

## BUSINESS ASSETS AND LIABILITIES MAINTAINANCE

UNIT CODE: BUS/OS/BM/CR/4/5/A

### Relationship to Occupational Standards

This unit addresses the unit of competency: Maintain business assets and liabilities

**Duration of Unit:** 120 Hours

### Unit Description

This unit specifies the competencies required to maintain business assets and liabilities. It involves preparing business assets and liabilities requirement plan, carrying out internal control, maintaining asset and liabilities inventory and preparing business assets and liabilities report

### Summary of Learning Outcomes

1. Prepare business assets and liabilities plan
2. Carry out assets internal control
3. Maintain assets inventory
4. Prepare business assets report

### Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Methods	Assessment
1. Prepare Business Assets and Liabilities Plan	<ul style="list-style-type: none"><li>• Assessing Assets requirement</li><li>• Analysing records of existing assets and liabilities</li><li>• Establishing Asset usage</li><li>• Establishing acquisition and settlement of liabilities</li><li>• Preparing business assets and liabilities plan and budget</li></ul>	<ul style="list-style-type: none"><li>• Written</li><li>• Oral</li><li>• Project</li></ul>	
2. Carry out Assets and Liabilities Internal Control	<ul style="list-style-type: none"><li>• Implementing Internal control system on asset and liabilities</li><li>• Undertaking asset requisition</li><li>• Performing asset maintenance</li><li>• Carrying out physical controls</li><li>• Carrying out financial controls</li><li>• Undertaking disposal of</li></ul>	<ul style="list-style-type: none"><li>• Project</li><li>• Written</li><li>• Oral</li></ul>	

Learning Outcome	Content	Suggested Methods	Assessment
	assets <ul style="list-style-type: none"> <li>• Carrying out debtors' management</li> <li>• Undertaking liabilities management</li> </ul>		
3. Maintain Assets and Liabilities Records	<ul style="list-style-type: none"> <li>• Formulating inventory and liabilities policy</li> <li>• Identifying organization inventory and liabilities</li> <li>• Tagging inventory items</li> <li>• Updating Inventory transactions and liabilities</li>   <li>• Carrying out stock taking</li> <li>• Preparing discrepancies report</li> </ul>	<ul style="list-style-type: none"> <li>• Project</li> <li>• Written</li> <li>• Oral</li> <li>• Practical</li> </ul>	
4. Prepare Business Assets Report and Liabilities	<ul style="list-style-type: none"> <li>• Obtaining asset usage feedback</li> <li>• Obtaining liabilities management feedback</li> <li>• Identifying asset discrepancies</li> <li>• Obtaining asset maintenance feedback</li> <li>• Obtaining asset requirements</li> <li>• Preparing and sharing business asset report</li> </ul>	<ul style="list-style-type: none"> <li>• Project</li> <li>• Written</li> <li>• Oral</li> </ul>	

### Suggested Methods of Instruction

- Instructor led facilitation
- Demonstration by trainer
- Practical work by trainee
- Viewing of related videos

### Recommended Resources

- Computers
- Scanners
- Printers
- Calculators
- Cameras

- Shredding machines
- Paper punch
- Safes
- Stationery
- Files
- Dust coat
- Helmet