



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

APPOINTMENT, REQUIREMENTS, FUNCTIONS AND COMPOSITION OF SECTOR SKILLS ADVISORY COMMITTEES (SSACs)

A: Appointment of Sector Skills Advisory Committees

1. The Council shall appoint members of Sector Skills Advisory Committees (SSACs) who will have been **identified by the respective sectors**. Sector Skills Advisory Committees (SSACs) shall be the link between the Council and the different industry sectors in the country.
2. The Advisory Committees (SSACs) shall represent the **skill sectors** identified in the Market/industry.
3. Sector Skills Advisory Committee (SSAC) members shall be appointed by TVET CDACC for a period of three years.
4. A Sector Skills Advisory Committee (SSAC) **may co-opt additional members** from time to time as they see fit.
5. A Sector Skills Advisory Committee (SSAC) shall comply with **article 10** of the constitution of Kenya.

B: Requirements for appointment as a SSAC member

Each Sector Skill Advisory Committee member shall be;

- i. A member of a **professional/technologist body** where applicable.
- ii. A person who has a **comprehensive and authoritative practical knowledge** of a particular trade area continuously for not less than five years.
- iii. A **Kenyan citizen** and if not Kenyan s/he should have a **valid working Permit**.
- iv. Able to meet the **requirements of chapter six** of the constitution of Kenya.

C: Functions of Sector Skills Advisory Committee (SSAC)

The Sector Skills Advisory Committee shall:

- Be responsible for the **identification and development** of sector **Occupational Standards** by selecting expert workers to participate in job analysis workshop, job analysis chart verification and task analysis
- Be responsible for the identification of **skill areas**
- **Evaluate and validate** competency based curriculum and **support materials** for the sector.
- Advise the Council on **establishment of new TVET programmes** and **abolition of those that do not match the needs of the sector**
- Identify and recommend external **assessors and verifiers** from the relevant sector
- Validate **competency assessment tools**
- Recommend **industry assessment centers**
- Promote placement of trainees during industrial attachment and internship

D: Composition of Sector Skills Advisory Committee (SSAC)

- a) At least three members from **industry** for the respective sector
- b) A representative of the **regulatory/registration** body for the sector
- c) A representative of **professional association** for the sector where applicable
- d) A representative of the **Council Secretary** of TVET CDACC shall act as the secretary to any committee established under this section.