#### 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 (PANELS) REGULATIONS, 2013

#### PART I – PRELIMINARY

Citation

**1.** These Regulations may be cited as the Kenya Institute of Curriculum Development (Panels) Regulations, 2013.

Interpretation

- 2. In these Regulations unless the context otherwise requires-
  - "Act" means the Kenya Institute of Curriculum Development Act 2013;
  - "Course Panel" means a panel constituted pursuant to section 17 of the Act;
  - "Director" means the Director of the Institute appointed under section 14 of the Act;
  - "Institute" means the Kenya Institute of Curriculum Development established under section 3 of the Act:
  - "Panel" means an all inclusive participatory forum through which stakeholders and subject specialists come together to design, develop, evaluate, revise or review curriculum content and curriculum support materials;
  - "Subject Panel" means a panel constituted pursuant to section 17 of the Act; and

"TVET" means Technical and Vocational Education and Training.

#### PART II- CONSTITUTING OF PANELS

Constituting of Subject Panels

**3.** (1) Subject panels shall be constituted by the Institute for every subject and learning area offered.

- (2) A subject panel convened under these regulations shall comprise of not more than twenty members appointed by the Council.
- (3) The functions of the subject panel shall be to-
  - (a) determine the competences in subject, learning area and module;
  - (b) develop the general objectives and learning outcomes of the relevant subject, learning area or module;
  - (c) design syllabus for subject, learning area or module for formal dimension programmes;
  - (d) design non-formal and informal programmes to achieve the general objectives or learning outcomes of the relevant subject, learning area, or module;
  - (e) develop teaching and learning experiences;
  - (f) suggest appropriate electronic and non-electronic teaching and learning resources;
  - (g) suggest formative assessment;
  - (h) suggest time allocation; and
  - (i) propose the syllabus format for formal and non formal programmes.

4. (1) A subject panel shall comprise subject specialists who shall be drawn

## ect Panel from-

- (a) practicing teachers;
- (b) teacher trainers;
- (c) the quality assurance and standards department;
- (d) the Kenya National Examinations Council;
- (e) universities;
- (f) relevant ministries or departments;
- (g) relevant industry;
- (h) curriculum specialists;
- (i) other relevant individuals and institutions approved by the Council.
- (2) Each subject panel shall be chaired by an appropriate subject specialist appointed by the Institute.

#### Membership of a Subject Panel

- (3) Each subject panel shall have a secretary who shall be a curriculum specialist of the Institute.
- (4) A subject panel may co-opt persons whose knowledge and expertise may be necessary for the performance of its functions.
- (5) Each member shall hold office for three years and shall be eligible for reappointment for one further term.
- (6) Any vacancy caused by change of responsibility, resignation or death of a panel member shall be filled by the Director on behalf of the Council or subject to Council's approval.

Code of Conduct

Identification of Subject Panel Members

Role of Subject

- **5.** The Institute shall develop a code of conduct and ethics for the guidance and operations of panel members.
- **6.** (1) The Institute shall liaise with the respective County Governments to identify qualified and experienced teachers, tutors, trainers, lecturers and education officers to serve as subject panel members using prescribed criteria.
  - (2) The Institute shall maintain a databank of qualified subject panel members
  - (3) The Director shall fill the positions of members of a subject panel whenever a vacancy occurs from the databank.

7. Each subject panels shall-

- (a) initiate and guide appropriate curriculum activities in the subject, learning area and module;
- (b) keep the existing syllabus in the subject or learning area under constant review and make recommendations to the course panel;
- (c) vet Curriculum and Curriculum support materials and make recommendations to the Course Panel.
- (d) keep assessment and examinations in the subject area under constant review and make recommendations to the Course Panel:
- (e) develop Curriculum support materials.
- (f) Perform such other functions as the Council may determine.

Course Panel

**8.** (1) The Institute shall constitute a Course Panel for each level of education and training.

- (2) A Course Panel constituted under this regulation shall-
  - (a) consist of not fewer than twenty members and not more than thirty five including *ex officio* members;
  - (b) be chaired by an appointee of the Council;
  - (c) serve for a term of three years and shall be eligible for re-appointment for one further term;
  - (d) be appointed by the Council;
  - (e) not conduct business unless quorum of fifteen members is achieved; and
  - (f) have the Institute staff and Quality Assurance and Standards curriculum specialists as *ex officio* members.

## Composition of Course Panel

- **9.** (1) A Course Panel shall consist of a representative from each of the following -
  - (a) Director Quality Assurance and Standards;
  - (b) Teachers Service Commission;
  - (c) Kenya National Examinations Council;
  - (d) Teacher Training Colleges;
  - (e) Kenya Institute of Special Education;
  - (f) Representative from a Technical Training Institution;
  - (g) University can be either public or private;
  - (h) Faith based organizations;
  - (i) School Heads Associations;
  - (i) Private schools Associations; and
  - (k) Experts from relevant level of education and training.
- (2) An appropriate representative of the foregoing stakeholders with the authority to make policy decisions.

### Functions of a Course Panel

- 10. A Course Panel shall-
  - (a) keep under constant review the existing curriculum for the relevant level or area of education and training and make recommendations to the Academic Committee;

- (b) coordinate and guide the activities of the subject panels in their specific areas of specialization; and
- (c) where applicable, liaise with other relevant institutions and agencies involved in human resource development.
- (d) Perform such other function as the Council may determine

## Ex officio members of a Course Panel

- 11. (1) An ex officio member of a Course Panel may attend any panel meeting.
  - (2) An ex officio member shall not have any voting rights.

#### Assistance

**12.** A Course Panel may from time to time co-opt persons to assist it in the discharge of its functions.

#### Observers

**13.** A person may on application in writing to, shall upon obtaining written permission from, the Director attend a Course Panel meeting as an observer.

#### Filing a vacancy

**14.** Any vacancy in the office of a member of a Course Panel by change of responsibility, resignation or death of a Course Panel member shall be filled by the Director on behalf of the Council.

#### **TVET Course panels**

- **15.** (1) The Institute shall from time to time convene a TVET Course Panel.
  - (2) There shall be a -
    - (a) Technical, Industrial and Applied Sciences course panel; and
    - (b) Business, Hospitality, Commercial and Allied Trade Areas course panel.
  - (3) The members of a TVET course panel shall comprise representatives from-
    - (a) universities offering TVET programmes;
    - (b) training Institutions;
    - (c) Technical and Vocational Education and Training Authority;
    - (d) the National Commission for Science and Technology; and
    - (e) relevant stakeholders including the Sector, Federation of Employers, Public Service Commission and Workers Union Representatives.

## Functions of TVET Course Panel

#### 16. A TVET Course Panel shall-

- a) examine the curriculum in broad TVET areas;
- b) keep the TVET curriculum under constant review and make recommendations to the Academic Committee:

- c) co-ordinate and guide activities of the TVET subject panels; and
- d) where applicable, liaise with other institutions and agencies involved in human resource development.

## Research, Monitoring and Evaluation Panel

- **17.** The Institute shall constitute a research, monitoring and evaluation panel which shall consist of nine members from the-
  - (a) Commission for University Education;
  - (b) National Commission of Science and Technology;
  - (c) Universities:
  - (d) Kenya National Examinations Council;
  - (e) Kenya Institute of Special Education;
  - (f) Kenya Institute of Public Policy Research and Analysis; and
  - (g) Kenya National Bureau of Statistics.

# Function of Research Monitoring and Evaluation Panel

- 18. A research monitoring and evaluation panel shall-
  - (a) review, critique and work with the Institute's Research, Monitoring and Evaluation Division in enhancing the quality of research reports generated by the Institute;
  - (b) give general guidance and support to the curriculum-based research and evaluation of programmes at the Institute;
  - (c) provide guidance and participate in the organization of research, symposia and conferences;
  - (d) peer review the Institute's research activities to enhance quality of research work; and
  - (e) review research proposals.

#### PART III- ACADEMIC COMMITTEE

## Academic Committee

- 19. (1) The Institute shall establish an Academic Committee.
  - (2) The Academic Committee shall be chaired by the Director General responsible for education.
  - (3) The Director shall be the secretary to the Academic Committee.
  - (4) The Academic Committee shall include representatives from-
    - (a) The Ministry responsible for education and training;

- (b) The Teachers Service Commission;
- (c) The Kenya National Examination Council;
- (d) An institution mandated by law to train teachers for special needs education;
- (e) The schools of education in a public and private university respectively;
- (f) The Kenya Federation of Employers;
- (g) Kenya Accountants and Secretaries National Examination Board;
- (h) Micro and small enterprise federation;
- (i) Registered teachers Professional Associations;
- (j) Registered teachers' unions;
- (k) Umbrella bodies of registered religious organizations;
- (l) Not more than four co-opted members not being public officers;
- (m) One nominated member of the national parents association.
- (5) The Academic Committee shall establish its own rules of procedure and submit them to the Council for approval.
- (6) The Academic Committee may co-opt not more than three other persons whose knowledge and expertise are necessary for the performance of its functions.

Functions of the Academic Committee

#### 20. The Academic Committee shall-

- (a) validate curriculum design, curricula and reports on curriculum support materials developed by the course panel;
- (b) make recommendations to the Council on the appropriateness of the curriculum designs, curricula, programmes and reports on curriculum support materials and its implementation for consideration and approval; and
- (c) prepare a report on curriculum designs, curricula, programmes and reports on curriculum support materials and its implementation to the Institute.

Role of Academic

21. The role of the Academic Committee shall be to-

Committee	(a)	keep	under	constant	review	the	curricula	and	curriculum	support
		mate	rials fo	r basic an	d tertiary	y edu	cation;			
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- (b) ensure the quality of education programmes developed by the Institute
- (c) coordinate and guide activities of subject and course panels;
- (d) recommend for approval by the Council, educational programmes and curricula developed or vetted by the Institute; and
- (e) review broad issues related to curriculum and education policy and make recommendations to the Council.

Dated	2013

Lydia Nzomo

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