



TERMS OF REFERENCE FOR ACCREDITED ASSESSORS AND VERIFIERS

A. Accredited Assessors

Shall conduct competence-based assessments against approved occupational standards and assessment tools.

Key Functions:

- (i) Plan and conduct valid, reliable and fair competence assessments.
- (ii) Apply approved assessment instruments and marking schemes.
- (iii) Maintain assessment records and submit reports within prescribed timelines.
- (iv) Uphold integrity, confidentiality and regulatory compliance.

Minimum Requirements:

- (i) Relevant academic and professional qualifications in the respective occupational area.
- (ii) Minimum three (3) years' relevant industry or training experience.
- (iii) Training in CBET methodology and assessment practice.
- (iv) Accreditation as an Assessor by TVETA.
- (v) Registration with relevant professional body (where applicable).

B. Accredited Verifiers

Shall undertake internal and/or external verification to ensure standardisation, consistency and compliance with KASNEB quality assurance policies and national regulatory frameworks.

Key Functions:

- (i) Moderate assessment tools and decisions.
- (ii) Conduct verification visits and audits.
- (iii) Prepare verification reports with corrective recommendations.
- (iv) Ensure compliance with CBET, KNQF level descriptors, KEBS and KASNEB policies.

Minimum Requirements:

- (i) Relevant academic and professional qualifications.
- (ii) Minimum five (5) years' industry/training experience.
- (iii) Proven experience in moderation, verification or quality assurance.
- (iv) Accreditation by TVETA.
- (v) Knowledge of national TVET and KNQF regulatory requirements.