

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
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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.

- a) 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).
- b) 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

- a) 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.
- b) 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

COURSE NAME	CAREER/EMPLOYMENT OPPORTUNITIES	PROGRESSION PATH
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)

- a) 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.
- b) 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

- a) 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.
- c) 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 Secretary Personal Secretary Assistant 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

- a) 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.
- b) 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

- a) The Minimum Entry Requirements are:
 - KCPE Certificate,
 - Any other equivalent qualification as approved by KNEC.
- b) 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

- a) The Minimum Entry Requirements are:
- KCPE Certificate, or;
 - Equivalent qualification approved by KNEC.
- b) 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)

COURSE NAME	CAREER/EMPLOYMENT OPPORTUNITIES	PROGRESSION PATHS
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.

(c) 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

COURSE NAME	CAREER/EMPLOYMENT OPPORTUNITIES	PROGRESSION PATHS
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)

a) The Minimum Entry Requirements are

- Pass in relevant Artisan Course or;
- KCSE Mean Grade D (Plain) or;
- Equivalent qualification approved by KNEC.

- b) 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)

COURSE NAME	CAREER/EMPLOYMENT OPPORTUNITIES	PROGRESSION PATH
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	

COURSE NAME	CAREER/EMPLOYMENT OPPORTUNITIES	PROGRESSION PATH
	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

(a) The Minimum Entry Requirements are:-

- Pass in relevant Craft Course or;
- KCSE Mean Grade C- (Minus) or;
- Equivalent qualification approved by KNEC.

(b) The duration for the course is three (3) years including compulsory industrial attachment.

(c) 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

COURSE NAME	CAREER/EMPLOYMENT OPPORTUNITIES	PROGRESSION PATH
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 Printing This course has three options namely: <ul style="list-style-type: none"> • Pre-press option • Press option • Post press option 	Technician/Supervisor in Printing industry <ul style="list-style-type: none"> • Repair, Service and Maintenance • Operators of printing Machines 	HND or Relevant Degree

TVET DIPLOMA

- a) The Minimum Entry Requirements are:-
- Pass in relevant Craft Course, or;
 - KCSE Mean Grade C- (Minus), or;
 - Equivalent qualification approved by KNEC.
- b) These are modular programs, which offer flexibility to candidates. Diploma programs comprise of three modules with KNEC examinations at the end of each module.
- c) 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 equipment Technicians/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 Engineering	Aircraft Technician in the Aviation industry	Relevant degree

COURSE NAME	CAREER/EMPLOYMENT OPPORTUNITIES	PROGRESSION
This course has two options namely: <ul style="list-style-type: none"> • Airframe and Engines Option • Avionics Option 		Aircraft 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: <ul style="list-style-type: none"> • 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 Equipment Sales, Service, repair and Maintenance technician of road construction and excavation equipment	HND or Relevant degree

COURSE NAME	CAREER/EMPLOYMENT OPPORTUNITIES	PROGRESSION
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 : <ul style="list-style-type: none"> • 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

COURSE NAME	CAREER/EMPLOYMENT OPPORTUNITIES	PROGRESSION
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 Equipment Sales, 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: <ul style="list-style-type: none"> • 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)

a) The Minimum requirement is:-

Diploma in the relevant area of specialization or equivalent qualification.

b) 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

- a) 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.
- b) Duration – Four (4) terms of pre-service training or Six (6) terms in-service training.

Diploma in ECDE

- a) 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.
- b) 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);

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

COURSE NAME	CAREER/EMPLOYMENT OPPORTUNITIES	PROGRESSION PATHS
Primary Teacher Education (PTE)	<ul style="list-style-type: none"> • Employment by <ul style="list-style-type: none"> ○ 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 	<ul style="list-style-type: none"> • Diploma in ECDE • Diploma in Special Needs Education

COURSE NAME	CAREER/EMPLOYMENT OPPORTUNITIES	PROGRESSION PATHS
	<ul style="list-style-type: none"> ○ 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 	

TEACHER CERTIFICATE IN ADULT EDUCATION

(a) The Minimum Entry Requirements are:

- KCSE Mean Grade D+ (Plus) for Teacher 1, or;
- KCSE Mean Grade D Plain for Teacher 2.

(b) The training is coordinated by the sub-county adult and continuing education office

(c) The duration for the course is two (2) years

COURSE NAME	CAREER/EMPLOYMENT OPPORTUNITIES	PROGRESSION PATHS
Teacher Certificate in Adult Education (TCAE)	<ul style="list-style-type: none"> ● 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)

(a) 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.

(b) The duration for the course is two (2) years.

COURSE NAME	CAREER/EMPLOYMENT OPPORTUNITIES	PROGRESSION PATHS
Diploma in Special Needs Education (SNE)	<ul style="list-style-type: none"> • Employment by: <ul style="list-style-type: none"> ○ 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)

- a) 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.
- b) The duration for the course is three (3) years.

	CAREER/EMPLOYMENT OPPORTUNITIES	PROGRESSION PATHS
Diploma in Teacher Education (DTE)	<ul style="list-style-type: none"> • Employment by the <ul style="list-style-type: none"> ○ 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