**TEMPLATE FOR EDITING OF OCCUPATIONAL STANDARDS**

**Editor: …MERCY NG’ANG’A…**

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

**UNIT 2:**

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

**UNIT 3:**

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

**UNIT 4:**

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

**TEMPLATE FOR EDITING OF CURRICULUM**

**Editor: …MERCY NG’ANG’A…**

|  |  |
| --- | --- |
|  | **Cur Title: BEAUTY THERAPY & Level 3** |
| **S/No** | **SECTION** | **Areas of consideration** | **Status** | **Remarks** |
|  | **Cover Page** | **Title and level (Course of study)** | **Well stated** |  |
|  | **Copyright statement** | **Symbol** | **First publish is not improved** | **improved** |
|  | **Document type** | **Well provided** |  |
| **Email address** | **info@tvetcdacc.go.ke** | **Well provided** |  |
|  | **Footer** | **Consistency in Year and format****(Retrocet)****©TVETCDACC year** | **Well provided** |  |
|  | **Formatting** | **Times New Roman****Spacing 1.15****Font 12** | **provided** | **updated** |
|  | **Preliminary pages** | **Roman numbers** |  |  |
|  | **Foreword**  | **4th paragraph-check the sector** |  |  |
|  |  |
|  | **Sign off-PS -VTT** |  |  |
|  | **Preface** | **3rd paragraph-check SSAC name** |  |  |
| **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. |  |  |
|  | **5th paragraph- check SSAC name** |  |  |
|  | **Sign off-Chairperson TVET CDACC (Office)** |  |  |
|  | **Acknowledgement**  | **It’s a curriculum…****Check the SSAC** |  |  |
| **Sign off-CEO/Council Secretary** |  |  |
|  | **Abbreviations and Acronyms** | **Exhaustive and relevant**  |  |  |
| **Sorted in alphabetical order** |  |  |
|  | **Key to unit code** | **Curriculum-../CU/..** |  |  |
| **…./BC/….** |  |  |
| **Version control A** |  |  |
|  | **Table of contents** | **Exhaustive** |  |  |
| **Automatically generated** |  |  |
|  | **Course Overview** | **Should related to the core units of competency**  |  |  |
| **Delete ‘Certificate’ and s from qualifications** |  |  |
| **Look out for “Units of Learning”** |  |  |
|  | **Titles of the tables** | **Basic Units of Learning****Common ……****Core ……** |  |  |
| **Column titles** | **Unit Code****Code …./CU/…/A** |  |  |
|  | **Unit Title** | **Title should not have a verb, object and qualifier (VOQ)** |  |  |
| **Should be a unit of learning in an institution** |  |  |
| **Check for consistency with the OS for every unit** |  |  |
| **Confirm duration and credit factor** |  |  |
| **Confirm the duration for basic units per level** |  |  |
| **Confirm total hours and credit factor** |  |  |
|  | **Industrial attachment –** | **needs further discussion** |  |  |
| **Entry behavior** | **check for each level-KNQA****Level 6-C Minus** **or****Cert. level 5 or****Equivalent** |  |  |
| **Level 5-D plain or****Cert level 4 or****Equivalent** |  |  |
| **Level 4-KCSE certificate or****Cert level 3 or****Equivalent** |  |  |
| **Level 3-KCPE certificate or****Cert level 3 or****Equivalent** |  |  |
| **Trainer qualification** | **A trainer for this course should have a higher qualification than the level of this course** |  |  |
| **Assessment** | **Further discussion** |  |  |
| **Certification** | **Look out for Certificate of competency..****National certificate….****Course** |  |  |
| **Basic units of learning** | **Ensure the correct and updated basic units of learning for the level**  |  |  |
| **Unit of learning Title** | **There should be consistency with the summary table**  |  |  |
| **Unit code** | **Consistency** |  |  |
|  | **Related OS** | **Capture correct Unit of Competency** |  |  |
| **Duration**  | **Consistency with table** |  |  |
| **Unit description** | **Consistency with OS** |  |  |
| **Summary of Learning outcomes** | **Consistency with Elements in the OS** |  |  |
| **Learning outcomes** | **Consistency with Summary of learning outcomes** |  |  |
|  | **Content** | **Adequacy (needs experts trainers)** |  |  |
|  | **Suggested assessment methods** | **Consistency with the learning outcomes****Should be methods of assessment**  |  |  |
|  | **Suggested ~~Delivery Methods~~** | **Suggested Methods of instruction** |  |  |
|  | **Recommended Resources**  | **Should be consistent with the unit of learning**  |  |  |