



TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING AUTHORITY

TRAINER QUALIFICATION FRAMEWORK

OBJECTIVE

There is great need to expand the pool of experts particularly in critical or priority trades. This calls into increasing the relevant trainers in number and more importantly is to ensure their quality. Indeed, this calls for a trainer qualification framework. To ensure the delivery of Job ready graduates, interventions aimed at enhancing the competencies of TVET trainers in both public and private TVET institutions there is need for a strong designed system to train, recruit and maintain quality Trainers.

JUSTIFICATION

The Authority functions includes

- (1) Accreditation of persons involved in training to ensure quality in TVET training (section 17(1))
- (2) Advise on the development of schemes of service for trainers (section 7) and
- (3) develop standard and guidelines for training and assessment (Section 57(b))

To undertake above functions there is need for Trainers Occupational standards to preparing various training persons to handle the Competency based Education, Training and Assessment (CBETA). This is expected to counter the previous identified challenges to do with quality assurance, curriculum design and delivery in TVET.

SUMMARIZED TRAINERS QUALIFICATION CATEGORIES DETAILS

Qualification Levels	Level I: Technical Instructor	Level II: Trainer	Level III: Senior Trainer/Developer	Trainer IV: Principal Trainer/Manager
Definition	Sets training material, equipment for practical workshop Or laboratory and maintains training equipment.	Conducts technical training and competency assessments	Designs and develops curriculum, courses and instructional materials	Supervises, develops and mentors technical trainers and developers.
Entry Requirements (Technology Qualification)	Craft/KNQF level 5 in the technical/vocational domain (Craft) + certificate of an approved ToT ¹ for Technical Instructors	Bachelor Degree KNQF level 7 in the technical/vocational domain +certificate of an approved ToT ² for Trainers	<ul style="list-style-type: none"> • Masters/KNQF level 9 in the technical/ vocational domain and/or experience as trainer (minimum 4 years) + approved ToT³ for Developers. 	<ul style="list-style-type: none"> • Masters/KNQF level 9 in the technical/ vocational domain and/or experience as trainer (minimum 4 years) + approved ToT⁴ for training managers.

¹ Training for professionals in a trade that want to become Training Instructors. The offer of these specific training courses will have to be developed

² Training for professionals in a trade that want to become Trainers. The offer of these specific training courses will have to be developed.

³ Training of trainers that want to become training programme developers (Curriculum developers). The offer of these specific training courses will have to be developed

⁴ Training of programme developers that want to become training managers. The offer of these specific training courses will have to be developed

Core Competency Requirements	<ol style="list-style-type: none"> 1. Plans for instruction 2. Facilitates training sessions ensuring integration of theory and practice 3. Operates Training Facilities 4. Maintains Training Facilities 5. Integrates ICT and other appropriate media in training. 6. Ensures Equity during instruction 7. Ensures conducive and safe learning environment 8. Mentors the trainees 9. Supervises Work-Based Learning 10. Conducts prescribed Competence Assessment 	<ol style="list-style-type: none"> 1. Plans for instruction 2. Conducts training sessions ensuring integration of theory and practice 3. Assesses student's competencies. 4. Integrates ICT and other appropriate media in training. 5. provides guidance and counselling to the trainees 6. Mentors trainees 7. Ensures internal quality control of the training. 8. Imparts entrepreneurial skills to the trainees. 9. Ensures Equity during instruction 10. Manages training data 11. Participates in co-curricular activities 	<p>Those of the trainer plus:</p> <ol style="list-style-type: none"> 1. Conducts Training Needs Assessment 2. Participates in the development of competence standards 3. Develops/adapts a training curriculum taking into consideration trainees with special needs 4. Develops/ adapts learning materials taking into consideration trainees with special needs 5. Develops/ adapts assessment tools taking into consideration trainees with special needs 	<p>Those of the trainer and developer plus:</p> <ol style="list-style-type: none"> 1. Prepares and manages training budgets 2. Leads a team in a TVET centre 3. Manages the trainee and staff industrial attachment 4. coordinates workplace training for instructors, trainers and developers 5. Manages HR related functions of the team 6. Promotes, advocates and strengthens industry and TVET linkages 7. Designs and Develops maintenance system of training facilities <p>Promotes equity and ensures teamwork</p>
Trainer's Curriculum	Course in supporting CBET trainers	Course on Training Methodologies and Assessment	Course on Training Design and Development	Course on Supervision and Development of Trainers and programme developers