

Vocational training service charter

SERVICES RENDERED	CUSTOMER OBLIGATION	USER CHARGES	TIMELINESS
Enroll and train citizens in Vocational Training Centers (VTCs) on technical skills	<ul style="list-style-type: none"> Have a minimum of KCPE 	Between Kshs 5,000 to Kshs 30,000, depending on the course and accommodation	3 months- 2 Years
Implementing the CBET curriculum for VTCs	<ul style="list-style-type: none"> Have qualified instructors Provide required infrastructure, Tools, and Equipment 		3 months- 2 Years
Coordinate registration of Vocational training centres	<ul style="list-style-type: none"> Valid land ownership documents Duly filled up application forms Public health inspection report Institution inspection report Payment of registration fees 	Public Vtcs Kshs 5,000 and a Private Kshs 10,000(to TVETA)	1 Month
Disbursement of Subsidized Vocational Training Centres Conditional Grants	<ul style="list-style-type: none"> Registration with TVETA Separate SVTCSG account 	Free	First Term Second Term Third Term
Training of Board of Governors members of Vocational Training Centres	<ul style="list-style-type: none"> Authentic list of Members Provide a venue for training 	Free	2 Weeks
Capacity Building of VTC Principals and Trainers	<ul style="list-style-type: none"> Training Need Analysis Provide a venue for the training 	Free	2 Weeks
Provision of guidance and counseling services for trainees in Vocational training centres	<ul style="list-style-type: none"> Request for the service 	Free	2 Weeks

Provision of Infrastructure, tools, and Equipment to Vocational training centres	<ul style="list-style-type: none"> • A registered public VTC. • Provide basic infrastructure. • Availability of a secure workshop • Provide tools and equipment 	Free	1 year
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