

**Procedure for accreditation of a Local Assessment and Examination Body (LABE) as a qualification awarding body**

**Accreditation**

Accreditation implies a qualification awarding institution has complied with section 4 of the KNQF regulation 2018 and the quality assurance standards for a qualification awarding body. It also implies the qualifications awarded by the institution comply with the qualification’s standards.

**Application Process**

1. Complete form KNQA/ACC/LABE/001E set out in the First Schedule of KNQF regulation 2018;
2. Please attach the following documents for;
   1. **Body**
      1. A feasibility study of the body highlighting the justifications for the qualification including the qualification's distinct area;
      2. A strategic plan, highlighting specific strategies applicable to ensure sustainability and growth of the body;
      3. Staff recruitment and development policy;
      4. Certificate of incorporation/ registration by relevant agencies/Act of parliament;
      5. Accreditation by KNQA;
      6. KRA Pin for the organization;
      7. Supporting policy documents of the body such as research policy and library policy;
      8. A detailed list of the qualifications to be awarded by the body; and
      9. Any other relevant document that the Authority deems fit.
   2. **Accounting Officer/CEO** 
      1. Letter of appointment
      2. KRA Pin
      3. Identification(ID, Passport)
   3. **Liaison Officer**
      1. Letter of appointment
      2. KRA Pin
      3. Identification(ID, Passport)
   4. **Qualification**
3. List of Qualifications to be awarded by the body;
4. Summary of each qualification as shown in annex 1 in the application form KNQA/ACC/LABE/001E
5. Provide proof of development of occupational standards curriculum for each of the qualifications declared (Correspondence with Sector Skill Advisory Committee and industry stakeholders, attendance register for workshops, Approval of occupational standards by relevant authority).
6. **Payment of requisite fee of Ksh.30,000;**
7. Submit completed application forms and relevant annexes to KNQA offices at 6th floor Uchumi House, Aga Khan Walk. The documents can be mailed to the authority through registered mail.
8. **Acknowledgement of the application by the authority if the application has met minimum requirements. If not the applicants will be advised on remedial measures to undertake;**
9. **Within 30 days, the applicant is notified about inspections of the facilities or the reason the application does not apply with the regulations.**
10. **Amendment of application for an applicant who has not complied with the regulations within a period of twelve months after notifications in 6 above.**
11. **Within 60 days, from the date of notice in 6 above the authority shall make a site visit for the applicant facilities.**
12. Submission of inspection report to the council subcommittee on standards
13. Approval of accreditation of the institution, registration of qualifications and Licensing by the full council.

**All payments shall be made to the following account;**

**KNQA Bank Account**

**A/C Name:**Kenya National Qualifications Authority

**A/C No.: 120**8626825

**Bank:**Kenya Commercial Bank

All applications will be mailed to:

To the Director General

Kenya National Qualifications Authority

Uchumi House, 6th Floor,

Aga Khan Walk

P.O Box 72635-00200,

Nairobi, Kenya