

**TEMPLATE FOR EDITING OF OCCUPATIONAL STANDARDS**

**Editor: Beartrice Osumbah**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **OS Title: SOIL TECHNICIAN**  **Level: 3** | | | | |
| **S/No** | **SECTION** | **Areas of consideration** | **Status** | **Remarks** |
|  | Cover Page | Title and level (occupation) | CD | none |
|  | Copyright statement | Symbol, year, entity  © 2019, TVET CDACC | CD | none |
| Document type | CD | None |
| Email address | info@tvetcdacc.go.ke |  | Amended |
|  | Footer | Consistency in Year and format  (use Retrospect) | CD | None |
| Copy right to the left | CD | None |
| Page numbers to the right | CD | None |
|  | Formatting | * Times New Roman * Spacing 1.15 * Font 12 |  |  |
|  | Preliminary pages | Roman numbers | CD | None |
|  | Foreword | 3rd paragraph-check curriculum title  Change ‘bases’ to ‘basis’ | Soil management  bases | Amended to OS  Amended |
| 4th paragraph-check the sector | soil | Amended to Agriculture |
| Sign off-PS -VTT (Office) | CD | None |
|  | Preface | 3rd paragraph-check SSAC name | Soil | Amended to soil management |
| 3rd paragraph-check curriculum title  Change ‘bases’ to ‘basis’ | CD  bases | None  basis |
| Sign off-Chairperson TVET CDACC (Office) |  |  |
|  | Acknowledgement | Check the SSAC | Soil | Amended to Soil Management |
| Sign off-Chairperson of SSAC (office) | Name of chair indicated | Amended |
|  | Acronyms | Add ‘Abbreviations’ |  | Amended |
| Exhaustive and relevant |  |  |
| Sorted in alphabetical order |  |  |
|  | Key to unit code | OS-OS | CD | None |
| …./BC/…. | CD | None |
| Version control A | CD | None |
|  | Table of Contents | Exhaustive |  | Amended |
| Automatically generated |  | Amended |
|  | Overview | Should related to the core units of competency | CD | None |
| Delete ‘Certificate’ and s from qualifications |  | Amended |
|  | Titles of the tables | Basic Units of Competency NOT competencies  Common ……  Core …… | Basic Units of Competency  Common Units of Learning  Core units of competencies    Sector SOIL | Amended  Amended  Amended  changed to Agriculture |
|  | Column titles | Unit Code  Code …./OS/…/A | UNIT OF COMPETENCY CODE  UNIT OF COMPETENCY TITLE | Amended  Amended |
| Unit Title-  Title should have a verb, object and qualifier (VOQ) |  |  |
|  | Core units should be: | * Broad * Employable * Stand alone * General | CR unit 02 verb is apply | Amended to Practice |
|  | Basic units of competency | Ensure the correct and updated basic units of competency for the level |  |  |
|  | Unit title and code  (APPLY PRINCIPLES OF AGRICULTURE) | Match with contents of the summary table  check version control  Confirm competency type (OS,BC/ CC/CR) | CD  CD  CD | None  None  None |
|  | Unit Code | Consistency with table code | SL | Amended to AG |
|  | Unit description | Should capture all the elements of the competency. | CD | None |
|  | Elements | Should be key outcomes which make up workplace function | CD | None |
| Should range 3---6---max 9 | 4 | None |
| Check the numbering | CD | None |
|  | Performance criteria | Should be stated in passive voice  Starts with the noun… | CD  CD | None  None |
| Should contain a standard of performance… as per/in accordance with/ based on …. | Some don’t have standards | Amended |
|  | Range | Should be exhaustive  All identified variable should be in the range | Not exhaustive  CD | Expert required  None |
| Add “… may include but not limited to/limited to” to the variable | Sentence not correct | Amended |
| Variables should be numbered: 1…2…3.. | CD | None |
| Range is bulleted | CD | None |
| Variable should not be defined in the range | CD | None |
|  | Required skill- | should be skills not personal attributes  Skills are acquired and improved continually  While attributes are inherent personal characteristics | CD | None |
|  | Required knowledge | Should be general in tandem with the elements and the PCs | CD | None |
|  | Evidence guide | Critical aspects should be exhaustive and well thought out  Check numbering  Check Sentence construction/framing | Not exhaustive  CD | Amended  None |
|  | Resource Implications for competence assessment | General resource requirement for competence assessment for specific unit | General statements given | Expert required |
|  | Methods of assessment | Observation  Oral questioning  Written test  Portfolio of Evidence  Interview  Third party report | Not correctly done | Amended |
|  | Context of Assessment | On-the-job  Off-the –job  During Industrial attachment | Not correct | Amended |
|  | Guidance information for assessment | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. | CD | none |
|  | Unit title and code  (MANAGE SOIL FERTILITY) | Match with contents of the summary table  check version control  Confirm competency type (OS,BC/ CC/CR) | CD  CD  CD | None  None  None |
|  | Unit Code | Check Consistency with table code | Sector- SL | Amended to AG |
|  | Unit description | Should capture all the elements of the competency. | Not correctly stated | amended |
|  | Elements | Should be key outcomes which make up workplace function | Some not started with active verb | amended |
| Should range 3---6---max 9 | 5 | None |
| Check the numbering | CD | None |
|  | Performance criteria | Should be stated in passive voice  Starts with the noun…  Check numbering | CD  CD  Not correct | None  None  Amended |
| Should contain a standard of performance… as per/in accordance with/ based on …. | Some have no standards | Amended |
|  | Range | Should be exhaustive  All identified variable should be in the range | Not exhaustive | Expert required |
| Add “… may include but not limited to/limited to” to the variable | Not correctly stated | Amended |
| Variables should be numbered: 1…2…3.. | CD | None |
| Range is bulleted | CD | None |
| Variable should not be defined in the range | CD | None |
|  | Required skill- | should be skills not personal attributes  Skills are acquired and improved continually  While attributes are inherent personal characteristics | Most skills are knowledge | Amended |
|  | Required knowledge | Should be general in tandem with the elements and the PCs | CD | None |
|  | Evidence guide | Critical aspects should be exhaustive and well thought out  Check numbering  Check Sentence construction/framing | Not exhaustive  PCs for element 5 not correctly numbered  CD | Amended  Amended  None |
|  | Resource Implications for competence assessment | General resource requirement for competence assessment for specific unit | Generalized | Experts required |
|  | Methods of assessment | Observation  Oral questioning  Written test  Portfolio of Evidence  Interview  Third party report | Not exhaustive | Amended |
|  | Context of Assessment | On-the-job  Off-the –job  During Industrial attachment | Not correct | Amended |
|  | Guidance information for assessment | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. | CD | None |
|  | Unit title and code  (PRACTICE CONSERVATION AGRICULTURE) | Match with contents of the summary table  check version control  Confirm competency type (OS,BC/ CC/CR) | Verb “apply” changed to “Practice” |  |
|  | Unit Code | Check Consistency with table code | Sector “SL” | Amended to “AG” |
|  | Unit description | Should capture all the elements of the competency. | Overview lacking | Amended |
|  | Elements | Should be key outcomes which make up workplace function | CD | None |
| Should range 3---6---max 9 | 4 | None |
| Check the numbering | CD | None |
|  | Performance criteria | Should be stated in passive voice  Starts with the noun… | CD  CD | None  None |
| Should contain a standard of performance… as per/in accordance with/ based on …. | CD | None |
|  | Range | Should be exhaustive  All identified variable should be in the range | Not exhaustive  CD | Expert required  None |
| Add “… may include but not limited to/limited to” to the variable | Sentence not correctly stated | Amended |
| Variables should be numbered: 1…2…3.. | CD | None |
| Range is bulleted | CD | None |
| Variable should not be defined in the range | CD | None |
|  | Required skill- | should be skills not personal attributes  Skills are acquired and improved continually  While attributes are inherent personal characteristics | Most are knowledge | Amended |
|  | Required knowledge | Should be general in tandem with the elements and the PCs | Not exhaustive | Amended |
|  | Evidence guide | Critical aspects should be exhaustive and well thought out  Check numbering  Check Sentence construction/framing | Not exhaustive  CD  CD | Amended  None  None |
|  | Resource Implications for competence assessment | General resource requirement for competence assessment for specific unit | Generalized | Expert required |
|  | Methods of assessment | Observation  Oral questioning  Written test  Portfolio of Evidence  Interview  Third party report | Not exhaustive | Amended |
|  | Context of Assessment | On-the-job  Off-the –job  During Industrial attachment | Not correctly stated | amended |
|  | Guidance information for assessment | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. | CD | none |
|  | Unit title and code (CONSERVE SOIL AND WATER) | Match with contents of the summary table  check version control  Confirm competency type (OS,BC/ CC/CR) | SL  CD  CD | Amended to AG  None  None |
|  | Unit Code | Check Consistency with table code | SL | Amended to AG |
|  | Unit description | Should capture all the elements of the competency. | Not correct | Amended |
|  | Elements | Should be key outcomes which make up workplace function | CD | None |
| Should range 3---6---max 9 | 3 | None |
| Check the numbering | CD | None |
|  | Performance criteria | Should be stated in passive voice  Starts with the noun… | CD  CD | None  None |
| Should contain a standard of performance… as per/in accordance with/ based on …. | Some did not have standards | Amende d |
|  | Range | Should be exhaustive  All identified variable should be in the range | Not exhaustive | Expert required |
| Add “… may include but not limited to/limited to” to the variable | Not correctly stated | Amended |
| Variables should be numbered: 1…2…3.. | CD | None |
| Range is bulleted | CD | None |
| Variable should not be defined in the range | CD | None |
| Variables arranged in the order that they occur in the PC | CD | None |
|  | Required skill- | should be skills not personal attributes  Skills are acquired and improved continually  While attributes are inherent personal characteristics | Not correctly stated | Amended |
|  | Required knowledge | Should be general in tandem with the elements and the PCs | CD | None |
|  | Evidence guide | Critical aspects should be exhaustive and well thought out  Check numbering  Check Sentence construction/framing | Not exhaustive  CD  CD | Amended  None  None |
|  | Resource Implications for competence assessment | General resource requirement for competence assessment for specific unit | Generalized | Expert required |
|  | Methods of assessment | Observation  Oral questioning  Written test  Portfolio of Evidence  Interview  Third party report |  |  |
|  | Context of Assessment | On-the-job  Off-the –job  During Industrial attachment |  |  |
|  | Guidance information for assessment | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. |  |  |

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**TEMPLATE FOR EDITING OF CURRICULUM**

**Editor: Beatrice Osumbah**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Cur Title: SOIL MANAGEMENT**  **Level: 3** | | | |
| **S/No** | **SECTION** | **Areas of consideration** | **Status** | **Remarks** |
|  | Cover Page | Title and level (Course of study) | CD | None |
|  | Copyright statement | Symbol | Symbol used | Amended |
| Document type | CD | None |
| Email address | info@tvetcdacc.go.ke |  | Amended |
|  | Footer | Consistency in Year and format  (Retrospect)  © year, TVETCDACC | CD | None |
| Copyright statement to the left | CD | None |
| Page numbers to the right | CD | None |
|  | Formatting | Times New Roman  Spacing 1.15  Font 12 |  |  |
|  | Preliminary pages | Roman numbers | CD | None |
|  | Main document | Arabic numbers | CD | None |
|  | Foreword | 4th paragraph-check the sector | Soil | Amended to Agriculture |
| Sign off-PS -VTT (office) | CD | None |
|  | Preface | 3rd paragraph-check SSAC name | Soil | Amended |
| 4th paragraph add- 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 | Soil | amended |
| Sign off-Chairperson TVET CDACC (Office) | Name of officer included | amended |
|  | Acknowledgement | It’s a curriculum…  Check the SSAC | SSAC name Not mentioned | amended |
| Sign off-CEO/Council Secretary (Office) | Name of officer included | Amended |
|  | Table of Contents | To be placed after acknowledgements |  |  |
| Exhaustive |  |  |
| Automatically generated |  |  |
|  | Acronyms | Add Abbreviations |  |  |
| Exhaustive and relevant |  |  |
| Sorted in alphabetical order |  |  |
|  | Key to unit code | Curriculum-../CU/.. | Sector indicated as SL | Amended to AG |
| …./BC/…. | CD | None |
| Version control A | CD | None |
|  | Course Overview | Should related to the core Units of Competency | CD | None |
| Delete ‘Certificate’ and s from ‘qualifications’ | Not correctly stated | Amended |
| Look out for “Units of Learning” | CD | None |
|  | Titles of the tables | Basic Units of Learning  Common ……  Core …… | CD | None |
| Column titles | Unit Code  Code …./CU/…/A | CD | None |
|  | Unit Title | Title should not have a verb, object and qualifier (VOQ) | CD | None |
| Should be a unit of learning in an institution | CD | None |
| Check for consistency with the OS for every unit | CD | None |
| Confirm duration and credit factor | CD | None |
| Confirm the duration for basic units per level |  |  |
| Confirm total hours and credit factor |  |  |
|  | Industrial attachment – | needs further discussion | 120 | Amended to 300 |
|  | 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 2 or  Equivalent |  |  |
|  | Trainer qualification- to be added | A trainer for this course should have a higher qualification than the level of this course |  |  |
|  | Assessment | To be retained the way it is | CD | None |
|  | Certification | Look out for Certificate of Competency..  National Certificate….  Course | Not correctly stated | Amended |
|  | Basic Units of Learning | Ensure the correct and updated basic units of learning for the level |  |  |
|  | Unit of learning Title (PRINCIPLES OF AGRICULTURE) | There should be consistency with the summary table | CD | None |
|  | Unit code | Check Consistency with summary table | SL | AG |
|  | Relationship to OS | Capture correct Unit of Competency | CD | None |
|  | Duration | Consistency with summary table | CD | None |
|  | Unit description | Consistency with OS | Not correctly stated | Amended |
|  | Summary of Learning outcomes | Consistency with Elements in the OS | CD | None |
|  | Learning outcome | Consistency with Summary of learning outcomes | CD | None |
|  | Content | Adequacy (needs experts trainers) |  | Not amended |
| Bullets to be changed |  | Amended |
|  | Suggested assessment methods | Consistency with the learning outcomes  Should be methods of assessment | CD | None |
|  | Suggested Delivery Methods | Change to – “Suggested Methods of Instruction” |  | Amended |
|  | Recommended Resources | Should be consistent with the Unit of Learning | Manuals not omitted | Amended |
|  | Unit of learning Title (MANAGEMENT OF SOIL FERTILITY) | There should be consistency with the summary table |  | Title recast |
|  | Unit code | Check Consistency with summary table | SL | Amended to AG |
|  | Relationship to OS | Capture correct Unit of Competency | CD | None |
|  | Duration | Consistency with summary table | CD | None |
|  | Unit description | Consistency with OS | Not correctly stated | amended |
|  | Summary of Learning outcomes | Consistency with Elements in the OS | Some not consistent | amended |
|  | Learning outcome | Consistency with Summary of learning outcomes | Nos 4 and 5 do not start with action verb | amended |
|  | Content | Adequacy (needs experts trainers) |  | Not amended |
|  | Suggested assessment methods | Consistency with the learning outcomes  Should be methods of assessment |  | amended |
|  | Suggested Delivery Methods | Change to – “Suggested Methods of Instruction” |  | Amended |
|  | Recommended Resources | Should be consistent with the Unit of Learning | Manuals omitted | amended |
|  | Unit of learning Title (CONSERVATION AGRICULTURE) | There should be consistency with the summary table | CD | None |
|  | Unit code | Check Consistency with summary table | SL | AG |
|  | Relationship to OS | Capture correct Unit of Competency | apply | practice |
|  | Duration | Consistency with summary table | CD | None |
|  | Unit description | Consistency with OS | CD | None |
|  | Summary of Learning outcomes | Consistency with Elements in the OS | CD | None |
|  | Learning outcome | Consistency with Summary of learning outcomes | CD | None |
| Change bullettypes |  | amended |
|  | Content | Adequacy (needs experts trainers) |  | Not amended |
| Change bullet types |  | amended |
|  | Suggested assessment methods | Consistency with the learning outcomes  Should be methods of assessment | CD | None |
| Change bullet types |  | amended |
|  | Suggested Delivery Methods | Change to – “Suggested Methods of Instruction” |  | amended |
|  | Recommended Resources | Should be consistent with the Unit of Learning | Manuals omitted | Amended |
|  | Unit of learning Title (SOIL AND WATER CONSERVATION | There should be consistency with the summary table | CD | None |
|  | Unit code | Check Consistency with summary table | SL | AG |
|  | Relationship to OS | Capture correct Unit of Competency | CD | None |
|  | Duration | Consistency with summary table | CD | None |
|  | Unit description | Consistency with OS |  | amended |
|  | Summary of Learning outcomes | Consistency with Elements in the OS | One element omitted | amended |
|  | Learning outcome | Consistency with Summary of learning outcomes | One Learning Outcome omitted | Expert required |
|  | Content | Adequacy (needs experts trainers) |  | Not amended |
| Change bullet type |  | Amended |
|  | Suggested assessment methods | Consistency with the learning outcomes  Should be methods of assessment | CD | None |
| Change bullet type |  | amended |
|  | Suggested Delivery Methods | Change to – “Suggested Methods of Instruction” |  | Amended |
|  | Recommended Resources | Should be consistent with the Unit of Learning | Manuals omitted | amended |