



CREDIT RECOGNITION AND TRANSFER POLICY

1. Introduction

This policy covers;

- (a) Cross-crediting between KISEB qualifications,
- (b) Credit recognition and transfer made under formal agreements,
- (c) Credit transfer between KISEB qualifications,
- (d) Credit recognition and transfer from another institution,
- (e) Subsuming of a conferred KISEB qualification, and
- (f) Assessment and recognition of prior learning.

1.2 Purpose

This policy outlines the principles for awarding Credit towards KISEB qualifications to facilitate access to CPSP-K qualification without undermining the quality of the qualification.

1.3 Scope

This policy applies to all enrolled and prospective students in APS-K and CPSP-K courses.

1.4 Definitions

- (a) *Assessment of Prior Learning (APL)* is the process of assessing for credit non formal learning acquired through work/life experiences.
- (b) *Credit* is a currency for learning achievement that provides a measure of learning outcomes achievable in a learning time. A credit equals 10 notional hours (KNQF).
- (c) *Credit accumulation* means the system of recognition of grades obtained by students in units the studies for which were undertaken in other institutions.
- (d) *Cross crediting* is where credit is shared between qualifications, rather than credit which is transferred from one qualification to another.
- (e) *Credit equivalence* is the process whereby credit is granted by KISEB for completion of one or more course that are substantially equivalent at another institution. Credit equivalence is used where credit transfer is not feasible.
- (f) *Specified credit* is credit granted towards a specific unit or component in a qualification. Credit is given for a specific APS/CPSP course/subject, as identified by its course code.
- (g) *Credit recognition and transfer (CRT)* is a process where credit for outcomes already achieved by a student through formal study in relation to a qualification is recognized as credit for comparable outcomes in another qualification.

1.5 Guiding Principles

1. The overarching principle in the recognition of previous studies is the comparability of credit to be transferred and applicability of the credit in relation to APS-K and CPSP-K with respect to content, academic level, scope and relevance.
2. The integrity and distinctiveness of APS-K and CPSP-K qualifications will be protected in all credit transfer decisions.
3. The award of credit for previous study does not necessarily guarantee entry into a proposed course of study. Limitation of entry regulations or specific pre-requisites may apply.
4. Only credit transfer applications for study completed within the last five (5) years will be considered (KNQA).
5. The previous learning must be equivalent to at least 80% of the content
6. Credits can only be granted up to a maximum of 49% of the course units (KNQF).
7. The applicant must have obtained at least 50%, C or Pass (depending on the grading system) in the previous examination in the subject submitted for credit transfer.
8. KISEB will compile established credit transfer precedents wherever appropriate. These shall be revised regularly or as curriculum content (of either party) changes.
9. The candidate will be required to provide sufficient documentation regarding the credits to be transferred.
10. Candidates who have been declined credit will be advised of the established processes for appeal of credit transfer decisions. The Board's decision is final.
11. There shall be consistency, fairness and transparency in the credit recognition and transfer decision-making process.

2.0 Credit Assessments

1. Transfer credit is only evaluated for candidates who are to be offered admission that would lead to APS and CPSP qualifications. The process of validation is coordinated by the Examinations Administration Department.
2. After the application for admission or transfer is received, the Examinations Administration Department shall initiate an internal validating process.
3. The candidate shall submit documentation to facilitate the verification process which mainly include a diploma/ degree certificate and transcripts certified by the awarding institution/body, an application form listing all previous modules for credit transfer, module specifications and other evidence as appropriate.
4. The applications will be forwarded to the Examinations Administration Office for scrutiny and recommendations. The Exemptions and Credit Transfer Committee will assess each application to determine whether credit transfer is granted.
5. Credit is assessed on the basis of equivalence of content and learning outcomes between the previous learning and APS-K/CPSP-K course, subject to the limits on credit (maximum 49% credits).
6. Credit is granted on the basis of equivalence which is determined by evaluating the extent to which there is equivalence between the completed components of a qualification and the APS/CPSP-K course in terms of:
 - (a) Learning outcomes,
 - (b) Content,
 - (c) Learning and assessment processes,

- (d) Volume of learning,
- (e) Level of the qualification.

7. Candidates who have already passed a course or components, which form a KISEB qualification/course and can produce evidence to verify the credits achieved, are eligible for Cross Credit. *A Cross Credit is free of charge.*
8. Candidates who have already acquired the knowledge/skills of a course of learning through previous learning but have not been formally assessed, may apply for *Recognition of Prior Learning (RPL)* or *Recognition of Current Competence (RCC)*. The application is made on a prescribed form (Application for Recognition of Prior Learning Form). All RPL and RCC applications may require candidates to take a *Challenge Test*, either through the KISEB's assessment procedures or by an external agency to prove that the candidate has the skills and knowledge claimed. The candidate will pay for the costs of the KISEB Challenge Test or external agency assessment of current competency status PRIOR to the approval process. No refunds will be made if the candidate fails the Challenge Test.

3.0 Recording of Credits

When approval is granted for credit transfer, credits shall be recorded as 'CT' in KISEB student information system.

4.0 Candidates' Responsibility

It is the responsibility of students applying for Credit to obtain and submit:

1. A Credit Transfer Application Form
2. A verified transcript of their past academic records indicating the course/subject(s) completed, year completed and grade obtained (including details of the grading system), and weighting of the course/subject as a portion of the total program.
3. A certified copy of the course/subject description, including the syllabus or course outline and the specified course/subject learning objectives.
4. Any other information required by KISEB, and any other information considered relevant by the candidate.



CREDIT TRANSFER APPLICATION FORM

Instructions:

- (a) This form should be completed and returned to the Examination Administration Office
- (b) All sections should be completed in triplicate
- (c) Pay non-refundable fee per paper Kshs. 3,750 for Part I, Kshs. 5,250.00 for Part II, Part III
- (d) The credit transfer shall not exceed 49% of the total credits of the programme.
- (e) Ensure that you attach the following:
- (f) Certified copy of your national ID.
- (g) Certified copies of certificates and transcripts
- (h) Original receipt (application fees)

SECTION A: Personal Details	
Name:	Phone No:
ID No:	Reg No:
	Email:

SECTION B: Programme: APS-K CPSP-K.....		
SECTION C: Details of Credit (s) Earned		
Institution:	Course:	Complete..... OR Incomplete.....

SECTION D: Details of Previous Study				SECTION E: Details of APS-K /CPSP-K		
Code	Unit Name	Year completed	Credit hours	Code	Name	Credit hours
Candidate's Signature:						

SECTION F: Official Use
Finance Office:
Exam Administration Office:
Exemptions and Credit Transfer Committee:

Credit Recognition and Transfer Verification Checklist

1	Is the candidate eligible for admission to the APS-K or CPSP-K under the registration requirements? If yes, proceed through the checklist. If no, the credit transfer application cannot be considered.	YES	NO
2	Is the qualification for which the credit transfer application is requested on the KNQA framework? If yes, at what level is the qualification registered? Level If yes, but the level is below Level 6, then the application is declined and the candidate advised accordingly If no, application is declined and candidate advised accordingly	YES	NO
3	Is there a formal articulation in place for this qualification? If so, and all conditions are met, then 'block' or 'arranged credit' applies and the credit transfer is automatic	YES	NO
4	Is the credit transfer application for a completed qualification? If yes, then has the qualification been conferred? If the qualification has been conferred, then determine if the qualification can be subsumed, or if some courses can be cross-credited. If the previous study is incomplete or has not been conferred, then the amount of credit granted should reflect the level and content of the study completed	YES	NO
5	Is there an alignment with the candidate's proposed course of study and with the previous course of study, in terms of: a) level? b) academic content? c) relevance? If yes , then specified credit should be granted at the highest level at which the candidate has demonstrated competence and is believed likely to be able to proceed successfully. If yes in part, then a mixture of specified and unspecified credit should be granted at the highest level at which the candidate has demonstrated competence and has the chances of success. If no , then no credit should be awarded	YES	NO
6	Does the decision made reflect the Guiding Principles on Credit Transfer? If not, then the decision should be revisited.	YES	NO

Mike Jones
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