



Collection of  
curricula and  
curriculum support  
material  
information.

Documentation of  
curricula and  
curriculum support  
materials.

Cataloguing .

Integrated  
management  
systems.

determine from time to time.

4. (1) This regulation shall apply to the Institutions under the Act.  
(2) The Institute shall collect information on, and establish and maintain a data bank on-
  - (a) all registered public and private education institutions with details of the curriculum offered and the curriculum support materials used;
  - (b) all institutions offering foreign curricula specifying the curriculum offered and the curriculum support materials used;
  - (c) all curriculum based research reports conducted through consultation;
  - (d) such information as may be appropriate for the design, development, implementation and review of the curriculum under the Act and any written law.
5. The Institute shall for purposes of documentation, maintain curricula and curriculum support materials in-
  - (a) print form;
  - (b) the Institute's Website;
  - (c) audio form;
  - (d) video; or
  - (e) any other format.
6. (1) The Information and Communication Technology unit shall prepare and maintain an itemized list of any information received on curricula and curriculum support materials.  
(2) An educational institutions, learners or other relevant person may access the information under sub-regulation (1) by making a formal request in the prescribed form.
7. The Institute shall establish and maintain an integrated management system to manage data on-
  - (a) human resource;
  - (b) finance;
  - (c) procurement;

- (d) staff management;
  - (e) National Centre for Early Childhood Education Resource Centre.
  - (f) any other matter under the Act or any written law.
- Website. **8.** The Institute shall maintain an updated interactive website to provide information to the public on curricula, curriculum support materials and programmes.
- Communication channels. **9.** The Institute may disseminate information using-
  - (a) the education broadcast channel;
  - (b) telephone;
  - (c) short code messaging service;
  - (d) email;
  - (e) postal and courier service;
  - (f) web based communication;
  - (g) updated and interactive website;
  - (h) any other appropriate means of communication.
- Data security. **10.** (1) A person shall not disseminate any confidential information to any unauthorized person without prior approval of the Council.  
(2) Any person who contravenes this Regulation commits an offence and shall be liable on conviction to a fine not exceeding one million shillings or to imprisonment for a term not exceeding three years, or both.
- Data archival. **11.** (1) The Institute shall create and maintain an archive on all curricula and curriculum support materials.  
(2) The Institute may upon receiving a request in writing and at a prescribed fee avail archived information to members of staff, institutions or the public.
- Training. **12.** The Institute shall offer regular training for staff to ensure efficient data management.
- Dissemination of information. **13.** (1) The Institute shall-
  - (a) identify suitable modes of dissemination and transmission;
  - (b) develop and avail a catalogue of all programmes and curriculum support materials;

- (c) develop and disseminate online curriculum orientation programmes for curriculum implementers;
  - (d) identify appropriate outlets in the Counties to disseminate programmes and curriculum support materials;
  - (e) acquire, vet, and approve programmes from independent producers before transmission;
  - (f) reserve the right to accept or reject programmes, promotions and advertisements transmitted through its channels; and
  - (g) perform such other functions as the Council may determine.
- (2) In performing its functions under this Regulation the Institute shall adhere to media regulatory and obligatory standards and requirements.

Printing and publishing.

- 14.** (1) The Institute shall print, publish and disseminate materials relating to curricula, curriculum support materials for basic and tertiary education and training.
- (2) The Institute shall establish printing and publishing standards
- (3) All books published by the Institute shall be copyrighted and assigned an International Standard Book Number (ISBN).

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