**TEMPLATE FOR EDITING OF OCCUPATIONAL STANDARDS**

**Editor: Emily Kinoti**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **OS Title: AUTOMOTIVE TECHNICIAN LEVEL 5** | | | |
| **S/No** | **SECTION** | **Areas of consideration** | **Status** | **Remarks** |
|  | **Cover Page** | **Title and level (occupation)** | **occupation not correct** | **Corrected** |
|  | **Copyright statement** | **Symbol** | **Available** | **Removed the word Copyright** |
| **Document type** | **Ok** |  |
| **Email address** | **info@tvetcdacc.go.ke** | **Not there** | **Added the email in place of** [**cdacc.tvet@gmail.com**](mailto:cdacc.tvet@gmail.com) |
|  | **Website:** | **www.tvetcdacc.go.ke** | **Not there** | **added** |
|  | **Footer** | **Consistency in Year and format**  **(Retrocet)** | **Ok** |  |
|  | **Formatting** | * **Times New Roman** * **Spacing 1.15** * **Font 12** | **OK** |  |
|  | **Preliminary pages** | **Roman numbers** | **Ok** |  |
|  | **Foreword** | **3rd paragraph-check curriculum title** | **Wrongly captured** | **Corrected** |
| **4th paragraph-check the sector** | **Wrong Sector** | **Corrected** |
| **Sign off-PS -VTT** | **Ok** |  |
|  | **Preface** | **3rd paragraph-check SSAC name** | **Ok** |  |
|  |  |  |
| **3rd paragraph-check curriculum title** | **Wrongly captured** | **Corrected** |
| **Sign off-Chairperson TVET CDACC (Office)** | **Name included** | **Name removed** |
|  | **Acknowledgement** | **Check the SSAC** | **Ok** |  |
| **Sign off-Chairperson of SSAC** | **OK** |  |
|  | **Abbreviations and Acronyms** | **Exhaustive and relevant** | **-The term abbreviations missing**  **-KNQA ,KNQF appearing,KSCE but not used in document** | **Added**  **Removed** |
| **Sorted in alphabetical order** | **Ok** |  |
|  | **Key to unit code** | **OS-OS** | **Ok** |  |
| **…./BC/….** | **Ok** |  |
| **Version control A** | **Not included** | **Added** |
|  | **Table of contents** | **Exhaustive** | **Ok** |  |
| **Automatically generated** | **Ok** |  |
|  | **Overview** | **Should related to the core units of competency** | **Ok** |  |
| **Delete ‘Certificate’ and s from qualifications** | **Ok** |  |
|  | **Titles of the tables** | **Basic Units of Competency**  **Common ……**  **Core ……** | **Not put in table format** | **Put in table format** |
|  | **Column titles** | **Unit Code**  **Code …./OS/…/A** | **Missing** | **Added** |
| **Unit Title**  **Title should have a verb, object and qualifier (VOQ)** | **Some title not stating with verb** | **corrected** |
| **COMMON UNITS** | | | | |
| **PREPARE AND INTERPRATE TECHNICAL DRAWING** | | | | |
|  | **Unit title and code** | **Match with contents of the summary table** | **Code missing control version** | **Added** |
|  | **Unit description** | **Should capture all the elements of the competency.** | **OK** |  |
|  | **Elements** | **Should be** key outcomes which make up workplace function | **OK** |  |
|  |  | **Should range 3---6---max 9** | **OK** |  |
|  |  | **Check the numbering** | **OK** |  |
|  | **Performance criteria** | **Should be stated in passive voice**  **Starts with the noun…** | **OK** |  |
|  |  | **Should contain a standard of performance… as per/in accordance with/ based on ….** | **OK** |  |
|  | **Range** | **Should be exhaustive**  **All identified variable should be in the range** | **OK** |  |
|  |  | **…** may i**ncludes and not limited to: should be with the variable**  **…limited to:** | **Wrongly placed** | **Corrected** |
|  |  | **Variables should be numbered: 1…2…3..** | **OK** |  |
|  |  | **Range is bulleted** | **OK** |  |
|  |  | **Variable should not be defined in the range** | **OK** |  |
|  | **Required skill-** | **should be skills not personal attributes**  **Skills are acquired and improved continually**  **While attributes are inherent personal characteristics** | **OK** |  |
|  | **Required knowledge** | **Should be general in tandem with the elements and the PCs** | **OK** |  |
|  | **Evidence guide** | **Critical aspects should be exhaustive and well thought out** | **OK** |  |
|  | **Resource Implications for competence assessment** | **General resource requirement for competence assessment for specific unit** | **OK** |  |
|  | **Methods of assessment** | **Observation**  **Oral questioning**  **Written test**  **Portfolio of Evidence**  **Interview**  **Third party report** | **OK** |  |
|  | **Context of Assessment** | **On-the-job**  **Off-the –job**  **During Industrial attachment** | **OK** |  |
|  | **Guidance information for assessment** | **Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.** | **OK** |  |
| **APPLY ENGINEERING MATHEMATICS** | | | | |
|  | **Unit title and code** | **Match with contents of the summary table** | **Version control missing in code** | **inserted** |
|  | **Unit description** | **Should capture all the elements of the competency.** | **All elements not captured** | **amended** |
|  | **Elements** | **Should be** key outcomes which make up workplace function | **OK** |  |
|  |  | **Should range 3---6---max 9** | **OK** |  |
|  |  | **Check the numbering** | **OK** |  |
|  | **Performance criteria** | **Should be stated in passive voice**  **Starts with the noun…** | **OK** |  |
|  |  | **Should contain a standard of performance… as per/in accordance with/ based on ….** | **OK** |  |
|  | **Range** | **Should be exhaustive**  **All identified variable should be in the range** | **The ones in the range not highlighted in the PCs** | **Highlighted in PCs** |
|  |  | **…** may i**ncludes and not limited to: should be with the variable**  **…limited to:** | **Wrongly placed** | **Corrected** |
|  |  | **Variables should be numbered: 1…2…3..** | **OK** |  |
|  |  | **Range is bulleted** | **OK** |  |
|  |  | **Variable should not be defined in the range** | **OK** |  |
|  | **Required skill-** | **should be skills not personal attributes**  **Skills are acquired and improved continually**  **While attributes are inherent personal characteristics** | **OK** |  |
|  | **Required knowledge** | **Should be general in tandem with the elements and the PCs** | **OK** |  |
|  | **Evidence guide** | **Critical aspects should be exhaustive and well thought out** | **OK** |  |
|  | **Resource Implications for competence assessment** | **General resource requirement for competence assessment for specific unit** | **OK** |  |
|  | **Methods of assessment** | **Observation**  **Oral questioning**  **Written test**  **Portfolio of Evidence**  **Interview**  **Third party report** | **OK** |  |
|  | **Context of Assessment** | **On-the-job**  **Off-the –job**  **During Industrial attachment** | **OK** |  |
|  | **Guidance information for assessment** | **Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.** | **OK** |  |
| **APPLY AUTOMOTIVE ENGINEERING SCIENCE PRINCIPLES** | | | | |
|  | **Unit title and code** | **Match with contents of the summary table** | **Name Science and principles appearing both**  **-Version Control Missing** | **-Removed Science**  **-Added version Control** |
|  | **Unit description** | **Should capture all the elements of the competency.** | **All elements not captured** | **Added missing one** |
|  | **Elements** | **Should be** key outcomes which make up workplace function | **OK** |  |
| **Should range 3---6---max 9** | **OK** |  |
| **Check the numbering** | **OK** |  |
|  | **Performance criteria** | **Should be stated in passive voice**  **Starts with the noun…** |  |  |
|  |  | **Should contain a standard of performance… as per/in accordance with/ based on ….** | **Some missing Standards** | **Experts needed** |
|  | **Range** | **Should be exhaustive**  **All identified variable should be in the range** | **OK** |  |
| **…** may i**ncludes and not limited to: should be with the variable**  **…limited to:** | **Wrongly placed** | **Corrected** |
| **Variables should be numbered: 1…2…3..** | **OK** |  |
| **Range is bulleted** | **Not Bulleted** | **Corrected** |
| **Variable should not be defined in the range** | **OK** |  |
|  | **Required skill-** | **should be skills not personal attributes**  **Skills are acquired and improved continually**  **While attributes are inherent personal characteristics** | **Some irrelevant** | **Removed** |
|  | **Required knowledge** | **Should be general in tandem with the elements and the PCs** | **Ok** |  |
|  | **Evidence guide** | **Critical aspects should be exhaustive and well thought out** | **OK** |  |
|  | **Resource Implications for competence assessment** | **General resource requirement for competence assessment for specific unit** | **OK** |  |
|  | **Methods of assessment** | **Observation**  **Oral questioning**  **Written test**  **Portfolio of Evidence**  **Interview**  **Third party report** | **Some irrelevant** | **Removed** |
|  | **Context of Assessment** | **On-the-job**  **Off-the –job**  **During Industrial attachment** | **Industrial attachment missing** | **Added** |
|  | **Guidance information for assessment** | **Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.** | **OK** |  |
| **APPLY WORKSHOP TECHNOLOGY PRINCIPLES** | | | | |
|  | **Unit title and code** | **Match with contents of the summary table** | **OK** |  |
|  | **Unit description** | **Should capture all the elements of the competency.** | **OK** |  |
|  | **Elements** | **Should be** key outcomes which make up workplace function | **OK** |  |
|  |  | **Should range 3---6---max 9** | **OK** |  |
|  |  | **Check the numbering** | **OK** |  |
|  | **Performance criteria** | **Should be stated in passive voice**  **Starts with the noun…** | **OK** |  |
|  |  | **Should contain a standard of performance… as per/in accordance with/ based on ….** | **OK** |  |
|  | **Range** | **Should be exhaustive**  **All identified variable should be in the range** | **Some in Range not highlighted in the PCs** | **Highlighted in PCs** |
|  |  | **…** may i**ncludes and not limited to: should be with the variable**  **…limited to:** | **missing** | **added** |
|  |  | **Variables should be numbered: 1…2…3..** | **OK** |  |
|  |  | **Range is bulleted** | **OK** |  |
|  |  | **Variable should not be defined in the range** | **OK** |  |
|  | **Required skill-** | **should be skills not personal attributes**  **Skills are acquired and improved continually**  **While attributes are inherent personal characteristics** | **OK** |  |
|  | **Required knowledge** | **Should be general in tandem with the elements and the PCs** | **OK** |  |
|  | **Evidence guide** | **Critical aspects should be exhaustive and well thought out** | **OK** |  |
|  | **Resource Implications for competence assessment** | **General resource requirement for competence assessment for specific unit** | **OK** |  |
|  | **Methods of assessment** | **Observation**  **Oral questioning**  **Written test**  **Portfolio of Evidence**  **Interview**  **Third party report** | **OJK** |  |
|  | **Context of Assessment** | **On-the-job**  **Off-the –job**  **During Industrial attachment** | **OK** |  |
|  | **Guidance information for assessment** | **Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.** | **OK** |  |
| **CORE UNITS** | | | | |
| **PERFORM VEHICLE BASIC MAINTENACE** | | | | |
|  | **Unit title and code** | **Match with contents of the summary table** | **-Version Control Missing in code** | **-Added version Control** |
|  | **Unit description** | **Should capture all the elements of the competency.** | **All elements not captured** | **Added missing one** |
|  | **Elements** | **Should be** key outcomes which make up workplace function | **OK** |  |
|  | **Performance criteria** | **Should range 3---6---max 9** | **OK** |  |
| **Check the numbering** | **OK** |  |
| **Should be stated in passive voice**  **Starts with the noun…** |  |  |
|  |  | **Should contain a standard of performance… as per/in accordance with/ based on ….** | **OK** |  |
|  | **Range** | **Should be exhaustive**  **All identified variable should be in the range** | **OK** |  |
|  | **Required skill-** | **…** may i**ncludes and not limited to: should be with the variable**  **…limited to:** | **Wrongly placed** | **Corrected** |
| **Variables should be numbered: 1…2…3..** | **OK** |  |
| **Range is bulleted** | **Not Bulleted** | **Corrected** |
| * **Variable should not be defined in the range** | **OK** |  |
| **should be skills not personal attributes**  **Skills are acquired and improved continually**  **While attributes are inherent personal characteristics** | **Some irrelevant** | **Removed** |
|  | **Required knowledge** | **Should be general in tandem with the elements and the PCs** | **Ok** |  |
|  | **Evidence guide** | **Critical aspects should be exhaustive and well thought out** | **OK** |  |
|  | **Resource Implications for competence assessment** | **General resource requirement for competence assessment for specific unit** | **OK** |  |
|  | **Methods of assessment** | **Observation**  **Oral questioning**  **Written test**  **Portfolio of Evidence**  **Interview**  **Third party report** | **Some not well stated** | **Corrected** |
|  | **Context of Assessment** | **On-the-job**  **Off-the –job**  **During Industrial attachment** | **Industrial attachment missing** | **Added** |
|  | **Guidance information for assessment** | **Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.** | **Not as stated** | **Amended** |
| **SERVICE AND REPAIR VEHICLE COMPONENTS** | | | | |
|  | **Unit title and code** | **Match with contents of the summary table** | **Code missing Control version** | **Added** |
|  | **Unit description** | **Should capture all the elements of the competency.** | **OK** |  |
|  | **Elements** | **Should be** key outcomes which make up workplace function | **Some elements are Ranged** | **Corrected** |
|  |  | **Should range 3---6---max 9** | **OK** |  |
|  |  | **Check the numbering** | **OK** |  |
|  | **Performance criteria** | **Should be stated in passive voice**  **Starts with the noun…** | **OK** |  |
|  |  | **Should contain a standard of performance… as per/in accordance with/ based on ….** | **OK** |  |
|  | **Range** | **Should be exhaustive**  **All identified variable should be in the range** | **OK** |  |
|  | **Required skill-** | **…** may i**ncludes and not limited to: should be with the variable**  **…limited to:** | **Wrongly placed** | **Corrected** |
|  |  | **Variables should be numbered: 1…2…3..** | **Not Numbered** | **Corrected** |
|  |  | **Range is bulleted** | **Not bulleted** | **Corrected** |
|  |  | **Variable should not be defined in the range** | **OK** |  |
|  | **Required Skills** | **should be skills not personal attributes**  **Skills are acquired and improved continually**  **While attributes are inherent personal characteristics** | **Some irrelevant** | **Removed** |
|  | **Required knowledge** | **Should be general in tandem with the elements and the PCs** | **Some irrelevant** | **Removed** |
|  | **Evidence guide** | **Critical aspects should be exhaustive and well thought out** | **Numbered done manually** | **Corrected** |
|  | **Resource Implications for competence assessment** | **General resource requirement for competence assessment for specific unit** | **OK** |  |
|  | **Methods of assessment** | **Observation**  **Oral questioning**  **Written test**  **Portfolio of Evidence**  **Interview**  **Third party report** | **Some wrongly termed** | **Corrected** |
|  | **Context of Assessment** | **On-the-job**  **Off-the –job**  **During Industrial attachment** | **Industrial Attachment missing** | **Added** |
|  | **Guidance information for assessment** | **Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.** | **OK** |  |
| **SERVICE VEHICLE FUEL SYSTEM** | | | | |
|  | **Unit title and code** | **Match with contents of the summary table** | **Unit code Missing control version** | **Added** |
|  | **Unit description** | **Should capture all the elements of the competency.** | **OK** |  |
|  | **Elements** | **Should be** key outcomes which make up workplace function | **OK** |  |
| **Should range 3---6---max 9** | **OK** |  |
| **Check the numbering** | **Not well done** | **Corrected** |
|  | **Performance criteria** | **Should be stated in passive voice**  **Starts with the noun…** | **OK** |  |
|  |  | **Should contain a standard of performance… as per/in accordance with/ based on ….** | **OK** |  |
|  | **Range** | **Should be exhaustive**  **All identified variable should be in the range** | **OK** |  |
|  | **Required skill-** | **…** may i**ncludes and not limited to: should be with the variable**  **…limited to:** | **Wrongly Placed** |  |
|  |  | **Variables should be numbered: 1…2…3..** | **Not numbered** | **Numbered** |
|  |  | **Range is bulleted** | **Some not bulleted but numbered** | **Corrected** |
|  |  | **Variable should not be defined in the range** | **OK** |  |
|  | **Required Skills** | **should be skills not personal attributes**  **Skills are acquired and improved continually**  **While attributes are inherent personal characteristics** | **OK** |  |
|  | **Required knowledge** | **Should be general in tandem with the elements and the PCs** | **Sone irrelevant** | **Removed** |
|  | **Evidence guide** | **Critical aspects should be exhaustive and well thought out** | **Numbering not automatic** |  |
|  | **Resource Implications for competence assessment** | **General resource requirement for competence assessment for specific unit** | **OK** |  |
|  | **Methods of assessment** | **Observation**  **Oral questioning**  **Written test**  **Portfolio of Evidence**  **Interview**  **Third party report** | **Some not correctly stated** | **Corrected** |
|  | **Context of Assessment** | **On-the-job**  **Off-the –job**  **During Industrial attachment** | **Industrial Attachment missing** | **Added** |
|  | **Guidance information for assessment** | **Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.** | **OK** |  |
| **SERVICE VEHICLE TRANSMISSION SYTEMS** | | | | |
|  | **Unit title and code** | **Match with contents of the summary table** | **OK** | **OK** |
|  | **Unit description** | **Should capture all the elements of the competency.** | **All elements not included** | **Corrected** |
|  | **Elements** | **Should be** key outcomes which make up workplace function | **OK** |  |
|  |  | **Should range 3---6---max 9** | **OK** |  |
|  |  | **Check the numbering** | **Not well done** | **Corrected** |
|  | **Performance criteria** | **Should be stated in passive voice**  **Starts with the noun…** | **OK** |  |
|  |  | **Should contain a standard of performance… as per/in accordance with/ based on ….** | **OK** |  |
|  | **Range** | **Should be exhaustive**  **All identified variable should be in the range** | **OK** |  |
|  | **Required skill-** | **…** may i**ncludes and not limited to: should be with the variable**  **…limited to:** | **Wrongly Placed** | **Corrected** |
|  |  | **Variables should be numbered: 1…2…3..** | **Wrong numbering used** | **Corrected** |
|  |  | **Range is bulleted** | **OK** |  |
|  |  | **Variable should not be defined in the range** | **OK** |  |
|  | **Required Skills** | **should be skills not personal attributes**  **Skills are acquired and improved continually**  **While attributes are inherent personal characteristics** | **OK** |  |
|  | **Required knowledge** | **Should be general in tandem with the elements and the PCs** | **Some irrelevant** | **Removed** |
|  | **Evidence Guide** | **Critical aspects should be exhaustive and well thought out** | **Numbering not automatic** | **corrected** |
|  | **Resource Implications for competence assessment** | **General resource requirement for competence assessment for specific unit** | **OK** |  |
|  | **Methods of assessment** | **Observation**  **Oral questioning**  **Written test**  **Portfolio of Evidence**  **Interview**  **Third party report** | **Some not correctly stated** | **Corrected** |
|  | **Context of Assessment** | **On-the-job**  **Off-the –job**  **During Industrial attachment** | **Industrial Attachment missing** | **Added** |
|  | **Guidance information for assessment** | **Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.** | **OK** |  |
| **SERVICE VEHICLE STEERING SYSTEM** | | | | |
|  | **Unit title and code** | **Match with contents of the summary table** | **OK** | **OK** |
|  | **Unit description** | **Should capture all the elements of the competency.** | **All elements not included** | **corrected** |
|  | **Elements** | **Should be** key outcomes which make up workplace function | **OK** |  |
|  |  | **Should range 3---6---max 9** | **OK** |  |
|  |  | **Check the numbering** | **Not well done** | **Corrected** |
|  | **Performance criteria** | **Should be stated in passive voice**  **Starts with the noun…** | **OK** |  |
|  |  | **Should contain a standard of performance… as per/in accordance with/ based on ….** | **OK** |  |
|  | **Range** | **Should be exhaustive**  **All identified variable should be in the range** | **OK** |  |
|  |  | **…** may i**ncludes and not limited to: should be with the variable**  **…limited to:** | **OK** |  |
|  |  | **Variables should be numbered: 1…2…3..** | **OK** |  |
|  |  | **Range is bulleted** | **Not Bulleted but numbered** | **Corrected** |
|  |  | **Variable should not be defined in the range** | **OK** |  |
|  | **Required Skills** | **should be skills not personal attributes**  **Skills are acquired and improved continually**  **While attributes are inherent personal characteristics** | **OK** |  |
|  | **Required knowledge** | **Should be general in tandem with the elements and the PCs** | **Some irrelevant** | **Removed** |
|  | **Evidence guide** | **Critical aspects should be exhaustive and well thought out** | **Numbering not automatic** | **Corrected** |
|  | **Resource Implications for competence assessment** | **General resource requirement for competence assessment for specific unit** | **OK** |  |
|  | **Methods of assessment** | **Observation**  **Oral questioning**  **Written test**  **Portfolio of Evidence**  **Interview**  **Third party report** | **Some not correctly stated** | **Corrected** |
|  | **Context of Assessment** | **On-the-job**  **Off-the –job**  **During Industrial attachment** | **Industrial Attachment missing** | **Added** |
|  | **Guidance information for assessment** | **Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.** | **OK** |  |
| **SERVICE VEHCLE SUSPENSION SYSTEM** | | | | |
|  | **Unit title and code** | **Match with contents of the summary table** | **Code misses control version** | **inserted** |
|  | **Unit description** | **Should capture all the elements of the competency.** | **OK** |  |
|  | **Elements** | **Should be** key outcomes which make up workplace function | **OK** |  |
| **Should range 3---6---max 9** | **OK** |  |
| **Check the numbering** | **Not automatic** | **Corrected** |
|  | **Performance criteria** | **Should be stated in passive voice**  **Starts with the noun…** | **OK** |  |
|  |  | **Should contain a standard of performance… as per/in accordance with/ based on ….** | **OK** |  |
|  | **Range** | **Should be exhaustive**  **All identified variable should be in the range** | **OK** |  |
|  |  | **…** may i**ncludes and not limited to: should be with the variable**  **…limited to:** | **Wrongly placed** | **Corrected** |
|  |  | **Variables should be numbered: 1…2…3..** | **OK** |  |
|  |  | **Range is bulleted** | **Not Bulleted but numbered** | **Corrected** |
|  |  | **Variable should not be defined in the range** | **OK** |  |
|  | **Required Skills** | **should be skills not personal attributes**  **Skills are acquired and improved continually**  **While attributes are inherent personal characteristics** | **OK** |  |
|  | **Required knowledge** | **Should be general in tandem with the elements and the PCs** | **Some irrelevant** | **Removed** |
|  | **Evidence guide** | **Critical aspects should be exhaustive and well thought out** | **Numbering not automatic** | **Corrected** |
|  | **Resource Implications for competence assessment** | **General resource requirement for competence assessment for specific unit** | **OK** |  |
|  | **Methods of assessment** | **Observation**  **Oral questioning**  **Written test**  **Portfolio of Evidence**  **Interview**  **Third party report** | **Some not correctly stated** | **Corrected** |
|  | **Context of Assessment** | **On-the-job**  **Off-the –job**  **During Industrial attachment** | **Industrial Attachment missing** | **Added** |
|  | **Guidance information for assessment** | **Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.** | **OK** |  |
| **SERVICE VEHICLE BRAKING SYSTEM** | | | | |
|  | **Unit title and code** | **Match with contents of the summary table** | **Code misses control version** | **inserted** |
|  | **Unit description** | **Should capture all the elements of the competency.** | **OK** |  |
|  | **Elements** | **Should be** key outcomes which make up workplace function | **OK** |  |
|  |  | **Should range 3---6---max 9** | **OK** |  |
|  |  | **Check the numbering** | **Not automatic** | **Corrected** |
|  | **Performance criteria** | **Should be stated in passive voice**  **Starts with the noun…** | **OK** |  |
|  |  | **Should contain a standard of performance… as per/in accordance with/ based on ….** | **OK** |  |
|  | **Range** | **Should be exhaustive**  **All identified variable should be in the range** | **All identified variables are not in the range** | **Experts Needed** |
|  |  | **…** may i**ncludes and not limited to: should be with the variable**  **…limited to:** | **Wrongly placed** | **Corrected** |
|  |  | **Variables should be numbered: 1…2…3..** | **OK** |  |
|  |  | **Range is bulleted** | **Not Bulleted but numbered** | **Corrected** |
|  |  | **Variable should not be defined in the range** | **OK** |  |
|  | **Required Skills** | **should be skills not personal attributes**  **Skills are acquired and improved continually**  **While attributes are inherent personal characteristics** | **OK** |  |
|  | **Required knowledge** | **Should be general in tandem with the elements and the PCs** | **Some irrelevant** | **Removed** |
|  | **Evidence guide** | **Critical aspects should be exhaustive and well thought out** | **Numbering not automatic** | **Corrected** |
|  | **Resource Implications for competence assessment** | **General resource requirement for competence assessment for specific unit** | **OK** |  |
|  | **Methods of assessment** | **Observation**  **Oral questioning**  **Written test**  **Portfolio of Evidence**  **Interview**  **Third party report** | **Some not correctly stated** | **Corrected** |
|  | **Context of Assessment** | **On-the-job**  **Off-the –job**  **During Industrial attachment** | **Industrial Attachment missing** | **Added** |
|  | **Guidance information for assessment** | **Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.** | **OK** |  |
| **SERVICE VEHICLE ELECTRICAL SYSTEMS** | | | | |
|  | **Unit title and code** | **Match with contents of the summary table** | **Code misses control version** | **inserted** |
|  | **Unit description** | **Should capture all the elements of the competency.** | **Some elements missing** | **inserted** |
|  | **Elements** | **Should be** key outcomes which make up workplace function | **OK** |  |
|  |  | **Should range 3---6---max 9** | **OK** |  |
|  |  | **Check the numbering** | **Not automatic** | **Corrected** |
|  | **Performance criteria** | **Should be stated in passive voice**  **Starts with the noun…** | **OK** |  |
|  |  | **Should contain a standard of performance… as per/in accordance with/ based on ….** | **OK** |  |
|  | **Range** | **Should be exhaustive**  **All identified variable should be in the range** | **All identified variables are not in the range** | **Experts Needed** |
|  |  | **…** may i**ncludes and not limited to: should be with the variable**  **…limited to:** | **Wrongly placed** | **Corrected** |
|  |  | **Variables should be numbered: 1…2…3..** | **Not automatically numbered** | **Corrected** |
|  |  | **Range is bulleted** | **Not Bulleted but numbered** | **Corrected** |
|  |  | **Variable should not be defined in the range** | **OK** |  |
|  | **Required Skills** | **should be skills not personal attributes**  **Skills are acquired and improved continually**  **While attributes are inherent personal characteristics** | **Some irrelevant** | **Removed** |
|  | **Required knowledge** | **Should be general in tandem with the elements and the PCs** | **Some irrelevant** | **Removed** |
|  | **Evidence guide** | **Critical aspects should be exhaustive and well thought out** | **Numbering not automatic** | **Corrected** |
|  | **Resource Implications for competence assessment** | **General resource requirement for competence assessment for specific unit** | **OK**  **Not properly named** | **Corrected** |
|  | **Methods of assessment** | **Observation**  **Oral questioning**  **Written test**  **Portfolio of Evidence**  **Interview**  **Third party report** | **Some not correctly stated** | **Corrected** |
|  | **Context of Assessment** | **On-the-job**  **Off-the –job**  **During Industrial attachment** | **Industrial Attachment missing** | **Added** |
|  | **Guidance information for assessment** | **Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.** | **OK** |  |
| **PERFORM VEHICLE BODY WORKS** | | | | |
|  | **Unit title and code** | **Match with contents of the summary table** | **Code misses control version** | **inserted** |
|  | **Unit description** | **Should capture all the elements of the competency.** | **Some elements missing** | **inserted** |
|  | **Elements** | **Should be** key outcomes which make up workplace function | **OK** |  |
|  |  | **Should range 3---6---max 9** | **OK** |  |
|  |  | **Check the numbering** | **Not automatic** | **Corrected** |
|  | **Performance criteria** | **Should be stated in passive voice**  **Starts with the noun…** | **OK** |  |
|  |  | **Should contain a standard of performance… as per/in accordance with/ based on ….** | **OK** |  |
|  | **Range** | **Should be exhaustive**  **All identified variable should be in the range** | **All identified variables are not in the range** | **Experts Needed** |
|  |  | **…** may i**ncludes and not limited to: should be with the variable**  **…limited to:** | **Wrongly placed** | **Corrected** |
|  |  | **Variables should be numbered: 1…2…3..** | **Not automatically numbered** | **Corrected** |
|  |  | **Range is bulleted** | **Not Bulleted but numbered** | **Corrected** |
|  |  | **Variable should not be defined in the range** | **OK** |  |
|  | **Required Skills** | **should be skills not personal attributes**  **Skills are acquired and improved continually**  **While attributes are inherent personal characteristics** | **Some irrelevant** | **Removed** |
|  | **Required knowledge** | **Should be general in tandem with the elements and the PCs** | **Some irrelevant** | **Removed** |
|  | **Evidence guide** | **Critical aspects should be exhaustive and well thought out** | **Numbering not automatic** | **Corrected** |
|  | **Resource Implications for competence assessment** | **General resource requirement for competence assessment for specific unit** | **OK**  **Not properly named** | **Corrected** |
|  | **Methods of assessment** | **Observation**  **Oral questioning**  **Written test**  **Portfolio of Evidence**  **Interview**  **Third party report** | **Some not correctly stated** | **Corrected** |
|  | **Context of Assessment** | **On-the-job**  **Off-the –job**  **During Industrial attachment** | **Industrial Attachment missing** | **Added** |
|  | **Guidance information for assessment** | **Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.** | **OK** |  |

**TEMPLATE FOR EDITING OF CURRICULUM**

**Editor: …EMILY KINOTI**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Cur Title: AUTOMOTIVE TECHNOLOGY LEVEL 5** | | | |
|  | **SECTION** | **Areas of consideration** | **Status** | **Remarks** |
|  | **Cover Page** | **Title and level (Course of study)** | **Title wrong** | **Corrected** |
|  | **Copyright statement** | **Symbol** | **Word copyright captured** | **Removed** |
|  |  | **Document type** |  |  |
|  | **Email address** | **info@tvetcdacc.go.ke** | **Not there** | **Inserted to replace** [**cdacc.tvet@gmail.com**](mailto:cdacc.tvet@gmail.com) |
|  | **Footer** | **Consistency in Year and format**  **(Retrocet)**  **©TVETCDACC year** | **OK** |  |
|  | **Formatting** | **Times New Roman**  **Spacing 1.15**  **Font 12** | **OK** |  |
|  | **Preliminary pages** | **Roman numbers** | **OK** |  |
|  | **Foreword** | **4th paragraph-check the sector**  **Sign off-PS -VTT** | **Wrong sector** | **corrected** |
| **OK** |  |
|  | **Preface** | **3rd paragraph-check SSAC name** | **OK** |  |
|  | **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. | **Not there** | **Added** |
| **5th paragraph- check SSAC name** | **OK** |  |
| **Sign off-Chairperson TVET CDACC (Office)** | **Name is included** | **Deleted** |
|  | **Acknowledgement** | **It’s a curriculum…**  **Check the SSAC** | **Contain the words occupational standards** | **Corrected** |
| **Sign off-CEO/Council Secretary** | **Name included** | **Removed** |
|  | **Abbreviations and Acronyms** | **Exhaustive and relevant** | **Name abbreviations not there** | **Added** |
|  | **Sorted in alphabetical order** | **OK** |  |
|  | **Key to unit code** | **Curriculum-../CU/..** | **OK** |  |
|  | **…./BC/….** | **OK** |  |
|  | **Version control A** | **Missing** | **Added** |
|  | **Table of contents** | **Exhaustive** | **OK** |  |
| **Automatically generated** | **OK** |  |
|  | **Course Overview** | **Should related to the core units of competency** | **OK** |  |
| **Delete ‘Certificate’ and s from qualifications** | **OK** |  |
| **Look out for “Units of Learning”** | **OK** |  |
|  | **Titles of the tables** | **Basic Units of Learning**  **Common ……**  **Core ……** | **OK** |  |
|  | **Column titles** | **Unit Code**  **Code …./CU/…/A** | **Missing control version** | **Added** |
|  | **Unit Title** | **Title should not have a verb, object and qualifier (VOQ)** | **Contain verbs** | **Removed** |
| **Should be a unit of learning in an institution** | **OK** |  |
| **Check for consistency with the OS for every unit** | **Not consistent** | **Corrected** |
| **Confirm duration and credit factor** | **OK** |  |
| **Confirm the duration for basic units per level** | **OK** |  |
| **Confirm total hours and credit factor** | **OK** |  |
|  | **Industrial attachment –** | **needs further discussion** |  |  |
|  | **Entry behavior** | **check for each level-KNQA**  **Level 6-C Minus**  **or**  **Cert. level 5 or**  **Equivalent** | **OK** |  |
|  | **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** | **Not there** | **Added** |
|  | **Assessment** | **Further discussion** |  |  |
|  | **Certification** | **Look out for Certificate of competency.**  **National certificate….**  **Course** | **Terms ‘of competency ‘missing** | **Added** |
| **COMMON UNITS** | | | | |
| **TECHNICAL DRAWING** | | | | |
|  | **Unit of learning Title** | **There should be consistency with the summary table** | **Not Consistent** |  |
|  | **Unit code** | **Consistency** | **Not consistent** |  |
|  | **Related OS** | **Capture correct Unit of Competency** | **Not Consistent** |  |
|  | **Duration** | **Consistency with table** | **OK** |  |
|  | **Unit description** | **Consistency with OS** | **Not consistent** |  |
|  | **Summary of Learning outcomes** | **Consistency with Elements in the OS** | **OK** |  |
|  | **Learning outcomes** | **Consistency with Summary of learning outcomes** | **OK** |  |
|  | **Content** | **Adequacy (needs experts trainers)** | **OK** |  |
|  | **Suggested assessment methods** | **Consistency with the learning outcomes**  **Should be methods of assessment** | **OK** |  |
|  | **Suggested ~~Delivery Methods~~** | **Suggested Methods of instruction** | **Terms Delivery Methods used** |  |
|  | **Recommended Resources** | **Should be consistent with the unit of learning** | **OK** |  |
| **APPLIED ENGINEERING MATHEMATICS** | | | | |
|  | **Unit of learning Title** | **There should be consistency with the summary table** | **OK** |  |
|  | **Unit code** | **Consistency** | **OK** |  |
|  | **Related OS** | **Capture correct Unit of Competency** | **OK** |  |
|  | **Duration** | **Consistency with table** | **OK** |  |
|  | **Unit description** | **Consistency with OS** | **OK** |  |
|  | **Summary of Learning outcomes** | **Consistency with Elements in the OS** | **OK** |  |
|  | **Learning outcomes** | **Consistency with Summary of learning outcomes** | **Totally different from summary of outcomes** | **Experts needed** |
|  | **Content** | **Adequacy (needs experts trainers)** | **Content not relevant to the outcomes outlined** | **Experts needed** |
|  | **Suggested assessment methods** | **Consistency with the learning outcomes**  **Should be methods of assessment** | **OK** |  |
|  | **Suggested ~~Delivery Methods~~** | **Suggested Methods of instruction** | **Terms Delivery Methods used** |  |
|  | **Recommended Resources** | **Should be consistent with the unit of learning** | **OK** |  |
| **AUTOMOTIVE ENGINEERING PRINCPLES** | | | | |
|  | **Unit of learning Title** | **There should be consistency with the summary table** | **OK** |  |
|  | **Unit code** | **Consistency** | **OK** |  |
|  | **Related OS** | **Capture correct Unit of Competency** | **OK** |  |
|  | **Duration** | **Consistency with table** | **OK** |  |
|  | **Unit description** | **Consistency with OS** | **Not consistent** | **Modified** |
|  | **Summary of Learning outcomes** | **Consistency with Elements in the OS** | **OK** |  |
|  | **Learning outcomes** | **Consistency with Summary of learning outcomes** | **OK** |  |
|  | **Content** | **Adequacy (needs experts’ trainers)** | **OK** |  |
|  | **Suggested assessment methods** | **Consistency with the learning outcomes**  **Should be methods of assessment** | **OK** |  |
|  | **Suggested ~~Delivery Methods~~** | **Suggested Methods of instruction** | **Terms Delivery Methods used** | **Replaced with ‘method of instruction’** |
|  | **Recommended Resources** | **Should be consistent with the unit of learning** | **OK** |  |
| **WORKSHOP TECHNOLOGY PRONCIPLES** | | | | |
|  | **Unit of learning Title** | **There should be consistency with the summary table** | **OK** |  |
|  | **Unit code** | **Consistency** | **OK** |  |
|  | **Related OS** | **Capture correct Unit of Competency** | **OK** |  |
|  | **Duration** | **Consistency with table** | **OK** |  |
|  | **Unit description** | **Consistency with OS** | **Not consistent** | **Modified** |
|  | **Summary of Learning outcomes** | **Consistency with Elements in the OS** | **OK** |  |
|  | **Learning outcomes** | **Consistency with Summary of learning outcomes** | **NOT CONSISTENT FROM LEARNING OUTCOME 3** | **EXPERT NEEDED** |
|  | **Content** | **Adequacy (needs experts’ trainers)** | **Not RELEVANT TO THE LEARNING OUTCOME FROM LEARNING OUTCOME 3** | **EXPERT NEEDED** |
|  | **Suggested assessment methods** | **Consistency with the learning outcomes**  **Should be methods of assessment** | **OK** |  |
|  | **Suggested ~~Delivery Methods~~** | **Suggested Methods of instruction** | **Terms Delivery Methods used** | **Replaced with ‘method of instruction’** |
|  | **Recommended Resources** | **Should be consistent with the unit of learning** | **OK** |  |
| **CORE UNITS** | | | | |
| **VEHICLE BASIC MAINTENACE** | | | | |
| 1. **C** | **Unit of learning Title** | **There should be consistency with the summary table** | **OK** |  |
|  | **Unit code** | **Wrong** | **Corrected** |  |
|  | **Related OS** | **Capture correct Unit of Competency** | **OK** |  |
|  | **Duration** | **Consistency with table** | **OK** |  |
|  | **Unit description** | **Consistency with OS** | **Not consistent** |  |
|  | **Summary of Learning outcomes** | **Consistency with Elements in the OS** | **Bulleted** | **Numbered** |
|  | **Learning outcomes** | **Consistency with Summary of learning outcomes** | **They are not consistence BUT from learning outcome 6 they contain content not relevant to the outlined elements** | **Expert Needed** |
|  | **Content** | **Adequacy (needs experts’ trainers)** | **from learning outcome 6 they contain content not relevant to the outlined elements** | **Expert Needed** |
|  | **Suggested assessment methods** | **Consistency with the learning outcomes**  **Should be methods of assessment** | **OK** |  |
|  | **Suggested ~~Delivery Methods~~** | **Suggested Methods of instruction** | **Terms Delivery Methods used** | **Term ‘ Methods of Instruction used’** |
|  | **Recommended Resources** | **Should be consistent with the unit of learning** | **OK** |  |
| **SERVICING AND REPAIRING ENGINE COMPONENTS** | | | | |
|  | **Unit of learning Title** | **There should be consistency with the summary table** | **Modified** |  |
|  | **Unit code** | **inconsistent** | **Corrected** |  |
|  | **Related OS** | **Capture correct Unit of Competency** | **OK** |  |
|  | **Duration** | **Consistency with table** | **OK** |  |
|  | **Unit description** | **Consistency with OS** | **Not consistent** | **corrected** |
|  | **Summary of Learning outcomes** | **Consistency with Elements in the OS** | **OK** |  |
|  | **Learning outcomes** | **Consistency with Summary of learning outcomes** | **OK** |  |
|  | **Content** | **Adequacy (needs experts’ trainers)** | **OK** |  |
|  | **Suggested assessment methods** | **Consistency with the learning outcomes**  **Should be methods of assessment** | **OK.** |  |
|  | **Suggested ~~Delivery Methods~~** | **Suggested Methods of instruction** | **Terms Delivery Methods used** | **Term Methods of Instruction used** |
|  | **Recommended Resources** | **Should be consistent with the unit of learning** | **OK** |  |
| **SERVICING VEHICLE FUEL SYSTEM** | | | | |
|  | **Unit of learning Title** | **There should be consistency with the summary table** | **OK** |  |
|  | **Unit code** | **Concistency with table** | **Not consistent** | **Corrected** |
|  | **Related OS** | **Capture correct Unit of Competency** | **OK** |  |
|  | **Duration** | **Consistency with table** | **OK** |  |
|  | **Unit description** | **Consistency with OS** | **OK** |  |
|  | **Summary of Learning outcomes** | **Consistency with Elements in the OS** | **OK** |  |
|  | **Learning outcomes** | **Consistency with Summary of learning outcomes** | **OK** |  |
|  | **Content** | **Adequacy (needs experts’ trainers)** | **OK**  **wrong bullets used** | **corrected** |
|  | **Suggested assessment methods** | **Consistency with the learning outcomes**  **Should be methods of assessment** | **OK.** |  |
|  | **Suggested ~~Delivery Methods~~** | **Suggested Methods of instruction** | **Terms Delivery Methods used** | **Term Methods of Instruction used** |
|  | **Recommended Resources** | **Should be consistent with the unit of learning** | **OK** |  |
| **SERVICING VEHICLE TRANSMISSION SYTEMS** | | | | |
|  | **Unit of learning Title** | **There should be consistency with the summary table** | **OK** |  |
|  | **Unit code** | **Consistency with table** | **Not consistent** | **Corrected** |
|  | **Related OS** | **Capture correct Unit of Competency** | **OK** |  |
|  | **Duration** | **Consistency with table** | **OK** |  |
|  | **Unit description** | **Consistency with OS** | **Not consistent** | **Corrected** |
|  | **Summary of Learning outcomes** | **Consistency with Elements in the OS** | **OK** |  |
|  | **Learning outcomes** | **Consistency with Summary of learning outcomes** | **OK** |  |
|  | **Content** | **Adequacy (needs experts’ trainers)** | **OK**  **wrong bullets used** | **corrected** |
|  | **Suggested assessment methods** | **Consistency with the learning outcomes**  **Should be methods of assessment** | **OK.** |  |
|  | **Suggested ~~Delivery Methods~~** | **Suggested Methods of instruction** | **Terms Delivery Methods used** | **Term Methods of Instruction inserted** |
|  | **Recommended Resources** | **Should be consistent with the unit of learning** | **OK** |  |
| **SERVICING STEERING SYSTEM** | | | | |
|  | **Unit of learning Title** | **There should be consistency with the summary table** | **OK** |  |
|  | **Unit code** | **Consistency with table** | **OK** |  |
|  | **Related OS** | **Capture correct Unit of Competency** | **OK** |  |
|  | **Duration** | **Consistency with table** | **OK** |  |
|  | **Unit description** | **Consistency with OS** | **Not consistent** | **Corrected** |
|  | **Summary of Learning outcomes** | **Consistency with Elements in the OS** | **OK** |  |
|  | **Learning outcomes** | **Consistency with Summary of learning outcomes** | **OK** |  |
|  | **Content** | **Adequacy (needs experts’ trainers)** | **OK**  **wrong bullets used** | **corrected** |
|  | **Suggested assessment methods** | **Consistency with the learning outcomes**  **Should be methods of assessment** | **OK.** |  |
|  | **Suggested ~~Delivery Methods~~** | **Suggested Methods of instruction** | **Terms Delivery Methods used** | **Term Methods of Instruction inserted** |
|  | **Recommended Resources** | **Should be consistent with the unit of learning** | **OK** |  |
| **SERVICING VEHICLE BRAKING SYSTEMS** | | | | |
|  | **Unit of learning Title** | **There should be consistency with the summary table** | **OK** |  |
|  | **Unit code** | **Consistency with table** | **OK** |  |
|  | **Related OS** | **Capture correct Unit of Competency** | **OK** |  |
|  | **Duration** | **Consistency with table** | **OK** |  |
|  | **Unit description** | **Consistency with OS** | **Not consistent** | **Corrected** |
|  | **Summary of Learning outcomes** | **Consistency with Elements in the OS** | **OK** |  |
|  | **Learning outcomes** | **Consistency with Summary of learning outcomes** | **OK** |  |
|  | **Content** | **Adequacy (needs experts’ trainers)** | **OK**  **wrong bullets used** | **corrected** |
|  | **Suggested assessment methods** | **Consistency with the learning outcomes**  **Should be methods of assessment** | **OK.** |  |
|  | **Suggested ~~Delivery Methods~~** | **Suggested Methods of instruction** | **Terms Delivery Methods used** | **Term Methods of Instruction inserted** |
|  | **Recommended Resources** | **Should be consistent with the unit of learning** | **OK** |  |
| **SERVICING VEHICLE ELECTRICAL SYSTEMS** | | | | |
|  | **Unit of learning Title** | **There should be consistency with the summary table** | **OK** |  |
|  | **Unit code** | **Consistency with table** | **Not Consistent** | **Corrected** |
|  | **Related OS** | **Capture correct Unit of Competency** | **OK** |  |
|  | **Duration** | **Consistency with table** | **OK** |  |
|  | **Unit description** | **Consistency with OS** | **Not consistent** | **Corrected** |
|  | **Summary of Learning outcomes** | **Consistency with Elements in the OS** | **One missing** | **Added** |
|  | **Learning outcomes** | **Consistency with Summary of learning outcomes** | **OK** |  |
|  | **Content** | **Adequacy (needs experts’ trainers)** | **OK**  **wrong bullets used** | **corrected** |
|  | **Suggested assessment methods** | **Consistency with the learning outcomes**  **Should be methods of assessment** | **Some not assessment method but tools** | **Amended** |
|  | **Suggested ~~Delivery Methods~~** | **Suggested Methods of instruction** | **Terms Delivery Methods used** | **Term Methods of Instruction inserted** |
|  | **Recommended Resources** | **Should be consistent with the unit of learning** | **OK** |  |
| **PERFORMING VEHICLE BODY WORKS** | | | | |
|  | **Unit of learning Title** | **There should be consistency with the summary table** | **OK** |  |
|  | **Unit code** | **Consistency with table** | **Missing Control Version** | **Corrected** |
|  | **Related OS** | **Capture correct Unit of Competency** | **OK** | **Corrected** |
|  | **Duration** | **Consistency with table** | **OK** |  |
|  | **Unit description** | **Consistency with OS** | **Not consistent** | **Corrected** |
|  | **Summary of Learning outcomes** | **Consistency with Elements in the OS** | **OK** |  |
|  | **Learning outcomes** | **Consistency with Summary of learning outcomes** | **OK** |  |
|  | **Content** | **Adequacy (needs experts’ trainers)** | **-One unit of learning** **Perform vehicle body buffing is missing content**  **-wrong bullets used** | **-Expert Needed**  **-Corrected** |
|  | **Suggested assessment methods** | **Consistency with the learning outcomes**  **Should be methods of assessment** | **Some not assessment method but tools** | **Amended** |
|  | **Suggested ~~Delivery Methods~~** | **Suggested Methods of instruction** | **Terms Delivery Methods used** | **Term Methods of Instruction inserted** |
|  | **Recommended Resources** | **Should be consistent with the unit of learning** | **OK** |  |