



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

CDACC/CBA 7/62 (6)

PROCEDURE FOR ONLINE REGISTRATION OF CANDIDATES FOR COMPETENCY BASED ASSESSMENT

To register candidates in TVET CDACC portal, follow the procedure below:

I. Procedure for logging in to TVET CDACC Portal for first time

To log in to the portal for the first time, follow the following steps:

1. Click on the link sent via email (check inbox or spam) by TVET CDACC system.
2. Enter the number sent via SMS on the phone number provided by the Assessment Center to the Council.
3. Enter the information as requested by the system in order to create an account for your Assessment Center.

II. Procedure for entry of trainees/candidates details in TVET CDACC Portal

To enter details of trainees/candidates in TVET CDACC portal follow the following steps:

1. Type <https://portal.tvetcdacc.go.ke> on the web browser to access TVET CDACC Portal Homepage where you locate Center Portal. Then enter the username and password of your center. This will open the User Dashboard window. On the left side of the open window locate Home tab - Activities and click on the Candidates to open the Candidates Section.
2. On the “Candidates Section” window locate the button “Add Department”. Use it to input and save the details of the various departments in your institution that are implementing competency-based courses. Then go back to the Candidates Section by locating Home tab - Activities and clicking on the Candidates.
3. On the “Candidates Section” window locate and click the button “Add New Candidate” to access platform on Register New Candidate where you fill in the candidate’s details and upload the candidate’s passport size photo (see attached specifications of photo)

with a white or transparent background. Then click on the “Save Details” button at the bottom of the page. This action takes you to the “Register Candidate’s Course” platform.

4. On the “Register Candidate’s Course” platform:
 - a) Select either “Full Course Application” if the trainee is undertaking all the units of competency in that course or “Partial Course Application” if the trainee is undertaking one or a number of units of competency in that course.
 - b) Then, select the trainee’s qualification either “Use KCPE/KCSE Qualification” or “Use Training Qualification”. Then on the “Entry Qualification” dropdown box, select attained qualification of the trainee followed by the Grade or Level.
 - c) Under the “Course applying for”, select the level, course and respective unit(s) of competency to be undertaken by the trainee.
 - d) The next step is to upload the trainee’s **certified** KCPE/KCSE certificate or Training Qualification Certificate where applicable. Thus, click on the respective “Browse” button to upload the certificate.
 - e) Then click on the button “Save Details”.

NB: The process above is repeated for each trainee for a particular course.

III. Procedure for Registration of Candidates for Competency Based Assessment

The process is as follows:

1. Login to the Center Portal. On the left side of the User Dashboard window locate Home tab - Activities and click on the Reports label to open the “Center Reports” platform. Then click on the “Candidates per Course/Academic Year” label and input the details of the specific course then click on “Get List” label. After getting list, click on the “Generate PDF” label to generate a candidates list for the registered candidates per course in an academic year as well as their details.
2. **Candidates’ list(s):** - The internal verifier or Head of Department and each candidate to verify the details in the generated candidates list and corrections to be made where necessary in the portal. In case corrections are made, generate the final candidates list for printing, verification, signing and submission. All the candidates should sign against their details in the printed final candidates list. Then the Assessment Center Manager should sign and stamp the candidates list to be submitted to the Council.

3. **Assessment Fee Invoice:** - On the left side of the User Dashboard window locate Home tab - Activities and click on the “Assessment Fee Invoice” label. Then select either full or partial course application then academic year and click on the “Get List” label to access “All Candidates Assessment Fee List”. After getting list, click on the “Generate PDF” label to generate a printable candidates’ invoice for all the registered candidates in an academic year. The Assessment Center Manager should sign and stamp the printed invoice to be submitted to the Council.
4. Scanned copies of the **candidate(s) list(s)** and **assessment fee invoice** (obtained in steps 2 and 3 respectively) are submitted to the Council via email candidatesreg.cdacc@gmail.com. The Council verifies the submitted **candidate(s) list(s)** and **assessment fee invoice**.
5. The Council communicates to the Assessment Center informing the Center to pay assessment fees via the following bank account: -

Bank Name:	Kenya Commercial Bank
Account Name:	TVET CDACC AIA Account
Account Number:	1236735323
Branch:	Kipande House
6. The Assessment Center submits to the Council proof of payment of assessment fee after which the Council approves registration of the candidates for Competency Based Assessment.

NB:

A candidate is considered duly registered after the following requirements are fulfilled:

- i. Candidate’s details including **certified** KCPE/KCSE certificate or Training Qualification Certificate in **JPEG or PNG format** (allowed up to 1000 pixels) as applicable are successfully uploaded into the portal. **Certificates are certified by Examining Body that awarded the qualification, Magistrate/Judge or Commissioner of Oaths.**
- ii. Candidate’s passport size photo on a white or transparent background is uploaded into the portal
- iii. The course and unit(s) of competency are duly indicated.
- iv. Assessment fee has been submitted to the Council.

IV. Procedure for uploading assessment center details

Follow the process below to upload assessment center details:

1. Login to the Center Portal then click on “upload centers logo” found on the panel on the left.
2. Enter the following details in the “Center Details Form”:
 - i. Center name (the name should be the same as the one in the letter of registration/Certificate of Registration of assessment center by the Council).
 - ii. Assessment center manager (Principal) name
 - iii. Digital (electronic) signature (on a white background of the Principal)
 - iv. Center logo i.e. the logo of the institution
3. Click on submit button.

In case of enquiries or clarifications, please contact us via the email address candidatesreg.cdacc@gmail.com.