



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

CDACC/CBA 10/25 (27)

### **TVET CDACC GUIDELINES ON COMPETENCY BASED ASSESSMENT**

The following guidelines will guide on assessment of trainees on basic, common and core units of competency for purpose of certification by TVET CDACC:

- a) TVET CDACC registered assessors and verifiers in collaboration with industry experts will develop assessment tools and will continuously have a bank of assessment tools. The Council will continuously capacity build the trainers (internal assessors), assessors and verifiers and issue guidelines to all the stakeholders when necessary.
- b) Consequently, the trainers (internal assessors) who are training trainees on the various basic, common and core units will develop assessment tools and send to TVET CDACC together with the assessment timetable on when they will assess trainees in their respective institutions.
- c) The Council will evaluate the assessment tools on the basis of requirements of the respective Occupational Standards and make changes as necessary. The Council will continuously have a bank of assessment tools.
- d) The Council will send to institutions assessment tools for the various units of competency timetabled for assessment in a particular period so that the trainees are assessed as per the timetable presented to the Council.
- e) Trainers (internal assessors) will assess trainees using various assessment methods as per the assessment tools and take photos and videos as trainees carry out assessment tasks. Photos and videos of products will also be taken and all assessment evidence maintained including marked scripts for written assessment, observation checklists and products checklists.
- f) Photocopies of or scanned marks sheets, marked written scripts, observation checklists and products checklists will be sent to the Council with copies of the same maintained in the institutions for quality assurance.
- g) For practical assessment of trainees, projects/practical activities developed by the Council for each critical aspect of competency or related critical aspects of competency as given in Occupational Standards will be sent to institutions for assessment of trainees by internal assessors at an appropriate time during training.

Observation checklists, products checklists, well labelled products, photos and videos and other relevant evidence will be maintained by the trainers (internal assessors) and copies by internal verifiers.

- h) The Council will send external assessors and verifiers at various stages during the training including when actual assessment is being conducted in the institution. The verifiers will in addition to assessing sampled trainees will also review portfolio of evidence maintained per candidate. External assessment results and verification reports will be validated by the Council and will form the results for certification of trainees for basic, common and core units of competency.
- i) For certification purpose, the weighting between theory and practical assessments will be as shown in table 1 below:

**Table 1: Weighting between Theory and Practical Assessments**

S/N	KNQF LEVEL	WEIGHTING		PASSMARK	OUTCOME
		PRACTICAL (Z)	THEORY (W)		
1.	3	80	20	50%	Competent
2.	4	70	30	50%	Competent
3.	5	60	40	50%	Competent
4.	6	50	50	50%	Competent

- j) Industrial attachment is a unit of competency which a trainee will be required to be competent in as per the requirements of the mentoring tools. This applies to trainees enrolled in Full Qualifications. For a trainee to be declared competent, he or she must get 50% of the items to be evaluated and the critical items correct as specified in the mentoring tool.

*Shaw*