

**Procedure for accreditation of a University/Training Institution as a Qualification Awarding Institution (QAI)**

**Accreditation**

Accreditation implies that 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 complies with the KNQA standards.

**Application Process**

1. Complete form KNQA/QAI/L/001 set out in the First Schedule of KNQF regulation 2018;
2. Please attach the following documents for;
   1. **Institution**
      1. A feasibility study of the education institution 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 education institution;
      3. Staff recruitment and development policy;
      4. Certificate of incorporation/ act of parliament establishing the institution;
      5. Accreditation by relevant regulatory body(s) (TVETA, CUE, DQAS, professional body);
      6. KRA Pin for the organization;
      7. Supporting policy documents of the education institution such as research policy and library policy;
      8. A detailed list of the qualifications to be awarded by the education institution; and
      9. Any other relevant document that the Authority deems fit.
   2. **Qualification**
3. Summary of each qualification using application form KNQA/QAI/Q/001
4. Provide proof of development of occupational standards and/or stakeholder consultation minutes used for curriculum development for each of the qualifications declared (Correspondence with Sector Skill Advisory Committee and industry stakeholders, minutes of stakeholder consultation, attendance register for workshops, Approval of occupational standards by relevant authority).
5. **Payment of requisite fee of Ksh.30,000 (for each institution); and Ksh 10,000 for each qualification;**
6. 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.
7. **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;**
8. **Within 30 days, the applicant is notified about inspection of facilities or the reason the application does not meet KNQA regulations.**
9. **Amendment of the application for those who do not comply with the regulations within a period of twelve months after notifications in 6 above.**
10. **Within 60 days, from the date of notice in 6 above the authority shall make a site visit for the applicant’s facilities.**
11. Submission of inspection report to the council subcommittee on technical issues and standards.
12. Approval of accreditation of the institution, registration of qualifications and Licensing by the KNQA 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