TASK ANALYSIS

OCCUPATION/JOB: TECHNICAL TRAINER

DUTY INFORMATION		TASK ANALYSIS (SUMMARY)		UNIT OF COMPETENCY INFORMATION				
DUTIES	TASKS	ACTION	OBJECT	UNIT TITLE	ELEMENT	PERFORMANCE CRITERIA (SUMMARY)	KNOWLEDGE	SKILLS
CONDUCT TRAINING	Interpret curriculum	Interpret	Curriculum	Conduct training	Plan for a lesson	lesson plan is prepared as per KSTVEToperating procedures	Demonstrate knowledge of: -curriculum interpretation -scheming -planning a lesson -assessment -report writing -class management - subject content	Ability to: interpret curriculum -communicate - prepare schemes -prepare a lesson plan - prepare training materials
	Prepare schemes of work	Prepare	schemes of work		Prepare schemes of work	Scheme of work is prepared as per KSTVET operating procedures		
	Prepare a lesson plan	Prepare	Lesson plan					
	Prepare training materials	prepare	Training materials, equipment and environment			Training resources are prepared as per the lesson plan and KSTVET operating procedures		
	Conduct a lesson	Conduct	Lesson		conduct a lesson	Effective class management in accordance with KSTVET operating procedures		
	Assess competencies	Assess	Competencies			Asses as per the organizational procedures		-write reports

	maintain training records	maintain	training records			Record maintenance as per the organizational procedures		-assess trainees - manage class - carry out a practical lesson -carry out a theory lesson
DEMONSTRATE UNDERSTANDING OF TRENDS AND ISSUES IN EDUCATION	Describe pre-colonial education system	Describe	Education system	Demonstrate understanding of trends and issues in education	Describe pre Colonial, colonial and post-colonial education systems	Aims as per the education system Content as per the education system Methods as per the education system	Demonstrate knowledge of: -Education systems -Communication -ICT integration -Emerging issues in education	Ability to: -Research Communicate -Apply Library user -Analyze issues
	Describe colonial education system							
	Describe post-colonial education System							
	Analyze current education trends	Analyze	Current trends		Analyze current education trends	Current education trends as per government policy		
	Explain government education policies	Explain	Government education policies		Explain government education policies	Government education policies as per government policy		
	Explain effects of government policies on education	Explain	Government education policies		Explain effects of government policies on education	Effects of government policies on education as per government policy		

	Assess current education challenges	Assess	current education challenges		Assess current education challenges	Current education challenges as per government policy		

DACUM TASK ANALYSIS CHART

JOB/OCCUPATION: TECHNICAL TRAINER

Duty Information		Task Analysis (Summary)		Unit of Competency Information				
DACUM Duty	DACUM Tasks	Action	Object	Unit Title	Element	Performance Criteria (Summary)	Knowledge	Skills
Demonstrate Educational Measurement & Evaluation skills	Apply basic concepts of Educational Measurement and Evaluation	apply	Basic concepts	Demonstrate Educational Measurement & Evaluation skills	Use basic concepts	Concepts used in measurement and evaluation	Demonstrate knowledge of: Basic concepts of measurement and evaluation Evaluation National goals of education Curriculum interpretation Blooms Taxonomy Assessment Class management Subject content Time management Table of specification	Demonstrate ability to: Interpret concepts Communicate Compute Management of time Analyse Problem solve
	Formulate objectives as a basis of assessment	formulate	objectives		formulate objectives	Formulate objectives as per the national goals of education -General objectives -Specific objectives		
	Plan a competency based assessment	plan	assessment		competency based assessment	Competency based assessment as per workplace procedures - Assessment items as per the intended outcome of the lesson. - construct checklist as per the intended outcome		
	Apply basic educational statistics	apply	basic educational statistics		Carry out basic educational statistics	Compute frequency distribution, measuresures central tendency of		

					basic educational statistics		
	Demonstrate assessment management skills	demonstrate	assessment management skills		Conduct assessment	Conduct assessment as per the institutions operating procedures -Environment -security		
	Carry out assessment item analysis	Carry out	assessment item		Carry out assessment item analysis	Prepare for test item analysis -discrimination -difficulty indices as per standard operating procedures. -Prepare item analysis report as per the data -prepare the assessment analysis report as per the approved format		

DUTIES	TASKS	ACTION	OBJECT	UNIT TITLE	ELEMENT	PERFORMANCE CRITERIA (SUMMARY)	KNOWLEDGE	SKILLS
Conduct competency-based assessment	Interpret the occupational standards	Interpret	Competencies	Conduct competency-based assessment	Prepare an assessment tool	i. Occupational standards interpreted in accordance with CDACC procedures. ii. Assessment tool designed in accordance with CDACC procedures. iii. Assessment tool developed as per CDACC designs and procedures. v. Assessment tool validated according to CDACC procedures and standards. v. Tool Piloted as per the CDACC procedures and standards.	Demonstrate knowledge of: i. Competencies to be assessed ii. Occupational standards iii. Preparation of assessment tool iv. Validation process v. Piloting process vi. Verifying vii. Reviewing tools viii. Numeracy ix. Technical skills	Demonstrate ability to; i. Prepare ii. design iii. Assess iv. Pilot assessment tool v. Administer an assessment ICT skills i. Communication skills ii. Test/assessment administration skill iii. Pedagogical skills iv. Management skills
	Identify Competencies to assess	Identify	Occupational standards					
	Prepare assessment tools	Prepare	Assessment tools					
	Validate or adopt the tool(s)/matrix	validate	Assessment tool					
	Pilot the assessment tool	Pilot	Assessment tool					
	Prepare the trainee for assessment	Prepare	Trainee		Carry out the assessment	i. Prepared trainee as per CDACC assessment procedures ii. Assessment schedule prepared as per CDACC procedures iii. Prepared report as per CDACC assessment procedure and observation iv. Reviewed assessment tool as per assessment observation v. Verified assessment process as per CDACC procedures vi. Compiled assessment report		
	Prepare an assessment schedule	prepare	Assessment schedule					
	Carry out the assessment	Carry	assessment					
	Prepare an assessment report	Prepare	Assessment					
	Review assessment tool	Review						
	Verify the a assessment process	Verify						

CDACC

JOB/DATA ANALYSIS

OCCUPATION: TECHNICAL TRAINER								
DUTY INFORMATION		**TASK ANALYSIS (SUMMARY)**		**UNIT OF COMPETENCY INFORMATION**				
DACUM DUTIES	DACUM TASKS	ACTION	OBJECT	UNIT TITLE	ELEMENT	PERFORMANCE CRITERIA (SUMMARY)	KNOWLEDGE	SKILLS
Perform work based training	Identify the trade area	Identify	Trade area	**Perform work based training**	Trainee attachment	i. attached trainee as per CDACC procedure ii. roles assigned to trainer as per occupational standards	Demonstrate knowledge of: • Organizational requirements	• Communication (verbal and written); • Trouble shooting
	Identify the work station	Identify	Work station					

					iii.skilled trainer	• Legal and statutory requirements • Workplace procedures • Methods of training, • Report writing • Monitoring and evaluation • Technical information • Operating procedures	• Proficient in ICT; • Time management; • Problem solving; • Decision making; • Multitasking; • First aid; • Report writing • Planning;
Identify job roles for the trainee	Identify	Job roles					
Identify the trainer	Identify	Trainer					
Prepare a training schedule	Prepare	Schedule		Train the trainee	i) Prepared training schedule as per CDACC procedure.		
Determine the training procedure	Determine	Training Procedure			ii) Prepared training process as per occupational standards.		
Carry out the training	Carry out	Training			iii) Trained trainee as per CDACC procedure.		
Monitor the trainee performance	Monitor	Trainee			iv)		
					A schedule i. Placed Trade area identified		

						as per the occupational standard ii. Work station identified as per the trade area iii. job roles specified… iv. Trainer scheduled as per kttc procedures		
	Recommend trainee for assessment	Recommend	Trainee		Prepare a training report			
	Prepare a work training report	Prepare	Training Report					

OCCUPATION: TECHNICAL TRAINER							
DUTY INFORMATION		**TASK ANALYSIS (SUMMARY)**		**UNIT OF COMPETENCY INFORMATION**			
DUTIES	TASKS	ACTION	OBJECT	UNIT TITLE	ELEMENT	PERFORMANCE CRITERIA (SUMMARY)	KNOWLEDGE	SKILL
Provide guidance and counselling to trainees	Determine focus areas of G&C	Determine	Focus areas	Provide guidance and counselling to trainees	Determine focus areas of Guidance and Counselling	Focus areas as per standards of counselling

Written assignments as per the standards of counselling | Demonstrate knowledge of:

Comprehension

Communication

Synthesizing

Attending | Demonstrate ability to:

Communicate
Interview
Probe
Empathize
Attend
Respond |
| | Offer counselling services | Offer | Counselling services | Provide guidance and counselling to trainees | Offer counselling services | Theories of counselling applied as per operational procedures

Counselling skills applied as per operational procedure

Counselling process followed as per operational procedure | | |

		Establish G&C department in institutions of learning	Establish	G&C department	Provide guidance and counselling to trainees	Establish G&C department in educational institutions	G&C programs are established as per institutional guidelines		
		Manage conflicts and disaster	Manage	conflicts	Provide guidance and counselling to trainees		G&C facilities as per institutional guidelines		
							G&C services according to standard operational procedures		
		Provide peer counselling	Provide	Peer counselling	Provide guidance and counselling to trainees				
		Provide career guidance	Provide	Career guidance	Provide guidance and counselling to trainees				
		Manage referral process	Manage	Referral process	Provide guidance and counselling to trainees				

JOB/DATA ANALYSIS

OCCUPATION: TECHNICAL TRAINER							
DUTY INFORMATION		**TASK ANALYSIS (SUMMARY)**		**UNIT OF COMPETENCY INFORMATION**			
DUTIES	TASKS	ACTION	OBJECT	UNIT TITLE	ELEMENT	PERFORMANCE CRITERIA (SUMMARY)	KNOWLEDGE	SKILLS
CONDUCT EDUCATIONAL TRAINING RESEARCH	Determine educational research problem Prepare an educational research proposal	Determine	Research problem	Conduct educational training research	Prepare an educational research proposal	Title is formulated from the current literature Research problem stated according to research procedure Literature reviewed according to research standards Research design & methodology identified as per research procedure	Demonstration knowledge of: Current literature Theories of education Education policies Research software Data collection Preparing research tools Presentation and interpretation of findings Writing a report	Demonstrate ability to: Comprehend Communicate Synthesize Analyze Write a report Presentation skills

	Prepare educational research tools	Prepare	Research tools	Conduct educational training research	Prepare educational research tools	Research tools prepared as per the proposal Tools piloted as per the Proposal	Preparation of data collection tools	
	Collect research data	Collect	Research data		Collect research data	Research data collected as per proposal Research data collated as per the proposal	Data collection	
	Analyze research data	Analyze	Research data		Analyze research data	Research Data edited according to research standards Research Data Coded as per research standards Research Data tabulated as per research standards Research Findings interpreted & presented according to research standards	Data analysis	

					.		
	Prepare final research report	Prepare	Research report		Prepare final research report	Research Findings concluded and recommendations given as per research standards Research Report edited as per research standards. Final research report compiled as per the research standards	Report preparation Report presentation writing recommendations	
	Implement research report	Implement.	Research report		Implement research Report	Research Report Disseminated As per the organizational procedure Feedback sought from stakeholders as per research procedure	Dissemination of information	

JOB/DATA ANALYSIS

DACUM TASK ANALYSIS CHART

JOB/OCCUPATION: Technical Trainer

Duty Information		Task Analysis (Summary)		Unit of Competency Information				
DACUM Duty	DACUM Tasks	Action	Object	Unit Title	Element	Performance Criteria (Summary	Knowledge	Skills

| Perform work based assessment | Identify work based assessment components.

Prepare work based assessment tools

Moderate (Validate) the work based assessment tools

Pilot the work based assessment tools

Review the work based assessment tools

Prepare an assessment schedule | Identify

Prepare

Moderate

Pilot

Review

Prepare

Perform

Analyse | work based assessment components assessment components assessment components assessment components assessment components assessment components Assessment tools

Assessment schedule Work based assessment the tool

Assessment results | Perform work based assess ment | Prepare work based assessmen tools

Prepare an assessmen schedule | Identification of work based assessment components.

Work based assessment tools as per KTTC operating procedures.

Moderation of wor based tools as pe KTTC operating procedures.

Pilot the tool as p KTTC operating procedures

Review the work based assessment tools as per KTTC operating procedure

Identification of work places as pe KTTC operating procedures

Identification of th assessor as per | Demonstrate knowledge of:
· Components for work based assessment
· Work based assessment tools
· Validation of work based assessment tools
· Testing of work based assessment tools
· Reviewing of work based assessment tools
· Attachment of trainees in work place
· Assessment using the work based tool
· Analysis of the work based assessment results
· Using assessment results for decision making | Demonstrate ability to:
· Communication skills.
· Problem solving skills
· Report writing skills
· Supervisory skills
· Tools and equipment handling skills |

Perform Administrative Functions

OCCUPATION: TECHNICAL TRAINER								
DUTY INFORMATION		**Task Analysis (Summary)**		**Unit of competency information**				
Duty	**Tasks**	**Action**	**Object**	**Units Title**	**Element**	**Performance Criteria (Summary)**	**Knowledge**	**Skills**
Perform Administrative **Function**	Prepare institutional strategic plan	Prepare	Strategic Plan	**Perform Administrative** **Function**	Prepare institutional strategic plan	• Conduct a stakeholders' meeting according to meeting procedures • Prepare draft strategic plan according to standard template • Validate draft strategic plan in accordance with standard template • Disseminate final strategic plan to all stakeholders	Strategic planning Legal and regulatory framework Operational procedures	Planning Communication Analytical Leadership Creative ICT
	Provide institutional leadership	Provide	Leadership		Provide institutional leadership	• Implement strategic plan in accordance	Leadership	Planning Communication

					with institutional procedures • Mentor administrative staff to perform administrative functions • Provide linkage with industry and stakeholders to as per their standards	Legal and regulatory framework Operational procedures	Analytical Leadership Creative ICT
Manage institutional finance	Manage	Finance		Manage institutional finance	• Coordinate budgeting in accordance with Finance Act, Regulations from the ministry and institutional procedures • Supervise book-keeping in accordance with Finance Act,	Financial management Legal and regulatory framework Operational procedures	Planning Communication Analytical Leadership Creative ICT

					Regulations from the ministry and institutional procedures • Facilitate auditing in accordance with Finance Act, Regulations from the ministry, Auditor General and institutional procedures		
Manage Income Generating Activities	Manage	Income Generating Activities		Manage Income Generating Activities	• Coordinate writing of technical and financial proposals for Income Generating Activities • Negotiate and sign MOUs or contracts for Income	Legal and regulatory framework Procurement Project Management Consultancy Entrepreneurial	Planning Communication Analytical Leadership Creative ICT

						Generating Activities • Monitor and evaluate implementation of income Generating Activities • Write and disseminate reports on implementation of Income Generating Activities	Operational procedures	
	Manage procurement of resources	Procurement	Resource		Manage procurement of resources	• Coordinate preparation of procurement plans as per institutional procedures • Facilitate procurement of resources in accordance with Public Procurement and Disposal Act, Procurement	Legal and regulatory framework Supply Chain Management Operational procedures	Planning Communication Analytical Leadership Creative ICT

						and disposal regulations, guidelines from the ministry, and institutional procedures		
Manage human resource	Manage	human resource		Manage human resource	• Manage Manpower planning as per ministry guidelines • Staffing s per curriculum establishment	Legal and regulatory framework Human Resource Management Operational procedures	Planning Communication Analytical Leadership Creative ICT
Manage institutional facilities	Manage	institutional facilities		Manage institutional facilities	• Coordinate preparation of maintenance plans according to institutional procedures • Supervise maintenance of institutional facilities according to	Legal and regulatory framework Estate Management Operational procedures	Planning Communication Analytical Leadership Creative ICT

					institutional procedures		
Manage intangible assets in the institution	Manage	Intangible assets		Manage intangible assets in the institution	• Maintain a record of all intangible assets in the institution as per institutional procedures • Plan for creation of intangible assets as per institutional procedures • Control ownership of intangible assets in the institution as per institutional procedures/ international standards	Intellectual property management Legal and regulatory framework Operational procedures	Planning Communication Analytical Leadership Creative ICT
Manage official meetings				Manage official meetings	• Convene meetings as per institutional procedures	Legal and regulatory framework	Planning Communication

						• Conduct meetings as per institutional procedures • Follow up on resolution of meetings as per institutional procedures	Huma Resource Management Meeting Procedures	Analytical Leadership Creative ICT
	Manage transport logistics				Manage transport logistics	• Establish transport logistics requirements as per institutional procedures • Match transport logistics requirements with available capacity	Legal and regulatory framework Transport Logistics Operational procedures	Planning Communication Analytical Leadership Creative ICT
	Manage institutional records				Manage institutional records	• Store planning, learning resources, attendance, assessment, correspondence and miscellaneous	Records Management Legal and regulatory framework	Planning Communication Analytical Leadership

| | | | | | | records as per institutional procedures
• Retrieve planning, learning resources, attendance, assessment, correspondence and miscellaneous records as per institutional procedures
• Dispose planning, learning resources, attendance, assessment, correspondence and miscellaneous records as per institutional procedures | Operational procedures | Creative

ICT |
| | Manage implementation of curriculum | | | | Manage implementation of curriculum | • Coordinate preparation of schemes of work and | Curriculum | Planning

Communication |

						lesson plans as per operational procedure • Supervise training as per operational procedure • Supervise assessment as per procedure • Analyse assessment results as per operational procedures • Disseminate assessment results as per operational procedure • Award certificates to trainees who meet assessment criteria	Legal and regulatory framework Operational procedures	Analytical Leadership Creative ICT
	Manage communication					Manage communication	• Plan for communication as per standards and	Communication Planning	Planning Communication

					operational procedures • Dissemination as per standards and operational procedures • Monitor flow of information as per standards and operational procedures • Revise channels as per standards and operational procedures	Legal and regulatory framework Operational procedures	Analytical Leadership Creative ICT
	Control quality processes				Control quality processes	• Sensitize stakeholders on quality processes as per internal quality audit procedures • Perform quality assurance as per internal	Planning Legal and regulatory framework Operational procedures	Planning Communication Analytical Leadership Creative ICT Audit

					quality audit procedures • Undertake quality control as per internal quality audit procedures • Initiate quality improvement as per internal quality audit procedures • Implement quality management as per internal quality audit procedures	

Group5 Part 2
TVETA JOB/DATA ANALYSIS

1.

OCCUPATION: TECHNICAL TRAINER	

DUTY INFORMATION		TASK ANALYSIS (SUMMARY)		UNIT OF COMPETENCY INFORMATION				
DUTIES	TASKS	ACTION	OBJECT	UNIT TITLE	ELEMENT	PERFORMANCE CRITERIA (SUMMARY)	KNOWLEDGE	SKILLS
Design and develop compete nce based curricul um	Apply to develop competenc y based curriculum	Apply	CBET curriculum	Design and develop competenc e based curriculum	Apply to develop competency based curriculum	Perform a TNA/opinion paper Present the TNA report/ opinion paper	• The process of developing CBET curriculum. • ConductingTNA/ opinion paper • Legal aspects in education. • Technical area • Existing and potential gaps in the industry • Report writing	• writing • technical • demonstrate information s • communication • digital
	Conduct Occupation al analysis	Conduct	Occupation al analysis		Conduct occupationa l analysis	**Step 1** Selection of expert workers by SACC Prepare a workshop for	• Technical area • Occupational safety and health. • Environmental sustainability • Current trends and issues in	• Analysis • Time management • Team work • Decision making

					SACC and expert workers Identify duties, tasks, tools, equipment, materials and supplies needed for the job Prepare a draft occupation analysis.	education training • Political trends • Changes in the industry • Occupational Safety and health.	
Verify the occupation report	Verify	Occupation report		Verify occupational reports	Selection of different groups of expert workers by SACC Confirm duties, tasks, tools, equipment and materials by expert workers	• Current trends and issues in education training. • Political trends. • Changes in the industry. • 10. Occupational Safety and health. • Tools, equipment, materials and supplies.	• Technical • Evaluation • Time management • Communication • Teamwork • digital

					Submit the verified occupation analysis report to the council	• Occupational safety and health.	
Analyse tasks	Analyse	Tasks		Analyse tasks	Identify the steps in each task by expert workers Identify the performance standards for each step. Identify tools equipment, materials and equipment for each step. Identify knowledge, skills ,attitudes and safety precautions.	• Task analysis. • Subjects area. • Existing guidelines. • Environmental, safety and health. • Legal issues. • Performance standards.	• Numeracy • Analysis • Writing • Problem solving • Time management
Package occupational standards	Package	Occupational standards		Package occupational standards	Package occupational standards from	• Analysis of reports	• Analysis • Organization skills

					occupational analysis report Evaluate and validate occupational standards by SACC and stakeholders Seek approval of the validated occupational standards by the council.	- packaging of occupational standards - Current trends and issues in education training - Political trends - Changes in the industry - Occupational Safety and health	- Technical - Time management - Packaging
Package competency based curriculum	Package	Competency based curriculum		Package competency based curriculum	Package the draft competency curriculum Submit the CBET draft to the council	- Occupation standard - Evaluation - Packing occupational standard - Existing guidelines - Performance standards	- Analysis - Organization skills - Technical - Time management - Packaging
Evaluate draft CBET	Evaluate	Draft CBET		Evaluate draft CBET Curriculum	Evaluation of the draft CBET	•Performance standards •Occupation standard •Evaluation	- Technical - Analytical - Problem solving

						curriculum by the council The draft curriculum is further evaluated by SACC and accredited curriculum developers	•Existing guideline • legal	• Decision making • Digital • Time management •
Seek validation of the draft curriculum	Validate	Draft curriculum			Seek validation of the draft curriculum	Present the draft curriculum to the stakeholders for endorsement Submit the amended curriculum to the council	•Existing guidelines •Performance standards •Occupation standard Legal issues	• Time management • Technical • Analytical • Decision making • Management skills • communication
Seek approval for the draft curriculum	approval	Draft curriculum			Seek approval For draft curriculum	SACC Submit the validated curriculum to the council The council approves the draft curriculum	• Existing guidelines • Performance standards • Occupation standard • Legal issues	• Time management • Technical • Teamwork • communication

2.

OCCUPATION: TECHNICAL TRAINER								
DUTY INFORMATION		TASK ANALYSIS (SUMMARY)	UNIT OF COMPETENCY INFORMATION					
DACUM DUTY	DACUM TASKS	ACTION	OBJECT	UNIT TITLE	ELEMENT	PERFORMANCE CRITERIA (SUMMARY)	KNOWLEDGE	

Develop trainer and trainee guides	Prepare trainer and trainee guides templates	Prepare	Trainer and trainee guides Templates	Develop trainer and trainee guides	Prepare trainer and trainee guides	Design trainer and trainee guides templates Fill in the headings Edit templates	• development of training guides • legal aspects of information. • pedagogical knowledge • developing the training guide • preparation of training and learning • guide template • research process • Validation process • . tools, equipment and materials	
	Validate trainer and trainee guides templates	Validate	Trainer and trainee guide templates		Validate trainer and trainee guides template	Conduct validation workshop Amend the templates	• Existing guidelines • Performance standards • Occupation standard • Legal issues	
	Develop draft trainer and trainee guides	Develop	Draft trainer and trainee guides		• Devel	Collect trainer and trainee guide information fill in draft trainer and trainee guide information	• Research • Occupation standards • Data organization • Report writing	

					edit draft trainer and trainee guides		
Validate draft trainer and trainee guides	Validate	Draft trainer and trainee guides		Validate draft trainer and trainee guide	Conduct validation workshop Amend the draft trainer and trainee guides	• Existing guidelines •Performance standards • Occupation standard •Legal issues	
Pilot trainer and trainee guides	Pilot	Trainer and trainee guides		Pilot trainer and trainee guides	Identify the pilot group Conduct pilot	• Research • Analysis • Instrument development • Environment • Sampling	
Seek Approval of draft trainer and trainee guides	approve	Draft trainer and trainee guides		Approve trainer and trainee guides	Apply for approval of draft trainer and trainee guides	• Communication • Subject matter • Existing guidelines •Performance standards •Occupation standard •Legal issues	

					Conduct approval workshop		
	Implement trainer and trainee guides	implement	Trainer and trainee guides		Implement trainer and trainee guide	Produce copies Disseminate the trainer and trainee guides	• Subject area • Potential users	
	Review trainer and trainee guides	Review	trainer and trainee guide		Review trainer and trainee guides	Conduct trainer and trainee guide review workshop Amend trainer and trainee guide	• Data collection • Analysis • Communication • Report writing	