**FOREWORD FROM THE CHIEF EXECUTIVE OFFICER**

**Career guidance** is a developmental process that facilitates the acquisition of attitudes; skills and knowledge to help students better understand themselves while exploring viable education and career options that eventually result into making informed decisions.  Lack of informed guidance on career may result in candidates choosing professions which are not based on their intellectual capacity, interest and nature of demand of various professionals. It is, therefore, imperative that the right career choice is made.

To assist candidates in informed career choice, KNEC developed the first Career Guidance Handbook in 2014 which was revised in 2015. The copies of the book were distributed to both Primary and Secondary Schools across the country. It was a successful exercise for it added value in the education sector.

Making a choice on what course to study in readiness for a career can be both exciting and challenging. KNEC is therefore presenting the third edition Career Guidance Handbook to school leavers at primary, secondary and tertiary levels to make it easier for them to find relevant information based on course selection.

The courses have been revised to align to the national development agenda and in particular Vision 2030. These courses will also empower students with skills that meet the needs of the workplace as well as self employment. There is an opportunity for students with low scores to find a path to excel in their career by starting at a lower level and progressing to higher level.

The courses contained in this Handbook are examined by KNEC but offered in both public and private institutions. The school leavers are therefore encouraged to take interest in course programme outlined in the Handbook.

**Dr. Mercy G. Karogo, MBS**

**Ag. Chief Executive Officer**

Third Edition

July 2018

**ACKNOWLEDGMENT**

In the year 2014 the Kenya National Examinations Council (KNEC) produced the 1st edition of the career guidance handbook which was revised in 2015. It was aimed at guiding students completing Primary and Secondary School as well as Technical colleges on the foundation of career planning and choices. Due to dynamics in the economy, the book has been reviewed to align to the emerging needs hence the production of the 3rd edition.

The development of this career handbook is as a result of intensive consultative process involving departments of Test Development, Examination Administration and Public Communications Section.

I am pleased, to therefore acknowledge the efforts of a professional team that immensely contributed to contents of this document; Patrick Ochich, James Nderitu, Moses Kataka, Justus Wabwile, Jelia Kenanga, Joseph Githinji, Paul Njuguna, Dorothy Saina and Alice Atamba were instrumental in this endeavor.

The efforts of this team was complimented by a special secretariat team composed of Margaret Mbula and Joyce M’Mrithaa.

This handbook shall be disseminated to the target population and it is my hope that it will be of great value to this population.

**Dr. Mercy G. Karogo, MBS**

**Ag. Chief Executive Officer**

Third Edition

July 2018



**THE KENYA NATIONAL EXAMINATIONS COUNCIL**

**CAREER GUIDE ON BUSINESS, TECHNICAL AND TEACHER EDUCATION COURSES EXAMINED BY THE KENYA NATIONAL EXAMINATIONS COUNCIL**

**DEFINITION OF TERMS AND ABBREVIATIONS**

1. **Artisan Certificate** – the level of courses that produce skilled workers in specific trades (artisans)
2. **Craft Certificate** – the level of post school courses that produce skilled technicians (craftsmen)
3. **Diploma** – the level of post school courses that produces workers with technical, supervisory ,training and managerial skills
4. **Module** –part of a course offered as an independent unit that imparts skills necessary for employment
5. **Modular** – a course consisting of modules
6. **NVCET** – National Vocational Certificate of Education and Training
7. **Single and Group (S & G)** – a flexible Business course in which a candidate can choose to register for examination in one or more papers at a time
8. **TEP** – Technical Education Programme
9. **TVET** – Technical and Vocational Education and Training
10. **Pre-Service** – full-time institution based training before employment
11. **In-Service** – part- time training while in practice
12. **DICECE** – District Centre for Early Childhood Education
13. **HND** – Higher National Diploma
14. **Knowledge Economy** – class of marketable skills that can be shared in cyberspace
15. **Sandwich** – part time mode of study meant for trainees working in the field of study.

**BUSINESS AND TECHNICAL COURSES**

Business and Technical courses are offered in both public institutions and private commercial colleges countrywide. The Ministry of Education registers and certifies the institutions while the TVET Authority regulates and accredits them. The public institutions include National Polytechnics, Institutes of Technology and Technical Training Institutes. Candidates are advised to register for examinations in KNEC approved examination centres.

Persons who choose to pursue these courses have three career options:

* They can pursue employment in public and private sectors;
* They can opt to become entrepreneurs and start their own businesses;
* They can opt to become trainers in their areas of specialty with further training in teaching skills.

Entrepreneurship and ICT training, which form part of the Business and Technical courses, produce graduates with valuable skills who can pursue careers in the Knowledge Economy.

KNEC Certificates are internationally recognized and can be used to seek employment within and in foreign countries.

TVET programs are modular and each module imparts skills and knowledge that enable a graduate to engage in formal or informal employment while still pursuing their studies.

The Diploma Courses open up the chance for admission into University for Degree programmes.

**BUSINESS COURSES**

**TVET BUSINESS EDUCATION SINGLE (BES) AND GROUP CERTIFICATE (GC) COURSE**

This flexible course allows the candidates to pursue their studies at their own pace. They are able to book and sit the examinations that they have prepared for. The more papers a candidate sits for and passes in a particular series, the faster the candidate completes the course in the specialty chosen. Persons who are employed or have occupational constraints that make regular attendance of class difficult can also enrol for this course.

BES&GC candidates can also study for and sit examinations in subjects outside their speciality to add value to their qualifications and diversify their skills for the labour market.

1. The Minimum Entry Requirements for this course are:
* For Stage I, candidates should have passed KCPE or Equivalent Qualification as Approved by KNEC.
* For Stage II, candidates should have passed Stage I of the requisite subject(s).
* For Stage III, candidates should have passed Stage II of the requisite subject(s).
1. Depending on the progress of a candidate, the entire course can be completed within 18 months.

KNEC offers examinations under the Business Education Single and Group Certificate Courses in the following areas:

|  |  |  |
| --- | --- | --- |
| **COURSE NAME AND SPECIALITY** | **CAREER/EMPLOYMENT OPPORTUNITIES** | **PROGRESSION PATH** |
| Secretarial Studies | Personal Secretary; Office administrators, Office Assistant | Candidates who successfully complete Stage III can progress to admission for Higher National Diploma or degree. |
| Sales and Marketing | Sales Person, marketing officers |
| Business Management | Administrative Assistant |
| Human Resource Management | Human Resource Clerk/Assistant, Human resource officers |
| Supplies Management | Stores Clerk, Supplies Manager |

**BUSINESS TVET CRAFT CERTIFICATE COURSES**

1. The Minimum Entry Requirements for this level of courses are:
* KCSE D Plain;
* Pass in Artisan Level where applicable;
* Any other equivalent qualification as approved by KNEC.
1. The duration for the course is two (2) years covered in two (2) modules including compulsory industrial attachment.

KNEC offers examinations under the Business TVET Craft Certificate Course in the following areas:

| **COURSE NAME** | **CAREER/EMPLOYMENT OPPORTUNITIES** | **PROGRESSION PATH** |
| --- | --- | --- |
| Craft Certificate in Secretarial Studies | Office Assistant; Shorthand Secretary;  | Diploma in Secretarial Studies |
| Craft Certificate in Sales and Marketing  | Salesperson; Sales Clerk; Sales Assistant | Diploma in Sales and Marketing |
| Craft Certificate in Supply Chain Management | Storekeeper; Stores/Procurement/Supply Chain Assistant | Diploma in Supply Chain Management |
| Craft Certificate in Business Management | Administrative Assistants | Diploma in Business Management |
| Craft Certificate in Co-operative Management | Co-operative Assistant; Sacco/Society Office Assistant | Diploma in Co-operative Management |
| Craft Certificate in Human Resource Management | Human Resource Assistant | Diploma in Human Resource Management |
| Craft Certificate in Road Transport Management | Road Transport/Logistics Management Assistant; | Diploma in Road Transport Management |
| Craft Certificate in Information Studies | Library Assistant; Records Management Assistant | Diploma Course under development |
| Craft Certificate in Maritime Transport Operations | Container Depot Clerk; Shipping Clerk | Diploma in International Freight Management |
| Craft Certificate in Tour Guiding Operations | Tour Guide Operations Assistant | Diploma in Tourism Management; Diploma in Tour Guiding Management |
| Craft Certificate in Tour Guiding and Travel Operations | Tours and Travel Operations Assistant | Diploma in Tourism Management; Diploma in Tour Guiding Management |
| Craft Certificate in Information Technology | ICT Assistant; Data Entry Clerk | Diploma in ICT |
| Craft Certificate in Project Management | Project Management Assistant; Event Management Assistant | Diploma in Project Management |
| Craft Certificate in Clerical Operations | Office Clerk; Registry Clerk | Diploma in Business Management |
| Craft Certificate in Investment Management | Assisting in Analysing Investment Data; | Diploma in Investment Management |
| Craft Certificate in Maritime Transport Logistics | Container Depot Clerk; Shipping Clerk; Tallying Clerk | Diploma in Maritime Transport Logistics |

**BTEP DIPLOMA COURSE (MODULAR)**

1. The Minimum Entry Requirements for this course are:
* KCSE C Minus;
* Pass in Craft Certificate in Maritime Transport Logistics;
* Pass in Craft Certificate in Maritime Transport Operations; and
* Any other equivalent qualification as approved by KNEC.
1. The duration for the course is three (3) years covered in three (3) modules including industrial attachment.

|  |  |  |
| --- | --- | --- |
| **COURSE NAME** | **CAREER/EMPLOYMENT OPPORTUNITIES** | **PROGRESSION PATH** |
| Diploma in International Freight Management | Clearing and Forwarding Agent; Warehouse Supervisor; Shipping Documentation Supervisor | Degree in related area |

**BUSINESS TVET DIPLOMA COURSES**

1. The minimum Entry Requirements for this level of courses are:
* KCSE C Minus;
* Pass Craft Certificate Level where applicable;
* Any other equivalent qualification as approved by KNEC.
1. The duration for the course is three (3) years covered in three (3) modules including industrial attachment.

KNEC offers examinations under the TVET Diploma Course in the following areas:

| **COURSE NAME** | **CAREER/EMPLOYMENT OPPORTUNITIES** | **PROGRESSION PATH** |
| --- | --- | --- |
| Diploma in Secretarial Studies | Shorthand SecretaryPersonal SecretaryAssistant Office Manager | Higher National Diploma, degree in related area |
| Diploma in Sales and Marketing | Sales and Marketing Officer/Manager | Higher National Diploma, degree in related area |
| Diploma in Supply Chain Management | Supply Chain Officer/Manager; Procurement Officer/Manager | degree in related area |
| Diploma in Business Management | Office Supervisor | Higher National Diploma, degree in related area |
| Diploma in Co-operative Management | Co-operative Assistant; Co-operative Officer; Sacco Assistant Manager | Degree in related area |
| Diploma in Human Resource Management | Assistant Human Resource Officer; Human Resource Officer | Higher National Diploma, degree in related area |
| Diploma in Road Transport Management | Road Transport Officer Logistics Management Officer; Fleet Manager | Degree in related area |
| Diploma in Tourism Management | Tourism Management Officer | Higher National Diploma, degree in related area |
| Diploma in Tour Guiding Management | Tour Guide Supervisor | Higher National Diploma, degree in related area |
| Diploma in Information and Communication Technology | Information and Communication Technology Officer | Degree in related area |
| Diploma in Petroleum Management | Assistant Petroleum Depot Manager; Petroleum Supply Chain Manager | Degree in related area |
| Diploma in Project Management | Project Manager; Monitoring & Evaluation Officer | Degree in related area |
| Diploma in Investment Management | Investment Analyst; Investment Account Manager; Investment Advisor | Degree in related area |
| Diploma in Maritime Transport Logistics | Port Operations Manager; Shipping Documentation Supervisor; Logistics Manager | Degree in related area |
| Diploma in Disaster Management | Disaster Preparedness Trainer; Disaster Logistics Manager; Fire Inspector/Investigator; First Aid Trainer; Disaster Victim Counsellor; Resource Mobilization Officer | Degree in related area |

**BUSINESS BTEP HIGHER NATIONAL DIPLOMA COURSES**

1. The Minimum Entry Requirements for this level of courses are:
* Pass in Diploma Level where applicable;
* Degree from a recognized university;
* Any other equivalent qualification as approved by KNEC.
1. The duration for the course is two (2) years including compulsory industrial attachment.

KNEC offers examinations under the BTEP Higher National Diploma Course in the following areas:

| **COURSE NAME** | **CAREER/EMPLOYMENT OPPORTUNITIES** | **PROGRESSION PATH** |
| --- | --- | --- |
| Higher National Diploma in Secretarial Management | Office Manager; Executive Secretary | Masters degree in selected universities |
| Higher National Diploma in Business Management | Manager; Assistant Manager | Masters degree in selected universities |
| Higher National Diploma in Human Resource Management  | Assistant Human Resource Manager; Human Resource Officer/Manager | Masters degree in selected universities |
| Higher National Diploma in Entrepreneurship Development | Entrepreneur; Enterprise Development Officer; Entrepreneurship Development Trainer | Masters degree in selected universities |
| Higher National Diploma in Tourism Management (Modular) | Tourism Officer; Tour Operations Officer/Manager | Masters degree in selected universities |
| Higher National Diploma in Library and Information Management |  Librarian | Masters degree in selected universities |
| Higher National Diploma in Archives and Records Management | Archives and Records Officer/Manager; | Masters degree in selected universities |

**TECHNICAL COURSES**

**TEP program**

TEP courses are aimed at imparting knowledge and skills which prepare trainees for self or formal employment. Self-employment leads to creation of new job opportunities as the enterprise expands. TEP courses allow for progression from Artisan Certificate to degree and other higher academic levels.

KNEC examines TEP courses from artisan level to higher national diploma level.

**TVET Program**

TVET programs are modular. Each module imparts skills and knowledge that enable a graduate to engage in formal or informal employment while still pursuing their studies.

KNEC issues result slips for each module. A certificate is awarded upon successful completion of the requisite modules.

**NATIONAL VOCATIONAL CERTIFICATE OF EDUCATION AND TRAINING (NVCET) PROGRAM**

**NVCET CERTIFICATE COURSES**

1. The Minimum Entry Requirements are:
* KCPE Certificate,
* Any other equivalent qualification as approved by KNEC.
1. The duration for the course is 4 years including compulsory industrial attachment
* Level one takes 2 years
* Level two takes 2 years

KNEC offers examinations under the National Vocational Certificate in Education and Training program in the following areas:

| **COURSE NAME** | **CAREER/EMPLOYMENT OPPORTUNITIES** | **PROGRESSION PATHS** |
| --- | --- | --- |
| Appropriate Carpentry and Joinery  | Carpenter(Furniture, roofing, interior fittings) | Artisan Certificate Building Technology |
| Fashion Design and Garment Making | Fashion designer/garment maker/garment cutter/sample maker | Artisan Certificate Fashion design and garment making |
| Food Processing Technology | Waiter/waitress, chef | Artisan Certificate in Food Processing Technology |
| Hairdressing and Beauty Therapy Level 1 | Hairdresser, Beautician, Masseurs | Artisan Certificate in Fashion Design and Garment Making Technology |
| Motor Vehicle Technology | Motor vehicle mechanic, panel beater, spray painter | Artisan Certificate in Motor Vehicle Technology |
| Seafarers | To serve as a rating forming part of a navigation watch or an engineering watch on board ships or employed ashore in the maritime sector as a coxswain. | Artisan Certificate in Seafarers |
| Metal Processing Technology | Welder, fabricators of metal and steel structures | Artisan Certificate in Mechanical engineering or Welding and Fabrication |
| Refrigeration and Air Conditioning Technology | Technicians refrigeration and A/C industry involving Service and repair and Maintenance | Artisan Certificate in Mechanical Engineering (Plant option) |
| Electrical and Electronics Technology | Electrician, service and repair technicians | Artisan Certificate in Electrical and Electronics Technology |
| Information Communication Technology | Data entry clerks, clerks in publishing firms,  | Artisan Certificate in Information Communication Technology |
| Building Technology | Mason, plumber | Artisan Certificate in Building Technology |

**TECHNICAL EDUCATION PROGRAM (TEP)**

**ARTISAN CERTIFICATE**

1. The Minimum Entry Requirements are:
* KCPE Certificate, or;
* Equivalent qualification approved by KNEC.
1. The duration for the course is 2 years which includes compulsory industrial attachment.

KNEC offers examinations under the TEP Artisan Certificate Courses in the following areas:

| **COURSE NAME** | **CAREER/EMPLOYMENT OPPORTUNITIES** | **PROGRESSION PATHS** |
| --- | --- | --- |
| Appropriate Carpentry and Joinery  | Carpenter(Furniture, roofing, interior fittings) | Craft Certificate Building Technology |
| Fashion Design and Garment Making | Fashion designer/garment maker/garment cutter/sample maker | Craft Certificate Fashion design and garment making |
| Food Processing Technology | Waiter/waitress, chef | Craft Certificate in Food Processing Technology |
| Hairdressing and Beauty Therapy | hairdresser, beautician, masseurs | Craft Certificate in Fashion Design and Garment Making Technology |
| Motor Vehicle Technology | Motor vehicle mechanic, panel beater, spray painter | Craft Certificate in Motor Vehicle Technology |
| Seafarers | To serve as a rating forming part of a navigation watch or an engineering watch on board ships or employed ashore in the maritime sector as a coxswain. | Craft Certificate in Nautical Science or Craft Certificate in Marine Engineering |
| Metal Processing Technology | Welder, fabricators of metal and steel structures | Craft Certificate in Mechanical engineering or Welding and Fabrication |
| Refrigeration and Air Conditioning Technology | Technicians involved in Installation, Service, repair and Maintenance of refrigeration and air conditioning equipment | Craft Certificate in Mechanical Engineering (Plant option) |
| Electrical and Electronics Technology | Technicians involved in Installation, Service, Repair and Maintenance of Electronic Equipment | Craft Certificate in Electrical and Electronics Technology |
| Information Communication Technology | Data entry clerks, clerks in publishing firms,  | Craft Certificate in Information Communication Technology |
| Building Technology | Mason, plumber | Craft Certificate in Building Technology |
| Plumbing | Plumber Building Industry and self employment | Craft Certificate in Plumbing |

**CRAFT CERTIFICATE (TEP)**

(a) The Minimum Entry Requirements are:

* KCSE Mean Grade D (Plain), or;
* Pass in a relevant Artisan course, or;
* An Equivalent qualification approved by KNEC.

(b) The duration for the course is two (2) years which includes compulsory industrial attachment.

1. These Craft Programs are examined by KNEC at the end of the two years training period.

KNEC offers examinations under the TEP Craft Certificate Courses in the following areas:

| **COURSE NAME** | **CAREER/EMPLOYMENT OPPORTUNITIES** | **PROGRESSION PATHS** |
| --- | --- | --- |
| Craft Certificate in Masonry | Mason in the Building Industry, Instructor in Vocational Training Centres | Diploma in Building Technology |
| Craft Certificate in Plumbing | Installation and repair plumber in the Building Industry and factories, Instructor in Vocational Training Centres | Diploma in Water Technology |
| Craft Certificate in Road Construction | Road Construction Technician , Instructor in Vocational Training Centres | Diploma in Civil Engineering |
| Craft Certificate in Land Surveying | Physical Planning Technician/clerk, Instructor in Vocational Training Centres | Diploma in Land Surveying |
| Craft Certificate in Water Technology | Water Technician in Construction Industry and water companies, Instructor in Vocational Training Centres | Diploma in Water Technology |
| Craft Certificate in National Certificate in Social Development | Community worker in Government, Non-Governmental Organizations (NGOs) and Community Based Organizations, Instructor in Vocational Training Centres | Diploma in Social Work and Community Development |
| Craft Certificate in Medical Laboratory Technology | Technician in medical and bio-medical laboratories and Research Institutions, Instructor in Vocational Training Centres | Diploma in Medical Laboratory Technology |
| Craft Certificate in Agricultural Engineering (Farm Power and Machinery)  | Technician/Mechanic/ Assistant Workshop Supervisor (Farm Machinery and Equipment) , Instructor in Vocational Training Centres | Diploma in Agricultural Engineering |
| Craft Certificate in Cartography | Technical assistants in physical Planning establishments , Instructor in Vocational Training Centres | Diploma in Cartography  |
| Craft Certificate in Photogrammetry | Technical assistants in physical Planning establishments, Instructor in Vocational Training Centres | Diploma in Photogrammetry and Remote Sensing |
|  Craft Certificate in Printing Technology | Repair and Maintenance Technicians/machine operators in printing industry, Instructor in Vocational Training Centres | Diploma in Printing Technology |

**CRAFT CERTIFICATE (TVET)**

1. The Minimum Entry Requirements are
* Pass in relevant Artisan Course or;
* KCSE Mean Grade D (Plain) or;
* Equivalent qualification approved by KNEC.
1. The duration for the course is two (2) years covered in two modules which includes compulsory industrial attachment.

KNEC offers examinations under the TVET Craft Certificate Courses in the following areas:

| **COURSE NAME** | **CAREER/EMPLOYMENT OPPORTUNITIES** | **PROGRESSION PATH** |
| --- | --- | --- |
| Certificate in Catering and Accommodation Operations | Room Attendant, Waiter/Waitress**,** food production and service in the catering industry , Instructor in Vocational Training Centres |  Diploma in Catering and Accommodation Management  |
| Certificate in Fashion Design and Garment Making Technology | Fashion Designer; Garment Constructor; Supervisor; Garment Cutter; Pattern Cutter; Textile Designer; Sample Maker; Fashion Stylist; Embroiderer; Batik/Tie and Dye Producer, Instructor in Vocational Training Centres | Diploma in Fashion Design and Clothing Technology |
| Craft Certificate in Mechanical Engineering |  Metal production and processing technicians , Instructor in Vocational Training Centres | Diploma in Mechanical engineering (Production Option) |
| Craft Certificate in Nautical Science | To serve as an Officer in charge of navigation watch on board ships or employed ashore in the maritime sector. | Diploma in Nautical Science |
| Craft in Marine Engineering | To work on board merchant ship in the engine department at support level or in a marine engineering workshop or shipyard as a craftsman.a) Module I, the trainee will be certificated as a Rating forming part of an engineering watch in accordance with STCW regulation III/4.b) Module II, the trainee will be certificated as an Able Seafarer-Engine in accordance with STCW regulation III/5 | Diploma in Marine Engineering |
| Craft Certificate in Electrical and Electronic Technology (Telecommunication Options) | Telecommunication Technicians (Installation, maintenance, service and repair) , Instructor in Vocational Training Centres | Diploma in Electrical and Electronic Engineering (Telecommunication option |
| Craft Certificate in Electrical and Electronic Technology (Power) | Technicians in Electrical power generating and distribution companies, self-employed or formal employment in construction firms (Electrical Wiring) , Instructor in Vocational Training Centres | Diploma in Electrical and Electronic Engineering (Power option) |
| Certificate in Baking Technology | Chef in Baking and confectionary industry, Instructor in Vocational Training Centres | Diploma in Baking Technology |
| Certificate in Automotive Engineering  | Motor Vehicle Mechanic (Assistant Supervisor) , Instructor in Vocational Training Centres | Diploma in Automotive Engineering |
| Certificate in Petroleum Geosciences | Technicians and clerks in Petroleum Industry | Diploma in Petroleum Geosciences |
| Certificate in Water Technology  | Water Technician in Construction Industry and water companies, Instructor in Vocational Training Centres | Diploma in Water Technology |
| Craft Certificate in Welding and Fabrication | Technicians in Metal processing industry, Building industry or self-employment, Instructor in Vocational Training Centres | Diploma in Welding and fabrication |
| Certificate in Food and Beverage Production and Service | Waiter/Waitress, chef, Instructor in Vocational Training Centres | Diploma in Food and Beverage Management, Diploma in Catering and Accommodation Management |
| Craft Certificate in Food Processing and Preservation | Operator in food processing and preservation industry for both animal and crop products, Instructor in Vocational Training Centres | Diploma in Food Processing and Preservation |
| Craft Certificate in Fisheries, Science and Technology | Technical assistant/Advisor in Fish farming, food-processing industry | Diploma in Fisheries, Science and Technology |
| Craft certificate in medical laboratory technology | Technician in laboratories in the medical, biomedical, research institutions and specialized industries | Diploma in Medical Laboratory Technology |
| Craft certificate in nutrition and dietetics | The trainee will work in a salaried or self-employment to improve health care using nutrition and dietetics provision in line with the Kenya Nutritionists and Dieticians Institute (KNDI) vision. | Diploma in Nutrition And Dietetics |
| Post Qualification certificate in counsellor supervision | The trainee will work in formal or self-employment to address challenges/ issues encountered by the counsellors in their practice. The counsellor supervisor will provide care and support to the practicing counsellors leading towards greater competence, ethical working and assured therapeutic outcomes. |  |
| Craft Certificate in Construction plant Technology | Sales, Service and repair technician of road construction and excavation equipment | Diploma in Construction Plant |
| Craft in Child Care and Protection | Child Protection officer in various institutions e.g. children’s homes, juvenile courts, NGOs.  | Diploma in Child Care and Protection  |

**TEP Diploma**

1. The Minimum Entry Requirements are:-
* Pass in relevant Craft Course or;
* KCSE Mean Grade C- (Minus) or;
* Equivalent qualification approved by KNEC.
1. The duration for the course is three (3) years including compulsory industrial attachment.
2. These diploma programs are examined at the end of the three years training period.

KNEC offers examinations under TEP Diploma Courses in the following areas:

| **COURSE NAME** | **CAREER/EMPLOYMENT OPPORTUNITIES** | **PROGRESSION PATH** |
| --- | --- | --- |
| Diploma in Water Technology (Water Supply) | Water Technician/Supervisor in Construction Industry and water companies | HND or Relevant Degree |
| Diploma in Water Technology (Sanitation) | Water Technician/Supervisor in Construction Industry and water and waste water companies | HND or Relevant Degree |
|  Diploma in Water Technology (Surface Water Option) | Water Technician/Supervisor in Construction Industry and water and waste water companies | HND or Relevant Degree |
| Diploma in Water Technology (Ground Water Option) | Water Technician/Supervisor in Construction Industry and water drilling companies | HND or Relevant Degree |
| Diploma in Quantity Surveying | Technical Assistant to the Architect , Clerk of Works, Assistant Quantity Surveyor | HND or Relevant Degree |
| Diploma in Highway Engineering | Technician/Supervisor in road construction industry | HND or Relevant Degree |
| Diploma in Photogrammetry and Remote Sensing | Technician/Supervisor in physical Planning establishments as:Geographer, cartographer, physical scientist, GIS analyst, database administrator, applications specialist, project manager, remote sensing scientist, surveyor, photogrammetrist, and image analyst | HND or Relevant Degree |
| Diploma in Cartography | Technician/Supervisor in physical Planning establishments as:Geographer, cartographer, physical scientist, GIS analyst, database administrator, applications specialist, project manager, remote sensing scientist, surveyor, photogrammetrist, and image analyst | HND or Relevant Degree |
| Diploma in Land Surveying | Technician/Supervisor in physical Planning and Surveying and Mapping establishments | HND or Relevant Degree |
| Diploma in Map Reproduction | Technician/Supervisor in physical Planning and Surveying and Mapping establishments | HND or Relevant Degree |
| Diploma in Medical Engineering | Technician/Supervisor in Medical industry in charge or installation, service repair and Maintenance of medical Equipment | HND or Relevant Degree |
| Diploma in Art and Design | Technicians and Supervisors in Advertising and Publishing and Graphic arts industries | HND or Relevant Degree |
| Diploma in Agricultural Engineering  | Mechanic/ Supervisor (Farm Machinery and Equipment) | HND or Relevant Degree |
| Diploma in Chemical and process Engineering | Technical operator, supervisor in Manufacturing and process Industry | HND or Relevant Degree |
| Diploma in PrintingThis course has three options namely:* Pre-press option
* Press option
* Post press option
 | Technician/Supervisor in Printing industry* Repair, Service and Maintenance
* Operators of printing Machines
 | HND or Relevant Degree |

**TVET DIPLOMA**

1. The Minimum Entry Requirements are:-
	* Pass in relevant Craft Course, or;
	* KCSE Mean Grade C- (Minus), or;
	* Equivalent qualification approved by KNEC.
2. These are modular programs, which offer flexibility to candidates. Diploma programs comprise of three modules with KNEC examinations at the end of each module.
3. The Duration for the course is three (3) years covered in three modules including compulsory industrial attachment.

KNEC offers examinations under the TVET Diploma Courses in the following areas.

| **COURSE NAME** | **CAREER/EMPLOYMENT OPPORTUNITIES** | **PROGRESSION** |
| --- | --- | --- |
|  Diploma in Textile Technology | Employment Opportunities include:Spinning Technician, Weaving Technician, Knitting Technician, Processing Technician, Supervisor, Quality Controller, Fabric/Textile Designer |  Relevant degree |
|  Diploma in Water Technology  | Water Technician/Supervisor in Construction Industry and water and waste water companies and water drilling establishments |  HND or Relevant degree |
| Diploma in Chemical Engineering | Technical operator, supervisor in Manufacturing and process Industry  |  Relevant degree |
| Diploma in Electrical Engineering (Power, Telecommunication and Instrumentation Options) | Supervisors/Technicians in Telecommunication firms or self-employment in repair, service and installation of telecommunication equipmentTechnicians/Supervisors in Electrical power generating and distribution industry or self-employed or formal employment in construction industry (Electrical Wiring) |  HND or Relevant degree |
| Diploma in Social Work and Community Development | Assistant manager/Social /Community worker in Government and Non-Governmental Organizations (NGOs) |  Relevant degree |
| Diploma in Aeronautical EngineeringThis course has two options namely:* Airframe and Engines Option
* Avionics Option
 | Aircraft Technician in the Aviation industry  |  Relevant degreeAircraft Maintenance Engineer |
| Diploma in Agricultural Engineering  | Mechanic/ Supervisor (Farm Machinery and Equipment) | HND or Relevant degree |
| Diploma in Analytical Chemistry  | Technical Assistants/Supervisors in Research Institutions | Relevant degree |
| Diploma in Applied Biology  | Technical Assistants/Supervisors in Research Institutions | Relevant degree |
| Diploma in Architecture | Technician/Draftsman in the Building Industry and self-employment | Relevant degree |
| Diploma in Art and Design | Technicians /Supervisors in Advertising and Publishing and Graphic arts industries | Relevant degree |
| Diploma in Automotive Engineering  | Motor Vehicle Mechanic/ Supervisor | HND or Relevant degree |
| Diploma in Baking Technology | Supervisors and Technicians in baking and confectionary industry | Relevant degree |
| Diploma in Building | Supervisors and Technicians Building Industry or building contractors | HND or Relevant degree |
| Diploma in Catering and Accommodation Management | Technical assistants/Supervisors in Catering and Accommodation industry | Relevant degree |
| Diploma in Civil Engineering | Technical assistants/Supervisors in: * Construction companies (both consultants and contractors)
* Local authorities and government departments
* Rail companies
* Utility companies
 | HND or Relevant degree |
| Diploma in Mechanical Engineering (Construction Plant Engineering) | Mechanic/Supervisor (Construction Plant) - Heavy Machinery and EquipmentSales, Service, repair and Maintenance technician of road construction and excavation equipment | HND or Relevant degree |
| Diploma in Counselling | Salaried or self-employment using Guiding and skills Counselling to help clients face their day to day challenges/issues | Relevant degree |
| Diploma in Dietetics Management | Technical assistant or supervisor to improve health care using nutrition and dietetics provision in line with the Kenya Nutritionists and Dieticians Institute (KNDI) vision | Relevant degree |
| Diploma in Environmental Science & Technology | Supervisor or technical advisor to government on policies in :* Manufacturing companies
* Environmental consultancies
* Local governments
* Environmental agencies
* Wildlife conservation groups
* Universities
 | Relevant degree |
| Diploma in Fashion Design and Clothing Technology | Supervisor and/Fashion Promoter, Fashion Illustrator, Fashion Designer, Fashion Merchandiser, Fashion Journalist, Garment Cutter, Cutting Supervisor/Master, Pattern Cutter/Master, Quality Controller, Textile Designer, Fashion Consultant | Relevant degree |
| Diploma in Food and Beverage Management | Chef, Waiter/Waitress, Restaurant Supervisor, Kitchen Supervisor, Teaching, self-employment in Food Production industry**.** |  Relevant degree |
| Diploma in Food Science and Processing Technology | Supervisor/Operator in food processing industries/food preservations of both crop and animal products |  Relevant degree |
| Diploma in Housekeeping Management | Supervisor /Assistant managers in Hotel Industry |  Relevant degree |
| Diploma in Marine Engineering  | Officer in charge of an engineering watch on board ship or employed ashore in the maritime sector. |  Relevant degree |
| Diploma in Mechanical Engineering (Fabrication and Metallurgy Option | Supervisor/Technician in Metal production and processing industry |  HND or Relevant degree |
| Diploma in Mechanical Engineering (Plant Option) | Supervisor/Technical industrial plant operators in process industry |  HND or Relevant degree |
| Diploma in Mechanical Engineering (Production Option) | Technician/Supervisor in Metal and steel production and processing industry |  Relevant degree |
| Diploma in Mechanical Engineering (Construction Plant) | Mechanic/Supervisor (Construction Plant) - Heavy Machinery and EquipmentSales, Service, repair and Maintenance technician of road construction and excavation equipment | HND or Relevant degree |
| Diploma in Medical Engineering  | Technician/Supervisor in Medical industry in charge or installation, service repair and Maintenance of medical Equipment |  Relevant degree |
| Diploma in Medical Laboratory Technology | Technician/Supervisor in laboratories in the medical, biomedical, research institutions and specialized industries |  Relevant degree |
| Diploma in Nautical Science | Officer in charge of a navigation watch on board ship or employed ashore in the maritime sector. |  Relevant degree |
| Diploma in nutrition and dietetics | Dietary Technician in an organization |  Relevant degree |
| Diploma in Petroleum Geosciences | Technician/Supervisor Petroleum Industry involving:* Formation Evaluation
* Petroleum Production
* Petroleum Geology
* Petroleum Geophysics
 |  Relevant degree |
| Diploma in Pharmaceutical Technology | Work in the areas of drug manufacturing, drug marketing and distribution and drug dispensing in hospital and community pharmacies |  Relevant degree |
| Diploma in Child Care and Protection | Child Protection officer in various institutions e.g. children’s homes, juvenile courts, NGOs.  | Relevant Degree |

**Higher National Diploma (TEP)**

1. The Minimum requirement is:-

Diploma in the relevant area of specialization or equivalent qualification.

1. The duration for the course is two (2) years full time or sandwich (part-time).

KNEC offers examinations under the TEP Higher National Diploma Courses in the following areas.

| **COURSE NAME** | **CAREER/ EMPLOYMENT OPPORTUNITIES** | **PROGRESSION PATHS** |
| --- | --- | --- |
| Higher Diploma in Educational Management | Instructors in technical institutions | Relevant degree program |
| Higher Diploma in Construction (Building Economics) | Middle level managers, senior supervisors and technologists in building industry |
| Higher Diploma in Construction (Structures) | Middle level managers, senior supervisors and technologists in construction industry |
| Higher Diploma in Construction (Building and Civil Engineering) | Middle level managers, senior supervisors and technologists in building/construction industry |
| Higher Diploma in Construction (Highway Engineering) | Middle level managers, senior supervisors and technologists in construction industry |
| Higher Diploma in Construction (Water Engineering) | Middle level managers, senior supervisors and technologists in water, sewerage and drainage industry |
| Higher Diploma in Surveying and Mapping | Middle level managers, senior supervisors and technologists in surveying |
| Higher Diploma in Land Surveying | Middle level managers, senior supervisors and technologists in surveying |
| Higher Diploma in Photogrammetric and Remote Sensing | Middle level managers, senior supervisors and technologists in photogrammetry and meteorology,  |
|  Higher Diploma in Cartography | Middle level managers, senior supervisors and technologists in cartography |
| Higher Diploma in Mechanical Engineering | Middle level managers, senior supervisors and technologists in building, construction and mechanical industry |
| Higher Diploma in Food Technology (Quality Control) | Middle level managers, senior supervisors and technologists in food industry |
| Higher Diploma in Analytical Chemistry | Middle level managers, senior supervisors and technologists in research organizations and manufacturing industries |
| Higher Diploma in Applied Biology | Middle level managers, senior supervisors and technologists in research industry |

**TEACHER EDUCATION COURSES: -**

1. Early Childhood Development and Education (ECDE);
2. Primary Teacher Education (PTE);
3. Teacher Certificate in Adult Education (TCAE);
4. Special Needs Education (SNE);
5. Diploma in Teacher Education (DTE).

Teacher Education courses are offered in colleges/institutions certified and approved by the Ministry of Education. Undertaking Teaching practice is compulsory for all Teacher Education Courses.

**EARLY CHILDHOOD DEVELOPMENT AND EDUCATION (ECDE);**

**ECDE Proficiency Certificate**

This is not an institution based course but an examination for those who have not met minimum entry requirements for direct admission to Certificate in ECDE course. Registration is done at the Sub-county Education Office.

The Entry Requirements are:

* KCPE Certificate, or
* KCSE Mean Grade D Plain and below

**Certificate in ECDE**

1. The Minimum Entry Requirements are: -
* KCSE Mean Grade D+ (Plus), or;
* KCE Division IV, or;
* P2 teacher training certificate, or;
* KCPE Certificate with a pass in ECDE Proficiency Certificate.
1. Duration – Four (4) terms of pre-service training or Six (6) terms in-service training.

**Diploma in ECDE**

1. The Minimum Entry Requirements are: -
* KCSE Mean Grade C (Plain) or;
* KCE Division II or;
* Primary Teacher Education (PTE) teacher training certificate or;
* At least D+ (Plus) in KCSE or KCE Division III and in addition have a KNEC ECDE Certificate or Ministry of Education DICECE Certificate or;
* KCE Division III and Kenya Advanced Certificate of Education (KACE- A level) Certificate with a minimum of one (01) principal.
1. The duration for the course is Four (04) terms of pre-service training or Six (06) terms in-service training. Candidates can complete the course in two years.

|  |  |  |
| --- | --- | --- |
|  **COURSE NAME** | **CAREER/EMPLOYMENT OPPORTUNITIES** | **PROGRESSION PATHS** |
| Certificate in ECDE | Employment to teach in early childhood education institutions under the County Governments or Private employers | Diploma in ECDE  |
| Diploma in ECDE | Employment to teach and/or manage early childhood education institutions under the County Governments or Private employers | Degree in ECDE |

**PRIMARY TEACHER EDUCATION (PTE);**

1. The Minimum Entry Requirements or ;
* KCSE Mean Grade C- (Minus) for visually impaired (VI-blind), hearing impaired (HI) and physically disabled candidates.
1. The duration for the course is two (2) years.

| **COURSE NAME** | **CAREER/EMPLOYMENT OPPORTUNITIES** | **PROGRESSION PATHS** |
| --- | --- | --- |
| Primary Teacher Education (PTE) | * Employment by
* Teachers Service Commission (TSC) as a Primary School Teacher in any part of the Country
* Private Schools as a Primary School Teacher in any part of the Country
* Non- Governmental Organizations involved in Basic Education
* Semi-Autonomous Government agencies –SAGAS
* Education Consultancy services
* Employment in foreign Countries as a basic Education Teacher
* Promotion to Management of Education Institutions in Kenya
* Employment in the sports industry
 | * Diploma in ECDE
* Diploma in Special Needs Education
 |

**TEACHER CERTIFICATE IN ADULT EDUCATION**

1. The Minimum Entry Requirements are:
* KCSE Mean Grade D+ (Plus) for Teacher 1, or;
* KCSE Mean Grade D Plain for Teacher 2.
1. The training is coordinated by the sub-county adult and continuing education office
2. The duration for the course is two (2) years

| **COURSE NAME** | **CAREER/EMPLOYMENT OPPORTUNITIES** | **PROGRESSION PATHS** |
| --- | --- | --- |
| Teacher Certificate in Adult Education (TCAE) | * Employment by the Directorate of Adult and Continuing Education as an Adult Education Teacher/Trainer
* Employment by community based organization involved in Adult Education and literacy programmes
* Employment by Non- Governmental Organizations involved in Adult Education and Literacy programmes
 | Diploma Courses in Adult Education |

**SPECIAL NEEDS EDUCATION (SNE)**

1. The Minimum Entry Requirements are:
* Primary Teacher Education (PTE) Certificate, or;
* P1 Teacher certificate by training, or;
* P1 Teacher who has been promoted by the Ministry of Education through the teacher proficiency courses, or;
* KCSE Mean Grade C- (Minus) or with a KNEC Certificate in ECDE or Ministry of Education DICECE Certificate, or;
* KCE Division 3 with a KNEC Certificate in ECDE or Ministry of Education DICECE Certificate.
1. The duration for the course is two (2) years.

| **COURSE NAME** | **CAREER/EMPLOYMENT OPPORTUNITIES** | **PROGRESSION PATHS** |
| --- | --- | --- |
| Diploma in Special Needs Education (SNE) | * Employment by:
	+ Teachers Service Commission (TSC) to teach in schools that admit Special Needs learners
	+ community based organizations (CBOs) involved in Special Needs Education
	+ Non- Governmental Organizations (NGOs) involved in Special Needs Education
* Engagements in translations involving use of sign language, Braille
* Consultancy Services in Special Needs
* Promotion/ upgrading of teachers as per terms of service of the Teachers Service Commission
 | Degree Course in Special Needs Education |

**DIPLOMA IN TEACHER EDUCATION (DTE)**

1. The Minimum Entry Requirements are:
* KCSE Mean Grade C+ (Plus);
* In addition the trainee must have a grade of C+ (Plus) in the two teaching subjects and a C (Plain) in English;
* Candidates pursuing science courses should have at least C (Plain) in Mathematics while those pursuing humanities and languages should have at least D+ (Plus) in Mathematics.
1. The duration for the course is three (3) years.

|  | **CAREER/EMPLOYMENT OPPORTUNITIES** | **PROGRESSION PATHS** |
| --- | --- | --- |
| Diploma in Teacher Education (DTE) | * Employment by the
* Teachers Service Commission (TSC) as a secondary school teacher
* Community based organizations
* Non- Governmental Organizations
* Engagements in the professional areas of specialization, e.g. research, communication, design, or any educational institutions
* Employment opportunities in foreign countries as a teacher
* Employment in the sports industry
* Employment by Semi Autonomous Government Agencies (SAGAS)
 | Degree Courses in relevant areas |