



TVET Standard — In-Company Instructor — Requirements and Guidelines

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REVISION OF TVET STANDARDS

In order to keep abreast of progress in industry, TVET Standards shall be regularly reviewed. Suggestions for improvements to published standards, addressed to the Director General, Technical and Vocational Education and Training Authority are welcome.

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TVET Standard — In-Company Instructor — Requirements and Guidelines

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Foreword

Development of the Technical and Vocational Education and Training (TVET) Standards has been necessitated by the need for establishing requirements governing quality of training services in the TVET Sector. It is envisaged that through standardization, service delivery disparities that are encountered when services are rendered within the TVET sector will be removed.

Technical and Vocational Education and Training Authority (TVETA) has established a Technical Standards Committee mandated to develop standards through consultations with stakeholders and Kenya Bureau of Standards (KEBS). The Committee is composed of representatives from the TVETA standards department, public and private sector organizations in the TVET sector.

TVET Standards are developed through a Technical Committee that in consultation with key stakeholders representing government, regulatory and Professional bodies, Curricula development and Assessment agencies, academia, consumer groups, public and private colleges, universities and other interested parties.

Draft TVET Standards are circulated to stakeholders. The comments received are discussed and incorporated before finalization of the standards, in accordance with the principles and procedures for development of Company Standards. Once finalized, the public are then notified through Government gazette.

TVET Standards are subject to review from time to time. Users of the TVET Standards are therefore expected to ensure that they always have the latest versions of the standards they are implementing.

Attention is drawn to the possibility that some of the elements of this document may be subject to patent rights. TVETA shall not be held responsible for identifying any or all such patent rights.

During the development of this Standard, reference was made to the following documents:

Sessional Paper No. 1 of 2019

TVET Act, CAP 210A

TVET Regulations 2015

National Policy on Dual Technical and Vocational Education and Training (D-TVET) in Kenya (*Draft, March 2025*)

National Work based Learning Policy, 2023 (*Draft*)

Acknowledged is hereby made for the assistance derived from these sources.

Abbreviations and Acronyms

GTT	Government Trade Test
CPD	Continuous Professional Development
ICT	Information and Communication Technology
KNQF	Kenya National Qualifications Framework
MCP	Master Crafts Person
TVET	Technical and Vocational Education and Training

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TVET Standard — In-Company Instructor — Requirements and Guidelines

1. Scope

This TVET Standard prescribes requirements and guidelines applicable to in-company instructor for trainees undertaking TVET programmes.

2. Normative References

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

TVET Act, CAP 210A

Kenya National Qualification Framework (KNQF), Act Cap 214

3. Terms and Definitions

For the purposes of this document, the following terms and definitions apply.

3.1

Competency Assessment

process of collecting evidence from a range of sources and making judgements against set criteria on whether competency has been achieved

3.2

Continuous Professional Development

an ongoing process of acquiring and enhancing competencies necessary for professional growth and effectiveness in one's field or occupation

3.3

In-company instructor

an employee of an organization who among other duties is appointed to deliver training sessions to trainees, typically possessing expertise in specific trade areas relevant to the organization's operations

3.4

Industry training coordinator

an individual responsible for organizing, planning, and overseeing training programs within the organization to ensure trainees acquire necessary competencies relevant to their trade areas as well as provide linkage between the organization and training institution(s)

3.5

recognised institution

a training provider formally accredited by relevant Authority having met the established standards for quality education and training

3.6

Soft skills

are personal attributes that enable someone to interact effectively and harmoniously with other people at workplace

Note: *soft skills include but not limited to teamwork, time management, leadership, communication, public relations and etiquette*

3.7

Training plan

structured and systematic outline that details the intended training and skills development activities and their timelines

4. Requirements and guidelines

4.1 Qualification of in-company instructor

The in-company instructor shall meet the following requirements:

- a) Be an incumbent worker in a specific occupation and formally engaged by the participating company.
- b) Legally practicing/working in the country.
- c) Have basic digital skills in accordance with the digital skills curriculum framework by ICT Authority.
- d) Have academic qualification that is one level above the trainee's programme with one year industry experience.

OR

At least three years industry experience.

- e) Have undertaken a minimum of one week in-company instructor course from an institution recognised by TVETA.
- f) Have soft skills relevant to the occupation area
- g) Updated competencies in line with technology advancements where applicable.
- h) valid professional/trade license where applicable.

Note: An In-Company Instructors should have valid membership to a professional body/association where applicable.

4.2 Roles and responsibilities of in-company instructor

- a) Implement training plan jointly developed with the TVET institution (Refer to Annex A for a sample training plan template).
- b) Identify and allocate training resources as per the training plan.
- c) Conduct trainee orientation in consultation with the TVET institution which may include but not limited to:

- the training plan
 - rules and regulations
 - company policies
 - trainee support mechanisms
 - trainee responsibilities and privileges
 - career development
 - occupational safety and health requirements
- d) Create a conducive environment for training.
 - e) Conduct occupational safety and health training
 - f) Ensure safety of trainees during training.
 - g) Conduct work-based training.
 - h) Identify training and/or competency gaps.
 - i) Guide on development of trainee portfolio of evidence.
 - j) Conduct formative competence assessment of trainees.
 - k) Prepare and maintain progress reports of trainees (*refer to annex B for a sample progress report template*).
 - l) Provide feedback to trainees on their competency development.
 - m) Provide feedback on training to the industry training coordinator.

4.3 In-Company Instructor training programme

4.3.2 In- company instructor course shall:

- a) Focus on pedagogical and didactical competencies aligned to roles and responsibilities of in-company instructor
- b) Developed and offered by an institution recognized by TVETA.
- c) Submitted to TVETA for approval prior to implementation.
- d) Reviewed on need basis.

4.3.3 An institution offering an in–company instructor course shall communicate to TVETA in case of discontinuing the programme.

4.3.4 An institution offering an in–company instructor shall issue a certificate of participation to individuals who successfully completes the programme.

4.4 Continuous Professional Development (CPD) of in-company instructor

The in-company instructor should undertake periodic CPD programmes that meet the following requirements:

- a) Related to the area of specialization and pedagogy in line with emerging trends.
- b) Meet requirements of the relevant professional body/association where applicable.

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Annex A (Normative)

Sample Training Plan Template

1. **Course Title:** e.g. Masonry _____
2. **Qualification Level as per KNQF:** e.g. Level 4 _____
3. **Period of training**

From (D/M/Y)	To (D/M/Y)	Duration in Months
		6 Months

4. **Title of the Occupational Standard** e.g. Mason Level 4 _____

Unit of Competency Title	Elements	Training Duration (Hours)		Resources	Delivery modes	Competence Assessment methods	Assessment Period	Responsibility
		Institutional Duration	In-Company Duration					
1. Perform Building Finishes	1. Perform interior wall finishes	6	10	Resources relevant to the proposed task as per the curriculum	blended	<ul style="list-style-type: none"> Practical Project Oral Self-assessment (reflective assessment) Portfolio assessment 	As per assessment body guidelines	Institutional Trainer/In-Company Trainer
	3.							

5. **Training plan prepared by:**

Institutional Trainer	In-Company Trainer
Name.....	Name.....
Designation.....	Designation.....
Signature.....	Signature.....
Date.....	Date.....

6. Approval

Approved by Signature

Designation.....

Date

Stamp

**Annex B
(Normative)**

Sample Trainee Progress Report Template

(The training progress report will be filled on monthly or termly basis depending on the duration of the training)

Part A: Trainee particulars

Name of Trainee: _____

Trainee's Registration/Admission Number: _____

Name of TVET Institution: _____

Trade Area/Occupation: _____

Qualification Level: _____

Organization: _____

Duration (dd/m/yr): From _____ To _____

Part B: Performance in Unit(s) of Competency of the programme

Unit of Competency

Unit of Competency Title:					
Learning outcomes (Tasks)	Performance Level				Remarks
	Mastery	Proficient	competent	Not Yet Competent	

Performance Level Grading	
Score (%)	Remarks (Level of Competency)
75 -100	Mastery
65 - 74	Proficiency
50 - 64	Competent
49 and below	Not yet Competent

PART C:

General Remarks

.....
.....

In-Company Trainer

Name.....

Signature.....Date.....

Industry Training Coordinator

Name.....

Signature.....Date.....

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