



Annex VIII. Process Documentation Guide

			
Institution/Organization Name:		Kenya School of Law	
Affiliations; Ministry / Department/ County/Parent Company:		Office of the Attorney General & Department of Justice (OAG & DOJ)	
Economic Sector Alignment:		N/A. Since we fall under Political Sector in the Vision 2030	
Big 4 Alignment:		N/A. Since we are an enabler of big 4 agenda in capacity development	
Accounting Officer:		Dr. Henry K. Mutai	
Period: FY		2021/23	
Process Documentation			
Service Name	Conducting Continuing Professional Development (CPD) Training		
Brief Description Document Purpose/service	Procedure for Curriculum development and Implementation - To provide guidance for development and implementation of training curriculum		
Document Control: Change Record/ Version Number	Reference: KSL/ QMS / CPD Issue/ Rev: 03/01		
Process Owner: Name and Position	Assistant Director, CPD		
Process Writer (s); Name and Position	Assistant Director, CPD 1.		
Process Reviewer (s) Name and Position	1. Management Representative 2.		
STEPS/FLOW/SEQUENCE			
Step	Event/Activity/Action	Time/ No. Of Days	Actor
1.	CPD determines courses to be offered in a calendar year	1 day	HoD, Academic staff in CPD
2.	A training calendar is developed and submitted to the Director for information	30 days	Director HoD, CPD Department

3.	The curriculum or course content for each of the courses to be offered is developed	30 days	HoD, Academic staff in CPD
4.	The courses are advertised upon approval by the Director	30 days	Course coordinator, Public
5.	The training is implemented and evaluation is done using the evaluation forms	1- 5 days	HoD, Course coordinator, external providers, Academic staff in CPD
6.	A request for training is received from the customer or initiated by CPD for the customer tailored courses; training needs are determined	1-3 days	HoD, Academic staff in the department
7.	Upon agreement on terms of engagement, training is implemented.	1-5 days	HoD Course coordinator
8.	Each course is evaluated	1-5 days	HoD Course coordinator
9.	A training report is prepared for each course conducted	21 days	HoD, Director, Course coordinator

(Add rows where necessary)

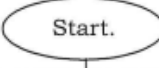
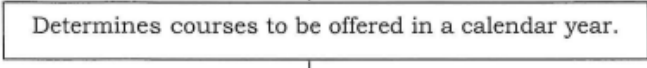
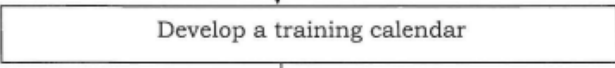
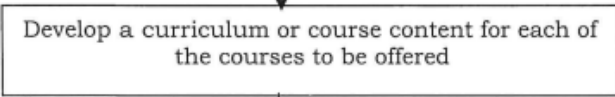

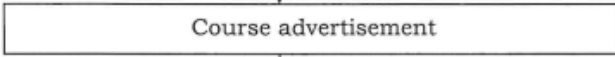
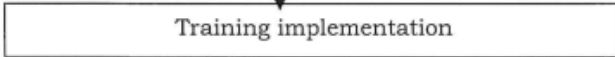
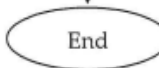
EXCEPTIONS TO THE NORMAL FLOWS

Title	No.	Description	Time	Actor
Trigger 1:	1.			
	2.			
(if any other, add rows)				

Process Maps/Visuals

Attach the flowchart/maps for the steps discussed

3.1.7 Flow chart Calendar Courses

Activity	Responsibility
	Section 1.01
	HOD, Academic staff in CPD
	HoD
	Academic staff in CPD
	Director
	Course coordinator
	Course coordinator, external providers, Academic staff in CPD
	Section 1.02