**TEMPLATE FOR EDITING OF OCCUPATIONAL STANDARDS**

**Editor:Everlyne**

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|  | **OS Title: …hairdressing level 4** | | | |
| **S/No** | **SECTION** | **Areas of consideration** | **Status** | **Remarks** |
|  | **Cover Page** | **Title and level (occupation)** | **Correct** |  |
|  | **Copyright statement** | **Symbol** | **Incorrect** | **Amended** |
| **Document type** |  |  |
| **Email address** | **info@tvetcdacc.go.ke** | **Correct** |  |
|  | **Website:** | [**www.tvetcdacc.go.ke**](http://www.tvetcdacc.go.ke) | **Removed** |  |
|  | **Footer** | **Consistency in Year and format**  **(Retrocet)** | **Correct** |  |
|  | **Formatting** | * **Times New Roman** * **Spacing 1.15** * **Font 12** | **Correct** |  |
|  | **Preliminary pages** | **Roman numbers** | **Correct** |  |
|  | **Foreword** | **3rd paragraph-check curriculum title** | **Correct** |  |
| **4th paragraph-check the sector** | **Correct** |  |
| **Sign off-PS -VTT** | **Correct** |  |
|  | **Preface** | **3rd paragraph-check SSAC name** | **Correct** |  |
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| **3rd paragraph-check curriculum title** | **Correct** |  |
| **Sign off-Chairperson TVET CDACC (Office)** | **Correct** |  |
|  | **Acknowledgement** | **Check the SSAC** | **Correct** |  |
| **Sign off-Chairperson of SSAC** | **Correct** |  |
|  | **Abbreviations and Acronyms** | **Exhaustive and relevant** | **Correct** |  |
| **Sorted in alphabetical order** | **Correct** |  |
|  | **6Key to unit code** | **OS-OS** | **Correct** |  |
| **…./BC/….** |  |  |
| **Version control A** | **Version control A** |  |
|  | **Table of contents** | **Exhaustive** | **Correct** |  |
| **Automatically generated** | **Correct** |  |
|  | **Overview** | **Should related to the core units of competency** | **Well stated** |  |
| **Delete ‘Certificate’ and s from qualifications** | **Incorrectly stated with ’certificate’** | **Amended** |
|  | **Titles of the tables** | **Basic Units of Competency**  **Common ……**  **Core ……** | **Core units of competencies stated incorrectly** | **Amended** |
|  | **Column titles** | **Unit Code**  **Code …./OS/…/A** | **Correct** |  |
| **Unit Title**  **Title should have a verb, object and qualifier (VOQ)** | **Correct** |  |
|  | **Core units should be:** | * **Broad** * **Employable** * **Stand alone** * **General** | **Correct** |  |
|  | **Basic units of competency** | **Ensure the correct and updated basic units of competency for the level** |  |  |
|  | **1.Provide barbering services** |  | **1.** |  |
|  | **Unit title and code** | **Match with contents of the summary table** | **Correct** |  |
|  | **Unit description** | **Should capture all the elements of the competency.** | **All elements captured** |  |
|  | **Elements** | **Should be** key outcomes which make up workplace function | **Correct** |  |
| **Should range 3---6---max 9** | **3 ELEMENTS** |  |
| **Check the numbering** | **Corrected** |  |
|  | **Performance criteria** | **Should be stated in passive voice**  **Starts with the noun…** | **Correct** |  |
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| **Should contain a standard of performance… as per/in accordance with/ based on ….** | **Standard stated** |  |
|  | **Range** | **Should be exhaustive**  **All identified variable should be in the range** | **Exhaustive** |  |
| **…** may i**ncludes and not limited to: should be with the variable**  **…limited to:** | **Well stated** |  |
| **Variables should be numbered: 1…2…3..** | **Correct** |  |
| **Range is bulleted** | **Not bulleted** | **Amended** |
| **Variable should not be defined in the range** | **Well put** |  |
|  | **Required skill-** | **should be skills not personal attributes**  **Skills are acquired and improved continually**  **While attributes are inherent personal characteristics** | **Correct** |  |
|  | **Required knowledge** | **Should be general in tandem with the elements and the PCs** | **Correct** |  |
|  | **Evidence guide** | **Critical aspects should be exhaustive and well thought out** | **Correct** |  |
|  | Resource Implications for competence assessment | **General resource requirement for competence assessment for specific unit** | **Correct** |  |
|  | **Methods of assessment** | **Observation**  **Oral questioning**  **Written test**  **Portfolio of Evidence**  **Interview**  **Third party report** | **Correct** |  |
|  | Context of Assessment | **On-the-job**  **Off-the –job**  **During Industrial attachment** | **Well stated** |  |
|  | Guidance information for assessment | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. |  |  |

**2. PROVIDE HAIR ADDITION SERVICES**

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|  | **Unit title and code** | **Match with contents of the summary table** | **Correct** |  |
|  | **Unit description** | **Should capture all the elements of the competency.** | **All elements captured** |  |
|  | **Elements** | **Should be** key outcomes which make up workplace function | **Correct** |  |
| **Should range 3---6---max 9** | **3 correct** |  |
| **Check the numbering** | **Corrected** |  |
|  | **Performance criteria** | **Should be stated in passive voice**  **Starts with the noun…** | **Correct** |  |
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| **Should contain a standard of performance… as per/in accordance with/ based on ….** | **Well stated** |  |
|  | **Range** | **Should be exhaustive**  **All identified variable should be in the range** | **Products and supplies missing variable** | **Expert required** |
| **…** may i**ncludes and not limited to: should be with the variable**  **…limited to:** | **Correct** |  |
| **Variables should be numbered: 1…2…3..** | **Correct** |  |
| **Range is bulleted** | **Not bulleted** | **Amended** |
| **Variable should not be defined in the range** | **Well put** |  |
|  | **Required skill-** | **should be skills not personal attributes**  **Skills are acquired and improved continually**  **While attributes are inherent personal characteristics** | **Correct** |  |
|  | **Required knowledge** | **Should be general in tandem with the elements and the PCs** | **Correct** |  |
|  | **Evidence guide** | **Critical aspects should be exhaustive and well thought out** | **Correct** |  |
|  | Resource Implications for competence assessment | **General resource requirement for competence assessment for specific unit** | **Correct** |  |
|  | **Methods of assessment** | **Observation**  **Oral questioning**  **Written test**  **Portfolio of Evidence**  **Interview**  **Third party report** | **Correct** |  |
|  | Context of Assessment | **On-the-job**  **Off-the –job**  **During Industrial attachment** | **Well stated** |  |
|  | Guidance information for assessment | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. | **Correct** |  |
|  | **3.** PROVIDE HAIR COLOURING SERVICES |  |  |  |
|  | **Unit title and code** | **Match with contents of the summary table** | **Correct** |  |
|  | **Unit description** | **Should capture all the elements of the competency.** | **All elements captured** |  |
|  | **Elements** | **Should be** key outcomes which make up workplace function | **Correct** |  |
| **Should range 3---6---max 9** | **3 correct** |  |
| **Check the numbering** | **Corrected** |  |
|  | **Performance criteria** | **Should be stated in passive voice**  **Starts with the noun…** | **Correct** |  |
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| **Should contain a standard of performance… as per/in accordance with/ based on ….** | **All have standards** |  |
|  | **Range** | **Should be exhaustive**  **All identified variable should be in the range** | **Products and supplies** |  |
| **…** may i**ncludes and not limited to: should be with the variable**  **…limited to:** | **Well stated** |  |
| **Variables should be numbered: 1…2…3..** | **Correct** |  |
| **Range is bulleted** | **Not bulleted** | **Amended** |
| **Variable should not be defined in the range** | **Well put** |  |
|  | **Required skill-** | **should be skills not personal attributes**  **Skills are acquired and improved continually**  **While attributes are inherent personal characteristics** | **Correct** |  |
|  | **Required knowledge** | **Should be general in tandem with the elements and the PCs** | **Correct** |  |
|  | **Evidence guide** | **Critical aspects should be exhaustive and well thought out** | **Correct** |  |
|  | Resource Implications for competence assessment | **General resource requirement for competence assessment for specific unit** | **Correct** |  |
|  | **Methods of assessment** | **Observation**  **Oral questioning**  **Written test**  **Portfolio of Evidence**  **Interview**  **Third party report** | **Correct** |  |
|  | Context of Assessment | **On-the-job**  **Off-the –job**  **During Industrial attachment** | **Well stated** |  |
|  | Guidance information for assessment | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. | **Correct** |  |

# 4. PROVIDE HAIR SETTING AND STYLING SERVICES

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|  | **Unit title and code** | **Match with contents of the summary table** | **Correct** |  |
|  | **Unit description** | **Should capture all the elements of the competency.** | **All 3 elements captured** |  |
|  | **Elements** | **Should be** key outcomes which make up workplace function | **Correct** |  |
| **Should range 3---6---max 9** | **3-correct** |  |
| **Check the numbering** | **Corrected** |  |
|  | **Performance criteria** | **Should be stated in passive voice**  **Starts with the noun…** | **Correct** |  |
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| **Should contain a standard of performance… as per/in accordance with/ based on ….** | **Standards included** |  |
|  | **Range** | **Should be exhaustive**  **All identified variable should be in the range** | **Products and supplies** |  |
| **…** may i**ncludes and not limited to: should be with the variable**  **…limited to:** | **Correct** |  |
| **Variables should be numbered: 1…2…3..** | **Correct** |  |
| **Range is bulleted** | **Not bulleted** | **Amended** |
| **Variable should not be defined in the range** | **Well put** |  |
|  | **Required skill-** | **should be skills not personal attributes**  **Skills are acquired and improved continually**  **While attributes are inherent personal characteristics** | **Correct** |  |
|  | **Required knowledge** | **Should be general in tandem with the elements and the PCs** | **Correct** |  |
|  | **Evidence guide** | **Critical aspects should be exhaustive and well thought out** | **Correct** |  |
|  | Resource Implications for competence assessment | **General resource requirement for competence assessment for specific unit** | **Correct** |  |
|  | **Methods of assessment** | **Observation**  **Oral questioning**  **Written test**  **Portfolio of Evidence**  **Interview**  **Third party report** | **Correct** |  |
|  | Context of Assessment | **On-the-job**  **Off-the –job**  **During Industrial attachment** | **Well stated** |  |
|  | Guidance information for assessment | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. | **Correct** |  |
|  | 5. PRODUCE HAIR PIECE PRODUCTS |  |  |  |
|  | **Unit title and code** | **Match with contents of the summary table** | **Correct** |  |
|  | **Unit description** | **Should capture all the elements of the competency.** | **All elements captured** |  |
|  | **Elements** | **Should be** key outcomes which make up workplace function | **Correct** |  |
| **Should range 3---6---max 9** | **3-correct** |  |
| **Check the numbering** | **Corrected** |  |
|  | **Performance criteria** | **Should be stated in passive voice**  **Starts with the noun…** | **Correct** |  |
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| **Should contain a standard of performance… as per/in accordance with/ based on ….** | **Correctly stated** |  |
|  | **Range** | **Should be exhaustive**  **All identified variable should be in the range** | **Products and supplies missing** | **Expert required** |
| **…** may i**ncludes and not limited to: should be with the variable**  **…limited to:** | **Well stated** |  |
| **Variables should be numbered: 1…2…3..** | **Correct** |  |
| **Range is bulleted** | **Not bulleted** | **Amended** |
| **Variable should not be defined in the range** | **Well put** |  |
|  | **Required skill-** | **should be skills not personal attributes**  **Skills are acquired and improved continually**  **While attributes are inherent personal characteristics** | **Correct** |  |
|  | **Required knowledge** | **Should be general in tandem with the elements and the PCs** | **Correct** |  |
|  | **Evidence guide** | **Critical aspects should be exhaustive and well thought out** | **Correct** |  |
|  | Resource Implications for competence assessment | **General resource requirement for competence assessment for specific unit** | **Correct** |  |
|  | **Methods of assessment** | **Observation**  **Oral questioning**  **Written test**  **Portfolio of Evidence**  **Interview**  **Third party report** | **Correct** |  |
|  | Context of Assessment | **On-the-job**  **Off-the –job**  **During Industrial attachment** | **Well stated** |  |
|  | Guidance information for assessment | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. | **Correct** |  |

**TEMPLATE FOR EDITING OF CURRICULUM**

**Editor: …Everline…**

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|  | **Cur Title: HAIRDRESSING…….. & Level …3…** | | | |
| **S/No** | **SECTION** | **Areas of consideration** | **Status** | **Remarks** |
|  | **Cover Page** | **Title and level (Course of study)** |  |  |
|  | **Copyright statement** | **Symbol** | **Incorrect** | **Corrected** |
|  | **Document type** |  |  |
| **Email address** | [**info@tvetcdacc.go.ke**](mailto:info@tvetcdacc.go.ke) | **Correct** |  |
|  | **Website:** | [**www.tvetcdacc.go.ke**](http://www.tvetcdacc.go.ke) |  | **Removed** |
|  | **Footer** | **Consistency in Year and format**  **(Retrocet)**  **©TVETCDACC year** | **Correct** |  |
|  | **Formatting** | **Times New Roman**  **Spacing 1.15**  **Font 12** | **Correct** |  |
|  | **Preliminary pages** | **Roman numbers** | **Correct** |  |
|  | **Foreword** | **4th paragraph-check the sector** | **Correct** |  |
|  |  |
|  | **Sign off-PS -VTT** | **Correct** |  |
|  | **Preface** | **3rd paragraph-check SSAC name** | **Correct** |  |
| **Add 4th paragraph** | This curriculum has been developed following the CBET framework policy; the CBETA standards and guidelines provided by the TVET Authority and the Kenya National Qualification Framework designed by the Kenya National Qualification Authority. | **4th paragraph**  **Missing.** | **4th paragraph added.** |
|  | **5th paragraph- check SSAC name** | **Correct** |  |
|  | **Sign off-Chairperson TVET CDACC (Office)** | **Sign off as chairman** | **Amended** |
|  | **Acknowledgement** | **It’s a curriculum…**  **Check the SSAC** | **Correct** |  |
| **Sign off-CEO/Council Secretary** | **Correct** |  |
|  | **Abbreviations and Acronyms** | **Exhaustive and relevant** | **Correct** |  |
| **Sorted in alphabetical order** | **Correct** |  |
|  | **Key to unit code** | **Curriculum-../CU/..** | **Correct** |  |
| **…./BC/….** | **Correct** |  |
| **Version control A** | **Control version B** | **Expert Required** |
|  | **Table of contents** | **Exhaustive** | **Exhaustive** |  |
| **Automatically generated** | **Yes** |  |
|  | **Course Overview** | **Should related to the core units of competency** | **Related to the core units of competency** |  |
| **Delete ‘Certificate’ and s from qualifications** | **Correct** | **Correct** |
| **Look out for “Units of Learning”** | **Correct** |  |
| 1. **Q** | **Titles of the tables** | **Basic Units of Learning**  **Common ……**  **Core ……** | **Core units of learning stated as level 4** | **Amended** |
| **Column titles** | **Unit Code**  **Code …./CU/…/A** | **Unit code for basic units of learning missing Version Control** | **Added Version control ‘A’** |
|  | **Unit Title** | **Title should not have a verb, object and qualifier (VOQ)** | **Correct** |  |
| **Should be a unit of learning in an institution** | **Correct** |  |
| **Check for consistency with the OS for every unit** | **Correct** |  |
| **Confirm duration and credit factor** | **Correct** |  |
| **Confirm the duration for basic units per level** | **Correct** |  |
| **Confirm total hours and credit factor** | **Correct** |  |
|  | **Industrial attachment –** | **needs further discussion** | **Correct** |  |
| **Entry behavior** | **check for each level-KNQA**  **Level 6-C Minus**  **or**  **Cert. level 5 or**  **Equivalent** | **Correct** |  |
| **Level 5-D plain or**  **Cert level 4 or**  **Equivalent** | **Correct** |  |
| **Level 4-KCSE certificate or**  **Cert level 3 or**  **Equivalent** | **Correct** |  |
| **Level 3-KCPE certificate or**  **Cert level 3 or**  **Equivalent** | **Correct** |  |
| **Trainer qualification** | **A trainer for this course should have a higher qualification than the level of this course** | **Missing** | **Experts required** |
| **Assessment** | **Further discussion** | **Needs further discussion** |  |
| **Certification** | **Look out for Certificate of competency..**  **National certificate….**  **Course** | **Correct** |  |
| **Basic units of learning** | **Ensure the correct and updated basic units of learning for the level** | **Correct** |  |
| **1.Barbering services** |  |  |  |
| **Unit of learning Title** | **There should be consistency with the summary table** | **Correct** |  |
| **Unit code** | **Consistency** | **Correct** |  |
|  | **Related OS** | **Capture correct Unit of Competency** | **Correct** |  |
| **Duration** | **Consistency with table** | **Correct** |  |
| **Unit description** | **Consistency with OS** | **Consistent** |  |
| **Summary of Learning outcomes** | **Consistency with Elements in the OS** | **Consistent** |  |
| **Learning outcomes** | **Consistency with Summary of learning outcomes** | **Correct** |  |
|  | **Content** | **Adequacy (needs experts trainers)** | **Experts required** |  |
|  | **Suggested assessment methods** | **Consistency with the learning outcomes**  **Should be methods of assessment** | **Correct** |  |
|  | **Suggested ~~Delivery Methods~~** | **Suggested Methods of instruction** | **Correct** |  |
|  | **Recommended Resources** | **Should be consistent with the unit of learning** | **Correct** |  |

**2.PROVIDE WASH AND SET SERVICES**

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| **Unit of learning Title** | **There should be consistency with the summary table** | **Correct** |  |
| **Unit code** | **Consistency** | **Correct** |  |
|  | **Related OS** | **Capture correct Unit of Competency** | **Correct** |  |
| **Duration** | **Consistency with table** | **Correct** |  |
| **Unit description** | **Consistency with OS** | **Consistent** |  |
| **Summary of Learning outcomes** | **Consistency with Elements in the OS** | **Consistent** |  |
| **Learning outcomes** | **Consistency with Summary of learning outcomes** | **Correct** |  |
|  | **Content** | **Adequacy (needs experts trainers)** | **Experts required** |  |
|  | **Suggested assessment methods** | **Consistency with the learning outcomes**  **Should be methods of assessment** | **Correct** |  |
|  | **Suggested ~~Delivery Methods~~** | **Suggested Methods of instruction** | **Correct** |  |
|  | **Recommended Resources** | **Should be consistent with the unit of learning** | **Correct** |  |

**3. PLATING AND BRAIDING SERVICES**

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| **Unit of learning Title** | **There should be consistency with the summary table** | **Correct** |  |
| **Unit code** | **Consistency** | **Correct** |  |
|  | **Related OS** | **Capture correct Unit of Competency** | **Correct** |  |
| **Duration** | **Consistency with table** | **Correct** |  |
| **Unit description** | **Consistency with OS** | **Consistent** |  |
| **Summary of Learning outcomes** | **Consistency with Elements in the OS** | **Consistent** |  |
| **Learning outcomes** | **Consistency with Summary of learning outcomes** | **Correct** |  |
|  | **Content** | **Adequacy (needs experts trainers)** | **Experts required** |  |
|  | **Suggested assessment methods** | **Consistency with the learning outcomes**  **Should be methods of assessment** | **Correct** |  |
|  | **Suggested ~~Delivery Methods~~** | **Suggested Methods of instruction** | **Correct** |  |
|  | **Recommended Resources** | **Should be consistent with the unit of learning** | **Correct** |  |
|  |  |  |  |  |