



CBET ASSIGNMENT

GROUP 7 MEMBERS

EMMANUEL KETERE 2025CS162195

OLIVER KANGOGO 2025CS162205

BETTY CHEPKIRUI 2025CS161680

TIMINAH SIMIYU 2025CS162196

EDWIN OMAE 2025CS162422

SHEILA NTABO 2025CS161936

FACITY CHEBET 2025CS161820

BENEDICT SAKWA 2025CS162670

Explain the following in details:

1. OCCUPATIONAL STANDARDS

Is a detailed description of skills knowledge and competency required for a specific job.

They are designed to ensure that individuals entering a particular career or occupation have the necessary skills and knowledge to perform there job effectively and efficiently.

Elements of occupational standards

- **Performance criteria**- to establish clear and measurable standards that design the level of performance required for each task or job function.
- **Skills and knowledge**-to identify the specific skills and knowledge required to perform the job effectively
- **Job description**-outlines the detailed description of the specific task and responsibilities associated with the job
- **Training and education requirement**- it specifies the necessary qualifications or training programs that prepare individuals for the occupation.
- **competencies**-identifies the specific abilities and expertise required to perform the job successfully.
- **assessment methods**-to establish the specific methods and tools used to assess the performance of individual in the occupation.

Importance of occupational standards

- **Quality assurance**-they set a clear standard for performance within an occupation,ensuring employers and clients can expect a certain level of competence from workers.
- **career development**-it helps individuals understand the skills and competencies needed for career advancement.
- **training and education development**-they act as a guide for developing training programs and curricula,ensuring that education aligns with the industry need and current practices.
- **increases productivity and efficiency**-ensures that workers are fully competent,reducing errors and increasing workplace efficiency.
- **Strengthens national and global workforce standards**-aligns with national and international qualifications framework making it easier for workers to find jobs globally.

Types of occupational standards

- **industry specific standard**-they are tailored to meet the needs of a particular industry e.g construction,healthcare,IT
- **national standard**-they are developed at the national level to define the competencies required for various job roles.
- **international standard**- they are developed to ensure global recognition of skills and qualifications.
- **entry level standard**-they define the basic knowledge and skills needed for a beginner in a particular occupation.
- **Regulatory standards**-they are mandated by government agencies setting minimum requirements for occupational practice to ensure safety and quality.

2.OCCUPATIONAL ANALYSIS

it is a systematic process of identifying and defining the specific skills,knowledge and competencies required for a particular occupation or jobs.

Components of occupational analysis

- ▶ **Job identification**-identify specific occupations or job roles within an industry.
- ▶ **Competency identification**-determines the knowledge skills and attitudes required for each task
- ▶ **Performance standard and criteria**-defines quality, accuracy and conditions under which task should be performed
- ▶ **Work environment and conditions**-it examines the physical, social and technical aspects of the job.
- ▶ **Industry and employer needs**-it ensures that the training and competency framework align with the labor market demands.

Importance of occupational analysis

- ▶ **1 enhanced job clarity**-provides a clear understanding of job role ensures responsibilities and expectations
- ▶ **2.ensures training relevance**-aligns education with industry needs
- ▶ **3.performance management**-understanding job expectations enables fair and accurate performance evaluation,setting clear goals and identifying areas for improvement.
- ▶ **4.career progression**-provides structured learning pathways
- ▶ **5.workforce planning**-understanding the skills and competencies required for various roles aids in workforce planning.

3. TASK ANALYSIS

- ▶ It is the study and breakdown of how a user successfully completes a task including all physical and cognitive steps needed

key aspects of task analysis

- ▶ **Goal identification**-It defines the main objective of the task analysis
- ▶ **Task breakdown**-identify and sequence the steps involved in completing the task
- ▶ **Skills and knowledge requirements**-determine the technical skills,cognitive abilities and knowledge needed.
- ▶ **Performance standards and criteria**-define measurable benchmarks to assess task success.
- ▶ **Tools and resources needed**-identify necessary equipment,materials and software for the task

importance of task analysis

- ▶ a.performance optimization-by analysing task flow,areas for improvement can be identified leading to increased productivity and reduced errors.
- ▶ b.accessibility considerations-can be used to identify potential barriers for individuals with disabilities and design solutions that can accommodate their needs.
- ▶ c.risk assessment -it helps identify potential hazards and develop safety procedures to mitigate risks
- ▶ d.enhances skill mastery and competence-ensures learners develop practical, hands on abilities rather than just theoretical knowledge
- ▶ e.improves learning efficiency-breaks complex task into manageable steps,making learning.

Applications of task analysis

- ▶ Education
- ▶ Industrial engineering
- ▶ Occupational therapy

4. OCCUPATIONAL ANALYSIS CHART

- ▶ It is a tool used in cbet to break down a job into smaller parts.it helps in designing training programs that focus on the exact skills, knowledge and abilities needed for a specific occupation.

Components of occupational analysis chart

- ▶ Major duties or job function-the broad areas of responsibility within the job e.g diagnose vehicle problem,repair electrical circuit.
- ▶ Tasks and subtasks-Task are specific activities under each duty while subtasks are smaller steps needed to complete each task e.g repair a faulty circuit,identify a problem using multi-meter.
- ▶ Tools equipment and materials- the necessary tools and equipments for the job e.g multimeter and welding machine.
- ▶ Workplace safety and compliance-safety procedures,legal guidelines and industrial regulations. e.g wear protective gloves,handle chemicals safely.
- ▶ Attitudes and work ethics- professional behavior teamwork and communication skills. e.g attention to detail, problem solving mindset and customer service skills.

Importance of occupational analysis chart

- ▶ enhances career development and job readiness-helps learners understand job expectations before entering the workforce
- ▶ improves competency development-clearly defines what learners need to know and do to perform a job successfully.
- ▶ ensures job relevant training-helps design training programs that only the necessary skills for a specific job
- ▶ Supports effective assessment and certification-establishes performance standards to measure competency
- ▶ Enhances work place productivity and efficiency-trains workers to perform tasks correctly and efficiently reducing errors.

part	Example details
Job title	electrician
Main duty	Install and repair electrical systems
task	Fix a faulty circuit
Sub task	Identify a problem using a tester
Knowledge needed	Electrical wiring, circuit, troubleshooting
Skills required	Use a vault meter, follow a wiring diagram
Tools and equipment	Screwdriver, tester and safety gloves
Performance standards	The repaired circuit should work safely and meet codes
Safety rules	Turn off power before fixing circuits
Work attitude	Be careful, follow instructions and work as a team

5. Packaging occupational standards

They are guidelines that ensure safety, quality and sustainability of packaging materials and processes. they also help manufacturers, retailers and consumers make informed decisions about packaging.

COMPONENTS OF PACKAGING

- ▶ knowledge requirements- theoretical understanding needed for the job e.g types of packaging materials, machine operation and labeling standards.
- ▶ Skills and abilities-practical skills needed for packaging tasks e.g operating sealing machines, applying labels and inspecting for defects
- ▶ Tools, equipment and materials-the machines, tools materials used in packaging e.g weighing scales, bar code printers and shrink wrap machines
- ▶ Performance standards-criteria used to measure job success and efficiency e.g ceiling-no leaks or loose packaging.
- ▶ Workplace safety and compliance-safety rule and regulations that must be followed e.g use protective gloves

Importance of packaging occupational standards

- ▶ Increases efficiency and productivity-clear standards streamline the packaging process by eliminating mistakes and rework.
- ▶ Supports workplace safety and compliance-safety standards in packaging helps prevent accident and injuries
- ▶ Improves product quality and consistency-standards provide clear performance benchmarks for task such as weighing, sealing and labelling
- ▶ Ensures job ready competency-packaging occupational standards define the skills and knowledge that employees need to be competent in their roles
- ▶ Reduces cost and waste-by ensuring that workers are trained to handle packaging tasks correctly, it helps reduce waste caused by defective packaging

explain the steps that TVET CDACC used to come up with curriculum

- ▶ CDACC-Curriculum Development Assessment and Certification Council
- ▶ TVET CDACC-IT IS a regulatory body in kenya responsible for developing,assessing and satisfying CBET programs for technical and vocational education and training institutions.

steps used:

▶ **step 1:NEEDS ASSESSEMENT**

- ▶ it identifies the need of industries,labor markets and the community to ensure that the curriculum meets current and future skill demand.

▶ **step 2:STAKEHOLDER ENGAGEMENT**

- ▶ consult with industry experts,employers,training providers and learners to gather input on desired skills and knowledge

▶ **step 3:CURRICULUM DESIGN**

- ▶ based on the needs assessement and stakeholder feedback,the committee designs the curriculum framework.this includes defining learning outcomes,course content,teaching methodologies and assessment strategies

▶ **step 4:CURRICULUM PILOTING AND EVALUATION**

- ▶ pilot implementation-test the curriculum with a small group of learners to identify potential issue and areas of improvement
- ▶ feedback collection -gather feedback from learners,trainers and industry stakeholders regarding the effectiveness of the curriculum.

▶

steps used:

- ▶ **step 5: REVIEW AND REVISION**

- ▶ after pilot testing, the curriculum is reviewed based on the feedback from instructors and students. revisions are made to improve the content and delivery methods

- ▶ **step 6: APPROVAL AND ACCREDITATION**

- ▶ after successful piloting and validation, the curriculum is submitted to the CIDACC board for final approval. once approved, it is officially accredited for use in training institutions.

- ▶ **step 7: IMPLEMENTATION AND MONITORING**

- ▶ after accreditation, the curriculum is implemented across TVET institutions. ongoing monitoring and evaluation help assess its effectiveness and make necessary adjustments over time.

- ▶ **step 8: REVIEW AND UPDATE**

- ▶ curricula are periodically reviewed and updated to keep pace with technological advancement, changes in the labor market and emerging industry needs

- ▶