APPLICATION FORM FOR ACCREDITATION OF TRAINING INSTITUTIONS

This form is to be completed by Universities, University campuses and University colleges accredited by the Commission for Higher Education in Kenya or its equivalent for institutions based outside Kenya.

In order to enable kasneb evaluate your institution for purposes of accreditation, you are required to complete this application form and submit it together with all supporting documents to:

The Secretary and Chief Executive
kasneb
P.O. Box 41362 - 00100
NAIROBI

All the information provided in this form will be treated with confidentiality.

Please read the guidelines for accreditation carefully before completing this form.

A.   GENERAL INFORMATION

1.   Name of institution: …………….……………………….……………............…….........

2.   Physical location: Country……………………Town/city……………………..
               Street………………………Building………………………

3.   Contact address:
   (a)   Postal address: P.O. Box ………......... Code:..……City/Town: ………….
          Country:………………………......

   (b)   Telephone:……………….………....... Fax: ......……….….………………

   (c)   Email:…………………….................Website:………………………...

4.   Type of institution *(tick as appropriate)*

   (a)   Public University

   (b)   Constituent college of a Public University

   (c)   Private University

      (i)   Chartered

      (ii)   Operating with Letter of Interim Authority

      (iii)   Operating with Certificate of Registration

   (d)   Other *(please specify)* …………………………………………….................

5.   Campuses or branches *(indicate physical location, address, name and telephone number of contact person).*

   …………………………………………………………………………………............

   …………………………………………………………………………………............

   …………………………………………………………………………………............

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B. INSTITUTIONAL ADMINISTRATION AND GOVERNANCE

1. (a) Indicate whether the institution has policies to address the following issues:

   (i) Recruitment, appraisal, promotion and dismissal of:

	YES	NO
• Management	☐	☐
• Staff	☐	☐
• Trainers	☐	☐

   (ii) Non-discrimination on the basis of race, religion, culture, national origin, sex or age.　　YES ☐　　NO ☐

   (iii) Involvement of the following in decision making in areas in which they have a significant and direct interest touching on their welfare:

	YES	NO
Staff	☐	☐
Trainers	☐	☐
Students	☐	☐

   (b) Indicate any other significant institutional policies in existence and of relevance to accreditation._____

   _____

   _____

   _____

   (c) Are the policies in 1 (a) and (b) above documented and communicated to the parties concerned?

   YES ☐　　NO ☐

2. Briefly describe the communication channels that exist between the institution and:

   (a) Management:_____

   _____

   (b) Staff: _____

   _____

   (c) Trainers:_____

   _____

   (d) Students: _____

   _____

   _____

3. Indicate the following details regarding the administrative staff that deal with kasneb students either directly or indirectly.

Division/department	Number of staff	Highest qualification	Lowest qualification

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4.   (a) Does the institution have off-site/satellite campuses or branches?
         YES ☐   NO ☐
         If yes, proceed to 4 (b).

     (b) Are the authority and responsibility relationships between the main institution and the campuses/branches documented and clearly delineated?
         YES ☐   NO ☐

5. Does the institution have codes of ethics to govern the conduct of:

		YES	NO
(i)	Management?	☐	☐
(ii)	Staff?	☐	☐
(iii)	Trainers?	☐	☐
(iv)	Students?	☐	☐

     (v) Other parties? (Specify) _____

6.   Is there an internal quality assurance system in place to ensure continuous evaluation and improvement of institutional policies, processes and procedures?
         YES ☐   NO ☐
     If yes, briefly explain the system:
     _____
     _____

7.   Institutional integrity:

     (a) Have the institution been investigated by kasneb concerning cases of examination irregularities within the last three years?

         YES ☐   NO ☐

         If yes, indicate the measures undertaken by the institution to prevent recurrence of such irregularities.
         _____

     (b) Are there mechanisms and controls to ensure all monies collected by the institution from students for remission to kasneb are properly accounted for and remitted on time?

         YES ☐   NO ☐
          If yes, please explain.
         _____
         _____

C.   **TRAINERS**

1.   Provide the following information relating to the trainers of kasneb courses in the institution:

Course Title		Number of students		Number of trainers		Trainers' qualifications		Lecture hours per week per trainer		Course hours per paper per semester	
		Full-time	Part-time	Full-time	Part-time	Highest	Lowest	Maximum	Minimum	Maximum	Minimum
CPA Part I	- Section 1										
	Section 2										
CPA Part II	- Section 3										
	Section 4										
CPA Part III	- Section 5										
	Section 6										
CS Part I	- Section 1										
	Section 2										
CS Part II	- Section 3										
	Section 4										
CS Part III	- Section 5										
	Section 6										
CICT Part I	- Section 1										
	Section 2										
CICT Part II	- Section 3										
	Section 4										
CICT Part III	- Section 5										
	Section 6										
CIFA Part I	- Section 1										
	Section 2										
CIFA Part II	- Section 3										
	Section 4										
CIFA Part III	- Section 5										
	Section 6										
CCP Part I	- Section 1										
	Section 2										
CCP Part II	- Section 3										
	Section 4										
CCP Part III	- Section 5										
	Section 6										
ATD	- Level I										
	Level II										
	Level III										
DICT	- Level I										
	Level II										
	Level III										
DCM	- Level I										
	Level II										
	Level III										
CAMS	- Level I										
	Level II										

(Attach a list showing the names, qualifications, subjects taught and nature of contract for each trainer of kasneb courses. The curriculum vitae and certified copies of certificates for each trainer should also be attached).

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2. Does the college run Distance Learning Programmes for **kasneb** courses?
   YES ☐   NO ☐
   If YES, indicate the kasneb course(s) involved and approximate number of students in each course _____
   _____

3. Do trainers prepare work plans showing programme for syllabus coverage in the semester?
   YES ☐   NO ☐

   If yes, are the work plans reviewed, approved by management and updated as appropriate?
   YES ☐   NO ☐

4. (a) Are trainers regularly evaluated by students?
   YES *(attach copy of evaluation form)* ☐   NO ☐

   If yes, proceed to 3 (b) and (c).

   (b) Is proper and timely feedback provided to trainers on the evaluation results?
   YES ☐ NO ☐

   If yes, briefly explain how this is achieved.
   _____

   (b) Comment on the general effectiveness of the trainers' evaluation system.
   _____

5. (a) Is there a system for trainers to periodically evaluate students' performance and progress?
   YES ☐   NO ☐
   If yes, briefly explain and proceed to parts (b), (c) and (d).
   _____

   (b) Are continuous assessment tests (CATs) and assignments compulsory for all students?
   YES ☐   NO ☐
   If yes, how is this enforced?

   CATs: _____

   ASSIGNMENTS:_____

   (c) Does the institution maintain a record of students' performance?
   YES ☐   NO ☐
   If yes, for how long?
   _____

   (d) Are follow-ups made on students' performance to ensure continuous improvement?
   YES ☐ NO ☐
   If yes, briefly explain how this is done.
   _____

6. Does the management hold meetings with trainers to discuss issues of common interest?
   YES ☐   NO ☐

   If yes, indicate the frequency of meetings per year.
   _____

7. What contractual (job) security, if any, is extended by the institution to full-time and part-time staff?
   Full-time staff_____

   Part-time staff _____
   (Attach sample of contract in each case)

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8. **To be filled by institutions offering or intending to offer training for CPA and ATD examinations.**

International Education Standard (IES) 3 - Professional skills and general education requires accountancy education programmes to impart, among other skills, personal, interpersonal, communication, presentation and reporting skills (refer to the guidelines on accreditation of training institutions).

IES 4 – Professional values, ethics and attitudes requires the presentation of professional values, ethics and attitudes to students be enhanced through the use of participative approaches (refer to the guidelines on accreditation of training institutions).

Comment on whether the training programmes in your institution comply with the requirements of IES 3 and IES 4.

_____

_____

_____

D. **PHYSICAL AND TECHNOLOGICAL RESOURCES**

1. Indicate the following:
   (a)   Classrooms/lecture theatres

Professional examinations	Number of classrooms/lecture theatres allocated (including common facilities)	Estimated seating space in square metres	Seating capacity		
			Largest class	Smallest class	Total capacity
CPA					
CS					
CICT					
CIFA					
CCP					
Technician examinations					
ATD					
DICT					
DCM					
Certificate Examination					
CAMS					

Comment on the source and adequacy of lighting and ventilation in the classrooms/lecture theatres.

_____

(b)   Staff common/consultation room(s):
   (i)   Number of staff common/ consultation rooms _____
   (ii)   Combined seating capacity _____
   (iii) Source of lighting and ventilation _____

(c)   Library and books/reference materials available to kasneb students.

   (i)   Number of libraries (including digital libraries) _____

   (ii)   Combined seating capacity _____

   (iii) Source of lighting and ventilation _____

   (iv)   Estimated total number of books and reference materials categorised into the

main subject areas; as follows:

	Accounting, Auditing, Taxation and related areas	Finance and related areas	Economics and related areas	Management, Governance, Entrepreneurship and related areas	Law and related areas	ICT and related areas	Credit Management and related areas	Other areas (specify)	Total
Estimated number of books									
Estimated total value of books (Sh.)									
Number of books from the kasneb recommended reading list									

(v)   Do students have access to internet facilities for readings and research?
YES ☐   NO ☐

(d)   **For institutions offering or intending to offer CICT and DICT courses, the following additional details should be provided:**

(i)   Computer laboratories

Computer Laboratories	Seating capacity	Number of computers available for training	Number of computers with network adapter cards	Total space (in square metres)
1.				
2.				
3.				
4.				
5.				

(ii)   Specifications of the computers:

Number of Computers	Processor type	Processor speed	RAM Capacity	Hard disk capacity

(iii)   Other ICT accessories available in the computer laboratories:

Item/accessory	Number of accessories in working condition
Printers	
Scanners	
Routers	
Bridges	

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Computer tool kits	
Power back-up facilities	

(iv)   Local Area Network (LAN)

Type of items connected to the LAN	Number
Computers	
Printers	
Scanners	
Modems	
Switches	
Terminating tools	

(v)   Do you have internet facilities for DICT and CICT students?

YES ☐   NO ☐

If yes, how many computers are connected to the internet?

_____

(vi)   Academic software available in your institution:

No	Academic software	Type of software available
1.	Operating system/s	
2.	Word processor	
3.	Spreadsheets	
4.	Database Packages	
5.	Presentation Packages	
6.	Desktop Publishing Packages	
7.	Structured Programming Languages	
8.	Object Oriented Programming Languages	
9.	Internet Programming Languages	
10.	Web Server	
11.	Firewall	
12.	Antivirus	
13.	Mail Server	
14.	Others (please specify)	

4.   Buildings and other constructions:

(a) Are buildings and similar structures constructed and maintained in accordance with:

                             YES   NO

(i) The Building Code   ☐   ☐

(ii) The Public Health Act   ☐   ☐

(iii) Other relevant regulations, if applicable ☐   ☐

     (Please specify) _____

(b) Comment on the following in relation to the buildings and other constructions:

(i) Accessibility including for persons with disabilities.

_____

(ii) Safety including fire safety.

(iii) Security.

_____

(iv)Cleanliness and conduciveness for use.

_____

(v) Conveniences for persons of different gender.
_____

5. Comment on the appropriateness of the institution's location in relation to conduciveness of the learning environment.
_____
_____
_____

6. Can a trainer be able to interact with and physically reach all students in the classroom with ease?
YES ☐   NO ☐

7. Can all students in the classroom clearly see and hear the trainer and also see without strain any writings on the blackboard/whiteboard/screen?
YES ☐   NO ☐

8. Does the institution undertake planning for physical and technological resources?
YES ☐   NO ☐
If yes, please indicate how this is achieved?
_____

9. Indicate any on-going or planned capital projects to be undertaken within three years.
_____

E. STUDENT AFFAIRS AND SUPPORT SERVICES

1. Indicate whether the following services are provided to students.

		YES	NO
(i)	Academic and career advisory services	☐	☐
(ii)	Handling of students' complaints	☐	☐
(iii)	Guidance and counselling services	☐	☐
(iv)	HIV/AIDS awareness	☐	☐

2. Does the institution encourage and support democratic student leadership initiatives?
YES ☐   NO ☐
If yes, please explain how this has been achieved.
_____

3. Does the institution run an orientation programme for new students?
YES ☐   NO ☐
If yes, please explain how this is done.
_____

4. (a) Is there a system for trainers to periodically evaluate students' performance and progress?
YES ☐   NO ☐

If yes, briefly explain and proceed to parts (b), (c) and (d).
_____

(b) Are continuous assessment tests (CATS) and assignments compulsory for all students?
YES ☐   NO ☐

If yes, how is this enforced?

CATS: _____

ASSIGNMENTS:_____

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(c) Does the institution maintain a record of students' performance?

YES ☐   NO ☐

If yes, for how long?

_____

(d) Are follow-ups made on students' performance to ensure continuous improvement?

YES ☐ NO ☐

If yes, briefly explain how this is done.

_____

5. Are students provided with an opportunity to evaluate the performance of management, trainers and staff?

YES *{attach a sample of the evaluation form(s)}* ☐   NO ☐

If yes, state frequency _____

G. DECLARATION

I declare that, to the best of my knowledge and belief, the information provided in this form is true and correct.

Deputy Vice Chancellor (Academic Affairs)/ Principal

Name:…......................…………………………….…………………………….

Signature:…………………………....................……………………………………

Date and rubber stamp…………….....................……………………………………………………..