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July/August 2024



TVET CURRICULUM DEVELOPMENT, ASSESSEMENT AND CERTIFICATION COUNCIL (TVET CDACC)

PRACTICAL ASSESSMENT

ASSESSOR GUIDE

The Chief Principal
Nairobi West Technical Institute
P O Box 23454 – 00300
NAIROBI

**DEPARTMENT OF TVET EDUCATION
NAIROBI COUNTY
P O BOX 34453 – 00100
NAIROBI**

Ref DTE NC/4/24

28 April 2024

<<Title>>
<<Company Name>>
<<Address>>
<<Town>>

Dear <<Title>>

REQUIREMENTS TO BE A TVET LECTURER IN KENYA

Technical and Vocational Education and Training (TVET) plays a crucial role in equipping students with practical skills and knowledge to be able to work in various sectors of the economy. The country need qualified lecturers to train and inspire young people to become skilled professionals.

Nairobi County has a number of national polytechnics and technical institutes and in line with the directive from the Ministry of Education and TVETA, the department need the lecturers to have the following:

Educational and Professional Qualifications TVET lecturers need to possess a minimum of a diploma in a relevant field. Higher qualifications are preferred. The categories of lecturers is as shown below:

- (i) Degree holders to teach certificate, diploma and higher diploma.
- (ii) Higher Diploma holders to teach certificate and diploma.
- (iii) Diploma holder to teach certificate students only.

Pedagogy Skills Possession of Bachelors degree in Education (B.Ed) or Diploma in Technical Education.

Registration with TVETA It is mandatory that all lecturers need to register as trainers, validators and verifiers.

<<Title>>

2

28 April 2024

All lecturers – full-time and part-time working in your institution need to meet all the requirements. Our Quality Assurance Officers will be visiting your institution on <<Date>> to monitor compliance.

Yours faithfully

DEPARTMENT OF TVET EDUCATION, NAIROBI COUNTY

Julius Murimi
Director TVET

**DEPARTMENT OF TVET EDUCATION
NAIROBI COUNTY
P O BOX 34453 – 00100
NAIROBI**

Ref DTE NC/4/24

28 April 2024

The Chief Principal
Nairobi West Technical Institute
P O Box 23454 – 00300
NAIROBI

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The Chief Principal

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Yours faithfully

DEPARTMENT OF TVET EDUCATION, NAIROBI COUNTY

Julius Murimi
Director TVET

The Principal
Kasarani Institute of Business Studies
P O Box 43223 – 00100
NAIROBI

**DEPARTMENT OF TVET EDUCATION
NAIROBI COUNTY
P O BOX 34453 – 00100
NAIROBI**

Ref DTE NC/4/24

28 April 2024

The Principal
Kasarani Institute of Business Studies
P O Box 43223 – 00100
NAIROBI

Dear The Principal

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The Principal

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Yours faithfully

DEPARTMENT OF TVET EDUCATION, NAIROBI COUNTY

Julius Murimi
Director TVET

The Principal
Mathare Technical and Vocational Taining Institute
P O Box 33376 – 00200
NAIROBI

**DEPARTMENT OF TVET EDUCATION
NAIROBI COUNTY
P O BOX 34453 – 00100
NAIROBI**

Ref DTE NC/4/24

28 April 2024

The Principal
Mathare Technical and Vocational Training Institute
P O Box 33376 – 00200
NAIROBI

Dear The Principal

REQUIREMENTS TO BE A TVET LECTURER IN KENYA

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Yours faithfully

DEPARTMENT OF TVET EDUCATION, NAIROBI COUNTY

Julius Murimi
Director TVET

MONEY AND CAREER

Many people choose career based on financial gain. There are many factors that determine what profession earns more in the long term. Some careers are better paying than others. There is no big difference in salaries between two professions when employed at the entry level. As they continue with their careers the difference in earnings becomes bigger. Some employees will become better at their jobs than others in the same job, qualification and experience. The gap in earning can be partly be contributed to interests, commitment and some luck.

DIFFERENCE IN EARNINGS

The main factors that determine how much one earns by profession includes:

- (a) Academic Qualifications,
- (b) Working Experience,
- (c) Skills (how good you are at your job),
- (d) Expertise
- (e) Availability of opportunities

CAREER GROWTH

Every employee need to focus on growing his/her skillset and making himself/herself valuable and highly sought. This is possible through paying a lot of attention to daily tasks and developing expertise in the core duties. Employees need to watch out on opportunities and grab them, while at the same time update their academic qualifications.

CHANGE

Careers are also changing due to technology and this can lead to some skills becoming irrelevant.

The Office Administrators who used typewriting needed to change to computers and this required them to update their skills in ICT.

MUNGAI WHOLESALERS LTD***Sale of Maize Flour – 2021 – 2024**

POPULAR BRANDS SOLD				
TYPE	YEAR			
	2021	2022	2023	2024
	No.	No.	No.	No.
110	12,600	11,600	9,680	6,730
Ajab	12,430	11,700	14,590	5,240
Equitorial	780	980	880	430
Familia	9,800	7,900	9,450	4,500
Jogoo	15,200	14,800	16,200	9,940
Kifaru	10,330	9,890	10,500	4,310
Ndovu	10,700	11,400	12,450	11,200
Pembe	11,600	10,400	12,170	6,430
Raha	10,800	11,600	9,890	5,500
Soko	14,800	13,900	15,230	7,560
Total	109,040	104,170	111,040	61,840

*Adapted from MUNGAI WHOLESALERS Kasarani

JENGA JINA SACCO
P O BOX 33333 – 00200
NAIROBI
JENGA HOUSE, WESTLANDS

EMPLOYMENT FORM

Personal Details

First Name: _____ Last Name: _____

Address: _____ Code: _____ Town: _____

Telephone No.: _____ Email: _____

ID No: _____ PIN No.: _____

Gender: Male ☐ Female ☐

Education

Year	College University	Qualification

Work Experience

Year	Organization	Position

Next of Kin Details

Name: _____ Signature: _____ Date: _____

The information I have filled in is correct.

Name: _____ Signature: _____ Date: _____

ACTIVE LISTENING

