

**LEGAL NOTICE No.....**

**THE KENYA INSTITUTE OF CURRICULUM DEVELOPMENT ACT, 2013**

*(No. 4 of 2013)*

**IN EXERCISE** of the powers conferred by Section 29 of the Kenya Institute of Curriculum Development Act, 2013, the Council makes the following Regulations-

**THE KENYA INSTITUTE OF CURRICULUM DEVELOPMENT (DEVELOPMENT, EVALUATION, VETTING AND APPROVAL OF NON-FORMAL AND INFORMAL LEARNING PROGRAMMES) REGULATIONS, 2013**

**PART I – PRELIMINARY**

Citation

1. These Regulations may be cited as the Kenya Institute of Curriculum Development (Development, Evaluation, Vetting and Approval of Non-Formal and Informal Learning Programmes) Regulations, 2013.

Interpretation

2. In these Regulations unless the context otherwise requires-  
“Act” means the Kenya Institute of Curriculum Development Act 2013;  
“Academic Committee” means the Academic Committee established under Section 17 of the Act;  
“Approval” means the final authorization for implementation or use of curriculum or curriculum support materials;  
“Council” has the meaning assigned to it under the Act  
“Committee” means a committee convened by the Council to carry out the relevant functions and activities of the Institute;  
“Curriculum” has the meaning assigned to it under the Act;  
“Evaluation” means a systematic determination of curriculum and curriculum support materials merit, worth or significance using criteria governed by a set of standards;  
“Informal learning programme” means any activity involving the pursuit of understanding, Knowledge or skill which occurs outside the curricula of educational institutions, or the courses or workshops offered by educational or social agencies;

“Institute” means the Kenya Institute of Curriculum Development established under Section 3 of the Act;

“Non-formal learning programme” means learning applications that are conducted outside the mainstream structured school programmes.

“Evaluation Panel” means a panel appointed by the Institute under section \_\_\_ in the Act.

“Vetting” means the process of establishing the appropriateness of curricula and curriculum support materials against a set of standards before allowing them to be used in learning institutions.

Object

3. The object of these Regulations is to guide the development, evaluation, vetting and approval of non-formal and informal learning programmes.

## **PART II – DEVELOPING NON-FORMAL AND INFORMAL LEARNING PROGRAMMES**

Guidelines

4. (1) The Institute shall from time to time-

- (a) formulate guidelines on the development of non-formal and informal learning programmes;
- (b) provide procedure to be applied by Institutions of basic education for developing non formal and informal learning programmes; and
- (c) develop curriculum that will put emphasis on non-formal and informal learning dimensions.

(2) The Institute shall convene subject panels subject to provisions of Kenya Institute of Curriculum Development Panels Regulation.

(3) Each subject panel shall develop programmes and guidelines to be applied in the conduct of the relevant activities which may include but are not limited to:

- (a) guidance and counseling;
- (b) clubs and societies;
- (c) talks by resource persons;
- (d) field visits;
- (e) volunteering programmes;
- (f) projects within and outside the school;
- (g) community service;

- (h) school open days;
- (i) mentorship programmes;
- (j) leadership programmes; and
- (k) games and sports.

**PART III – EVALUATING, VETTING AND APPROVAL OF NON-FORMAL AND INFORMAL LEARNING PROGRAMMES**

Submission for  
evaluation, vetting  
and approval

- 5.** (1) A person shall not offer or implement a non-formal or informal learning programme without the approval of the Institute.
- (2) A person intending to implement a non-formal or informal learning program shall submit an application detailing the programme to the Institute.
- (3) The application shall be accompanied by the prescribed fees.
- (4) The evaluation, vetting and approval shall be carried out in the prescribed form set out in the Schedule.
- (5) The Institute shall within sixty days of receiving an application -
- (a) analyse the programme and the category it falls under;
  - (b) analyse the programme and designate whether the programme is non-formal or informal;
  - (c) evaluate, vet and compile a report for the Academic Committee for deliberation.
- (6) The Academic Committee shall submit the vetting report to the Council.
- (7) The Council shall deliberate on the report and
- (i) approve the programme
  - (ii) reject the programme with comments.
- (8) The Institute shall upon making its decision in respect to the programme communicate its decision in writing to the applicant within fourteen days.

Submission and  
evaluation guidelines

- 6.** (1) A person who intends to submit a programme shall provide a profile which shall contain-
- (a) nature of the programme
  - (b) purpose of the programme
  - (c) years of experience of the applicant.
  - (d) the age bracket of learners to be instructed

(e) qualifications and testimonials of the applicant

(2) The Institute shall in evaluating any programme from an applicant consider-

- (a) expected outcomes of the programme;
- (b) conformity of the programme to the curriculum;
- (c) promotion of national values;
- (d) implementation of the programme;
- (e) defined target population or region;
- (f) cost of programme implementation;
- (g) duration of the programme;
- (h) sustainability of the programme; and
- (i) monitoring and evaluation strategy.

Procedure for vetting  
non-formal and  
informal programme

7. (1) The Institute shall develop the procedure for vetting non-formal and informal learning programmes set out in these Regulation.
- (2) The organization or individuals shall submit non-formal and informal learning programmes based on the prescribed submission guidelines in Regulation 6.
- (3) The Institute shall constitute an evaluation panel which shall evaluate programmes based on the set standards and shall compile a report to the Academic Committee.
- (4) The Academic Committee shall validate the report from the evaluation panels and shall prepare a report to the Council.
- (5) A programme approved by the Council shall be for use in the country.

#### **PART IV- REVIEW**

Review

8. (1) A person, institution or individual whose programme has not been approved by the Institute may apply for review of the decision.
- (2) A review under these Regulations may be lodged with the Director within 30 days of receipt of the Council's decision.
- (3) An application for review shall be in the prescribed manner set under these Regulations and shall be accompanied by the prescribed fees.
- (4) The Director may upon receiving an application for review convene a committee to determine the review.
- (5) The convened committee shall make a decision within fourteen days.
- (6) A decision made in response to the review shall be in written form and shall be communicated to the applicant by the Director within seven days of the determination of the review.
- (7) The decision of the convened committee shall be final.

Dated....., 2013

**Lydia Nzomo**

Director, Kenya Institute of Curriculum Development.