

**FORM KNQA/LABE/Q/002: APPLICATION FOR REGISTRATION OF NATIONAL QUALIFICATION(S)**

*(Submit a separate application for each qualification)*

**Section A: Institution profile**

|  |  |
| --- | --- |
| **Name of Local Examination Assessment Body (LABE)** |  |
| **Title of qualification** |  |
| **Application approval** | *(Provide evidence of approval to register the qualification from your Institution (Minutes abstracts)* |
| **Head of institution:** | Name:  Designation:  Signature:  Rubber stamp: |
| **Date of the application:** | Date: |

**Section B: Qualification details***(kindly provide the information detailed below)*

Qualification awarded since (when: Level) :

Qualification type (e.g. Bachelor’s degree) :

Qualifications Developer :

Total Credits :

Field : *(Use the list provided by KNQA)*

Sub-fields **:** *(Use the list provided by KNQA)*

1. **Purpose**

*(Describe the competences the learners will exhibit after the award of the qualification)*

1. **Qualifications regulations**
2. **Entry Requirements:**

*(Provide all the possible minimum entry requirements)*

1. **Recognition of Prior Learning**

*(Indicate from which field recognition of prior learning will be applicable for this qualification)*

1. **Requirements of the award**

*(State the conditions that must be met by the learner to be awarded the qualification e.g. Attendance, field attachment, Minimum number of units)*

1. **Qualification units/courses/modules**

*(Summarize the ALL units/courses that must be taken for the qualification by Semester/term to be awarded and the credits carried by each of the units/courses;* *Level and credit value of each course/unit; Arrange them in the sequence in which they are taught, Indicate Core, optional and elective courses; Pre-requisites and co-requisite; Indicate courses which are mainly fieldwork/work based practice) use the table below and-add more space if necessary-Max 3000 words*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Unit code** | **Unit/module title** | **Year of Study** | **Semester** | **Credits** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | **Total credits** |  |  |  |

*(Please attach proof of development of occupational standards used or minutes of stakeholder consultation used to develop the qualification)*

1. **Indicate the number of students by gender that have been awarded this qualification for the last 5 years; including current enrolment-use table below;**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **No. of Graduates** | | |
| **Male** | **Female** | **Total** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total** |  |  |  |

1. **Pathways of the Qualification**

*(Diagram or narrative showing: Entry pathways into the qualification, exit points within the qualification, Employment and higher education destinations after completing the qualification)-Max 2000 wards*

1. **Assessment**

*Briefly describe Assessment methods (the mode of assessment for each Course/unit/module including practical and summative evaluation) used in the qualification; Regulations for assessment and re-assessment; Recording of marks (What is the grading system used for the qualification); Requirements for progression to next academic year; the system/cycle for internal moderation of assessment;* the system/cycle for external moderation of assessment*; -max 3000 words*

1. **Study Requirements**

*Briefly describe the regulations for attendance; voluntary exit/deferment; dismissal/expulsion from the qualification; work placement; academic dishonesty; Guidelines for dealing with issues of concern including complaints, appeals against an assessment decision. Max 2000 words.*

1. **Outcomes statement**

*(Briefly list the learning outcomes-knowledge, skills and competencies; that graduates of this qualification must have when they are awarded the qualification)-Max 1000 words*

1. **Quality Assurance**

*(Briefly describe your internal Quality assurance system for this qualification; kindly attach evidence of approval of the Qualification to be awarded by your institution by an External Quality assurance agency; How does the provider assure itself of the accuracy of results; process for checking for anomalies/quality problems; A description of the work of the Directorate of QA; the processes for preparing/ receiving/following up quality assurance reports; information included in quality assurance reporting)-Max 3000 words*

1. **Certification**

*(Attach regulations for award of this qualification; Indicate the body that will award the qualification); Attach a sample certificate for the qualification*

1. **Legality of award**

*(Kindly attach copy of law allowing award of qualification by the body named in 6 above)*

1. **International comparability**

*(Compare the qualifications with leading similar qualifications in the world in the same filed and sub-field in terms of the level, competences and volume of learning*

1. **Notes;**
2. *Kindly note that KNQA shall only register your qualification for a period of 4 years;*
3. *Each qualification must be reviewed to be in line with the needs of industry and employers, hence the need to review the same and re-register it every 4 years;*
4. *By applying to register this qualification in the KNQF, we commit to submit all awardees (past, present and future graduates) to KNQA to facilitate registration into the Kenya National Learners Record Database;*
5. *It is generally acknowledged that the intellectual property of the qualification belongs to the institution that registers it in the KNQF;*
6. *A payment of Ksh. 10,000 must be made to KNQA for each qualification that is applied for registration into the KNQF (payment details are shown below)*
7. *All correspondence regarding about this registration process should be made to the Director General as shown below.*
8. *Local qualifications belonging to a qualification awarding body other than the applicant making submission should be accompanied by an MOU or any other legal instrument (signed by a lawyer) showing permission for the applying organization to use and register the qualifications in the KNQF.*

**Submit All Information to;**

**The Director General**

**Kenya National Qualifications Authority**

**Po Box 72635-00200**

**Nairobi, Kenya**

**Email:**

[**knqa.go.ke@gmail.com**](mailto:knqa.go.ke@gmail.com)

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

**Any payments must be paid to Kenya National Qualifications Authority account:**

Account name: Kenya National Qualifications Authority;

Bank: Kenya Commercial Bank;

Branch: Moi Avenue;

Account number: **120**8626825