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**THE KENYA NATIONAL QUALIFICATIONS FRAMEWORK
ACT**

NO.22 OF 2014

SUBSIDIARY LEGISLATION

KNQF Regulations 2023

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THE KENYA NATIONAL QUALIFICATIONS FRAMEWORK REGULATIONS, 2023
IN EXERCISE of the powers conferred by section 29 of the Kenya National Qualifications Framework Act, No. 22 of 2014, the Cabinet Secretary, Ministry of Education, makes the following Regulations.

PART I: PRELIMINARY

1. Citation and Commencement

These Regulations may be cited as the Kenya National Qualifications Framework Regulations, 2023 and comes into force on the day of Gazettement.

2. Scope of application

These Regulations shall apply to -

1. Institution who offers or intends to award national qualifications
2. Curriculum Development Bodies,
3. Industry training and skills development institutions
4. Regulatory bodies as defined by the KNQF Act no.22 of 2014;
5. Professional examination Bodies;
6. Student Placement Bodies.
7. Professional Bodies

3. Interpretation

In these regulations, unless the context otherwise requires;

“**Accreditation**” means process by which assessment/examination and certification/ professional bodies as formally recognized as having met the standards set out by the KNQF Act and other various laws of Kenya;

“**Act**” means the Kenya National Qualifications Framework Act no.22 of 2014.

“**Alignment**” means the process used to evaluate a qualification’s conformity to the Kenya National Qualifications Framework (KNQF).

“**Assessment**” means the methods and processes used to evaluate the attainment of knowledge, skills, competences, values and attitudes by an individual leading to award of a qualification or part-qualification.

“**Assessment System**” means all the structures and activities used to evaluate the attainment of knowledge, skills, competences, values and attitudes by an individual leading to award of a qualification or part-qualification.

“Assessment Body” means a body that is legally mandated to carry out assessment and certification of learning achievements;

“Authenticity” means-

i. In relation to a qualification or part-qualification, includes a qualification or part- qualification that is-

a. Registered in the database of National qualifications;

b. Offered by an accredited Qualification Awarding Institution in terms of this Act or any applicable law;

c. lawfully obtained;

ii. in relation to a foreign qualification, means a qualification or part qualification that is lawfully obtained from a foreign country and is evaluated by a lawfully mandated body ;

“Authority” means Authority established by the KNQF Act.

“Certificate” means an official document attesting that a person has earned a qualification/ part qualification from a recognized qualification awarding institution;

"Certificate of Accreditation" means an instrument granted under the seal of the Authority or other mandated bodies to an accredited body to offer national qualifications in Kenya ;

“Certificate of qualifications equivalence” means an official document awarded to a QAI offering foreign qualifications in Kenya equated against the KNQF.

"Credit" means the value assigned for —

a) ten notional hours;

b) the recognition of equation in content and learning outcomes, between different types of learning; or

c) the amount of learning required to achieve a qualification which may be through credit transfer, articulation, recognition of prior learning or advanced studying, that is based on the quantity of notional hours for a specific qualification;

“Credit Accumulation” This means the totaling or acquiring of relevant credits required to complete a qualification or a part-qualification.

Credit System” It is a systematic way of describing an educational programme or qualification by attaching credits to its components.

“Credit Transfer” This refers to a vertical, horizontal or diagonal relocation of credits towards a qualification or part-qualification on the same or different level, usually between same or different programme, departments or institutions.

Credit Accumulation and Transfer (CAT) means the arrangement whereby the credits previously obtained may be recognized and relocated as meeting part of the requirements of a similar or related qualification, for purposes of attainment of an award.

“Curriculum” means content, specifications, assessment procedures and learning outcomes of a course or programme of study leading to the award of a qualification.

“Kenya National Learners Records Database” means a master register of all records of learning achievements.

“Education institution” means a public or private institution used or to be used, wholly or partly, regularly or periodically, for the conduct of;

- (a) university education;
- (b) technical and vocational education training;
- (c) Industrial Training and skills development
- (d) Basic education

“Examination” means a formal written and/or oral test taken at the end of a learning programme/course.

“Formal learning” means acquisition of knowledge, understanding, values, skill, competence in education and training institutions or specially designed training areas, including in enterprises in formal apprenticeship systems and is structured with precise learning objectives;

“Higher National Diploma” means a qualification equivalent to level seven (7) on the KNQF

“Informal learning” means the process of acquiring knowledge, skills and attitudes outside of formal structured education and training programme.

“Learners” means individuals who have acquired knowledge, skills, competence, values and attitudes in the context of the KNLRD;

“Learning” means the process of acquisition of knowledge, skill, competences, values, and attitudes;

“Lifelong learning” means all learning activities undertaken throughout life for the development of knowledge, competencies and qualifications

“Non-formal learning” means learning taking place in activities not exclusively designated as learning activities, but which contain an important learning element.

“Module” means a set of related units of competences that constitute a programme

“National Qualification” means a legally obtained qualification recognized by the Authority for having met the national standards set out in the KNQF Act No. 22 of 2014;

“Part-qualification” means an assessed unit of learning that is registered on KNQF as part of a full qualification. A part-qualification can be a module or a unit standard;

“Partial studies” means education whose duration or content is incomplete according to the regulations and rules of the institution, and which, not having resulted in the conferral of a qualification, has been subjected to an evaluation and a validation, in accordance with the regulations and KNQF standards;

“Programme” means a purposeful and structured set of learning experiences and competences that leads to award of a qualification by a qualifications awarding institution.

“Professional body” means a registered body of practitioners in an occupational field.

“Professional qualification” means level of achievement conferred by a professional body in recognition of a person’s expertise, values and right to practice in an occupational field.

“Professional Examination body” means a body established and recognized under various laws of Kenya to examine/assess and award qualifications in specific occupational field.

Recognition of attainment -formal acknowledgement by a competent Authority regarding validity and academic level of qualifications or part qualifications.

“Qualification” means a set of knowledge, skills, competencies and attitudes (learning outcomes) which form a particular level on the Kenya National Qualifications Framework.

“Qualifications Awarding Institution” means a lawfully established public or private institution or facility accredited under KNQF Act and other relevant laws to examine/assess and award national qualifications under:

- (a) University education;
- (b) Technical and vocational education training;
- (c) Industrial Training and skills development;
- (d) Basic education;
- (e) Professional examination bodies.

“Recognition of Prior Learning” means the process used to identify, assess and certify a candidate's knowledge, skills and competencies regardless of how, when and where they were acquired against prescribed standards or learning outcomes.

“Registration” means the process by which the Authority lists a qualification or part qualification in the national qualifications database.

“Training” means any activity aimed at imparting skills, knowledge, competencies, values, attitudes and information towards assisting a recipient improve their performance.

“Unit of Competence” means the smallest component of a qualification, consisting of a coherent set and specification of knowledge, skills and competence that can be assessed and validated;

“Valid certificate” means the evidence that qualifications are lawfully obtained and issued by QAIs that conform to sections 5(1) and 30 of the KNQF Act no. 22 (2014);

Validation: refers to the process of determining the validity of a certificate

“Verification” means the process of evaluating the authenticity of a qualification/ Part qualification in accordance with the KNQF Act.

PART II: ALIGNMENT & VALIDATION OF QUALIFICATIONS

4. Alignment and Validation

(1) The Authority shall develop a framework for alignment and validation of qualifications which shall consist of:

- a) Alignment and Validation Policy, Standards, Guidelines and Procedures
- b) National policy, Standards and Guidelines on Recognition, Equivalence and Verification

(2) A body mandated to conduct recognition of attainment under sub-regulation 1(b) shall comply with the provisions of the framework.

(3) A Person /body seeking for recognition of attainment shall submit an application to the relevant mandated body in a prescribed format

(4) A person seeking to align a qualification to the framework, shall apply to the Authority using form KNQA/L/001 as set out in schedule one.

(5) An application made under sub regulation (4) may be declined where the Authority determines that the application does not satisfy the standards set out by the Authority.

(6) An aggrieved applicant under sub regulation (4) may submit a request to review based on the prescribed procedures.

(7) A Certificate of Alignment or Validation shall be issued to an applicant who has duly met the requirements set out in the standards and guidelines.

5. Recognition of Prior Learning (RPL).

(1) The Authority shall establish and coordinate the implementation of Recognition of Prior Learning (RPL) Policy Framework, Standards and Guidelines.

(2) Regulatory bodies as established by various Acts of Parliament shall ensure quality assurance of the RPL process in line with the KNQF Act.

(3) Qualifications Awarding Institutions as established by their various legal mandates shall identify, assess and award qualifications through the RPL process in line with the RPL Policy Framework.

(4) A person who has acquired knowledge, skills and competencies outside the formal education and

training system may apply to a QAIs for recognition of prior learning.

(5) An Application for RPL assessment will be done in accordance with the format prescribed by the respective QAIs as set out in the RPL Standards and implementation guidelines.

5. Kenya National Learners Records Database (KNLRD)

(1) The Authority shall establish and maintain a Kenya National Learners Records Database (KNLRD) to inform the implementation and maintenance of KNQF.

(2) The database established under sub regulation (1) shall contain the following information —

- i. Learner records/achievements;
- ii. registered qualifications and part qualifications;
- iii. details of accredited Qualifications Awarding Institutions;
- iv. details of Professional Bodies & Professional Qualifications;
- v. Aligned and validated qualifications/ Part Qualifications;
- vi. Recognized, evaluated and equated qualifications and part qualifications
- vii. qualifications recognised through prior learning;
- viii. Register of Fraudulent Qualifications; and
- ix. any other particulars as may be necessary.

(3) Qualification Awarding Institutions /institutions shall upload the learners records/achievements or integrate its systems with the KNLRD in a prescribed format

(4) Sector regulators shall ensure compliance with sub regulation (2) in their respective sectors.

(5) Relevant stakeholders interested in accessing the database shall subscribe to the KNLRD in accordance with the set standards, guidelines and the Data Protection Act of 2019.

PART III: THE ACCREDITATION AND REGISTRATION

6. Accreditation and Registration

(1) The Authority shall establish a National Accreditation and Registration system. The national accreditation system shall comprise Standards, Guidelines, and Procedures for accreditation and registration of Qualifications Awarding Institutions and national qualifications.

(2) The accreditation and registration system established under sub regulation (1) shall entail the following:

- i. The accreditation of Qualifications Awarding Institutions.
- ii. The registration of qualifications.

(3) The National Accreditation System shall take into account the following key components of a qualification system as set out in the standards and guidelines:

- a) An accreditation process for Qualifications Awarding Institutions and qualifications;
- b) A hierarchy of qualifications that defines vertical progression within the qualifications system;
- c) An institutional infrastructure for governance, financing, operations and quality assurance on Accreditation;
- d) Procedures for assessment / examination of learning outcomes on qualifications;
- e) Moderation procedures for assessed outcomes on qualifications
- f) An awarding process that links qualification with assessed learning outcomes;
- g) A quality assurance system that includes reference to international benchmarks.

7. Accreditation and Registration of institutions as Qualifications Awarding Institutions

(1) For an institution to be eligible for registration as a QAI, it shall: -

- (a) Have a legal mandate to award qualifications.
- (b) Demonstrate compliance with the national Accreditation standards and guidelines and procedures.

(2) An Institution making an application under this regulation shall attach the following documents to the application —

- (a) a feasibility study of the education institution highlighting the justifications for the qualification including the qualification's distinct area;
- (b) a strategic plan, highlighting specific strategies applicable to ensure sustainability and growth of the education institution;
- (c) supporting policy documents of the education institution such as staff recruitment and development policy, research policy and library policy;
- (d) a detailed list of the qualifications to be awarded by the education institution; and
- (e) any other relevant document that the Authority deems fit.

(3) When considering an application made under sub-regulation 2, the Authority shall, within thirty days notify the applicant —

- (a) that the Authority has reviewed the application and the supporting documents and other materials in detail, to determine whether the applicant has made a prima facie case for the

inspection of the applicant's facilities; or

(b) with reasons, that the application does not comply with these Regulations.

(4) An applicant who has received a notification pursuant to sub regulation (3) (b), may amend the application and resubmit it to the Authority within twelve months of being notified by the Authority.

(5) The Authority, in collaboration with relevant stakeholders shall conduct an inspection of an assessment body after the Authority has evaluated the application and the supporting documents.

(6) Where the Authority determines that an applicant should be accredited, the Authority shall issue that applicant with a Certificate of Accreditation in Form KNQA/L/006 as set out in the First schedule which shall be reviewed after a period of four (4) years.

(7) The Authority shall publish a Certificate of Accreditation in the Gazette and in at least one newspaper with nationwide circulation.

(8) When issuing a certificate of accreditation the Authority shall record the following information into the register:

- i. the legal name and trading name, if different, of the accredited body;
- ii. the accreditation number allocated to the QAI;
- iii. accreditation Certificate serial number;
- iv. the date accreditation was granted;
- v. the period of accreditation granted and where necessary, the scheduled date for re-accreditation.

8. Registration of National Qualifications into the national Database of qualifications

(1) A Qualifications Awarding Institution that intends to register a National Qualification into the national database shall make an application to the Authority in Form KNQA/L/005 as set out in the First Schedule.

(2) When considering an application for registration of a qualification made under sub regulation (1) above, the Authority shall have regard to: —

- (a) Approval by the sub- sector regulators;
- (b) the skill sector regulator's /or professional body's approval where applicable;
- (c) availability of industry standards (occupational Standards);
- (d) relevance of the qualification to industry or labour market demands;
- (e) consistency of subject qualifications with respective to learning levels;

- (f) suitability of entry requirements for instruction in a qualification;
- (g) appropriateness of education / training and articulation of pathways;
- (3) The Authority shall evaluate qualifications of an assessment body undergoing accreditation and registration under Regulation 12 provided that the registration of the qualifications shall be subject to the applicant being duly accredited as a QAI under the KNQF Act;
- (4) An applicant who has received a notification pursuant to sub regulation (2), may amend the application and resubmit it to the Authority within twelve months of being notified by the Authority; Provided that nothing in this paragraph shall mean that an applicant may not re-apply at any other time.

9. Eligibility for registration of a professional Qualification into the national database of qualifications.

(1) When considering an application for registration of a professional qualification made under regulation 10, the Authority shall have regard to:

- (a) The legal mandate of the professional examination bodies
- (a) the title of a professional qualification;
- (b) a professional qualifications type;
- (c) Rationale for the qualification;
- (d) Eligibility criteria;
- (e) the specific course assessment strategies, including: -
 - i. its validity, reliability, flexibility;
 - ii. its authenticity and verifiable evidence;
 - iii. its consistency with assessment guidelines for a qualification;
 - iv. its compliance with relevant statutory, workplace, and regulatory requirements;

10. Audit of Accredited and Registered QAI

- (1) The QAI shall submit a self-assessment report in a prescribed format to the Authority annually.
- (2) The Authority shall undertake an audit of the quality of national qualifications offered by an accredited QAI after two years from the date of the accreditation, but not later than three years from the date of the accreditation, and shall prepare and submit to the accredited QAI a report of its findings and recommendations.
- (3) The Authority may, on its own motion or at the request of any person, investigate whether an accredited QAI is complying with the Act or these Regulations, and shall prepare and submit to the

accredited QAI, a report of its findings and recommendations.

11. Application for expansion

- (1) An accredited QAI can make an application for expanding the scope of accreditation if:-
 - (a) Additional qualifications are to be offered in a subject area not covered by the existing accreditation;
 - (b) Additional qualifications are to be offered in a subject area at a level higher than that covered by an existing accreditation; or
 - (c) There is to be an addition to the delivery sites covered by an existing accreditation.

12. Renewal of a Certificate of Accreditation

- (1) An accredited Qualification Awarding Institution shall apply for renewal of Certificate of Accreditation six months before the date of the expiry of its current Certificate of Accreditation;
- (2) An application made under sub regulation (1) shall be accompanied by —
 - (a) A detailed report indicating the progress made in the maintenance of quality standards and the institution's strategies;
 - (b) A tracer study detailing the impact of the national qualifications since the date of accreditation;
 - (c) A report of stakeholders' engagement in the review of the accredited QAI.

PART IV: TERMINATION, SUSPENSION AND REVOCATION OF CERTIFICATE OF ACCREDITATION

13. Termination

- (1) An accredited QAI may, by notice in writing to the Authority, terminate offering or awarding a qualification;
- (2) Where a notice under sub regulation (1) has been submitted, the accredited QAI shall annex to the notice a winding up as a QAI and the winding up plan shall provide for the safeguarding of the interests of the students;
- (3) Where an accredited QAI does not apply for the renewal of its Certificate in accordance with regulation 18, the Authority shall require the accredited QAI to submit a winding up plan, at least six months before the expiry of the Certificate.

14. Suspension

- (1) Subject to sub regulation (2), the Authority may suspend a Certificate of Accreditation of a QAI.
- (2) Where the Authority determines that an accredited QAI —

- (a) is not carrying out its functions in a proper manner;
 - (b) does not comply with the conditions of its Certificate of Accreditation; or
 - (c) does not comply with the Act or these Regulations, the Authority shall issue to the accredited QAI, a notice of suspension of Certificate of Accreditation in Form KNQA/L/008 set out on the First Schedule.
- (3) The Authority shall publish a notice issued under sub regulation 17(2) in the Gazette, Authority's website and in at least one newspaper with nationwide circulation.
 - (4) The notice issued under sub regulation 18(2) shall be for a period not exceeding six months.
 - (5) The notice issued to an accredited QAI under sub regulation 18 (2), shall state any corrective action that should be taken by the QAI.
 - (6) An accredited QAI that has been issued with a notice under sub regulation 18 (2) shall, on or before the notice period expires, submit a recovery plan in relation to the action specified in the notice.
 - (7) When the Authority receives a recovery plan under sub regulation (6), the Authority shall schedule an audit to verify the contents of the recovery plan and, if satisfied that the accredited QAI has instituted appropriate measures to remedy matters raised in the notice issued under sub regulation (2), lift the suspension, Subject to such conditions as the Authority shall deem necessary.
 - (8) Where the Authority determines that an accredited QAI has not remedied the matters raised in the notice issued under sub regulation 18 (2), after carrying out an audit under sub regulation (7), the Authority may issue to the QAI a Suspension Certificate of Accreditation in Form KNQA/L/008 set out in the First Schedule.
 - (9) The suspension issued under sub regulation (8) shall be for a period not exceeding six months upon which the Institution shall cease to be recognized as a QAI
 - (10) The suspension issued under sub regulation (8) shall be published in the Gazette and in at least one newspaper with nationwide circulation and the Authority's website
 - (11) Introduce a procedure of lifting suspension

15. Revocation

- (1) Where the Authority, after carrying out an inspection of an accredited QAI whose Certificate of Accreditation has been suspended in accordance with regulation 18, is not satisfied with the progress being made to comply with the Act, these Regulations or the conditions of the Authority, it shall issue a Revocation of Certificate of Accreditation in Form KNQA/L/009 set out in the First Schedule to the accredited education institution.

- (2) The revocation issued under sub regulation (1) shall be published in the Gazette, Authority's website and at least one newspaper with nationwide circulation.
- (3) Notwithstanding the provisions of paragraph (1), the Authority shall accord the QAI a fair administrative process as provided for in Regulation 18(1).

PART V: ASSESSMENT/EXAMINATION

16. Assessment and Examination

- (1) The Authority shall develop a system for assessment of national qualifications.
- (2) The system in sub regulation (1) shall comprise assessment and certification framework, Standards and guidelines.
- (3) An accredited QAI shall adhere to the national qualifications assessment standards and guidelines established by the Authority and as provided for under the second schedule of this Regulations ;
- (4) The Authority shall ensure quality assessment, examination and certification;
- (5) The assessment and certification system of an accredited QAI shall consider all forms of learning
- (6) Regulatory bodies shall ensure that assessment/examination and certification is in line with the national assessment policy, standards and guidelines;
- (7) The Authority shall undertake monitoring, research and reporting on the state of assessment / examination and certification in the Country;

17. Certification

- (1) The Authority shall develop and implement standards and guidelines to guide the certification process.
- (2) Regulatory bodies as established by various Acts of Parliament shall ensure quality assurance of the process leading to issuance of Certificates by the QAIs in line with the National Standards and Guidelines on Certification.
- (3) Qualifications Awarding Institutions as established by their various legal mandates shall assess and award qualifications in line with the National Standards and Guidelines on Certification.
- (4) A certificate shall be the evidence for award of a qualification and shall be uploaded into the Kenya National Learners' Record Database in a prescribed format.

18. Credit Accumulation and Transfer

- (1) The Authority shall develop a Kenya Credit Accumulation and Transfer (KCAT) system, monitor and evaluate its implementation.

The system shall comprise: -

- (a)KCAT system policy;

(b)KCAT system standard, user manual, guidelines and tools.

(c)Credit Accumulation and Transfer Framework

(2) The conditions for credit accumulation and transfer shall be as prescribed in the Kenya Credit Accumulation and Transfer System Policy Standards and Guidelines;

(3) Credits earned at an accredited education institution may be recognized by another accredited education institution as meeting part of the requirements for a qualification.

(4) Credits earned for an incomplete qualification may be recognized as meeting part of the requirements for a related or similar qualification in the same or different institution;

(5) A maximum of forty-nine percent of the maximum credit that are earned from a completed qualification may be transferred to a related or similar qualification between or within institutions, programs or qualification levels; Provided that not more than forty-nine percent of the maximum credits that are required for the other qualification are credits that have been earned from a completed qualification.

(6) Accredited Qualifications Awarding Institutions shall approve a credit transfer and exemptions made in accordance with this regulation.

(7) A person may apply to an accredited institution for an approval to transfer credits accumulated in a prescribed manner set out by the Institution provided that the person intending to transfer credits satisfies the requirements of the KCAT system, standards and guidelines;

(8) An applicant under sub regulation (2) shall have earned the credits not more than four years from the date of the application for transfer.

(9) The maximum number of credits that can be transferred in a degree qualification shall be the equivalent of those earned from studying for two years in a qualification at the same level.

(10) During horizontal mobility, Credit transfer shall not apply to the common core units for qualifications offered by an accredited education institution.

(11) The credits earned from a foreign education institution, and sought to be transferred, shall be evaluated on the following criteria —

a) the applicant's admission qualifications as compared to the entry requirements set out in the Act;

b) the course content;

c) proof of the completion of the course being recognized and approved;

d) contact hours and duration of the course being recognized and approved;

e) the accreditation status of the qualifications awarding body from which the qualifications were obtained;

f) bilateral, regional or other similar agreements, if any;

g) proof of proficiency in English.

(12) The process of credit transfers shall be based on units or courses taken and not block consideration of credits covered.

(13) Where the Qualifications Awarding Institution determines that an applicant has complied with the KCAT system policy and standards, the QAI shall issue the applicant with a Certificate of Approval to Transfer Credits in a prescribed format.

(14) The Approval for a Credit Transfer shall be valid for a specific course only.

(15) There shall be no vertical credit transfers shall be approved for Postgraduate Programmes.

(16) KNQA shall maintain a register of accredited institutions and qualifications eligible to implement the KCAT system;

(17) The conditions for credit accumulation and transfer shall be as prescribed in the Kenya Credit Accumulation and Transfer System Policy Standards and Guidelines;

(18) Placement and entry criteria into an educational programme or institution shall consider granting credit transfer and/or exemptions in accordance to the provisions of the KCAT policy, standards and guidelines. Thus, there shall be no unfair barriers or bottlenecks to entry into programmes, qualification levels and QAIs;

19. Foreign Qualifications and Credit Transfers

(1) Foreign qualifications shall be evaluated on the following criteria —

(a) the applicant's admission qualifications as compared to the entry requirements set out in these Regulations;

(b) the course content;

(c) proof of the completion of the course being recognized and approved;

(d) the contact hours and duration of the course being recognized and approved;

(e) the accreditation status of an accredited education institution from which the qualifications were obtained;

(f) bilateral, regional or other similar agreements, if any.

PART VI: THE STRUCTURES OF NATIONAL QUALIFICATIONS FRAMEWORK

The structure of the Kenya National Qualifications Framework shall be as set out in the third schedule of this Regulation.

20. National Qualifications Framework Levels

- (1) The National Qualifications Framework shall consist of ten levels which shall be further defined by the National Qualifications Framework Levels Descriptors set out in the Fifth Schedule
- (2) The decision on the level at which each qualification should be placed in the National Qualification Framework shall be made based on their alignment against the level descriptors set out in sub regulation (1).
- (3) There shall be only one common set of level descriptors on the KNQF to be used for different qualification types. A level descriptor under sub regulation (1) shall be descriptive and not prescriptive.
- (4) A level descriptor under sub regulation (1) shall be reviewed at least once in every five years by the Authority, in consultation with relevant stakeholders.
- (5) The education and training progression pathways shall allow for vertical, horizontal and diagonal mobility as set out in the Forth Schedule of these Regulations;
- (6) The minimum entry requirements for accessing a qualification at each level shall be as set out in the Second Schedule of these regulations.

21. Volume of Learning

- (1) Recognition of attainment of competencies, skills and knowledge may be guided by the volume of learning assessed based on credits earned as set out under Schedule Two of these regulations
- 2) Ten notional hours shall earn one credit.
- (3) The volume of learning referred to in sub regulation (1) shall be specified in terms of the total minimum number of credits required, in terms of the minimum number of credits required at its specified exit level on the National Qualifications Framework and, where appropriate, the maximum number of credits from the preceding level may be specified.
- (4) The credits rating of a qualification shall not depend on the mode of delivery of learning.
- (5) In determining the volume of learning for a qualification, the provisions set out in these regulations on credits shall apply as provided in the Second Schedule of these Regulations.
- (6) The credits assigned on the National Qualifications Framework shall be the minimum required for the qualification.
- (7) Where appropriate, the recognition of attainment of competencies under sub regulation (1) shall include prior learning.

22. Linkages

- (1) The Authority shall develop a national linkages and collaboration Framework to guide entry, re-entry, exit, vertical and horizontal mobility of qualifications.
- (2) Linkages between qualifications awarding institutions in Kenya and other countries shall be guided by the framework developed under subsection one (1) above

24. The KNQF Regulations, 2018 (LN 118) are hereby revoked and replaced with the KNQF Regulations, 2023 upon gazettelement.

PART VI: MISCELLANEOUS PROVISIONS SCHEDULES

a) First Schedule - Forms



KNQA/L/001- Checklist for Alignment & Validation of Qualifications

Name of the applicant:Tel: Email: Date.....

NO	ITEM	REMARKS (OFFICIAL USE ONLY)
1.	Original ID or passport seen	
2.	Certified copy of ID or passport submitted	
3.	Original visa/work permit/letter of provisional admission seen	
4.	Certified copy of visa/work permit/letter of provisional admission submitted	
5.	Filled form KNQA/L/005	
6.	All original certificates of qualifications declared seen	
7.	Certified copies of certificates submitted (photocopy both side if back side is printed)	
8.	Certified copies of all transcripts submitted (photocopy both side if back side is printed)	
9.	For post graduate studies provide title of thesis, name of supervisor and copy of the thesis	
10.	Original translated certificates and transcripts seen	
11.	Certified copies of translated certificates and transcripts submitted	

Note:

- Certificates and certified Academic transcripts submitted by Kenyan Citizens must be certified by: An Advocate and Commissioner of oaths; OR The respective issuing Institution.*
- Certificates and transcripts submitted by foreign students must be certified by: An Advocate and Notary Public; OR The respective issuing institution.*
- National Identity Cards or Passports submitted by Kenyan Citizens must be certified by an Advocate and Commissioner for Oaths.*
- Passports, work permits and visas submitted by foreigners must be certified by an advocate and Notary Public.*
- 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.*

Documents evaluated by.....Signature.....Date.....

**KNQA/L/002- Application Form for Validation of a Certificate****A. Applicant's Profile** *(Fill in block letters)*

ID No:/ Huduma No:	Passport No:	Nationality:	Date of Birth (Long Date):	
Title:	First Name:	Middle Name:	Last Name:	Other Names:
Residential Address:	Town:	Post Code:		
Phone No:	Mobile:	Email Address:		

B. Qualification(s) to be validated *(Copies of certificates to be enclosed & originals to be produced for validation purposes)* **Starting with the Highest Qualification. Underline the certificate to be verified.**

Qualification Title	Year of Award	Name of Awarding Institution	Country	Email of Awarding Institution

C. Additional information

Have you Applied to the KNQA Previously?	
If yes Provide Reason and Include Reference:	
Please, Specify :	
Declaration:	
I, the undersigned, certify that the certificate(s) and other relevant documents that I have submitted are authentic and that the information I have provided is correct. <i>(Please note that presentation of false/fake documents constitutes an offence under Kenyan law, making one liable for prosecution).</i>	
Signature:	Date:

FOR OFFICIAL USE
Remarks:
.....
Name of Verifying Officer:
Signature:
Date:

General Notes

- i. Incomplete, inadequate or inaccurate filling of the application may result in the application being rejected.
- ii. An application will be processed upon payment of the non-refundable fee per qualification of Kshs. 1,000 for a Kenyan citizen and Kshs. 3,000 for a foreign national.
- iii. It is an offence to give false information or to conceal information when making this application.



FORM KNQA/L/003 - Application for Alignment of Qualifications

Please read the Instructions below carefully

- i. *Type or fill the form in block letters;*
- ii. *Provide certified copies or all academic documents submitted;*
- iii. *Where an academic document is printed on both sides, provide a copy of each side*
- iv. *For graduate studies provide title of thesis and name of supervisor;*
- v. *For studies outside Kenya provide passport and visa corresponding to study period*

SECTION A: Applicant’s Details (Fill in applicant details by typing or in Block letters)

Name	Title:	
	Surname:	
	Other Names:	

Identification	ID Number:					
	Passport Number:					
Address	Residential:					
	Postal :					
	Citizenship:		Country		Form of Citizenship (Birth or Naturalization)	
Contact	Email:					
	Tel:					
	WhatsApp:					
Occupation	Company/Organizat ion:					
	Department/Field:					

Have you ever made an application to KNQA? Yes No

If yes please specify-----

SECTION B: Details of qualification for which alignment is being sought

Title of Qualification	Mode of Delivery (Full-Time, Part Time)	Purpose (Recognition or Equation)	Duration	
			From:	To:

(For graduate studies attach a copy of thesis/dissertation, details of Supervisor e.g. name, contacts etc.)

Qualifications Title: (E.g. Bachelor of Science)	Qualification Awarding Institution:	Email Address:	Country of Origin:

SECTION C: Qualifications awarded *(In Descending order starting with the highest qualification (s) to be recognized or equated)*

(Attach certified copies of certificates and transcripts of each qualification listed in section B. For Masters and Doctorates please attach thesis or dissertation and/or project).

SECTION D: Where qualification at ‘C’ above was obtained following attendance at an overseas institution by a Kenyan citizen, please provide the following: -

Qualification Title:	Passport No:	Date of Departure: (dd/mm/yyyy)	Date of Return: (dd/mm/yyyy)

(Please attach study visa for overseas training)

SECTION E: Declaration

I the Undersigned, certify that the certificates and other relevant documents I have submitted are authentic and that the information I have provided is correct.

Name:----- Signature----- Date-----

Witness (Commissioner for Oaths)

Name: -----

Signature: -----Date and Stamp-----

SECTION F: For official use only

FOR OFFICIAL USE	
Remarks:	
.....	
Name of verifying officer:	
Signature:	Date:

General Notes:

- i. Incomplete, inadequate or inaccurately filled application shall result in the application being rejected.
- ii. It is an offence to give false information or to conceal information on this form.
- iii. Applications will be processed upon payment of the non-refundable fee of Ksh. 5,000 for Kenyan citizens and Kshs.10,000 for foreign nationals; and
- iv. All payment should be paid to:
**Kenya National Qualifications Authority,
Kenya Commercial Bank,
Moi Avenue, Nairobi,
Account 1208626825**
- v. All inquiries to be made The Director General, P. O Box 72635-00200 Nairobi. Tel. +254 20 2000272, Email: info@knqa.go.ke

**FORM KNQA/L/004: APPLICATION FOR ACCREDITATION TO AWARD NATIONAL QUALIFICATIONS/PROFESSIONAL QUALIFICATIONS****1. Institutional Profile**

S/NO	COMPONENT	DETAILS
1.	Name of the Assessment Body:	
2.	Website URL:	
3.	Physical Address:	
4.	Postal Address:	
5.	Main telephone number:	
6.	Name of the Head of Assessment Body:	
7.	Contact details of the Head of Assessment Body:	

8.	Work place telephone number:	
9.	Cell phone number of Head of Assessment Body:	
10.	Assessment Body Email address:	
11.	Name of the Accreditation liaison person:	
12.	Cell phone of liaison person:	
13.	Liaison Person Email address:	
14.	Brief history of the Assessment Body establishment and years of operation:	

2. Attachments

(Please attach the following documents)

S/N O	DESCRIPTION	TICK IF AVAILABLE	GIVE DETAILS/LIST
1.	Evidence of the Legal Mandate to Award Qualifications <i>(Describe and kindly attach copy of law allowing award of qualification i.e. what gives you the mandate to offer the qualification)</i>		
2.	Supporting Documents from the Relevant Sector Regulator to offer learning		
3.	Organization Chart (<i>Organogram</i>)		
4.	Terms of Reference of Committees (<i>e.g. Academic Board or equivalent Management Team etc.</i>)		
5.	Annual budget for the current year		
6.	Attach audited accounts for the last three years		
7.	Copies of current institutional policies (<i>Quality Policy / Assessment / Qualifications Handbook</i>)		
8.	Current strategic plan		
9.	Current prospectus and any other promotional material (<i>brochures etc.</i>)		

10.	Copies of any recent institutional research reports, review reports, self-evaluation reports etc.		
11.	Copies of current health and safety certification		
12.	Other: (<i>Specify</i>)		

3. Staff and learners

(Briefly indicate the numbers of the following as available in your institution-if applicable):

1.	Total number of full time learners:	
2.	Total number of part time learners:	
3.	Total number of management staff:	
4.	Total number of teaching/research staff:	
5.	Total number of administration/support staff:	

4. Support services

(Briefly indicate details on the following as available in your institution-if applicable):

1.	Health/counseling	
2.	Sports/recreation	
3.	Careers/placement	
4.	Disability support	
5.	Pastoral care	
6.	Academic support	
7.	Clubs/student union/student representative Authority	
8.	Others...	

6.0 Provide a list of qualification(s) to be submitted for registration using the table below;
(Indicate the qualification(s) you offer to be considered for registration)

Title :	Level :	Duration in Years:	Total Credits:	Mode of Delivery:	No. of Qualifications Awarded in Previous Year:	No. of Qualifications Awarded Since Inception:

(Attach separate qualification registration form for each qualification)

1.0 Stakeholders

Give details of method or frequency of obtaining feedback from your stakeholders (e.g. surveys, committees, interviews etc.

S/N O	STAKEHOLDERS	DETAILS
1.	From Learners:	
2.	From Graduates:	
3.	From staff:	
4.	From employers:	

8.0 Signed for the provider

I declare that I am authorized to make this application on behalf of the university/college and that all the information provided in this application is correct.

Name:	
Title:	
Signature:	
Date of Application:	
Official Rubber Stamp:	

Please note:

- i. Qualification listed in section 6.0 above will be submitted for registration by completing and providing details in form KNQA/L/005,
- ii. The quality or accuracy of information submitted may affect the timescales for decision making,

iii. Application fee of thirty thousand (Kshs. 30,000) is charged for accreditation.

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: 1208626825

Submit your application to;

**The Director General
Kenya National Qualifications Authority
Po Box 72635-00200
Nairobi, Kenya
Email: info@knqa.go.ke
Website: www.knqa.go.ke**



FORM KNQA/L/005: APPLICATION FOR REGISTRATION OF QUALIFICATIONS ON THE NATIONAL LEARNERS RECORDS DATABASE

(Submit a separate application for each qualification)

Name of the Assessment Body/QAI:	
Title of Qualification:	
This application has been approved by:	(Provide evidence of approval to register the qualification from your Institution i.e. Internal Board / Council or Committee name)
Submission by Head of the Institution:	Name:

	Designation:
	Signature: Rubber stamp:
Date of the application:	Date:
Name of the Contact Person:	
Contact details for Contact Person:	

Section B: Description of the Qualification

- i. Qualification awarded since (when: Level) :
- ii. Qualification type (e.g. Bachelor's degree) :
- iii. Qualifications Developer (curriculum developer) :
- iv. Total Credits :
- v. Field of study :

1. Rationale for the Qualification

(What currently exists? What was the original purpose of the Qualification? Who is the target group? If it's a revision, what problems or issues do the revision respond to? How will the graduates benefit-specify the likely employment outcomes? To what extent is the qualification responding to community needs or market issues or demands including availability of job opportunities, skills requirements, capacity building etc.)

2. Qualifications regulations

a. Minimum Entry Requirements:

(Provide all the possible minimum entry requirement, include provision for Credit transfer and RPL)

b. Recognition of Prior Learning (RPL)

(Indicate from which field a recognition of prior learning (Certificate of Experiential Learning) will be applicable for this qualification)

c. Requirements of the award

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

d. Structure of the Qualification: 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	Notional Hours	Credits
	Total Credits		

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

e. Indicate the number of students by gender that have graduated from this qualification for the last 5 years; including current enrolment-use table below;

Year	Number of Graduates		
	Male	Female	Total
Total			

3. 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 words

4. 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

5. 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.

6. Learning 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

7. Quality Assurance Processes

(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

8. Resources for the Qualification

- a. Staff of the Qualification; state the qualifications and experience of the relevant Technical staff and teaching staff
- b. Other resources and facilities of the Qualification i.e. Laboratories or workshop facilities, clinical areas, if applicable, IT facilities including internet, Library, specialized materials and equipment's

9. Certification

(Attach a sample certificate for the qualification)

10. Appendices

Please comment and attach the following documents;

S/N O	DOCUMENT DESCRIPTION	REMARKS
1.	Approval by the sector regulator in Education and training (<i>the education & training regulator's or Professional Body's, Approval or Standards or industry standards where applicable</i>);	
2.	Quality assurance procedures/policies (<i>on academic matters, Assessment and certification</i>);	
3.	Reports on relevance of qualification to industry i.e. Market Research Report (<i>the Labour Market Information Report, Training Needs Assessment etc</i>)	
4.	List of Industry Advisory Committee Members; (<i>Evidence of Constitution of the Industry Advisory Board</i>)	
5.	Occupational Standards (OS);	
6.	DACUM chart;	
7.	Evidence of Stakeholder engagement (<i>i.e reports, minutes etc;</i>)	
8.	Curriculum	
9.	approval by professional bodies (<i>where applicable</i>);	

10.	Evidence of Approval by the QAIs Council approval/ Institution's Authorizing Body;	
11.	Reports from employment studies (<i>i.e. tracerstudies</i>)	

11. International comparability

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

12. Notes;

- i. Kindly note that the registered qualifications shall be valid for a period of 4 years;*
- ii. Each qualification must be reviewed to be in line with the needs of industry and the labour market, hence the need to review the same and re-register it every 4 years;*
- iii. By applying to register this qualification on the KNQF, you commit to submit all awardees (past, present and future graduates) to KNQA to facilitate registration into the Kenya National Learners Record Database;*
- iv. It is generally acknowledged that the intellectual property of the qualification belongs to the institution that registers it in the KNQF;*
- v. Payment of the prerequisite fees; KShs. 10,000 for each of the qualifications;*
- vi. All correspondence regarding this registration process should be made to the Director General as shown below.*
- vii. 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.*

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: 1208626825

Submit All Information to;

The Director General / CEO
Kenya National Qualifications Authority
Po Box 72635-00200
Nairobi, Kenya
Email: info@knqa.go.ke
Website: www.knqa.go.ke



Form KNQA/L/006: CERTIFICATE OF ACCREDITATION

Certificate No

CERTIFICATE OF ACCREDITATION

This is to certify that of Post Office Box No. has on this day of, 20, is awarded Accreditation Status as an accredited education institution in accordance with the Kenya National Qualifications Framework Act, 2014.

The Accreditation is from to

Date of commencement

Date of Expiry.....

SIGNED

.....

Chairperson

Kenya National Qualifications Authority

.....

Director-General

Kenya National Qualifications Authority

Form KNQA/L/007: NOTICE TO SUSPEND A CERTIFICATE OF ACCREDITATION

The Kenya National Qualifications Authority on this day of 20.....

HEREBY GIVES NOTICE to of Post Office Box Number..... situated at of its intention to suspend the Certificate of Accreditation of Certificate No. KNQA/ issued on the the day of , 20, based on its audit and inspection findings as contained in the report dated the day of, 20and as resolved by the Kenya National Qualifications Authority during the meeting held on theday of, 20 and more particularly for the following reasons—

.....
.....

This notice is for a period of during which you are required to file a report of the Recovery Plan to remedy the issues herein contained.

This notice is issued in accordance with and regulation 17 of the Kenya National Qualifications Regulations, 2023.

SIGNED

.....

Chairperson

Kenya National Qualifications Authority.

.....

Director General / CEO

Kenya National Qualifications Authority



Form KNQA/L/008: SUSPENSION OF CERTIFICATE OF ACCREDITATION

PURSUANT TO THE NOTICE issued by the Kenya National Qualifications Authority on theday of..., 20..., of its intention to suspend the Certificate of Accreditation of Certificate No. KNQA/ issued on theday of, 20, issued to (name of the education institution) of Post Office Box Number situated at

The Kenya National Qualifications Authority HEREBY DECLARES that the Certificate of Accreditation of Certificate No. KNQA/ issued on the day of, 20....., stand **SUSPENDED**.

The (insert the name of the education institution)shall immediately cease to offer the respective national qualifications until the suspension is lifted of otherwise as directed by the Kenya National Qualifications Authority.

SIGNED

.....

Chairperson, Kenya National Qualifications Authority.

.....

Director-General, Kenya National Qualifications Authority.



**Form KNQA/L/009
REVOCATION OF CERTIFICATE OF ACCREDITATION**

PURSUANT TO THE SUSPENSION OF CERTIFICATE OF ACCREDITATION issued by the Kenya National Qualifications Authority on the day of, 20....., of the Certificate of Accreditation of Certificate No. KNQA/ issued on the day of, 20...., issued to (name of the education institution) of Post Office Box Number situated at

The Kenya National Qualifications Authority HEREBY DECLARES that the Certificate of Accreditation of Certificate No. KNQA/- issued on the day of, 20...., to (name of the education institution) shall with effect from the day of, 20 stand **REVOKED**.

SIGNED

.....

Chairperson
Kenya National Qualifications Authority.

.....

Director General / CEO
Kenya National Qualifications Authority

b) Second Schedule - Quality Standards

PART I-PLANNING PROCESS AND GOVERNANCE STRUCTURE

25. Vision, Mission and Strategic objectives

- (1) An accredited education institution shall have a clear institutional Vision and Mission Statement.
- (2) The Vision and Mission statement of an accredited education institution shall be aligned with these Quality Standards.
- (3) An accredited education institution shall clearly state its objectives which shall include a commitment to impart knowledge, skills and other competencies to enable students to participate in the country and globally social economic activities.
- (4) For the purpose of the renewal of a Certificate of Accreditation, an accredited education institution shall demonstrate the strategies employed to achieve its vision, mission and objectives as outlined in its strategic plan.

26. Governance Structure

- (1) An accredited education institution shall align its governance and management structure to the Act of Parliament that establishes it.
- (2) An accredited education institution shall provide proof of authorization to operate from the relevant authority shall be provided.
- (3) An accredited education institution shall define and describe—
 - (a) its policy on quality control and how this policy applies to the qualifications it offers; and
 - (b) its strategy for institutionalizing internal quality control mechanisms in the accredited education institution, and the maintenance of systems and structures.

Part II-DESIGNING A QUALIFICATION

27. Qualifications Policy

- (1) An accredited education institution shall develop and implement a qualifications development policy which shall set out the accredited education institution's strategy on qualifications development, structures and systems.
- (2) An accredited education institution shall provide the Authority, as and when required to do so, with proof of internal approvals of the qualifications and any statutory approvals that may be required under any other written law.
- (3) A qualifications development policy shall provide for —
 - (a) the systems and structures for stakeholders' engagement;
 - (b) the qualifications review cycle;
 - (c) the strategies for sustainability and growth of the qualification; and
 - (d) the assessment of qualifications impact and tracer studies.

28. Qualifications Structure

- (1) An accredited Qualification Awarding Institution shall submit its qualifications to the Authority for evaluation before offering the qualification.
- (2) A qualification shall set out—
 - (a) the qualification title;
 - (b) the rationale for the qualification, and evidence of the need for the qualification;
 - (c) the aims of the qualification, main target groups of learners;
 - (d) the KNQF level of the qualification and the Credit Value of the whole qualification;
 - (e) the recommended access routes to enter the qualification and any entry requirements;

- (f) the progression routes after completion of qualification (e.g. further learning); (g) the structure of qualification;
- (h) the approaches to assessment for the award of the qualification;
- (i) the specific quality assurance requirements of the qualification;
- (j) any mutual recognition agreements with other qualifications; and
- (k) detailed specifications (e.g. modules; programs etc).

Part III-ASSESSMENTS AND ASSESSMENTS ADMINISTRATION

29. An accredited education institution shall ensure the academic progression of its students is evaluated through assessments which may include all or any of the following: course work, tutorials, projects and other assessment criteria.

30. Structure of Assessments and Assessment Policies

An accredited education institution shall develop an assessments policy that shall establish an assessments structure to guide the assessments process, including—

- (a) the structure and system of managing and administering an examination;
- (b) the establishment of a quality assurance mechanism including internal and external moderation of assessments and scripts, and monitoring and evaluation of assessments;
- (c) the development of assessments regulations, including students' academic progression, disciplinary systems and appeals systems;
- (d) the categories of assessments, assessments, grading systems and classification of academic qualifications;
- (e) the management of students' transcripts and certificates; and
- f) the minimum assessments requirements for certification.



31. Assessments Regulations

An accredited education institution shall set out assessments regulations that shall include —

- (a) types and categories of assessments;
 - (b) registration for assessments;
 - (c) setting of assessments;
 - (d) examination irregularities;
 - (e) assessment offences and penalties;
 - (f) deferment of assessments;
 - (g) marking and moderation of assessments and release of assessment results;
 - (h) invigilation of assessments;
 - (i) re-sits;
 - (j) exclusion from assessments; and
 - (k) assessment fees.
-

c) **Third Schedule: The KNQF Structure, Progression Pathways, Notional Hours per Level & Level Descriptors**

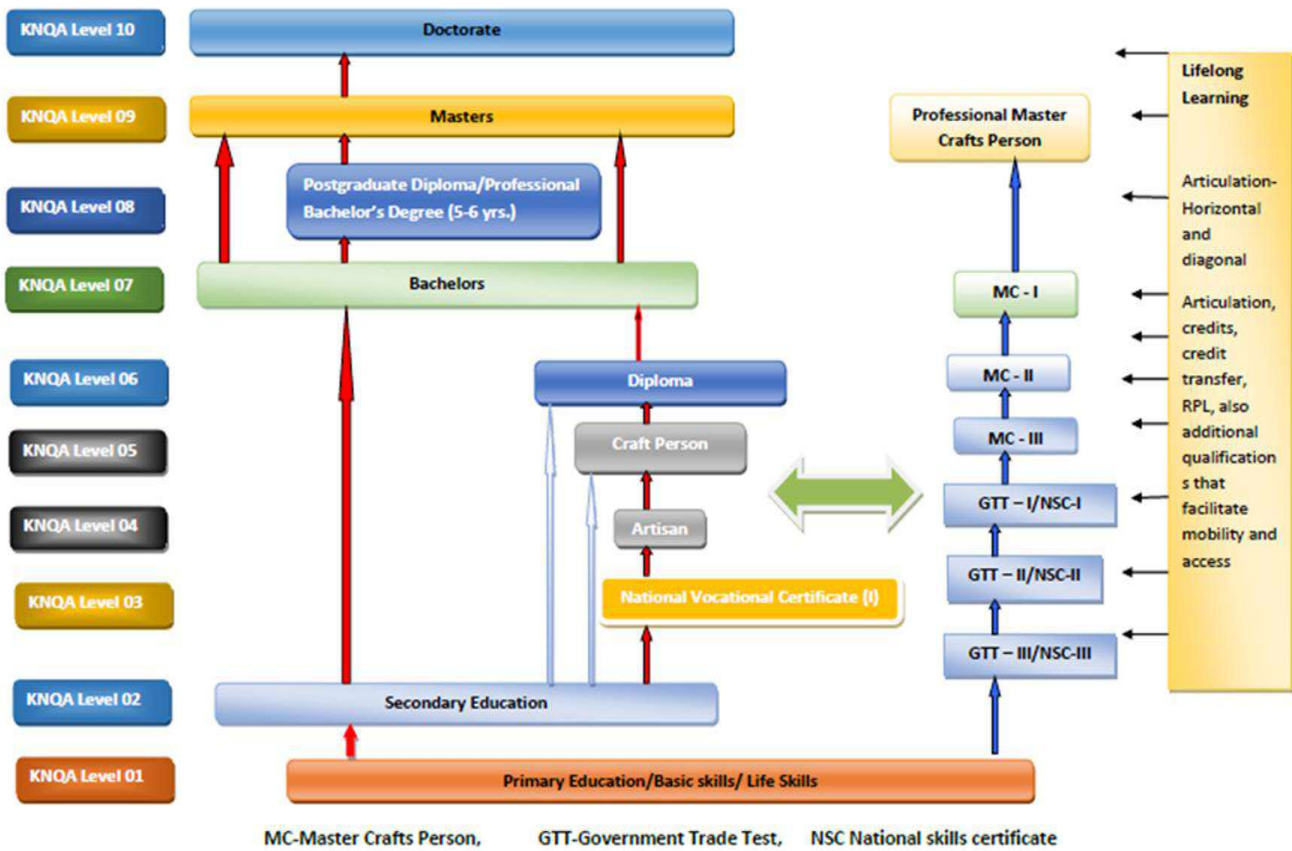
i) **The KNQF Structure**


KNQF Level	General and Further Education and Training Sub-Framework		Notional hours (minimum)
10	Doctorate Degree		3600 after KNQA level 9
9	Master's degree		2400 after KNQA level 7
8	Post-Graduate Diploma	Professional Bachelor's Degree	1200 after KNQA level 7 or 6000 after KNQA level 2
7	Bachelor's Degree		Professional Master Craft Person
		Master Crafts Person –I or Management Professional or HND or CPA III	4800 after KNQA 2 or 2400 after KNQA level 6
6		National Diploma	Master Crafts Person –II/ Professional Diploma or CPA II
		Master Crafts Person III or CPA I	2400 after level 2 or 1200 after KNQA level 5
5		National Craft Certificate National Vocational Certificate-IV	1200 after KNQA level 2 or 600 after level 4
4		National Vocational Certificate- III/Artisan Certificate	Master Craft Person III or CPA I
		National Skills Certificate –I GTT-I	600 after KNQA level 2 or 300 after level 3
3		National Vocational Certificate-II	National Skills Certificate -II /(GTT – II)
		National Skills Certificate -II /(GTT – II)	300 after KNQA level 2
2	Secondary Certificate	National Vocational Certificate- I	National Skills Certificate -III /Government Trade Test (GTT-III)
		National Skills Certificate -III /Government Trade Test (GTT-III)	Depending to skills acquisition or Level 1
1	Primary Certificate	Basic Skills/Skills for Life	Birth Certificate

ii) Progression Pathways

EDUCATION AND TRAINING PROGRESSION PATHWAYS IN KENYA



iii) Volume of Learning in Notional Hours



KENYA NATIONAL QUALIFICATIONS AUTHORITY

No.	KNQF Level	KNQF NAME	ENTRY REQUIREMENT	LEARNING HOURS	CREDITS	DURATION
1.	KNQF Level 1	Primary Certificate	Birth certificate	-	-	6 Years
2.	KNQF Level 2	Secondary Certificate or National Vocational Certificate I or GTT III or National Skills Certificate III	Level 1 Qualification	-	-	6 Years (Except for NVC, NSC & GTT III)
3.	KNQF Level 3	National Vocational Certificate II or GTT II or National Skills Certificate II	KCPE (level 1); or KCSE Mean Grade E (level 2)	300-599	30-59	3 Months
4.	KNQF Level 4	Artisan Certificate or National Vocational Certificate III or GTT I or National Skills Certificate I	KCSE Mean Grade E or level 3 Qualification	600-1199	60-119	6 Months
5.	KNQF Level 5	Craft Certificate or National Vocational Certificate IV or CPA I or Master Crafts person III	KCSE Mean Grade D or level 4 Qualification	1200-2399	120-239	One Year
6.	KNQF Level 6	National Diploma or CPA II or Master Craft person II	KCSE Mean Grade C- or level 5 Qualification	2400-4799	240-479	Two Years
7.	KNQF Level 7	Bachelor's degree or CPA III or CPS or Master crafts person I or Higher National Diploma (HND)*	KCSE Mean Grade C+ or level 6 Qualification	4800	480	Four Years
8.	KNQF Level 8	Post Graduate Diploma or Professional Master craft person or Professional Bachelor's Degree	level 7 Qualification	1200	120 600	One Year
9.	KNQF Level 9	Master's Degree	level 8 Qualification	2400	240	Two Years
10.	KNQF Level 10	Doctorate Degree	Level 9 Qualification	3600	360	Three Years

* MUST CARRY 240 CREDITS OR MORE

Summary of the Kenya National Qualification Framework Requirements

iv) KNQF Level Descriptors

KNQF LEVEL 10	
Purpose	The level qualifies a graduate to apply a substantial body of knowledge to research, investigate and develop new knowledge, in one or more fields of investigation, scholarship or professional practice.
Knowledge	A graduate at this level should have — <ul style="list-style-type: none"> (a) a substantial body of knowledge at the frontier of a field of work or learning, including knowledge that constitutes an original contribution; and (b) Substantial knowledge of research principles and methods applicable to the field of work or learning.
Skills	A graduate at this level should have — <ul style="list-style-type: none"> (a) cognitive skills to demonstrate an expert understanding of theoretical knowledge and to reflect critically on that theory and practice; (b) cognitive skills and use of intellectual independence to think critically, evaluate existing knowledge and ideas, undertake systematic investigation and reflect on theory and practice to generate original knowledge; (c) expert technical and creative skills applicable to the field of work or learning;

	<ul style="list-style-type: none"> (d) the communication skills to explain and critique theoretical propositions, methodologies and conclusions; (e) the communication skills to present cogently a complex investigation of originality or original research for external examination against international standards and to communicate results to peers and the community; and (f) Expert skills to design, implement, analyze, theorize and communicate research that makes a significant and original contribution to knowledge and/or professional practice.
Competence	<p>A graduate at this level should demonstrate the application of knowledge and skills —</p> <ul style="list-style-type: none"> (a) for intellectual independence; (b) for initiative and creativity in new situations or for further learning; (c) for full responsibility and accountability for personal outputs; (d) to plan and execute original research; and (e) to have an ongoing capacity to generate new knowledge, including in the context of professional practice.
Minimum number of credits.	Three hundred and sixty credits (360)
KNQF LEVEL 9	
Purpose	The level qualifies a graduate to apply an advanced body of knowledge in a range of contexts for research and scholarship and as a pathway for further learning.
Knowledge	<p>A graduate at this level should have —</p> <ul style="list-style-type: none"> (a) a body of knowledge that includes the understanding of recent developments in a discipline or area of professional practice; and (b) Knowledge of research principles and methods applicable to a field of work or learning.
Skills	<p>A graduate at this level should have —</p> <ul style="list-style-type: none"> (a) cognitive skills to demonstrate mastery of theoretical knowledge and to reflect critically on theory and professional practice or scholarship; (b) cognitive, technical and creative skills to investigate, analyze and synthesize complex information, problems, concepts and theories and to apply established theories to different bodies of knowledge or practice; (c) cognitive, technical and creative skills to generate and evaluate complex ideas and concepts at an abstract level; (d) communication and technical research skills to justify and interpret theoretical propositions, methodologies, conclusions and professional decisions to specialist and non-specialist audiences; and (e) technical and communication skills to design, evaluate, implement, analyze and theorize about developments that contribute to professional practice or scholarship
Competence	<p>A graduate at this level should demonstrate the application of knowledge and skills —</p> <ul style="list-style-type: none"> (a) for creativity and initiative to new situations in professional practice or for further learning; (b) for high level personal autonomy and accountability; and (c) to plan and execute a substantial research-based project, capstone experience or piece of scholarship.
Minimum number of credits.	Two hundred and forty credits (240)

KNQF LEVEL 8	
Purpose	The level qualifies a graduate to apply a body of knowledge in a range of contexts to undertake professional or highly skilled work and as a pathway for further learning.
Knowledge	A graduate at this level should have advanced knowledge within a systematic and coherent body of knowledge that may include the acquisition and application of knowledge and skills in a new or existing discipline or professional area
Skills	A graduate at this level should have — <ul style="list-style-type: none"> (a) cognitive skills to review, analyze, consolidate and synthesize knowledge and identify and provide solutions to complex problems; (b) cognitive skills to think critically and to generate and evaluate complex ideas; (c) specialized technical and creative skills in a field of highly skilled or professional practice; (d) communication skills to demonstrate an understanding of theoretical concepts; and (e) Communication skills to transfer complex knowledge and ideas to a variety of audiences.
Competence	A graduate at this level should demonstrate the application of knowledge and skills — <ul style="list-style-type: none"> (a) to make high level, independent judgements in a range of technical or management functions in varied specialized contexts; (b) to initiate, plan, implement and evaluate broad functions within varied specialized technical or creative contexts; and (c) for responsibility and accountability for personal outputs and all aspects of the work or function of others within broad parameters
Minimum number of credits	One hundred and twenty credits (120)
KNQF LEVEL 7	
Purpose	The level qualifies a graduate to apply a body of knowledge in a specific context to undertake professional work and as a pathway for research and further learning.
Knowledge	A graduate at this level should have coherent and advanced knowledge of the underlying principles and concepts in one or more disciplines and knowledge of research principles and methods.
Skills	A graduate at this level should have — <ul style="list-style-type: none"> (a) cognitive skills to review, analyze, consolidate and synthesize knowledge to identify and provide solutions to complex problems with intellectual independence; (b) cognitive and technical skills to demonstrate a broad understanding of a body of knowledge and theoretical concepts with advanced understanding in some areas; (c) cognitive skills to exercise critical thinking and judgment in developing new understanding; (d) technical skills to design and use research in a project; and (e) Communication skills to present a clear and coherent exposition of knowledge and ideas to a variety of audiences.
Competence	A graduate at this level should demonstrate the application of knowledge and skills —

	<ul style="list-style-type: none"> (a) for initiative and judgment in professional practice and/or scholarship; (b) to adapt knowledge and skills in diverse contexts; (c) for responsibility and accountability for own learning and practice and in collaboration with others within broad parameters; (d) to plan and execute project work or a piece of research and scholarship with some independence.
Minimum number of credits.	Four hundred and eighty credits (480)
KNQF LEVEL 6	
Purpose	The level qualifies a graduate to apply specialized knowledge in a range of contexts to undertake advanced skilled or paraprofessional work and as a pathway for further learning.
Knowledge	A graduate at this level should have specialized and integrated technical and theoretical knowledge with depth within one or more fields of work and learning.
Skills	<p>A graduate at this level should have —</p> <ul style="list-style-type: none"> (a) cognitive and communication skills to identify, analyze, synthesize and act on information from a range of sources; (b) cognitive and communication skills to transfer knowledge and skills to others and to demonstrate understanding of specialized knowledge with depth in some areas; (c) cognitive and communication skills to formulate responses to complex problems; and (d) Wide-ranging specialized technical, creative or conceptual skills to express ideas and perspectives.
Competence	<p>A graduate at this level should demonstrate the application of knowledge and skills —</p> <ul style="list-style-type: none"> (a) for depth in areas of specialization, in contexts subject to change; (b) for initiative and judgment in planning, design, technical or management functions with some direction; (c) to adapt a range of fundamental principles and complex techniques to known and unknown situations; and (d) across a broad range of technical or management functions with accountability for personal outputs and personal and team outcomes within broad parameters.
Minimum number of credits	Two hundred and forty credits (240)
KNQF LEVEL 5	
Purpose	The level qualifies a graduate to apply integrated technical and theoretical concepts in a broad range of contexts to undertake advanced skilled or paraprofessional work and as a pathway for further learning. Knowledge
Knowledge	A graduate at this level should have technical and theoretical knowledge and concepts, with depth in some areas within a field of work and learning.
Skills	<p>A graduate at this level should have —</p> <ul style="list-style-type: none"> (a) cognitive and communication skills to identify, analyze, synthesize and act on information from a range of sources; (b) cognitive, technical and communication skills to analyst, plan, design and evaluate

	<p>approaches to unpredictable problems and/or management requirements;</p> <p>(c) specialist technical and creative skills to express ideas and perspectives; and</p> <p>(d) Communication skills to transfer knowledge and specialized skills to others and demonstrate understanding of knowledge.</p>
Competence	<p>A graduate at this level should demonstrate the application of knowledge and skills —</p> <p>(a) to transfer and apply theoretical concepts, technical or creative skills in a range of situations;</p> <p>(b) for personal responsibility and autonomy in performing complex technical operations with responsibility for own outputs in relation to broad parameters for quantity and quality; and</p> <p>(c) for initiative and judgment to organize the work of self and others and plan, coordinate and evaluate the work of teams within broad but generally well-defined parameter</p>
Minimum number of credits.	One hundred and twenty credits (120)
KNQF LEVEL 4	
Purpose	The level qualifies a graduate to apply a broad range of specialized knowledge and skills in varied contexts to undertake skilled work and as a pathway for further learning.
Knowledge	A graduate at this level should have broad factual, technical and theoretical knowledge in a specialized field of work and learning.
Skills	<p>A graduate at this level should have —</p> <p>(a) cognitive skills to identify, analyze, compare and act on information from a range of sources;</p> <p>(b) cognitive, technical and communication skills to apply and communicate technical;</p> <p>(c) solutions of a non-routine or contingency nature to a defined range of predictable and unpredictable problems;</p> <p>(d) Specialist technical skills to complete routine and non-routine tasks and functions; and</p> <p>(e) Communication skills to guide activities and provide technical advice in work and learning.</p>
Competence	<p>A graduate at this level should demonstrate the application of knowledge and skills —</p> <p>(a) to specialized tasks or functions in known or changing contexts;</p> <p>(b) for responsibility for own functions and outputs, and may have limited responsibility for organization of others; and</p> <p>(c) for limited responsibility for the quantity and quality of the output of others in a team within limited parameters</p>
Minimum number of credits.	Sixty credits (60)
KNQF LEVEL 3	
Purpose	The level qualifies a graduate to apply a broad range of knowledge and skills in varied contexts to undertake skilled work and as a pathway for further learning
Knowledge	A graduate at this level should have factual, technical, procedural and theoretical knowledge in an area of work and learning.

Skills	A graduate at this level should have — (a) cognitive, technical and communication skills to interpret and act on available information; (b) cognitive and communication skills to apply and communicate known solutions to a variety of predictable problems and to deal with unforeseen contingencies using known solutions; (c) technical and communication skills to provide technical information to a variety of specialist and non-specialist audiences; and (d) Technical skills to undertake routine and some non-routine tasks in a range of skilled operations.
Competence	A graduate at this level should demonstrate the application of knowledge and skills — (a) for discretion and judgment in the selection of equipment, services or contingency measures; (b) to adapt and transfer skills and knowledge within known routines, methods, procedures and time constraints; and (c) in contexts that include taking responsibility for own outputs in work and learning including participation in teams and taking limited responsibility for the output of others within established parameters.
Minimum number of credits	Thirty credits (30)
KNQF LEVEL 2	
Purpose	The level qualifies a graduate to undertake mainly routine work and as a pathway
Knowledge	A graduate at this level should have basic factual, technical and procedural knowledge in a defined area of work and learning.
Skills	A graduate at this level should have — (a) cognitive skills to access, record and act on a defined range of information from a range of sources; (b) cognitive and communication skills to apply and communicate known solutions to a limited range of predictable problems; and (c) Technical skills to use a limited range of equipment to complete tasks involving known routines and procedures with a limited range of options.
Competence	A graduate at this level should demonstrate the application of knowledge and skills — (a) for some accountability for the quality of own outcomes and some responsibility for own outputs in work and learning; (b) for limited autonomy and judgment in the completion of own defined and routine tasks in known and stable contexts; and (c) for limited autonomy and judgment to complete routine but variable tasks in collaboration with others in a team environment.
KNQF LEVEL 1	
Purpose	The level qualifies a graduate to have basic functional knowledge and skills to undertake work, further learning and community involvement.

Knowledge	A graduate at this level should have basic fundamental knowledge and understanding in a narrow area of work and learning.
Skills	A graduate at this level should have — (a) basic skills to participate in everyday life and further learning; (b) cognitive and communication skills to receive, pass on and recall information in a narrow range of areas; and (c) Technical skills involving the use of tools appropriate to the activity and use of basic communication technologies.
Competence	A graduate at this level should demonstrate the application of knowledge and skills — (a) for some autonomy in defined contexts and within established parameters; and (b) communication in contexts that may include preparation for further learning, life activities or a variety of initial routine and predictable work-related activities including participation in a team or work group.

d) Fourth Schedule - Fees

No.	Description of service offered	Fees Charged-Kshs
1	Accreditation & Registration of a Qualification Awarding Institution	50,000.00
2	Registration of a qualification	20,000.00
3	Certificate of Qualifications Equivalence (CoQE)	100,000.00
4	Alignment of qualifications (for foreign nationals)	10,000.00
5	Alignment of qualification (for a Kenyan citizen)	5,000.00
6	Validation of foreign qualification (for a foreign national)	3,000.00
7	Validation of qualification (for a Kenyan citizen)	1000.00
8	Recognition of Prior Qualifications	as per the DUC for RPL
9.	KNLRD Subscription fee	As per the established unit cost of subscription.