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TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING AUTHORITY

Utalii House, Utalii Street
P.O. BOX 35625 – 00100
NAIROBI

Tel.: +254 20 2392140
Email: info@tveta.go.ke
Website: www.tveta.go.ke

Reference No. _____

(Reference No. to be filled by TVETA upon submission of the filled Form by Applicant)

APPLICATION FORMS FOR TRAINERS, ASSESSOR AND VERIFIERS UNDER THE TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (TVET) ACT, 2013

*This form should be duly filled in by the applicant and be forwarded to TVETA as attachment with
certified copies of certificates and Testimonials through the email address:*

accreditation@tveta.go.ke

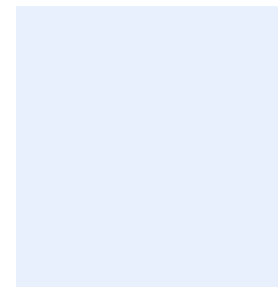
(Tick in the appropriate box)

Trainer

Assessor

Verifier

Affix Passport Photo



Guidelines

Registration as a Trainer, Assessor or Verifier requires the following:

- ❖ Technical or Vocational area qualification at least one level above the level the applicant wishes to operate
- ❖ A qualification in education and training covering units in CBET assessment, facilitation methods and quality assurance (for those training in TVET institutions); or a CBET assessment qualification for workplace training assessors or verifiers;
- ❖ Be able to demonstrate the core competences in the new thinking of learning and assessment.

This application form will be rejected if it is not completed fully. The data/information/evidence provided must be **valid, reliable** and **authentic**. All applicants should pay a fee of **Ksh. 1,000** for each of the three categories of registration through TVETA Mpesa paybill No. **894135** and applicant's **full name** as the Account No. or pay to KCB Bank account **1212502450, Kipande House** Branch, A/C Name **Technical and Vocational Education and Training Authority**.

Section A: General Information

Applicants Details					
Title:		Surname		First name	
Middle name(s)					
Sex:				Date of birth (dd/mm/yyyy)	
ID/Passport no.:					
MPesa code:				Amount	
Nationality:			Other (specify) (If not Kenyan, attach a copy of valid work permit)		
Language(s) spoken:	1.			2.	
	Others:				
Contact Details					
Cell Phone No.:					
Business Tel. No.:					
E-mail:					
Building Name					
Street Name/Prominent Landmark					
P.O. Box			Postal code		City/Town:
County:					

Section B: Education, Training and Work Experience

1. Summary of education and training qualifications starting with the highest qualifications: *Attach certified copies of certificates*

	Qualification (S) title	Institution/Training provider	Date obtained (dd/mm/yyyy) Eg: 06/11/2012
1.			
2.			
3.			
4.			
5.			
6.			

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2. Work Experience: *Attach copies of testimonials*

	Period	Experience (Years)	Place of work	Position held	Achievements
1.					
2.					
3.					
4.					
5.					
6.					

Cumulative Experience

Section C: Assessor/Verifier Level Applied For (for Assessors and Verifiers only)

List of unit standards and/or qualifications applied for			
No	Qualification Title (<i>Academic and professional</i>)	KNQF Level	Level you are applying to assess (<i>for assessors and verifiers only</i>)
1			
2			
3			
4			
5			
6			
7			
8			

Key: KNQF Level(Artisan – 4, Craft – 5, Diploma – 6, Degree – 7, Post graduate Dip – 8, Masters – 9, P.H.D – 10

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*The duly filled form and certified copies of certificates and Testimonials be forwarded to TVETA as attachments through the email address:
accreditation@tveta.go.ke*

Declaration

I hereby declare that the information provided is correct to the best of my knowledge.

Signature:

Date:

For official TVETA use only

Date of receipt of application:

Date registered by TVETA:

Trainer/Assessor/Verifier Level:

Assessor registration number:

Assessors & Verifiers' Code of Conduct

I, the undersigned, hereby commit myself to abide by the TVETA Accreditation Code of Conduct in relation to all my work conducted as a TVETA registered trainer, assessor or verifier. The Trainers, Assessors & Verifiers' Code of Conduct has been drawn up to enable TVETA registered trainers, assessors and verifiers to carry out their functions objectively in line with TVETA Training and Assessment policies and procedures.

The Code of Conduct to which I agree is as follows:

1. Responsibilities:

- to plan and conduct training/assessments of learning outcomes
- to assess trainees against the relevant unit standard(s) and or qualification;
- to be guided by the provider's assessment plan, guide, tools and reporting format;
- to assess in a fair and transparent manner, avoiding bias and addressing barriers to learning;
- to judge evidence observing the rules of evidence;
- to give constructive written feedback to candidates; and
- to give feedback to moderators on unit standards and qualifications.

2. Declaration of Interest:

On being requested to assess a group of candidates, assessors and verifiers must inform the provider in confidence:

- Whether they have (past or present) a family relationship with any of the candidates;
- Whether they might have, or be seen to have, difficulty in assessing any candidate objectively because of friendship or other obligation; and
- Any other actual or potential conflict of interest involving candidates, moderators or other relevant parties.

3. Working Practices and Quality Standards:

- Trainers, assessors and verifiers must act professionally, accurately and in an unbiased manner and be responsible for their actions in the assessment process.
- Assessors and verifiers must not accept any inducements, commission, gift or any other benefit (apart from fair payment), or respond to any threats or harassment from providers, their employees or any interested party, or keep silent about any colleagues who do so.

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- Assessors and verifiers must report any assessment irregularities, complaints or appeals and any attempts to threaten or bribe to the TVETA Accreditation in their reports.
- Assessors and verifiers must not intentionally communicate false or misleading information that may compromise the integrity of any assessment.
- Assessors and verifiers should keep relationships with candidates, moderators and providers on a professional basis.

4. Confidentiality

- Information on a provider's practices and procedure gained during the assessment process remains confidential to the provider.
- Information about individual trainees and their organisations should remain confidential.

5. Relationship with TVETA Accreditation

- Trainers, Assessors and Verifiers are registered with the TVETA; this constitutes a permit to practice in the sector;
- Complaints submitted by trainers, assessors and verifiers to the TVETA will be addressed by the Complaints Management Committee;
- Complaints submitted about trainers, assessors or verifiers to TVETA will be investigated, and should a breach of Code of Conduct be established, she/he would be de-registered and shall not be allowed to practice in the TVET sector.
- If an applicant believes that he or she has been unfairly refused registration or has been unfairly de-registered, TVETA has proper appeals procedure which should be followed.

Name in full (written in Block letters): _____

Signed: _____

Date: _____