



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

ABSA Towers (10th Floor)
P.O Box 15745-00100
NAIROBI, KENYA

Loita street
Tel +254 758 037 608
Email: info@tvetcdacc.go.ke

Ref: CDACC/ADM 1/37 VOL 2B (355)

Date: 22nd May 2025

All Principals

National Polytechnics
Technical Training Institutes
Technical and Vocational Colleges
Private Colleges

Managers

Vocational Training Colleges

Vice Chancellors,

Universities implementing CBET

RE: COMPETENCY-BASED ASSESSMENT FOR MODULARIZED CURRICULA

The above subject refers.

The Council wishes to notify you that the Ministry of Education, through a directive issued by the Cabinet Secretary on 22nd April 2025, instructed all TVET institutions to ensure that all trainee enrolments from May 2025 onwards are registered strictly under the modularized curricula.

The modularized curricular corresponds to TVET CDACC Cycle 03, where all trainees must begin at Module 1 (Level 3). The trainees must be certified before proceeding to the higher module (Module 2 at Level 4). They may proceed to Level 5 and Level 6 which has 2 Modules each if they have been certified at lower levels. Please note that Cycle 01 and Cycle 02 processes shall continue unhindered, and shall be administered and assessed in the same manner as before, to clear with candidates enrolled earlier.

1. Release of Guidelines on Competency-Based Assessment for Modularized Curricula

The purpose of this circular is to refer you to “*Guidelines on Competency-Based Assessment for Modularized Curricula*” developed by the TVET Curriculum Development, Assessment and Certification Council (TVET CDACC) together with State Department of Technical Vocational Education and Training (SDTVET). The document provides a comprehensive framework for the assessment of trainees enrolled in modularized Competency-Based Education and Training (CBET) programmes. It guides all TVET institutions on implementation of modularized curriculum.

The guidelines outline procedures for conducting continuous assessments, maintaining and verifying Portfolio of Evidence (PoE), administering and uploading summative assessments in the TVET CDACC portal for KNQF Levels 3–6. They also guide external verification processes, structured industry-based learning integrated and competency certification. All institutions are required to familiarize themselves with the guidelines and ensure full compliance in the planning, execution, and documentation of assessment activities for all modularized CBET programmes.

2. Registration and Training of Candidates for Modularized Curriculum (Cycle 03)

The Council wishes to inform you that the registration of candidates for the modularized curricula in the TVET CDACC portal shall commence from **22nd May** to **2nd June, 2025**. All assessment centres should ensure that all eligible candidates are registered within the stipulated timelines. Cycle 03 is assessed on a **90% Practical** and **10% oral theory assessment**. Assessment centers are advised to ensure that Portfolio of Evidences (PoE’s) are compiled continuously as training progresses. Practical scores are compiled once all Performance Criteria (PC’s) for each unit of competence have been covered. The Council will periodically visit your institution to verify PoE’s and Practical Scores with involvement of external industry experts. It is expected that institutions shall still engage their internal industry experts during training to ensure compliance to CBETA standards.

For further clarification, kindly contact TVET CDACC through the official communication channels.

We appreciate your dedication and commitment in the implementation of CBET.


Prof. Kisilu M. Kitainge.
CEO/COUNCIL SECRETARY

Copy to: Principal Secretary
State Department for Technical Vocational Education and Training



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

GUIDELINES ON COMPETENCY-BASED TRAINING, ASSESSMENT AND CERTIFICATION FOR MODULARIZED CURRICULA

1.0 INTRODUCTION

The implementation of modularized Competency-Based Education and Training (CBET) curricula in the TVET sub-sector marks a critical milestone in aligning technical and vocational training with the dynamic needs of the labour market. In line with the Government's commitment to delivering industry-responsive and flexible training programmes, the Ministry of Education, through a directive issued by the Cabinet Secretary on 22nd April 2025, instructed all TVET institutions to ensure that all trainee enrolments from May 2025 onwards are undertaken strictly under the modularized curricula. This directive reinforces the national goal of ensuring seamless progression, recognition of prior learning, and integration of work-based learning across qualification levels.

These guidelines aim to provide a comprehensive framework for the assessment of trainees enrolled in modular curricula. The document outlines the requirements for continuous and summative assessments, the maintenance and verification of the Portfolio of Evidence (PoE), certification procedures, and roles of stakeholders to ensure standardized, credible, and competency-focused evaluation processes across all training institutions.

Competency based modular curricula

Units of Learning, while maintaining the sanctity and dictates of industry standards, have been grouped in modules in such a way that it allows for skilling of trainees in a more

comprehensive way and skill oriented targeted way. It also streamlines reskilling, upskilling and progression.

All trainees pursuing a single qualification pack are therefore expected to commence training with the lowest module (Module 1) or level 3 for those that start at level 3, and progress to higher module only after satisfying the industry requirements of the lower module.

2.0 CONTINUOUS ASSESSMENT

- i. Practical assessments shall be administered for all core units of competence.
- ii. Common and core competencies may be integrated into practical assessment tools for the core units of competence.
- iii. Written assessment may be administered to trainees during continuous assessment for Level 5 and Level 6 courses. Each written assessment tool should have a minimum of 30 marks and be administered for a period not exceeding one hour. Continuous assessments for each unit of competence should be conducted in line with the Occupation Standards, assessment requirements and performance criteria (PC) weighting. The continuous assessment for each unit of competence will be conducted within the trainees' training period.
- iv. There should be at least three (3) continuous assessments at critical points of learning for each trainee in each unit of competency.
- v. Continuous assessment shall be cumulative and test all performance criteria in a unit of competence as specified in the Occupation Standards.

2.1 Maintenance of Portfolio of Evidence (PoE)

Trainers in each department shall guide their trainees on the maintenance of Portfolio evidence. Each trainee shall maintain their portfolio of evidence as guided by the trainers. The following evidence should be maintained to facilitate external verification of Portfolio of Evidence:

2.1.1 Training documents

The following training documents should be contained in the trainer's file:

- a. Occupation Standards and modularized curricula
- b. Modularized training schedules

- c. Learning plans
- d. Assessment timetables
- e. Assessment reports
- f. Trainee attendance registers.

2.1.2 Assessment documents

The following assessment documents should be provided:

- a. Candidate tools
- b. Assessor guides
- c. Marked scripts
- d. Practical checklists (observation, product and oral).
- e. Mentoring tools

2.1.3 Marksheetworks:

Marksheets for each unit of competence that covers all continuous assessments administered to trainees shall be maintained by the trainers in their respective departments. These marksheets should include marks for both written and practical assessment (where applicable).

2.1.4 Audio-visual files (e-Portfolio):

Specifications of photos and video clips shall be as follows:

- a. The video shall be in MP4 format and of high-definition quality i.e. (1280x720 pixels) or higher.
- b. The video clip shall not be less than 1 minute.
- c. Photographic images shall be in JPEG format and in high resolution.

In the practical assessment, the video clips shall capture evidence at critical points of assessment as provided for in the assessment tool.

2.2 Uploading of marks into the TVET CDACC portal

The assessment centre shall upload continuous assessment marks in the TVET CDACC's portal within a period determined by TVET CDACC.

Marks uploaded in the portal shall be verifiable from the PoE, failure to which course requirements shall not have been met.

2.3 External verification of Portfolio of Evidence (PoE)

Review of PoE for marks uploaded in the portal shall be conducted at specific periods prescribed by The Council.

External verification of PoE will involve industry practitioners, trainers and Council officers.

2.4 Industry training

Trainees shall be expected to undergo industry training as prescribed in the curriculum for each course and level. Industrial Liaison Officers (ILO) shall work with industries to secure placements for their trainees to undertake industry training. Mentoring tools shall be filled by mentors during their industry training. Mentoring tools shall be maintained by the trainees and presented to verification officers during the external verification of PoE.

3.0 SUMMATIVE ASSESSMENT

3.1 Level 3 and Level 4 courses

Level 3 and level 4 courses shall be assessed practically.

Assessment of basic and common competencies shall be integrated in the core units

Theoretical assessment shall be integrated into practical assessment and conducted orally.

The weighting between the theoretical and the practical assessment shall be 10:90

The assessment shall be administered at critical points within the training period.

The practical assessment tools shall be in project format and shall be split into three phases as follows:

PROJECT PHASE	ADMINISTRATION PERIOD
PHASE 1	End of month 1 (Week 4 – Week 5)
PHASE 2	End of month 2 (Week 8 – Week 9)
PHASE 3	End of month 3 (Week 12 – Week 13)

3.2 Level 5 and Level 6 courses

Level 5 and Level 6 courses may be assessed through written and practical assessment. During summative assessment basic and common units may be integrated into the core units or assessed as discrete units.

Theoretical and practical weighting for each unit of learning shall be as follows:

- i. 10:90 for the units in Modules aligned to KNQF Level 3 and 4
- ii. 30:70 for the units in Modules aligned to KNQF Level 5; and
- iii. 40:60 for the units in Modules aligned to KNQF Level 6.

3.3 Administration of assessment tools

3.3.1 Practical assessment

- a. Dissemination of cutting lists

Cutting lists for the practical assessment shall be administered by The Council from the second week of training.

The cutting lists shall be disseminated through an online repository link that will be shared by the Council. The cutting lists may also be accessed through the TVET CDACC Portal.

Assessment centers shall procure required resources for the practical assessments before the 4th week of training.

- b. Access to practical assessment tools

The practical assessment tools shall be disseminated through an online repository link that will be shared by the Council. The practical assessment tools may also be accessed through the TVET CDACC Portal.

Practical assessment tools include Candidate tools and Checklists (Observation, Product and Oral).

- c. Conduct of Practical Assessment

The practical assessment shall be conducted in line with the guidelines on external verification of practical assessment.

d. Uploading of moderated practical assessment marks

Moderated summative practical assessment marks shall be uploaded on the TVET CDACC portal for each candidate.

e. Submission of practical assessment documents

The following practical assessment documents shall be submitted to The Council:

- i. Original marksheets, i.e., manual marksheet per unit of competency and manual marksheet for all units of competence.
- ii. Original clearance forms duly signed by the external verifiers and stamped by the assessment center.
- iii. Stamped printouts of uploaded marks duly signed and stamped by the assessment center officer.

The submission of practical assessment documents shall be in line with The Council's guidelines on submission of practical assessment documents.

3.3.2 Written assessment

Written assessment tools shall be administered in line with the TVET CDACC guidelines on administration of written assessment tools.

4.0 CERTIFICATION

Certificates for candidates assessed by TVET CDACC shall be awarded by The Council.

For a candidate to be issued the Kenya National TVET Certificate, the candidate must demonstrate competence in all the Units of Competency as given in the qualification level.

A candidate will be issued with a Certificate of Competency upon demonstration of competence in a core Unit of Competency.

Statement of Attainment certificate may be awarded to candidates upon demonstration of competence in a certifiable element within a unit.

Prof. Kisilu M. Kitainge.
CEO/COUNCIL SECRETARY