



kasneb

# kasneb Qualifications Booklet



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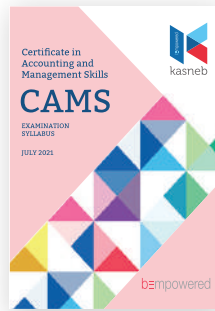
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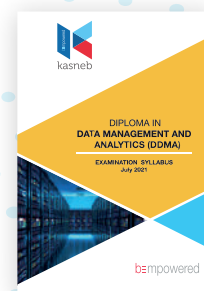
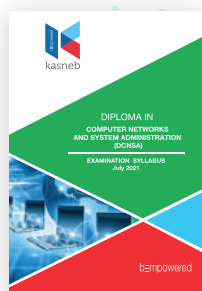
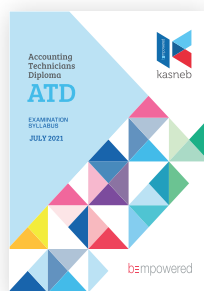
# kasneb QUALIFICATIONS

## CERTIFICATE QUALIFICATION



Minimum entry requirement KCSE mean grade D (D Plain)

## DIPLOMA QUALIFICATIONS



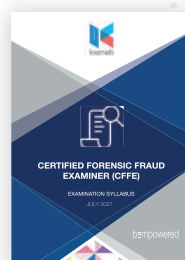
Minimum entry requirement KCSE mean grade C- (C Minus)

## PROFESSIONAL QUALIFICATIONS



Minimum entry requirement KCSE mean grade C+ (C Plus)

## POST-PROFESSIONAL QUALIFICATION



Minimum entry requirement-Professional qualification or bachelor's degree

## **PREAMBLE**

### **Legal Framework**

**KENYA ACCOUNTANTS AND SECRETARIES NATIONAL EXAMINATIONS BOARD (KASNEB)** is a State Corporation under the National Treasury and Economic Planning and is established under section 14 of the Accountants Act, No. 15 of 2008 which repealed and replaced the Accountants Act, Cap 531 of 1977. The establishment and operations of KASNEB are also recognised under section 2 (1) of the Certified Public Secretaries of Kenya Act, Cap 534 of 1988 and section 2 (1) of the Investment and Financial Analysts Act No.13 of 2015.

### **Vision**

Empowered and globally recognized business professionals.

### **Mission**

Transforming business professionals through Examinations, Certification, Accreditation, Research, Innovation and Consultancy.

### **Mandate**

The mandate of kasneb is the development of syllabuses; conduct of post professional, professional, diploma and certificate examinations; and certification of candidates in accountancy, finance, fraud investigation, credit, governance and management, information technology and related disciplines; promotion of its qualifications nationally, regionally and internationally and the accreditation of relevant training institutions in liaison with the ministry in charge of education.

### **Core Values**

We commit ourselves to the following values:

- (i) Knowledge Focus
- (ii) Accountability
- (iii) Sustainability
- (iv) Nobility
- (v) Excellence
- (vi) Belonging

### **Brand Promise**

Be Empowered

## **1. QUALIFICATIONS OF kasneb**

kasneb currently offers one (1) post-professional qualification, six (6) professional qualifications, three (3) diploma qualifications and one (1) certificate qualification which are recognized worldwide and are benchmarked with international standards and best practice.

The qualifications are acquired by sitting and successfully completing the following respective examinations.

## 1.1 POST-PROFESSIONAL EXAMINATION



### Certified Forensic Fraud Examiner (CFFE) examination

The course is aimed at persons who wish to qualify and work or practise in the fields of financial fraud and corruption investigations, fraud prevention, fraud risk analysis and related areas.

The CFFE examination is administered in three modules, with an integrated case study and workshop at the end of the course. Each module is expected to last for three months; thus, the course is meant to last an average one year. CFFE is administered primarily on a computer-based platform.

#### Module One

**Paper No:**

**CFF11:** Introduction to Forensic Accounting and Audit

**CFF12:** Fraud and Corruption Schemes

**CFF13:** Overview of the Legal and Justice System

#### Module Two

**Paper No:**

**CFF21:** Law Related to Fraud

**CFF22:** Principles of Law of Evidence and the Trial Process

**CFF23:** Planning and Conducting Formal Investigations

#### Module Three

**Paper No:**

**CFF31:** Fraud Prevention and Detection

**CFF32:** Fraud Risk Management

**CFF33:** Integrated Case Study

**CFF34W:** Workshop on Fraud Investigations and Prevention

A student must book for all papers in a module unless he or she is exempted or has credits.

## 1.2 PROFESSIONAL EXAMINATIONS



The professional courses are administered at Foundation, Intermediate and Advanced Levels. Each level requires an average of one year, though candidates are advised to provide for an additional one year to meet requirements for internship/practical experience.

A student must book for a minimum of three papers in a level in any order unless he or she is exempted or has credits.

### **Certified Public Accountants (CPA) examination**

The course is aimed at persons who wish to qualify and work or practise as professional accountants, auditors, finance managers, tax managers and consultants in related areas in both the public and private sector.

#### **Foundation Level**

##### **Paper No:**

- CA11:** Financial Accounting
- CA12:** Communication Skills
- CA13:** Introduction to Law and Governance
- CA14:** Economics
- CA15:** Quantitative Analysis
- CA16:** Information Communication Technology

#### **Intermediate Level**

##### **Paper No:**

- CA21:** Company Law
- CA22:** Financial Management
- CA23:** Financial Reporting and Analysis
- CA24:** Auditing and Assurance
- CA25:** Management Accounting
- CA26:** Public Finance and Taxation

#### **Advanced Level**

##### **Paper No:**

- CA31:** Leadership and Management
- CA32:** Advanced Financial Reporting and Analysis
- CA33:** Advanced Financial Management
- CA34:** Advanced Management Accounting

Specialisation papers (One to be selected, double specialisation allowed)

- CA35S1:** Advanced Taxation
- CA35S2:** Advanced Auditing and Assurance
- CA35S3:** Advanced Public Financial Management
- CA36P:** Business Data Analytics (Practical Paper)
- CA37WE:** Workshop on Ethics
- CA38WP:** Workshop on Work Simulation (for those without one year relevant practical experience)

##### **Note:**

- The Business Data Analytics paper is administered primarily on a computer-based platform.

- Candidates are required to obtain one year practical experience, or alternatively attend workshops on work-based simulation organised by kasneb and ICPAK.

### **Certified Secretaries (CS) examination**

The course is aimed at persons who wish to qualify and work or practise as corporate secretaries, policy formulators and consultants in governance, governance and compliance auditors and administrators at county and national levels and in the private sector.

#### **Foundation Level**

##### **Paper No:**

- CS11:** Management Principles and Practice
- CS12:** Communication Skills and Records Management
- CS13:** Introduction to Law and Governance
- CS14:** Principles of Accounting and Taxation
- CS15:** Human Resources Management
- CS16:** Information Communication Technology

#### **Intermediate Level**

##### **Paper No:**

- CS21:** Company Law
- CS22:** Public Sector Governance, Policy and Administration
- CS23:** Meetings: Compliance and Administration
- CS24:** Financial Markets and Specialised Institutions
- CS25:** Corporate Governance and Ethics
- CS26:** Research, Consultancy and Advisory

#### **Advanced Level**

##### **Paper No:**

- CS31:** Strategic Management
- CS32:** Finance for Decision Making
- CS33:** Governance and Compliance Audit
- CS34:** Boardroom Dynamics
- CS35R1:** Research Project; OR
- CS35R2:** Research Workshop

### **Certified Investment and Financial Analysts (CIFA) examination**

The course is aimed at persons who wish to qualify and work or practise as investment, securities and financial analysts, portfolio managers, investment bankers, fund managers, consultants on national and global financial markets and related areas.

#### **Foundation Level**

##### **Paper No:**

- CF11:** Financial Accounting
- CF12:** Professional Ethics and Governance
- CF13:** Regulation of Financial Markets
- CF14:** Economics

- CF15:** Quantitative Analysis
- CF16:** Introduction to Finance and Investments

### Intermediate Level

#### Paper No:

- CF21:** Portfolio Management
- CF22:** Financial Statements Analysis
- CF23:** Equity Investments Analysis
- CF24:** Corporate Finance
- CF25:** Public Finance and Taxation

### Advanced Level

#### Paper No:

- CF31:** Leadership and Management
- CF32:** Fixed Income Investments Analysis
- CF33:** Alternative Investments Analysis
- CF34:** Advanced Portfolio Management
- CF35:** Derivatives Analysis
- CF36P:** Financial Modelling and Data Analytics (Practical Paper)

The Financial Modelling and Data Analytics paper is administered primarily on a computer-based platform.

### Certified Credit Professionals (CCP) examination

The course is aimed at persons who wish to qualify and work or practise in various fields of credit management including credit analysis, debt management and recovery, corporate lending and related areas in both formal and informal sectors.

### Foundation Level

#### Paper No:

- CP11:** Credit Management
- CP12:** Communication and Customer Relations
- CP13:** Introduction to Law and Governance
- CP14:** Credit Risk Management
- CP15:** Principles of Accounting
- CP16:** Business Environment

### Intermediate Level

#### Paper No:

- CP21:** Financial Statements Analysis for Credit Managers
- CP22:** Corporate Credit Analysis
- CP23:** Collections Management
- CP24:** Credit Governance and Compliance

### Advanced Level

#### Paper No:

- CP31:** Leadership and Management

- CP32:** Advanced Credit Risk Management
- CP33:** Advanced Collections Management
- CP34:** Debt Recovery Management

### **Certified Information Systems Solutions Expert (CISSE) examination**

The course is aimed at persons who wish to qualify and work or practise as data management and analysis experts, network specialists, programmers and related ICT professionals. The examination is administered primarily on a computer-based platform.

#### **Foundation Level**

##### **Paper No:**

- CE11:** Computing Systems
- CE12:** Information Systems Support and Integration
- CE13:** Communication Skills and Ethics in Information Systems
- CE14:** Computer Information Systems Applications
- CE15:** Entrepreneurship and Innovation

#### **Intermediate Level**

##### **Paper No:**

- CE21:** Information Systems Strategy, Governance and Ethics
- CE22:** Data Management Information Systems
- CE23:** Research and Project Management
- CE24:** Networking and Data Communication
- CE25:** Programming and Systems Analysis and Design

#### **Advanced Level**

##### **Elective Areas:**

- (a) **Elective I:** Big Data Management and Analytics
  - CE31S1** Big Data Management
  - CE31S2** Big Data Analytics
- (b) **Elective II:** Networking and Information Systems Security
  - CE32S1** Networking and Telecommunications
  - CE32S2** Information Systems Security
  - CE33P** Project

### **Certified Quality Professional (CQP) examination**

The course is aimed at persons who wish to qualify and work or practise in various fields of quality management as quality controllers, quality assurance coordinators, quality assurance managers, quality assurance directors, quality assurance advisors, quality consultants among others.

#### **Foundation Level**

##### **Paper No:**

- CQP 101:** Quality Management Systems
- CQP 102:** Communication, and Customer Relations
- CQP 103:** Documentation and Records Management for Quality
- CQP 104:** Introduction to Standardization

**CQP 105:** Quality Planning, Risks and Opportunities Management

**CQP 106:** Quantitative Skills and Data Analytics

### Intermediate Level

**Paper No:**

**CQP 201:** Management Principles, Leadership and Ethics

**CQP 202:** Quality Control, Assurance and Performance Management

**CQP 203:** Management Systems Audits

**CQP 204:** Innovation and Knowledge Management

**CQP 205:** Project Management

**CQP 206:** Research Methodology

### Advanced Level

**Paper No:**

**CQP 301:** Strategy and Governance

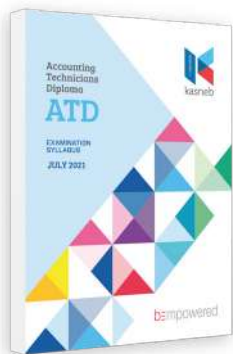
**CQP 302:** Quality Infrastructure and Legal Framework

**CQP 303:** Enterprise Risk Management

**CQP 304:** Quality Improvement and Excellence Models

**CQP 305:** Research Project / Workshop Case Presentation

## 1.3 DIPLOMA EXAMINATIONS



The diploma courses are administered in three levels, with each level requiring an average of six months. A student must book for all papers in a level unless he or she has credits or is exempted.

### Accounting Technicians Diploma (ATD) examination

The course equips candidates with skills and competencies to work as middle level accountants providing technical support in accounting, auditing and taxation in both public and private sectors.

All ATD Levels are fully tuition-based with requirements for students to sit for continuous assessment tests (CATs), which constitute 15% of the final score for assessment purposes. The examination is administered primarily on a computer-based platform.

#### Level I

**Paper No:**

**AD11:** Introduction to Financial Accounting

**AD12:** Introduction to Law and Ethics

**AD13:** Entrepreneurship and Communication

**AD14:** Information Communication Technology

### Level II

**Paper No:**

**AD21:** Financial Accounting

**AD22:** Principles of Management

**AD23:** Business Mathematics and Statistics

**AD24:** Principles of Taxation

### Level III

**Paper No:**

**AD31:** Principles of Economics

**AD32:** Fundamentals of Management Accounting

**AD33:** Fundamentals of Finance

**AD34:** Principles of Auditing

### Diploma in Data Management and Analytics (DDMA) examination

The course imparts knowledge, skills, values and attitudes to undertake non-complex design of databases, mine and analyse data for decision making. The examination is administered primarily on a computer-based platform.

#### Level I

**Paper No:**

**DD11:** Introduction to Computing Systems

**DD12:** Communication Skills and Ethics

**DD13:** Information Systems Support and Integration

**DD14:** Computer Information Systems Applications

#### Level II

**Paper No:**

**DD21:** Databases

**DD22:** Warehousing and Data Mining

**DD23:** Mathematical Concepts in Data Science

**DD24:** Quantitative Modelling Skills

#### Level III

**Paper No:**

**DD31:** Python Data Visualisation

**DD32:** Data Management and Analytics

**DD33:** Cloud Data Solutions

### Diploma in Computer Networks and Systems Administration (DCNSA) examination

The course imparts knowledge, skills, values and attitudes to design, configure, test, secure and manage non-complex networks. The examination is administered primarily on a computer-based platform.

## Level I

### Paper No:

- DN11:** Introduction to Computing Systems
- DN12:** Communication Skills and Ethics
- DN13:** Information Systems Support and Integration
- DN14:** Computer Information Systems Applications

## Level II

### Paper No:

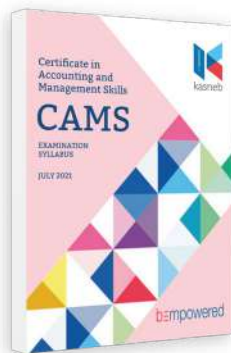
- DN21:** Computer Networking
- DN22:** Network Operating Systems
- DN23:** Windows Servers Roles and Features
- DN24:** Network Security

## Level III

### Paper No:

- DN31:** Network Troubleshooting
- DN32:** Network set-up
- DN33:** Server maintenance

## 1.4 CERTIFICATE EXAMINATION



### Certificate in Accounting and Management Skills (CAMS) examination

The course is aimed at equipping candidates with fundamental accounting and management skills to provide essential services to small and medium size enterprises (SMEs), non-governmental organisations (NGOs) and both public and private sector entities.

The course is administered in two levels, with each level requiring an average of six months, thus a total of one year. The course is fully tuition-based with requirements for students to sit for continuous assessment tests (CATs), which constitute 15% of the final score for assessment purposes.

A student must book for all the papers in a level unless he or she is exempted or has credits.

The examination is administered primarily on a computer-based platform.

## Level I

### Paper No:

**CM11:** Principles of Entrepreneurship and Management

**CM12:** Introduction to Business Law and Ethics

**CM13:** Fundamental ICT Skills

**CM14:** Fundamentals of Business Mathematics

## Level II

### Paper No:

**CM21:** Foundations of Accounting

**CM22:** Elements of Taxation

**CM23:** Principles of Marketing and Communication

## 2. ENTRY REQUIREMENTS

### 2.1 Post-Professional Examination

A person seeking to pursue the CFFE examination must have a minimum of:

- (a) Kasneb professional qualification;
- (b) Bachelor's degree from a recognised university; or
- (c) Any other qualification considered equivalent to the above.

### 2.2 Professional examinations

A person seeking to be registered as a student for any of the professional examinations must show evidence of being a holder of one of the following minimum qualifications:

- (a) Kenya Certificate of Secondary Education (KCSE) examination with an aggregate average of at least grade C+ (C plus) or equivalent.
- (b) Kenya Advanced Certificate of Education (KACE) with at least TWO Principal passes provided that the applicant has credits in Mathematics and English at Kenya Certificate of Education (KCE) level or equivalent qualifications.
- (c) kasneb technician, diploma or professional examination certificate.
- (d) A degree from a recognized university.
- (e) International General Certificate of Secondary Education (IGCSE) examination grade C in 6 papers.
- (f) Such other diplomas as may be approved by kasneb.

### 2.3 Diploma examinations

A person seeking to be registered as a student for any of the diploma examinations must show evidence of being a holder of one of the following minimum qualifications:

- (a) Kenya Certificate of Secondary Education (KCSE) examination with an aggregate average of at least grade C- (C minus) or equivalent qualifications.
- (b) International General Certificate of Secondary Education (IGCSE) Examination grade D.
- (c) Certificate in Accounting and Management Skills (CAMS).
- (d) Any other kasneb technician or diploma examination certificate.
- (e) Such other certificate as may be approved by kasneb.

### 2.4 Certificate examination

A person seeking to be registered as a student for the certificate examination must have a minimum of Kenya Certificate of Secondary Education (KCSE) examination or equivalent with an aggregate average of at least grade D plain or equivalent qualifications, or a vocational certificate.

### 3. EXAMINATION REGULATIONS

The examinations are conducted in the English language and are held thrice yearly in April, August and December. However, except for vocational courses, students are advised to provide for at least six months of continuous learning before sitting examinations.

#### 3.1 REGISTRATION AND EXAMINATION BOOKING DATES

- All applications for registration and examination booking must be in the prescribed manner. Students are advised to log into the student management portal (<https://online.kasneb.or.ke>) for purposes of registration and examination booking from the kasneb website. The deadline will be specified for each sitting but may not be later than thirty days to the date of the next examinations.
- Syllabuses are provided to applicants free of charge upon registration as students through the student management portal.
- Examination dates and lists of examination centres are available on the kasneb website: [www.kasneb.or.ke](http://www.kasneb.or.ke).

#### 3.2 EXEMPTIONS

Exemptions may, on application, be granted to registered students who are holders of certain degrees and diplomas recognized by kasneb.

Exemptions will be granted on a paper-by-paper basis and will be granted to applicants who are deemed to have adequately covered the content of the paper(s) for which they have applied for exemption.

The detailed exemption schedules are available on the kasneb website [www.kasneb.or.ke](http://www.kasneb.or.ke).

##### 3.2.1 Exemptions for holders of kasneb qualifications

- Exemptions will be granted for all common and similar papers in the diploma and professional examinations.
- There will be no exemption in the CAMS qualification.
- In granting exemptions, consideration will also be given to the core areas of expertise of the person seeking exemption. For instance, a CPA graduate is considered to be proficient in accounting papers in other professional examinations of kasneb.

##### 3.2.2 Exemptions for holders of qualifications from universities and other examination bodies

Exemptions may be given to holders of degrees and diplomas from recognized universities, institutions of higher learning and other examination bodies. In order to qualify for exemption under this category, applicants must provide evidence of adequate coverage of the content of the papers for which they have applied for exemption. Exemptions are only granted once and once the student starts sitting for the examinations no more exemptions will be granted.

##### 3.2.3 Procedure for exemptions

Applicants seeking exemptions should apply through the student's portal and pay the prescribed exemptions fees. All applications for exemption must be accompanied by the relevant support documents.

**Note:** An exempted candidate is not allowed to book and sit the exempted paper without prior authority from the Chief Executive Officer of kasneb. Any candidate who flouts this rule will automatically forfeit all exemptions granted to him/her.

#### 3.3 RETENTION OF CREDITS

Credits for papers passed by candidates under the new syllabus will be retained without limit.

#### 3.4 PROGRESSION RULE

A candidate will not be allowed to enter a higher level of the examination before completing the lower level.

#### 3.5 REGISTRATION RENEWAL

**3.5.1** A registered student must renew the studentship registration once every financial year.

Newly registered students will be required to renew their registration on the first day of July following

the examination sitting to which they are first eligible to enter.

**3.5.2** A student who without good cause fails to renew the registration within three months to the renewal date will be deemed to have allowed the registration to lapse and may thus forfeit the right to write the examination until the renewal position is regularized. The registration number of a student who fails to renew the registration for three consecutive years will be deactivated, that is, removed from the register of students and will thus not be able to book for examinations until the registration number is reactivated.

**3.5.3** A student whose registration number is deactivated for failure to renew the registration may apply for reactivation provided that if the application is accepted, the student shall:

- (a) Pay the registration reactivation fee.
- (b) Pay three years of registration renewal fees.

Students can now apply for kasneb certificate and diploma courses through the Kenya Universities and Colleges Central Placement Service (KUCCPS).

Kasneb students, trainers and other stakeholders can access online learning materials available in various databases at an annual subscription fee of Sh. 1,000 per person through [E-Library](#) on the kasneb website or through <http://library.kasneb.or.ke>

### **3.6 BREACH OF EXAMINATION RULES AND REGULATIONS**

Candidates are advised that action will be taken for any breach of examination rules and regulations as per the Gazetted Accountants (Examinations) Rules, 2022. These rules are available on the Kasneb website.

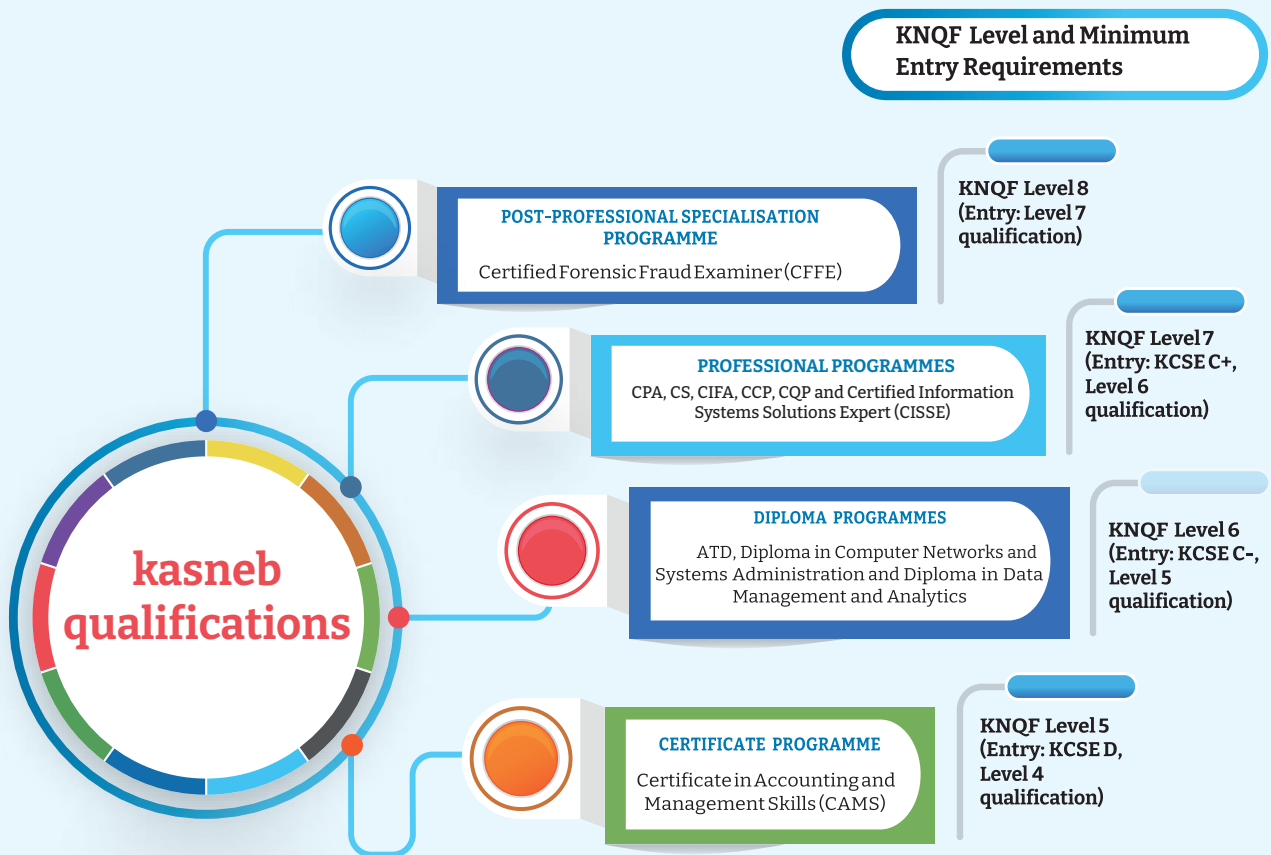
### **3.7 CERTIFICATE COLLECTION**

Upon a notification that certificates are ready for collection, a student can pick their certificate at our office at kasneb Towers or make a request via [certificates@kasneb.or.ke](mailto:certificates@kasneb.or.ke) for the certificate to be mailed to them via postal address. Students are given a four-month period to collect their certificates thereafter, a storage fee of Kshs. 100 is charged per month.

### **3.8 EXAMINATION ACCOUNT CANCELLATION**

A candidate wishing to register for a new course is required to pay the accrued renewal fee for the current course before their account is deactivated then proceed to register for the new course by paying the requisite registration fee.

## POSITIONING OF kasneb QUALIFICATIONS



**NOTE: KNQF - Kenya National Qualifications Framework**

kasneb qualifications are equated with other qualifications as per the Kenya National Qualifications Framework (KNQF).

The KNQF levels are summarized as follows:

LEVEL	QUALIFICATION
10	Doctorate
9	Masters
8	Postgraduate Diploma/Professional Bachelor's Degree
7	Bachelor's Degree
6	Diploma
5	Craft Certificate
4	Artisan Certificate
3	Vocational Certificate
2	Secondary Education
1	Primary Education

# kasneb FEES STRUCTURE

## 1. REGISTRATION FEES

	Registration fee		Annual Registration renewal fee		Registration reactivation fee	
	Ksh	US\$	Ksh	US\$	Ksh	US\$
1.1 Certificate Examination-CAMS	3,500	60	1,200	20	2,000	35
1.2 Diploma Examinations-ATD/DDMA/DCNSA	6,000	100	1,600	30	3,000	50
1.3 Professional Examinations-CPA/CS/CIFA/CCP/CISSE/CQP	7,500	125	2,000	35	4,000	65
1.4 Post-Professional Examination-CFFE	10,000	170	2,500	43	5,000	85
1.5 Holders of foreign accountancy/Secretaries/Investment and Financial Analysts Qualifications(FAQ/FSQ/FIFAQ)	40,000	665	20,000	335	15,000	250

## 2. EXAMINATION BOOKING FEES

	Ksh.	US\$
<b>2.1 CERTIFICATE IN ACCOUNTING AND MANAGEMENT SKILLS (CAMS)</b>		
Level I-per paper	800	14
Level II-per paper	1,000	18
<b>2.2 DIPLOMA EXAMINATIONS</b>		
<b>2.2.1 ATD</b>		
Level I-per paper	1,000	18
Level II-per paper	1,200	20
Level III-per paper	1,300	22
<b>2.2.2 DIPLOMA IN DATA MANAGEMENT AND ANALYTICS (DDMA)</b>		
Level I-per paper	1,000	18
Level II-per paper	2,400	45
Level III-per paper	3,200	60
<b>2.2.3 DIPLOMA IN COMPUTER NETWORKS AND SYSTEMS ADMINISTRATION (DCNSA)</b>		
Level I- per paper	1,000	18

Level II-per paper	2,400	45
Level III-per paper	3,200	60
<b>2.3 PROFESSIONAL EXAMINATIONS</b>		
<b>2.3.1 Certified Public Accountants (CPA)</b>		
Foundation Level-per paper	1,400	27
Intermediate level-per paper	2,400	45
Advanced level-per paper	3,600	67
Practical paper Business data analytics	7,500	125
Work-Based Simulation workshops Ethics, soft skills & emerging issues workshops	10,000 2,500	167 40
<b>2.3.2 Certified Secretaries (CS)</b>		
Foundation level-per paper	1,400	27
Intermediate level-per paper	2,400	45
Advanced level-per paper	3,600	67
Research Project/Workshop	10,000	167
<b>2.3.3 Certified Investment and Financial Analysts (CIFA)</b>		
Foundation level-per paper	1,400	27
Intermediate level-per paper	2,400	45
Advanced level-per paper	3,600	67
Practical paper Financial Modelling and Data Analytics	7,500	125
<b>2.3.4 Certified Credit Professionals (CCP)</b>		
Foundation level-per paper	1,400	27
Intermediate level-per paper	2,400	45
Advanced level-per paper	3,600	67
<b>2.3.5 Certified Information Systems Solutions Expert (CISSE)</b>		
Foundation level-per paper	1,400	27
Intermediate level-per paper	2,400	45
Advanced level-Electives-2 papers each per elective area (per paper)	3,600	67
Project	10,000	167
<b>2.3.6 Certified Quality Professional (CQP)</b>		
Foundation Level-per paper	1,400	27
Intermediate level-per paper	2,400	45
Advanced level-per paper	3,600	67

<b>2.3.7 (FAQ/FSQ/FIFAQ)</b>		
Per paper	20,000	335
<b>2.4 POST-PROFESSIONAL EXAMINATION</b>		
Certified Forensic Fraud Examiner (CFFE)		
Module I-per paper	5,000	83
Module II-per paper	6,000	100
Module III-per paper	7,000	117
Workshop	7,500 (per day)	125 (per day)
<b>3. EXEMPTION FEES</b>		
<b>3.1 DIPLOMA EXAMINATIONS</b>		
ATD/DDMA/DCNSA		
Level I-per paper	1,500	25
<b>3.2 PROFESSIONAL EXAMINATIONS</b>		
CPA/CS/CIFA/CCP/CISSE/CQP		
Foundation level-per paper	2,500	40
Intermediate level-per paper	3,500	60
Advanced level-per paper	4,500	75
Research project (CS)	10,000	167
Workshops: Ethics	2,500	40
Research/Simulation	10,000	167
<b>POST-PROFESSIONAL EXAMINATION</b>		
CFFE		
Module I-per paper	2,500	40
Module II-per paper	3,500	60
Module III-per paper	4,500	75
Workshop	7,500	125
<b>Kasneb STUDENT FEE COLLECTION ACCOUNTS</b>		
Kenyan students to pay through E-citizen	Paybill No: 222222	
Foreign students to pay through KCB dollar account number	1123096465	

**Deferment fee is 15% of the total booking fees.**

**Persons with disability are entitled to a 25% discount on registration fee but must attach a copy of the NCPWD card.**

## **NATIONAL VALUES AND PRINCIPLES OF GOVERNANCE**

Values are important and lasting beliefs, standards, ethics or ideals shared by members of the same community, same culture, same society, same nation or same country. Values are morals and standards of what is good or bad, and what is desirable or undesirable. Values have a major influence on a person's behaviour and attitude and serve as broad guidelines in an individual's conduct in all situations.

In Kenya, we are guided by values found in Article 10 of the Constitution. The national values and principles of governance in Article 10(1) of the constitution bind all State organs, State officers, public officers and all persons whenever any of them:

- Applies or interprets the constitution.
- Enacts, applies or interprets any law.
- Makes or implements public policy decisions

### **a) National Values**

National values are beliefs of a nation guiding the attitudes, actions and behaviour of its citizens.

### **b) Principles of Governance**

These are normative principles that oblige the state to perform its functions in a manner that promotes the general well-being of the people.

Article 10(2) of the Constitution highlights the following National Values and Principles of Governance:

#### **1. Patriotism (Uzalendo)**

Patriotism refers to love, loyalty and devotion shown to one's country. As patriotic Kenyans we should love our motherland by paying taxes, protecting our national resources, working hard to build Kenya. We should be Proud of our brand Kenya and protect it.

#### **2. National Unity (Umoja wa Kitaifa)**

National Unity is a cohesion which results from shared values, vision, purpose and aspirations irrespective of the ethnic, cultural, economic, religious or any other superficial status in a unitary state, while recognizing diversity. It is a choice to work as a team in tackling the challenges that face us as a nation. "One Kenya, One People, One Destiny".

#### **3. Sharing and Devolution of Power (Ugavi na Ugatuzi wa Mamlaka)**

Sharing and Devolution of Power is a governance environment in which power, political, economic and social resources are distributed between the national and county levels of government.

#### **4. Rule of Law (Utawala wa Sheria)**

Rule of law Refers to the legal maxim that each citizen and person within the state should respect and observe the law. We must all observe the law for an orderly society.

#### **5. Democracy and Participation of the People (Demokrasia na Ushirika wa Watu)**

Democracy is a political culture in which all citizens exercise direct and equal participation in the running of the affairs of their country. Participation is the practice of involving all people in making decisions which ensures mutual respect and encourages shared responsibilities.

#### **6. Human dignity (Hadhi ya Binadamu)**

Human dignity refers to the honour bestowed on individuals, people and the upholding of their rights as spelt out in the Constitution and the Bill of Rights regardless of their status.

## **7. Equity (Usawa)**

Equity refers to fairness, impartiality, justice and provision of equal access to national resources and opportunities regardless of gender, disability, age, race, ethnicity, religion or status.

## **8. Social Justice (Haki ya Jamii)**

Social Justice Refers to the enjoyment of the rights that enhance the wellbeing of an individual in all aspects of their interaction with one another and promotes solidarity. It is the fairness in service delivery, distribution of wealth, opportunities, and privileges within a society by the Government. "Huduma Bora Ni Haki Yako".

## **9. Inclusiveness (Uhusishwaji)**

Inclusiveness refers to according all people an opportunity to participate in activities including decision making, that affect their lives.

## **10. Equality (Ulingano)**

Equality Refers to treatment of everyone with equal measure irrespective of their status such as gender, religion, social class, tribe or race. It also refers to being regarded in equal status in all matters involving rights of individuals and people groups.

## **11. Human Rights (Haki za Binadamu)**

Human rights refer to God given inherent inalienable liberties and entitlements to be enjoyed by all people and upholding of their rights as spelt out in the constitution. They include: The right to life, freedom of expression, right to health, housing, freedom from hunger, social security, education, the right to development and self-determination.

## **12. Non-discrimination (Kutobagua)**

Non discrimination refers to offering services and taking care of all persons without bias.

## **13. Protection of the marginalized (Kulinda Kundi Lililotelekezwa)**

Protection of the marginalized refers to safeguarding livelihoods of those who have challenges or those that do not have a voice in society. National Cohesion and Integration Act No. 12 of 2008 outlaws' marginalization. Equalization Fund (Article 204), YEF, Uwezo Funds, AGPO are some of the key initiatives to address the issue.

## **14. Good Governance (Utawala Bora)**

Good Governance Refers to having systems and structures through which the exercise of power and authority can be controlled or held to account. It also refers to the prudent management of institutions and resources by those entrusted with the responsibility of overseeing them.

## **15. Integrity (Uadilifu)**

Integrity refers to adherence to virtuous moral and ethical principles. This includes honesty, truthfulness, consistency and moral character both in private and public life. It also refers to the quality of being steadfast and consistent about what is right.

## **16. Transparency and Accountability (Uwazi na Uwajibikaji)**

Transparency refers to the requirement to share information and act in an open manner. Accountability refers to being held responsible for one's actions, conduct and management of resources.

## **17. Sustainable Development (Maendeleo endelevu)**

Sustainable development refers to the pattern of resource use that meets the needs of the present without compromising the ability of future generations to meet their own needs.

# Complaints Handling Process Flow chart

A complaint is raised in person, via email or in writing through the social media platforms

Complaint raised

Strive to resolve the complaint quickly and ensure the customer's satisfaction

Is the customer satisfied with the decision?

If Yes

If Not

Case closed

Investigate

If a complaint is raised and a resolution is not satisfactory, it's directed to the customer service officer for recording in the complaints register

Complaint is forwarded to the relevant department for resolution

The time frame for resolving a complaint is **10 working days**

The Customer Service Officer confirms if the issue has been resolved via a phone call or email to the customer

Case resolved and closed



# ACCREDITATION STATUS OF TRAINING INSTITUTIONS AS AT FEBRUARY 2024

## ACCREDITED INSTITUTIONS

### A. INSTITUTIONS GRANTED FULL ACCREDITATION

1. ACK Bishop Hannington Institute of Theology and Development Studies - Mombasa
2. Bartek Institute - Eldama Ravine
3. Bomet College of Accountancy - Bomet
4. Bumbe Technical Training Institute - Busia
5. Butere Technical and Vocational College - Butere
6. Comboni Polytechnic - Gilgil
7. Co-operative University of Kenya, Karen Campus - Nairobi
8. Cornerstone and Luthien Advisory - Rwanda
9. Dominion Training Institute - Bungoma
10. East Africa Institute of Certified Studies - Nairobi
11. Eldoret National Polytechnic - Eldoret
12. Elgon View College, Eldoret Campus - Eldoret
13. Embu College of Professional Studies - Embu
14. Excel Institute of Professionals - Thika
15. Fomic Polytechnic University (Fomic Business School), Douala - Cameroon
16. Friends College Kaimosi, Kaimosi College of Research and Technology - Kaimosi
17. Garissa University - Garissa
18. Grets University - Thika
19. Institut Professionnel De Certification Douala - Cameroon
20. Jaramogi Oginga University of Science and Technology - Bondo
21. Jogima Business School - Ongata Rongai
22. Jomo Kenyatta University of Agriculture and Technology, Main Campus - Juja
23. Jude's Technical Training College - Mumias
24. Kabarak University TVET Institute - Nakuru
25. Kabete National Polytechnic - Nairobi
26. Kaiboi Technical Training Institute - Eldoret
27. Kaimosi Friends University - Kaimosi
28. Karumo Technical Training Institute - Meru
29. KCA Technical College - Nairobi (Programmes Assessment)
30. KCA University, Kisumu Campus - Kisumu
31. Kenya Institute of Professional Studies - Nairobi
32. Kenya Technical Trainers College - Nairobi
33. Kiambu Institute of Science and Technology - Kiambu
34. Kings College of Accountancy - Eldoret
35. Kisii University - Kisii
36. Koitaleel Samoei University College - Mosoriot
37. Lukenya University - Mtito
38. Maasai Mara Technical and Vocational College - Narok
39. Masai National Polytechnic - Kajiado

40. Machakos Institute of Technology - Machakos
41. Mahanaim Education Centre - Nairobi
42. Marist International University College - Karen
43. Maseno University, Kisumu Campus - Maseno
44. Maseno University, Main Campus - Maseno
45. Mawego Technical Training Institute - Mawego
46. Memon College - Mombasa
47. Michuki Technical Training Institute - Kangema
48. Mukurwe-Ini Technical Training Institute - Mukurwe-Ini
49. Multimedia University of Kenya - Nairobi
50. Mwangaza College - Nakuru
51. NYS Institute of Business Studies - Nairobi
52. Nairobi Institute of Business Studies - Ongata Rongai Campus
53. Nairobi Institute of Business Studies - Ruiru Campus
54. Nishkam Saint Puran Singh Institute - Kericho
55. PC Kinyanjui Technical Training Institute - Nairobi
56. Okame Technical and Vocational College - Busia
57. Pioneer International University - Nairobi
58. Regional Centre of Management - Nairobi
59. Rift Valley Institute of Business Studies - Nakuru
60. Rware College of Accounts - Nyeri
61. Sang'alo Institute of Technology - Bungoma
62. Shanzu Teachers Technical Training College - Mombasa
63. Siaya Institute of Technology - Siaya
64. St. Anne's Catholic Institute - Nyahururu
65. St. Jude's Technical College - Mumias
66. St. Mary's Secretarial College - Isiolo
67. St. Paul's University, Main Campus - Limuru
68. Star College of Management Studies - Nairobi
69. Star Institute of Professionals - Mombasa
70. Strathmore University (Strathmore Institute of Management and Technology - Nairobi)
71. Summit Institute of Professionals - Nairobi
72. Taita Taveta National Polytechnic - Voi
73. Taita Taveta University - Voi
74. Tharaka University - Tharaka Nithi
75. The Kisumu National Polytechnic - Kisumu
76. The Management University of Africa - Nairobi
77. The Meru National Polytechnic - Meru
78. The Sigalagala National Polytechnic - Kakamega
79. Traction School of Governance and Business - Nairobi
80. Turkana University College - Turkana
81. Umma University - Kajiado
82. University of Eldoret - Eldoret
83. University of Eastern Africa, Baraton - Kapsabet
84. University of Kigali - Rwanda
85. Vision Institute of Business Studies - Mombasa
86. Vision Institute of Professionals - Nairobi
87. Wote Technical Training Institute - Wote

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## **Huduma Centre Numbers**

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**Kisii - 0701711465 | Nyeri - 0701698213**

**Kitale - 0711574155 | Nairobi G.P.O - 0701699013**

**Kakamega - 0711576755 | Meru - 0748519318**

**Thika -0714146756 | Mombasa 0701699078**

**Nakuru -0795431440**

