



**COLLEGE INSPECTION AND CURRICULUM ACCREDITATION GUIDELINES
2021**

DRAFT

COLLEGE INSPECTION AND CURRICULUM ACCREDITATION GUIDELINES, 2021

PART I — PRELIMINARY

1. Citation.
2. Interpretation.
3. Scope.

PART II — ACCREDITATION PROCESS

4. Application for accreditation for the curriculum

PART III — QUALITY STANDARDS

5. Quality standards.

PART IV — TERMINATION, SUSPENSION AND REVOCATION OF ACCREDITATION

6. Termination.
7. Suspension and Revocation.
8. Appeals.
9. Curriculum Termination Plan.

PART V — MISCELLANEOUS PROVISIONS

10. Miscellaneous provisions.

COLLEGE INSPECTION AND CURRICULUM ACCREDITATION GUIDELINES, 2021

PART I — PRELIMINARY

1. Citation

These Guidelines may be cited as the College inspection and curriculum accreditation guidelines 2021.

2. Interpretation

In these Regulations, unless the context otherwise requires —

"accreditation" means the issuance of a certificate for a period of five (5) years by the Media Council of Kenya upon successful application, self-assessment and verification that the institution has met the quality standards and criteria prescribed by the Council;

"Act" means the Media Council Act No. 46 of 2013

"Certificate" means the authority or instrument granted under the seal of the Media Council of Kenya to a TVET College to offer the curriculum developed by the Council;

"Curriculum" means approved courses and technical training issued by the Media Council of Kenya;

"Council" means the Media Council of Kenya as defined in the Media Council Act No. 46 of 2013;

"Institution" means a training College or a registered educational body under the relevant government agencies offering the Council's accredited curriculum.

3. Scope

- 1) These Regulations shall apply to any institution which is offering or intends to offer the Council's curriculum.
- 2) No institution shall be eligible to apply for accreditation under these Regulations unless the institution is registered as an educational College by the respective government agency.
- 3) No institution shall offer the Council's curriculum unless that institution has been issued with a certificate by the Council in accordance with these Regulations and the Act.
- 4) The Council may suspend or revoke a certificate to its curriculum in accordance with the provisions of these Regulations and the Act.
- 5) Where the Council has suspended or revoked the certificate, the Council shall publish a notice of the cancellation or revocation in the Kenya Gazette, the Council's website and in at least two newspapers with largest circulation nationwide.

PART II — ACCREDITATION PROCESS

4. Application for accreditation of the Curriculum

- 1) A person or institution who at the commencement of these Regulations either intends to, or is offering the Council's curriculum, shall apply to the Council for accreditation.
- 2) An application under paragraph (1) shall be made in Form A provided in the Council's website.
- 3) An institution making an application for accreditation in accordance with these regulations shall provide —
 - a) Dully Filled Form A – the curriculum accreditation application available on the Council's website.
 - b) Duly filled Form B - Self-Assessment Curriculum Accreditation Form available on the Council's website.
 - c) Certified copies of statutory registration documents for the applicant.
 - d) A strategic plan, highlighting specific strategies applicable to ensure sustainability and growth of the curriculum.
 - e) Supporting policy documents, including staff recruitment and development policy, infrastructure and ICT policy, research policy and library and e-resources policy.
- 4) After the Council has reviewed the application documents, it shall notify an applicant of the date when it will make an on-site visit to inspect the facilities of the institution.
- 5) An institution will be required to make payment for course **accreditation fees** as determined by the Council upon successful application.
- 6) The Council shall review an application made under these Regulations within thirty days and shall —
 - a) notify the applicant that the application complies with these Regulations; or
 - b) notify the applicant with reasons that the application does not comply with these Regulations.
- 7) An applicant who has been notified by the Council that the application does not comply with these Regulations may amend the application and resubmit it to the Council within twelve months of the notification: Provided that nothing in this paragraph shall mean that an applicant may not apply for accreditation at any other time.
- 8) The Council shall enter the name of the institution in a register of its curriculum providers and shall publish a notice in the Kenya Gazette and the Council's website that the institution has been issued with a certificate in accordance with the Act and these Regulations.
- 9) An institution offering the Council's curriculum may—
 - a) advertise that they are offering curriculum.
 - b) launch the curriculum.

- c) mobilise resources to implement and maintain the quality standards set out in these Regulations.

PART III — QUALITY STANDARDS

- 10) The Council shall undertake an audit of the quality of training offered by an institution after two years from the date of the accreditation but not later than three years and shall prepare and submit a report to the institution.
- 11) The Council may investigate on its own motion, or at the request of any person, whether an institution an institution offering the curriculum is complying with the Act or these Regulations and shall prepare and submit a report to the relevant parties.
- 12) An institution shall apply for the renewal of the certificate issued under the Act and these Regulations at least one year before the date of expiry of accreditation.
- 13) The application for renewal of accreditation shall be accompanied by a report indicating the progress made in the maintenance of quality standards and the institution's strategies based on the audit undertaken by the Council.
- 14) An application for the renewal of the certificate shall be reviewed in accordance with the relevant provisions of this regulation any other requirements specified by the Council.
- 15) The Council shall use Form C, the Curriculum Inspection Form, and these Regulations to ensure adherence to quality standards.
- 16) Notwithstanding the generality of paragraph (1) above, the quality standards to be met by an institution offering the Council's curriculum shall include—
 - a) Strategic Plan.
 - b) admission requirements, class size and enrolment.
 - c) modes of delivery.
 - d) examinations performance;
 - e) academic staff establishment and qualifications;
 - f) research and publications;
 - g) infrastructure and resources;
 - h) library and e- resources;
 - i) student services and support;
 - j) criteria of admission of foreign students and credit transfers; and
 - k) open and distance learning.

PART V-TERMINATION, SUSPENSION AND REVOCATION OF ACCREDITATION

11. Termination

- 1) An institution accredited to offer the Council's curriculum shall issue a three-month notice in writing to the Council, of intention to terminate offering the curriculum.
- 2) The notice in (a) above shall give details of the institution's closure plan that safeguards the interests of students and staff.
- 3) Where an institution fails to apply for the renewal of accreditation in accordance with regulation 6, it will be deemed that it no longer offers the Council's curriculum and shall be removed from the Council's register

12. Suspension and Revocation

- 1) Where the Council establishes that an institution offering its curriculum is no longer compliant, the Council shall:
 - a) Issue a notice in writing terminating the institution from offering the curriculum
 - b) Issue a notice in writing suspending the institution from offering the curriculum for a period not exceeding three months and requiring it to take corrective action that may be specified by the Council;
 - c) Require the institution to furnish the Council with a compliance or curriculum termination plan within a period of three months;
 - d) Subject to (a) and (b) the Council shall require the institution to comply with the approved compliance plan within the timelines to be provided by the Council.
 - e) Subject to (a) and (b) the Council shall require the institution to terminate the administration of the curriculum within a period not exceeding one year from the date of the inspection.
- 2) Where the Council determines that an applicant may resume offering the curriculum, the Council shall return the initial certificate that was issued.
- 3) Immediately the Council has received a compliance plan from an institution, the Council —
 - a) shall schedule an audit to verify the contents of the report and if satisfied that the institution has instituted appropriate measures to remedy matters raised in the notice of suspension, lift the suspension, subject to conditions as the Council shall deem necessary; or
 - b) shall publish a notice in the Gazette, the Council's website and in at least two newspapers with largest nationwide circulation the notice of suspension or revocation of accreditation of the institution.

13. Curriculum Termination Plan

- 1) An institution whose accreditation has been revoked by the Council shall, within three months of the revocation, submit to the Council a curriculum termination plan which shall, in addition to any other matter provided for under any other written law, provide for —
 - a) a management plan and process for facilitation of transfer of students to other institutions.
 - b) a management plan for the staff following the termination of the curriculum.

14. Appeals

- 1) A person aggrieved by a decision of the Council may appeal to the Complaints Commission against that decision within 30 days.

PART VI — MISCELLANEOUS PROVISIONS

15. Miscellaneous provisions

- 1) All documents submitted to the Council shall be in the English or Kiswahili language.
- 2) Course accreditation fees once paid shall not be refunded in the event of suspension, or revocation.
- 3) An institution which contravenes any of the provisions of these Regulations commits an offence.
- 4) Any person who contravenes any of the provisions of these Regulations commits an offence.
- 5) A member of the Council who is a member of staff or a faculty or is in any way connected to or interested in the affairs of an institution that is the subject of accreditation, shall not participate in the evaluation of that institution's programme or inspection of its facilities.