

# TVET STANDARD



## TVET Standard — Centre of Excellence — Requirements



**TVETS 06:2023**

## **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.

© *Technical and Vocational Education and Training Authority, 2023*

*Copyright: Users are reminded that by virtue of Section 25 of the Copyright Act, Cap. 130 of 2001 of the Laws of Kenya, copyright subsists in all TVET Standards and except as provided under Section 25 of this Act, no TVET Standard produced by TVETA may be reproduced, stored in a retrieval system in any form or transmitted by any means without prior permission in writing from the Director General.*



# TVET STANDARD

TVETS  
06:2023

ICS 03.180

Second Edition

## TVET Standard — Centre of Excellence — Requirements

Technical and Vocational Education and Training Authority  
(TVETA), Utalii house, 8<sup>th</sup> floor,  
P.O. Box 35625 - 00100, Nairobi, Kenya



+254 020 2392140



info@tveta.go.ke



TVET AUTHORITY KENYA @ TVETAKenya



Tvet Authority Page



# TVET STANDARD

**TVETS  
06:2023**

ICS 03.180

**Second Edition**

## 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.

Centre of Excellence (CoE) Standard was first gazetted in the year 2019. Since its initial publication in 2019, CoE Standard has been scrutinized by key stakeholders among them the TVET providers where several inconsistencies have been identified. This 2<sup>nd</sup> Edition, 2023 has addressed those inconsistencies.

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:

TVET Act, 2013.

TVET Regulations, 2015.



## **TVETS 06:2023**

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



## TVETS 06:2023

### Contents

Page

Foreword.....	IV
1 Scope.....	1
2 Normative references.....	1
3 Terms and definitions.....	1
4 Requirements and guidelines.....	1
4.1 General.....	1
4.2 Application for Centre of Excellence Status.....	3
4.3 Renewal of Centre of Excellence Status.....	3
5 Organizational structure for Centre of Excellence.....	3
5.1 Governance.....	3
5.2 Leadership.....	3
5.3 Strategic direction.....	4
5.4 Policies, standards and procedures.....	4
5.5 Management.....	4
5.6 Finances.....	4
5.7 Human resources.....	5
6 Centre of Excellence infrastructure.....	5
6.1 Physical resources.....	5
6.2 ICT integration.....	5
7 Training programmes.....	5
8 Trainee support.....	6
9 Research and innovation.....	6
10 Entrepreneurship, incubation and mentoring support.....	7
11 Collaboration and partnerships.....	7
12 Quality assurance.....	7
Annex A (normative) Application form for accreditation as a centre of excellence.....	8
Annex B (normative) Self-evaluation tool for centres of excellence in TVET.....	11
Quality Assurance.....	23



## **TVET Standard — Centre of Excellence — Requirements**

### **1 Scope**

This TVET Standard prescribes requirements for a centre of excellence.

### **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.

ISO 9001, *Quality management system — Requirements*

TVETS 04, *TVET Standard — National Polytechnics — Requirements and Guidelines*

*TVET Accreditation Handbook*

### **3 Terms and definitions**

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

#### **3.1**

##### **centre of excellence**

institution that provides leadership on best practices, innovation, research and training in a focused area

#### **3.2**

##### **focus area**

programme of instruction comprising a range of syllabus content areas for trainees to acquire knowledge, work attitudes, skills and competences for employment in formal or informal sectors

#### **3.3**

##### **institution**

entity that promotes or offers technical and vocational education and training

#### **3.4**

##### **programme**

sequential grouping of courses which forms a considerable part, or all, of the requirements for an academic credential or an occupational objective

#### **3.5**

##### **quality assurance**

procedures, processes and systems used to guarantee and continuously improve the training standards of a TVET institution

#### **3.6**

##### **training**

acquisition of specialized skills and knowledge that can provide the practitioner with livelihood

## **4 Requirements and guidelines**

### **4.1 General**

An institution seeking to be considered as a Centre of Excellence in specific programme(s) shall:





- a) be an accredited TVET institution;
- b) be in operation for a minimum period of five years in the focus area(s);
- c) meet the requirements of this standard and other applicable TVET Standards; and
- d) meet industry requirements.

## **4.2 Application for Centre of Excellence Status**

The institution shall apply for Centre of Excellence status using the prescribed format in Annex A.

**NOTE** An institution may be a Centre of Excellence in more than one focus area provided that requirements set in this Standard are met.

## **4.3 Renewal of Centre of Excellence Status**

**4.3.1** A TVET institution shall be required to renew its Centre of Excellence status every three years.

**4.3.2** A Centre of Excellence shall conduct self-evaluation annually using the prescribed tool in Annex B.

**4.3.3** The renewal of the Centre of Excellence status shall be subject to an external evaluation by the Authority.

**NOTE** An institution that fails to maintain the requirements of this Standard shall have its Centre of Excellence status withdrawn.

## **5 Organizational structure for Centre of Excellence**

### **5.1 Governance**

The Centre of Excellence shall have a governance structure that:

- a) clearly defines functional units to maximize the potential of the talent available;
- b) is anchored in the existing legal frameworks; and
- c) demonstrates clear chain of command and span of control.

### **5.2 Leadership**

The Centre of Excellence shall establish leadership that:

- a) provides conducive work environment;
- b) allocates adequate human, financial and physical resources equitably;
- c) develops and implements policies and regulations for governance;
- d) possesses competencies in training and leadership;
- e) engages in consultative and participatory leadership;
- f) bases their leadership on established values and ethics; and



## TVETS 06:2023

- g) establishes collaborations in training, research and innovation.

### 5.3 Strategic direction

The Centre of Excellence shall:

- a) Clearly define its vision, mission and strategic objectives which reflect the unique features of the focus area(s);
- b) Demonstrate communication of its values, vision, strategic decisions, and expectations to all stakeholders;
- c) Develop and implement a comprehensive strategic plan focused on industry needs;
- d) Develop and implement monitoring mechanisms to measure progress against the strategic plan; and
- e) Regularly review its strategic objectives and align them to industry needs and government agenda.

### 5.4 Policies, standards and procedures

The Centre of Excellence shall:

- a) Establish and implement policies, standards and procedures that demonstrate their compliance towards statutory and regulatory requirements; and
- b) Establish and implement standard operating procedures developed for key activities.

### 5.5 Management

A Centre of Excellence management shall:

- a) establish and implement clear processes/interrelated activities;
- b) implement decisions based on stakeholder needs and expectations; and
- c) identify risks and opportunities in training processes.

### 5.6 Finances

A Centre of Excellence shall:

- a) develop and implement a financial plan showing financial performance of the last five years and future financial objectives for the next five years;
- b) demonstrate the existence of reliable and innovative sources of finance; and
- c) demonstrate existence of regular financial audits.



## **TVETS 06:2023**

### **5.7 Human resources**

The Centre of Excellence shall:

- a) engage adequate, appropriately qualified and competent staff;
- b) ensure trainers are registered by the authority;
- c) implement continuous professional development programmes;
- d) implement exchange programmes for trainers with national and international partners;
- e) maintain at least 50% of the trainers on permanent employment terms; and
- f) maintain trainer to trainee ratios of 1:25 for practical and 1:30 for non-practical oriented programmes.

## **6 Centre of Excellence infrastructure**

### **6.1 Physical resources**

The Centre of Excellence shall:

- a) have adequate physical resources that are aligned to the requirements of the programmes being offered in accordance with TVET Accreditation Handbook and TVETS 04; and
- b) ensure machinery, tools and equipment for training are of industry standard.

### **6.2 ICT integration**

A Centre of Excellence shall automate its processes and effectively use information technology in but not limited to:

- a) data management;
- b) training activities;
- c) monitoring and evaluation activities; and
- d) provision of e-learning resources.

## **7 Training programmes**

7.1 A Center of Excellence shall implement:

- a) programmes in training and/ or research that are responsive to industry needs in focus areas and;



## TVETS 06:2023

- b) industrial/professional attachment programmes for its trainees and staff.

7.2 The training programmes offered at the Centre of Excellence shall be:

- a) accredited by TVETA;
- b) aligned to the national development agenda; and
- c) reviewed regularly for validity and relevance.

## 8 Trainee support

8.1 A Centre of Excellence shall:

- a) establish criteria for admission to the training programme(s);
- b) provide guidance and counselling;
- c) provide career development services;
- d) establish and implement industrial attachment placement and exchange programmes;
- e) promote financial support;
- f) support participatory trainee leadership;
- g) provide mechanism for trainee feedback;
- h) promote inclusive practices that involve availability of infrastructure and learning technology for Persons with Disabilities (PwDs);
- i) support extracurricular activities; and
- j) provide access to relevant information.

## 9 Research and innovation

The Centre of Excellence shall:

- a) allocate adequate funds for research and innovation;
- b) undertake research activities in the focus area;
- c) engage in collaborative research;
- d) provide opportunities for trainees to participate in research and innovation; and
- e) maintain track record of training excellence.



## **TVETS 06:2023**

NOTE Evidence of quality research and innovation should include publications, research projects, patents, products, trade fares/ skill competitions, consultancy assignments and a close industry connection.

### **10 Entrepreneurship, incubation and mentoring support**

The Centre of Excellence shall:

- a) establish an incubation centre in place to support trainees in developing startup businesses;
- b) implement trainee mentorship programmes to equip trainees with entrepreneurship skills; and
- c) establish industry standard production unit.

### **11 Collaboration and partnerships**

The Centre of Excellence shall:

- a) maintain mutually beneficial partnerships with other institutions and/or organizations;
- b) implement and monitor collaboration and partnership agreements; and
- c) actively engage in corporate social investment activities.

### **12 Quality assurance**

A Centre of Excellence shall establish an internal quality assurance system that is aligned to the ISO 9001 Quality Management System.



**TVETS 06:2023**

**Annex A**  
(normative)

**Application form for accreditation as a centre of excellence**

**INSTITUTION UNDER THE TVET ACT NO. 29 OF 2013**

*This form should be filled in duplicate by the applicant and placed in a labelled spring file for onward transmission to the TVETA Headquarters. Ensure that you complete all sections of this form before returning to the Director General, TVETA. For relevant application fee charges, refer to the Gazetted fee charges on the website.*

**PART 1**

**To be completed by the applicant.**

**1. INSTITUTION DETAILS:**

NAME OF INSTITUTION.....

POSTAL ADDRESS.....CODE..... TOWN.....

PHYSICAL ADDRESS.....

TELEPHONE NO..... EMAIL.....

TYPE..... CATEGORY.....

COUNTY.....

SUB COUNTY..... WARD.....

**2. NAME AND ADDRESS OF PRINCIPAL/MANAGER**

Mr/Mrs/Ms/Dr./Prof/Rev.....

P.O. Box..... Code ..... Town .....



## TVETS 06:2023

Tel.....Email .....

Building Name & Floor (Physical location) .....

### 3. DETAILS OF COURSES APPLIED FOR A CENTRE OF EXCELLENCE (these must be accredited by TVETA)

S/N	Course	Course level	Duration	Examining body	Status of Course (state whether ongoing or new)	Approved capacity
<b>Total</b>						

**NOTE: Attach a separate list if space provided is inadequate**

### 4. DECLARATION BY THE PRINCIPAL

I hereby declare that I have read the Technical and Vocational Education and Training Act No. 29 of 2013 and the Sessional Paper No. 1 of 2019 on Reforming Education Training and research and hereby confirm that the training activities will be conducted in accordance with the provision of the law and related regulations.

I also declare that to the best of my knowledge the information provided in this form is true and correct.

Full Name ..... Signature .....

Date and Stamp .....



## TVETS 06:2023

### 5. SUPPORTING DOCUMENTS

- i. Attach copies of Registration Certificate and Training License.

### TO BE COMPLETED BY THE DESK OFFICER AT THE TVETA HEADQUARTERS

### 6. EVALUATION OF APPLICATION DOCUMENTS BY THE DESK OFFICER-TVETA

I hereby declare that I have scrutinized the application form and the supporting documents, and verified that the form is duly completed and the supporting documents are provided.

- COMPLY** with the checklist in the form (TVETA/REG/1).
- DO NOT COMPLY** with the checklist in the form (TVETA/REG/1).

Checked by:

.....Signature.....

Approved by: .....

Signature .....Date and Stamp.....



**TVETS 06:2023**

**Annex B**  
(normative)

**Self-evaluation tool for centres of excellence in TVET**

1.0 INSTITUTIONAL PARTICULARS				
Name of Institution				
Postal Address		Code:	Town:	
Physical Address	Location/Building			
	Road/Street:			
Telephone No.				
e-mail and website				
County:				
Sub-County:				
Ward:				
Health Inspection Report	Commencing date		Expiry Date	
Title Deed/Plot No.				
Lease Agreement	Valid from		Expiry date	
Type				
Category				
Form of ownership				
Business Registration/Certificate of Incorporation Number (Where Applicable)				
TVETA Registration Number				
Previous assessment	Date:	Purpose of Assessment:		
Current assessment	Date:	Purpose of Assessment:		
	Arrival Time:	Received by		

## TVETS 06:2023

### 1. REGISTRATION AND LICENSING

S/N	Audit Area	Indicator	Evidence	Observations	Recommendations
1.1	Registration certificate and training license	Registration certificate	Valid registration certificate		
		Licensed to offer training programmes in the focus area	Training License		
		Training in the focus area for a minimum period of 5 years	Date of programme approval indicated in the approval letter		

### 2. GOVERNANCE, LEADERSHIP AND MANAGEMENT

S/N	Audit Area	Indicator	Evidence	Observations	Recommendation
2.1	Governance	Clearly defined functional units	<ul style="list-style-type: none"> <li>Organization structure</li> </ul>		
		Anchored in the existing legal frameworks	<ul style="list-style-type: none"> <li>Strategic plan</li> <li>Valid governing Council or Board appointment letters</li> </ul>		
		Clear chain of command and span of control	<ul style="list-style-type: none"> <li>Organization structure/Staff establishment structure</li> <li>Documented roles and responsibilities</li> </ul>		
2.2	Leadership	Provides conducive work environment	<ul style="list-style-type: none"> <li>HR policies</li> <li>Clear organization structure</li> <li>Provision of relevant resources</li> </ul>		
		Allocates adequate human, financial and physical resources equitably;	<ul style="list-style-type: none"> <li>Number of trainers based on recommended trainer: trainee ratio</li> <li>Approved departmental budgets and procurement plans</li> <li>physical infrastructure and training equipment based on TVETA standards</li> </ul>		

## TVETS 06:2023

S/N	Audit Area	Indicator	Evidence	Observations	Recommendation
		Develops and implements policies and regulations for governance	<ul style="list-style-type: none"> <li>• HR policies</li> <li>• Trainees code of conduct</li> <li>• Staff code of conduct</li> <li>• Terms and Conditions of service of staff</li> <li>• Trainees handbook containing, but not limited to, admission requirements, fees guideline</li> <li>• Academic policy:               <ul style="list-style-type: none"> <li>○ Examination/ Assessment policy</li> <li>○ Industrial attachment policy</li> </ul> </li> <li>• Action plans</li> </ul>		
		Possesses competencies in training and leadership	<ul style="list-style-type: none"> <li>• Pedagogical training</li> <li>• Academic and professional qualifications</li> <li>• Appraisal report</li> <li>• Continuing Professional Development (CPD) reports</li> </ul>		
		Engages in consultative and participatory leadership	<ul style="list-style-type: none"> <li>• Management meetings minutes</li> <li>• Cascading of functions</li> <li>• Decision making at departmental levels</li> <li>• Stakeholders' engagement</li> </ul>		
		Bases their leadership on established values and ethics	<ul style="list-style-type: none"> <li>• Documented organizational core values and ethics</li> <li>• Customer satisfaction reports</li> <li>• Communicated organizational values and ethics</li> </ul>		
		Establishes collaborations in training, research and innovation	<ul style="list-style-type: none"> <li>• Signed MoUs</li> <li>• Patented innovations</li> <li>• Organized and/ or</li> </ul>		

## TVETS 06:2023

S/N	Audit Area	Indicator	Evidence	Observations	Recommendation
			<ul style="list-style-type: none"> <li>attended conferences</li> <li>Published research papers</li> </ul>		
2.3	Strategic direction	Clearly defined and communicated vision, mission and strategic objectives	<ul style="list-style-type: none"> <li>Documented vision, mission and strategic objectives</li> <li>Communicated to stakeholders:               <ul style="list-style-type: none"> <li>Websites,</li> <li>Service charter</li> <li>Sensitization reports</li> </ul> </li> </ul>		
		Valid strategic plan	<ul style="list-style-type: none"> <li>Approved strategic plan for a minimum period of 3 years</li> <li>Strategies on implementation of CoE</li> </ul>		
		Strategic plan monitoring mechanisms	<ul style="list-style-type: none"> <li>Approved workplans</li> <li>Implementation matrix</li> <li>Monitoring and evaluation reports</li> </ul>		
		Regularly review its strategic objectives and align them to industry needs and government agenda	<ul style="list-style-type: none"> <li>Reviewed strategic objectives</li> <li>Meeting minutes</li> <li>Identified industry needs</li> <li>Communicated government agenda</li> </ul>		
2.4	Management	Establish and implement clear processes/ interrelated activities	<ul style="list-style-type: none"> <li>Organization structure indicating functions</li> <li>Operational structure</li> <li>Standard operating procedures</li> </ul>		
		Implement decisions based on stakeholder needs and expectations	<ul style="list-style-type: none"> <li>Documented stakeholder's needs and expectations</li> <li>Management meeting minutes</li> <li>Action plans</li> <li>Implementation matrix</li> <li>Assigning roles and responsibilities</li> <li>Allocated budgets</li> </ul>		

## TVETS 06:2023

S/N	Audit Area	Indicator	Evidence	Observations	Recommendation
		Identify risks and opportunities in training processes	<ul style="list-style-type: none"> <li>• Risk register:               <ul style="list-style-type: none"> <li>○ Documented risks</li> <li>○ Risk assessment and mitigation strategies</li> </ul> </li> <li>• SWOT analysis</li> </ul>		
2.5	Finances	Develop and implement financial plan	<ul style="list-style-type: none"> <li>• Approved financial performance reports of the last five years</li> <li>• Approved budget and procurement plan</li> <li>• Future financial objectives for the next 5 years</li> </ul>		
		Reliable and innovative sources of finance	<ul style="list-style-type: none"> <li>• Funding proposals</li> <li>• Production units</li> <li>• Offering consultation services</li> <li>• Engaged development partners</li> </ul>		
		Regular financial audits	<ul style="list-style-type: none"> <li>• Audited financial reports for the last five years</li> </ul>		
2.6	Human resource	Engage adequate, appropriately qualified and competent staff	<ul style="list-style-type: none"> <li>• Approved staff establishment</li> <li>• Updated trainers' files</li> <li>• trainer to trainees' ratio of 1:25 and 1:30 for heavily hands on and less hands programmes respectively</li> <li>• Trainers' qualifications-academic and professional certificates</li> <li>• at least five years training experience in their area of specialization</li> <li>• Registration with relevant professional/regulatory bodies where applicable</li> </ul>		

## TVETS 06:2023

S/N	Audit Area	Indicator	Evidence	Observations	Recommendation
		Trainers are registered by TVETA	<ul style="list-style-type: none"> <li>Copies of trainers' licenses</li> </ul>		
		Implement continuous professional development programmes	<ul style="list-style-type: none"> <li>Schedule of planned CPDs</li> <li>Reports for undertaken CPD</li> </ul>		
		Implement exchange programmes for trainers with national and international partners	<ul style="list-style-type: none"> <li>Records on trainers' exchange programmes.</li> </ul>		
		Maintain at least 50% of the trainers on permanent employment terms	<ul style="list-style-type: none"> <li>HR policy</li> <li>Trainers' data</li> </ul>		
		Maintain trainer to trainee ratios of 1:25 for practical and 1:30 for non-practical oriented programmes.	<ul style="list-style-type: none"> <li>Class registers</li> <li>Trainees' enrolment data</li> <li>Trainers' data</li> </ul>		

### 3. CENTRE OF EXCELLENCE INFRASTRUCTURE

S/N	Audit Area	Indicator	Evidence	Observations	Recommendation
3.1	Physical resources	Adequate offices, theory rooms, workshops and laboratories	<ul style="list-style-type: none"> <li>Number and sizes of offices, theory rooms, workshops and laboratories the programme(s) being offered</li> <li>Conducive offices, theory rooms, workshops and laboratories: <ul style="list-style-type: none"> <li>Inclusive</li> <li>Free from noise</li> </ul> </li> </ul>		
		Adequate machinery, tools and equipment for training of industry	<ul style="list-style-type: none"> <li>Serviced and operational machinery, tools and equipment</li> </ul>		

## TVETS 06:2023

S/N	Audit Area	Indicator	Evidence	Observations	Recommendation
		standard	<ul style="list-style-type: none"> <li>Maintenance schedule</li> </ul>		
3.2	ICT integration	Automated institutional processes	<ul style="list-style-type: none"> <li>Operational Information Management System</li> <li>ICT Lab</li> <li>Reliable Internet Fibre (Optic cable connectivity, WIFI)</li> <li>Computers/laptops</li> <li>ICT Technicians</li> </ul>		
		Data management	<ul style="list-style-type: none"> <li>Data management system</li> <li>Trainees' enrolment data</li> <li>Staff data</li> <li>Assessment data</li> <li>Tracer study data</li> <li>Inventory data</li> <li>Innovations and research data</li> <li>Generated reports</li> </ul>		
		Training, monitoring and evaluation activities	<ul style="list-style-type: none"> <li>Institutional ODeL policy</li> <li>Learning Management System</li> <li>Generated M&amp;E reports</li> </ul>		
		Provision of e-learning resources	<ul style="list-style-type: none"> <li>Subscription for accessible e-library</li> <li>Availability of digital content</li> <li>Access to Open Educational Resources (OER)</li> </ul>		

#### 4. TRAINING PROGRAMMES

S/N	Audit Area	Indicator	Evidence	Observations	Recommendation
4.1	Training programmes	Training programmes that are responsive to industry needs	<ul style="list-style-type: none"> <li>Training needs assessment</li> <li>Industry feedback and implementation</li> <li>Approved CBET programme</li> <li>Training timetable</li> </ul>		

## TVETS 06:2023

			reviewed regularly for validity and relevance		
		Programmes accredited by TVETA	<ul style="list-style-type: none"> <li>• Training license</li> </ul>		
		Industrial/professional attachment programmes for staff	<ul style="list-style-type: none"> <li>• Industrial attachment policy</li> <li>• Insurance policy cover</li> <li>• Attachment schedules and/or reports</li> <li>• Established MoUs</li> </ul>		

### 5. TRAINEE SUPPORT

S/N	Audit Area	Indicator	Evidence	Observations	Recommendation
5.1	Trainee support	Documented admission criteria	<ul style="list-style-type: none"> <li>• Clear admission requirements</li> <li>• Admission registers</li> <li>• Consistent with regulatory and professional bodies requirements</li> </ul>		
		Guidance and counselling (G&C)	<ul style="list-style-type: none"> <li>• Appointed G&amp;C committee</li> <li>• G&amp;C activities schedule</li> <li>• G&amp;C records and reports</li> </ul>		
		Career development services	<ul style="list-style-type: none"> <li>• Appointed committee</li> <li>• Schedule of activities</li> <li>• Records and reports</li> </ul>		
		Industrial attachment and exchange programmes	<ul style="list-style-type: none"> <li>• Industrial attachment policy</li> <li>• Copies of insurance policy cover certificates</li> <li>• Attachment schedules and/or reports</li> <li>• Marked log books and mentoring tools</li> <li>• Established attachment</li> </ul>		

## TVETS 06:2023

S/N	Audit Area	Indicator	Evidence	Observations	Recommendation
			<ul style="list-style-type: none"> <li>MoUs</li> <li>Records on trainee exchange programmes</li> </ul>		
		Financial support	<ul style="list-style-type: none"> <li>Linkages with financial support institutions</li> <li>Support mechanisms to access finances</li> <li>Records of trainees' financial support</li> </ul>		
		Trainee leadership	<ul style="list-style-type: none"> <li>Trainee leadership constitution</li> <li>Physical office</li> <li>Appointment of trainee leader to governing body</li> <li>Records of financial support to trainee leadership body.</li> <li>Trainee Alumni Association</li> </ul>		
		Inclusive practices	<ul style="list-style-type: none"> <li>Inclusion policy</li> <li>Accessibility and safety of physical infrastructure</li> <li>Provision of assistive learning technology</li> <li>inclusion practices awareness</li> <li>Affirmative action policy</li> </ul>		
		Extracurricular activities	<ul style="list-style-type: none"> <li>Sports office</li> <li>Schedules for sports and clubs activities</li> <li>Sports facilities and equipment inventories</li> <li>Appointed</li> </ul>		

## TVETS 06:2023

S/N	Audit Area	Indicator	Evidence	Observations	Recommendation
			patrons and coaches for clubs and sports <ul style="list-style-type: none"> <li>Records and reports of sports and clubs activities</li> </ul>		
		Access to relevant information	<ul style="list-style-type: none"> <li>Communication strategy</li> <li>Updated institution's website</li> <li>Interactive online platforms</li> <li>Secured and strategically located notice board</li> <li>Updated library materials</li> </ul>		

### 6. RESEARCH AND INNOVATION

S/N	Audit Area	Indicator	Evidence	Observations	Recommendation
6.1	Research and Innovation	Allocate adequate funds for research and innovation	<ul style="list-style-type: none"> <li>Approved budgetary allocations</li> </ul>		
		Undertake research activities in the focus area	<ul style="list-style-type: none"> <li>Appointed research committee</li> <li>Approved research proposals</li> <li>Research publications</li> <li>Research projects</li> <li>Consultancy assignments</li> <li>Collaborative agreements</li> <li>Implementation matrix</li> </ul>		
		provide opportunities for trainees to participate in research	<ul style="list-style-type: none"> <li>Trainees' research proposals</li> <li>Trainees' research and innovation supervision schedules</li> <li>Attended</li> </ul>		

## TVETS 06:2023

S/N	Audit Area	Indicator	Evidence	Observations	Recommendation
			<ul style="list-style-type: none"> <li>conferences and exhibitions/trade fairs</li> <li>Participate in skills competitions</li> </ul>		
		maintain track record of training excellence	<ul style="list-style-type: none"> <li>Capacity building staff and trainees in researching</li> <li>Training in Research methods</li> <li>Attending research conferences</li> <li>Implementing recommendations from conducted research</li> <li>List of awards and commendations</li> </ul>		
		Develop innovations	<ul style="list-style-type: none"> <li>Number of patents</li> <li>Documented innovations</li> <li>Preserved innovations</li> <li>Commercialization of innovations</li> </ul>		

### 7. ENTREPRENEURSHIP, INCUBATION AND MENTORING SUPPORT

S/N	Audit Area	Indicator	Evidence	Observations	Recommendation
7.1	Entrepreneurship, incubation and mentoring support	Operational Incubation Centre	<ul style="list-style-type: none"> <li>Approved budget</li> <li>Standard operating procedures</li> <li>Qualified personnel</li> <li>Records and reports</li> <li>Documented trainees' business ideas successfully supported</li> <li>Partnership with industries</li> <li>Relevant tools</li> </ul>		

## TVETS 06:2023

S/N	Audit Area	Indicator	Evidence	Observations	Recommendation
			and equipment of industry standards		
		Equip trainees with entrepreneurship skills	<ul style="list-style-type: none"> <li>• Entrepreneurship programmes</li> <li>• Developed business plans</li> <li>• trainee mentorship programmes</li> <li>• collaborations with relevant industries</li> </ul>		
		Operational production unit	<ul style="list-style-type: none"> <li>• Income generating policy</li> <li>• Approved financial plans</li> <li>• Qualified personnel</li> <li>• Operational plans</li> <li>• Production records</li> <li>• Sales records</li> <li>• List of attached trainee</li> <li>• Contracts and consultancy services</li> <li>• Engagements with local industries</li> </ul>		

### 8. COLLABORATIONS AND PARTNERSHIPS

S/N	Audit Area	Indicator	Evidence	Observations	Recommendation
8.1	Collaborations and partnerships	maintain mutually beneficial partnerships with other institutions and/or organizations	<ul style="list-style-type: none"> <li>• Signed MoUs</li> <li>• Records and reports for partnerships activities</li> </ul>		
		implement and monitor collaboration and partnership agreements	<ul style="list-style-type: none"> <li>• MoU implementation matrix</li> <li>• Records for partnerships activities</li> <li>• Monitoring and evaluation reports</li> </ul>		
		actively engage in corporate social investment (CSI)	<ul style="list-style-type: none"> <li>• Budgetary allocations</li> <li>• Schedules of</li> </ul>		



## TVETS 06:2023

		activities.	CSI activities <ul style="list-style-type: none"> <li>Records and reports for CSI activities</li> </ul>		
--	--	-------------	---	--	--

### 9. QUALITY MANAGEMENT SYSTEM

S/N	Audit Area	Indicator	Evidence	Observations	Recommendation
9.1	Quality Assurance	Establish an internal quality assurance system (IQA)	<ul style="list-style-type: none"> <li>IQA policy</li> <li>IQA committee</li> <li>Approved budget for IQA activities</li> <li>Approved workplans</li> <li>Quality objectives</li> <li>Documented standard operating procedures for the processes</li> <li>Quality audit schedules and reports</li> <li>IQA M&amp;E reports</li> </ul>		

#### Panel Members

- 1.
- 2.
- 3.



Technical and Vocational Education and Training Authority  
(TVETA), Utalii house, 8<sup>th</sup> floor,  
P.O. Box 35625 - 00100, Nairobi, Kenya



+254 020 2392140



info@tveta.go.ke



TVET AUTHORITY KENYA @ TVETAKenya



Tvet Authority Page

© TVETA 2023 – All rights reserved