.4.8   Methods of inventory accounting
By the end of the session, learner should be able to:
(a)   Describe various methods of inventory accounting
(b)   Identify the conditions for using each method of inventory accounting
(c)   Explain the advantages and disadvantages of inventory accounting methods
(d)   Compute various methods of inventory accounting

6.4.9   An overview of stocktaking and verification
By the end of the session, learner should be able to:
- (a)   Describe stocktaking and verification
- (b)   Describe the purpose and types of stocktaking and verification
- (c)   Explain the methods of stocktaking and verification
- (d)   Describe stocktaking and verification procedures
- (e)   Explain appointment of stocktaking team and their responsibilities
- (f)   Explain treatment of discrepancies during, after stocktaking and verification of stocks
- (g)   Explain the challenges involved in stocktaking and verification

6.4.10 Stocktaking and verification documentation
By the end of the session, learner should be able to:
- (a)   Describe the concept of documentation in stocktaking and verification
- (b)   Describe various documents involved in stocktaking and verification
- (c)   Explain the importance of stocktaking and verification documentation
- (d)   Prepare stocktaking and verification documents.

6.4.11 Introduction to stock disposal
By the end of the session, learner should be able to:
- (a)   Describe the concept of stock disposal
- (b)   Explain the causes stock disposal
- (c)   Discuss the methods of stock disposal

6.4.12 Introduction to ICTs in inventory control
By the end of the session, learner should be able to:
- (a)   Describe the concept of ICT in inventory control
- (b)   Differentiate the manual from electronic system and their interface in relation with inventory control
- (c)   Explain the reasons for application of ICTs in inventory control
- (d)   Explain the requirements for effective application of ICTs in inventory control; and
- (e)   Describe ICT devices used in inventory control
- (f)   Explain the challenges of applying ICTs in inventory control

6.4.13 Inventory control software

By the end of the session, learner should be able to:

(a)   Describe various concepts of inventory control software
(b)   Describe various application software in inventory control
(c)   Apply various application software in inventory control
(d)   Explain the factors for selection of suitable software for inventory control
(e)   Explain the security consideration in application of ICT in inventory control

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7.0 **Subject Code and Name: D07 – Fundamentals of Procurement Contract Management**

7.1 **Level: Diploma II**

7.2 **Contact Hours: 252 HOURS**

7.3 **Subject Description and Outcome**

Equip learners with basic knowledge and skills of Procurement contract management and apply appropriate techniques and practices for effective execution of procurement contract in an organization.

7.4 **Learning area and Competencies**

7.4.1 Basics of contract
By the end of the session, learner should be able to:
(a)   Describe the concept of a contract
(b)   Describe terms and conditions of a contract
(c)   Describe types and features of contracts
(d)   Differentiate between contract and contract management
(e)   Explain the importance of contract
(f)   Describe contract management cycle

7.4.2 Contract formation
By the end of the session, learner should be able to:
(a)   Describe the concept of contract formation
(b)   Describe the elements of contract formation
(c)   Explain the importance of contract formation

7.4.3 Introduction to contract administration
By the end of the session, learner should be able to:
(a)   Describe the concept of contract administration
(b)   Explain the activities involved in contract administration
(c)   Describe the contract variation
(d)   Describe the challenges in contract administration

7.4.4 Contract documentation
By the end of the session, learner should be able to:
(a)   Describe the concept of contract documentation
(b)   Identify and describe the common documents related to procurement contract
(c)   Describe the procurement contract register
(d)   Explain the contents of procurement contract register
(e)   State the importance of a procurement contract register

7.4.5　Contract termination
By the end of the session, learner should be able to:
(a)　Describe the concept of contract termination
(b)　Explain the factors that may lead to contract termination
(c)　Describe the concept of dispute resolution
(d)　Describe the remedies for breach of contract
(e)　Describe various ways of terminating contract

7.4.6　Contract closure
By the end of the session, learner should be able to:
(a)　Describe the concept of contract closure
(b)　Explain issues to consider during contract closure
(c)　Explain importance of contract closure

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8.0 Subject Code and Name: D08 – Principles of Office and Records Management

8.1 Level: Diploma II

8.2 Contact Hours: 216 HOURS

8.3 Subject Description and Outcome

Equip learners with knowledge and skills of office and records management and apply appropriate principles of office and records management for effective administration of procurement and supply records.

8.4 Learning area and Competencies

8.4.1 An overview of office management
By the end of the session, learner should be able to:
(a) Describe the concepts of office management
(b) Explain the elements of an office
(c) Explain the elements of office management
(d) Explain the importance of an office.
(e) Describe the basic and administrative functions of an office
(f) Describe various types of offices
(g) Explain the advantages and disadvantages of each of the described office type

8.4.2 Office procedures
By the end of the session, learner should be able to:
(a) Describe the concept of office procedures
(b) Outline the guidelines in setting up office procedures
(c) Describe the advantages of the office procedures
(d) Explain the limitations of office procedures

8.4.3 An overview of office administration
By the end of the session, learner should be able to:
(a) Describe the concept of office administration
(b) Describe the activities involved in office administration
(c) Identify the key personnel and chain of commands
(d) Describe the concept of 5s in office administration

8.4.4 Office design
By the end of the session, learner should be able to:
(a) Describe the office design and layout
(b) Explain various types of office designs

(c)   Describe the concept of office layout factors to consider in designing office layout

8.4.5   Basics of workplace etiquette
By the end of the session, learner should be able to:
(a)   Describe the concept of workplace etiquette
(b)   Explain various elements of workplace etiquette (punctuality, neatness, orderliness, confidentiality, integrity etc.)
(c)   Explain about harassment and discrimination at workplace.
(d)   Explain the importance of workplace etiquette

8.4.6   Workplace ethical behaviors
By the end of the session, learner should be able to:
(a)   Describe the concept of ethical behavior
(b)   Explain the importance of ethical practices at the workplace
(c)   Describe various ways to promote ethical behavior at workplace
(d)   Explain the challenges in implementation of ethics at the workplace
(e)   Explain the consequences of unethical conducts in the workplace
(f)   Identify tools for enhancing ethical behaviors (company's policies, code of ethics and conduct etc.)
(g)   Discuss application of ethical practices in procurement and supply chain functions

8.4.7   An overview of occupational health and safety
By the end of the session, learner should be able to:
(a) Describe the concept of occupational health and safety
(b) Identify various workplace health and safety hazards
(c) Explain the causes and sources of various hazards at workplaces
(d) Describe the effects of health, safety and security hazards

8.4.8   Health and safety programmes at workplace
By the end of the session, learner should be able to:
(a)   Describe various occupational health and safety standards.
(b)   Explain the importance of adhering to occupational health and safety standards at workplaces.
(c)   Explain the impact of implementing Health and Safety programs for improved working conditions.

(d)　Determine the reasons for office legislation for effective work coordination within an office

(e)　Describe the concept of ergonomics at workplaces

8.4.9　Overview of health and safety policies and legislations
By the end of the session, learner should be able to:
(a)　Explain the social protection policies for employees
(b)　Explain various legislations governing workplaces (workers' rights, OSHA etc.)
(c)　Describe the role of insurance cover in mitigating the risks associated with occupational health and safety concerns
(d)　Identify various social security schemes and funds for proper management of employees' welfare

8.4.10 An overview of records management
By the end of the session, learner should be able to:
(a)　Describe the concept of records management
(b)　Explain various types of records used in the organization
(c)　Explain the contents/features of a record
(d)　Identify the context and structure of records
(e)　Describe the objectives or purposes of records management
(f)　Discuss the record management process (record life cycle)

8.4.11 File and filing systems
By the end of the session, learner should be able to:
(a)　Describe the concepts of file and filing system
(b)　Explain the characteristics of a good filing
(c)　Explain the manual filing and file indexing in offices
(d)　Describe electronic filing system
(e)　Describe the advantages and disadvantages of filing systems.
(f)　Identify various tools for storing electronic files
(g)　Discuss the challenges of adopting electronic filing systems and its mitigation strategies

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9.0   Subject Code and Name: D09 – Principles of Assets Management

9.1   Level: Diploma II

9.2   Contact Hours: 252 HOURS

9.3   Subject Description and Outcome

Equip learners with knowledge and skills on asset management and apply appropriate principles for effective assets management in the organization.

9.4   Learning area and Competencies

9.4.1   Basic principles of asset management
By the end of the session, learner should be able to:
(a)   Describe the concept of asset management
(b)   Describe the nature and scope of asset management
(c)   Analyze the asset management principles
(d)   Explain the categories of assets
(e)   Explain the importance of asset management

9.4.2   Asset life cycle
By the end of the session, learner should be able to:
(a)   Describe the concept of asset life cycle
(b)   Describe the concept of asset planning
(c)   Describe the procedures for asset acquisition and maintenance
(d)   Describe the asset disposal procedures
(e)   Explain the reasons for disposing asset
(f)   Describe the concept of total cost ownership of asset

9.4.3   Risk associated with asset management
By the end of the session, learner should be able to:
(a)   Describe the concept of risks in asset management.
(b)   Identify the risks arising from asset management
(c)   Analyze the asset risk mitigation strategies

9.4.4   Asset review and verification
By the end of the session, learner should be able to:
(a)   Describe the concepts of asset review and verification
(b)   Describe the nature and scope of asset review and verification
(c)   Discuss the asset codification
(d)   Determine procedure to manage asset verification records
(e)   Determine the common errors in asset verification

9.4.5 Asset register

By the end of the session, learner should be able to:
(a)   Explain the concept of asset register
(b)   Describe the contents of asset register
(c)   Explain the role of asset register
(d)   Explain various categories of asset register
(e)   Prepare asset register

9.4.6 Asset record keeping

By the end of the session, learner should be able to:
(a)   Describe the concept of asset record keeping
(b)   Describe the asset records life cycle
(c)   State the importance of asset record keeping
(d)   Describe the manual and electronic record system
(e)   Identify various documents related to asset management
(f)   Discuss the challenges of asset record keeping and its mitigation strategies

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10.0 Subject Code and Name: D10 – Tendering Process and Techniques

10.1 Level: Diploma II

10.2 Contact Hours: 288 HOURS

10.3 Subject Description and Outcome

Equip learners with knowledge and skills on tendering process and techniques and apply them for effective execution of procurement functions in the organization.

10.4 Learning area and Competencies

10.4.1 An overview of tendering and techniques
By the end of the session, learner should be able to:
(a)   Describe the concept of tendering
(b)   Explain the reasons for tendering
(c)   Identify the benefits of tendering
(d)   Describe the costs associated with tendering
(e)   Identify the risks associated with tendering

10.4.2 Tendering methods and techniques
By the end of the session, learner should be able to:
(a)   Describe the tendering methods and techniques
(b)   Explain the advantages and disadvantages of each tendering methods
(c)   Describe the conditions for selecting tendering methods

10.4.3 Tendering process
By the end of the session, learner should be able to:
(a)   Describe the concept of tendering process
(b)   Describe the phases of tendering process
(c)   Identify the key players in the tendering process

10.4.4 Tendering Documentation
By the end of the session, learner should be able to:
(a)   Describe the concept of tendering documentation
(b)   Identify various documents involved in the tendering
(c)   Describe the importance of tendering documentation
(d)   Determine the contents of a tender document

10.4.5 Overview of procurement governance
By the end of the session, learner should be able to:
(a)   Describe the concept of procurement governance
(b)   Identify institutions governing procurement
(c)   Determine the challenges of procurement governance and its mitigation strategies

10.4.6 Institutional setup in tendering
By the end of the session, learner should be able to:
(a) Describe the concept of institutional arrangement
(b) Identify the key players within organizations who are involved in tendering process; and
(c) Describe the role of key players involved in tendering process.

10.4.7 An overview to e – tendering
By the end of the session, learner should be able to:
(a) Describe the concept of e-Tendering
(b) Describe the forms of e-Tendering;
(c) Differentiate manual from e-Tendering
(d) Describe e-Tendering process
(e) Describe benefits of e-Tendering
(f) Describe challenges of e-tendering and its mitigation strategies

10.4.8 e – tendering
By the end of the session, learner should be able to:
(a) Describe e-Tendering tools
(b) Describe e-Tendering supportive tools and software
(c) Explain the web-based tendering
(d) Describe security aspects in e-Tendering

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11.0 Subject Code and Name: D11 – Entrepreneurship and Commercial Knowledge

11.1 Level: Diploma II

11.2 Contact Hours: 216 HOURS

11.3 Subject Description and Outcome

Equip learners with competencies on entrepreneurship and commercial knowledge and apply them to establish and manage business for self-reliance.

11.4 Learning area and Competencies

11.4.1 An overview of entrepreneurship
By the end of the session, learner should be able to:
(a)   Describe various concepts of entrepreneurship
(b)   Explain the evolution of entrepreneurship
(c)   Explain the myths of entrepreneurship
(d)   Describe the school of thoughts of entrepreneurship

11.4.2 Entrepreneurial attributes
By the end of the session, learner should be able to:
(a)   Describe the concept of entrepreneurial attributes
(b)   Determine the reasons for becoming an entrepreneur
(c)   Explain the entrepreneurial motives
(d)   Explain the challenges facing entrepreneurs and its mitigation strategies

11.4.3 Business ideas generation
By the end of the session, learner should be able to:
(a)   Describe concept of business idea generation
(b)   Explain the process of developing business ideas
(c)   Explain various techniques of creative thinking for entrepreneurs

11.4.4 Creativity and innovation
By the end of the session, learner should be able to:
(a)   Describe the concepts of creativity and innovation
(b)   Distinguish between creativity and innovation
(c)   Determine the stages of the creativity and innovation
(d)   Explain the factors influencing creativity and innovation
(e)   Explain the types of innovation

11.4.5 Forms of businesses and legal framework for business formulation
By the end of the session, learner should be able to:

(a)   Describe the concept of business formation
(b)   Explain various forms of businesses
(c)   Explain the advantages and disadvantages of each form of a business
(d)   Describe the legal and statutory requirements for forming a business
(e)   Identify various institutions governing business formations and operations
(f)   Identify various legal documents for formation of a business

11.4.6 Business environment and market research
By the end of the session, learner should be able to:
(a)   Describe the concepts of business environment and market research
(b)   Determine the business environment assessment
(c)   Explain the process of conducting market research.

11.4.7 Business plan
By the end of the session, learner should be able to:
(a)   Describe the concept of business plan
(b)   Identify the important components of a business plan
(c)   Explain the process of business plan review

11.4.8 Business financing
By the end of the session, learner should be able to:
(a)   Describe the concept of business financing
(b)   Identify the sources of capital for running a business
(c)   Explain the challenges for securing finances in business operations and its mitigation strategies

11.4.9 Business evaluation
By the end of the session, learner should be able to:
(a)   Describe the concept of business evaluation
(b)   Explain the process of establishing business performance indicators.
(c)   Identify the business performance measurements (ratio analysis, break-even analysis etc.)
(d)   Explain the process of business performance evaluation

11.4.10   Business life cycle
By the end of the session, learner should be able to:
(a)   Describe the concept of business life cycle
(b)   Explain how to manage business growth
(c)   Explain the gap for a niche within the existing business and scanning for opportunity

11.4.11   Business succession and continuity
By the end of the session, learner should be able to:
(a)   Describe the concepts of business succession and continuity
(b)   Explain the importance of business succession and continuity
(c)   Discuss various types of business ownership

11.4.12   An overview of commerce
By the end of the session, learner should be able to:
(a)   Describe the concept of commerce
(b)   Explain the types of commerce
(c)   Explain the importance of commerce
(d)   Describe the role of commerce in the business operations

11.4.13   Factors of production
By the end of the session, learner should be able to:
(a)   Describe the concept of production
(b)   Discuss the factors of production
(c)   Explain the importance of production

11.4.14   The nature of commercial enterprises
By the end of the session, learner should be able to:
(a)   Describe the concept of commercial enterprises
(b)   Discuss various types of enterprises;
(c)   Explain the role of SMEs in the business operations

11.4.15   Commercial documentation
By the end of the session, learner should be able to:
(a)   Describe the concept of commercial documentation
(b)   Classify various types of commercial documents
(c)   Explain the importance of commercial documentation in business transactions
(d)   Explain the challenges associated with commercial documentation and its mitigation strategies

11.4.16   Foreign and domestic trade
By the end of the session, learner should be able to:
(a)   Describe the concepts of foreign and domestic trade
(b)   Explain the features of foreign and domestic trade
(c)   Explain the factors influencing development of foreign and domestic trade
(d)   Explain the types of foreign and domestic trade
(e)   Explain the advantages and disadvantages of domestic and foreign trade.

11.4.17   Aids to trade

By the end of the session, learner should be able to:
(a)   Describe the concept of aids to trade
(b)   Discuss the aspects of aids to trade
(c)   Discuss various types of aids to trade
(d)   Use various aids to trade in conducting business

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ABBREVIATIONS

AFDB   African Development Bank (AFDB)

CPSP- T   Certified Procurement and Supply Professional – Tanzania.

CT   Credit Transfer.

GPA   Grade Point Average

IFPSM   International Federation of Purchasing and supply and Management.

IMF   International Monetary Fund

MMCC   Material Management Caretaker Committee

NACTVET   National Council for Technical and vocational education and Training

NBMM   National Board of Materials Management.

NTA   Nationational Technical Awards

PSPTB   Procurement and Supplies Professionals and Technicians Board

SCOA   Standing Committee On Awards

TCU   Tanzania Commission for Universities