



## **TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION COUNCIL (TVET CDACC)**

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### **COMPETENCY BASED CURRICULUM DEVELOPMENT PROCESS**

#### **A. Developing curriculum from the first principles**

TVET CDACC has developed a step by step procedure for Competency Based Curriculum Development as shown below:

##### **Step 1: Application to Develop Competency Based Curriculum**

An institution/organization interested in developing a competency based curriculum applies to the Council. The application should be accompanied by a Training Needs Assessment Report. This report provides evidence that there exists a competence gap that can be addressed through training. The Council evaluates the application and gives an approval or otherwise.

##### **Step 2: Occupation Analysis**

Expert workers selected by Sector Skills Advisory Committee (SSAC) participate in a workshop to identify duties, tasks, tools, equipment, materials and supplies needed to carry out their job. The product of this workshop is a draft occupation analysis report.

##### **Step 3: Verification of Occupation Report**

Expert workers selected by the Sector Skills Advisory Committee, different from those who drafted the occupation analysis report, confirm the duties, tasks, tools, equipment, materials and supplies needed to carry out the job. Verified occupation analysis report should be submitted to the Council.

##### **Step 4: Task Analysis**

A curriculum developer guides expert workers in identifying steps in each task; performance standards; tools, equipment, materials and supplies; knowledge, skills and attitudes and safety precautions.

##### **Step 5: Occupational Standards Packaging**

Curriculum development committee packages occupational standards (statements of performance that a worker is expected to achieve) from occupation analysis report. The occupational standards are then evaluated and validated by the Sector Skills Advisory Committee and stakeholders. Validated occupational standards should be submitted to the Council for approval.

**Step 6: Competency Based Curriculum Packaging**

Accredited curriculum developers package competency based curriculum from approved Occupational Standards. Draft competency based curriculum should be submitted to the Council.

**Step 7: Evaluation**

The Council evaluates the draft curriculum against curriculum development guidelines. The Council may invite experts during evaluation. The draft curriculum is further evaluated by the Sector Skills Advisory Committee with assistance from accredited curriculum developers.

**Step 8: Validation**

Sector Skills Advisory Committee presents the draft curriculum to stakeholders for endorsement. Comments from the stakeholders are considered by the curriculum development committee for incorporation into the curriculum. The curriculum with inputs from the stakeholders is then submitted to the Council.

**Step 9: Curriculum Approval**

Sector Skills Advisory Committee forwards the validated curriculum to the Council for approval.

**B. Developing curriculum using adapted occupational standards**

Curriculum can be developed from adapted occupational standards following the steps:

**Step 1:** Application to Develop Competency Based Curriculum

**Step 2:** Identify occupational standards from a reputable source

**Step 3:** Present identified occupational standards to industry stakeholders for verification and validation

**Step 4:** Package curriculum from the validated occupational standards

**Step 5:** Evaluation of the packaged curriculum by the Sector Skills Advisory Committee and the Council

**Step 6:** Validation of the curriculum by the stakeholders

**Step 7:** Approval of the curriculum by the Council.