

## **ORGANIZATIONAL ASSETS DISPOSAL**

**UNIT CODE: BUS/CU/SC/CR/05/5**

### **Relationship to Occupational Standards**

This unit addresses the Unit of Competency: Dispose Organizational Assets.

**Duration of Unit:** 100 Hours

### **Unit Description**

This unit specifies the competencies required to Dispose Organizational Assets. It involves preparing lists of assets for disposal, classifying assets for disposal, executing disposal orders and preparing disposal certificate.

### **Summary of Learning Outcomes**

1. Prepare list of assets for disposal
2. Classify assets for disposal
3. Execute disposal orders
4. Prepare disposal certificate

## Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Prepare list of assets for disposal	<p><b>Theory</b></p> <ul style="list-style-type: none"> <li>• Methods of asset disposal</li> <li>• Legal framework of asset disposal and related laws</li> <li>• Waste management and disposal</li> <li>• Disposal documents and documentation</li> <li>• Health and safety in asset disposal</li> <li>• Reasons for asset disposal</li> <li>• Notification of assets for disposal.</li> <li>• Identification of assets for disposal.</li> <li>• Categories of assets for disposal</li> </ul>	<ul style="list-style-type: none"> <li>• Written tests</li> <li>• Observation</li> <li>• Oral questioning</li> <li>• Third party report</li> </ul>

<b>Learning Outcome</b>	<b>Content</b>	<b>Suggested Assessment Methods</b>
	<ul style="list-style-type: none"> <li>• Assessment of Assets to be disposed</li> <li>• Preparation of an assessment report</li> </ul> <p><b>Practice</b></p> <ul style="list-style-type: none"> <li>• Identify reasons for asset disposal</li> <li>• Receive notification of assets for disposal.</li> <li>• Identify assets for disposal</li> </ul>	
2. Classify assets for disposal	<p><b>Theory</b></p> <ul style="list-style-type: none"> <li>• Identification and categorization Serviceable/surplus assets, Unserviceable assets, Obsolete and obsolescent assets</li> <li>• Preparation of a classification report</li> </ul>	<ul style="list-style-type: none"> <li>• Written tests</li> <li>• Observation</li> <li>• Oral questions</li> <li>• Third party report</li> </ul>

<b>Learning Outcome</b>	<b>Content</b>	<b>Suggested Assessment Methods</b>
	<ul style="list-style-type: none"> <li>• Methods of assets disposal</li> </ul> <p><b>Practice</b></p> <ul style="list-style-type: none"> <li>• Identify and categorize Serviceable/surplus assets, Unserviceable assets, Obsolete and obsolescent assets</li> <li>• Prepare a classification report</li> <li>• Identify suitable methods of assets disposal</li> </ul>	
3. Execute disposal orders	<p><b>Theory</b></p> <ul style="list-style-type: none"> <li>• Seeking Relevant Authority to dispose</li> <li>• Preparation and dissemination of schedules for asset disposal to relevant stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Written tests</li> <li>• Observation</li> <li>• Oral questions</li> <li>• Third party report</li> </ul>

First published 2018  
Copyright © TVET CDACC

[easytvvet.com](http://easytvvet.com)