

PUBLIC NOTICE

**CALL FOR APPLICATIONS FOR CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD) AND
CONTINUOUS TECHNICAL DEVELOPMENT (CTD) TRAINING PROVIDERS IN THE
FINANCIAL YEAR 2024/2025**

The National Construction Authority under Section 5 of the National Construction Authority Act 2011 (Cap 449A Laws of Kenya) has an overall mandate to oversee the construction industry and co-ordinate its development by providing training and capacity building to contractors, skilled construction workers and site supervisors in the construction industry.

One of the key functions of the Authority as outlined under section 5, subsection (2) (j) of the National Construction Authority Act 2011 is to provide, promote, review and co-ordinate training programmes organized by public and private accredited training centers for skilled construction workers and construction site supervisors. The Continuous Technical Development (CTD) programs for construction workers and site supervisors are anchored on this function and play a critical role in promoting excellence in the construction industry.

Part II Section 13 of the National Construction Authority Regulations 2014 states that, "In each year during which a contractor holds a license, the contractor or, in the case of a firm or company, the partner or director who possesses technical qualifications, skills or experience shall attend at least one Continuous Professional Development (CPD) event recognized by the Authority and the Authority shall consider the attendances while determining an application to renew or upgrade the Contractor".

Applications are invited from interested firms/institutions who wish to be accredited by the Authority as providers of CPD and CTD trainings in the Financial Year 2024/2025.

NOTE:

1. The CPD Points for an approved CPD training will be 10 NCA CPD points
2. The maximum number of CPD trainings per month will be two (2)
3. The CTD points for an approved CTD training will be 10 NCA CTD points

Mandatory Requirements

To be accredited as a CPD and/or CTD Training Provider, the interested parties must submit applications using the prescribed Application Form that is available on the Authority's website. The applicant must provide the following mandatory documents:

- i) Copy of certificate of incorporation or registration.
- ii) Tax compliance certificate
- iii) CR 12 for the company
- iv) Certified copies of registration certificates by Technical and Vocational Education and Training Authority (TVETA) or the Commission of University Education (CUE), or registration by National Industrial Training Authority (NITA) as a training provider, or registration as a professional society.
- v) Duly filled, stamped and signed CPD & CTD training provider application form

Other Requirements:

Applicants shall be required to provide the following additional requirements:

- i) Proposed CPD and CTD Training Programme (for a single event) and/or Training Calendar for the financial year starting 1st July 2024 to 30th June 2025
- ii) Proposed course outline and training content
- iii) Provide detailed curriculum vitae and certified copies of academic and professional certificates of all proposed trainers
- iv) Clearly indicate the proposed target groups for the CPD or CTD training program
- v) Clearly indicate the proposed training venues and/or digital platform for virtual trainings
- vi) Provide applicant's organizational structure
- vii) Demonstrate alignment of CPD and CTD trainings to the Annual NCA Training and Capacity Building Theme.

Annual NCA Training and Capacity Building Theme

The Authority's Training and Capacity Building (T&CB) theme for the financial year 2024/2025 is "Capacity Building Towards a More Inclusive, Resilient and Sustainable Construction Industry".

Procedure for Application and Accreditation

- Download the CPD and CTD Training Providers Application Form from the Authority's website, www.nca.go.ke
- Submit complete application forms and all requisite attachments to:

The Executive Director

National Construction Authority

KCB Towers, 9th Floor, Kenya Road, Upper Hill

P.O. Box 21046 – 00100, Nairobi

Email: training@nca.go.ke

So as to be received on or before 19th July, 2024 at 16:30Hrs EA time.

