

**ORGANIZATIONS' ASSETS DISPOSAL**  
**UNIT CODE: BUS/CU/SC/CR/06/6/A**

**Relationship to Occupational Standards**

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

**Duration of Unit:** 300 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 Methods of Assessment**

<b>Learning Outcomes</b>	<b>Contents</b>	<b>Methods of Assessment</b>
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>• Receiving notification of assets for disposal.</li> <li>• Verification of</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>

	<p>assets for disposal</p> <ul style="list-style-type: none"> <li>• Categories of assets for disposal</li> <li>• Appointment of a disposal committee</li> <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>• Verify of assets for disposal.</li> <li>• Categorize of assets for disposal</li> <li>• Appoint a disposal committee</li> <li>• Assess Assets to be disposed</li> <li>• Prepare an assessment report</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 and its recommendation</li> <li>• Identification of suitable methods of assets disposal</li> </ul> <p><b>Practice</b></p>	<ul style="list-style-type: none"> <li>• Written tests</li> <li>• Observation</li> <li>• Oral questioning</li> <li>• Third party report</li> </ul>

	<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 and its recommendation</li> <li>• Identify suitable methods of assets disposal</li> </ul>	
<p>3. Execute disposal orders</p>	<p><b>Theory</b></p> <ul style="list-style-type: none"> <li>• Identification of methods of asset disposal</li> <li>• Seeking Relevant Authority to dispose</li> <li>• Preparation and dissemination of Schedules for asset disposal to relevant stakeholders.</li> <li>• Execution of the actual disposal</li> </ul> <p><b>Practice</b></p> <ul style="list-style-type: none"> <li>• Identify methods of asset disposal</li> <li>• Seek relevant and appropriate authority to dispose assets</li> <li>• Prepare and disseminate Schedules for asset disposal to relevant stakeholders</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>

	Execute asset disposal	
4. Prepare disposal certificate	<p><b>Theory</b></p> <ul style="list-style-type: none"> <li>• Documentation of disposal orders</li> <li>• Ratification of Disposal documents</li> <li>• Filing and maintenance of Disposal documents</li> </ul> <p><b>Practice</b></p> <ul style="list-style-type: none"> <li>• Document disposal orders</li> <li>• Ratify Disposal documents</li> <li>• File and maintain Disposal documents</li> </ul>	<ul style="list-style-type: none"> <li>• Written tests</li> <li>• Observation</li> <li>• Oral questioning</li> </ul> <p>Third party report</p>

#### Suggested Methods of Instruction

- Direct instruction
- Role play
- Case studies
- Field trips
- Discussions
- Demonstration by trainer
- Practice by the trainee

#### Recommended Resources

- Computers
- Stationery
- Classroom and classroom resources
- The Constitution of Kenya 2010,
- Public Procurement and Asset Disposal Act 2015 and its regulations
- Public Officers Ethics Act
- Anti-Corruption and Economic Crimes Act 2003
- Public Finance Management Act 2012
- Suppliers manual
- Sample procurement documents
  - Goods received note

- Delivery notes
  - Stock control cards
  - Stocks ledgers
  - Requisition memos
  - LSOs
  - LPOs
  - Counter receipt
  - Counter issue voucher
  - inspection report form
  - Professional opinion
  - Prequalification lists
  - Contracts
  - Bid documents
  - Tender documents
- Sample case studies on procurement contracts
  - Sample court case decisions
  - Sample tender advertisements
  - Sample advertisement for disposal,
  - Kenya Gazette,
  - Records Disposal Act 2, 1990

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