

**TVET STANDARD**

**TVETS 08:2023**

ICS 03.180

**First Edition**

# **TVET Standard — Recognition and Equation of TVET Qualifications- Requirements and Guidelines**



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## **REVISION OF TVET STANDARDS**

In order to keep abreast of progress in industry, TVET Standards shall be regularly reviewed. Suggestions for improvements to published standards, addressed to the Director General, Technical and Vocational Education and Training Authority are welcome.

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# **TVET Standard — Recognition and Equation of TVET Qualifications-Requirements and Guidelines**

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TVET AUTHORITY KENYA @ TVETAKenya



Tvet Authority Page



## Foreword

Development of the Technical and Vocational Education and Training (TVET) Standards has been necessitated by the need for establishing requirements governing quality of training services in the TVET sector. It is envisaged that through standardization, service delivery disparities that are encountered when services are rendered within the TVET sector will be removed.

Technical and Vocational Education and Training Authority (TVETA) has established a Technical Standards Committee mandated to develop standards through consultations with stakeholders and Kenya Bureau of Standards (KEBS). The Committee is composed of representatives from the TVETA Standards Development Department, public and private sector organizations in the TVET sector.

TVET Standards are developed through a Technical Committee in consultation with key stakeholders and professional experts representing government, regulatory and professional bodies, curricula development and assessment agencies, academia, consumer groups, public and private colleges, universities and other interested parties.

Draft TVET Standards are circulated to stakeholders. The comments received are discussed and incorporated before finalization of the standards, in accordance with the principles and procedures for development of training Standards. Once finalized, the public are then notified through Government gazette.

TVET Standards are subject to review from time to time. Users of the TVET Standards are therefore expected to ensure that they always have the latest versions of the standards they are implementing.

Attention is drawn to the possibility that some of the elements of this document may be subject to patent rights. TVETA shall not be held responsible for identifying any or all such patent rights.

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# **TVETS 08:2023**

## **Introduction**

The Technical and Vocational Education and Training Authority (TVETA) undertakes recognition and equation of qualifications awarded by Local or Foreign TVET Institutions in accordance with Section 7 (g) and 42 of The TVET Act No. 29 of 2013 (Revised 2014) and the TVET Regulations, 2015.

# TVET Standard — Recognition and Equation of TVET Qualifications- Requirements and Guidelines

## 1 Scope

This TVET Standard specifies the requirements and guidelines for recognition and equation of TVET qualifications awarded by local or foreign TVET institutions.

The standard is applicable to individuals and organizations applying for recognition and equation of TVET qualifications.

The standard is not applicable to non-TVET qualifications.

## 2 Normative references

The following referenced documents referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies. There are no normative references in this document.

*TVET Act No. 29 of 2013 (Revised 2014)*

*TVET Regulations, 2015*

*Kenya National Qualification Framework (KNQF)*

## 3 Terms, definitions and abbreviations

For the purposes of this document, the following terms, definitions and abbreviations apply.

### 3.1 Terms and definitions

#### 3.1.1

##### **authority**

Technical and Vocational Education and Training Authority

#### 3.1.2

##### **equation**

comparison of qualifications to estimate similarities or dissimilarities

#### 3.1.3

##### **recognition**

process of acknowledgement of the value and acceptability of a qualification

#### 3.1.4

##### **TVET qualifications**

the formal outcome of an assessment and validation process which is obtained after determination by an assessment body that a trainee has achieved learning outcomes to given standards. They include artisan, craft and diploma qualifications

#### 3.1.5

##### **working hours**

This shall be in accordance with the Human Resource Policies and Procedures Manual for the Public Service (2016)

### 3.2 Abbreviations



DCI	Directorate of Criminal Investigations
EACC	Ethics and Anti-Corruption Commission
G.P.A.	Grade Point Average
KNQF	Kenya National Qualifications Framework
NIS	National Intelligence Service
NVCET	National Vocational Certificate in Education and Training
NVC	National Vocational Certificate
TVET	Technical and Vocational Education and Training
TVETA	Technical and Vocational Education and Training Authority

## **4 Requirements and guidelines**

### **4.1 General requirements for recognition and equation of qualifications**

- 4.1.1** The qualification(s) must have been obtained from an accredited institution in the home country.
- 4.1.2** The qualification(s) must have been awarded by a body with a legal mandate to award qualifications.
- 4.1.3** The programme leading to the qualification must have been accredited and recognized from the country of origin.
- 4.1.4** The holder of a qualification must have met the minimum entry requirements for a programme leading to an equivalent qualification in Kenya.
- 4.1.5** The copy of certificate to be recognized and equated must be signed and stamped by an advocate who is a commissioner for oaths (for Kenyan Citizens), or a notary public (for foreign nationals) or the issuing Institution.
- 4.1.6** All copies of certificates and transcripts presented as proof of attainment of entry requirements for a particular qualification must be signed and stamped by an advocate who is a commissioner for oaths (for Kenyan Citizens), or a notary public (for foreign nationals) or the issuing Institution.

### **4.2 Application requirements and guidelines for recognition and equation of TVET qualifications**

#### **4.2.1 Eligibility for application**

An application for Recognition and Equation of a qualification shall be made by any of the following:

- a) the individual holder of local or foreign qualification.
- b) the current or the prospective employer of the individual.
- c) the institution or university where the individual has sought admission for further studies.
- d) a lawful government investigative agency (including DCI, EACC and NIS).
- e) a court of law.

#### **4.2.2 Application procedure**

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- a) An application shall be made online using the recommended form (See Annex A)
- b) Requisite fee shall then be paid and the completed form submitted
- c) The completed application and evidence of payment shall be submitted to:
  - i. TVETA Offices during working hours;
  - or
  - ii. Send soft copies to req@tveta.go.ke.

### 4.2.3 Application requirements

The following documents will be required when applying for recognition and equation of TVET qualifications:

- a) Signed and stamped copies of required certificates.
- b) Signed and stamped copies of transcripts to support the qualification(s).
- c) Signed and stamped copy of National Identity Card (ID) or a valid Passport for Kenyan Citizens.
- d) Signed and stamped copies of a valid passport, visa (where applicable) and letter of provisional admission/intent to pursue training in Kenya for foreign nationals.
- e) Signed and stamped copy of a valid Passport, Work Permit, Visa (where applicable) and Letter of invitation for interview or employment offer for foreign nationals intending to work in organizations based in Kenya.
- f) Payment of requisite fee.

NOTE 1 For Kenyan citizens all copies of certificates and supporting documents shall be signed and stamped by an Advocate who is a Commissioner for Oaths or the respective issuing Institution.

NOTE 2 For Foreign nationals all copies of certificates and supporting documents shall be signed and stamped by an Advocate who is a Notary Public or the respective issuing Institution.

## 4.3 Requirements and guidelines for specific qualifications

### 4.3.1 Recognition of higher national/advanced diploma qualifications

The holder of the Award must have obtained a relevant Diploma Certificate (KNQF Level 6) or its equivalent.

### 4.3.2 Recognition of diploma qualifications

The holder of the Award must have obtained:

- a) KCSE Mean Grade C- (minus) or its Accredited and Recognized equivalent, or
- b) A relevant Craft Certificate (KNQF Level 5), or
- c) The Kenya Certificate of Education (KCE), East African Certificate of Education (EACE), "Ordinary Level" Division III or an Accredited and Recognized equivalent, or
- d) The Kenya Advanced Certificate of Education (KACE) "Advanced Level" with at least one Principal pass and a subsidiary.

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- e) The minimum volume of learning is 2400 Hours (240 Credits) or 1200 hours (120 credits) after Level 5.

### 4.3.3 Recognition of craft/certificate qualifications

The holder of the Award must have obtained:

- a) KCSE Mean Grade D (plain) or its Accredited and Recognized equivalent, or
- b) A relevant Artisan Certificate (KNQF Level 4), or
- c) The Kenya Certificate of Education (KCE), East African Certificate of Education (EACE), "Ordinary Level" Division IV or an Accredited and Recognized equivalent, or
- d) The Kenya Advanced Certificate of Education (KACE) "Advanced Level" with at least a subsidiary.
- e) The minimum volume of learning is 1200 Hours (120 Credits) or 600 Hours (60 Credits) after Level 4.

### 4.3.4 Recognition of artisan qualifications

The holder of the Award must have obtained:

- a) KCSE Mean Grade E or its Accredited and Recognized equivalent, or
- b) Government Trade Test/NVCET/NVC (KNQF Level 3), or
- c) The Kenya Certificate of Education (KCE)/ East African Certificate of Education (EACE), or an Accredited and Recognized equivalent.

The minimum volume of learning is 600 hours (60 Credits) or 300 hours (30 Credits) after level 3.

### 4.3.5 Institutional recognition (See Annex B)

### 4.3.6 Qualifications not recognizable

The Authority shall not recognize foreign qualifications if:

- a) The academic programme is not Accredited and Recognized in the home country;
- b) The awarding Institution is not Accredited and Recognized by an Accrediting Body operating under International Conventions, Regional Conventions or the Laws of the Country of Operation;
- c) The award does not meet the minimum workload requirements as per The Technical and Vocational Education and Training Act, 2013 and any other applicable law;
- d) The holder of the qualification did not meet the minimum admission requirements as per The Technical and Vocational Education and Training Act, 2013 and any other applicable law; and
- e) The qualification was obtained under a collaborative arrangement that is neither authorized nor recognized by the Authority.

NOTE Recognition and Equation of Qualifications is bound by International Conventions, Regional Conventions and by the Laws of the Countries in which Foreign TVET Institutions operate.

### 4.3.7 Equation of qualifications

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In addition to the requirements for Recognition of Qualifications as provided in 4.1.1 – 4.1.6, equation of Qualifications shall be based on:

- a) Previous qualifications before enrolling for the given qualification to confirm compliance to the minimum entry qualifications in line with the TVET Act, 2013 and TVET Regulations, 2015.
- b) Content and duration of study in line with section 1-5 above.
- c) Qualification transcript(s) presented.
- d) In case of professional qualification, evidence of registration to practice in the country of origin must be presented.

### 4.3.8 Grading system

The qualification shall be equated in accordance with Table 1.

**Table 1 — Qualification grading system**

S/N	Overall average mark	G.P.A.	Classification
a	70% and above	3.70 - 4.00	Distinction
b	60% - 69%	3.00 - 3.69	Credit
c	40% - 59%	2.00 – 2.99	Pass
d	<40%	<2.00	Fail

### 4.3.9 Charges

The charges shall be as published in Kenya Gazette by the Authority and shall be as follows:

- a) First application by holder of a qualification: KES 5,000.
- b) More than one qualification from the same institution (submitted at the same time): KES 5,000. If qualifications are from different institutions, then each qualification shall be charged KES 5,000.
- c) Subsequent application of the same qualification by the holder: KES 3,000/=
- d) Express (within 24 hours) service for recognition of a qualification: KES 10,000/= each
- e) Application by a prospective employer or any other body:
  - i. Within the Republic of Kenya: KES 10,000/= per award.
  - ii. Outside the jurisdiction of the Republic of Kenya: USD 300 per award.

NOTE TVETA is mandated by Section 12 of The TVET Act No. 29 of 2013, to levy charges for services rendered for Recognition and Equation of Qualifications awarded by TVET Institutions. With effect from 21st November 2014, as published in the Kenya Gazette, Notice No. 8477 and No. 6853 of 26th August 2016.

### 4.3.10 Modes of payment

Payments for recognition and equation shall be paid through the designated Bank or M-PESA (See Annex C)

### 4.3.11 Procedure for recognition and equation of qualifications

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The procedures for recognition and equation of qualifications shall be in accordance with Annex D.

**Annex A**  
(normative)

**Application form**

**APPLICATION FOR RECOGNITION AND EQUATION OF TVET QUALIFICATIONS**

**SECTION A: TO BE FILLED BY THE APPLICANT**

- (a) Name of the Applicant .....
- Nationality: .....
- (b) Postal Address .....
- Tel: .....
- (c) Email address: .....
- (d) Date .....
- (d) National Identity/Passport No. ....
- (e) Qualification(s) presented (Tick appropriately)
  - (i) Higher/Advanced Diploma
  - (ii) Diploma
  - (iii) Craft
  - (iv) Artisan
- (f) Reasons for Recognition/Equation of Qualification(s) .....
- (g) Mode of payment;  
M-Pesa: Transaction code: .....
- Bank: Transaction code: .....

**SECTION B: FOR TVETA USE ONLY**

Declaration by Accounts Office

Received KES ..... in words ..... for the services.

Name of the Accounts Officer: .....

Signature ..... Date .....

Declaration by Records Management Unit

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I have received the application documents from the above applicant.

Name of the RMU Officer:.....

Signature ..... Date .....

**Annex B**  
(normative)

**Institutional Recognition**

**B.1 In circumstances where:**

The qualification does not meet the minimum requirements as per The Technical and Vocational Education and Training Act, 2013 and any other applicable law;

And/or

The holder of the qualification did not meet minimum entry requirements for a programme leading to an equivalent qualification in Kenya,

But

The awarding Institution is Accredited and Recognized by an Accrediting Body operating under International Conventions, Regional Conventions or the Laws of the Country of Operation;

And/or

The qualification was obtained under a collaborative arrangement not authorized and/or recognized by TVETA;

The Authority may grant only Institutional Recognition.



**Annex C**  
(normative)

**Payment details**

**C.1 Technical and Vocational Education and Training Authority**

Kenya Commercial Bank Ltd.

Kipande House Branch

Account Number: 1212502450

SWIFT CODE/IBAN: KCBLKENX

**C.2 M-Pesa Paybill Number: 894135**

Account Number: Full name and ID/Passport Number

**Annex D**  
(normative)

**Procedure for Recognition and Equation of Qualifications**

**D.1** Application for this service shall be submitted in person, through post or online

- a) Those wishing to submit the application in person shall present both original and copies of the certificates, transcripts and other required documents.
- b) Those applying through post or online shall submit copies of the certificates, transcripts and other required documents on condition that they will present the originals for verification prior to collecting their letters of recognition.

**D.2** Certificates and transcripts submitted by Kenyan citizens must be signed and stamped by:

- a) An Advocate who is a Commissioner for Oaths, OR
- b) The respective issuing Institution.

**D.3** Certificates submitted by Foreign Nationals/Institutions must be signed and stamped by:

- a) An Advocate who is a Notary Public, OR
- b) The respective issuing Institution.

**D.4** The following documents shall be submitted to TVETA:

- a) A duly filled application form TVETA/ACC/FRM/009 for Recognition and Equation of qualification(s).
- b) Academic certificates.
- c) Academic transcripts.
- d) For Kenyans: National Identity Card (ID) or a valid Passport.
- e) For foreign nationals who intent to pursue training in Kenya: A valid Passport, Visa (where applicable) and Letter of Provisional Admission.
- f) For foreign nationals who intend to work in Kenyan organizations: A valid Passport, Work Permit, Visa (where applicable) and Letter of invitation for interview or employment offer.

**D.5** Certificates and transcripts in a foreign language should be translated into English.

**D.6** Submission of applications and collection of letters shall be done during working hours.

**D.7** Application for Recognition and Equation will normally be processed within five (5) working days unless the applicant has sought express service.

**D.8** Application for Recognition and Equation sought under express service will be processed within twenty-four (24) hours.

## **111Bibliography**

[1] Kenya National Qualifications Framework (KNQF)

[2] KNQF Act, 2014

[3] TVET Act, 2013

[4] TVET Regulations, 2015

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