



GUIDELINES FOR REGISTRATION OF PROFESSIONAL ACADEMIC QUALIFICATIONS

Revised August 2018

Introduction

The Kenya National qualifications Authority (KNQA) undertakes to register in the KNQF Basic education, Middle level and higher education qualifications conferred or awarded by professional bodies in Kenya (in collaboration with training and educational institutions of learning) in accordance with the Kenya National Qualifications Framework Act no. 22 of 2014 and Section 14 of KNQF Regulations, 2018.

Registration of a professional designation on the KNQF

1. A professional designation shall be conferred by a professional body to an individual in the form of a title, status and/or registration number;
2. The KNQF shall register and maintain **academic professional** qualifications only; Non-academic qualifications will not be eligible for registration;
3. A professional designation indicates registration of the individual with a professional body, and, where relevant, the right to practice in the field of expertise governed by the professional body. Retention of the status is dependent upon compliance with the stated requirements of the professional body concerned;
4. Only professional bodies recognized by KNQA as stipulated by the KNQF Act of 2014 may apply to KNQA for the registration of a professional academic qualifications on the KNQF;
5. The same professional qualification cannot be registered by more than one recognized professional or qualification awarding body in Kenya;
6. Professional qualifications awarded through international awarding bodies must meet Kenyan requirements as outlined in the standards, regulations and guidelines for registering the designation;
7. Verification queries related to professional qualifications registered in the KNQF are the exclusive responsibility of the relevant professional body;
8. The registration of a professional qualification by KNQA will only be valid for as long as the professional body conferring the designation is recognized by KNQA;
9. KNQA may deregister a professional qualification if the professional body which submitted the designation for registration no longer complies with the KNQA standards, guidelines and regulations for the recognition of a professional body, and/or the professional designation no longer complies with the KNQA standards, guidelines and regulations for the registration of a professional qualification;

10. A recognised professional body that has its professional qualification (s) deregistered or declined for registration on the KNQF has the right to appeal to KNQA within a period not exceeding sixty (60) working days;
11. Following the deregistration of a professional qualification from the KNQF, the relevant professional body is required to communicate the deregistration to individuals in possession of the designation;
12. In order for a professional qualification to be registered on the KNQF it must:
 - i. Be submitted to KNQA by a recognised professional body in accordance with an application process determined by KNQA;
 - ii. Be developed, conferred and subject to being revoked in terms of the rules, legislation and/or international conventions applicable to the recognised professional body;
 - iii. Be monitored in terms of the rules, legislation and/or international conventions applicable to the recognised professional body;
 - iv. Be part of a progression pathway which may include an occupational pathway;
 - v. Be linked to a validated database of the names of individuals conferred the professional qualification;
 - vi. Include, as an initial requirement, an underlying qualification(s), which may include an occupational qualification(s);
 - vii. In the case of an individual's qualification having been obtained at an institution not registered in Kenya, the individual applying to a professional body for a professional qualification, must ensure that the qualification has been evaluated by KNQA and found to be comparable to the Kenya underlying qualification;
 - viii. Include as general requirements, experiential learning, and recognition of prior learning and/or practical experience;
 - ix. Be an academic professional qualification;
13. These guidelines will be reviewed at least every five years by KNQA after consultation with professional bodies and recognized Quality Assurance bodies;

PART V

Registration of Qualifications and Part-qualifications on the KNQF

14. KNQA will register a qualification or part-qualification on the KNQF on the recommendation of a Quality Assurance Body and/or Professional body provided that the criteria for registration on the KNQF as set out in its regulations are fulfilled;
15. Qualifications and part-qualifications for registration on the KNQF must:
 - a. Include clear specifications of outcomes, using the level descriptors;

- b. State the minimum requirements to obtain the qualification;
 - c. Identify the relevant Sub-framework on which it is recommended for registration on the KNQF;
16. Part-qualifications registered on the KNQF should indicate the registered qualification(s) of which they are part or will form part.
17. Qualifications and part-qualifications submitted to KNQA for registration, but which do not meet the registration criteria, will be returned to the relevant Quality Assurance and/or professional Body for amendment;
8. The KNQA Council is the final authority that registers qualifications and part-qualifications on the KNQF;
19. Recognized Quality Assurance and/or professional bodies will regularly advise KNQA, in writing, of qualifications and part-qualifications that will no longer be offered. These qualifications, even though no longer offered, still form part of the KNQF;
20. Qualifications and part-qualifications registered on the KNQF will be included on the KNQA website;
21. Foreign qualifications being offered by providers in Kenya must meet these criteria for registration on the KNQF;
22. Qualifications and part-qualifications for registration on the KNQF must:
- a. Be recommended and submitted to KNQA for registration by recognised Quality Assurance and/or professional Bodies;
 - b. Comply with the Criteria for registration;
 - c. Be written in English; and
 - d. Meet the criteria as laid down by the Sub-framework for the qualification/part-qualification type.
23. Qualifications and part-qualifications for registration must be submitted in the following format:
- a. **Title**- The qualification title must comply with the qualification type description provided for in the relevant Sub-framework of the KNQF;
 - b. **Sub-framework** -The Sub-framework on which the qualification is to be registered must be provided;
 - c. **Field and Sub-Field** [this may include, where applicable, the Classification of Educational Subject Matter (CESM) category and/or Organizing Framework for Occupations (OFO) code];

d. **Level of the Qualification** -The published level descriptors must be used to help determine the level of the qualification. The level of a part-qualification may be at the same level as the parent qualification or at a level within the range allowed for in the qualification type;

e. **Credits** -The credits must be calculated on the basis of one (1) credit is equal to ten (10) notional hours of learning. The minimum credit allocation for a qualification must comply with the requirements for the qualification type as determined within the relevant Sub-framework of the KNQF

f. **Rationale** -The rationale should:

- i. Provide details of the reasoning that led to **identifying the need** for the qualification;
- ii. Indicate how the qualification meets specific **needs in the sector** for which it is developed. Details of consultation with a recognised professional body or industry body must be provided in respect of the need;
- iii. Identify the **range of typical learners** and indicate the occupations, jobs or areas of activity in which the qualifying learners will operate;
- iv. Indicate the **learning pathway** where the qualification resides; and
- v. Indicate how the qualification will provide benefits to the **learner, society** and the **economy**.

g. **Purpose**

- i. The purpose should describe the context of the qualification or part-qualification and what it is intended to achieve in the national, professional and/or career context;
- ii. The purpose statement should capture what the qualifying learner will know and be able to do on achievement of the qualification or part-qualification. The Exit Level Outcomes must be linked to the purpose of the qualification. Graduate attributes may be used where appropriate

h. **Rules of Combination**- There must be coherence between the constituent parts of the qualification

i. **Entry Requirements** -The minimum entry requirements to the qualification must be stated. The entry requirements should be aligned to the approved KNQA minimum admission regulations;

j. **Exit Level Outcomes** and Associated Assessment Criteria

- i. The exit level outcomes, which are framed against the level descriptors, should indicate what the learner will be able to do and know as a result of completing the qualification or part-qualification. These competencies relate directly to the

competencies required for the further learning and/or the work for which the qualification or part-qualification was designed; and

ii. Associated assessment criteria are written for the qualification or part-qualification to indicate the nature and level of the assessment associated with the qualification or part-qualification and how the exit level outcomes could be assessed in an integrated way. The criteria can be given as a comprehensive set derived from the level descriptors

k. **International Comparability** -A statement on how the qualification compares with or relates to similar qualifications or best practices or standards offered in other parts of the world should be given. Qualifications that are internationally comparable could assist in determining the articulation possibilities of the qualification with qualifications in other national and regional qualification frameworks;

l. **Integrated Assessment**- The assessment undertaken to determine the learners' applied competence and successful completion of learning in the qualification must be stated. This could include reference to formative and summative assessment; ratio of assignment work to academic examinations; the role of work integrated learning; other forms of integrated learning; and its assessment

m. **Recognition of Prior Learning (RPL)** -Institutional RPL policies must clearly state how RPL will be applied to gain entry to or achieve the qualification. The RPL policies of the Quality Assurance and/or professional Bodies and/or providers must be approved by KNQA before implementation. The RPL policies of education, training and development providers must be aligned to the national KNQA RPL Policy, standards, guidelines and regulations;

n. **Articulation** -A statement describing the horizontal, vertical and diagonal articulation possibilities within the relevant Sub-framework and between Sub-frameworks, must be provided, where appropriate.

Enquires for further clarifications may be sent to the **Director General/ Chief Executive Officer**, Kenya National Qualifications Authority through the following channels;

The Director General/CEO,
Kenya National Qualifications Authority (KNQA),
Uchumi House, 6th Floor, Aga Khan walk,
P.O. Box 72635–00200,
Nairobi, Kenya
Email: knqa.go.ke@gmail.com