



TVET CURRICULUM DEVELOPMENT ASSESSMENT AND CERTIFICATION COUNCIL (TVET CDACC)

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Ref.: CDACC/ADM 1/37 (78)

Date: 20th January 2020

All Principals National Polytechnics and Technical Training Institutes
All Principals Private Colleges
All Managers Vocational Training Centers

RE: REGISTRATION OF TRAINEES ENROLLED IN TVET CDACC COURSES

In Competency Based Education and Training (CBET), a trainee becomes a candidate as soon as s/he is enrolled in an institution as the trainee is required to be continuously assessed and records of performance maintained. Hence, trainees enrolled in TVET CDACC courses need to be registered with TVET CDACC as soon as they are enrolled.

In this regard, we request for the following:

1. Information of the Trainees Enrolled in TVET CDACC Courses

This information should be availed in the following format:

Course..... **Level**.....

S/N	Admission Number (institutional)	National ID Number	Full Name (as per National ID)	Due date for assessment of trainees by the Council

Note:

The Council will be conducting assessment three times in a year: March/April, July/August and November/December

The documents containing the above information for trainees in all TVET CDACC courses should be emailed to **candidate;reg.cdacc@gmail.com** by **3rd February 2020**.

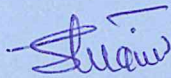
2. Registration of Trainees in TVET CDACC Portal

The trainees (candidates) in various TVET CDACC courses are to be registered with the Council via **TVET CDACC portal** accessible at **www.tvetcdacc.go.ke**.

We therefore request for the official email and mobile phone number of the institution which will be used for assessment purposes through which we shall provide credentials to log into the portal.

The official email and phone number should be provided via **candidatesreg.cdacc@gmail.com** by **28th January 2020**.

We look forward to working with you in the implementation of competency-based courses in your institution.



Dr. Lawrence Guantai, PhD
CEO/COUNCIL SECRETARY

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Principal Secretary, Vocational and Technical Training
Director, Technical and Vocational Education and Training
Director, Vocational Education and Training