TVET PROJECT

Assessing the Production of the Core Values and Capacities among Youth in TVET institutions in Kenya

Institutional Questionnaire

1   Introduction and Consent

Hello, my name is _____. I work with African Population and Health Research Center, with physical office based at Kitisuru, Manga Close-Off Kirawa Road. You can also reach us using both our office line **(+254 20 4001000)** and office cells **(+254 722 205 933/+254 733 410 102)** respectively, or through our postal address **(P.O Box 10787 – 00100, Nairobi, Kenya)**. Once in a while, we visit different institutions in Kenya to collect data on education and training. This time, we are focusing on Technical, Vocational Education and Training (TVET) institutions, in order to collect data on perception and views of students about technical skills, academic skills, life skills, values and social emotional skills. The results of this research will be made public and disseminated in the community and at national level involving the Ministry of Education (MoE) and other stakeholders in order to inform policy process. By responding to this study, you will contribute to inform changes that the TVET system should consider, in order to make TVET attractive and useful in equipping youth with the skills youth require to succeed at work and in life. The responses you give will be held with utmost confidentiality, and your name will not appear anywhere in any report. The information you give will only be available to members of the research team. Your responses will not cause any disadvantage to you. If you accept to participate in this research, you will be doing so voluntarily and there will not be any monetary returns or gifts. You are also free to refuse to respond to questions you do not feel comfortable answering. This interview will take about **45** minutes.

1.1   Would you like to participate in this research?   ☐ (1) Yes   ☐ (2) No

[CHECK 1.0, IF 1=NO, THANK RESPONDENT AND END THE INTERVIEW]

1.2	**Position of Respondent**		1=Principal; 2= Manager; 3=Director; 4=Deputy Principal/Director; 5=Other

PART A: TO BE COMPLETED ON THE DAY OF THE INTERVIEW

2   General Information

*Some of these questions are **not** to be asked to the head of the institution. Information on IDs is to be obtained from the project research officer prior to visiting the institution. Please enter information on sex by observation.*

2.1	Date of the Interview	Day ☐☐ Month ☐☐ Year ☐☐☐☐	
2.2	County ID	☐	1=Garissa; 2=Kisumu; 3=Meru; 4=Mombasa; 5= Nairobi; 6=Nyeri; 7=Turkana; 8=Uasin Gishu; 9=Kakamega
2.3	TVET Name	☐	
2.4	TVET ID	☐☐☐☐☐	
2.5	TVET Location	☐	1=Within or near a **big city** or **major town**; 2=Within or near a **small town** or **shopping centre**; 3=In **rural** or **remote** area
2.6	TVET Category	☐	1=National Polytechnic (NP); 2=Technical Training Institute (TTI) 3=Vocational Training Centre (VTC)
2.7	TVET Type	☐	1=Public; 2=Private
2.8	Manager's Sex	☐	1=Male; 2=Female
2.9	Enumerator ID	☐☐☐	

3   Manager's Background Information

I would like to ask you some questions related to this institution. But before I do that, could you tell me a little bit about yourself and the position you hold in this institution/school?

3.1	What is your full name? [Optional]	
3.2	What is your cell phone number?	0 7 ☐☐☐☐☐☐☐☐
3.3	What is your date of birth?	Day ☐☐ Month ☐☐ Year ☐☐☐☐
3.4	Date you first joined this institution	Day ☐☐ Month ☐☐ Year ☐☐☐☐
3.5	At what job level did you join this institution? [Write job title]	
3.6	What is your current job level? [Write job title]	

3.7   What is the status of your employment/engagement? [FI: TICK ONLY ONE OPTION]

☐ (1) Permanent

☐ (2) Contract/temporary

3.8   How many years in total have you been a teacher/trainer?   ☐☐ Years

[FI: WRITE '01' IF LESS THAN ONE YEAR; INCLUDE YEARS OF EXPERIENCE OUTSIDE TVET]

3.9 How many years in total have you been a TVET manager? ☐☐ Years

[FI: WRITE '01' IF LESS THAN ONE YEAR; INCLUDE YEARS OF EXPERIENCE OUTSIDE TVET]

3.10 How many hours per week do you currently teach/train in this institution? ☐☐ Hours

[FI: WRITE HOURS PER WEEK; WRITE "10" IF 10 HOURS

3.11 What is your **HIGHEST** level of academic education reached? **[FI: TICK ONLY ONE FOR LEVEL]**

LEVEL

☐ (01) **Never** went to school

☐ (02) Pre-primary

☐ (03) Dropped out of primary school

☐ (04) Completed primary schools but **never** went to Form 1

☐ (05) Dropped out of secondary school

☐ (06) Completed secondary school but **never** went to college/university

☐ (07) Dropped out of college/TVET/university

☐ (08) Completed college/TVET

☐ (09) Completed university

3.12 What is the **HIGHEST** level of professional technical training you have completed?
[FI: TICK ONLY ONE FOR LEVEL]

LEVEL

☐ (01) No technical training   ☐ (06) Diploma

☐ (02) Grade test 3   ☐ (07) Higher diploma

☐ (03) Grade test 2   ☐ (08) Undergraduate degree

☐ (04) Grade test 1   ☐ (09) Master's degree

☐ (05) Certificate   ☐ (10) Doctoral degree/PhD

3.13 Have you completed any training in management of a TVET institution? ☐ (1) Yes ☐ (2) No

3.14 Have you completed any refresher/in service courses in the last 3 years ☐ (1) Yes ☐ (2) No

4   Institution Background Information

4.1   What year was this institution established?   ☐ ☐ ☐ ☐

4.2   Is this institution registered?   If "**Yes**", write year of registration   ☐ ☐ ☐ ☐

☐ (1) Yes, it is registered   ☐ (3) **No**, but applied for assessment

☐ (2) **No**, but it has been assessed   ☐ (4) **No**; **not** even applied for assessment

4.3   Is this TVET institution accredited?   **[FI: TICK ONLY ONE OPTION]**

☐ (1) Yes, it is accredited   ☐ (3) **No**, but applied for assessment

☐ (2) **No**, but it has been assessed   ☐ (4) **No**; **not** even applied for assessment

4.4   If accredited, who or which entity accredited it?   **[FI: WRITE NAME OF ACCREDITOR]**

☐ (1) Directorate of Accreditation and Outreach Services of TVETA   ☐ (5) KASNEB

☐ (2) Kenya Accreditation Service (KENAS)   ☐ (6) ICDL

☐ (3) City & Guild   ☐ (96) Other (Specify)_____

☐ (4) KNEC

4.5   Who owns this institution? **[FI: PLEASE TICK ONLY ONE OPTION]**

☐ (1) National Government   ☐ (5) Board of Trustees

☐ (2) Religious organization   ☐ (6) Private company(ies)

☐ (3) Private individual(s)   ☐ (96) Other (Specify)_____

☐ (4) County Government

5   Information about Training Programs

5.1   What is the level of training programs offered in this institution? **[FI: TICK ALL THAT APPLY]**

		Yes	No	Name of the Examining Body (e.g. ATB, CDAC, KNEC, NITA, CITY & GUILD) [FI: MULTIPLE ENTRIES ACCEPTABLE]
a.	Short courses (with no certification).	(1)	(2)	
b.	Grade test 3	(1)	(2)	
c.	Grade test 2	(1)	(2)	
d.	Grade test 1	(1)	(2)	
e.	Certificate	(1)	(2)	
f.	Diploma..	(1)	(2)	
g.	Higher diploma	(1)	(2)	
h.	Post graduate diploma	(1)	(2)	
i.	First degree......................................	(1)	(2)	
j.	Other (Specify)	(1)	(2)	

| 5.2 | Are the following skills (or subject areas) covered in the training programs offered in this institution? Which ones do you think are important for students' future career?**[FI: PLEASE TICK ONLY ONE OPTION UNDER EACH HEADING FOR EACH ITEM]** |

LEVEL OF COVERAGE: 1= Not covered at all; **2**= Less covered; **3**=Somehow covered; **4**=Well covered

		Level of coverage				This is important for student future career	
		1	**2**	**3**	**4**	**Yes**	**No**
a.	Technical skills (e.g. mechanical, fashion design, metal work)..	(1)	(2)	(3)	(4)	(1)	(2)
b.	Life skills (e.g. communication, team work, time management)...................................	(1)	(2)	(3)	(4)	(1)	(2)
c.	Core values (e.g. honesty, responsibility, discipline)	(1)	(2)	(3)	(4)	(1)	(2)
d.	Social emotional skills (e.g. self-control, self-esteem)..	(1)	(2)	(3)	(4)	(1)	(2)
e.	Entrepreneurship..	(1)	(2)	(3)	(4)	(1)	(2)
f.	Financial planning and management	(1)	(2)	(3)	(4)	(1)	(2)
g.	Marketing and sales	(1)	(2)	(3)	(4)	(1)	(2)
h.	Basic computing skills (e.g. word processing, excel, access)...	(1)	(2)	(3)	(4)	(1)	(2)
i.	Numeracy/mathematics skills	(1)	(2)	(3)	(4)	(1)	(2)
j.	Literacy skills..	(1)	(2)	(3)	(4)	(1)	(2)
k.	HIV and AIDs knowledge	(1)	(2)	(3)	(4)	(1)	(2)
l.	Sexual and reproductive health education...	(1)	(2)	(3)	(4)	(1)	(2)
m.	Relationships, courtship and marriage...	(1)	(2)	(3)	(4)	(1)	(2)
n.	Guidance and counselling	(1)	(2)	(3)	(4)	(1)	(2)
o.	Environmental awareness...	(1)	(2)	(3)	(4)	(1)	(2)

| 5.3 | Does this institution have a curriculum or syllabus that covers the following skills (or subject areas)? Are these skills examined or assessed? **[FI: PLEASE TICK ONLY ONE OPTION UNDER EACH HEADING FOR EACH ITEM]** |

		There is curriculum or syllabus		Skill is examined or assessed	
		Yes	**No**	**Yes**	**No**
a.	Technical skills (e.g. mechanical, fashion design, metal work).........	(1)	(2)	(1)	(2)
b.	Life skills (e.g. communication, team work, time management)......	(1)	(2)	(1)	(2)
c.	Core values (e.g. honesty, responsibility, discipline)	(1)	(2)	(1)	(2)
d.	Social emotional skills (e.g. self-control, self-esteem)......................	(1)	(2)	(1)	(2)
e.	Entrepreneurship...	(1)	(2)	(1)	(2)
f.	Financial planning and management	(1)	(2)	(1)	(2)
g.	Marketing and sales	(1)	(2)	(1)	(2)
h.	Basic computing skills (e.g. word processing, excel, access)............	(1)	(2)	(1)	(2)
i.	Numeracy/mathematics skills	(1)	(2)	(1)	(2)
j.	Literacy skills...	(1)	(2)	(1)	(2)
k.	HIV and AIDs knowledge	(1)	(2)	(1)	(2)
l.	Sexual and reproductive health education..	(1)	(2)	(1)	(2)
m.	Relationships, courtship and marriage..	(1)	(2)	(1)	(2)
n.	Guidance and counselling	(1)	(2)	(1)	(2)
o.	Environmental awareness..	(1)	(2)	(1)	(2)

| 5.4 | Which of the following happens in this institution? **[FI: PLEASE SELECT ONE OPTION FOR EACH LINE]** |

[**1**=Never; **2**=Rarely; **3**=Sometimes; **4**=Most of the times; **5**=All the time]	**1**	**2**	**3**	**4**	**5**
a. We allow students to attend training/education events organized by other institutions...	(1)	(2)	(3)	(4)	(5)
b. We encourage students to participate in sporting events	(1)	(2)	(3)	(4)	(5)
c. We organize debates and presentations for students	(1)	(2)	(3)	(4)	(5)
d. We encourage students to critique work of their fellow students	(1)	(2)	(3)	(4)	(5)
e. We encourage students to take a lead in shaping their own careers...	(1)	(2)	(3)	(4)	(5)

[**1**=Never; **2**=Rarely; **3**=Sometimes; **4**=Most of the times; **5**=All the time]	1	2	3	4	5
f. We encourage students to pull resources together in teams as oppose to stand-alone initiatives..	(1)	(2)	(3)	(4)	(5)
g. We provide students with lessons on mediation skills in conflict situations...	(1)	(2)	(3)	(4)	(5)
h. We train students on leadership skills	(1)	(2)	(3)	(4)	(5)
i. We encourage students to elect their own leaders....................	(1)	(2)	(3)	(4)	(5)
j. Once in a while we give students a lot of work to be completed within strict deadlines	(1)	(2)	(3)	(4)	(5)
k. At times, we give students different task to be completed within a short time..	(1)	(2)	(3)	(4)	(5)
l. We teach students to be socially aware of self and others.........	(1)	(2)	(3)	(4)	(5)
m. We encourage students to resolve problems using their own methods	(1)	(2)	(3)	(4)	(5)
n. We provide opportunities for trainees to practice skills acquired in work place	(1)	(2)	(3)	(4)	(5)
o. We encourage students to initiate their own money making projects..	(1)	(2)	(3)	(4)	(5)
p. We invite professionals/motivational speakers to talk to students about their careers	(1)	(2)	(3)	(4)	(5)
q. We encourage parents/guardians to be involved in their children training process..	(1)	(2)	(3)	(4)	(5)
r. We encourage competition among students in their classwork	(1)	(2)	(3)	(4)	(5)
s. We actively try to link our graduating students with potential employers	(1)	(2)	(3)	(4)	(5)
t. We link students with mentors in their area of training............	(1)	(2)	(3)	(4)	(5)
u. We invite alumni to talk to students about their careers...........	(1)	(2)	(3)	(4)	(5)
v. We require that students complete community service as part of their training	(1)	(2)	(3)	(4)	(5)
w. We encourage students to be involved in spiritual/religious activities...	(1)	(2)	(3)	(4)	(5)

5.5	Indicate which of the following correctly describes this TVET institution. **[FI: PLEASE SELECT ONLY ONE OPTION FOR EACH STATEMENT]**

		Yes	No
a.	We have a student union in this institution..	(1)	(2)
b.	We have a career counselling department	(1)	(2)
c.	We have industrial attachment policy..	(1)	(2)
d.	We have community service policy..	(1)	(2)
e.	We have industrial attachment liaison officer	(1)	(2)
f.	We have a website	(1)	(2)
g.	We have sport and games facilities for use by students (ownership or access)............	(1)	(2)
h.	Our students participated in **at least one** external sports tournaments in 2017	(1)	(2)
i.	We have special prayer rooms for use by students..	(1)	(2)
j.	We have student spiritual clubs	(1)	(2)
k.	We offer bursaries to our bright students	(1)	(2)
l.	We offer bursaries to our needy students	(1)	(2)
m.	This institution has a **written** sexually harassment policy	(1)	(2)
n.	This institution has a **written** child protection policy....................................	(1)	(2)
o.	Our training programs are based on analysis of country's labour needs......................	(1)	(2)

6   Information about TVET Facilities/Equipment/Resources

6.1   In your own opinion, how well is this TVET institution equipped? **[FI: TICK ONLY ONE OPTION]**

(1)   Adequately equipped

(2)   Moderately equipped

(3)   Inadequate equipped

6.2 What is the general status of the training facilities/machinery used in this institution?
[FI: TICK ONLY ONE OPTION]

| (1) | Nearly all are outdated | | (4) | More than one-half are up-to-date |

| (2) | Less than one-half are up-to-date | | (5) | Nearly all are up-date |

| (3) | Only about one-half are up-to-date |

6.3 What is the **main** source of clean drinking water in this TVET institution? **[FI: TICK ONLY ONE OPTION]**

| (1) | Piped water | | (5) | Borehole/well |

| (2) | Surface water (e.g. spring, river, dam, lake) | | (6) | Delivered (e.g. by truck, hand cart, etc.) |

| (3) | Rain water |

| (4) | Carry from home | | (96) | Others (Specific _____) |

6.4 What is the **main** source of electricity in this TVET institution? **[FI: TICK ONLY ONE OPTION]**

| (1) | Mains supply | | (4) | Wind |

| (2) | Generator | | (5) | None |

| (3) | Solar | | (96) | Other (Specify_____) |

PART B: TO BE SENT TO THE INSTITUTION AT LEAST ONE WEEK PRIOR TO THE DAY OF THE VISIT

7 General Information

Some of these questions are __not__ to be asked to the head of the institution. Information on IDs is to be obtained from the project research officer prior to visiting the institution. Please enter information on sex by observation.

7.1	Date of the Interview	Day ☐☐ Month ☐☐ Year ☐☐☐☐
7.2	County ID	☐ 1=Garissa; 2=Kisumu; 3=Meru; 4=Mombasa; 5= Nairobi; 6=Nyeri; 7=Turkana; 8=Uasin Gishu; 9=Kakamega
7.3	TVET Name	☐
7.4	TVET ID	☐☐☐☐☐
7.5	TVET Location	☐ 1=Within or near a **big city** or **major town**; 2=Within or near a **small town** or **shopping centre**; 3=In **rural** or **remote** area
7.6	TVET Category	☐ 1=National Polytechnic (NP); 2=Technical Training Institute (TTI) 3=Vocational Training Centre (VTC)
7.7	TVET Type	☐ 1=Public; 2=Private
7.8	Manager's Sex	☐ 1=Male; 2=Female
7.9	Enumerator ID	☐☐☐

8 Information about Student Enrolment

8.1 How many **15-25 years old female and male students** are currently enrolled in this TVET institution? **[FI: WRITE DOWN THE NUMBERS]**

		Female	Male	Duration of the Program (Months)
a.	Short courses (with no certification)			
b.	Grade test 3			
c.	Grade test 2			
d.	Grade test 1			
e.	Certificate courses			
f.	Diploma courses			
g.	Higher diploma courses			
h.	Degree courses			
i.	**Total enrolment**			N/A

8.2 What is the maximum number of students that this institution can hold for any particular year?
[FI: WRITE DOWN THE NUMBERS]

		Max. Total Number
a.	Short courses (with no certification)...	
b.	Grade test 3...	
c.	Grade test 2...	
d.	Grade test 1...	
e.	Certificate courses..	
f.	Diploma courses	
g.	Higher diploma courses	
h.	Degree courses	
i.	**Maximum institutional capacity**	

8.3 Of the **15-25 years old students** currently enrolled in this TVET, how many are living with the following disabilities? **[FI: WRITE DOWN THE NUMBERS]**

		Short courses (Grade test 1, 2 & 3)	Certificate courses	Diploma + courses
a.	Some physical challenge..........................			
b.	Extensive physical challenge...................			
c.	Some hearing challenge...........................			
d.	Total deafness...			
e.	Some visual challenge			
f.	Total blindness			
g.	Intellectual challenge..............................			
h.	Mental challenge			
i.	Acquired brain injury			
j.	Autism spectrum disorder			
k.	Other disability (Specific _____)			

8.4 Thinking of the **15-25 years old students** currently enrolled in this TVET, how many students come from the following backgrounds? **[FI: WRITE DOWN THE NUMBERS]**

		Female	Male
a.	**Never** went to school		
b.	Dropped out of primary school..		
c.	Completed primary schools but never went to Form 1........		
d.	Dropped out of secondary school		
e.	**Financially** challenged families		

8.5 Looking over the **15-25 years old students** enrolled in this TVET in the past **five** years, how many dropped out of the institution without completing the training programs?

		Total students _enrolled_			Number of students _dropping out_		
	Year	Female	Male	Total	Female	Male	Total
a.	2013 ..						
b.	2014 ..						
c.	2015 ..						
d.	2016 ..						
e.	2017 ..						

8.6 What proportion of **15-25 years old students** currently enrolled this TVET come from the following areas? **[FI: WRITE PERCENTAGE. NOTE THAT TOTAL MUST ADD TO 100%]**

		Female	Male
a.	Nearby villages (within a 3km radius)...........		
b.	This county		
c.	Other counties		
d.	**Total** [FI: Check that total adds up to 100%]	100%	100%

8.7 How many students who **completed training** in the last <u>three</u> years are in the following categories? **[FI: WRITE NUMBERS]**

	Category	2015	2016	2017
a.	Got employed in their fields of training....			
b.	Got employed in fields not related to their training...			
c.	Are self-employed in the skills acquired...			
d.	Are self-employed in field unrelated to their training...................................			
e.	Proceeded with studies in other colleges..			
f.	Are currently unemployed.........................			
g.	We cannot tell where they are...................			
h.	Other (Specify_____)			

8.8 How many of the student who got employed in the last <u>three</u> year did this institutional help to connect with employer(s)? **[FI: WRITE NUMBERS]**

		Number of students connected with employer(s)…	
		In area of their training	**In areas different from their training**
2015	*Male*		
	Female		
2016	*Male*		
	Female		
2017	*Male*		
	Female		

8.9 What is the total yearly institutional output (graduands)?
[Based on EXTERNAL (e.g. KNEC) results ONLY]?

			Pass	Fail
a. Grade test (1, 2, 3)	**2013**	*Male*		
		Female		
	2014	*Male*		
		Female		
	2015	*Male*		
		Female		
	2016	*Male*		
		Female		
	2017	*Male*		
		Female		

			Distinction	Credit	Pass	Others	Total
b. Certificate	**2013**	*Male*					
		Female					
	2014	*Male*					
		Female					
	2015	*Male*					
		Female					
	2016	*Male*					
		Female					
	2017	*Male*					
		Female					

			Distinction	Credit	Pass	Others	Total
c. Diploma	**2013**	*Male*					
		Female					
	2014	*Male*					
		Female					
	2015	*Male*					
		Female					
	2016	*Male*					
		Female					
	2017	*Male*					
		Female					

			Distinction	Credit	Pass	Others	Total
d. Higher Diploma	**2013**	*Male*					
		Female					
	2014	*Male*					
		Female					
	2015	*Male*					
		Female					
	2016	*Male*					
		Female					
	2017	*Male*					
		Female					

			Distinction	Credit	Pass	Others	Total
e. **Degree**	**2013**	*Male*					
		Female					
	2014	*Male*					
		Female					
	2015	*Male*					
		Female					
	2016	*Male*					
		Female					
	2017	*Male*					
		Female					

			Distinction	Credit	Pass	Others	Total
f. **Others**	**2013**	*Male*					
		Female					
	2014	*Male*					
		Female					
	2015	*Male*					
		Female					
	2016	*Male*					
		Female					
	2017	*Male*					
		Female					

9   More Information about TVET Facilities/Equipment/Resources

9.1   How many of the following training facilities are there in this TVET?

		Number of facilities	Number of student can hold in one session
a.	Lecture rooms/classrooms		
b.	Workshops...		
c.	Science laboratories....................................		
d.	Computer laboratories...............................		
e.	Libraries		
f.	Study rooms for use by students................		
g.	Computers for use by students		

9.2   How many of the following facilities are there in this institutions (TVET)?

		Number of facilities	Number of student can hold in one session
a.	Male boarding facilities		
b.	Female boarding hostels..............................		
c.	Common rooms/halls for use by students		
d.	Prayer rooms for use by students		
e.	Water points/taps		
f.	Toilets/latrines for female students............		N/A
g.	Toilets/latrines for male students..............		N/A

9.3   Does this TVET institution have special facilities/equipment to cater for training of students living with the following disabilities

		Yes	No	If "Yes", what is the name of that facility(ies)
a.	Physical challenges	(1)	(2)	
b.	Hearing challenges	(1)	(2)	
c.	Visual challenges	(1)	(2)	
d.	Mental challenges	(1)	(2)	
e.	Intellectual challenges	(1)	(2)	

9.4 Does this institution have trained trainers to handle students with the following disabilities? If so, how many?

		Yes	No	If "Yes", how many trainers
a.	Physical challenges	(1)	(2)	
b.	Hearing challenges	(1)	(2)	
c.	Visual challenges	(1)	(2)	
d.	Mental challenges	(1)	(2)	
e.	Intellectual challenges	(1)	(2)	

10   Information about Training/Teaching Staff/Budget

10.1 How many tutors are currently training in this TVET institution and what are their highest levels of **technical** training? **[FI: WRITE DOWN THE NUMBERS]**

[NB: Average number of hour per week is calculated as; Total number of Hours taught, divide by number of instructors]

		Male			Female		
		Full-time	Part-time	Average hr/wk	Full-time	Part-time	Average hr/wk
a.	No technical training						
b.	Grade test 1................................						
c.	Grade test 2................................						
d.	Grade test 3................................						
e.	Certificate...................................						
f.	Diploma						
g.	Higher diploma..........................						
h.	Undergraduate degree...............						
i.	Post-graduate diploma						
j.	Master's degree						
k.	Doctoral/PhD..............................						
l.	**Total number**						

10.2 Does this institution have tutors specially trained to teach the following areas?

		Yes	No	If "Yes" write number of tutors
a.	Life skills (e.g. communication, team work, time management)............	(1)	(2)	
b.	Core values (e.g. honesty, responsibility, discipline)	(1)	(2)	
c.	Social emotional skills (e.g. self-control, self-esteem)............................	(1)	(2)	
d.	Entrepreneurship	(1)	(2)	
e.	Financial planning and management	(1)	(2)	
f.	Marketing and sales	(1)	(2)	
g.	Basic computing skills (e.g. word processing, excel, access)	(1)	(2)	
h.	Numeracy/mathematics skills	(1)	(2)	
i.	Literacy skills..	(1)	(2)	
j.	HIV and AIDs knowledge	(1)	(2)	
k.	Sexual and reproductive health education..	(1)	(2)	
l.	Relationships, courtship and marriage...	(1)	(2)	
m.	Guidance and counselling	(1)	(2)	

10.3

What is your institution's total budget [in Ksh] for the last FIVE years

	2017
	2016
	2015
	2014
	2013

10.4 What is the **main** source of funding for this TVET institution?
   [FI: "Percent" is PROPORTION OF TOTAL BUDGET; CHECK THAT TOTAL ADDS UP TO 100%]

		Source of funding		Percent
		Yes	**No**	
a.	School fees paid by parents/guardians	(1)	(2)	
b.	Government/public financing/subsidy	(1)	(2)	
c.	Income generated by the institution (Investments)	(1)	(2)	
d.	Private organizations funding institution's programs/facilities	(1)	(2)	
e.	External loans or grants channeled via government accounts or directly to institutions	(1)	(2)	
f.	Local administration/communities in kind	(1)	(2)	
g.	Not willing to say	(1)	(2)	
h.	Anonymous	(1)	(2)	
i.	Others (Specify _____)	(1)	(2)	
j.	**Total**	N/A	N/A	**100%**