



LEGAL NOTICE NO.

**THE KENYA NATIONAL QUALIFICATIONS FRAMEWORK
ACT
(Cap. 214)**

**THE KENYA NATIONAL QUALIFICATIONS FRAMEWORK
(GENERAL) REGULATIONS, 2025**

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**THE KENYA NATIONAL QUALIFICATIONS FRAMEWORK
ACT
(Cap. 214)**

IN EXERCISE of the powers conferred by section 29 of the Kenya National Qualifications Framework Act (Cap.214), the Cabinet Secretary for Education in consultation with the Council make the following Regulations—

**THE KENYA NATIONAL QUALIFICATIONS FRAMEWORK
(GENERAL) REGULATIONS, 2025**

PART I—PRELIMINARY

- Citation. 1. These Regulations may be cited as the Kenya National Qualifications Framework (General) Regulations, 2025.
- Interpretation. 2. In these Regulations, unless the context otherwise requires—
- Cap. 214. “Act” means the Kenya National Qualifications Framework Act;
- “Authority” means the Kenya National Qualifications Authority established under section 6(1) of the Act;
- “accreditation” means procedure by which institutions offering education and training are formally recognized as having met the standards set out in various laws of Kenya;
- “alignment” means determination of the position of a qualification on the KNQF;
- “Assessment of Qualifications” means the process of gathering, interpreting and evaluating evidence, and making judgment on whether a learner has achieved the competency specified in a training package or an accredited course;

“Cabinet Secretary” has the meaning assigned to it under section 2 of the Act;

“certificate” means an official document attesting that a person has earned a qualification from a recognized Qualification Awarding Body;

“Certificate of Registration” means an instrument granted under the seal of the Authority by the Authority to a Qualifications Awarding Institution that is registered to offer National Qualifications;

“Certificate of Qualifications Equivalence” means an official document issued to a Qualification Awarding Institution awarding foreign qualifications that are determined to be aligned with the National Qualifications Framework;

“Council” means the Council established under section 10 (1) of the Act;

“Credit” means the value assigned for—

- (a) ten notional hours;
- (b) the recognition of the equation in the 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” means the totaling or acquiring of relevant credits required to complete a qualification or a part-qualification;

“Credit Transfer” means vertical, horizontal or diagonal relocation of credits towards a qualification or part-qualification on the same or different level, usually between the same or related programme;

“Credit Accumulation and Transfer” means an 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 attaining 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;

“Database” means the National Qualifications Database;

“Establishment Documents” include—

- (a) a Statute, Charter or statutory instrument in which a body is established;
- (b) a registration certificate;
- (c) a trust deeds in which a trust has been established; and
- (d) other instruments by which a body is established including its governing and administrative structure.

“National Qualifications Database” means a master register of credible Qualification Awarding Institutions, National Qualifications and graduates records;

“Institution” means a public or private institution 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 or oral test
taken at the end of a learning programme or course;

“Learner” means a person who has acquired
knowledge, skills, competence, values and attitudes in
the context of the National Qualifications Database;

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

“National Qualification” means a programme or
course that has met the requirements of the National
Qualification Framework and is registered on the
National Qualifications Database.

“Programme” means a purposeful and structured set
of learning experiences and competences that leads to
the award of a qualification by a Qualification Awarding
Institution;

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

“Qualifications” has the meaning assigned to it under
section 2 of the Act;

“Qualification Awarding Body” means an
education and training institution with a legal mandate
to develop, examine or assess and award national
qualifications and is accredited and registered in
accordance with the Act;

“Recognition of Attainment” means formal acknowledgement by a competent Authority regarding validity and academic level of qualifications or part qualifications;

“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 a Qualification Awarding Body's qualifications are evaluated by the Authority in accordance with the requirements of the National Qualifications Framework and subsequent listing of the qualifications in the National Qualifications Database;

“Regulatory body includes—

- (a) the Authority;
- Cap 210A. (b) the Technical and Vocational Education and Training Authority established under the Technical and Vocational Education and Training Act;
- Cap 210. (c) the Commission for University Education established under the Universities Act;
- Cap 237. (d) the National Industrial Training Authority established under the Industrial Training Act;
- (e) the Directorate of Quality Assurance under the State Department for Basic Education;
- (f) a professional body; or
- (g) a sub-sector regulator established under any written law.

“Training” has the meaning assigned to it under section 2 of the Act;

Objects and
Purpose

3. The objects of these Regulations are to —

- (a) Implement the Kenya National Qualifications Framework
- (b) establish and maintain a national database of national qualifications;
- (c) register a qualification awarding body and national qualifications;
- (d) align and validate qualifications;
- (e) standardize assessment of national qualifications;
- (f) establish and maintain KCATS;
- (g) recognize prior learning;
- (h) provide quality assurance of qualifications.

Application.

4. These Regulations apply to—

- (a) an education and training institution;
- (b) a qualification awarding body;
- (c) a curriculum development body;
- (d) industry training and skills development bodies;
- (e) a sub sector regulator;
- (f) a regulatory body;

- (g) a student placement body;
- (h) a professional examination body; or
- (i) a professional body.

PART II—THE NATIONAL QUALIFICATIONS FRAMEWORK

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| Establishment of the National Qualifications Framework. | 5. There is established the National Qualifications Framework. |
| Structure of National Qualifications Framework. | 6. The National Qualifications Framework shall consist of ten levels, which shall be entitled Levels 1 to 10. Each level shall be described by a unique level descriptor as specified in the First Schedule. |
| KNQF Level Descriptors | 7. The KNQF Level descriptors shall be categorised in terms of the following structure – <ul style="list-style-type: none"> (a) Level (b) Purpose (c) Knowledge, (d) Skills, and (e) Competence. |
| Positioning of a Qualification on KNQF | 8. The determination of the position of a Qualification on the Framework shall be based on its alignment with the KNQF Level Descriptors.

9. The decision under Sub regulation 8 shall be further guided by conducting research on equalization of qualifications as mandated under Section 8 (m) of the Act. |
| Classification of National Qualifications | 10. The Authority shall classify a Qualification into broad, narrow and detailed fields of education and training. |

The Kenya National Qualifications Framework (General) Regulations, 2025.

Volume of Learning	11. Credits assigned to a Level on the Kenya National Qualifications Framework shall be the minimum required for the Qualification. 12. Where appropriate, the recognition of attainment of competences shall include prior learning.
Objectives of the National Qualification Framework.	13. The objective of the National Qualifications Framework is to— (a) underpin national regulatory and quality assurance mechanisms for education and training; (b) promote lifelong learning through enabling national and international mobility of learners and labour; (c) enable the alignment of the National Qualification Framework with other regional or international qualifications frameworks; (d) promote relevance and responsiveness of qualifications to the labour market needs. (e) provide flexible access and progression to qualifications;
Referencing of the KNQF	14. The National Qualifications Framework shall only be referenced against other foreign Qualification Frameworks.
Linkages.	15. (1) The National Qualifications Framework shall promote entry, re-entry, exit, vertical and horizontal mobility of qualifications as contemplated under section 8(1) of the Act.

(2) The National Qualifications Framework shall facilitate linkages between the qualification levels and sub-frameworks nationally.

(3) The National Qualifications Framework shall provide pathways that support flexible access to qualifications as contemplated in section 8(p) of the Act

(4) Linkages shall apply to —

- (a) provide interrelationships between qualifications, sub-frameworks and qualifications levels;
- (b) alignment of qualifications in accordance with this Part.
- (c) equation and recognition of qualifications, reference.

Minimum entry requirements.

16. The minimum entry requirements into qualifications on the National Qualifications Framework shall be in accordance with the Second Schedule.

Progression pathways.

17. The Progression pathways across and within the National Qualifications Framework shall be in accordance with the progression and training pathways as set out in the First Schedule.

Alignment and validation.

18. The Authority shall in performing the role specified under section 8(a) (g) of the Act: —

- (a) Develop and coordinate implementation of National Policy, Standards on alignment of Qualifications; and
- (b) Advise on national and international recognition and comparability of Qualifications

(c) strengthening of the National Qualifications Framework requirements to meet identified needs including—

- (i) improving national consistency and contemporary relevance; and
- (ii) national and international portability.

Principles of alignment and validation.

19. (1) Alignment and validation of qualifications shall be guided by the following principles—

(a) Evaluate applications based on comparison of the education structures, training systems and qualifications in line with National Qualifications Framework (NQF).

(b) Ensure that applications submitted for alignment and validation are evaluated without prejudice. The application will be evaluated solely based on the merit of the qualification for which alignment is being requested.

(c) Promote fairness and transparency of the alignment process in line with the set standards and guidelines; and

(d) ensure access to the alignment service by providing an inclusive and transparent process for all holders of qualifications and institutions applying on their behalf

(2) Where a nation or region has no national or regional qualifications framework, the national or regional qualifications system may be used for alignment of qualifications.

- (3) Alignment and validation of qualifications shall be in accordance with the First Schedule.
- (4) A sub sector regulator shall comply with the Alignment and Validation requirements specified under these Regulations and the Act and shall—
 - (a) develop recognition and equation standards in conformity to the Third Schedule; and
 - (b) ensure credibility and validity of qualifications.

Application for
alignment or
validation.

- 20.** An application for alignment or validation shall be—
- (a) in Form KNQF 1 set out in the Fourth Schedule;
 - (b) accompanied by—
 - (i) a copy of identity card or other national identification document;
 - (ii) particulars of the applicant including name and contact details;
 - (iii) a copy of work permit or letter of provisional admission;
 - (iv) a copy of certificates and transcripts to be aligned or validated;
 - (v) a copy of certificate and transcripts or result slips of all prior qualifications;
 - (vi) consent Form KNQF 2 set out in the Fourth Schedule; and

(vii) alignment and validation fees specified in the Fifth Schedule.

Processing of an application for alignment or validation.

21. The Authority shall undertake a verification process of the details provided in the application for alignment or validation.

Approval and issuance of certificate of alignment or validation.

22. Where the Authority is satisfied that the applicant fulfils the requirements for alignment or validation under these Regulations, the Authority shall, within fourteen days—

(a) issue the applicant with a certificate of alignment or validation; and

(b) enter the particulars of the successful applicant in the National Qualifications Database.

Refusal of alignment or validation.

23. (1) Where the Authority declines to approve an application for alignment or validation, the Authority shall within fourteen days from the date of such decision—

(a) notify, in writing, the applicant of the refusal; and

(b) provide reasons for such refusal.

(2) The Authority may decline to grant an application for alignment or validation, where the—

(a) particulars provided for alignment or validation are insufficient; or

(b) the applicant is in violation of any provisions of the Act and these Regulations.

(3) An applicant whose application for alignment or validation has been declined under these Regulations

may make a fresh application upon complying with the requirements specified in the refusal notice.

Review
Alignment
Validation
Certificate

for
and

24. The Authority shall consider an application for review of a Certificate of Alignment and Validation.

25. The application under sub regulation (1) shall follow the following process:

- (a) Submit a formal complaint against an evaluation decision to the Authority within 14 days of collecting/receiving a certificate.
- (b) Upon receipt of an appeal application, the Authority shall constitute an ad-hoc Committee to process the appeals and their decisions are to be made within thirty (30) days.
- (c) The first appeal decision shall be communicated to the applicant within 7 days
- (d) In the case that the applicant is not satisfied with first review decision in (c) the applicant can make a second appeal as provided in (a).
- (e) Upon receipt of the second appeal in (d) application, the Authority shall constitute a special adhoc Committee to evaluate the application within ninety (90) days.
- (f) The decision in (e) shall be communicated to the applicant within Seven days from the date of concurrence.
- (g) If after the second appeal, an applicant is still not satisfied with the evaluation outcome then he or she is free to pursue other channels for redress.

26. A maximum of two (2) appeals is allowable against one decision for alignment and validation.

27. Fees for review of a Certificate of alignment and validation shall be as specified in the Fifth Schedule

28. An application under sub regulation (3) shall be processed as in the manner specified under this Part.

PART IV— KENYA CREDIT ACCUMULATION AND TRANSFER SYSTEM

Establishment of
the Kenya Credit
Accumulation and
Transfer System.

29. (1) There is established within the Authority, the Kenya Credit Accumulation and Transfer System.

(2) The implementation of Kenya Credit Accumulation and Transfer System shall be coordinated and maintained by the Authority.

(3) The object of the Kenya Credit Accumulation and Transfer System is to facilitate credit transfers and exemptions and vertical and horizontal mobility of learners and enable entry, re-entry and attainment of lifelong learning as contemplated under section 8(1) of the Act.

(4) The Kenya Credit Accumulation and Transfer System shall detail the conditions, criteria and requirements for credit accumulation and transfer, including —

(a) volume of learning required to attain a qualification which is measured in credits, quantified by the notional hours needed to achieve the respective learning outcomes.

(b) ten (10) notional hours of learning are equivalent to one credit;

(c) notional hours comprises the following—

- (i) contact hours;
 - (ii) self-study hours;
 - (iii) industrial training; and,
 - (iv) assessment and examination hours
- (d) credits earned from an accredited institution body shall be recognized by another accredited institution as meeting part of the requirements for award of a related or similar qualification; and
- (e) a maximum of forty-nine percent of the total 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.

Obligation of a qualification awarding body in Kenya Credit Accumulation and Transfer System.

30. A qualification awarding body shall—

- (a) validate and recognize credits in accordance with the criteria set out in Sixth Schedule;
- (b) harmonise the weighting of the education and training programmes with the requirements of the Kenya Credit Accumulation and Transfer System;
- (c) approve a credit transfer, and exemptions made in accordance with Kenya Credit and Transfer System, the Act and these Regulations;

- (d) provide a mechanism for application for credit transfer by a relevant person;
- (e) Collect, retain and provide Kenya Credit Accumulation and Transfer System data;
- (f) submit the required documentation and information to the receiving institution, to ensure effective evaluation of the prior learning outcomes;
- (g) authenticate qualifications where necessary;
- (h) institutionalise the Kenya Credit Accumulation and Transfer System;
- (i) undertake any other role as may be assigned by the Authority for effective implementation of Kenya Credit Accumulation and Transfer System.

Application to transfer credits.

31. (1) A person may apply to a Qualification Awarding Body for approval to transfer credits accumulated.

(2) An applicant under sub regulation (1) shall lodge the application where the applicant has earned the credits not more than six years from the date of the application for transfer.

(3) An application under sub regulation (1) shall be initiated by the learner.

Transfer of foreign credits.

32. (1) Credits earned from a foreign Qualification Awarding Body shall be transferred where—

- (a) the content of the foreign qualifications is substantially equivalent to the required course in Kenya;

(b) the foreign volume of learning meets the requirements of the Kenyan programme;

(c) foreign programme notional hours is similar to the required programme in Kenya; and

(d) there exist bilateral or other similar agreements.

(2) The process of credit transfer shall be conducted on the basis of units or courses taken.

Approval and
issuance of
certificate of
approval to
transfer credits.

33. (1) Where the Qualification Awarding Body is satisfied that the applicant fulfils the requirements for credit transfer under these Regulations, the Qualification Awarding Body shall, within seven days from the date of such decision issue the applicant with a certificate of approval to transfer credits.

(2) A certificate issued under sub regulation (1) is valid for a specific course or application only.

(3) Placement and entry criteria into an educational programme or institution shall consider granting credit transfer or exemptions in accordance with the Act and these Regulations.

Eligibility for
credit
accumulation and
transfer.

34. (1) Credit accumulation and transfer shall be undertaken where—

(a) qualification awarding body is duly accredited by the relevant regulator;

(b) both the prior and targeted programmes and the resulting qualifications must be accredited;

(c) the sending or awarding body and the training institution are separate entities, the training

institution must be accredited in line with the relevant regulatory standards;

(d) student applying for credit transfers must have met the entry requirements for the qualification where the previous credits were accumulated;

(2) The receiving institution shall conduct validation and recognition of the learning achievement on a case-by-case basis.

(3) A person aggrieved by the decision of a qualification awarding body under these Regulations may apply to the qualification awarding body for a review within fourteen days from the date of decision.

Recognition of
Prior Learning.

35. (1) Pursuant to section 8 (k) of the Act, the Authority shall have the following responsibilities in relation to Recognition of Prior Learning—

(a) advise the Cabinet Secretary and any other body on Recognition of Prior Learning;

(b) support any body or institution which is responsible for the award of national qualifications;

(c) coordinate implementation of Recognition of Prior Learning;

(d) Oversee the implementation of Recognition of Prior Learning;

(e) maintain a database of accredited Recognition of Prior Learning assessment centers, Practitioners and Candidates.

(2) The Recognition of Prior Learning process is as set out in the National Policy Instruments on RPL

(3) An institution shall not assess, and certify qualifications through the Recognition of Prior learning unless the institution is registered as a Qualification Awarding Body under the Act and these Regulations.

(4) A person who has acquired knowledge, skills and competences outside the formal education and training system may apply to a Qualifications Awarding Body for Recognition of Prior Learning assessment.

(5) The Authority shall by notice in the Gazette set minimum fee payable for assessment through the Recognition of Prior Learning.

PART IV—NATIONAL QUALIFICATIONS DATABASE

Establishment of
the National
Qualifications
Database

36. (1) There is established within the Authority a National Qualifications Database.

(2) The Authority shall—

(a) manage and maintain the database;

(b) ensure the information within the database is backed up and protected from any breach;
and

Cap. 411C.

(c) process personal data in compliance with the Data Protection Act.

Components of
the Database.

37. (1) The Database shall contain—

(a) Credible Qualification Awarding Bodies in Kenya;

(b) Their registered National Qualifications; and

(c) Graduates' records.

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| Upload of
National
Qualifications | <p>(2) The Authority shall grant a qualification awarding body user rights to enable upload of graduates' qualifications into the database</p> <p>(3) Sub regulation (2), shall apply to a qualification awarding body that has been registered by the Authority and upon Registration of the QAB and its national qualifications entered into the database.</p> <p>(4) A qualification awarding body shall, from time to time, upload the graduate's qualification records and integrate its systems with the database.</p> <p>(5) The qualification awarding body shall be responsible for the accuracy and integrity of the information submitted to the Authority for upload onto the database or uploaded onto the database by the qualification awarding body.</p> <p>(6) Any person may access the database upon making a request to access to the Authority.</p> |
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**PART V –ESTABLISHMENT OF AN
ACCREDITATION SYSTEM ON
QUALIFICATIONS**

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| Accreditation
System on
Qualifications. | <p>38. (1) Pursuant to Section 8 (b) of the Act, there is established within the Authority, an Accreditation System on Qualifications;</p> <p>(2) The System shall be managed and maintained by the Authority;</p> <p>(3) The system shall contain tools as maybe necessary for effective delivery of its objective.</p> <p>(4) A sub-sector regulator shall apply the Accreditation System to accredit a qualification awarding body, and programmes or courses.</p> |
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(5) A foreign institution that intends to award qualifications shall be accredited by the respective sub sector regulators or regulatory body in accordance with these Regulations.

(6) Despite sub regulation (5) an institution that intends to award qualifications shall be accredited in accordance with the System.

Requirements for
accreditation.

39. In accrediting an institution and programmes, the sub sector regulator shall have regard to—

- (a) statutory mandate to award a qualification and governance structures of the institution as specified in the Quality Standards set out in the Sixth Schedule;
- (b) approval by the relevant professional body's or industry regulatory body approval where applicable;
- (c) a hierarchy of qualifications that defines articulation and progression within the National Qualifications Framework;
- (d) an institutional infrastructure for governance, financing, operations and quality assurance as specified in the Quality Standards set out in the Sixth Schedule;
- (e) procedures for assessment or examination of learning outcomes on qualifications as specified in the Quality Standards set out in the Sixth Schedule;
- (f) a quality assurance system that includes reference to international benchmarks;
and

- (g) a memorandum of understanding where an institution wishes to collaborate with another institution to award qualifications.

PART V – REGISTRATION

Registration of a
qualification
awarding body.

- 40.** (1) Upon accreditation of the institution by the respective regulatory body, the institution shall apply to the Authority for registration as a Qualification Awarding Body.

(2) For the avoidance of doubt, education institutions which award qualifications and are regulated by professional bodies, international regulatory bodies or industry regulatory bodies or regulated by specific quality or industry standards, shall register with the Authority as Qualifications Awarding Bodies.

(3) Institutions which seek to award foreign qualifications in Kenya shall apply to the Authority in writing for a Certificate of Qualifications Equivalence.

(4) An application under this regulation shall be done in Form KNQF 3 set out in the Seventh Schedule.

(5) An application under this regulation shall be accompanied by fees specified in the Fifth Schedule.

(6) Where the Authority is satisfied that the applicant under this regulation, meets requirements for registration as a Qualification Awarding Body, the Authority shall, within seven days from the date of such decision issue the applicant with a certificate of approval or a Certificate of Qualifications Equivalence and enter the details of the

qualification awarding body into the data base.

Eligibility criteria for registration of a qualification awarding body.

41. A qualification awarding body shall be eligible for registration where the qualification awarding body—

(a) has a statutory mandate to award qualifications; and

(b) is in compliant with the Act and these Regulations.

Certificate of registration.

42. Where the Authority is satisfied that the qualification awarding body, meets the requirements for registration as specified under Regulation 40, the Authority shall, within seven days from the date of such decision issue the qualification awarding body with a certificate of registration and enter the particulars of the qualification awarding body into the database.

Refusal of registration.

43. (1) Where the Authority declines to approve an application for registration, the Authority shall within seven days from the date of such decision—

(a) Notify, in writing the respective regulatory body;

(b) notify, in writing, the applicant of the refusal; and

(c) provide reasons for such refusal.

(2) A qualification awarding body whose application for registration has been declined under these Regulations may reapply upon complying with the requirements specified in the refusal notice.

Registration of
National
Qualifications.

(3) An application under sub regulation (2) shall be processed as any other application and in the manner specified under these Regulations.

(4) The Authority shall publish Institutions awarded the certificate of registration on its website, the *Gazette* and a newspaper with nationwide circulation from time to time.

44. (1) Upon the accreditation of the qualification awarding body's programmes or courses by the relevant regulatory body, the qualification awarding body shall submit the accredited programmes or courses to the Authority for registration as National qualifications.

(2) Where the Authority determines that the programmes or courses qualify for registration, the Authority shall enter the qualifications into the database.

(3) A Qualification awarding body seeking a certificate of qualifications equivalence for a foreign qualification shall submit to the Authority—

(a) approval of the qualifications from the respective sub-sector regulator or professional body, industry regulatory body, or quality standards or industry standards where applicable;

(b) a memorandum of understanding with institution in the case of any collaboration; and

(c) proof of compliance with the requirements of sections 975, 983 and 984 of the Companies Act.

(4) In registering national qualification, the Authority shall have regard to;

- (a) title of the programme and course leading to a qualification;
- (b) qualification type;
- (c) KNQF level;
- (d) rationale and purpose of the qualification;
- (e) volume of learning;
- (f) credits;
- (g) minimum entry requirements;
- (h) learning outcome;
- (i) coding and classification;
- (j) assessment and certification;
- (k) international comparability;
- (l) articulation and linkages; and
- (m) education and training progression pathways.

(5) Pursuant to Section 8 (f), the Authority shall classify and assign codes to the registered National qualifications.

Eligibility for
registration of a
Professional
qualification

45. (1) When considering an application for registration of a professional qualification, the Authority shall have regard to—

- (a) legal mandate of the professional examination bodies or professional body with a mandate to award professional qualifications;
- (b) a professional qualifications type;
- (c) eligibility criteria;
- (d) the specific course assessment strategies, including—
 - (i) validity, reliability, flexibility;
 - (ii) authenticity and verifiable evidence;
 - (iii) consistency with assessment guidelines for a qualification; and
 - (iv) compliance with relevant statutory, workplace, and regulatory requirements.

Registration of a Qualification

- 46.** Upon a programme or course meeting the eligibility criteria under Sub regulation 4, the Authority shall register and issue to the QAB a list of registered National Qualifications in prescribed format and update the National Qualifications Database.
- 47.** Once a registered qualification under Sub regulation 1 is reaccredited by the respective regulatory body, the QAB shall reapply for registration as a National Qualification
- 48.** The QAB shall inform the Authority through a fresh application of any change made to a registered qualification under sub-regulation 1.

49. The Authority shall from time to time, publish an annual report on the status of national qualifications on the Authority's website and *Gazette* and one newspaper with nationwide circulation.

50. The Authority shall conduct an Audit of a registered QAB on its compliance to terms and conditions of Certificate of Registration and shall inform the respective regulatory body and the qualification awarding body the findings of the Audit under this regulation.

51. The Authority may, on its own motion or at the request of any person, investigate whether the registered qualification awarding body is complying with the Act or these Regulations and shall prepare and submit to the registered qualification awarding body, a report of its findings and recommendations.

Expansion of scope.

51. (1) A registered qualification awarding institution may make an application for expanding the scope of registration where—

(a) additional qualifications are to be offered in a subject area not covered by the existing registration;

(b) additional qualifications are to be offered in a subject area at a level higher than that covered by an existing registration; or

(c) there is to be an addition to the delivery sites covered by an existing registration.

Establishment of a assessment of national qualifications system.

52. (1) There is established a system for assessment of national qualifications.

- (2) The system shall contain tools for assessing National qualifications.
- (2) The system for assessment of national qualifications of a qualification awarding body shall provide for assessment of all forms of learning.
- (3) A qualification awarding body shall assess and award qualifications in line with the system for assessment of national qualifications.
- (5) A certificate shall be the evidence for the award of a qualification.
- (6) A regulatory body and a subsector regulator shall ensure compliance to the system for the assessment of national qualifications.
- (7) The Authority shall undertake monitoring, research and reporting on the state of implementation of the system for assessment of national qualifications.

Monitoring and
Evaluation

53. The Authority shall periodically undertake a monitoring and evaluation of—

- (a) the quality of national qualifications offered by a registered qualification awarding body; and
- (b) compliance to the Kenya National Qualifications Framework by the qualification awarding body.

PART IV – GENERAL PROVISIONS

Electronic
registration.

54. An application made under these Regulations shall be submitted through electronic means provided for on the Authority’s website.

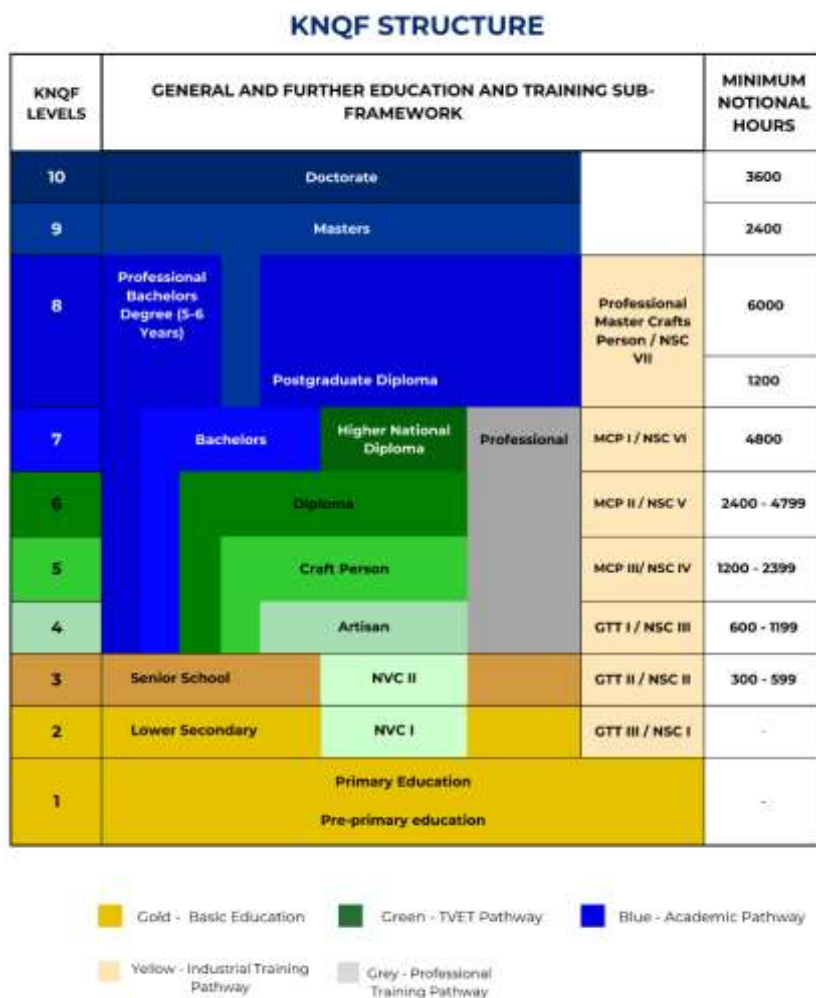
*The Kenya National Qualifications Framework (General) Regulations,
2025.*

Application of the Data Protection Act. Cap. 411C	55. The processing of personal data under these Regulations shall be in accordance with the Data Protection Act.
Offences.	56. A person who fails to comply with any provision of these Regulations, commits an offence is liable on conviction to the penalty specified under section 5(2) of the Act.
Revocation. LN. 118 of 2018	57. The Kenya National Qualifications Framework Regulations, 2018 are revoked.

FIRST SCHEDULE

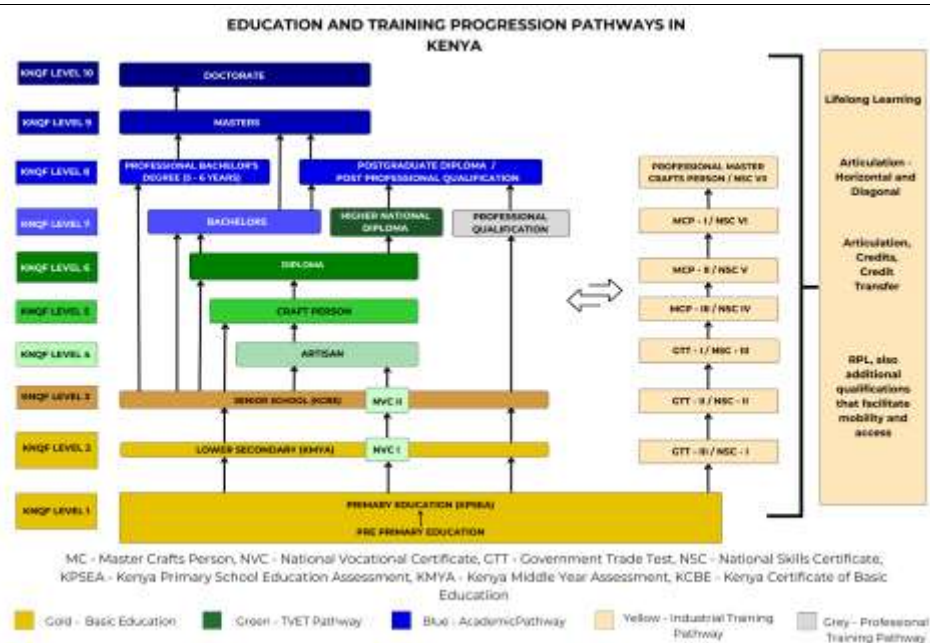
THE NATIONAL QUALIFICATIONS FRAMEWORK (r. 6)(r.10)

i) The National Qualifications Framework Structure



ii) Progression Pathways

The Kenya National Qualifications Framework (General) Regulations, 2025.



iii) Volume of Learning in Notional Hours

*The Kenya National Qualifications Framework (General) Regulations,
2025.*

NO.	KNQF LEVEL	KNQF NAME	ENTRY REQUIREMENT	NOTIONAL HOURS	CREDITS	DURATION
1.	KNQF Level 1	Pre-Primary	Birth Certificate	-	-	2 Years
		Primary Education	Pre-Primary			6 Years
2.	KNQF Level 2	Lower Secondary	KPSEA	-	-	3 Years
		National Vocational Certificate I	Level 1 Qualification	-	-	3 Months
		GTT III				
3.	KNQF Level 3	National Skills Certificate I	KMYA	-	-	3 Years
		Senior Secondary Certificate				
		National Vocational Certificate II				
		GTT II				
4.	KNQF Level 4	National Skills Certificate II	Level 2 Qualification	300 - 599	30 - 59	3 Months
		Artisan Certificate				
		GTT I				
5.	KNQF Level 5	National Skills Certificate III	KCBE / Level 3 Qualification	600 - 1199	60 - 119	6 Months
		Craft Certificate				
		Master Crafts Person III				
6.	KNQF Level 6	National Skills Certificate IV	KCBE / Level 4 Qualification	1200 - 2399	120 - 239	1 Year
		National Diploma				
		Master Crafts Person II				
7.	KNQF Level 7	National Skills Certificate V	KCBE / Level 5 Qualification	2400 - 4799	240 - 479	2 Years
		Bachelor's Degree				
		Higher National Diploma				
		Professional				
8.	KNQF Level 8	National Skills Certificate VI	KCBE / Level 6 Qualification	4800	480	3 Years
		Master Crafts Person I				
		Professional Bachelor's Degree				
		Post Graduate Diploma				
9.	KNQF Level 9	Professional Master Crafts Person	Level 7 Qualification	1200	120	1 Year
		National Skills Certificate VII				
10.	KNQF Level 10	Master's Degree	Level 7 / Level 8 Qualifications	2400	240	2 Years
		Doctorate Degree	Level 9 Qualification	3600	360	3 Years

GTT - Government Trade Test, KPSEA - Kenya Primary School Education Assessment, KMYA - Kenya Middle Year Assessment, KCBE - Kenya Certificate of Basic Education

*** MUST CARRY 240 CREDITS OR MORE**

*** 1 Credit = 10 Notional Hours**

Summary of the Kenya National Qualifications Framework Requirements

iv) KNQF Level Descriptors

*The Kenya National Qualifications Framework (General) Regulations,
2025.*

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 — (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 — (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; (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	A graduate at this level should demonstrate the application of knowledge and skills — (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)

*The Kenya National Qualifications Framework (General) Regulations,
2025.*

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	A graduate at this level should have — (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	A graduate at this level should have — (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	A graduate at this level should demonstrate the application of knowledge and skills — (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	

*The Kenya National Qualifications Framework (General) Regulations,
2025.*

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 — (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 — (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.

*The Kenya National Qualifications Framework (General) Regulations,
2025.*

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 — (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 — (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	A graduate at this level should have —

*The Kenya National Qualifications Framework (General) Regulations,
2025.*

	(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	A graduate at this level should demonstrate the application of knowledge and skills — (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	A graduate at this level should have — (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 analyse, plan, design and evaluate approaches to unpredictable problems and/or management requirements; (c) specialist technical and creative skills to express ideas and perspectives; and

*The Kenya National Qualifications Framework (General) Regulations,
2025.*

	(d) Communication skills to transfer knowledge and specialized skills to others and demonstrate understanding of knowledge.
Competence	A graduate at this level should demonstrate the application of knowledge and skills — (a) to transfer and apply theoretical concepts, technical or creative skills in a range of situations; (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 (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
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	A graduate at this level should have — (a) cognitive skills to identify, analyze, compare and act on information from a range of sources; (b) cognitive, technical and communication skills to apply and communicate technical; (c) solutions of a non-routine or contingency nature to a defined range of predictable and unpredictable problems; (d) Specialist technical skills to complete routine and non-routine tasks and functions; and (e) Communication skills to guide activities and provide technical advice in work and learning.
Competence	A graduate at this level should demonstrate the application of knowledge and skills — (a) to specialized tasks or functions in known or changing contexts;

*The Kenya National Qualifications Framework (General) Regulations,
2025.*

	(b) for responsibility for own functions and outputs, and may have limited responsibility for organization of others; and (c) for limited responsibility for the quantity and quality of the output of others in a team within limited parameters
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)

*The Kenya National Qualifications Framework (General) Regulations,
2025.*

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

*The Kenya National Qualifications Framework (General) Regulations,
2025.*

	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.

SECOND SCHEDULE

(r. 9)

MINIMUM ENTRY REQUIREMENTS

NQF level	Qualification type	Minimum admission requirements
10	Doctorate Degree Qualifications/KNQF level 10	Master degree
9	Master's Degree /KNQF level 9	Bachelor degree with at least 480 credit in a qualification of KNQF level 7 in relevant study area
8	Post Graduate Diploma/ Professional bachelor's degree Diploma/Management Professional/ Professional Master Craft Person qualification/KNQF level 8	Bachelor degree or HND or Professional Qualification with 480 credits in relevant subjects' area or equivalent prior learning experience and / or a qualification in relevant subject area or 600 credits after KNQF level 3 (KCBE) or KCSE C+
7	Bachelor's Degree/ NSC VI/ Master Craft Person I Qualifications	KCBE or KCSE C+ equivalent or KACE (A level) two (2) principals and 1 subsidiary or equivalent in relevant subjects or KNQF 6.
6	National Diploma/NSC V/ Master Craft Person II Qualifications/NVC V	KCBE or KCSE C- (Minus) or KCE division II, KACE one (1) Principal or an equivalent qualification or Certificate of Experiential Learning or KNQF 5
5	National Craft Certificate /NSC IV/ Master Craft Person III	KCBE or KCSE D (plain), KCE Div. III or equivalent qualifications or Certificate of Experiential Learning or completion of KNQF level 4
4	Artisan Certificate/National Skills Certificate III (NSC I)/Government Trade Test I (GTT-I)	KCBE or KCSE E, KCE Div. IV, or Certificate of Experiential Learning or completion of KNQA level 3
3	Senior Secondary	KMYA or KCPE Certificate or

*The Kenya National Qualifications Framework (General) Regulations,
2025.*

	Certificate/ National Skills Certificate II (SC II)/ National Vocational Certificate II (NVC II)/ National Skills Certificate II (NSC-II) /Government Trade Test II (GTT-II)	KCSE certificate E, KNQA level 2
2	Lower Secondary Education/ National Skills certificate I (NSC-I)/GTT III/NVC I	KPSEA / Level 1 Qualification
1	Primary Education Pre-primary Education	Birth certificate

THIRD SCHEDULE

(r.12(4))



ALIGNMENT AND VALIDATION OF QUALIFICATIONS

REVIEW AND REVOCATION OF QUALIFICATION ALIGNMENT DECISIONS AND VALIDATION OF CERTIFICATES

1.0 Introduction

The evaluation process by KNQA as outlined by the Qualifications Alignment procedure leads to three main decisions:

1. Award of certificate [Qualifications Alignment certificate or Validation Certificate basing on application]
2. No award of certificate
3. Revocation of certificate

Award of Alignment and Validation certificate

1. Two types of certificates can be awarded after evaluation of the application:
2. Qualifications Alignment certificate – indicating the level on the KNQF at which a given qualification is placed (or is comparable)
3. Validation certificate – indicating that a qualification was legally obtained and issued by QABs that conform to sections 5(1) and 30 of the KNQF Act

No Award of Alignment and Validation certificate

1. KNQA has the right to reject an application where the application: does not meet one or other requirements for Qualifications Alignment against the KNQF; or where a certificate is deemed not to be valid. In that case, justification note shall be sent to the applicant indicating reason(s) for not awarding a certificate.

3.0 Revocation of certificates

KNQA reserves the right to revoke a Qualifications Alignment or Validation certificate that has been issued where new information contradicts the information upon which the evaluation decision was based.

- a. In view of the afore-mentioned, KNQA will inform the qualification holder of the intention to revoke the QA or validation certificate. Meanwhile, continued use of such a certificate remains suspended until after conclusion of case.
- b. Representation received from the applicant within reasonable time (from the time when the notice was issued) will be considered by the Reviews Panel and a final decision made on whether to revoke or not.
- c. In the absence of a response or representation, KNQA will confirm the decision in writing.
- d. Where applicable, the Authority will replace the affected certificate with one reflecting the correct outcome.
- e. In any case, the decision will be communicated to the qualification holder in writing. Revoked certificates or their copies shall cease to be admissible for official use after revocation.

4.0 Loss of certificates

- a. Loss of the original Qualifications Alignment and Validation certificates must be declared in an affidavit (for foreign nationals) and police abstract and / or affidavit (for Kenyan citizens) and their loss must be reported to KNQA within 90 days from the reported time of alleged loss.

- b. Lost Qualifications Alignment and Validation certificates or their copies shall cease to be admissible for official use after they are reportedly lost.
- c. Report on the loss of certificates will be formalized at the Appeals panel.

FOURTH SCHEDULE

FORM KNQF 1



Application for Qualifications Alignment and Validation

A. Alignment

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 both sides
- 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 No.		
	Passport No.		
Address	Residential		
	Postal		
	Citizenship	Country	Form of Citizenship (Birth, Naturalization)
Contact	Email		

*The Kenya National Qualifications Framework (General) Regulations,
2025.*

	Tel.	
	Whatsapp	
Occupation	Company/Organization	
	Department/Field	

a) Have you ever made an application to KNQA? Yes ☐ No ☐

b) If yes please specify-----

--

SECTION B: Details of qualification for which recognition or equation 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.)

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

Qualifications Title (E.g. Bachelor of Science)	Qualification Awarding Body	Email address	Country of Origin

(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).

*The Kenya National Qualifications Framework (General) Regulations,
2025.*

SECTION D: Where qualification at 'B' 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

Remarks:
Name of verifying officer: -----
Signature: ----- Date: -----

*The Kenya National Qualifications Framework (General) Regulations,
2025.*

General Notes:

- Incomplete, inadequate or inaccurately filled application shall result in the application being rejected;
- It is an offence to give false information or to conceal information on this form;
- Applications will be processed upon payment of the non-refundable fee as set out in the Tariff Chart

All payment should be paid to the designated account for **Kenya National Qualifications Authority**

- All inquiries to be made The Director General, P. O Box 72635-00200 Nairobi. Tel. +254 20 2000272,
Email: info@knqa.go.ke o

B.Validation of a Certificate

- **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:			

*The Kenya National Qualifications Framework (General) Regulations,
2025.*

- **Qualification(s) to be verified** (*Copies of certificates to be enclosed & originals to be produced for verification 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

Additional information

Have you applied to the KNQA previously? reason and include reference: Please, specify	If yes Provide
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>	
Date:	Signature:

Remarks: 	For Office Use 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 as set out in the Tariff Chart
- iii. It is an offence to give false information or to conceal information when making this application.



CONSENT FORM

Note: This form shall serve as consent form for disclosure of information for the purpose of verification of certificates by Qualification Awarding Bodies.

Print clearly in black or blue ink (or type)

1. Name of Qualification Holder.....

2. Contact details of the applicant.....

Name of applicant.....

ID NO/Passport No.....

Postal Address.....

E-mail.....

Tel Mobile.....

3. Contact details of the third party, (The Authority will not be responsible should any additional fee be required)

Name: KENYA NATIONAL QUALIFICATIONS AUTHORITY

Postal address: 72635-00200, NAIROBI

E-mail: rev@knqa.go.ke: Mobile: +254-020-2100272

I hereby consent to the disclosure of my educational information to the Kenya National Qualifications Authority.

Signature

Date.....

*The Kenya National Qualifications Framework (General) Regulations,
2025.*

FIFTH SCHEDULE

(r.13(b)(viii))

No.	Description of service offered	Fees Charged-KShs
1.	Registration of a Qualification Awarding Body	50,000.00
2.	Registration of a Qualification	20,000.00
3.	Certificate of Qualifications Equivalence (Foreign QAB)	100,000.00
4.	Certificate of Qualifications Equivalence (Local QAB)	50,000.00
5.	Alignment of qualifications (for foreign nationals)	10,000.00
6.	Alignment of qualification (for a Kenyan citizen)	5,000.00
7.	Validation of foreign qualification (for a foreign national)	3,000.00
8.	Validation of qualification (for a Kenyan citizen)	2,000.00
9.	Review of Evaluation Decision on Alignment and Validation	2,000.00
10.	Registration of Recognition of Prior Learning Qualifications onto the National Qualifications Database	1,000.00
11.	National Qualifications Database Verification Fee	1,000.00

SIXTH SCHEDULE

(r.27(a)(d)(e))

QUALITY STANDARDS

**PART I: CRITERIA FOR QUALITY ASSURANCE OF
QUALIFICATIONS AWARDING SYSTEM**

Institutions shall ensure that their qualification awarding system adheres to the following sequential activities in line with the National Quality Assurance System for Qualifications Awarding System, encompassing the entire process of awarding qualifications:

- a) Accreditation of institutions in line with the National Accreditation System for Qualifications;
- b) Development of qualifications in line with the KNQF Level Descriptors;
- c) Accreditation of programmes in line with the National Quality Assurance System for Qualifications Awarding System and the National Accreditation System for Qualifications;
- d) Registration of qualifications onto the KNQF in line with the National Accreditation System for Qualifications;
- e) Programme delivery;
- f) Assessment and Certification of national qualifications in line National Assessment System for Qualifications;
- g) Registration of graduates onto the National Qualifications Database;

INTERNAL QUALITY ASSURANCE (IQA)

1. Institutions are primarily responsible for ensuring the quality of education and training and the qualifications they award in accordance with their mandates.

2. Vision, Mission, and Strategic Objectives

- a) Institutions shall publish vision and mission statements that demonstrate a commitment to continuous quality enhancement.
- b) These statements shall align with the institution's strategic objectives and be supported by relevant policies and procedures.
- c) The vision, mission, and strategic objectives shall be publicly disclosed and translated into actionable policies and strategic plans.
- d) Institutions shall ensure their planning processes, such as academic and financial planning, are coordinated to achieve high-quality outcomes.
- e) Continuous monitoring, evaluation, and benchmarking shall be conducted to align with the institution's vision and mission.

3. Governance and Management

- a) Clear governance and management frameworks shall be established to ensure sound governance and effective quality assurance practices.
- b) The institution shall have qualified leadership responsible for fostering a quality culture.
- c) Governance bodies shall have clear mandates and coordination mechanisms.
- d) Regular consultations with stakeholders shall be conducted to enhance quality and coherence.

4. Human Resources

- a) Institutions shall implement inclusive policies for recruiting and retaining qualified staff.
- b) Policies shall ensure equal opportunities and gender equality.
- c) Staff continuous professional development shall be ensured.

5. Financial Resource Management

- a) Institutions shall secure adequate financial resources and implement sound financial management practices.

- b) A diversified financial base shall be maintained to ensure proper allocation to core functions.
- c) Financial monitoring and evaluation shall align with national and international best practices.

6. Infrastructure and Facilities

- a) Sufficient and appropriate infrastructure and resources shall be provided to support teaching, learning, and research.
- b) Facilities shall meet national health and safety standards and be accessible to persons with disabilities.
- c) Information and Communication Technology (ICT) infrastructure shall support e-learning and be well-maintained.

7. Student Recruitment, Admission, Certification, and Support Services

- a) Institutions shall have clear policies for student recruitment, admission, progression, and certification.
- b) Support services shall promote student retention and progression and cater to diverse student populations.

8. Design, Approval, Monitoring, and Evaluation of Study Programmes

- a) Institutions shall implement systems for designing, developing, monitoring, and evaluating qualifications.
- b) Programmes shall be aligned with the KNQF level descriptors and meet national, regional, and international standards.
- c) Stakeholder participation in curriculum design and feedback integration shall be ensured.
- d) Programmes shall include core content and employability skills.

9. Teaching, Learning, and Assessment

- a) Policies and procedures shall promote effective learning, the acquisition of knowledge and competencies, and fair assessments.

- b) Assessment principles, standards, and procedures shall be publicly accessible.

EXTERNAL QUALITY ASSURANCE

1. Regulatory bodies shall periodically assess QABs, curriculum developers, assessment bodies, education and training institutions, and other relevant entities to ensure alignment with the KNQF, accountability, and enhanced quality of qualifications across all stages of the awarding process.
2. **Objectives of External Quality Assurance**
External quality assurance (EQA) shall ensure that institutions have clearly defined mission and vision statements and reinforce the effectiveness of their internal quality assurance systems (IQA). Institutions shall:
 - a) Recognize their responsibility for the quality of academic programs and align EQA with IQA.
 - b) Demonstrate a clear understanding of the relationship between IQA and EQA, ensuring both work together.
 - c) Maintain a quality culture and commit to continuous improvement.
 - d) Benchmark their processes against national, regional, and international standards.
3. **Designing External Quality Assurance Mechanisms**
EQA frameworks shall be fit for the purpose of ensuring alignment with internal quality systems. Quality Assurance Agencies are expected to:
 - a) Develop and implement EQA frameworks in consultation with stakeholders.
 - b) Periodically assess programmes and institutions for quality assurance.
4. **Implementation Processes of External Quality Assurance**
External Quality Assurance frameworks should be pre-defined, reliable, and implemented transparently. Institutions are expected to:
 - a) Conduct self-assessments.

- b) Undergo external assessments, including site visits and interviews.
 - c) Receive preliminary and final reports, with follow-up activities to address improvement areas.
- 5. Independence of Evaluation**
External Quality Assurance assessments should be carried out by independent panels of experts with diverse backgrounds. The process should ensure:
- a) Selection of competent, unbiased experts.
 - b) Transparency in the review process.
- 6. Decision and Reporting of External Quality Assurance Outcomes**
EQA reports should be clear, comprehensive, and publicly available. They should include:
- a) Purpose, context, and findings of the review.
 - b) Clear recommendations for follow-up actions.
 - c) Opportunities for institutions to correct factual inaccuracies.
- 7. Periodic Review of Institutions and Programmes**
EQA of institutions and programmes should be conducted regularly to ensure continuous improvement. QAAs must ensure:
- a) Defined and published review cycles.
 - b) Comprehensive reports resulting from periodic reviews.
- 8. Complaints and Appeals**
Established systems should be in place for institutions and stakeholders to raise concerns about the EQA process. QAAs must:
- a) Provide transparent processes for addressing complaints and appeals.
 - b) Ensure timely and fair resolution of issues.

PART II-DESIGNING A QUALIFICATION

27. Institutional Qualifications Development Policy

- (1) A registered institution shall develop and implement a qualification development policy that guides qualification

development in line with the KNQF Level Descriptors. The policy shall outline the institution's strategy for qualification design and development, quality assurance, assessment, and continuous improvement to meet national and global standards.

(2) A registered institution shall submit proof of internal approvals, statutory approvals under relevant laws, and compliance with KNQF.

(3) A qualifications development policy shall provide for —

- a) Structured stakeholder engagement mechanisms to align qualifications with industry and sector needs;
- b) A quality assurance framework, including accreditation and compliance with KNQF standards;
- c) the qualifications review cycle;
- d) the strategies for sustainability and growth of the qualification and
- e) the assessment of qualifications and impact assessment measures, including tracer studies, are used to evaluate the effectiveness of qualifications in the labour market and learner progression.

28. Qualifications Structure

(1) A registered Qualification Awarding Body shall submit all qualifications to the Kenya National Qualifications Authority (KNQA) for evaluation, approval, and registration before offering the qualification. No qualification shall be delivered or awarded without prior approval from the Authority.

(2) A qualification shall set out—

- a) the qualification title;
- b) the qualification code and classification in line with the Kenya National Qualifications Classification Standard;
- c) Alignment with KNQF level descriptors and provides for articulation;
- d) the rationale for the qualification and evidence of the need for the qualification;
- e) the aims of the qualification, main target groups of

Learners’;

- f) the KNQF level of the qualification and the Credit Value of the units of learning/modules/courses and the whole qualification;
- g) the recommended access routes to enter the qualification and any entry requirements;
- h) the progression routes after completion of qualification (e.g. further learning);
- i) the structure of qualification;
- j) the approaches to assessment for the award of the qualification;
- k) the specific quality assurance requirements of the qualification;
- l) any mutual recognition agreements with other qualifications and
- m) detailed specifications (e.g. modules, programs etc.).

PART III: CRITERIA FOR ASSESSMENT AND CERTIFICATION OF NATIONAL QUALIFICATIONS

1. Accredited Qualifications Awarding Bodies and/or Assessment Bodies shall conduct assessment for the award of national qualifications.

2. Accredited institutions shall develop and implement:

An assessment policy/guideline outlining types and categories of assessments; registration for assessments; setting of assessments; examination irregularities; assessment offences and penalties; deferment of assessments; marking and moderation of assessments and release of assessment results; invigilation of assessments; re-sits; exclusion from assessments; and assessment fees.

- a) An annual assessment calendar
- b) Standard operating procedures and manuals
- c) Transparent and fair appeals procedures.

3. Learning achievement shall be measured using a variety of approaches, including criterion-referenced standards-based assessment (CRSBA).
4. Assessment methods shall be guided by the expected learning outcomes and Bloom's Taxonomy. QABs shall specify the method of assessment for each qualification, including governance, roles, responsibilities, grading systems, and assessment tools.
5. The assessment process shall include a planning phase, an administration phase, and a post-administration phase, as per the QAB's assessment policy.
6. For online assessments, QABs shall ensure:
 - a) Proper infrastructure and protocols for secure and fair assessment.
 - b) Clear guidelines on the assessment scope, type, and required equipment.
 - c) Provisions for students with disabilities and contingency plans for technical failures.
 - d) Procedures for exam result management and feedback.
7. QABs and assessment bodies shall implement internal and external moderation mechanisms to ensure the assessment adheres to quality standards.
8. Assessments shall be conducted at authorized centres with up-to-date certification from relevant agencies.
9. Personnel involved in assessments shall be adequately qualified, trained, and registered with the relevant regulatory bodies.
10. QABs shall use standardized assessment instruments developed and moderated by qualified experts. These instruments must measure knowledge, skills, and attitudes against the learning outcomes set out in the KNQF.
11. Feedback on assessments shall be communicated effectively to stakeholders through reliable systems, and results shall be made available in a timely and

transparent manner.

12. A QAB shall assign credits to all units of competency/course units that contribute to the attainment of qualification in line with KCATS and the approved credit system.
13. QABs and assessment bodies shall award certificates as evidence of assessed and validated learning achievement in line with defined learning outcomes.
14. A QAB/assessment body shall spell out the requirements for the award of each national qualification registered.
15. QABs and assessment bodies shall publish and implement re-assessment and appeals policy guidelines.
16. QABs/assessment bodies shall provide a fair and favourable assessment environment for learners with special needs in line with relevant legal provisions.
17. QABs/assessment bodies shall adhere to the National Grading System.
18. QABs and assessment bodies shall establish a robust quality assurance mechanism for all aspects of national qualification assessment.

PART IV: CRITERIA FOR CREDITS ACCUMULATION AND TRANSFER

1. A credit shall be awarded to a learner in recognition of the verified individual achievement of the learning outcomes for the specified course, unit, module at a specified qualification level;
2. QABs shall provide for programme articulation and progression in line with the KNQF level descriptors during curriculum development and review processes.
3. The award and accumulation of credit shall be based on credible assessment process;
4. One (1) credit is equivalent to ten (10) notional hours. Distribution of the 10 notional hours, subject to the regulators' requirements, shall comprise the following:

- a) Contact hours: lecture hours in a supervised setting;
 - b) Self-study hours: reading, research, seminars, and assignments without direct supervision;
 - c) Industrial attachment : field attachment, teaching practice, supervised work in laboratory, workshop, or farm settings; and
 - d) Assessment hours: time needed for formative and summative assessment, assignments and examinations.
5. An academic year shall cover a minimum of 1200 notional hours (120 credits);
6. Credits may be transferred horizontally, vertically or diagonally:
- a) Horizontal transfer of credits is the recognition and transfer of credits within and between one institution at the same qualification level.
 - b) Vertical credit transfer encompasses recognizing and transferring credits from a lower level on the KNQF to a higher qualification level.
 - c) Diagonal transfer of credits is recognition and vertical transfer of credits between qualification's pathways;
- 7 Credit transfer may be used towards fulfilment of requirements of: -
- a) the same qualification or part-qualification in a different institution;
 - b) or a different cognate qualification or part-qualification in the same or a different institution.
9. Credit transfer can therefore take place: -
- a) on the same KNQF level or across KNQF levels;
 - b) in the same NQF Sub-Framework or across

different NQF Sub Frameworks;

- c) across departments in the same institution or across departments and different institutions; and
 - d) within a learning programme or across learning programmes, as applicable.
10. A student who has completed prior studies may be eligible for credit transfer if the courses or units are compatible, comparable, and complementary to those of the intended qualification, with at least four-fifths of the learning outcomes corresponding;
 12. The maximum percentage of credits that will be recognised and transferred towards a qualification or part-qualification shall be 49% of the total credit requirements for the targeted qualification;
 14. Credit transfer will only take place between similar or related programmes and upon attainment of ELO;
 15. No credits shall be transferred from a higher qualification level to a lower qualification level for a similar programme. The transfer of credits shall be case by case assessment;
 16. Credit related to thesis/dissertation, project work, teaching practices and industrial attachment shall not be transferable;
 17. An assessment process shall be put in place to evaluate the compatibility of learning outcomes achieved in different contexts with the learning outcomes of the qualification for which credits are sought;
 18. Assessment of an application for award of credit towards a qualification must take into account the requirements for the intended qualification level, volume of learning in the previous studies, currency of previous studies, and relevance of previous studies;
 19. Credit awarded as a result of assessment of previous studies and counted towards award of a qualification

shall be recorded in a student transcript as Transfer Credit by use of asterisk*.

20. A qualification considered for CATS shall meet the following conditions:
- a) The institution that awarded the qualification or part qualification is duly accredited by the relevant regulator;
 - b) The programme leading to the award of the qualification is accredited by the relevant accrediting regulator;
 - c) The programme is aligned to the KNQF Level Descriptors and provides for articulation;
 - d) The student presenting the qualification to be considered for award of credit meets entry requirements for the qualification where the previous credit was awarded;
 - e) The examining body for the qualification is a legally mandated assessment body;
 - f) Where the training institution and the qualification-awarding institution/body are different, each institution is legally accredited as a training/qualification-awarding institution; and
 - g) The previous studies are fully assessed and successfully completed with attainment of at least a Credit or its equivalent.

SEVENTH SCHEDULE

FORM KNQF 3

(r.28(4))

APPLICATION FORM FOR REGISTRATION OF A QUALIFICATION AWARDING BODY



1. Institutional Details

S/No.	Component	Provide Details
<i>Address and Contact Details of the Institution</i>		
1.	Name of the Institution:	
2.	Website URL:	
3.	County:	
4.	Sub-County:	
5.	Physical Address (Building, Road/Street)	
6.	Postal Address:	
7.	Telephone number:	
8.	Email Address:	
<i>Details about the Head of the Institution</i>		

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9.	Name of the Head of the Institution:	
10.	Workplace Telephone number:	
11.	Cell phone:	
12.	Email address:	
13.	Name of the Registration Liaison person	
<i>Details About the Registration Liaison Person</i>		
14.	Contact details for the Registration Liaison Person	
15.	Cell phone:	
16.	Email address:	
<i>History of the Institution and Accreditation by Regulatory Bodies</i>		
17.	Brief history of establishment and years of operation	
18.	Accreditation history/existing accreditations (<i>Approval by the regulator's or Professional Body, Approval or Standards or industry standards where applicable</i>):	

2. Attachments

(Please provide details on the required documents and attach the following documents)

S/No.	Description	Tick if available	Give details/list

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1.	Legal Mandate <i>(Describe and kindly attach a copy of the law allowing the award of qualification i.e. what gives you the mandate to offer the qualification)</i>		
2.	Organization Chart (Organogram)		
3.	Terms of Reference of Committees (<i>Academic Board/ Senate or its equivalent</i>)		
4.	Annual budget for the current year		
5.	Attach audited accounts for the last three years		
6.	Copies of current institutional/internal policies on: a. Curriculum development and review b. Credit Transfer c. Assessment and Certification d. Quality Assurance e. Completion Time f. Admissions (Local and Foreign)		

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	g. Academic Integrity h. Academic Progression i. Collaborations and Partnerships j. Community Service Learning k. Recognition of Prior Learning l. Research		
7.	Strategic Plan		
8.	Current prospectus and any other promotional material (<i>brochures</i>)		
9.	Copy of Student handbook		
10.	Approval Letter, License/Certificate and Report from the respective Regulatory Body <i>(Attach the report from the relevant regulatory body, if applicable)</i>		
11.	Copies of any recent tracer study reports		
12.	Copies of current health and safety certification		
13.	Other: (<i>Specify</i>)		

3. Staff and learners

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

	Component	Provide Details
1	Total number of full-time learners/candidates	
2	Total number of management staff	
3	Total number of Full-time teaching/research staff	
4	Total number of Part-time teaching/research staff	
5	Total number of administration/support staff	

4. Support services

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

	Component	Provide Details
1	Health	
2	Sports/recreation/Clubs	
3	Student welfare (including Counselling/student unions)	
4	Careers/placement	
5	Disability support	
6	Pastoral care	

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7	Academic support	
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5.0 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 and attach a separate qualification registration form for each qualification)

Title	Level	Duration in years	Total credits	Mode of delivery	No. of qualifications awarded in the previous year	Total qualifications awarded since inception

6.0 Signed for the Provider

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

Name of the Head of the Institution:	
Designation:	
Signature:	
Date of this application:	
Official rubber stamp	

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Please note:

1. Qualification listed in section above will be submitted for registration by completing and providing details in form KNQA/L/002,
2. The quality or accuracy of information submitted may affect the timescales for decision-making,
3. The application fee of thirty thousand (**KShs. 30,000**) is charged for Registration as a Qualifications Awarding Body;

Submit your application to;
The Director General/CEO
Kenya National Qualifications Authority
NACOSTI HQRA's Building, 4th Floor
Po Box 72635-00200
Nairobi, Kenya
Email directorgeneral@knqa.go.ke
Website: www.knqa.go.ke

**FORM KNQA/L/002: APPLICATION FORM FOR
REGISTRATION OF A NATIONAL QUALIFICATION**

Section A: Institution Details

(Submit a separate application for each qualification)

	Component	Provide Details
1	Name of the Qualifications Awarding Body	
2	Title of qualification	
3	This application has been approved by: <i>(Provide evidence of approval to register the qualification from your Institution i.e. Council, Board or equivalent)</i>	
4	Submission by Head of Institution:	Name: Designation: Signature: Rubber stamp:
5	Date of the application:	Date:
6	Name of the Liaison Person	
7	Contact details for Liaison Person	

Section B: Description of the Qualification

- i. Qualification KNQF Level :
- ii. Qualification type :
- iii. Qualifications Developer (curriculum developer):

- iv. Total Credits:
- v. Qualification Classification:
- vi. Qualification Code:

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 gaps does the revision respond to? How will the graduates' benefit- specify the likely employment outcomes? To what extent does the qualification respond to community needs or market issues or demands, including the availability of job opportunities, skills requirements, capacity building, etc.)

2. Qualifications regulations

a. Minimum Entry Requirements:

(Provide all the possible minimum admission requirements, including provision for Credit transfer and RPL)

b. Recognition of Prior Learning (RPL)

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

c. Requirements of the award (check for what the regulatory bodies require)

(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

(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, Basic, Common and Core: specialization, 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)

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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 (where applicable);**

Year	No. 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)

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;

5. Study Requirements

(Briefly describe the Regulations for attendance, voluntary exit/deferment, dismissal/expulsion from the qualification, work placement, completion time and academic dishonesty; Guidelines for dealing with issues of concern, including complaints and appeals against an assessment decision)

6. Learning Outcome Statements

(Briefly list the learning outcomes, skills and competencies that graduates of this qualification must have when they are awarded the qualification)

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 gaps; 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)

8. Resources for the Qualification

- a. Staff of the Qualification: state the qualifications and experience of the relevant technical staff
- b. Other resources and facilities of the Qualification i.e. Laboratories or workshop facilities, clinical areas, if needed, IT facilities including internet, Library, specialized materials and equipment

9. Certificate

(Attach a sample certificate for the qualification)

10. Appendices

Please comment and attach the following documents;

S/No.	Document description	Remarks
1.	Reports on the relevance of qualification to industry i.e. Market Research Report <i>(the Labour Market Information Report (Market Research Report), Training Needs Assessment, Tracer Study)</i>	
2.	List of Advisory Committee Members <i>(Evidence of Constitution of the Industry Sector Committees)</i>	
3.	Occupational Standards (OS)	
4.	Evidence of Stakeholder Engagement Reports	
5.	Curriculum of the Qualification	
6.	Sub-sector approval for the occupation <i>(where applicable - Professional Body's, Approval or Standards or</i>	

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	<i>industry standards where applicable)</i>	
7.	Approval by the sector regulator in Education and Training or Regulatory Body <i>(the education & training regulator)</i>	
8.	Evidence of Approval of the Curriculum by the QAIs Council / Institution's Authorizing Body;	

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;

- a. Kindly note that KNQA shall only register your qualification for a period of 4 years;*
- b. 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;*
- c. 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 National Database of National Qualifications;*
- d. It is generally acknowledged that the intellectual property of the qualification belongs to the institution that registers it in the KNQF;*

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- e. All correspondence regarding this registration process should be made to the Director General/CEO as shown below.*
- f. Local qualifications belonging to a qualification awarding body other than the applicant making a 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 on the KNQF.*

Submit All Information to;
The Director General/CEO
Kenya National Qualifications Authority
Nairobi, Kenya

Made on the, 2025.

Julius Migos Ogamba,
Cabinet Secretary for Education.