

**FORM KNQA/CoQE/Q/001: APPLICATION FORM FOR CERTIFICATE OF QUALIFICATIONS EQUIVALENCE (CoQE)**

*(Submit a separate application for each qualification)*

|  |  |
| --- | --- |
| **Name of University/College/Professional Body/Examination Body** |  |
| **Title of qualification** |  |
| **This application has been approved by:** | Provide evidence of approval to seek for CoQE |
| **Submission by head of institution:** | Name:  Designation:  Signature:  Rubber stamp: |
| **Date of the application:** | Date: |

**Section B: Qualification details**

Qualification Awarded since :

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

Level of Qualification (in Country of Origin) :

Name of Accrediting Body for the Q (in Country of origin) :

Country of Origin of the Qualification :

Name other Countries in which the Q is awarded and levels :

Qualifications Developer :

Total Credits for the Qualification :

Classifying Field for the Qualification :*( 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 a recognition of prior learning will be applicable for this qualification)*

1. **Requirements for 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 ALL the 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 justify development of the qualification)*

1. **Indicate the number of students by gender that have graduated from this qualification for the last 5 years (by Country); 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 or accreditation certificate for this qualification in its country of origin)*

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 if successful, KNQA shall issue a Certificate of Qualifications Equivalence that lasts 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 for CoQE for this qualification in the KNQF, you commit to submit all awardees (past, present and future graduates) to KNQA to facilitate their registration into the Kenya National Learners Record Database;*
5. *A payment of Ksh. 50,000 (for local) and Ksh 100, 000 (for foreign) must be made to KNQA for each qualification that is applied for CoQE (payment details are shown below)*
6. *All correspondence regarding this registration process should be made to the Director General as shown below.*

**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

**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**