



CURRICULUM DEVELOPER USER GUIDE

FOR

TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING AUTHORITY



BY

ABNO SOFTWARES INTERNATIONAL LIMITED

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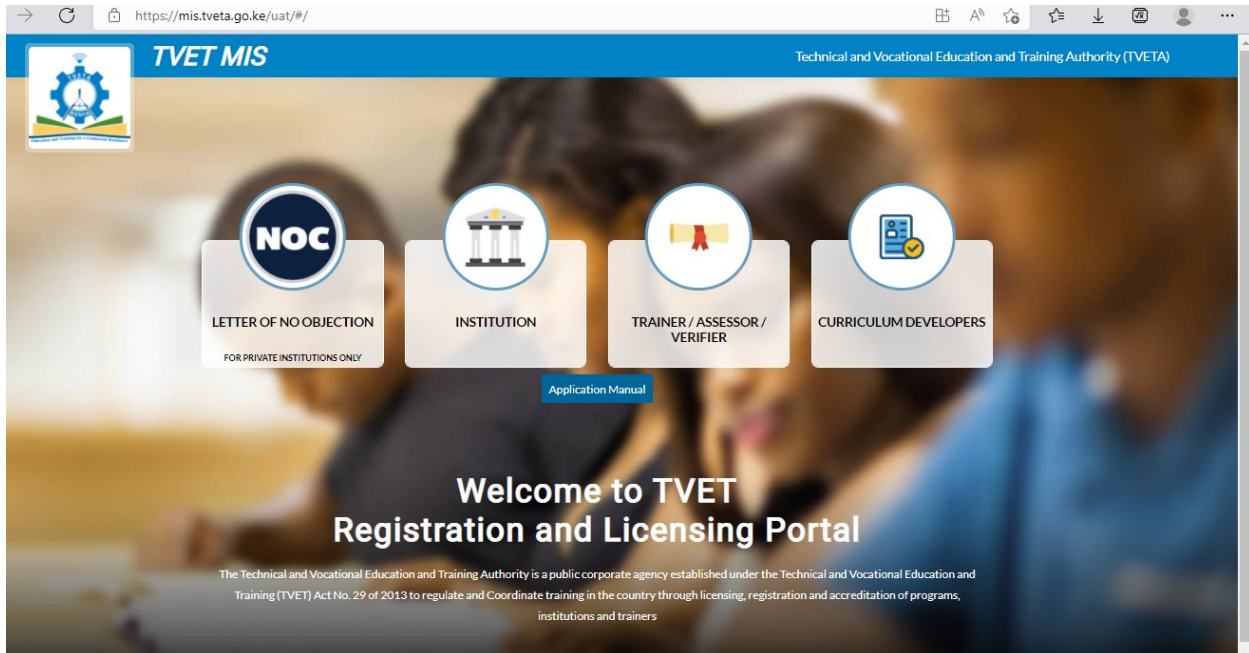
GET STARTED

ACCESSING THE PORTAL

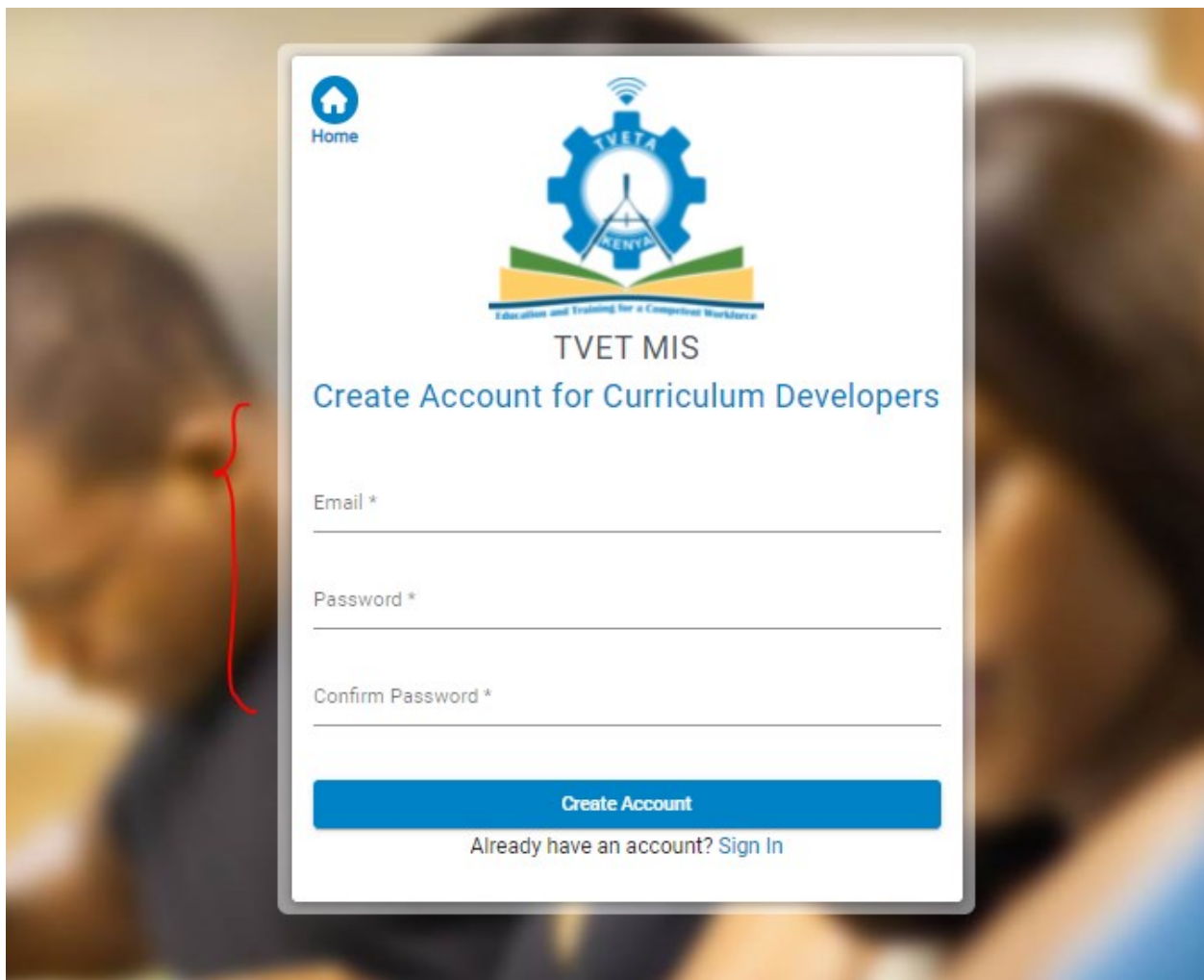
The portal can be accessed in two ways:

- i. Via a link shared in the TVETA Website (<https://www.tveta.go.ke/>)
- ii. Access the portal directly via <https://mis.tveta.go.ke/#/>

You will access the portal as shown below:



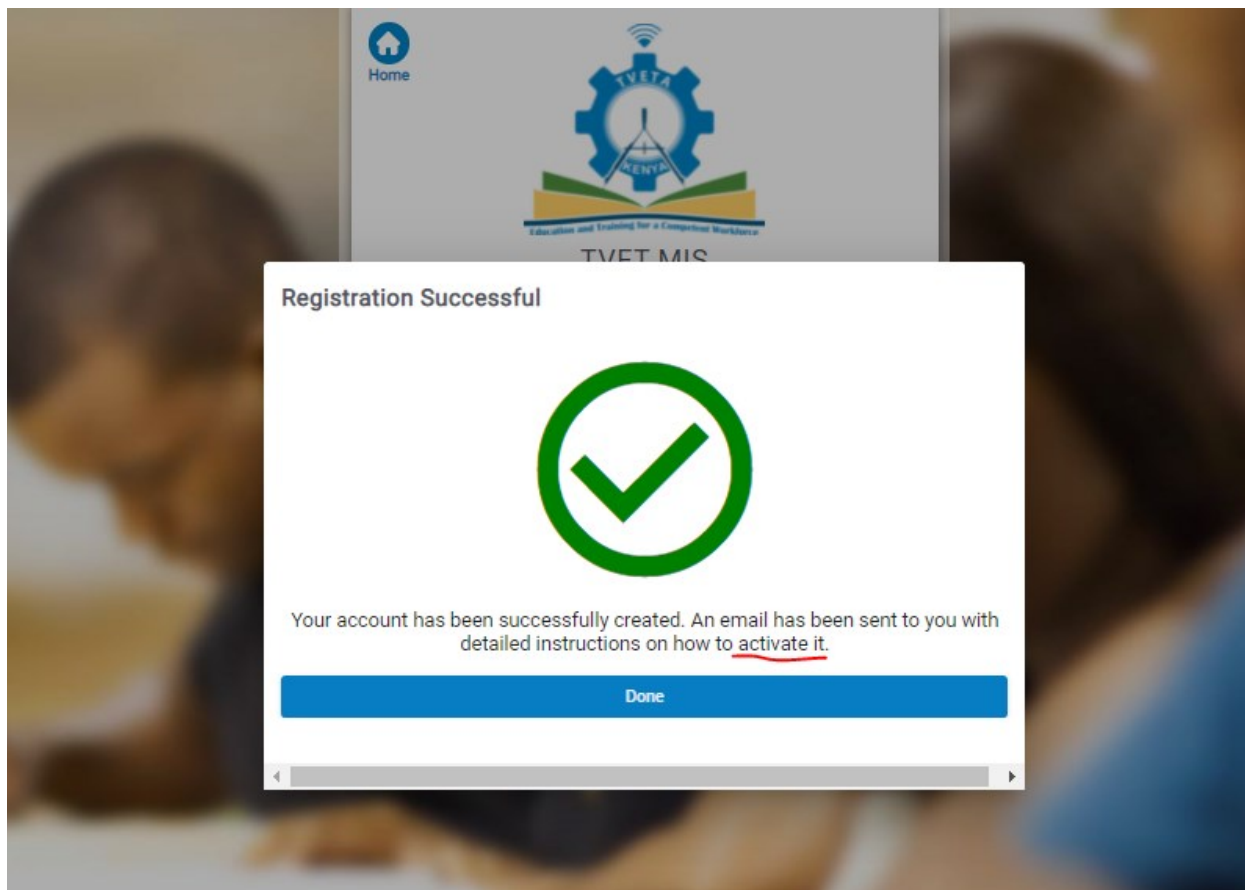
As a curriculum developer, proceed to create an account by clicking on 'Register'



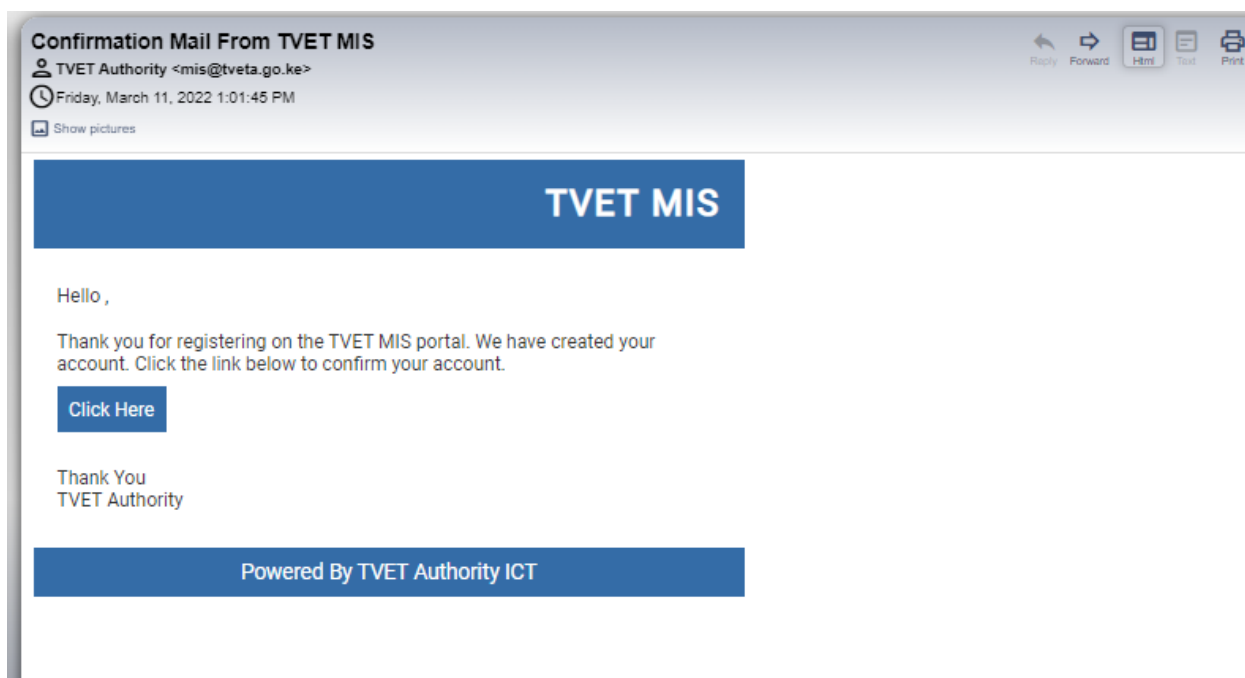
Input the requisite details, among them:

Email and Password

You will receive an activation message; with details of how to activate your account



Proceed to login to your email, and click on the account activation as shown below:



After successful account registration, proceed to login with the activated details as shown below:

Profile details

You are required to fill the profile details. This will allow Tveta to have official details about the curriculum developer. See below the requisite details:

COMPLETE YOUR PROFILE

Email
test15@yopmail.com

Name of the Curriculum Developer

CONTACT PERSON DETAILS

Name

Title

Telephone

Country Code
(+254) Kenya

Mobile Number

Email

[Update Profile](#)

Save the profile details as shown above.

Dashboard

The dashboard allows user to have overall view of their account. From here, users can navigate to any of the modules as shown below:

Successful X

Dashboard	Email test15@yopmail.com
Curriculum Developer Profile >	Name of the Curriculum Developer Denis NEW
Messages >	Contact Person Name Denis
Applications >	Contact Person Title Project
Logout	Contact Person Telephone 45465464
	Contact Person Mobile +254 5465454654

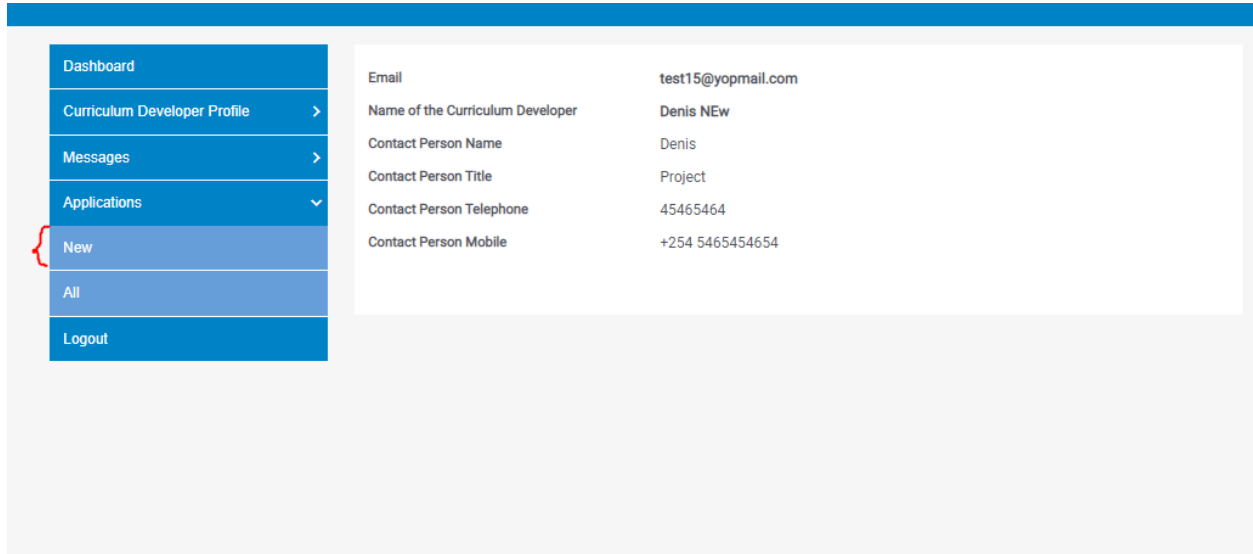
Applications

Curriculum applications are classified in two different categories. You can access the older applications, and as well proceed to apply for new curriculum approvals, as shown below:

Successful X

Dashboard	Email test15@yopmail.com
Curriculum Developer Profile >	Name of the Curriculum Developer Denis NEW
Messages >	Contact Person Name Denis
Applications ▾	Contact Person Title Project
New	Contact Person Telephone 45465464
All	Contact Person Mobile +254 5465454654
Logout	

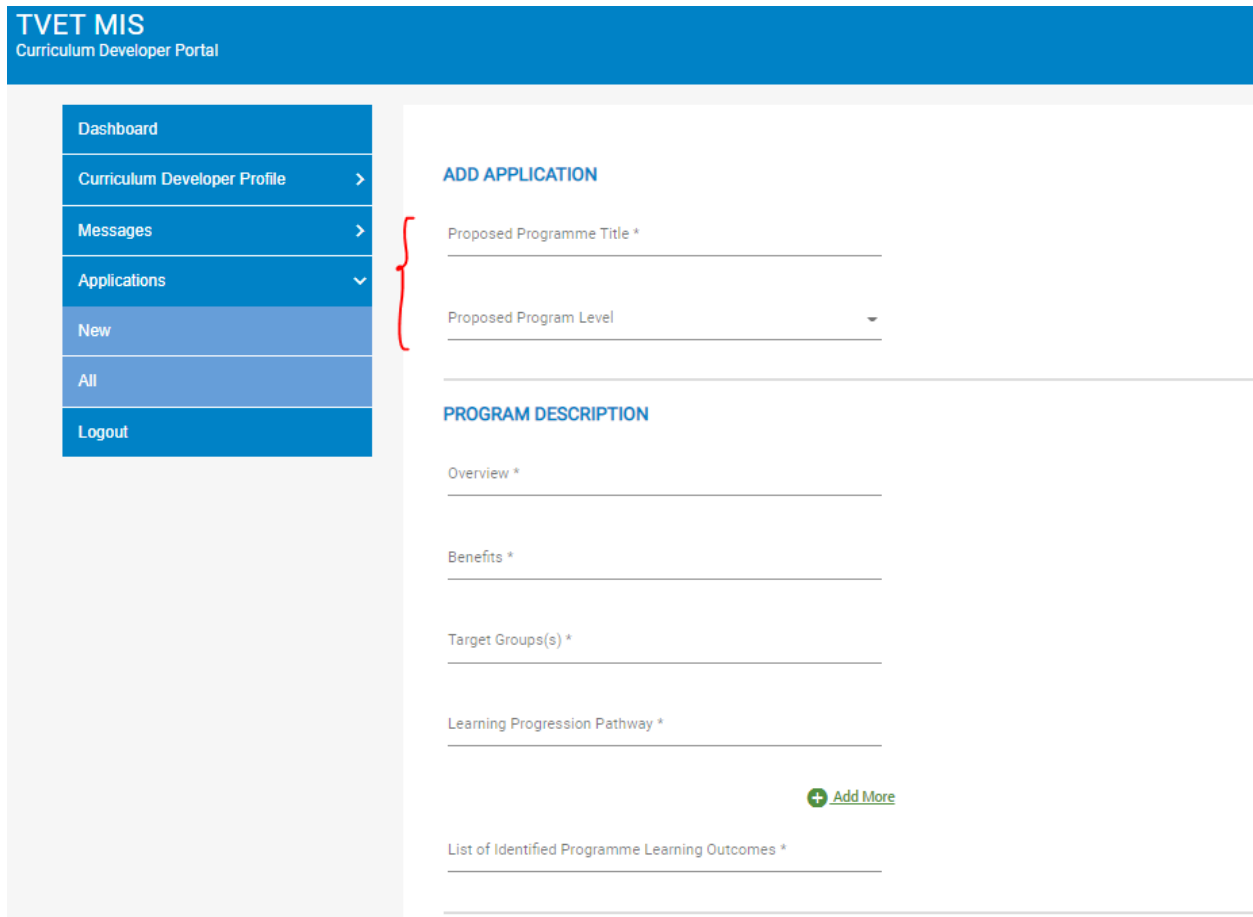
For new applications click the 'New' menu items



The screenshot shows a sidebar menu on the left with the following items: Dashboard, Curriculum Developer Profile, Messages, Applications (expanded), New (highlighted with a red bracket), All, and Logout. The main content area displays contact information for a curriculum developer:

Email	test15@yopmail.com
Name of the Curriculum Developer	Denis NEw
Contact Person Name	Denis
Contact Person Title	Project
Contact Person Telephone	45465464
Contact Person Mobile	+254 5465454654

The following details are required for the new applications:



The screenshot shows the 'ADD APPLICATION' form in the TVET MIS Curriculum Developer Portal. The sidebar menu is the same as in the previous screenshot, with 'New' highlighted. The form fields are:

- Proposed Programme Title *
- Proposed Program Level (dropdown menu)
- PROGRAM DESCRIPTION
- Overview *
- Benefits *
- Target Groups(s) *
- Learning Progression Pathway *
- List of Identified Programme Learning Outcomes *

A red bracket highlights the 'Proposed Programme Title', 'Proposed Program Level', and 'PROGRAM DESCRIPTION' sections. There is a '+ Add More' button below the 'Learning Progression Pathway' field.

Evidence of Professional/Regulatory Body Involvement

There is a requirement attach evidences. Make sure to upload all the requisite details as shown below:

EVIDENCE OF PROFESSIONAL/REGULATORY BODY INVOLVEMENT

Legislative Requirement

Yes No

CURRICULUM DEVELOPMENT PROCESS CHECKLIST

Upload Occupational Standard

Select Document type to upload

- Minutes of Approval
- Occupational Standards Validation Report
- Report on Industry Involvement
- Training Needs Analysis Reports

Proceed to Save and continue the application. This will allow the applicant to preview the details of the application before submitting.

You will get a confirmation from Tveta after approval of the application.

END!!