



TVET Standard — Home Craft Centres and Apprenticeships– Requirements and Guidelines

REVISION OF TVET STANDARDS

To keep abreast with 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 — Home Craft Centres and Apprenticeships – Requirements
and Guidelines**

**TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING AUTHORITY
(TVETA)**

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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 Development Department, public and private sector organizations in the TVET sector.

TVET Standards are developed through a Technical Committee in consultation with key stakeholders and professional experts 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 training 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.

We wish to acknowledge the invaluable contribution of the various stakeholders in the development of the Homecraft Centres and Apprenticeships Standard who were quite instrumental in providing important insights in critical policy issues that gave shape to this standard.

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:

- a. The Constitution of Kenya, 2010
- b. Gazette Notice No. 16472 The Intergovernmental Relations Act (Cap. 265F)
- c. Data Protection Act, 2019
- d. Building Code of the Republic of Kenya
- e. Persons with Disabilities Act, 2025
- f. Industrial Property Act, 2001
- g. Copyright Act, 2001
- h. Anti-Counterfeit Act, 2008
- i. Trade Marks Act CAP. 506

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

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Introduction

The Standard gives effect to the Constitution of Kenya, 2010, particularly the principles of devolution, equity, inclusion, public participation, accountability, and access to education and training. Gazette Notice No. 16472 of the Intergovernmental Relations Act (Cap. 265F) provides that the National Government shall develop a national framework for norms and standards for home craft centres.

The Standard provides a regulatory framework for the establishment, registration, governance, operation, quality assurance, and continuous improvement of Home Craft Centres in Kenya. It is intended to ensure that Home Craft Centres deliver quality, relevant, and competency-based skills development that supports livelihoods, innovation, cultural heritage, and local economic development.

Home Craft Centres expand access to community-based skills development by preserving indigenous knowledge, promoting creativity and innovation, and supporting local livelihoods through flexible, practical training that responds to local economic needs. They serve as accessible spaces where communities acquire hands-on skills that strengthen self-reliance and income generation.

Home Craft Centres act as hubs for skills development and catalysts for economic empowerment and community growth. They safeguard and modernize cultural heritage by preserving traditional crafts and practices while integrating appropriate modern technologies to keep these skills relevant for present and future generations.

Through a holistic approach, Home Craft Centres equip individuals with practical knowledge that enhances daily living, economic resilience, and cultural continuity. Training offered blends traditional practices with modern innovations to meet the changing needs of society.

In essence, Home Craft Centres seek to transform communities into centres of creativity, sustainability, and empowerment, ensuring that future generations inherit not only practical skills but also the confidence and vision to shape their own livelihoods.

This Regulatory Standard therefore provides a nationally consistent framework to guide County Governments and other stakeholders in the establishment, operation, and oversight of Home Craft Centres, while upholding the principles of devolution, public participation, equity, inclusivity, and accountability.

1.Scope

This TVET Standard prescribes terminologies, requirements and guidelines for the establishment and operation of a Home Craft Centre. The Standard is applicable to Home Craft Centres established in Kenya.

2. Normative references

- j. Gazette Notice No. 16472 The Intergovernmental Relations Act (Cap. 265f) Delineation of the National Government and County Governments Functions on Trade Development and Regulation
- k. Data Protection Act,2019
- l. Building Code of the Republic of Kenya
- m. Persons with Disabilities Act, 2025
- n. Industrial Property Act, 2001
- o. Copyright Act, 2001
- p. Anti-Counterfeit Act, 2008
- q. Trade Marks Act CAP. 506
- r. TVET Standard-Inclusion and Safeguarding

3. Terms, Definition and Abbreviations

3.1 Definition of Terms

3.1.1

apprenticeship

a structured training arrangement combining workplace learning and mentorship under a master craftsman with institutional oversight.

3.1.2

curriculum

a structured document that describes the goals, objectives, learning experiences, instructional resources and assessments that comprise a specific educational program. Additionally, it represents an articulation of what learners should know and be able to do and supports teachers in knowing how to achieve these goals.

3.1.3

governing body

this refers to the Board of Governors for Vocational Training Centres and the Centre Management Committee for standalone Home Craft Centres.

3.1.4

home craft centre (HCC)

a community-oriented Technical and Vocational Education and Training (TVET) institution established to provide practical, competency-based skills development in crafts, home-based industries, creative trades, and indigenous or heritage skills.

3.1.5

master craftsperson

a person with demonstrated mastery of a specific craft or trade, possessing advanced practical skills, deep occupational knowledge, and verifiable industry experience

3.2 Abbreviations and acronyms

DIY	Do it Yourself
HCC	Home Craft Centre
IQA	Internal Quality Assurance
KEBS	Kenya Bureau of Standards
W.C	Wash Closet
QA	Quality Assurance
TVET	Technical and Vocational Education and Training

4. Requirements and Guidelines

4.1 Governance, Leadership and Management

4.1.1 Establishment and Registration of Home Craft Centres

4.1.1.1 A Home Craft Centre may be established as any of the following:

- a. Home Craft Centre domiciled within an existing TVET institution;
- b. A standalone public Home Craft Centre;
- c. A private Home Craft Centre; or
- d. A community-based Home Craft Centre.

4.1.1.2 A Home Craft Centre shall have physical space for its operation.

4.1.1.3 A Home Craft Centre shall be registered by the County Government.

4.1.1.4 Home Craft Centres may be owned or managed by:

- a. County Governments;
- b. Community organizations;
- c. Faith-based organizations;
- d. Civil society organizations; or
- e. Private entities.

4.1.2 Governance Frameworks

4.1.2.1 A Home Craft Centre shall operate in compliance with the Constitution of Kenya, 2010, relevant County legislation, and applicable national standards and policies.

4.1.2.2 A Home Craft Centre shall establish, implement and maintain institutional policies, strategic plans, standards and procedures.

4.1.3. Governing Body of a Home Craft Centre

4.1.3.1 Where a Home Craft Centre is established as a standalone centre, it shall be governed by a Centre Management Committee (CMC).

4.1.3.2 Where a Home Craft Centre is domiciled within or integrated into a Vocational Training Centre, governance and oversight shall vest in the Board of Governors.

4.1.4 Home Craft Centre Organizational Structure

A Home Craft Centre shall:

- a. Establish, implement and maintain an organizational structure that includes but is not limited to Home Craft Centre manager, management committee and HCC staff.
- b. Define and operationalize a Home Craft Centre Management Committee or equivalent advisory structure representing industry, community, gender, youth, and persons with disabilities.

4.1.5 Home Craft Centre Management Committee

4.1.5.1 A standalone Home Craft Centre shall be governed by a Centre Management Committee appointed in accordance with relevant County legislation or regulations.

4.1.5.2 The Centre Management Committee shall be responsible for:

- a. Policy implementation and operational oversight;
- b. Financial accountability, budgeting, and resource mobilization;
- c. Quality assurance and compliance with applicable standards;
- d. Promotion of partnerships, linkages, and market access;
- e. Safeguarding inclusivity, ethics, trainee welfare, and community interests; and
- f. Adoption and implementation of policies on ethics, conflict of interest, risk management, and reporting.

4.1.6 Funding and Financial Sustainability of Home Craft Centres

4.1.6.1 A Home Craft Centre shall have identifiable and sustainable sources of funding sufficient to support training delivery, operations, maintenance, and quality assurance.

4.1.6.2 Funding for a Home Craft Centre may be derived from the following sources but not limited to:

- a. Allocations from County Government budgets;
- b. Grants, subsidies, or conditional transfers from the National Government or its agencies;
- c. Contributions from development partners, donors, or non-state actors;
- d. Income Generating Activities (IGAs)
- e. Fees, levies, or contributions approved under applicable County legislation; and
- f. Any other lawful source approved by the governing body.

5.1.6.2 All funds received or generated by a Home Craft Centre shall be managed, accounted for, and reported in accordance with relevant public finance laws and relevant County financial management guidelines.

5.1.6.3 The governing body should prioritize the use of financial resources to enhance training quality, trainee welfare, infrastructure, tools and equipment, and the long-term sustainability of the Home Craft Centre.

4.2 Home Craft Centre Human Resource

4.2.1 A Home Craft Centre shall engage adequate master craftsmen for the skill areas on offer.

4.2.2 Master Craftsperson Experience

4.2.2.1 A master craftsman in a Home Craft Centre shall possess verifiable industry or artisanal experience of not less than five (5) years in the relevant trade.

4.2.2.2 A master craftsman's industry or artisanal experience shall be demonstrated through portfolio of evidence, which may include but not limited to the following:

- a. A portfolio of work demonstrating sustained practice and competence in the relevant trade;
- b. Reference or testimonials from employers, clients, cooperatives, or community organizations confirming duration and nature of practice;
- c. Registration or membership with a recognized trade association, cooperative, or professional body;
- d. Business registration records, permits, or licenses evidencing engagement in the trade; or
- e. Any other documentary evidence approved by the relevant County authority or quality assurance body.

4.2.2.3 A Home Craft Centre shall maintain records of master craftsmen qualification and experience.

4.2.3 Staffing Ratios

4.2.3.1 A Home Craft Centre shall maintain trainer-to-trainee ratios that are appropriate to the nature of the trade, level of risk, and mode of training.

4.2.3.2 Without prejudice to clause 5.2.3.1, the following maximum trainer-to-trainee ratios shall apply unless otherwise justified and approved by the relevant County authority:

- a. Practical, high-risk or equipment-intensive trades: 1 trainer to not more than 15 trainees;
- b. General workshop-based or community-based craft training: 1 trainer to not more than 25 trainees; and
- c. Apprenticeship or mentorship-based training conducted primarily at worksites: 1 trainer or master craftsman to not more than 10 trainees.

4.3 Home Craft Centre Programmes

4.3.1 Home Craft Centre Programmes Development

4.3.1.1 A Home Craft Centre shall design programmes that:

- a. Identify, profile, harness and develop talents;
- b. Nurture creativity, innovativeness and are artistic in nature;
- c. Are practical oriented;
- d. Have clearly defined linkages and partnership with industries;
- e. Meet learning objectives and participant needs;
- f. Are customizable and flexible, allowing participants to focus on areas relevant to their specific ventures;
- g. Accommodate the needs of the local community;
- h. Impart participants with skills and knowledge;
- i. Are adaptable to accommodate participants with different abilities;
- j. Have a feedback mechanism; and
- k. Have training materials, and resources in the National languages or local languages where necessary.

4.3.1.2 Home Craft Centre programmes should be based on a curriculum.

4.3.1.3 A Home Craft Centre should implement a curriculum focusing on craft skills. Craft skills may include traditional and modern skills. (*see Annex A*)

4.3.1.4 A curriculum may be integrated to include soft skills, entrepreneurial skills, life skills, functional skills and personal development.

4.3.2 Apprenticeship Programme Design

4.3.2.1 A Home Craft Centre shall:

- a. Offer structured apprenticeship programmes with defined duration;
- b. Align apprenticeship content to relevant occupational, craft or competency standards;
- c. define and document learning outcomes and competencies to be achieved; and
- d. Integrate theory, practical training, and workplace-based learning.

4.3.2.2 A Home Craft Centre shall apply fair, transparent, and inclusive procedures for recruiting and admitting apprentices.

4.3.2.3 A Home Craft Centre shall ensure apprenticeships collaboration with industry are aligned with labour market demand.

4.3.3 Apprenticeship Agreement and Documentation

4.3.3.1 A Home Craft Centre shall ensure that:

- a. a written apprenticeship agreement exists between the apprentice, the master craftsperson, and the Centre;
- b. the roles and responsibilities of all parties are clearly defined and agreed upon;
- c. there are agreement documents for the duration, working hours, stipend (where applicable), and conditions for termination; and
- d. complete and accurate apprenticeship records are maintained for quality assurance and accountability purposes.

4.3.4 Information and Communication Technology Integration

4.3.4.1 A Home Craft Centre should provide:

- a. adequate ICT facilities including but not limited to:
 - i. Internet connectivity
 - ii. Computers/laptops or tablets
 - iii. Printers and scanners
 - iv. Projectors or smart screens
- b. Relevant digital learning resources including but not limited to:
 - i. E-library
 - ii. E-learning platforms
 - iii. Digital content repository

4.3.4.2 A Home Craft Centre should integrate ICT in training delivery and administrative operations.

4.3.5 Training delivery, assessment and certification

4.3.5.1 A Home Craft Centre shall deliver training through flexible and practice-oriented learning models, which may include:

- a) Workshop-based learning;
- b) Community-based training;
- c) Apprenticeships/Mentorship by master craftsperson;

4.3.5.2 A Home Craft Centre should integrate training with income-generating activities.

4.3.5.3 A Home Craft Centre shall:

- a. Use appropriate training methodologies including but not limited to demonstrations, hands-on practice and mentoring;
- b. Ensure a trainee-centred and competency-based approach;

- c. Integrate traditional skills and modern techniques; and
- d. Accommodate diverse trainee needs.

4.3.5.4 A Home Craft Centre shall:

- a. Conduct fair, transparent, and competency-based assessments
- b. Use practical assessments aligned to learning outcomes
- c. Keep accurate assessment records
- d. Facilitate access to certificate of achievement/recognition where applicable.

4.4 Home Craft Centre Infrastructure and Safety

4.4.1 Physical Resources

4.4.1.1 A Home Craft Centre shall determine, provide and maintain the infrastructure required for the operations of its programme(s) and control of its processes.

4.4.1.2 Physical Resources shall apply to:

- a. Buildings or spaces and associated utilities, installations, and site works; and
- b. Equipment, tools, materials and supplies.

4.4.1.3 A Home Craft Centre shall provide appropriate, adequate and accessible space to cater for the programmes on offer. The Centre facilities may include but not limited to:

- a. Workshop equipped with tools and equipment relevant for the programme(s) on offer
- b. Proper sanitation and water supply

4.4.2 Conformance to Statutory Requirements

4.4.2.1 Every building used or intended to be used as part of the Centre physical facility shall conform to statutory requirements.

4.4.2.2 Home Craft Centre premises shall be approved by the respective authorities and meet minimum requirements for health and safety.

4.4.2.3 The guidelines given from Building Code of the Republic of Kenya shall be adhered to.

4.4.3 Safety of Facilities

4.4.3.1 A Home Craft Centre shall operate in facilities and structures that are safe for use.

4.4.3.2 All HCC buildings shall:

- a. be serviceable and functional;
- b. be kept in a good state of repair and maintenance;
- c. be free from structural failures, excessive deflection, cracking or dilapidation of building material fabric and components;
- d. be secure for users from such hazards as falling, slipping, tripping;
- e. be secure from intrusion; and

- f. have in place mechanisms to minimize or avoid security risks associated with users.

4.4.3.3 HCC buildings shall follow the public safety requirements.

4.4.4 Access by Persons with Disability

4.4.4.1 All buildings used for HCC activities shall have adequate provisions to cater for Persons with Disability (PWDs) which include but not limited to:

- a. a ramp, a lift or other means as appropriate to enable access to the facilities by PWDs; and
- b. washrooms with appropriate adaptations for PWDs in accordance with the Building Code.

4.4.4.2 A Home Craft Centre shall provide assistive technologies and tools for trainees with disabilities to facilitate their participation in programmes and activities.

4.4.5 Fire Safety

4.4.5.1 All buildings and other physical facilities for use by the HCC shall have provisions for adequate fire safety and other standard practices with regard to fire resistance. These shall include but not limited to:

- a. Have fire escape routes that are properly labelled, maintained and kept free from any obstruction;
- b. Have sufficiently large doors that open outwards for ease of escape in large rooms; and
- c. Have at least two separate doors for large seminar rooms/halls.

4.4.5.2 There shall be provision for adequate and appropriately placed fire-fighting equipment such as hose reels, portable fire extinguishers, fire blankets, dry risers, fire hydrants, sprinkles, fully equipped first aid kit and water storage tanks in every building.

4.4.5.3 A fire emergency call numbers, known to fire marshals, shall be visibly placed in all public spaces.

4.4.5.4 The HCC shall have adequately trained fire marshal (s).

4.4.5.5 There shall be regular fire drills to assess levels of preparedness.

4.4.5.6 All HCC buildings shall have provisions for fire safety signages, rules and assembly points. Fire assembly points shall be clearly labelled.

4.4.5.7 The HCC shall be provided with a water supply system for fire-fighting. The water for emergency fire-fighting purposes should be drawn through the main water supply distribution system.

4.4.6 Public Health

4.4.6.1 The HCC shall provide and maintain a clean, adequate and suitable sanitary conveniences, conforming to statutory requirements.

4.4.6.2 Where persons of both genders are accommodated or are expected to be accommodated, the conveniences shall afford proper separate facilities for persons of each gender.

4.4.6.3 In a HCC, the following well-lit and ventilated closets, urinals, wash hand basins and drinking water fountains should be provided as per the following ratios:

- a. One W.C / pit latrine for every 20 female users;
- b. One W.C / pit latrine for every 25 male users;
- c. One W.C /pit latrine for every 20 female staff;
- d. One W.C/ pit latrine for every 25 male staff;
- e. One urinal stall for every 25 male users;
- f. One hand wash basin for every 20 users;
- g. One drinking water fountain for every 20 users; and
- h. A sanitary disposal facility in every water closet for female users.

4.5 Income Generating Activities (IGAs) and Product Development

4.5.1 Scope of Income Generating Activities

4.5.1.1 A Home Craft Centre should undertake Income Generating Activities (IGAs).

4.5.1.2 IGAs shall be directly linked to approved training activities.

4.5.2 Product Development and Quality Assurance

4.5.2.1 Products developed at a Home Craft Centre shall meet defined quality, safety, and functionality requirements appropriate to their intended use and target markets.

4.5.2.2 Without prejudice to clause 5.5.2.1, product quality and safety shall conform to:

- a. Relevant standards issued by the Kenya Bureau of Standards (KEBS), where applicable; or
- b. Recognized industry, professional, or artisanal body standards, where KEBS standards do not exist or are not applicable.

4.5.2.3 Where no national or industry standards exist for a specific craft product, the Home Craft Centre shall establish internal quality assurance specifications in collaboration with key stakeholders.

4.5.2.4 Product development activities should be carried out in consideration of the following:

- a. Innovation and creativity;
- b. Value addition and finishing quality;
- c. Safety and health requirements
- d. Consistency and standardization where appropriate; and

e. Market competitiveness.

4.5.2.5 Records of product development processes, quality checks, and applicable standards shall be maintained.

4.5.3 Sale and Management of Goods

4.5.3.1 The sale of goods produced by trainees shall be controlled, transparent, and documented.

4.5.3.2 Financial records relating to IGAs shall be retained by the Home Craft Centre.

4.5.4 Product Packaging, Labelling and Cataloguing

4.5.4.1 Where applicable, packaging and labelling shall comply with relevant standards issued by the Kenya Bureau of Standards (KEBS) or other applicable regulatory requirements.

4.5.4.2 Records of product catalogues, packaging specifications, and labelling practices shall be maintained.

4.5.5 Marketing and Promotion

4.5.5.1 A Home Craft Centre shall develop and implement a structured marketing and promotion approach for its products, which may include but not limited to digital marketing and e-commerce platforms.

4.5.5.2 A Home Craft Centre shall ensure that Trainee, customer, and transaction data are protected in accordance with the Data Protection Act, No. 24 2019.

4.5.6 Innovations in Home Craft Centres

4.5.6.1 A Home Craft Centre should foster a culture that encourages creativity, experimentation, and continuous improvement.

4.5.6.2 A Home Craft Centre should promote innovation in production methods to improve quality, efficiency, and sustainability.

4.5.6.3 Innovation should enhance product design, functionality, and market appeal while preserving cultural identity.

4.5.6.4 A Home Craft Centre should establish partnerships to strengthen innovation capacity which may include but not limited to:

- a. Collaboration with designers, industry, and academia
- b. Linkages with innovation hubs and incubators
- c. Participation in exhibitions, fairs, and networks

4.5.6.5 Innovation should respect and protect cultural heritage and intellectual property through:

- a. Ethical use of traditional knowledge
- b. Protection of community intellectual property rights
- c. Documentation and attribution of heritage sources

4.5.6.6 Creativity in Homecraft Centres (HCC) can be harnessed by turning them into hubs of innovation. The activities to harness creativity may include but not limited to:

- a. Marketing, pricing, branding, and packaging to make products competitive.
- b. In functional design by turning traditional crafts into modern household items (e.g., woven mats as décor, beadwork for office accessories).
- c. In microfinance- connecting and linking artisans with financial support to scale their businesses.
- d. In fashion design by blending indigenous fabrics and patterns with contemporary clothing designs
- e. Establishing exhibitions & trade fairs by showcasing innovations such as handmade bags, sandals, and decorative beadwork.
- f. Innovate on green practices by promoting organic soap making, natural dyes, and sustainable leather tanning.

4.5.7 Patenting and Intellectual Property Protection

4.5.7.1 Home Craft Centres may support the identification, protection, and management of intellectual property for innovative or distinctive products, in compliance with applicable Kenyan intellectual property laws and regulations.

4.5.8 Documentation of Indigenous/Heritage Knowledge and Skills

4.5.8.1 A Home Craft Centre shall have written records including but not limited to manuals, guidebooks, recipe collections and illustrated step-by-step instructions.

4.5.8.2 Where applicable, local language documentation should be used to keep cultural authenticity.

4.5.8.3 A Home Craft Centre may incorporate digital archives, and online repositories with multimedia through mobile apps or websites showcasing heritage skills.

4.5.8.4 A community archive project may digitize old photographs, songs, and recipes, making them accessible online while keeping copies in a Home Craft Centre archive.

4.5.9 Environmental Sustainability

4.5.9.1 A Home Craft Centre shall adopt and implement environmentally sustainable practices in the sourcing, use, and disposal of materials used for training and production.

4.5.10 Environmental Compliance

4.5.10.1 A Home Craft Centre shall comply with all applicable national and county environmental laws and regulations.

4.6 Partnerships, Linkages and Collaboration

4.6.1 A Home Craft Centre should establish and maintain formal partnerships, linkages and collaborations with relevant stakeholders that align with their mandate.

4.6.2 Partnerships and collaborative arrangements should be formalized through Memoranda of Understanding (MoUs) or other written agreements in accordance with applicable County Government policies, procedures, and approval frameworks.

4.7 Inclusion and Safeguarding in Home Craft Centres

4.7.1 Inclusive Access

4.7.1.1 A Home Craft Centre shall establish, adopt, and implement written inclusion policies and procedures.

4.7.1.2 A Home Craft Centre shall promote equitable access to training opportunities and participation for teenage mothers, youth, persons with disabilities, refugees and other vulnerable or marginalized groups.

4.7.1.3 Measures to promote inclusive access may include, but are not limited to:

- a. Non-discriminatory admission and participation practices;
- b. Reasonable accommodation for persons with disabilities, where practicable; and
- c. Outreach and sensitization targeting underrepresented groups.

4.7.1.4 A Home Craft Centre shall maintain records of enrolment and participation disaggregated by gender, age, and disability status, where applicable, for monitoring and reporting purposes.

4.7.2 Safeguarding Measures

4.7.2.1 A Home Craft Centre shall establish, adopt, and implement written safeguarding policies and procedures to protect trainees, staff, and other stakeholders.

4.7.2.2 The safeguarding policies and procedures shall be in accordance with TVETS 12:2025- Inclusion and Safeguarding in TVET Institutions Standard.

4.8 Quality Assurance in Home Craft Centres

The goal of the Quality Assurance is to provide guidance on management of quality assurance activities at the Centre to ensure processes, products and services are of desired standard.

4.8.1 Quality Assurance Framework

4.8.1.1 A Home Craft Centre shall adopt and/or embed QA Framework in its operations.

4.8.1.2 The QA Framework shall constitute mechanisms for internal and external quality assurance of the Centre.

Note: The rationale for the quality assurance framework in the HCC is to ensure that the goals of the Centre and its strategy are met, and where there are challenges or issues, these are identified early enough and corrective action is taken to remedy the situation.

4.8.2 Internal Quality Assurance

4.8.2.1 A Home Craft Centre shall establish and implement internal quality assurance mechanisms for its programmes. The mechanism(s) include but are not limited to:

- a. Internal quality assurance procedures;
- b. IQA champion;
- c. Internal quality audits checklist

4.8.2.2 A Home Craft Centre shall conduct regular internal quality audits on the implementation of programmes and disseminate internal quality audit reports.

4.8.2.3 Quality assurance focus areas shall include, but not be limited to:

- a. Resources and facilities
- b. Programmes
- c. Trainers and/or instructors
- d. Contracted services
- e. Innovations
- f. Linkages and Collaborations

4.8.2.4 A Home Craft Centre shall implement corrective and preventive actions to address quality issues.

Note: The HCC shall regularly evaluate its quality assurance procedures.

4.8.3 External Quality Assurance

4.8.3.1 External quality assurance within the TVET ecosystem shall be the responsibility of TVETA. For Centres that fall under the purview of other regulatory bodies, external quality assurance shall be the responsibility of the respective regulatory bodies.

4.8.3.2 External quality audit reports shall be prepared and disseminated to key stakeholders.

4.9 Monitoring, Evaluation, Reporting and Learning

4.9.1 Monitoring and Evaluation Framework

4.9.1.1 A Home Craft Centre should establish, document, and implement a Monitoring and Evaluation (M&E) framework to assess institutional performance, training quality, and outcomes.

4.9.2 Reporting and Learning

4.9.2.1 A Home Craft Centre shall prepare and submit periodic performance reports, at least once per year, to the County Department responsible for Vocational Training, or such other authority as may be prescribed.

Annex A: Home Crafts

(Normative)

Major Categories of programmes/crafts offered in Home Craft Centres (HCC)

S/No.	Home Craft Category	Home Craft Activities
1.	Fiber Arts	<ul style="list-style-type: none"> - Knitting - Crochet - Embroidery - Quilting - Sewing - Weaving - Macramé
2.	Paper Crafts	<ul style="list-style-type: none"> - Scrapbooking - Card making - Paper quilling - Decoupage (Painting) - Journaling - Paper Mache - Collage
3.	Jewelry & Accessories	<ul style="list-style-type: none"> - Beading - Resin jewelry - Wire wrapping - Polymer clay jewelry - Leather crafting
4.	Wood & Metal Work	<ul style="list-style-type: none"> - Woodturning - Carving - Furniture making - Metal stamping - Blacksmith-inspired crafts - Boat making
5.	Home Décor & DIY (Interior design, DIY Do it yourself)	<ul style="list-style-type: none"> - Candle making - Soap making - Pottery & ceramics - Painting & stenciling - Decorative plates - Wreaths & centerpieces

		<ul style="list-style-type: none"> - Upcycling furniture
6.	Seasonal & Holiday Crafts	<ul style="list-style-type: none"> - Christmas ornaments - Halloween decorations - Easter crafts - Party décor (arrangement of decorations in party) - Gift wrapping & handmade gifts
7.	Nature & Eco Crafts	<ul style="list-style-type: none"> - Pressed flowers - Painted pinecones - Nature mobiles (Decorative natural structures made from natural material)
8.	Recycled crafts (plastic, glass, fabric scraps)	<ul style="list-style-type: none"> - Kids & Beginner-Friendly Crafts - Friendship bracelets - Foam crafts - Easy painting projects - DIY toys - Glass Mosaic
9.	Fabric Crafts	<ul style="list-style-type: none"> - Batik - Tie and Dye - Screen printing - Patchwork - Shirring and gathering - Applique - Smocking - Pleating - Ruching - Tucking - Quilting
10.	Other Crafts	<ul style="list-style-type: none"> - Thatching

Annex B: Legal and Policy Framework of Home Craft Centres

Constitutional Framework

1.4.1.1 Home Craft Centres shall be established, governed, and managed in accordance with the Constitution of Kenya, 2010.

1.4.1.2 Without prejudice to clause 1.4.1.1, governance of Home Craft Centres shall be guided by:

- a) Article 6 and Article 174, which provide for devolved governance, decentralization of services, public participation, accountability, and responsiveness; and
- b) The Fourth Schedule, Part Two, which assigns responsibility for pre-primary education, village polytechnics, home craft centres, and childcare facilities to County Governments.

1.4.1.3 Home Craft Centres shall be governed in a manner consistent with the principles of devolution, equity, inclusivity, transparency, and accountability.

1.4.2 Statutory Framework

1.4.2.1 Technical and Vocational Education and Training Act, 2013

1.4.2.1.1 The governance, management, and operation of Home Craft Centres shall align with the national TVET framework established under the TVET Act, 2013 (Cap. 210A), including provisions relating to:

- a) Coordination and regulation of TVET;
- b) Quality assurance, standards development, and accreditation; and
- c) Promotion of access, relevance, equity, and labour-market responsiveness.

1.4.2.2 County Vocational Education and Training Legislation

1.4.2.2.1 Home Craft Centres shall further be governed by relevant County legislation or regulations.