

**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 (EVALUATION, VETTING AND APPROVAL OF CURRICULAR AND CURRICULUM SUPPORT MATERIALS) REGULATIONS, 2013**

**PART I – PRELIMINARY**

Citation.

1. These Regulations may be cited as the Kenya Institute of Curriculum Development (Evaluation, Vetting and Approval of Curricula and Curriculum Support Materials) 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 under section 17 of the Act;  
"Approval" means the final authorization for implementation or use of curriculum or curriculum support materials;  
"Client" means a person who uses the Institute's products and services;  
"Foreign curricula" means all curricula developed outside Kenya and offered either in public or private institutions in Kenya.  
"Evaluation" means a systematic determination of curriculum and curriculum support materials merit, worth or significance using criteria governed by a set of standards;  
"Evaluation panel" means a team constituted to validate curriculum or curriculum support materials;  
"Institute" means the Kenya Institute of Curriculum Development established under Section 3 of the Act;  
"Local curricula" means the curricula offered in any public or private

institution that is not developed by the Institute

"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 shall be to guide the evaluation, vetting and approval for application in Kenya of any local and foreign curricula and curriculum support materials.

## **PART II - EVALUATION, VETTING AND APPROVAL OF CURRICULUM**

Receiving and considering curriculum proposals.

4. (1) The Institute may receive curricula proposals from an institution, or an individual.  
(2) The Institute shall evaluate, vet and approve curricula in accordance with the standards prescribed by the Institute.  
(3) The Institute shall receive, vet and approve local and foreign curricula at a prescribed fee as shall from time to time be determined by the Institute.

Requirements for local curricula submission.

5. (1) An institution that intends to offer local curricula not developed by the Institute shall submit their curricula to the Institute for evaluation, vetting and approval at a prescribed fee.  
(2) The Institute shall evaluate local curricula in respect to the-
  - a) profile of the submitting institution;
  - b) needs assessment report for the submitted curricula;
  - c) competences, objectives and learning outcomes;
  - d) content presentation;
  - e) clearly defined target population;
  - f) implementation strategies;
  - g) process used in development;
  - h) availability of teaching and learning resources to implement the curricula;
  - i) availability and capacity of curricula implementers;

- j) assessment, evaluation and certification;
- k) duration and mode of delivery;
- l) promotion of national values; and
- m) incorporation of emerging issues.

Process for vetting and approval for local curricula.

6. (1) The Institute shall constitute evaluation panels from the relevant curriculum areas and expertise.
- (2) The Evaluation panels shall evaluate and vet the curricula against set standards and prepare a report to be submitted to the course panel.
- (3) The Course Panel shall deliberate on the report and make recommendations to the Academic Committee.
- (4) The Academic Committee shall deliberate on the report from the Course Panel and prepare a report for the Council.
- (5) The Council shall consider the curriculum for approval and communicate their decision to the client.

Vetting and approval of foreign curricula

7. The Institute shall evaluate, vet and approve foreign curricula using set standards among other aspects that shall ensure conformity of the curricula to the Constitution, national goals of education and national values.

Process for vetting and approval of foreign curricula

8. (1) An institution submitting a foreign curriculum for approval to the Institute shall present to the institution all relevant documentation authorizing that institution to offer the curriculum.
- (2) The Institute shall constitute evaluation panels from the relevant curriculum areas and expertise.
- (3) The Evaluation Panels shall evaluate and vet the curricula against set standards and prepare a report to be submitted to the Course Panel.
- (4) The Course Panel shall deliberate on the report and make recommendations to the Academic Committee.
- (5) The Academic Committee shall deliberate on the report from the Course Panel and prepare a report for the Council.
- (6) The Council shall consider the curriculum for approval and communicate their decision to the client.

**PART III - EVALUATION, VETTING AND APPROVAL OF LOCAL  
AND FOREIGN CURRICULUM SUPPORT MATERIALS**

Approval Fee.

**9.** The Institute shall evaluate, vet and approve curriculum support materials at a prescribed fee.

Evaluating and vetting.

**10.** (1) The procedure for vetting or evaluation of curriculum support materials shall be based on -

- a) the profile of the institution submitting the materials;
- b) content presentation;
- c) defined target population; and
- d) incorporation of emerging issues.

(2) Any curriculum support materials that promote negative ethnicity, racism, prejudices or undermine the country's sovereignty shall not be approved.

(3) Locally developed materials shall be designed in a way that promotes national values.

Process for vetting and approval of local curriculum support materials.

**11.** (1) The Institute shall notify the publishers on availability of the various syllabuses and advertise for submission of electronic and non-electronic curriculum support materials.

(2) The publishers shall submit the developed curriculum support materials

based on the submission guidelines provided by the Institute.

(3) Any supplementary curriculum support materials shall be submitted and evaluated on a continuous basis;

(4) The Institute shall constitute evaluation panels for purposes of evaluating materials against the set standards and compiling a report for consideration by the Academic Committee.

(5) Evaluated curriculum support materials shall only be considered for approval on attainment of the benchmark or threshold determined by the Institute.

(6) Where the Academic Committee validates the evaluation panel's report the Academic Committee shall prepare a report to the Council.

(7) The Council may upon considering and being satisfied that the materials conform to the requirements set out under these Regulations, approve the materials for use in Kenya.

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

Review

**12.** (1) A person aggrieved by the decision of the Institute regarding the approval of a curriculum may apply to the Council through the director for review of the decision within 30 days of receiving of the decision of the Council.

**13.** ) A publisher whose material has not been approved by the Council may apply to the Institute through the director for review of the decision within thirty days of receiving the information.-

**14.** An application made under regulation (12) and (13) shall be guided by the following-

(1) The application for review shall be in the prescribed form set out in the Schedule and shall be accompanied by a prescribed fee.

(2) The Director may upon receiving an application for review convene a committee to determine the review;

(3) The convened committee shall make a decision within fourteen days.

- (4) 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.
- (5) The decision of the convened committee shall be final.

Dated....., 2013

**Lydia Nzomo**

Director, Kenya Institute for Curriculum Development