



## TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING AUTHORITY

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*When replying please quote:*

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**4<sup>th</sup> August 2021**

To: Principals of National Polytechnics  
Principals of University TVET Colleges  
Principals of Technical and Vocational Training Colleges  
Principals of TVET Colleges in line Ministries  
Chief Principal, Kenya Technical Trainers College

### **CIRCULAR ON IMPLEMENTATION OF ANNUAL QUALITY ASSURANCE FEES**

Technical and Vocational Education and Training Authority (TVETA) is mandated to ensure and assure the maintenance of standards, quality and relevance in all aspects of training in Kenya as spelt out in Sections 7, 33 and 34 of the TVET Act, 2019.

Section 33 Sub-section 3 of the Act requires the Authority to ensure and assure standards, quality and relevance in the provision of programmes and management of institutions on a continuous basis. In Subsection (4) the Board is expected to conduct periodic evaluation of each institution for purposes of assessing and evaluating on a regular basis the quality of training offered at or by each particular institution.

To effectively carry out its quality assurance mandate, the TVET Authority in line with the Section 12 of the TVET Act 2013, gazetted fees for services rendered to its clients vide Gazette notice No. 4983. Vol. CXIX-No.67 on 26th May 2017. On this basis every Institution is required to remit an annual quality assurance fee of Ksh. 500 per student enrolled.

To allow for smooth implementation of the above fees, the Authority held a stakeholder consultative meeting on 29<sup>th</sup> July 2021 at Nairobi Safari Club. The meeting which was attended by TVET providers from Kenya Association of Technical Training Institutes (KATTI) and Kenya National Association of Private Colleges (KENAPCO), National Polytechnics, line Ministries, University TVET Institutions and Directorate of TVET concurred that the Authority implements the fees as per the gazette notice.

You are therefore required to provide the Authority with the updated student enrolment for your institution as per the attached format adding rows appropriately to accommodate all programmes offered and return to the Authority via email ([info@tveta.go.ke](mailto:info@tveta.go.ke)) before 30<sup>th</sup> September 2021.



Dr. Kipkirui Langat, PhD, FIETK  
DIRECTOR GENERAL/CEO

Copy to: Principal Secretary  
State Department of Vocational and Technical Training  
Jogoo House "B", 8<sup>th</sup> Floor  
NAIROBI

Encls (1)

**DATA ON CURRENT STUDENT ENROLMENT**

NAME OF INSTITUTION					
REGISTRATION NO:					
COUNTY:					
TELEPHONE NUMBER:					
EMAIL:					
S/No	PROGRAMME	MODULE/LEVEL/YEAR	MALE	FEMALE	SUB-TOTAL
1.					
<b>TOTAL ENROLMENT</b>					

Compiled by.....Sign.....Date.....

Institution's Stamp.....

