

**GUIDELINES FOR EQUATION OF QUALIFICATIONS**

**Introduction**

The Kenya National qualifications Authority (KNQA) undertakes Equation and equation of Basic education, Middle level and higher education qualifications conferred or awarded by foreign institutions of learning or qualifications awarding bodies in accordance with the Kenya National Qualifications Framework Act no. 22 of 2014 and Section 10 of KNQF Regulations, 2018.

1. **General Requirements for Equation of Qualifications**
2. The qualification must be registered by a relevant body;
3. The qualification must have been obtained from an accredited training institution or qualification awarding body;
4. The holder of the qualification must have met the Minimum Entry Requirements for an Academic Programmed leading to equivalent qualification in Kenya;
5. The holder must provide all originals and certified copies of certificates of all qualifications prior learning;
6. All copies of Certificates and Academic Transcripts presented as proof of attainment of entry requirements for a particular qualification must be certified by an Advocate and Commissioner for Oaths (for Kenyan Citizens), an Advocate and Notary Public (for foreigners) **or** the issuing Institution;
7. The qualifications must be externally assessed by an accredited body;
8. Applications for Equation at level 2 will required to have covered subject(s) that re mandatory for one to satisfy the awarding regulations e.g. For KCSE a holder is required to have covered 7 subjects which include mathematics, a language 2 sciences and a humanity;
9. A person holding a foreign qualifications and seeking to join an educational institution offering national qualifications examinations must get an Equation certificate from KNQA before joining the said institution;
10. The Equation certificate can be mailed through courier services upon request by the applicants. The applicants will be required to provide accurate physical address and a mailing fee as shown in the table below;
11. **General guidelines for Equation of a qualification**

The following consideration will be applied while evaluating and qualification for the purpose of equation;

1. The purpose for which it service in the country of origin will be applied to determine the equivalent qualification on KNQF. A qualification used to prepare a learner for admission to university by convention will be equated to corresponding level qualification on KNQF. This will be applicable for all others progressions;
2. The minimum requirement for progression to the next level in the country of origin will be used to determine the award. The minimum scale, grade or points required for progression to higher qualification will be equated to similar minimum requirements on Kenyan National qualifications.
3. The grading scale in the country of origin will be mapped into the scale of an equivalent qualification on KNQF to determine the award;
4. The units/content covered will be used to determine the skills and competences acquired for comparison with competences in an equivalent qualification on KNQF
5. The duration/credits accumulated will be used to determine the credits accumulated;
6. **Equation of Primary education qualifications (Level 1)**

The holder of the Award must have attended primary school for a period of six (6) year as follows

1. Grade one to three (lower primary) a minimum period of three years; and
2. Grade four to six (upper primary) a minimum period of three years
3. Foreign qualifications will be equated to KNQF level I (KCPE);
4. The award of The KNQF level 1 (grade 6) will be determined on …scale shown below;

|  |  |  |
| --- | --- | --- |
| KCPE Grade | KCPE Marks | KCPE Points |
| A | 401-500 |  |
| B | 301-400 |  |
| C | 201-300 |  |
| D | 101-200 |  |
| E | 0-100 |  |
|  |  |  |

Grade A is the highest and E the lowest.

1. The qualification lead to progression into KNQF level 2 and 3. The minimum admission requirement shall be’
   1. Level 2: 0 marks;
   2. Level 3: completion of primary school.
2. **Equation of Secondary Education Certificate (Level 2)**

The holder of the Award must have attended secondary school in the country for a period of six (6) year as follows.

1. Grade seven to nine (lower secondary) a minimum period of three years;
2. Grade ten to twelve (upper secondary) a minimum period of three years;
3. The award of The KNQF level 2 (grade 12) will be determined on 12 scale shown below;

|  |  |  |
| --- | --- | --- |
| **Marks** | **Grade** | **Pts.** |
| 80-100 | A | 12 |
| 75-79 | A- | 11 |
| 70-74 | B+ | 10 |
| 65-69 | B | 9 |
| 60-64 | B- | 8 |
| 55-59 | C+ | 7 |
| 50-54 | C | 6 |
| 45-49 | C- | 5 |
| 40-44 | D+ | 4 |
| 35-39 | D | 3 |
| 30-34 | D- | 2 |
| 0-29 | E | 1 |

The highest is A (plain) and the lowest is E.

1. The award of a foreign secondary school certificate must have completed the mandatory duration as stipulated in the foreign country educations regulations.
2. The qualification at KNQF level 2 can be used for admission to KNQF level 3, 4 5, 6 and 7. Minimum admission requirements for each level shall be;
   1. Level 3: KCSE E
   2. Level 4: KCSE E
   3. Level 5: KCSE D
   4. Level 6: KCSE C-
   5. Level 7: KCSE C+
3. The award scale for various country will be equated to Kenya scale in accordance with section 2 (b) and (c). Appendix I shows he equivalent grades for some countries.
4. **Equation of post-secondary qualifications**

The holder of the Award to be equated must have obtained at least:-

1. Primary Education;
2. Secondary education;
3. Certificate of RPL;
4. A post-secondary training with equivalent credits (instructional hours) which include teaching, examination, self-directed studies, and field work.;
5. The award for level 3, 4, 5 and 6 will be classified using the scale below;

|  |  |  |  |
| --- | --- | --- | --- |
| S/No. | Overall Average Mark | G.P.A. | Classification |
|  | 70% and above | 3.70 – 4.00 | Distinction |
|  | 60% - 69% | 3.00 – 3.69 | Credit |
|  | 40% - 59% | 2.00 – 2.99 | pass |
|  | Less than 40% | >2.00 | Fail |

1. The subject content of the qualification will be compared with a similar registered qualifications on the KNQF for the determination of equivalence.
2. **Equation of Bachelor’s Degree/Management Professional/Master Craft Person I Qualifications (level 7)**

The holder of the Award must have obtained at least:-

1. KCSE with a Mean Grade of C+ and above or its accredited and recognized equivalent; OR
2. KACE/EACE 2 principal and 2 subsidiary; OR
3. KNQF level 6 or equivalent qualification;
4. The holder of the Bachelors Award must have obtained at least 480 credits (4,800 of instructional hours which include teaching, examination, self-directed studies, and field work).
5. The award will be classified using the GPA or grade scale shown below;

|  |  |  |
| --- | --- | --- |
| **Grade** | **Marks(percentage)** | **Awards classification** |
| A | 100 and above | First class |
| B | 60 to below 70 | Second class, Upper |
| C | 50 to below 60 | Second class, lower |
| D | 40 to below 50 | Pass |
| F | Below 40 | Fail |

1. The subject content of the qualification will be compared with a similar registered qualifications on the KNQF for the determination of equivalence.
2. **Charges**

KNQA is mandated by KNQF Act No. 22 of 2014 and The KNQF regulations to charge fee for equation and Equation of qualifications. With effect from 8th June, 2018, as published in the Kenya Gazette Notice No. 69 of 8th June, 2018, the charges are as follows:-

|  |  |  |
| --- | --- | --- |
| **No.** | **Item** | **Tariff** |
|  | Equation of foreign qualification for Kenyan citizen | 5,000 |
|  | Equation of foreign qualifications ( from a foreign national) | 10,000 |

1. **Modes of Payment**

Payments for Equation and Equation of Qualifications and Institutions shall be made through the Bank to the account details:-

1. Kenya National Qualifications Authority (KNQA)
2. Kenya Commercial Bank Ltd
3. Moi Avenue Branch
4. Account No.1208626825
5. **Procedure for Equation of Qualifications**
6. The following documents must be submitted to KNQA
7. A duly filled application form KNQA/L/005 for Equation of qualifications;
8. Original and certified copies of ALL required Certificates;
9. Original and certified copies of Academic Transcripts to support the Certificates.
10. Curriculum and/or syllabus of the program;
11. Original and certified copy of National Identity Card (ID) and/or a valid passport for Kenya citizen;
12. Original and certified copy of a valid passport, work permit/visa and letter of provisional admission/intent to study in Kenyan institutions of learning for foreigners intending to pursue further studies in Kenyan institutions;
13. Original and certified copy of a valid passport. Work permit/visa and letter of invitation for interview or employment offer for foreigners intending to work in any organizations based in Kenya;
14. Certificates and certified Academic transcripts submitted by Kenyan Citizens must be certified by:
15. An Advocate and Commissioner of oaths; OR
16. The respective issuing Institution.
17. Certificates submitted by foreign student must be certified by:
18. An Advocate and Notary Public; OR
19. The respective issuing institution.
20. National Identity Cards or Passports submitted by Kenyan Citizens must be certified by n Advocate and Commissioner for Oaths.
21. Passports, work permits and visas submitted by foreigners must be certified by an advocate and Notary Public.
22. Where certificates and transcripts are in a foreign language, copies translated in English by a certified language translator bearing the official stamp of the foreign Institution or the local Embassy/Mission of the home country of the institution issuing the qualification and Academic Transcripts must be submitted.
23. Submission of applications and collection of Letters of Equation shall be done during the following KNQA official working hours:-
24. Morning: 8.00 am – 1.00 pm
25. Afternoon 2.00 pm – 5.00 pm
26. Letters of Equation and Equation will normally be collected within one week following submission of all necessary documents and payment of requisite fees.
27. Money deposited for the purpose of recognising a qualification are only valid if submitted to KNQA within twelve (12) calendar months;
28. Please note that the KNQA rules and regulations governing Equation of qualifications are subject to change without **notice**.

Enquires for further clarifications may be sent to the **Director General**, Kenya National Qualifications Authority through the following channels;

1. P.O. Box 72635–00200 Nairobi
2. Email: [knqa.go.ke@gmail.com/info@knqa.go.ke](mailto:knqa.go.ke@gmail.com/info@knqa.go.ke)