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MINISTRY OF EDUCATION

ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 30TH JUNE, 2017



KENYA
VISION 2030
*Towards a globally competitive
and prosperous nation.*

TVET CURRICULUM DEVELOPMENT ASSESSMENT AND CERTIFICATION COUNCIL
(TVET CDACC)



*paper laid by leader
of Majority Party
Tuesday 27/7/2018
PJK*



Annual Report and Financial Reports

Ended June 30, 2017

Prepared in accordance with the Accrual Basis of Accounting Method
under the International Public Sector Accounting Standards (IPSAS)

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Telposta Towers 25th Floor Kenyatta Avenue
Nairobi
P. O. Box 15745 - 00100
Tel: + 254 20, 2217210 Ext 2503/2506/2521
Email: cdacctvet@gmail.com
www.tvetcdacc.go.ke

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I. Key Entity Information and Management

a. Background Information

TVET Curriculum Development, Assessment and Certification Council (TVET CDACC) is a body corporate established under Section 44 (1) of the Technical and Vocational Education and Training (TVET) Act No. 29 of 2013. The Sessional Paper No. 2 of 2015 emphasizes on the paradigm shift to embrace Competency Based Education and Training (CBET) especially in TVET system, hence the creation of the Certification Council.

TVET CDACC started its operations in the year 2014 with the appointment of the chairman, members and acting Council Secretary/CEO by the Cabinet Secretary in charge of Education. It was categorized by the State Corporations Advisory Committee (SCAC) on 11th January, 2016. The Council operates with a lean secretariat of officers deployed from the ministry. TVET CDACC recruited a substantive CEO/Council Secretary on 26th March, 2017.

The Council was operating under the financial, accounting and procurement platforms of the ministry since its establishment. In the current financial year, FY 2016/2017, the National Treasury allowed the Council to open a commercial bank account for its operations. The ministry deployed an accountant to assist in maintaining books of accounts.

Vision

A centre of excellence in TVET curriculum development, assessment and certification for a globally competitive labour force

Mission

To provide demand driven curricula, competence assessment and certification of TVET graduates for the global labour market.

Core Values

- Integrity
- Professionalism
- Teamwork
- Efficiency
- Transparency
- Good governance
- Accountability

b. Principal Activities

The functions of the Council as stipulated under the TVET Act No. 29 of 2013 are to:

- (i) Undertake, design and develop curricula for the training institutions' examination, assessment and competence certification;
- (ii) Make rules with respect to such examinations and competence assessments;
- (iii) Issue certificates to candidates who satisfy national TVET examination and competence assessment requirements;
- (iv) Promote recognition of its qualifications in foreign systems;
- (v) Investigate and determine cases involving indiscipline by candidates registered with it;
- (vi) Promote and carry out research relating to its examinations; and
- (vii) Promote the publication of books and other materials relevant to its examinations.

c. Key Management

The Council's day to day management is under the following key organs:

- (i) Council
- (ii) CEO/Council Secretary
- (iii) Secretariat

d. Fiduciary Management

The key management personnel who held office during the financial year ended 30th June, 2017 and who had direct fiduciary responsibility were:

No	Designation	Name
1.	Council Secretary/CEO	Dr. Lawrence Guantai M'itonga

e. Fiduciary Oversight Arrangements

The Council provides oversight arrangements through the following Council Committees:

- (i) **The Finance and General Purpose Committee**
The committee advises the Council on all matters related to finances, human resources, procurement and other general issues. The committee makes recommendations for considerations by the full Council.
- (ii) **The Technical Committee**
The committee advises the Council on all technical matters.
- (iii) **The Risk and Compliance Committee**
The committee plays an oversight role and advises the Council on all issues of audit, risk and compliance.

f. Council Headquarters

P.O. Box 15745- 00100
Telposta Towers
Kenyatta Avenue
Nairobi, Kenya

g. Council Contacts

Telephone: (+ 254) 202217210 Ext 2503/2506/2521
E-mail: cdacc.tvet@gmail.com
Website: www.tvetcdacc.go.ke

h. Council Bankers

Kenya Commercial Bank
Acc.1183760809
Kipande House
Nairobi

i. Independent Auditors

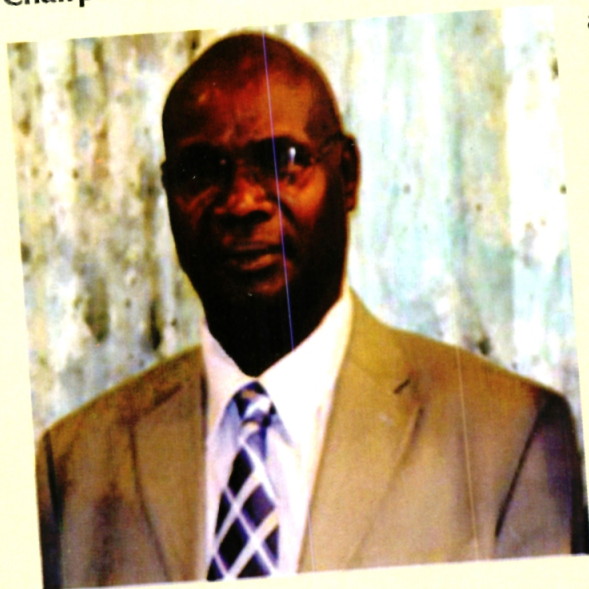
Auditor General
Office of the Auditor General
Anniversary Towers, University Way
P.O. Box 30084-00100
Nairobi, Kenya

j. Principal Legal Adviser

The Attorney General
State Law Office
Harambee Avenue
P.O. Box 40112
City Square 00200
Nairobi, Kenya

II. The Council Members

Prof. Charles Manasseh M. Ondieki
Chairperson



Prof. Charles M. M. Ondieki is the Chairperson of the Technical and Vocational Education and Training Curriculum Development, Assessment and Certification Council (TVET CDACC). He is an Associate Professor in the Department of Mechanical & Mechatronics Engineering at Multimedia University of Kenya where he doubles as overall University Industrial Training and Attachment Coordinator. He is also an adjunct Professor at Department of Mechanical and Mechatronics Engineering at Technical University of Kenya. Prof. Ondieki holds a PhD degree in Engineering Management; MSc in Mechanical Engineering; Higher Diploma in Mechanical Engineering; and Diploma in Technical Teacher Training. He is a Fellow member of the Institution of Engineering Technologists and Technicians. He has several years of work experience as University lecturer, senior civil servant and senior manager in private sector. He has designed and developed several curricula at certificate, diploma and undergraduate and postgraduate degree levels. Presently he is a senior consultant with many consulting firms dealing with technical and management training, monitoring and evaluation, youth entrepreneurship, strategic and business plans and market research locally and regionally.

Dr. Lawrence Guantai M'itonga
Secretary/CEO



Dr. Lawrence Guantai M'itonga is the Chief Executive Officer/Council Secretary of TVET CDACC. He has extensive experience in the TVET sector where he has worked both in TVET institutions as well as in the Ministry. Dr. Guantai has worked as a Senior Assistant Director, TVET, Ag. Senior Assistant Director, Technical Accreditation and Quality Assurance and a Graduate Lecturer at Nairobi Technical Training Institute. He holds a PhD in Medical Microbiology, M.Sc. in Medical Microbiology and B.Ed (Science).

Dr. Kipkirui Langat
Director General of TVET Authority

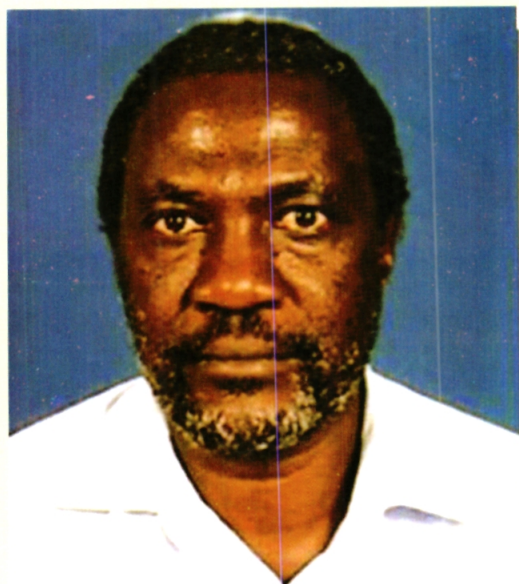


Dr. Langat is the Director General of TVET Authority. He holds Doctor of Philosophy in Engineering Systems and Management from Egerton University, Master of Philosophy in Technology Education (Automotive Technology), Master of Business Administration (Strategic Management) and Bachelor of Education in Technology Education a from Moi University. He has worked as an Assistant Lecturer, Lecturer and Head of Department, Automotive Engineering at Rift Valley Training Institute. He has also worked as a lecturer in the Department of Mechanical Engineering and a Deputy Dean of students at Eldoret Polytechnic. Dr. Langat worked at Egerton University as a Lecturer in the Department of Industrial and Energy Engineering.

He was a programme coordinator for Twinning Programme between Western Michigan University, USA and Egerton University. He was also among a team of experts who developed Bachelor of Technology in Mechanical Engineering and Bachelor of Philosophy in Mechanical Engineering at the Technical University of Kenya. He was a subject panel for Diploma and Higher National Diploma in Mechanical Engineering between 1999 and 2004 at Kenya Institute of Education.

Dr. Langat has also been working with United Nations Environment Programme (UNEP) in developing policies and guidelines for transport emissions in East Africa Region. He was instrumental in the training of motor vehicle inspectors in Kenya and Rwanda. Since 2014, he has been advising East African Community in harmonization of standards for importation of used motor vehicles in the region. He is a member of Technical Committee on Road Transport Standards at the Kenya Bureau of Standards and a consultant for Boston Garage Equipment UK since 2007. He is a fellow member of Institution of Engineering Technologists and Technicians (IET) of Kenya.

Prof. George Thumbi
Industry Representative



Prof. George Muturi Thumbi is a Professor in Civil Engineering Technology at the Technical University of Kenya. He has a wide experience in the Ministry, TVET institutions as well as in the universities. Prof. Thumbi has worked as an inspector of water supply in the Ministry of Water, tutor at Kenya Water Institute, worked with TSC as Senior Lecturer at Jomo Kenyatta College of Agriculture and Technology (JKCAT) and later Lecturer and Senior Lecturer at JKUAT. Currently, he is a Full Professor at the Department of Civil and Construction Engineering, Technical University of Kenya. He is a Director, School of Infrastructure and Resource Engineering and also Chairman, Institute of Engineering Technologists.

Prof. Thumbi is a holder of Doctor in Engineering and his professional affiliations include: Lead expert, Environmental Impact Assessment and Audit (NEMA) and fellow with Institute of Engineering Technologists.

Ms Agnes Naliaka Wachie
Industry Representative



Ms Agnes Naliaka Wachie, DIP(PM), BPhil (Elect/Elect Eng.), HND (Elect/Elect Eng.) (DIP (Ed Elec/Elect) – Senior Tech Officer, Energy Regulatory Commission. Ms. Agnes Wachie is a Senior Technical Officer- Electricity at the Energy Regulatory Commission.

She holds a Bachelor's Degree in Electrical Engineering, Diploma in Technical Education Electrical and Electronics and a Diploma in Project Management from Galilee International Management Institute- Israel. She is a Graduate Engineer- EBK, a registered member of the Institute of Technologists and Technicians now KTTB.

Council Member of the TVET CDACC since November 2014 and has a wide experience in Power engineering and Assessment and Management of licensing of Power Undertakings in the energy sector. She worked for Kenya Power from 1988 to 1995 and later Energy Regulatory Commission from 1999 to date.

Dr. Kevit Desai
Industry Representative



Dr. Kevit Desai is the owner and founder of Centurion Systems Limited and holds a Ph.D. in Robotics Systems Engineering. Kevit served as an Industrial Automation Development Engineer at Nippon ABS Ltd in Tochigi Japan. He is also a master trainer in automation and drives technologies. He is the founder and chairman of Linking Industry with Academia (LIWA).

Kevit has been a member of the steering Committee in JICA master's degree and internship program of the Africa Business Education Initiative for the youths. He is also the chairman of the permanent working group on vocational training. He also serves as a trustee at the United States International University Africa (USIU). He served as a Pan African University Trustee, Board of Director AIESEC, Standing Committee on Investment of Renewable Energy (MOE), Asian Foundation, Task Force on Alignment of Higher Education with the Constitution, TAHEST, Task Force for Research and Development, National Council for Science & Technology Council, University of Nairobi, South Eastern University and National Higher Education Reform Task (Ministry of Education).

He also served as a former Commissioner of the Commission of Higher Education. Dr. Desai has chaired and directed various organizations such as Kenya Markets Authority Trust, Regional Mega Projects Coordination Council, and Regional Mega Project Coordinating Council (RMPCC), Institute of Electrical and Electronics Engineer East Africa (IEEE) (Kenya, Uganda, Tanzania, Sudan, Kenya ICT Federation (KIF), General Co-chair AFRICON 2009, Mahatma Gandhi Academy Society, Kenya Private Sector Alliance (KEPSA), Kenya ICT Board, Engineering Students Exhibition and the University Grants Committee.

He has been awarded Honorary Doctor of Science honoris causa of KCA University. He has also been knighted Moran of the Order of the Burning Spear (MBS) for Engineering contribution (2008) citation by the professional society of Kenya. He is professionally affiliated to the Institute of Electrical and Electronics Engineers (IEEE), Institute of Electrical and Electronics Engineers, Kenya Section, Kenya ICT Federation (KIF) and the Kenya Science, Technology and Innovation Steering Committee.

Mr Geoffrey Rukunja
Representative of Principals of Technical Training Institutions



Mr Rukunja is a dedicated, resourceful education professional, MBA (HRM) holder, PhD (candidate) with proven ability to create and monitor policies and practices that promote a safe learning environment. From my past experience as a Principal (over 20 years' experience, he has a school culture that encourages continuous improvements for students and staff members, develop an environment that encourages open communication with colleagues, students and the community.

Mr Rukunja is able to demonstrate strong leadership skills with intuitive understanding of my work which makes me a great team player. As Senior Principal in the Meru National Polytechnic for the last 9 years, he has been able to come up with good measures to transform the Polytechnic (formerly Meru Technical Training Institute).

Mr. Bashir Mursal
Principal Secretary Vocational & Technical Training Representative



Bashir is a Technical and Vocational Training specialist currently working as the Director of Technical Vocational Education Training (TVET) in the Ministry of Education Kenya, State Department TVET. He has MSc. Project Planning and Management: University of Nairobi and B. Ed TVET University of Bolton UK Prior to his appointment as DTNET, he was Principal of several TVET institutions, the last being the current Kenya Coast National Polytechnic. He has been a transformative leader in TVET in Kenya. At the state Department of Technical and Vocational Training (TVET).

Mr. Bashir's responsibility includes; Policy formulation, guidance, implementation and developing TVET Reform Strategies, covering Access, Equity, Relevance, Quality and financing of TVET. In TVET. Mr. Bashir has been a student, Trainer, Head of Department, Principal and he is the national Director TVET -Kenya

Mr. John W. O. Okumu
Representative of National Polytechnics



Mr. Okumu John Wycliffe Odhiambo is the Deputy Principal (Administration) of The Kisumu National Polytechnic. He has over 27 years of teaching experience in which he has taught Technical Education in Engineering Drawing and Metal/Mechanical Technology besides serving in various administrative positions in public institutions. He has attended and trained in several Executive Management and Corporate Governance programs.

He represents National Polytechnics in the TVET Curriculum Development, Assessment and Certification Council (TVET CDACC). He is a full member with the Kenya Engineering Technologist Registration Board.

Ms Juliana Asser
Representative of Technical University
Senate

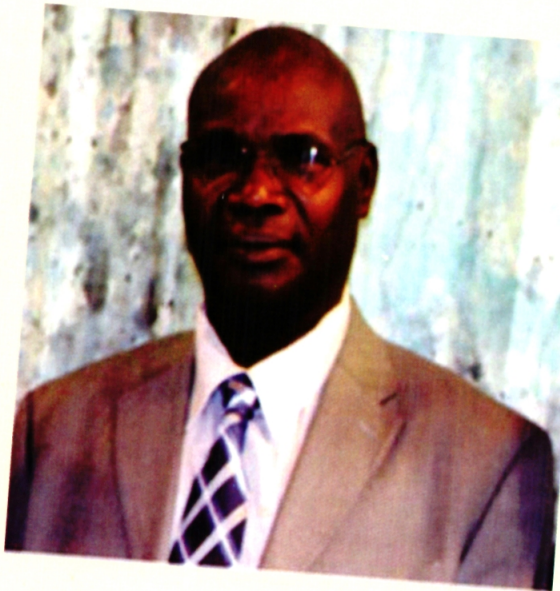


Ms. Juliana Asser works at the Registrar Academic Affairs office- Technical University of Mombasa. She is Pursuing a PhD in Business Administration, Strategic Management Option (JKUAT). She holds a Masters' Degree in Business Administration from Kenyatta University and Bachelor of Education from Moi University.

She is a full member of Kenya Institute of Management. She previously taught in public institutions where she held various management positions. She serves as a member of TVET CDACC representing Technical Universities in Kenya.

III. Management Team

No.	Name	Area of responsibility
1.	Dr. Lawrence Guantai	Council Secretary/CEO
2.	Ms. Zipporah Njoroge	Head of Technical and Corporate Services
3.	Ms Rosalind Githinji	Head of Curriculum Development and Review
4.	Mr. Thaddeus Oanya	Head of Curriculum Research and Advocacy
5.	Hellen Murithi	Head of Material Development Coordination and Human Resource Management
6.	David Gatimu	Head of Assessment and Investigation
7.	David Maina	Head of Certification, Finance and ICT
8.	Olivia Odongo	Head of Curriculum Monitoring & Evaluation and Audit
9.	Francis Maweu	Head of Procurement
10.	David Kitua	Accountant



TVET CDACC is mandated to undertake design and development of curricula for the training institutions' examination, assessment and competence certification and advise the Government on matters related thereto. The Organizational objectives are to provide a dynamic curriculum responsive to the manpower needs of a dynamic economy and establish competence based assessment and certification system. During the financial year 2016/17, the Council made various progress in the development of Competency Based Curriculum in collaboration with the industry.

BUDGET ALLOCATION

In the financial year 2016/17, TVET CDACC had a gross budget of Kshs. 76,000,000 for recurrent vote, and was to expend the gross budget under the following five programmes:

Programme 1: Development of Competency Based Education and Training (CBET) curricula

The objective of this programme is to ensure that TVET curriculum produces TVET graduates with skills that match industry demand. It is developed in collaboration with industry and based on occupational standards. The programme was allocated Kshs. 11,000,000 which was used to undertake the following activities:

- i. Development and review of competency based curriculum development guidelines and procedures;
- ii. Establishment of sector skills advisory committees;
- iii. Development of occupational standards;
- iv. Review of CBET training modules;
- v. Development of CBET ToT manual; and
- vi. Sensitization of TVET stakeholders on CBET.

Programme 2: Establishment of Competence Assessment and Certification System

The objective of this programme is to ensure that trainees' achievement is outcome based and certification is based on demonstration of competencies. The programme was allocated Kshs. 9,000,000 which was used to undertake the following activities:

- i. Review assessment and certification guidelines;
- ii. Review standards for competence assessment centers; and
- iii. Develop assessment and certification procedures.
- iv. Capacity building of council and Secretariat on Competency based Assessment.

Programme 3: Publicity of TVET CDACC

The objective of this programme is to sensitize stakeholders and the general public on the mandate of TVET CDACC and CBET approach. The programme was allocated Kshs. 9,000,000 which was used to undertake the following activities:

- i. Development of a TVET CDACC website;
- ii. Development and implementation of a TVET CDACC communication strategy;
- iii. Participation in trade fairs conferences and seminars; and
- iv. Press statements and releases in local dailies.

Programme 4: Enhancement of work environment

The objective of this programme is to ensure that the TVET CDACC Secretariat work in a conducive environment and are facilitated to undertake their responsibilities. The programme was allocated Kshs.32,000,000 which was used to undertake the following activities:

- i. Procurement of office furniture and equipment;
- ii. Partition of office space;
- iii. Procurement of general supplies; and
- iv. Procurement of Council vehicles.

Programme 5: TVET CDACC human resource capacity enhancement

The objective of this programme is to ensure that the Council is appropriately staffed with the right staff to assist in achieving its mandate. The programme was allocated Kshs.15,000,000 which was used to undertake the following activities:

- i. Development of TVET CDACC organization structure, salary structure, staff establishment, career guidelines and human resource policies and procedures manual;
- ii. Recruitment of a CEO/Council Secretary; and
- iii. Conduct staff training based on the training needs.

KEY ACHIEVEMENTS

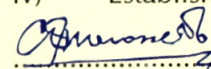
In the financial year 2016/17, TVET CDACC made the following achievements:

- i) Developed guidelines for development of Competency Based Curriculum, Competency Based Assessment and Certification
- ii) Developed standards for Competency Based Assessment centers
- iii) Developed draft procedures for Competency Based Assessment and Certification
- iv) Developed a guide for Competency Based Assessment Centers
- v) Developed a functional website
- vi) Developed a draft strategic plan
- vii) Developed a communication strategy
- viii) Developed draft operationalization documents
- ix) TVET CDACC Human Resource and Procedures Manual
- x) Career progression guidelines for TVET CDACC staff
- xi) TVET CDACC Organization Structure
- xii) TVET CDACC staff Establishment
- xiii) TVET CDACC salary structure
- xiv) Sensitized over 1,700 TVET stakeholders on Competency Based Education and Training (CBET)
- xv) Developed five (5) modules for Training of Trainers (ToT) based on CBET approach which has been used to train over 1800 TVET stakeholders.
- xvi) Developed draft CBET TOT training manual
- xvii) Developed draft CBET TOT training packages
- xviii) The Council in partnership with KPC, LIWA, GIZ, KAPC, KICJ, KIM, KSMST and Institute of Pension Management (IPM) has developed competency based curriculum and occupation standards while others are at different stages of completion.
- xix) The Council has also partnered with KEFEP and ADB in developing competency curriculum.
- xx) Developed and approved 11 competency based curricula and occupational standards
- xxi) Trained two (2) Council members and four (4) secretariat officers on CBET in Sydney, Australia.

CHALLENGES

In the financial year 2016/17, TVET CDACC faced the following challenges:

- i) There are no existing Occupational Standards to be used for the development of competency based curriculum and assessment. All have been made afresh.
- ii) Inadequate staff
- iii) Low funding for CBET development
- iv) Establishing CBET assessment centers


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Prof. Charles Ondieki,

Chairman of the Council

Date: 30/09/2017

TVET Curriculum Development Assessment and Certification Council (TVET CDACC)

Reports and Financial Statements

For the year ended June 30, 2017

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V. Report of the Chief Executive Officer



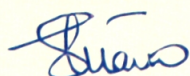
TVET CDACC is a service state corporation charged with the mandate to undertake design and development of curricula for the training institutions' examination, assessment and competence certification and advise the Government on matters related thereto. The Council heavily depends on the government grant to carry out its mandate. The provision from the government has been inadequate thus making it impossible for the Council to undertake its activities.

Since its inception in 2014, TVET CDACC has been operating with a lean secretariat deployed from the Ministry of Education. It is until, March, 2017 when the Council recruited its first staff, the CEO/Council Secretary. The staff inadequacy and low budgetary allocation has highly affected its operation.

Despite these challenges, the Council has made several milestones which include:

- Development of guidelines and procedures for development of Competency Based Curriculum, and Competency Based Assessment and Certification.
- Development of standards and a guide for Competency Based Assessment centers
- Development of a functional website, strategic plan and communication strategy
- Development of operationalization documents (Human Resource Instruments - TVET CDACC Human Resource and Procedures and Policies Manual, Career progression guidelines, Organization Structure, Staff Establishment and Salary Structure)
- Sensitization of over 1,800 TVET stakeholders on Competency Based Education and Training (CBET)
- Development of five (5) modules for Training of Trainers (ToT) based on CBET approach which has been used to train over 1800 TVET stakeholders.
- Development of CBET TOT training manual and training packages
- The Council in partnership with public and private companies and institutions has developed competency based curriculum and occupation standards while others are at different stages of completion. So far 11 competency based curricula and occupational standards have been approved by the Council.
- The Council has also partnered with KEFEP and ADB in developing competency curriculum.
- Finally, the Council rained two (2) Council members and four (4) secretariat officers on CBET in Sydney, Australia.

The Council endeavours to continue serving the nation by providing quality services efficiently and effectively.



.....
Dr. Lawrence Guantai
Council Secretary/C.E.O

Date. 30/09/2017.....

TVET CDAC Council is accountable to the stakeholders and the Government for council's performance and governance. The Council has a draft Charter that establishes its authority, responsibilities and membership of the key committees. The Charter clearly establishes the relationship between the Council and Management.

The primary roles of the Council are to provide overall strategic guidance for TVET CDACC and effective oversight on the management team. Currently the Council has established three committees to give detailed consideration to policy matters and key strategic issues with respect to corporate management without interfering with or impeding the operation of the Council. These committees meet regularly and submit their reports to the full Council for adoption and approval.

The Council meets regularly and has a formal schedule of its matters. During the year under review, the Council comprised of ten (10) members with seven (7) being institutional/industry representatives, the Chief Executive Officer who is also the secretary to the Council and the Chairman.

The Council shall remain truly committed to transforming the lives of Kenyans by developing curriculum that matches the needs of the industry, carrying out competence assessment and ensuring that only competent candidates are certified.

TVET CDAC Council is responsible for the preparation and presentation of the financial statements, which give a true and fair view of the state of affairs of the Council's for and as at the end of the 1st, 2nd, 3rd and 4th Quarters ended on June 30th, 2017. This responsibility includes: (i) maintaining adequate financial management arrangement and ensuring that these continue to be effective throughout the reporting financial year; (ii) maintaining proper accounting records, which disclose with reasonable accuracy at any time the financial position of the Council; (iii) designing, implementing and maintaining internal controls relevant to the preparation and fair presentation of the financial statement, and ensuring that they are free from material misstatements, whether due to error or fraud; (iv) safeguarding the assets of the Council; (v) selecting and applying appropriate accounting policies; and (vi) making accounting estimates that are reasonable in the circumstances.

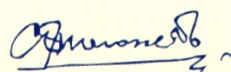
TVET CDAC Council accepts responsibility for the financial statements, which have been prepared on the Cash Basis Method of Financial Reporting, using appropriate accounting policies in accordance with International Public Sector Accounting Standards.

TVET CDAC Council is of the opinion that the Council's financial statements give a true and fair view of the state of Council's transactions during the 1st, 2nd, 3rd and 4th Quarters ended on June 30th, 2017, and of the Council's financial position as at that date. TVET CDACC further confirm the completeness of the accounting records maintained, which have been relied upon in the preparation of the Council financial statements as well as the adequacy of the systems of internal financial control.

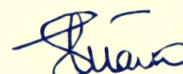
TVET CDAC Council confirm that the Council has complied fully with applicable Government Regulations and the terms of external financing covenants, and that Council funds received during the financial year under audit were used for the eligible purposes for which they were intended and were properly accounted for.

Approval of the Project financial statements

The Council's financial statements were approved by the Chairman and the Council Secretary for TVET Curriculum Development Assessment and Certification Council on 30 September, 2017 and signed by them.



.....
Prof. Charles M. M. Ondieki
Chairman, TVET CDACC



.....
Dr. Lawrence Guantai
CEO/Council Secretary

VIII. Report of the Independent Auditors on TVET CDACC

REPUBLIC OF KENYA

Telephone: +254-20-342330
Fax: +254-20-311482
Email: oag@oagkenya.go.ke
Website: www.kenao.go.ke



P.O. Box 30084-00100
NAIROBI

OFFICE OF THE AUDITOR-GENERAL

REPORT OF THE AUDITOR-GENERAL ON TVET CURRICULUM DEVELOPMENT ASSESSMENT AND CERTIFICATION COUNCIL FOR THE YEAR ENDED 30 JUNE 2017

REPORT ON THE FINANCIAL STATEMENTS

OPINION

I have audited the accompanying financial statements of TVET Curriculum Development Assessment and Certificate Council set out on pages 1 to 15, which comprise the statement of financial position as at 30 June 2017, and the statement of financial performance, statement of changes in net assets, statement of cash flows and statement of comparison of budget and actual amounts for the year ended, and a summary of significant accounting policies and other explanatory information in accordance with the provisions of Article 229 of the Constitution of Kenya and Section 35 of the Public Audit Act, 2015. I have obtained all the information and explanations which, to the best of my knowledge and belief, were necessary for the purpose of the audit.

In my opinion, the financial statements present fairly, in all material respects, the financial position of TVET Curriculum Development Assessment and Certification Council as at 30 June 2017, and of its financial performance and its cash flows for the year then ended, in accordance with international Public Sector Accounting Standards (Accrual Basis) and comply with the Technical and Vocational Education and Training Act, 2013.

In addition, as required by Article 229 (6) of the Constitution and based on the procedures performed, I confirm that nothing has come to my attention to cause me to believe that public money has not been applied lawfully and in an effective way.

BASIS FOR OPINION

The audit was conducted in accordance with international Standards of Supreme Audit Institution (ISSAIs). I am independent of TVET Curriculum Development, Assessment and Certification Council in accordance with ISSAI 30 on Code of Ethics. I have fulfilled other ethical responsibilities in accordance

with the ISSAI and in accordance with other ethical requirements applicable to performing audits of financial statements in Kenya. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

KEY AUDIT MATTERS

Key audit matters are those matters that, in my professional judgment, are of most significance in the audit of the financial statements, There were no Key Audit Matters to report in the year under review.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

The audit objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion in accordance with the provisions of Section 48 of the Public Audit Act, 2015 and submit the audit report in compliance with Article 229(7) of the Constitution of Kenya.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISSAIs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregates, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit conducted in accordance with ISSAIs, I exercise professional judgment and maintain professional skepticism throughout the audit. I also:-

Identify and assess the risks of material misstatement of the financial statement, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, and for the purpose of giving an assurance on the effectiveness of the Council's internal control.

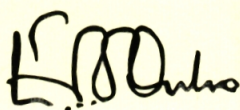
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the management.
- Conclude on the appropriateness of the management's use of the going concern basis of accounting and based on the audit evidence obtained, whether a material uncertainty exists

related to events or conditions that may cast significant doubt on the Council's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in the auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my audit report. However, future events or conditions may cause the Council to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information and business activities of the Council to express an opinion on the financial statements.
- Perform such other procedures as I consider necessary in the circumstances.

I communicate with the management regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that are identified during the audit.

I also provide management with a statement that I have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on my independence, and where applicable, related safeguards.



FCPA Edward R. O. Ouko, CBS
AUDITOR-GENERAL

Nairobi

31 May 2018

Financial Reports

IX. STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDED 30 JUNE 2017

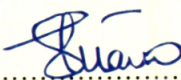
	Note	2016-2017 Kshs	2015-2016 Kshs
REVENUES			
Grants from Ministry	1	76,000,000	-
Total Revenues		76,000,000	-
EXPENSES			
Staff Costs	2	643,491	-
Use of Goods and Services	3	47,190,099	-
Finance Costs	4	46,255	-
Council Expenses	5	11,099,006	-
Depreciation	8	1,258,224	-
Total Expenses		60,237,075	-
Surplus/Deficit for the period		15,762,925	-

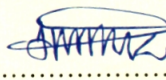
The notes set out on pages 12 to 15 form an integral part of the annual Financial Statements.

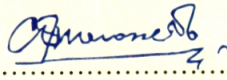
**X. STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2017**

	Note	2016-2017 Kshs	2015-2016 Kshs
ASSETS			
Current Assets			
Cash and Cash Equivalents	6	29,943	-
Trade Receivables	7	1,537,456	-
		1,567,399	-
Non-Current Assets			
Property, Plant and Equipment	8	14,195,526	-
		14,195,526	-
Total Assets		15,762,925	
LIABILITIES			
Funds			
Accumulated Reserves	9	15,762,925	-
Total Liabilities		15,762,925	-

The Financial Statements set out on pages 1 to 5 were signed on behalf of the Council Members by:


.....
Dr. Lawrence Guantai
Council Secretary/C.E.O
Date 30/09/2017.....


.....
David Kitua
Accountant
Date 30/09/2017.....


.....
Prof. Charles Ondieki
Chairman of the Council
Date 30/09/2017.....

**XI. STATEMENT OF CHANGES IN NET ASSETS
FOR THE YEAR ENDED 30 JUNE 2017**

	Accumulated Surplus	Total
Balance as at 1 July 2016	-	-
Transfers to/from accumulated surplus	15,762,925	15,762,925
Balance as at 30 June 2017	15,762,925	15,762,925

**XII. STATEMENT OF CASH FLOWS
AS AT 30 JUNE 2017**

	Note	2016-2017 Kshs	2015-2016 Kshs
Surplus/Deficit for the period		15,762,925	-
Adjustments for:			
Depreciation and Amortization Expense	8	1,258,224	-
Increase/Decrease of Receivables	7	(1,537,456)	-
Net Cash Flows from Operating Activities		15,483,693	-
Cash Flows from Investing Activities			
Purchase of Property, Plant and equipment	8	(15,453,750)	-
Net Cash Flows from Investing Activities		(15,453,750)	-
NET INCREASE IN CASH AND CASH EQUIVALENT		29,943	-
Cash and cash equivalent at BEGINNING of the year		-	-
Cash and cash equivalent at END of the year	6	29,943	-

XIII. STATEMENT OF COMPARISON OF BUDGET AND ACTUAL AMOUNTS FOR THE PERIOD ENDED 30 JUNE 2017

	Original Budget	Adjustments	Final budget	Actual on comparable basis	Performance difference	Note
Revenue	Kshs	Kshs	Kshs	Kshs	Kshs	
Grants from Ministry	76,000,000	0	76,000,000	76,000,000	0	1
Total income	76,000,000	0	76,000,000	76,000,000	0	
Expenses						
Staff Costs	4,500,000	0	4,500,000	643,491	3,856,509	2
Use of Goods and Services	59,925,200	0	59,925,200	47,190,099	12,735,101	3
Council Expenses	11,574,800	0	11,574,800	11,099,006	475,794	5
Finance Costs	0	0	0	46,255	-46,255	4
Depreciation	0	0	0	1,258,224	-1,258,224	8
Total expenditure	76,000,000	0	76,000,000	60,237,075	15,762,925	
Surplus for the period	0	0	0	15,762,925	-15,762,925	

XIV. Significant Accounting Policies

a. First time adoption of International Public Sector Accounting Standards

The entity adopted the International Public Sector Accounting Standards for the first time in 2014. The financial statements have been prepared on the basis of historical cost, unless stated otherwise. The cash flow statement is prepared using the indirect method. The financial statements are prepared on accrual basis.

ADOPTION OF NEW AND REVISED STANDARDS

Standard	Impact
IPSAS 33: First time adoption of Accrual Basis IPSAS	The entity adopted IPSAS in the year ended 30 June 2014 and therefore provisions of first time adoption of accrual basis does not apply to the entity.
IPSAS 34: Separate Financial Statements	The entity does not have any subsidiaries , joint ventures or investments and therefore the standard does not apply/ the entity is a parent company and has prepared consolidated financial statements and therefore the standard does not apply/ the entity is a parent company and has prepared separate financial statements and the following is the impact of application of the new standard:
IPSAS 35: Consolidated Financial Statements	The entity does not have any subsidiaries, joint ventures or investments and therefore the standard does not apply/ the entity has prepared consolidated financial statements.
IPSAS 36: Investments in Associates and Joint Ventures	The entity does not have investments in associates or joint ventures/ the entity hold investments in associates and joint ventures.
IPSAS 38: Disclosure of Interests in Other Entities	TCDACC does not have an interests in other entities and therefore the standard does not apply/ the entity has an interest in other entities that are consolidated in these financial statements.

SIGNIFICANT ACCOUNTING POLICIES (continued)

b. General Information

TVET CDACC is established by and derives its authority and accountability from TVET Act, No. 29 of 2013. The entity is wholly owned by the Government of Kenya and is domiciled in Kenya. The entity's principal activity is to undertake design and development of competency based curriculum for TVET.

c. Statement of Compliance and Basis of Preparation

The entity's financial statements have been prepared in accordance with and comply with International Public Sector Accounting Standards (IPSAS). The financial statements are presented in Kenya shillings, which is the functional and reporting currency of the entity. The accounting policies have been consistently applied to all the years presented.

The financial statements have been prepared on the basis of historical cost, unless stated otherwise. The cash flow statement is prepared using the direct method. The financial statements are prepared on accrual basis.

d. Revenue recognition

Revenues from non-exchange transactions with other government entities are measured at fair value and recognized on obtaining control of the asset (cash, goods, services and property) if the transfer is free from conditions and it is probable that the economic benefits or service potential related to the asset will flow to the entity and can be measured reliably.

During the financial year, we received funding totalling Kshs.76,000,000.00 from the state department of Technical and Vocational Training.

e. Budget

The annual budget is prepared on the accrual basis that is, all planned costs and income are presented in a single statement to determine the needs of TCDACC. As a result of the adoption of the accrual basis for budgeting purposes, there is no timing or differences that would require reconciliation between the actual comparable amounts and the amounts presented as a separate additional financial statement in the statement of comparison of budget and actual amounts.

f. Property, plant and equipment

All property, plant and equipment are stated at cost less accumulated depreciation and impairment losses. Cost includes expenditure that is directly attributable to the acquisition of the items. When significant parts of property, plant and equipment are required to be replaced at intervals, the entity recognizes such parts as individual assets with specific useful lives and depreciates them accordingly. Likewise, when a major inspection is performed, its cost is recognized in the carrying amount of the plant and equipment as a replacement if the recognition criteria are satisfied. All other repair and maintenance costs are recognized in surplus or deficit as incurred. Where an asset is acquired in a non-exchange transaction for nil or nominal consideration the asset is initially measured at its fair value.

SIGNIFICANT ACCOUNTING POLICIES (continued)

g. Depreciation of Property, plant and equipment

All property, plant and equipment are stated at cost less accumulated depreciation and impairment losses. Cost includes expenditure that is directly attributable to the acquisition of the items. When significant parts of property, plant and equipment are required to be replaced at intervals, the entity recognizes such parts as individual assets with specific useful lives and depreciates them accordingly. Likewise, when a major inspection is performed, its cost is recognized in the carrying amount of the plant and equipment as a replacement if the recognition criteria are satisfied. All other repair and maintenance costs are recognized in surplus or deficit as incurred. Where an asset is acquired in a non-exchange transaction for nil or nominal consideration the asset is initially measured at its fair value.

The following rates were applied for depreciation;

Motor Vehicles 25%

Furniture, Fixtures Fittings and Equipment @12.5%

Computers and Printers @ 30%

Softwares 20%

h. Provisions

Provisions are recognized when the TCDACC has a present obligation (legal or constructive) as a result of a past event, it is probable that an outflow of resources embodying economic benefits or service potential will be required to settle the obligation and a reliable estimate can be made of the amount of the obligation.

Where the TCDACC expects some or all of a provision to be reimbursed, for example, under an insurance contract, the reimbursement is recognized as a separate asset only when the reimbursement is virtually certain. The expense relating to any provision is presented in the statement of financial performance net of any reimbursement.

i. Contingent liabilities

The TCDACC does not recognize a contingent liability, but discloses details of any contingencies in the notes to the financial statements, unless the possibility of an outflow of resources embodying economic benefits or service potential is remote.

j. Contingent assets

TCDACC does not recognize a contingent asset, but discloses details of a possible asset whose existence is contingent on the occurrence or non-occurrence of one or more uncertain future events not wholly within the control in the notes to the financial statements.

Contingent assets are assessed continually to ensure that developments are appropriately reflected in the financial statements. If it has become virtually certain that an inflow of economic benefits or service potential will arise and the asset's value can be measured reliably, the asset and the related revenue are recognized in the financial statements of the period in which the change occurs.

SIGNIFICANT ACCOUNTING POLICIES (continued)

k. Nature and purpose of reserves

TCDACC creates and maintains reserves in terms of specific requirements. Revaluation reserve is created to record increase or decrease in value of property. In financial year 2015-2016 land has been recorded as property and no gain or loss was recorded in respect of this assets.

l. Changes in accounting policies and estimates

The TCDACC recognizes the effects of changes in accounting policy retrospectively. The effects of changes in accounting policy are applied prospectively if retrospective application is impractical.

m. Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and cash at bank, short-term deposits on call and highly liquid investments with an original maturity of three months or less, which are readily convertible to known amounts of cash and are subject to insignificant risk of changes in value. Bank account balances include amounts held at the Kenya Commercial Bank of Kenya and Cooperative Banks of Kenya at the end of the financial year.

n. Comparative figures

Where necessary comparative figures for the previous financial year have been amended or reconfigured to conform to the required changes in presentation.

o. Significant judgments and sources of estimation uncertainty

The preparation of the TCDACC's financial statements in conformity with IPSAS requires management to makes judgments, estimates and assumptions that affect the reported amounts of revenues, expenses, assets and liabilities, and the disclosure of contingent liabilities, at the end of the reporting period.

p. Estimates and assumptions

The key assumptions concerning the future and other key sources of estimation uncertainty at the reporting date, that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year, are described below. The TCDACC based its assumptions and estimates on parameters available when the consolidated financial statements were prepared. However, existing circumstances and assumptions about future developments may change due to market changes or circumstances arising beyond the control of the TCDACC. Such changes are reflected in the assumptions when they occur.

q. Useful lives and residual values

The useful lives and residual values of assets are assessed using the following indicators to inform potential future use and value from disposal:

- The condition of the asset based on the assessment of experts employed by the TCDACC
- The nature of the asset, its susceptibility and adaptability to changes in technology and processes
- The nature of the processes in which the asset is deployed
- Availability of funding to replace the asset
- Changes in the market in relation to the asset

TVET Curriculum Development Assessment and Certification Council (TVET CDACC)

Reports and Financial Statements

For the year ended June 30, 2017

SIGNIFICANT ACCOUNTING POLICIES (continued)

r. Provisions

Provisions were raised and management determined an estimate based on the information available.

Provisions are measured at the management's best estimate of the expenditure required to settle the obligation at the reporting date, and are discounted to present value where the effect is material

s. Subsequent events

There have been no events subsequent to the financial year end with a significant impact on the financial statements for the year ended 30th June 2017.

t. Related party

The entity regards a related party as a person or entity with the ability to exert control individually or jointly, or to exercise significant influence over the entity and vice versa. Members of key management are regarded as related parties

u. Segment reporting

The entity does not have any branches/reporting segments. All the operations of the entity are managed from the registered office. The core business of TCDACC continues design and development of competency based curriculum for TVET.

v. Bad debt provision

The entity provides 10% for debts over one year and 5% in the preceding year. If there is high probability that the debt is not recoverable it is written off. There were no bad debts in the financial year 2016-2017.

w. Financial Risk Management Disclosure

The centre did not have investments in financial instruments in financial year 2016-2017.

x. Related party disclosures

The Entity regards a related party as a person or an entity with the ability to exert control individually or jointly, or to exercise significant influence over the Entity, or vice versa. Members of key management are regarded as related parties and comprise the directors, the CEO and senior managers.

The Key management personnel receives salaries and other benefits from Council.

2016-2017

Number of persons

14

y. Commitments and contingencies

There were no capital commitments during the financial year 2016-2017

z. Contingencies

There were no contingent liabilities and contingent assets reported during and after Audit process.

XV. Notes To The Financial Statements

1. Grants from Ministry

	2016-2017 Kshs	2015-2016 Kshs
Recurrent Grants	76,000,000	-
Total	76,000,000	-

2. Staff Costs

	2016-2017 Kshs	2015-2016 Kshs
Personnel Emoluments	643,491	-
Total	643,491	-

3. Use of Goods and Services

	2016-2017 Kshs	2015-2016 Kshs
Communication, supplies and services	1,058,000	-
Domestic travel and subsistence	16,856,424	-
Foreign travel and subsistence	7,912,883	-
Printing, advertising and information supplies & services	1,252,220	-
Training expenses	3,352,270	-
Hospitality supplies and services	8,595,329	-
Fuel Oil and Lubricants	1,071,973	-
Other operating expenses	3,242,946	-
Routine maintenance – vehicles and other transport equipment	868,687	-
Routine maintenance – other assets	2,979,367	-
Total	47,190,099	-

NOTES TO THE FINANCIAL STATEMENTS Continued

4. Finance Costs

	2016-2017 Kshs	2015-2016 Kshs
Bank Charges (KCB-Kipande House)	46,255	-
Total	46,255	-

5. Council Expenses

	2016-2017 Kshs	2015-2016 Kshs
Honoraria	1,020,000	-
Sitting Allowances	4,899,862	-
Other allowances	5,179,144	-
Total	11,099,006	-

6. Cash and Cash Equivalents

	2016-2017 Kshs	2015-2016 Kshs
KCB-Kipande House	29,943	-
Total	29,943	-

Cash in hand

	2016-2017 Kshs	2015-2016 Kshs
Cash in Hand – Held in domestic currency	-	-
Cash in Hand – Held in foreign currency	-	-

NOTES TO THE FINANCIAL STATEMENTS Continued

7. Trade Receivables

	2016-2017 Kshs	2015-2016 Kshs
Outstanding Imprests	1,537,456	-
Total	1,537,456	-

8. Property, Plant & Equipment

	Motor Vehicles Kshs	Furniture and Fittings Kshs	Computers Kshs	Software Kshs	Total Kshs
Depreciation Rates	25.00%	12.50%	30.00%	20.00%	
Cost/Valuation					
At 1 July 2016	-	-	-	-	-
Valuation/Additions	5,804,000	5,045,900	4,483,850	120,000	15,453,750
As at 30 June 2017	5,804,000	5,045,900	4,483,850	120,000	15,453,750
Depreciation					
At 1 July 2016	-	-	-	-	-
Charges for the year	604,583	188,264	465,378	0	1,258,224
As at 30 June 2017	604,583	188,264	465,378	0	1,258,224
Net Book Values					
At 30 June 2017	5,199,417	4,857,636	4,018,473	120,000	14,195,526
At 30 June 2016	0	0	0		0

NOTES TO THE FINANCIAL STATEMENTS Continued

9. Reserves

	2016-2017 Kshs	2015-2016 Kshs
Accumulated Reserves		
Balance as at 1st July 2016	-	-
Additions during the year	15,762,925	-
Balance as at 30 June 2017	15,762,925	-

XVI. PROGRESS ON FOLLOW UP OF AUDITOR RECOMMENDATIONS

Reference No. on the external audit Report	Focal Point person to resolve the issue (Name and designation)	Status: (Resolved / Not Resolved)



TVET Curriculum Development, Assessment and Certification Council

Teleposta Towers, 25th Floor, Kenyatta Avenue
P.O. Box 15745 - 00100, NAIROBI
Tel: +254 20, 2217210 Ext 2503/2506/2521
Email: cdacctvet@gmail.com
www.tvetcdacc.go.ke