

EMPLOYEE REWARDS

UNIT CODE: 0413 551 18A

TVET CDACC UNIT CODE: BUS/CU/HRM/CR/01/6/MA

Duration of Unit: 100 Hours

Relationship to Occupational Standards: This unit addresses the Unit of Competency: Manage Employee Rewards.

UNIT DESCRIPTION:

This unit specifies the competencies required to manage employee rewards. It involves carrying out job analysis, conducting job evaluation and developing reward packages.

Summary of Learning Outcomes

S/No	ELEMENTS	DURATION (HOURS)
1	Conduct Job Evaluation	30
2	Develop A Reward Package	40
3	Administer Employees' Wages and Salary	30
	Total	100

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Conduct Job Evaluation	1.1 Methods of job evaluation 1.1.1 Analytical matching 1.1.2 Point factor evaluation 1.1.3 Internal benchmarking 1.1.4 Job classification 1.1.5 Job ranking 1.1.6 Paired comparison ranking 1.2 Job evaluation procedure 1.3 Job worth report	• Practical assessment • Written assessment • Portfolio of Evidence • Third party report • Oral questions

Learning Outcome	Content	Suggested Assessment Methods
	1.4 Communication and roll out	
2 Develop A Reward Package	2.1 Methods of reward packages 2.1.1 Time rates 2.1.2 Piece rates 2.1.3 Team based pay 2.1.4 Allowances 2.1.5 Bonuses 2.1.6 Incentives 2.2 Cluster of reward Packages 2.3 Approval 2.4 Communication and implementation to staff is done.	• Practical assessment • Written assessment • Portfolio of Evidence • Third party report • Oral questions
3. Administer Employees' Wages And Salary	3.1 Identification of employee wages and salary 3.2 Salary levels 3.3 Salary budgets 3.4 Grading systems 3.5 Pay systems 3.6 Pay structures	• Practical assessment • Written assessment • Portfolio of Evidence • Third party report • Oral questions

Suggested Methods of Delivery

- Demonstration
- Practical work by trainees
- Group discussions
- Role play

- Case study
- Assignments

Recommended Resources for 30 Trainees

S/No.	Category/Item	Description/ Specifications	Quantity	Recommended Ratio (Item: Trainee)
A	Learning Materials			
1.	Textbooks		5 pcs	1:6
2.	PowerPoint presentations	For trainer's use		
3.	Projector		1	1:30
4.	Whiteboard		1	1:30
5.	Report writing templates			
6.	Rolls flip charts		1	1:30
7.	Assorted color of whiteboard markers	For trainers Use		
B	Learning Facilities & infrastructure			
8.	Lecture/theory room		1	1:30
9.	Computer Laboratory		1	1:30
C	Consumable materials			
1.	Assorted whiteboard markers		30	1:1
2.	Internet connection		200 mbps	-
3.	Antivirus Software			-
4.	Printing Papers		Enough	-
5.	External storage media		1 tb	-
D	Tools and Equipment			
1.	Printers		2 pcs	2:30

2.	Computers	With Windows /Linux/Macintosh Operating System, Microsoft Office Software, Google Workspace Account, Antivirus Software	30pcs	1:1
3.	Mobile phones		10	10:30

References

1. Textbooks
2. E-learning resources
3. HRM Journals
4. Magazines