



## KITALE NATIONAL POLYTECHNIC



QUALITY MANAGEMENT SYSTEM BASED ON ISO 9001:2015 STANDARD

### DRIVING SCHOOL CURRICULUM IMPLEMENTATION PROCEDURE MANUAL

KNP/PM/DS/ 02

VERSION: C

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**RECORDS OF CHANGE**

NO	DETAILS OF CHANGE	DATE

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## **PROCEDURE NO.1 DRIVING STUDENTS ADMISSION**

### **1.0 GENERAL**

#### **1.1 PURPOSE**

The purpose of this procedure is to ensure efficient and transparent admission of driving school students

#### **1.2 SCOPE**

This procedure applies to all admission of driving school students activities in KNP

#### **1.3 REFERENCES**

- a) KNP Principal's schedule of activities
- b) Ministry of Education circulars
- c) NTSA guidelines

#### **1.4 TERMS DEFINITION**

- a) NTSA –National Transport and safety Authority
- b) HOD- Head of Department

#### **1.5 RESPONSIBILITY**

The HOD shall ensure that this procedure is followed and maintained.

#### **1.6 INTERFACES/INTERACTIONS**

##### **1.6.1 For Selection**

None

##### **1.6.2 For Admissions**

- a) Driving school secretary to verify trainees requirements.
- b) Finance Officer to issue KNP official receipt.

##### **1.6.3 Registration of students**

- a) The driving secretary admits student's upon presentation of fee payment evidence.
- b) Finance Officer for issuance of KNP official receipt.

#### **1.7 PERFORMANCE TARGET**

The performance shall be measured through the overall performance of the Department basing on;

<b>PERFORMANCE TARGET</b>	<b>MONITORING AND MEASUREMENT</b>
<b>a) Selection.</b> Fairness in the admission process.	i) Review lists of selected students against applicants within set guidelines.
<b>b) Admission of New Students.</b> Ensure qualified students meeting set institutional requirements are duly admitted and registered.	i) Check authenticity of the required documents. ii) Fee payment status.

### 1.8 RESOURCES

The resources to be used in the process are listed below:-

- a) Photocopying papers
- b) Stationery
- c) Computers
- d) Printers
- e) Toner Ink
- f) Budget
- g) Personnel from other departments

### 1.9 INPUTS AND OUTPUTS

<b>INPUTS</b>	<b>OUTPUTS</b>
a) Advertisement. ✓ Blank application forms ✓ Budget	✓ List of courses for advertisement. ✓ Filled application forms. ✓ Adverts ✓ Media advert
b) Selection ✓ Personnel ✓ Filled application forms	✓ List of successful applicants. ✓ Admission letter plus the fee structure.
c) Admission of New students ✓ Admissions Register ✓ Stationery ✓ Empty Files/folders	✓ Filled Register of admitted students. ✓ Indexed files containing student's information and personal

	documents.
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## **2.0 METHOD**

### **2.2 Selection**

- 2.2.1 Upon advertisement of courses and receipt of applications, the HOD shall undertake a selection exercise which shall be guided by:
- Examining body guidelines
  - Minimum requirements
  - Departmental minimum requirements
  - Available vacancies
- 2.2.2 The successful prospective student shall be given admission letter according to 2.2.1. above.
- 2.2.3 Prospective students request shall be done
- By direct inquiry at the KNP Driving school office.
  - KNP website application portal

### **2.3 Admissions**

- 2.3.1 This activity shall start when the selected candidate reports to the Polytechnic
- 2.3.2 The candidate shall be directed to the designated reporting area and received as per customer care procedure.
- 2.3.3 The desk officer shall ask the candidate to present the following for verification
- Original ID
  - Completed admission form
  - Fee payment slip(s)
- 2.3.4 Upon confirming that the candidate has all the prerequisites, the HOD shall ensure that
- The Driving school secretary shall enter student personal details in the admissions register.
  - Issued the student with an admission number
  - Enter the student in the Polytechnic's MIS.
- 2.3.5 Upon presenting the pay-in-slip to the accounts section, the student shall be issued with the Polytechnic's official receipt.

2.3.8 This activity shall be deemed complete when the student signs the admission form at the department.

**3.0 LIST OF APPLICABLE RECORDS/ REPORTS**

- a) Applications
- b) Students admission documents
- c) Copies of admission letters
- d) Updated admissions register
- e) Nominal roll
- f) Evidence of fee payment

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## PROCEDURE NUMBER 2: SCHEMING

### 1.0 GENERAL

#### 1.1 PURPOSE

The purpose of this procedure is to ensure effective and efficient scheming

#### 1.2 SCOPE

The procedure is applicable to scheming of driving school course at KNP

Driving school.

#### 1.3 REFERENCE

a) Current syllabi

#### 1.4 TERMS DEFINITION

a) AQASC - Academic Quality Assurance and Standards Committee

b) HOS - Head of Section

c) HOD - Head of department

d) D/P AC - Deputy Principal Academics

e) MOE – Ministry of Education

#### 1.5 PRINCIPAL RESPONSIBILITY

The Deputy Principal Academics shall ensure that this procedure is followed effectively

#### 1.6 INTERFACES/INTERACTIONS

a) Procurement - for provision of materials

b) D/P Academics - for ensuring procedures are adhered to.

c) HOD - for verification of schemes of work and course outlines

#### 1.7 PERFORMANCE TARGET

The performance shall be measured through the overall performance of the Department basing on;

PERFORMANCE TARGET	MONITORING AND MEASUREMENT
Complete schemes of work by beginning of the course	Compare with current syllabi to ensure all topics for the course are covered. Check for completion by stipulated time and approval HOD.

#### 1.8 RESOURCES

The resources to be used in the process are listed below: -

a) Personnel

b) Stationery



## 1.9 INPUTS AND OUTPUTS

INPUTS	OUTPUTS
Syllabus	Complete and approved schemes of work
Schemes of work template	
Course outline template	
KNP calendar of events	

## 2.0 METHOD

- 2.1 The procedure shall start upon admission of new trainees. Lecturers shall prepare and submit schemes of work and course outlines for the driving course.
- 2.2 The HOD shall check the schemes of work /course outline for conformity using the following criteria: -
- a) Checking achievable objectives
  - b) Checking that the scheme of work is duly filled
  - c) Checking for references
  - d) Counter checking for concurrence with course outline
- 2.3 Upon conformity the lecturer shall sign the scheme submission register and the HOS shall hand in the schemes of work together with the course outline to the HOD for approval.
- 2.4 The procedure shall be deemed complete upon the HOD approving the schemes by appending his/her signature and official stamp if hardcopy and paste his/her signature in soft copy.

## 3.0 LIST OF APPLICABLE RECORDS/REPORTS

- a) Schemes of work
- b) Course outline
- c) Updated schemes of work submission register

## **PROCEDURE NUMBER 2: CONDUCTING DRIVING SCHOOL LESSONS**

### **1.0 GENERAL**

#### **1.1 PURPOSE**

The purpose of this procedure is to ensure effectiveness and efficiency in conducting lessons

#### **1.2 SCOPE**

This procedure applies to all theory/practical lessons taught at KNP driving school.

#### **1.3 TERMS AND DEFINITIONS**

a) D/P AC - Deputy Principal Academics

#### **1.4 REFERENCE**

a) NONE

#### **1.5 PRINCIPAL RESPONSIBILITY**

The D/P Academics shall ensure that this procedure is followed effectively.

#### **1.6 INTERFACES/INTERACTIONS**

1. Other academic departments- for provision of teaching personnel
2. Procurement- for provision of materials
3. Library – for provision of reference materials
4. Administration – for provision of personnel

#### **1.7 PERFORMANCE TARGET**

The performance shall be measured through the overall performance of the Department basing on;

<b>PERFORMANCE TARGET</b>	<b>MONITORING AND MEASUREMENT</b>
100% class attendance by trainers	Review of class attendance sheets and weekly data tools on weekly basis.
100% syllabus coverage	Review of records of work after every one week.
100% class attendance by trainees	Review of duly filled class attendance sheets on weekly basis

### **RESOURCES**

The resources to be used in the process are listed below: -

- a) Personnel
- b) Materials and Equipment
- c) Tuition facilities (e.g. class rooms, workshops and laboratories)

### 1.8 INPUTS AND OUTPUTS

INPUTS	OUTPUTS
Stationery	Well-equipped trainees with knowledge and skills Duly filled attendance sheets. Relevant notes and references
Schemes of work	
Timetable	
Lesson notes	
Reference books and manuals	
Course outlines	
Participants	
Unfilled attendance sheets	
Practical materials and equipment	

## 2.0 METHOD

2.1 This procedure shall start with the subject lecturer preparing for a theory/practical lesson. In the preparation, the subject lecturer shall be guided by

- a) Lesson notes/practical instructions
- b) Teaching Aids where applicable
- c) Scheme of work and Course outline

2.2 On the lesson day the lecturer shall go to the classroom and begin by conducting a roll call.

### 2.3.0 THEORY LESSON/PRACTICAL

2.3.1 The lecturer guided by the lesson notes shall guide the students through the lesson as follows:

- a) Review of the previous lesson
- b) State lesson title as well as lesson objectives
- c) Write lesson title on the board
- d) Introduce the topic and deliver the content as per the lesson notes and engage the students at every level.

2.3.2 This procedure shall be deemed complete when the lecturer summarizes the lesson, gives assignment(s) and releases students for other activities as per the timetable

**3.0 LIST OF APPLICABLE RECORDS/REPORTS**

- a) Duly filled class attendance register
- b) Course outline
- c) Updated records of work

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## **PROCEDURE NUMBER 4: MONITORING STUDENT CLASS ATTENDANCE**

### **1.0 GENERAL**

#### **1.1 PURPOSE**

The purpose of this procedure is to ensure effective monitoring of student class attendance

#### **1.2 SCOPE**

This procedure applies to all activities related to monitoring of student class attendance in KNP driving school.

#### **1.3 REFERENCES**

- a) KNP Academic Policy (2016)
- b) Education Act Cap 211

#### **1.4 DEFINITION OF TERMS**

- a) HOD -Head of Department
- b) D/P AC -Deputy Principal Academics

#### **1.5 PRINCIPAL RESPONSIBILITY**

The deputy principal academics shall ensure adherence to this procedure

#### **1.6 INTERFACES/INTERACTIONS**

1. Procurement – for provision of materials
2. Subject lecturer- for filling of attendance sheets
3. HOD- for issuance and verification of attendance sheets

#### **1.7 PERFORMANCE TARGET**

The performance shall be measured through the overall performance of the Department basing on;

<b>PERFORMANCE TARGET</b>	<b>MONITORING AND MEASUREMENT</b>
100% class attendance by trainees	Dully filled and analyzed attendance sheets

#### **1.8 RESOURCES**

The resources to be used in the process are listed below:-

- a) Personnel
- b) Stationery

## 1.9 INPUTS AND OUTPUTS

INPUTS	OUTPUTS
Attendance sheets	Dully filled, analyzed and filed attendance sheets
Stationery	
Trainees	

## 2.0 METHOD

- 2.1 This procedure shall start with the HOD issuing the attendance sheet to respective subject lecturers within the 1<sup>st</sup> week of the term
- 2.2 Upon receipt of attendance sheet the subject lecturer shall complete the sheet as per the provisions of the form
- 2.3 At the beginning of every lesson the subject teacher shall take a roll call against the sheet
- 2.4 At the end of the lesson the subject teacher shall record the details of the lesson taught on the record of work sheet
- 2.5 After every one week the lecturer shall submit the attendance sheet and record of work sheet to the respective HOD for verification as per the scheme of work.
- 2.6 In the event that the record of work is not in line with the schemes of work, the HOD shall return it to the subject lecturers with recommendations
- 2.7 In the event that the students are not attending class the respective HOD shall summon the students concerned for counseling and further directions
- 2.8 Upon meeting 2.6 and 2.7 above the HOD shall sign the attendance sheet and the record of work sheet and return them to the subject lecturer.
- 2.9 This procedure shall be deemed complete upon the HOD ensuring the filing the duly filled sheets.

## 3.0 LIST OF APPLICABLE RECORDS/APPLICABLE

- a. Duly filled attendance sheet
- b. Duly filled record of work

## **PROCEDURE NUMBER 5: MONITORING LECTURER PERFORMANCE IN CLASS**

### **1.0 GENERAL**

#### **1.1 PURPOSE**

The purpose of this procedure is to ensure effectiveness in the monitoring of lecturers performance in class.

#### **1.2 SCOPE**

The procedure applies to monitoring the performance in class of all lecturers of KNP driving school.

#### **1.3 REFERENCES**

- a) TSC code of regulations
- b) KNP Academic Policy (2016)

#### **1.4 DEFINITION OF TERMS**

**HOD** - Head of Department

#### **1.5 PRINCIPAL RESPONSIBILITY**

The Deputy Principal Academics shall ensure that this procedure is strictly adhered to.

#### **1.6 INTERFACES/INTERACTIONS**

- a) D/P Academics for issuance of timetables for trainees
- b) Class reps for issuance of weekly data tool and questionnaires
- c) Trainers for feedback on analysis of the weekly data tool and questionnaires
- d) Procurement for provision of materials

#### **1.7 PERFORMANCE TARGET**

The performance shall be measured through the overall performance of the Department basing on;

<b>PERFORMANCE TARGET</b>	<b>MONITORING AND MEASUREMENT</b>
100% class attendance by trainees and trainers	Analysis of weekly data tool at the end of every term week
Quality delivery of teaching services	Analysis of student questionnaires by week 9 of academic term

#### **1.8 RESOURCES**

The resources to be used in the process are listed below:-

- a) Personnel
- b) Stationery
- c) Computer
- d) Printer

## 1.9 INPUTS AND OUTPUTS

INPUTS	OUTPUTS
Weekly data tool	Duly filled and analyzed weekly data tool
Students' feedback on Lecturer's performance questionnaire	Duly filled and analyzed questionnaires Dully filled and analyzed termly lesson observation form
Termly lesson observation schedule	

## 2.0 METHOD

- 2.1 The procedure shall begin with all driving school lecturers being issued with a timetable by the HOD which will guide their class attendance and also issue the class weekly data tool to HOD for onward transmission to each class representatives.
- 2.2 At the end of every week, the HOS shall collect the class weekly data tool from the class representatives of each class.
- 2.3.1 Any agreed and effected make up lessons shall be accompanied with supportive evidence.
- a) Coverage of the syllabus
  - b) Delivery of the service
  - c) Lecturers punctuality
  - d) General observations
  - e) Lecturers class attendance
  - f) Any other suggestions
- 2.4.1 The HOD shall ensure the class/subject that were randomly selected during the first assessment session/term are not the same in the second session/term and subsequent session/term by drawing up the annual subject assessment schedule.
- 2.5 The respective HOD shall collect the questionnaires and ensure the analysis is done within 14 days of receiving the questionnaires.



- 2.6 The respective HOD shall call the affected lecturer and discuss the results of the analysis made and the recommendations suggested.
- 2.7 In the event that the future analysis does not indicate any improvement, the respective HOD shall refer the lecturer to the academic board committee through writing.
- 2.8 The academic board committee shall summon the affected lecturer and discuss the issue for the way forward.
- 2.9 This procedure shall be deemed complete upon the affected lecturer countersigning the assessment tool analysis form.

### **3.0 LIST OF APPLICABLE RECORDS/REPORTS**

- a) Duly filled class weekly data tool
- b) Updated form for corrective action for lessons missed
- c) Duly filled missed lesson make up attendance form
- d) Duly filled students' feedback on lecturer's performance

## **PROCEDURE NUMBER 6: REGISTERING FOR NTSA EXAM**

### **1.0 GENERAL**

#### **1.1 PURPOSE**

The purpose of this procedure is to ensure efficiency and professionalism in the registration for NTSA exams

#### **1.2 SCOPE**

This procedure covers registration of students for all external exams in the Polytechnic

#### **1.3 REFERENCES**

- a) Current NTSA guidelines

#### **1.4 DEFINITION**

- a) KNP- Kitale National Polytechnic
- b) HOD- head of department
- c) NTSA –National Transport and safety Authority

#### **1.5 PRINCIPAL RESPONSIBILITY**

The HOD Driving school shall be responsible for ensuring that this procedure is adhered to.

#### **1.6 INTERFACES/INTERACTIONS**

- a) Academic departments and any other institution allowed by the polytechnic management for submission of lists of candidates for NTSA examinations
- b) Communication procedure –for guidance in regard to communication procedures

#### **1.7 PERFORMANCE TARGET**

The performance shall be measured through the overall performance of the Department basing on;

<b>PERFORMANCE TARGET</b>	<b>MONITORING AND MEASUREMENT</b>
Registration of all eligible candidates for NTSA exams every month.	Compare the list of candidates from HOS with evidence of fee payment and NTSA exam registration register.

#### **1.8 RESOURCES**

The resources to be used in the process are listed below:-

- a) Personnel.
- b) Computer.
- c) Camera.
- d) Stationery
- e) Internet

### 1.9. INPUTS AND OUTPUTS

INPUTS	OUTPUTS
-List of students to be registered from HOS -Funds -Results slip/ certificates	-NTSA exams registration register

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