Applicationfor approval of qualification awarding bodies

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| LOGO KEaaa  **FORM KNQA/ACC/PF/001B:** |
| **APPLICATION FORM FOR ACCREDITATION OF PROFESSIONAL BODY (PF)** |
| Please refer to the KNQA Act no. 22 of 2014 and KNQF regulations, 2018 when completing this form. |
| **Submitting Organisation's information** |
| **ORGANISATION DETAILS Full name(s) and preferred abbreviation of the submitting organisation(s):** |
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| **Address:** |
| **Postcode:** |
| **Telephone Number:** |
| **Website:** |
| **SUBMITTING REPRESENTATIVE DETAILS** |
| **Submitting Representative's Name:** |
| **Job Title:** |
| **E-mail:** |
| **Telephone Number:** |
| **Date Submitted:** |
| **ACCOUNTABLE OFFICER DETAILS** |
| **Accountable Officer's Name:** |
| **Job Title:** |
| **E-mail:** |
| **Telephone Number:** |
| **Please provide details of any quality standards, charter marks, professional body affiliations or other regulatory recognition the organisation holds.** |
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| **Please list the external stakeholders your organisation regularly liaises with.** |
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| **PARTNERSHIPS**  (Please not this section should only be completed where an awarding body partnership exists) |
| Name of joint awarding partner (s) for the qualification(s)  Do you have a partnership agreement? Yes □No □  Is this a change to an existing awarding body partnership? Yes □No □ |
| **INTERNAL USE ONLY**  **SUMMARY OF SUBMISSION**  **RECOMMENDATIONS**  **CONDITIONS**  **ACG DECISION** |

**Please note: Poor quality or accuracy of information submitted may affect the timescales in which a decision can be made.**

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| **REGULATORY PRINCIPLES AND QUALITY ASSURANCE** |
| **Principle 1. The awarding body shall have clearly defined and effective governance arrangements.** |
| Describe how your organisation meets the above Regulatory Principle and the list of documentation submitted as evidence for this Principle. |
| **INTERNAL USE ONLY** |
| **Principle 2. The awarding body shall ensure it has the necessary resources to effectively carry out its operational functions to meet regulatory requirements.** |
| Describe how your organisation meets the above Regulatory Principle and the list of documentation submitted as evidence for this Principle. |
| **INTERNAL USE ONLY** |
| **Principle 3. The awarding body shall have clearly defined business planning processes which show evidence of management commitment, decision making and ongoing review.** |
| Describe how your organisation meets the above Regulatory Principle and the list of documentation submitted as evidence for this Principle. |
| **INTERNAL USE ONLY** |
| **Principle 4. The awarding body shall continually review the effectiveness of its business services, systems, policies and processes.** |
| Describe how your organisation meets the above Regulatory Principle and the list of documentation submitted as evidence for this Principle. |
| **INTERNAL USE ONLY** |
| **Principle 5. The awarding body shall provide clear information on its procedures, products and services and ensure that they are accurate and appropriate to KNQA accredited qualifications.** |
| Describe how your organisation meets the above Regulatory Principle and the list of documentation submitted as evidence for this Principle. |
| **INTERNAL USE ONLY** |
| **Principle 6. The awarding body and its providers shall maintain accurate documents, records and data.** |
| Describe how your organisation meets the above Regulatory Principle and the list of documentation submitted as evidence for this Principle. |
| **INTERNAL USE ONLY** |
| **Principle 7. The awarding body shall have effective arrangements for communicating with its staff, stakeholders and KNQA Accreditation.** |
| Describe how your organisation meets the above Regulatory Principle and the list of documentation submitted as evidence for this Principle. |
| **INTERNAL USE ONLY** |
| **Principle 8. The awarding body shall ensure that KNQA Accreditation is granted access to all information pertaining to KNQA accredited qualifications.** |
| Describe how your organisation meets the above Regulatory Principle and the list of documentation submitted as evidence for this Principle. |
| **INTERNAL USE ONLY** |
| **Principle 9. The awarding body shall ensure that it has robust systems and processes for the identification, design, development, implementation and review of qualifications, which meet the needs of users.** |
| Describe how your organisation’s meets the above Regulatory Principle and the list of documentation submitted as evidence for this Principle. You should also describe how your procedures relate to the specific qualification being presented with this submission. |
| **INTERNAL USE ONLY** |
| **Principle 10. The awarding body shall ensure that it has the necessary arrangements and resources for the effective delivery; assessment and quality assurance of KNQA accredited qualifications.** |
| Describe how your organisation’s meets the above Regulatory Principle and the list of documentation submitted as evidence for this Principle. You should also describe how your procedures relate to the specific qualification being presented with this submission. |
| **INTERNAL USE ONLY** |
| **Principle 11. The awarding body shall ensure that its qualifications and their assessment are inclusive and accessible to learners.** |
| Describe how your organisation meets the above Regulatory Principle and the list of documentation submitted as evidence for this Principle. |
| **INTERNAL USE ONLY** |
| **Principle 12. The awarding body and its providers shall have open and transparent systems to manage complaints.** |
| Describe how your organisation meets the above Regulatory Principle and the list of documentation submitted as evidence for this Principle. |
| **INTERNAL USE ONLY** |

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| **Principle 13.The awarding body and its providers shall have clear, fair and equitable procedures to manage appeals.** |
| Describe how your organisation meets the above Regulatory Principle and the list of documentation submitted as evidence for this Principle. |
| **INTERNAL USE ONLY** |
| **Principle 14. The awarding body and its providers shall ensure that it has safeguards to prevent and manage cases of malpractice and maladministration.** |
| Describe how your organisation meets the above Regulatory Principle and the list of documentation submitted as evidence for this Principle. |
| **INTERNAL USE ONLY** |
| **Principle 15. The awarding body and its providers shall have effective, reliable and secure systems for the registration and certification of learners.** |
| Describe how your organisation meets the above Regulatory Principle and the list of documentation submitted as evidence for this Principle. |
| **INTERNAL USE ONLY** |

**Please note: Poor quality or accuracy of information submitted may affect the timescales in which a decision can be made.**

**Submit All Information to;**

**The Director General**

**Kenya National Qualifications Authority**

**Po Box 72635-00200**

**Nairobi, Kenya**

**Email:** [**dg@kna.go.ke**](mailto:dg@kna.go.ke)

**Website: www.knqa.go.ke**