

This document is issued under the National Financial Inclusion Framework - III (2023 – 2028) to implement the National Financial Educators Guide issued in July 2023. The financial capabilities modules provided in this document represents potential personal financial management skills for the off-schooling population in engaging with financial products and services, financial services providers as well as financial regulators.

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1

RATIONALE AND OBJECTIVES OF THE CERTIFIED FINANCIAL EDUCATORS' PROGRAMME

This section outlines the rationale and objectives of the Financial Educators Certificate Programme.

Introduction

Financial education and literacy is a fundamental contributor for financial inclusion and stability. This fosters sustainable economic growth through empowering the population with capabilities for managing personal finance. Despite this critical value addition from financial literacy and education, the levels of financial capabilities in the Tanzanian off schooling adult population remain critically low. This is exacerbated by limited interventions that are inadequate to influence behaviour change, urban centric, and delivered in unsystematic and unstandardized approaches.

Therefore, the Bank of Tanzania, through its mandate to promote financial inclusion, ensure financial integrity and stability, as well as being the Secretariat to the National Financial Inclusion Council, has embarked on addressing the off schooling financial capability challenges. Thus, the Bank is implementing the National Financial Educators Guide, through developing and executing this curriculum for the Certified Financial Educator.

The execution of this curriculum will be through academic, training and professional institutions designated by the Bank of Tanzania, with prerequisite skills and knowledge on financial literacy and education.

Rationale

This is a certification programme that is designed to equip the trainee with the skills necessary to undertake any role and responsibility within the domain of financial literacy.

Aim

The aim is to build competent, skilled and professional financial educators that will deliver financial education and literacy to empower the public with financial literacy skills.

Objectives

The broad objective of this programme is to ensure systematic, effective and sustainable delivery of financial literacy skills to the public. This will ultimately ensure standardization and optimization of resources in addressing the gap of inadequate financial capabilities of the off schooling population.

The specific objectives of this programme are to:

- a. Train financial educators in the country with competencies to deliver personal financial management to the public.
- b. Create a standardized delivery of financial literacy to the public.
- c. Create a registry of trained financial education practitioners.
- d. Regulate the conduct of trained financial educators.
- e. Optimize resources by training promoters and designated focal persons for public education.

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ADMISSION REQUIREMENTS

The Certified Financial Educator Programme targets applicants who are delivering or aspire to impart financial literacy to the public. These individuals may include sole providers and those working with financial sector regulators, corporates, government entities, parastatal institutions, foundations, clubs and societies, civil society and non-governmental organizations, and other private and public sector service providers. The minimum entry qualification for the programme shall be a Certificate of Secondary Education Examination (CSEE).

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STRUCTURE OF THE PROGRAMME

The programme comprises five (5) modules, which are covered in the duration of ten (10) working days for the full-time class mode, or twenty (20) working days for the evening class mode. To reinforce the imparting of the necessary soft skills required for financial educators, a guest lecturer or public speaker will be invited to deliver a session on communication and presentation skills for a minimum of three hours, alongside delivery of the continuous assessment.

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ASSESSMENT

Assessment is an integral part of the learning process and must support and complete the learning strategies in order to achieve the required outcomes. Assessment in particular, must reflect the required progression and be sensitive to the range of key skills developed.

4.1 Principles of Assessment

- a. Assessment will reflect the aims and objectives of the overall scheme, the route way and the learning outcomes of the module.
- b. Assessment will be designed to assist trainee learning, in particular their development as self-directed learners and the acquisition of key skills.
- c. Assessment will be varied, to facilitate motivation and in recognition of the need to adopt approaches, which enable trainees to demonstrate that, they have fulfilled learning objectives.
- d. Assessment will reflect progression through learning period, with increasingly more complex methods being associated with higher order skills.

4.2 Assessment Methods

The following assessment methods will be used:

4.2.1 Continuous Assessment

The objective of continuous assessment is to reinforce the learning process by involving the participation of the trainees in imparting financial capabilities to the public. Continuous assessment shall constitute 60 percent of each module. The allocation of marks for individual assignment shall be 20 percent and group assignment shall be 30 percent for each module, whereas a one ten-minutes recorded video of simulated training session shall carry a total of 50 percent for the entire programme continuous assessment, distributed as 10 percent of continuous assessment for each module.

4.2.2 End of Programme Examination

There shall be one comprehensive examination comprising questions from the five (5) modules, where the number and distribution of questions shall be proportional to the credit weight of each module. This examination shall be conducted for a minimum duration of two (2) hours. The comprehensive examination shall comprise close-ended questions. It shall be done under supervised conditions. The examination shall constitute 40 percent of the assessment, distributed for each module final assessment based on the number of questions and credit weight.

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MINIMUM CREDIT REQUIREMENTS

This Programme has 5 modules, which are assigned 8 credits.

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MODULE
CODING

The system of coding has adopted a combination of letters and numbers, which have a specific meaning. For example, the following module:

CFE01 Represents Financial Numeracy Skills

CFE Represents Certified Financial Educator

01 Represents the first module of the programme

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GRADING
SYSTEM

Marks will be awarded out of 100 percent. The marks obtained from different assessment components will be graded as follows:

Marks (%)	80-100	60-79	50-59	40-49	0-39
Letter Grade	A	B+	B	C	D
Remarks	Excellent	Very Good	Good	Satisfactory	Weak

An award shall be given to a trainee who satisfies the following conditions:

- a. She/he must have successfully completed all modules for which the award is to be made; and
- b. She/he has achieved the minimum cumulative average grade equivalent to a B.

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PROGRAMME MODULES

8.1 Module Credit

This table provides modules of studies by indicating scheme of study and credits per each module.

Code	Module Title	Scheme of Study (Hours per Week)				Credit Per Module
		L	AS	P	FE	
CFE01	Financial Numeracy Skills	5	2.75	2.00	0.25	1
CFE02	Financial Ecosystem	5	2.50	2.00	0.50	1
CFE03	Money Management	15	8.50	6.00	0.50	3
CFE04	Financial Obligations	5	2.75	2.00	0.25	1
CFE05	Personal Financial Protection	10	5.50	4.00	0.50	2
Sub Total						8

Key: L.....Lecture; AS.....Assignment; P.....Practical; FE..... Final Examination

8.2 Summary of Modules

This table provides modules and the week of study that they will be facilitated.

S/N	Code	Module Name	Week	
			1	2
1	CFE01	Financial Numeracy Skills	√	
2	CFE02	Financial Ecosystem	√	
3	CFE03	Money Management	√	
4	CFE04	Financial Obligations		√
5	CFE05	Personal Financial Protection		√

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CURRICULUM
DETAILS

No.	Qualification	Certified Financial Educator
1	Purpose(s) of Qualification	This is a certification programme that is designed to equip the trainee with the skills necessary to undertake any role and responsibility within the domain of financial literacy.
2	Competence Descriptors	Certification qualifies individuals to apply specific knowledge, skills, and competencies in a specific discipline for certified practice.
3	Credits at this Level	8
4	Cumulative Credits from Lowest Level	-
5	Total Credits at this Level	8
6	Date the Qualification Standard Last Reviewed	24 November 2023
7	Entry requirements	The Certified Financial Educator Programme targets applicants who are delivering or aspire to impart financial literacy to the public. These individuals may include sole providers and those working with financial sector regulators, corporates, government entities, parastatal institutions, foundations, clubs and societies, civil society and non-governmental organizations, and other private and public sector service providers. The minimum entry qualification for the programme shall be a Certificate of Secondary Education Examination (CSEE).

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PRINCIPAL LEARNING OUTCOMES, CREDIT VALUES AND ASSESSMENT CRITERIA

PRINCIPAL LEARNING OUTCOMES Learners will be able to;	CREDIT VALUE	ASSESSMENT CRITERIA Learners should;
1 apply skills on financial numeracy and knowledge on financial landscape for personal financial management.	2	(a) apply financial numeracy skills for personal finance decision making. (b) describe the financial ecosystem in terms of service providers, products and services, regulatory landscape and enabling infrastructure.
2 apply money management skills for personal financial management.	3	(a) apply money management skills in personal finance.
3 apply skills on fulfilling financial obligations and harnessing personal financial protection for personal financial management.	3	(a) describe financial obligations in relation to personal finance. (b) analyse personal financial protection in relation to personal finance decision making.
TOTAL	8	

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STANDARDS AND RELATED
ENABLING OUTCOMES

PRINCIPAL LEARNING OUTCOMES Learners will be able to;	ENABLING OUTCOMES Learners should be able to;
1. apply skills on financial numeracy and knowledge on financial landscape for personal financial management.	1.1. apply financial numeracy skills for personal finance decision making. 1.2. describe the financial ecosystem in terms of service providers, products and services, regulatory landscape and enabling infrastructure.
2. apply money management skills for personal financial management.	2.1. apply money management skills in personal finance.
3. apply skills on fulfilling financial obligations and harnessing personal financial protection for personal financial management.	3.1. describe financial obligations in relation to personal finance. 3.2. analyse personal financial protection in relation to personal finance decision making.

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SUB-ENABLING
OUTCOMES

ENABLING OUTCOMES Learners will be able to;	Sub-Enabling Outcomes Learners should be able to;
1.1. apply financial numeracy skills for personal finance decision making.	1.1.1. demonstrate basic arithmetic skills in personal finance.
	1.1.2. calculate interest rate on financial products and services.
	1.1.3. employ numeracy skills for financial decision making.
1.2. describe the financial ecosystem in terms of service providers, products and services, regulatory landscape and enabling infrastructure.	1.2.1. describe financial service providers for personal finance.
	1.2.2. describe financial products and services for personal finance.
	1.2.3. demonstrate legal and regulatory landscape for personal finance.
	1.2.4. demonstrate enabling infrastructure for accessing financial services for personal finance.

2.1. apply money management skills in personal finance.	2.1.1. describe the difference between genuine and fake currency.
	2.1.2. analyze clean money process as applied in currency management.
	2.1.3. describe lawful income generating activities and work dignity in accordance with laws of the land.
	2.1.4. analyze the saving process as applied in money management.
	2.1.5. demonstrate the budget and planning process for personal finance as applied in money management.
	2.1.6. analyze the borrowing process as used in personal finance management.
3.1. describe financial obligations in relation to personal finance.	3.1.1. describe personal taxation obligations in relation to personal finance.
	3.1.2. illustrate financial responsibilities in relation to personal financial management.
	3.1.3. describe unlawful financial activities in relation to personal financial management.

3.2. analyse personal financial protection in relation to personal finance decision making.	3.2.1. examine risk management process for personal finance.
	3.2.2. analyze the long-term financial planning process in personal finance.
	3.2.3. describe the financial consumer protection process as applied to personal finance.

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ASSESSMENT CRITERIA AND THEIR BENCHMARKING

Assessment Criteria and Instruments

Sub Enabling Outcomes Learners will be able to;	Related Task (s)	Assessment Criteria	Assessment Methods	Assessment Instruments
1.1.1. demonstrate basic arithmetic skills in personal finance.	Illustrate types of basic arithmetic operations in relation to personal finance.	1.1.1.1. Basic arithmetic skills in personal finance are properly demonstrated.	<ul style="list-style-type: none"> · Assignments · Simulated training assignment · Examinations 	<ul style="list-style-type: none"> · Assignment reports · Simulated Training Video · Question & model answer sheets
	Perform simple ratio and trend analysis in relation to personal finance.			
	Interpret results of ratio and trend analysis in relation to personal finance.			

1.1.2. calculate interest rate on financial products and services.	Explain different types of interest rates for financial products and services.	1.1.2.1. Interest rate on financial products and services is correctly calculated.	<ul style="list-style-type: none"> • Assignments • Simulated training assignment • Examinations 	<ul style="list-style-type: none"> • Assignment reports • Simulated Training Video • Question & model answer sheets
	Explain the concept of time value of money			
	Perform simple discounting and compounding calculations			
	Perform interest rate calculations on financial products and services.			
	Interpret meaning of calculated interest rates on financial products and services.			
1.1.3. employ numeracy skills for financial decision making.	Explain numeracy concepts in financial planning.	1.1.3.1. Numeracy skills for financial decision making are properly employed.	<ul style="list-style-type: none"> • Assignments • Simulated training assignment • Examinations 	<ul style="list-style-type: none"> • Assignment reports • Simulated Training Video • Question & model answer sheets
	Explain various numeracy concepts for financial planning.			
	Interpret numerical information for financial decision making.			

1.2.1. describe financial service providers for personal finance.	Describe various types of financial service providers.	1.2.1.1. Financial service providers for personal finance are correctly described.	<ul style="list-style-type: none"> · Assignments · Simulated training assignment · Examinations 	<ul style="list-style-type: none"> · Assignment reports · Simulated Training Video · Question & model answer sheets
	Explain advantages and disadvantages of various financial service providers.			
	Elaborate requirements for accessing services from financial service providers.			
1.2.2. describe financial products and services for personal finance.	Describe various types of financial products and services.	1.2.2.1. Financial products and services for personal finance are properly described.	<ul style="list-style-type: none"> · Assignments · Simulated training assignment · Examinations 	<ul style="list-style-type: none"> · Assignment reports · Simulated Training Video · Question & model answer sheets
	Explain advantages and disadvantages of various financial products and services.			
	Elaborate various channels for delivery of financial products and services (physical and digital channels).			

1.2.3. demonstrate legal and regulatory landscape for personal finance.	Describe different financial regulatory authorities and their scope.	1.2.3.1. Legal and regulatory landscape for personal finance is properly demonstrated.	<ul style="list-style-type: none"> • Assignments • Simulated training assignment • Examinations 	<ul style="list-style-type: none"> • Assignment reports • Simulated Training Video • Question & model answer sheets
	Illustrate legal and regulatory instruments for personal finance.			
	Demonstrate engagement mechanisms with regulatory authorities.			

<p>1.2.4. demonstrate enabling infrastructure for accessing financial services for personal finance.</p>	<p>Describe payment systems, products and services</p> <p>Describe the relevance of documentation in accessing personal financial services.</p> <p>Illustrate existence of various collateral instruments for accessing personal products and services.</p> <p>Explain information infrastructure for facilitating assessment for credit services.</p> <p>Illustrate the importance of financial information tracking (digital footprint) in expanding access to personal finance.</p> <p>Describe physical infrastructure that facilitates delivery of financial products and services.</p>	<p>1.2.4.1 Enabling infrastructure for accessing financial services for personal finance is properly demonstrated.</p>	<ul style="list-style-type: none"> • Assignments • Simulated training assignment • Examinations 	<ul style="list-style-type: none"> • Assignment reports • Simulated Training Video • Question & model answer sheets
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2.1.1. describe the difference between genuine and fake currency.	<p>Define genuine and fake currency.</p> <p>Describe security features of genuine currency.</p> <p>Identify genuine and fake currency.</p> <p>Employ tools and devices in identifying genuine currency.</p>	2.1.1.1 The difference between genuine and fake currency is correctly described.	<ul style="list-style-type: none"> • Assignments • Simulated training assignment • Examinations 	<ul style="list-style-type: none"> • Assignment reports • Simulated Training Video • Question & model answer sheets
2.1.2. analyse clean money process as applied in currency management.	<p>Define clean money.</p> <p>Describe features of clean money.</p> <p>Demonstrate proper ways of handling and preserving currency.</p> <p>Elaborate measures of handling damaged currency.</p>	2.1.2.1 Clean money process as applied in currency management is properly analysed.	<ul style="list-style-type: none"> • Assignments • Simulated training assignment • Examinations 	<ul style="list-style-type: none"> • Assignment reports • Simulated Training Video • Question & model answer sheets
2.1.3. describe lawful income generating activities and work dignity in accordance with laws of the land.	<p>Identify lawful income generating activities in the economy.</p> <p>Identify opportunities for lawful income generating activities.</p> <p>Relate opportunities for lawful income generating activities with work dignity.</p>	2.1.3.1 Lawful income generating activities and work dignity in accordance with laws of the land are correctly described.	<ul style="list-style-type: none"> • Assignments • Simulated training assignment • Examinations 	<ul style="list-style-type: none"> • Assignment reports • Simulated Training Video • Question & model answer sheets

<p>2.1.4. analyse the saving process as applied in money management.</p>	<p>Describe the importance of saving.</p> <p>Describe different saving approaches/methods.</p> <p>Elaborate available saving service options and their pros/cons.</p>	<p>2.1.4.1 The saving process as applied in money management is correctly analysed.</p>	<ul style="list-style-type: none"> · Assignments · Simulated training assignment · Examinations 	<ul style="list-style-type: none"> · Assignment reports · Simulated Training Video · Question & model answer sheets
<p>2.1.5. demonstrate the budget and planning process for personal finance as applied in money management.</p>	<p>Explain the importance of budgeting and planning.</p> <p>Link budgeting and planning with personal goals.</p> <p>Demonstrate disaggregation of income and expense categories in relation to different activities in managing money.</p> <p>Monitor income and expenditure for personal financial planning decisions.</p> <p>Demonstrate financial technology tools for planning and budgeting</p> <p>Explain the importance of budgeting and planning.</p>	<p>2.1.5.1. The budget and planning process for personal finance as applied in money management is properly demonstrated.</p>	<ul style="list-style-type: none"> · Assignments · Simulated training assignment · Examinations 	<ul style="list-style-type: none"> · Assignment reports · Simulated Training Video · Question & model answer sheets

<p>2.1.6.analyse the borrowing process as used in personal finance management.</p>	<p>Explain the importance and the need for borrowing.</p>	<p>2.1.6.1 The borrowing process as used in personal finance management are properly analysed.</p>	<ul style="list-style-type: none"> • Assignments • Simulated training assignment • Examinations 	<ul style="list-style-type: none"> • Assignment reports • Simulated Training Video • Question & model answer sheets
	<p>Describe attributes of responsible borrowing to avoid over indebtedness.</p>			
	<p>Describe appropriate borrowing channels.</p>			
	<p>Identify the salient features for the terms and conditions (interest rates, repayment instalments, penalties/charges, tenure, etc.) related to borrowing.</p>			
	<p>Describe the requirements of borrowers' information in credit reference systems.</p>			
	<p>Demonstrate the consequences attributed to defaulting</p>			

<p>3.1.1. describe personal taxation obligations in relation to personal finance.</p>	<p>Explain the importance and benefits of complying with tax payments to the economy.</p> <p>Describe various types of taxes in relation to personal financial management.</p> <p>Elaborate rights and responsibilities in tax compliance.</p> <p>Illustrate consequences of contravening taxation laws and regulations.</p> <p>Describe the basic tax calculations as applied in personal finance.</p> <p>Describe the need of using tax professionals in compliance with tax laws and regulations.</p> <p>Explain the importance and benefits of complying with tax payments to the economy.</p> <p>Describe various types of taxes in relation to personal financial management.</p>	<p>3.1.1.1 The personal taxation obligations in relation to personal finance is correctly described.</p>	<ul style="list-style-type: none"> • Assignments • Simulated training assignment • Examinations 	<ul style="list-style-type: none"> • Assignment reports • Simulated Training Video • Question & model answer sheets
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<p>3.1.2. illustrate financial responsibilities in relation to personal financial management</p>	<p>Explain the importance of meeting personal financial obligations.</p>	<p>3.1.2.1 Financial responsibilities in relation to personal financial management are correctly illustrated.</p>	<ul style="list-style-type: none"> • Assignments • Simulated training assignment • Examinations 	<ul style="list-style-type: none"> • Assignment reports • Simulated Training Video • Question & model answer sheets
	<p>Explain various personal financial obligations (debt repayment, payment of rents, bills, levies, taxes, caring and nurturing, social contributions).</p>			
	<p>Depict consequences of failing to honour personal financial obligations</p>			

<p>3.1.3. describe unlawful financial activities in relation to personal financial management</p>	<p>Describe unlawful financial activities (scams, pyramid schemes, frauds, money laundering, financing terrorism, forgery, cybercrimes, organized crime).</p> <p>Explain the importance of disengaging in unlawful financial activities.</p> <p>Illustrate how to detect signs of unlawful financial activities.</p> <p>Demonstrate how to protect against unlawful financial activities.</p> <p>Demonstrate different channels of reporting unlawful financial activities.</p> <p>Depict consequences of engaging in unlawful financial activities</p> <p>Describe unlawful financial activities (scams, pyramid schemes, frauds, money laundering, financing terrorism, forgery, cybercrimes, organized crime).</p>	<p>3.1.3.1. Unlawful financial activities in relation to personal financial management are correctly described.</p>	<ul style="list-style-type: none"> • Assignments • Simulated training assignment • Examinations 	<ul style="list-style-type: none"> • Assignment reports • Simulated Training Video • Question & model answer sheets
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<p>3.2.1. describe risk management process for personal finance.</p>	<p>Explain the importance of risk management in personal finance.</p> <p>Identify sources of personal financial risks.</p> <p>Illustrate the magnitude of financial risk in different environments and activities.</p> <p>Identify appropriate products and methods for risk mitigation (emergency fund, diversification, insurance, compensation schemes, social schemes).</p> <p>Demonstrate verified fintech applications for conducting risk analysis and provision of insurance products.</p>	<p>3.2.1.1. Risk management process for personal finance is properly described.</p>	<ul style="list-style-type: none"> · Assignments · Simulated training assignment · Examinations 	<ul style="list-style-type: none"> • Assignment reports • Simulated Training Video • Question & model answer sheets
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3.2.2. analyse the long-term financial planning process in personal finance.	Expound the importance of long-term financial planning in personal finance.	3.2.2.1 The long-term financial planning process in personal finance is properly analysed.	<ul style="list-style-type: none"> · Assignments · Simulated training assignment · Examinations 	<ul style="list-style-type: none"> · Assignment reports · Simulated Training Video · Question & model answer sheets
	Describe various products and services for undertaking long-term financial planning (long-term savings, investments, social security funds/schemes, life insurance).			
	Analyse the pros and cons for various products and services for undertaking long-term financial planning.			
	Describe the link between financial life cycle, risks and long-term financial planning.			
	Illustrate how to develop and monitor long-term financial plans.			
	Describe the linkage between developing will and legacy in long-term financial planning			

<p>3.2.3. describe the financial consumer protection process as applied to personal finance.</p>	<p>Explain financial consumer protection.</p> <p>Illustrate importance of financial consumer protection.</p> <p>Elaborate risks, rights and responsibilities of consumers in engaging with financial service providers.</p> <p>Demonstrate steps for consumer complaints handling and redress.</p> <p>Illustrate various reporting options on malpractices and misconducts by financial service providers.</p> <p>Illustrate the need for comprehending and timely acting on consumer awareness updates and alerts</p>	<p>3.2.3.1 Financial consumer protection process as applied to personal finance is properly described.</p>	<ul style="list-style-type: none"> • Assignments • Simulated training assignment • Examinations 	<ul style="list-style-type: none"> • Assignment reports • Simulated Training Video • Question & model answer sheets
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13.2 Benchmarking of Assessment Criteria

Benchmarking is a means of determining the learner's achievement based on the statements that indicate what the learner is expected to do in order to demonstrate that s/he has successfully realized the sub-enabling outcomes. The statements have been formulated based on the tasks the learner is expected to perform to realize the respective outcome. In this curriculum, benchmarks comprise of performance statement indicating the criteria for gauging learners at satisfactory, good, very good and excellent levels.

It is expected that the module facilitators are going to develop and use benchmarks for each learning outcome using the examples given below.

Assessment Criteria	Benchmarks			
	The learner has ability to:			
	Satisfactory	Good	Very Good	Excellent
2.1.1.1 the difference between genuine and fake currency is correctly described.	Define genuine and fake currency.	Define genuine and fake currency. Describe security features of genuine currency	Define genuine and fake currency. Describe security features of genuine currency. Identify genuine and fake currency.	Define genuine and fake currency. Describe security features of genuine currency. Identify genuine and fake currency. Employ tools and devices in identifying genuine currency.

2.1.2.1 Clean money process as applied in currency management is properly analysed.	Define clean money.	Define clean money. Describe features of clean money.	Define clean money. Describe features of clean money. Demonstrate proper ways of handling and preserving currency.	Define clean money. Describe features of clean money. Demonstrate proper ways of handling and preserving currency. Elaborate measures of handling damaged currency.
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MODULE DESCRIPTION

Description of Module 1

Module Code:

CFE01

Module Title:

Financial Numeracy Skills

Number of Credits: 1

Sub Enabling Outcomes:

Learners will be able to;

- Demonstrate basic arithmetic skills in personal finance.
- Calculate interest rate on financial products and services.
- Employ numeracy skills for financial decision making.

Prerequisite module:

None

Learning Context:

This module will be taught through lectures, discussions, demonstrations, practice assignments and group discussions.

Learning materials:

Instructional Materials: Flip charts, marker pens, computers and LCD projector. Publications, cases, laws, regulations and guidelines.

Integrated Methods of Assessment:

Continuous Assessment: 60%

Final Examination: 40%

Description of Module 2**Module Code:**

CFE02

Module Title:

Financial Ecosystem

Number of Credits: 1

Sub Enabling Outcomes:**Learners will be able to;**

- Describe financial service providers for personal finance.
- Describe financial products and services for personal finance.
- Demonstrate legal and regulatory landscape for personal finance.
- Demonstrate enabling infrastructure for accessing financial services for personal finance.

Prerequisite module:

None

Learning Context:

This module will be taught through lectures, discussions, demonstrations, and group discussions.

Learning materials:

Instructional Materials: Flip charts, marker pens, computers and LCD projector.
Publications, cases, laws, regulations and guidelines.

Integrated Methods of Assessment:

Continuous Assessment: 60%
Final Examination: 40%

Description of Module 3**Module Code:**

CFE03

Module Title:

Money Management

Number of Credits: 3**Sub Enabling Outcomes:****Learners will be able to;**

- Describe the difference between genuine and fake currency.
- Analyse clean money process as applied in currency management.
- Describe lawful income generating activities and work dignity in accordance with laws of the land.
- Analyse the saving process as applied in money management.
- Demonstrate the budget and planning process for personal finance as applied in money management.
- Analyse the borrowing process as used in personal finance management.

Prerequisite module:

None

Learning Context:

This module will be taught through lectures, discussions, demonstrations, practice assignments and group discussions.

Learning materials:

Instructional Materials : Bank notes/coins, Flip charts, marker pens, calculators, computers and LCD projector. Text books, templates, cases and verified fintech apps.

Integrated Methods of Assessment:

Continuous Assessment: 60%

Final Examination: 40%

Description of Module 4**Module Code:**

CFE04

Module Title:

Financial Obligations

Number of Credits: 1**Sub Enabling Outcomes:****Learners will be able to;**

- Describe personal taxation obligations in relation to personal finance.
- Illustrate financial responsibilities in relation to personal financial management.
- Describe unlawful financial activities in relation to personal financial management.

Prerequisite module:

None

Learning Context:

This module will be taught through lectures, discussions, demonstrations, and group discussions.

Learning materials:

Instructional Materials: Flip charts, marker pens, computers and LCD projector.
Publications, cases, laws, regulations and guidelines.

Integrated Methods of Assessment:

Continuous Assessment: 60%

Final Examination: 40%

Description of Module 5**Module Code:**

CFE05

Module Title:

Personal Financial Protection

Number of Credits: 2**Sub Enabling Outcomes:****Learners will be able to;**

- Describe risk management process for personal finance.
- Analyse the long-term financial planning process in personal finance.
- Describe the financial consumer protection process as applied to personal finance.

Prerequisite module:

None

Learning Context:

This module will be taught through lectures, discussions, demonstrations, and group discussions.

Learning materials:

Instructional Materials: Flip charts, marker pens, computers and LCD projector.

Publications, cases, laws, regulations and guidelines.

Integrated Methods of Assessment:

Continuous Assessment: 60%

Final Examination: 40%

KEY STAKEHOLDERS

President's Office - Regional Administration and Local Government (PO-RALG)

President's Office, Finance and Planning, Zanzibar

President's Offices, Labour, Economic Affairs and Investment Zanzibar

Prime Minister's Office; Labour, Youth, Employment and Persons with Disability (PMO-LYED)

Ministry of Finance (MOF)

Ministry of Industry and Trade (MIT)

Ministry of Trade and Industrial Development, Zanzibar

Ministry of Education, Science and Technology (MOEST)

Ministry of Education and Vocational Trainings, Zanzibar

Bank of Tanzania (BOT)

Tanzania Communication Regulatory Authority (TCRA)

Tanzania Insurance Regulatory Authority (TIRA)

Capital Market and Securities Authorities (CMSA)

Deposit Insurance Board (DIB)

Financial Intelligence Unit (FIU)

Tanzania Cooperative Development Commission (TCDC)

Tanzania Bankers Association (TBA)

Tanzania Mobile Network Operator Association (TAMNOA)

Tanzania Association of Microfinance Institutions (TAMFI)

Tanzania Microfinance Union (TAMIU)

National Economic Empowerment Council (NEEC)

Tanzania Consumer Advocacy Society (TCAS)

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NATIONAL COUNCIL FOR FINANCIAL INCLUSION

Bank of Tanzania

Secretariat of the National Council for Financial
Inclusion 2023
