

**LEGAL NOTICE No.....**

**THE KENYA INSTITUTE OF CURRICULUM DEVELOPMENT ACT, 2013**

*(No. 4 of 2013)*

**IN EXERCISE** of the powers conferred by section 29 of the Kenya Institute of Curriculum Development Act, 2013, the Council makes the following Regulations-

**THE KENYA INSTITUTE OF CURRICULUM DEVELOPMENT (ACCREDITATION OF INSTITUTIONS) REGULATIONS, 2013**

**PART I – PRELIMINARY**

- Citation\_ 1) These Regulations may be cited as the Kenya Institute of Curriculum Development (Accreditation of Institutions) Regulations, 2013.
- Interpretation\_ 2) In these Regulations unless the context otherwise requires-
- "Act" means the Kenya Institute of Curriculum Development Act, 2013;
- "Accreditation" means the process by which the Council formally recognizes and confirms by certification that an institution has met and continues to meet the standards of a curriculum set by the Institute in accordance with the provisions of the Act;
- "Council" means the Kenya Institute of Curriculum Development Council established under Section 5 of the Act;
- "Director" means the Director of the Institute appointed under section 14 of the Act;
- "Institute" means the Kenya Institute of Curriculum Development established under section 3 of the Act;
- Object\_- 3) The object of these Regulations is to guide in accrediting institutions or to guide individuals developing curricula and curriculum support materials for various learning programmes.

**PART II - RECEIVING, CONSIDERING AND APPROVING ACCREDITATION REQUESTS**

- Receiving accreditation request\_ 4) (1) Any Institution or individual that has been developing or is interested in

developing any curriculum or curriculum support materials for the levels of education and training specified in section 4 (d) of the Act shall apply to the Institute for accreditation.

(2) An application for accreditation under this Regulation shall be in Form No. 3 set out in the Schedule and shall be accompanied with the prescribed fees.

(3) The Institute shall within fourteen days of receiving an application for accreditation request from an applicant acknowledge receipt of the application in writing.

Consideration of accreditation request.

**5)** (1) The Institute shall within sixty days of receiving an application for accreditation review the accreditation request based on the standards, criteria and considerations set for the purposes of review.

(2) The standards, criteria and considerations used in assessing a request and capacity for accreditation shall include but not limited to-

- (a) the profile of the institution or individual submitting the request;
- (b) the process of curriculum development;
- (c) the professional competence of the individual or institution to develop the curriculum or curriculum support materials; and
- (d) the experience of the individual or institution in matters related to curriculum development.

(3) An institution or individual shall have at least five years experience in curriculum development to be accredited under these Regulations.

(4) The Institute shall reserve the right to sample any curriculum developed by the applying institution to ascertain conformity to approved processes and set standards.

Report to the Council,-

**6)** The Institute shall assess an accreditation request and write a report to the Council within sixty days of receiving the request.

Decision,-

**7)** The Institute shall upon completing the assessment inform the institution or individual requesting accreditation of the Institute's decision.

Renewal and  
revocation.

**8)** (1) An accreditation certificate issued under these Regulations shall be reviewed after every three years.

(2) A renewal may be granted after three years where the applicant conforms to the renewal requirements under these Regulations.

(3) An institution, person or individual applying for a renewal of the accreditation certificate shall-

a) pay the prescribed fees;

b) adhere to set standards; and

c) ascertain that the curriculum development process has a mechanism of mainstreaming emerging issues.

(4) The Institute may revoke, cancel or recall an accreditation certificate.

(5) The Institute shall revoke, cancel or recall an accreditation certificate where the Institute is satisfied that the person, individual or institution to whom the certificate was granted has not contravened any requirement under these Regulations or the Act.

(6) The Institute shall during the process of deciding whether an accreditation certificate is to be revoked, cancelled or recalled ensure that a person, individual or institution has received fair administrative action, access to justice and fair hearing as guided by the Constitution of Kenya.

### **PART III-REVIEW**

Review

**9)** (1) An institution or individual whose accreditation request has not been approved by Council may apply for a review of the decision.

(2) A review under these Regulations may be lodged with the Director within 30 days after receiving the report.

(3) A review under this regulation shall be in the manner prescribed under these Regulations and shall be accompanied with the prescribed fee.

(4) The Director may upon receiving an application for review convene a panel or committee to determine the review;

(5) The convened panel or committee shall make a decision within fourteendays.

(6) A decision made in response to the review shall be in writing and shall be communicated to the applicant by the Director within seven days of the determination of

the review.

(7) The decision of the convened panel or committee shall be final.

Dated....., 2013

**Lydia Nzomo**

Director, Kenya Institute of Curriculum Development