



Ministry Of Education  
 State Department of Technical and Vocational Training  
**KENDEGE TECHNICAL AND VOCATIONAL COLLEGE**  
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### **KENDEGE TECHNICAL AND VOCATIONAL COLLEGE ACADEMIC POLICY**

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<b>CATEGORY:</b>  <b>POLICY</b>	<b>EFFECTIVE DATE:</b> <b>2<sup>ND</sup> SEP 2019</b>
	<b>1<sup>ST</sup> EDITION</b>
<b>PREPARED BY:</b>  -----  <b>AD HOC ACADEMIC POLICY COMMITTEE</b>	<b>APPROVED BY:</b>  -----  <b>PRINCIPAL</b>

## **MANDATE**

The mandate of the College as provided by the Ministry of Education is;

- i) To offer teaching/training in science and technology
- ii) To offer innovative discovery, transmission and preservation of knowledge.
- iii) To carry out research and entrepreneurial activities.

## **VISION**

To be a college of choice in the development of technical and vocational skills

## **MISSION STATEMENT**

Work with industry to produce demand driven competent graduates

## **MOTTO**

Competence and Honesty

## **CORE VALUES**

The Kendege Technical and Vocational College is committed to and will be identified by the following core values.

- i. Co-operation
- ii. Respect and Tolerance
- iii. Integrity
- iv. Creativity and Innovativeness
- v. Professionalism

## **LIST OF ABBREVIATIONS AND ACRONYMS**

**CDACC** Curriculum Development Association and Certification Council

**CDS** Communication and Development Studies

**HOD** Head of Department

**KTVC** Kendege Technical and Vocational College

**KNEC** Kenya National Examination Council

**TVET**            Technical and Vocational Education and Training

**PU**              Production Unit

## **1.0 INTRODUCTION**

1.1 This academic policy addresses the guidelines of operation and implementation of academic Programmes in The Kendege Technical and Vocational College. It applies to all staff and trainees.

## **2.0 ADMISSION**

2.0.1 Admissions at the College is done in the Registrar's Office.

### **2.1 Qualification**

2.1.1 Trainees must meet the minimum examination requirements and conditions from the relevant Examining bodies or Boards and as may be reviewed from time to time.

### **2.2 ADMISSION DATE**

2.2.1 Admissions are done in January, May and September of every year. However, trainees on special programmes are admitted as per the programme requirements.

### **2.3 REPORTING DATES.**

2.3.1 All new trainees should report as per the date shown in the admission letter.

2.3.2 All new trainees shall report to the Registrar's office for clearance from where they shall be guided on the subsequence of admission procedures.

2.3.3 On-going trainees shall activate their details online from the date of opening.

2.3.4 Any trainee(s) whose details shall not be activated within one week of opening, will be deemed to have automatically deferred his/her programme.

## **3.0 FEE PAYMENT**

3.1 All fees indicated in the fees structure (excluding boarding fees) for the term MUST be paid/cleared before taking end of term examination.

3.2 All College fees due for the module/stage MUST be cleared before registration for National Examinations.

3.3 Boarding fees can only be paid after getting clearance from the Boarding Office.

3.4 All fees shall be paid into the College's account. Cash will not be accepted.

3.5 Original bank pay – in slips MUST be presented to the college accounts office immediately for receipting.

3.6 Fees once paid cannot be refunded.

#### **4.0 ORIENTATION**

4.1 There shall be a compulsory orientation for new trainees within the first three weeks of opening on a day to be announced via College memos/notices/ website.

#### **5.0 CHANGE OF COURSE**

5.1 Trainees who wish to change courses shall do so latest one week after orientation.

#### **6.0 ACADEMIC PROGRAMMES.**

6.1 The College offers CBET programmes, Artisan, Craft (certificate level) and Diploma courses. These programs are as posted on College website and brochures.

6.2 Programs offered outside regular hours shall adhere to PU Policy & Ministry Guidelines.

#### **7.0 CLASS ATTENDANCE**

##### ***7.1 Trainers class attendance***

7.1.1 All trainers MUST attend class 100%. Failure to which, disciplinary measures will apply

##### ***7.2 Trainees class attendance***

7.2.1 All Trainees are required to attend a minimum of 80% of class hours per subject per term as will be confirmed by the attendance register.

7.2.2 Failure to meet the above requirement shall lead to Course Requirement Not Met (CRNM) penalty.

## **8.0 ACADEMIC TRIPS**

8.1 These shall be organized by the concerned department as guided by the departmental budgets with the approval of the Principal.

### **8.2 *Academic Trips Guidelines***

The following members of staff may accompany trainees to trips

8.2.1 H.O.D /D/H.O.D 1

8.2.2 Section Head/Technician 1

8.2.3 Trip organizer 1

8.2.4 Course Trainer 1

8.3 Gender inclusivity is mandatory.

8.4 Trips shall be open, but preference be accorded to trainees in their final year.

8.5 When proceeding for trips, the following documents MUST be forwarded to the Deputy Principal Academics within the 1st two weeks of the term for vetting, approval and advice

8.5.1 Requests for trips with full details

8.5.2 Dully filled trip organization and control form

8.5.3 A copy of the trip learning questionnaire

8.5.4 Verified list of trainers

8.5.5 Bona-fide list of trainees.

8.6 Organization of trips should be rotational among sections and staff within the department.

8.7 Where possible, trips be conducted during college holidays to avoid disrupting learning programs

8.8 After the trip, a written report shall be forwarded to the Deputy Principal Academics within four days as evidence. Failure to which the department will not be allowed to go for another trip.

8.9 Academic trips shall not go beyond four days.

## **9.0 LEARNING RESOURCES**

9.1 The College shall endeavor to provide all learning materials/resources to staff as per their requirements, subject to budget limits.

9.2 Trainees shall provide their own learning materials/resources as listed in their admission letters.

9.3 Academic HODs shall ensure that trainees are provided with the following within the first two weeks of the term.

9.3.1 Class timetables

9.3.2 Trainers attendance sheets

9.3.3 Class registers

9.3.4 Course outlines

## **10.0 LIBRARY**

10.1 There is a central library for reference and lending to bona-fide trainees and staff.

10.2 All library users MUST observe stipulated library rules and regulations.

10.3 Those who are not members of KTVC community will be allowed to use the library over school holidays at a stipulated fee paid at the finance office. They will however not be allowed to borrow library materials.

## **11.0 LIBRARY E-RESOURCE CENTRE**

11.1 There is an established Library E-Resource Centre for reference and research to bona-fide trainees and staff.

11.2 All Library E-Resource Centre users MUST observe the established Library E-Resource Centre rules and regulations.

## **12.0 WORKSHOPS AND LABORATORIES.**

12.1 There are established workshops and laboratories for research and practicals to staff and bona-fide trainees.

12.2 All workshops and laboratories users MUST observe stipulated rules and regulations.

## **13.0 DEFERMENT**

### ***13.1 Course Deferment***

13.1.1 A trainee can defer a course in the first two weeks of the term otherwise, they are deemed to be on-going with the course.

13.1.2 Expectant trainees shall continue with training until term. They are however, allowed to defer as per deferment procedures.

### ***13.2 Examination deferment***

#### ***13.2.1 Deferment of internal examination***

13.2.1.1 All deferred supplementary and special exams shall be conducted one week to the opening date of every term. Examination timetable will be communicated via the college notice board and website.

13.2.1.2 All out standing fees balances must be cleared before sitting for deferred exams

13.2.1.3 A fee of Ksh 300 shall be charged for each supplementary and special exam paper, payable at the finance office.

13.2.1.4 All deferment forms shall only be accepted if dully filled and accompanied by payment of deferment /special/supplementary fee, based on the number of papers

13.2.1.5 All Trainees sitting for deferred exams shall comply with all the KTVC rules and regulations governing exams.

### ***13.2.2 Deferment of external examination***

13.2.2.1 Any trainees deferring external examination **MUST** do so within the examination registration period of that particular exam, failure to which the trainee shall be deemed to be on going and the exam registration procedures shall apply during the trainee's registration.

## **14.0 EXAMINATIONS**

14.1 The Examination Officer shall be in charge of all internal and external examinations in the College.

14.2 There shall be at least two continuous assessment tests per subject per term; these will carry a weight of 30% of the term's examinations. The trainees shall provide their own writing materials.

14.3 There shall be an end of term examination to be conducted during the last two/three weeks of every term which will carry a weight of 70%.

14.4 Every trainer shall hand in two sets of exams, marking schemes and course outline(s) to their respective H.O.Ds in the second week of the first month of the term.

14.5 All academic H.O.Ds shall ensure that all exam papers are moderated in the 3rd week of the 1st month of the term.

14.6 All moderated exam papers to be forwarded to the examination officer within the 4th week of the 1st month of the term.

14.7 The academic HOD in liaison with the Departmental Examination Officer shall appoint trainers to invigilate exams.

14.8 All internal College examinations shall be supervised by the HODs.

14.9 There will be mandatory frisking of candidates at the entrance of examination halls/rooms.



14.10 There will be no wearing of head gears, heavy jackets, sweaters or coats in the examination halls/rooms.

14.11 All trainees who clear fee for a particular term will download examinations pass slip which MUST be presented in the examination hall/room together with the College identification card.

14.12 Any trainee sitting for an examination without a valid examination pass slip shall have all the papers cancelled and the trainee suspended for one academic year.

***14.13 Any trainee involved in any of the following examination irregularities shall have all the papers cancelled and the trainee suspended for one academic year:***

14.13.1 Copying from the script of another candidate

14.13.2 Communicating with another candidate with the intent to assist that candidate answer an examination question.

14.13.3 Possessing text book, electronic device or material in examination hall/room without lawful authority.

14.13.4 Copying from notes, electronic device or text book.

14.13.5 Receiving external assistance without lawful authority.

## **15.0 EXAMINATION RESULTS**

15.1 In order for a trainee to be considered as having passed in any one paper, the trainee must attain a minimum mark of 40% for craft, 45% for diploma (KNEC)

15.2 A pass in a course shall constitute passing in all subjects. Any trainee who fails in at most two of all papers examinable by KNEC shall be allowed to sit for a supplementary/referral paper.

15.3 Any trainee who fails in more than two papers/subjects in a KNEC exam shall be required to repeat the level.

15.4 The maximum marks to be awarded to any trainee sitting for a supplementary/referral in a KNEC examination shall be the minimum pass mark in that level.

15.5 Trainees who fail to pass in a CDACC exam will be considered incompetent therefore has to repeat the unit

15.6 Special exams will be given to trainees who officially defer exams.

15.7 All supplementary/special examinations shall be administered as scheduled by the examination office.

15.8 Trainees who will not have officially deferred exams shall join a subsequent class.

## **16.0 COLLABORATION**

16.1 All departments shall have collaborations /linkages with relevant industries

## **17.0 INDUSTRIAL ATTACHMENT**

17.1 Attachment is compulsory to every trainee as per the curriculum requirement.

17.2 TVET Diploma Programme – 660 hours equivalent to TWO attachment periods. After module one exams (330 hours) and module two exams (330 hours).

17.3 TVET Certificate Programme – 330 hours equivalent to ONE attachment period after module one exams.

17.4 Attachment period for CBET courses shall correspond to each course requirements

17.5 Trainees taking secretarial studies shall be eligible for attachment after passing Level 1 subjects.

17.6 Trainees taking Diploma/Certificate TEP programmes will proceed for attachment for 660 hours after stage I and II.

17.7 Trainees on attachment shall be assessed by relevant subject specialist /trainers

17.8 The attachment organization should be capable of providing training relevant to the course the trainee is undertaking.

17.9 All Trainees proceeding for attachment SHALL ensure that their insurance cover is upto date

17.10 Every trainee shall seek their own attachment station and inform the College of the attachment address.

17.11 Every trainee shall take a log book and other assignments forms from the College for use during attachment and bring them back at the end of the attachment period for assessment.

17.12 Every trainee shall be assessed by an assigned trainer at least once during the attachment period.

17.13 Trainees who are not covered by government capitation shall pay attachment fee prior to proceeding for attachment.

17.14. The College shall not be obliged to co-ordinate post training attachments

17.15 Any trainee who does not comply with the above set requirements shall not proceed to the next Level

## **18.0 AMMENDMENTS TO THE ACADEMIC POLICY**

18.1 The Academic Board in consultation with the Principal and with the approval of the Board of Governors, reserves the right to change, improve, amend or otherwise vary this Academic Policy at any appropriate time without notice and in accordance with the relevant laws of Kenya.