



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

REGISTRATION PROCESS OF ASSESSORS OR VERIFIERS BY TVET CDACC

Application for registration of Assessor or Verifier is done via TVET CDACC portal accessible via the website www.portal.tvetcdacc.go.ke.

I. The qualifications and requirements for registration of an assessor are:

- a) Must be registered and licensed as a trainer by TVETA.
NB: An Assessor drawn from the industry need not be licensed by TVETA as a trainer.
- b) Has relevant qualifications recognized by the Council in the trade area of interest.
- c) Has at least one (1) level higher qualification in the course of interest.
- d) Has been trained on Competency Based Assessment.
- e) Complies with the Council's Code of Conduct for assessors and verifiers.
- f) Be a registered member of a professional body (where applicable).

II. The qualifications and requirements for registration as a verifier are:

- a) Must be registered and licensed as a trainer by TVETA.
NB: A verifier drawn from the industry need not be licensed by TVETA as a trainer.
- b) Has relevant qualifications recognized by the Council in the trade area of interest.
- c) Has at least one (1) level higher qualification in the course of interest.
- d) Has been trained on Competency Based Assessment.
- e) Complies with the Council's Code of Conduct for assessors and verifiers.
- f) Be a registered member of a professional body (where applicable).
- g) Has been working as a trainer or industry practitioner in trade area of interest for at least the last three (3) years.
- h) Has acquired relevant additional knowledge and skills through continuous professional development.

PROCEDURE FOR REGISTRATION AS ASSESSOR OR VERIFIER

1. Have ready before logging in to Council portal scanned copies of the following:
 - i. Certified copy of National Identity Card
 - ii. Certified copies of Academic/Professional Qualifications i.e. Craft/Diploma/Degree Certificate
 - iii. Copy of Certificate of Participation on Competency Based Assessment Training by TVET CDACC
 - iv. Certified copy of Accreditation Certificate as an Assessor or Verifier by TVET Authority`
 - v. Copies of relevant work experience

NB: Copies of Certificates are certified by either Commissioner of Oaths or Judge/Magistrate or the Body which awarded the Certificate

2. Log in to TVET CDACC Portal via <https://portal.tvetcdacc.go.ke/> and click on the relevant application you would wish to apply i.e. Assessor/verifier
 - i. Update your profile by clicking the icon UPDATE PROFILE and upload your digital Passport Size Picture taken on a white background and electronic signature
 - ii. Click on the icon "Apply as an Assessor/Verifier" and fill in the required details i.e.
 - a. Personal Information
 - b. Academic/Professional Qualifications
 - c. Applicants' Related Work Experience
 - d. Units To Assess/Verify
 - e. Competency Based Assessment Training
 - f. Referees
 - g. Employer Information
3. Once you submit your application, you will get a tracking number on the phone number you provided in the portal that you will use to track the status of your application.