

GOVERNMENT OF ZAMBIA

STATUTORY INSTRUMENT NO. 4 OF 2018

The Zambia Qualifications Authority Act, 2011
(Act No. 13 of 2011)

**The Zambia Qualifications (Accreditation, Validation and
Evaluation of Qualifications) Regulations, 2018**

ARRANGEMENT OF REGULATIONS

Regulation

1. Title
2. Interpretation
3. Application to accredit qualification
4. Certificate of accreditation of qualification
5. Refusal to grant accreditation
6. Maintenance of register of qualifications
7. Revocation of accreditation of qualification
8. Validation or Evaluation of qualification
9. Transition period for accreditation of qualification
10. Fees
11. Appeals

SCHEDULES

IN EXERCISE of the powers contained in section 24 of the Zambia Qualifications Authority Act, 2011, the following Regulations are made:

Title	1. These Regulations may be cited as the Zambia Qualifications (Accreditation, Validation and Evaluation of Qualifications) Regulations, 2018.
Interpretation	2. In the Regulations, unless the context otherwise requires— “accreditation” means the quality assurance process in which an appropriate authority submits a learning programme for evaluation by the Authority; “appropriate authority” has the meaning assigned to the word in the Act; “Authority” has the meaning assigned to the word in the Act; “educational institution” has the meaning assigned to the term in the Education Act, 2011; “evaluation” means the process of examining or assessing a qualification in order to establish an appropriate level on the framework for purposes of recognising that qualification; and “validation” means the process of establishing the authenticity of a qualification.
Act No. 23 of 2011	
Application to accredit qualification	3. (1) An appropriate authority which intends to accredit a qualification or part qualification shall apply to the Authority in Form I set out in the First Schedule upon payment of the applicable fee set out in the Second schedule. (2) An appropriate authority which intends to renew the accreditation of a qualification or part qualification shall apply to the Authority in Form II set out in the First Schedule upon payment of the applicable fee set out in the Second schedule. (3) The Authority shall, within 30 days of receipt of an application, where it accepts the application, grant an appropriate authority accreditation of the qualification or part of the qualification in Form III set out in the First Schedule.
Certificate of accreditation of qualification	4. The Authority shall issue the successful applicant with a certificate of accreditation of qualification or part qualification in Form IV set out in the First Schedule.

5. (1) The Authority shall not accredit a qualification or part of a qualification of an appropriate authority where the qualification or part of the qualification does not meet the set standards.	Refusal to grant accreditation
(2) The Authority shall, where it rejects an application for accreditation of a qualification or part qualification, inform the appropriate authority, in Form V set out in the First Schedule, within 14 days of the rejection and give reasons for the rejection.	
6. The Authority shall maintain a register of accredited qualifications awarded by an appropriate authority.	Maintenance of register of qualifications
7. The Authority may revoke an accreditation of a qualification or part qualification in Form VI set out in the First Schedule where the appropriate authority contravenes the terms and conditions of the accreditation of qualification.	Revocation of accreditation of qualification
8. (1) A person may apply to the Authority for validation or evaluation of a qualification in Form VII set out in the First Schedule upon payment of the applicable fee set out in the Second Schedule.	Validation or evaluation of qualification
(2) The Authority shall, within 90 days of receipt of an application, issue the applicant with a certificate of validation or evaluation in Form VIII set out in the First Schedule.	
(3) The Authority shall, where it rejects an application for validation or evaluation of a qualification, inform the applicant in Form IX set out in the First Schedule, within 14 days of the rejection and give the reasons for the rejection.	
9. An appropriate authority shall be required to accredit a qualification or part qualification with the Authority within three years of the coming into operation of these Regulations or any other period that the Authority may determine.	Transition period for accreditation of qualification
10. The fees set out in the Second Schedule are the prescribed fees for the matters specified in that Schedule.	Fees
11. A person aggrieved with the decision of the Authority may appeal to the Minister within 30 days of the decision.	Appeals

FIRST SCHEDULE
(Regulations 3,4,6,7 and8)

FORM I
(Regulation 3(1))



Zambia Qualifications Authority

The Zambia Qualifications Authority Act, 2011
(Act No. 13 of 2011)

**The Zambia Qualifications (Accreditation, Validation and Evaluation of Qualifications)
Regulations, 2018**

APPLICATION FOR ACCREDITATION OF QUALIFICATION OR PART QUALIFICATION					
		Shaded fields for official use only		Unique Code	
				Date/Time	
PART A					
<i>Information Required</i>		<i>Information Provided</i>			
1	Institution/Organization Name				
2	Type of applicant(please tick)	Quality Assurance Body	Awarding Body		
3	Notification address (Please indicate business address)				
	3.1) Physical Address				
	3.2) Postal Address				
	3.3) Tel:				
	3.4) E-mail:				
	3.5) Website				
4	4.1 Country of legislation of your institution				
	4.2 Cite relevant legal provision backing your institution				
5	Description of Institutions for which you assure quality				
6	Description of Qualification awarded or intend to award				

7	Governance		
	7.1 Cite Management and Governance arrangements (Attach organisational structure)		
	7.2 Cite strategic management process (attach current strategic plan)		
8	Quality Enhancement		
	8.1 Cite quality assurance processes (attach quality assurance instruments)e.g: 1. registration of Institutions 2. accreditation of programmes 3. awarding of a qualification 4. learner achievement records		
PART B			
9	<i>Awarding the Qualification</i>		
	9.1 Name of awarding body		
	9.2 Name of quality assurance body (if different from above)		
10	<i>Qualification Details</i>		
	10.1 Qualification type (e.g. Bachelor's Degree)		
	10.2 Qualification title (e.g. Mechanical Engineering)		
	10.3 Discipline (General Field) (e.g. Mechanical Engineering)		
	10.4 Delivery Mode(e.g. Taught)		
	10.5 Qualification level (e.g. ZQF Level 7)		
	10.6 Standard duration		
	10.7 Entry requirements		
	10.8 Statement of strategic purpose		
	10.9 Qualification Outcome Statement		
	10.9.1 Graduate profile		
	10.9.2 Learning pathways		
	10.9.3 Employment pathways		
	10.9.4 Qualification Review Period		

11	Appendices			
Appendix No. 1	Attach copies of legal provision of applicant (applicable to applicants established by Act of Parliament)			
Appendix No. 2	Attach a list of programmes leading to qualifications for which the awarding body is accredited or authorized by Act of Parliament to provide			
Appendix No. 3	Attach curriculum document/learning programme which should include learning outcomes			
Appendix No. 4	Attach stakeholder Profile for the qualification (if not covered in the Curriculum document)			
Appendix No. 5	Attach certificate of registration/accreditation or legal provision for owners of approved programmes leading to the qualification.			
Appendix No. 6	Attach copies of organizational charts			
Appendix No. 7	Attach current strategic plan			
Appendix No. 8	Attach quality assurance policies and procedures on: 1. registration of Institutions 2. accreditation of programmes 3. awarding of qualifications 4. learner achievement records			
Appendix No. 9	Attach proof of payment of required Fees (Attach copy of receipt)			

We certify that the information provided in this application is true and accurate. We understand that the outcome of the evaluation will be based on the information available to ZAQA at the time of the evaluation. We authorize ZAQA to make further inquiries as is necessary for a comprehensive evaluation of the qualification for the purpose of accreditation.

Submitted by Name *Position*

Signature: *Date*

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Zambia Qualifications Authority

The Zambia Qualifications Authority Act, 2011
(Act No. 13 of 2011)

The Zambia Qualifications (Accreditation, Validation and Evaluation of Qualifications) Regulations, 2018

APPLICATION FOR RENEWAL OF ACCREDITATION OF QUALIFICATION OR PART QUALIFICATION					
		Shaded fields for official use only		Unique Code	
				Date/Time	
PART A					
	<i>Information Required</i>	<i>Information Provided</i>			
1	Institution/Organization Name				
2	Type of applicant (please tick)	Quality Assurance Body		Awarding Body	
3	Notification address (Please indicate business address)				
	3.1) Physical Address				
	3.2) Postal Address				
	3.3) Tel:				
	3.4) E-mail:				
	3.5) Website				
4	4.1 Country of legislation of your institution				
5	Description of Institutions for which you assure quality				
6	Description of Qualification awarded 6.1 Cite ZAQA accreditation number 6.2 Cite Qualification Title				
7	Governance				
	7.1 Cite Management and Governance arrangements (Attach organisational structure)				
	7.2 Cite strategic management process (attach current strategic plan)				

8	Quality Enhancement		
	8.1 Cite quality assurance processes (attach quality assurance instruments)e.g: 1. registration of Institutions 2. accreditation of programmes 3. awarding of a qualification 4. learner achievement records		
	PART B		
9	Awarding the Qualification		
	9.1 Name of awarding body		
	9.2 Name of quality assurance body (if different from above)		
10	Qualification Details		
	10.1 Qualification type (e.g. Bachelor's Degree)		
	10.2 Qualification title (e.g. Mechanical Engineering)		
	10.3 Discipline (General Field) (e.g. Mechanical Engineering)		
	10.4 Delivery Mode(e.g. Taught)		
	10.5 Qualification level (e.g. ZQF Level 7)		
	10.6 Standard duration		
	10.7 Entry requirements		
	10.8 Statement of strategic purpose		
	10.9 Qualification Outcome Statement		
	10.9.1 Graduate profile		
	10.9.2 Learning pathways		
	10.9.3 Employment pathways		
	10.9.4 Qualification Review Period		

11	Appendices				
	Appendix No. 2	Attach a list of programmes leading to qualifications for which the awarding body is accredited or authorized by Act of Parliament to provide			
	Appendix No. 3	Attach curriculum document/learning programme which should include learning outcomes			
	Appendix No. 4	Attach stakeholder Profile for the qualification (if not covered in the Curriculum document)			
	Appendix No. 5	Attach certificate of registration/accreditation or legal provision for owners of approved programmes leading to the qualification.			
	Appendix No. 6	Attach copies of organizational charts			
	Appendix No. 7	Attach current strategic plan			
	Appendix No. 8	Attach quality assurance policies and procedures on: 1. registration of Institutions 2. accreditation of programmes 3. awarding of qualifications 4. learner achievement records			
	Appendix No. 9	Attach proof of payment of required Fees (Attach copy of receipt)			

We certify that the information provided in this renewal application is true and accurate. We understand that the outcome of the evaluation will be based on the information available to ZAQA at the time of the evaluation. I authorize ZAQA to make further inquiries as deemed necessary for a comprehensive evaluation of the qualification for the purpose of accreditation.

Submitted by Name *Position*

Signature: *Date*

<p>OFFICIAL STAMP</p>



Zambia Qualifications Authority

The Zambia Qualifications Authority Act, 2011
(Act No. 13 of 2011)

**The Zambia Qualifications (Accreditation, Validation and Evaluation of Qualifications)
Regulations, 2018**

GRANT OF ACCREDITATION OF QUALIFICATION OR PART QUALIFICATION

1. Here To (1).....
insert the full names
and address
of the
applicant IN THE MATTER OF (2)
2. Here You are hereby notified that your application to accredit a qualification has
insert the reference been approved by the Authority on the following grounds:
No. of the application (a).....
(b).....
(c).....
(d).....

Dated this day of..... 20

.....
Director

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FORM IV
(Regulation 4)

Certificate No.....



Zambia Qualifications Authority

The Zambia Qualifications Authority Act, 2011
(Act No. 13 of 2011)

**The Zambia Qualifications (Accreditation, Validation and Evaluation of Qualifications)
Regulations, 2018**

**CERTIFICATE OF ACCREDITATION OF QUALIFICATION OR PART
QUALIFICATION**

This is to confirm that

Name of qualification ZQF Level
submitted by
has been registered and accredited on the Zambia Qualifications Framework.

Dated this day of..... 20

.....
Director

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Zambia Qualifications Authority

The Zambia Qualifications Authority Act, 2011
(Act No. 13 of 2011)

**The Zambia Qualifications (Accreditation, Validation and Evaluation of Qualifications)
Regulations, 2018**

**NOTICE OF REJECTION OF APPLICATION TO ACCREDIT QUALIFICATION OR
PART QUALIFICATION**

1. Here insert the full names and address of the applicant *To* (1).....
.....
.....
IN THE MATTER OF (2)
2. Here insert the reference No. of the application You are notified that your application to accredit a qualification has been rejected by the Authority on the following grounds:

(a).....
(b).....
(c).....
(d).....

Dated this day of..... 20

.....
Director

OFFICIAL
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Zambia Qualifications Authority

The Zambia Qualifications Authority Act, 2011
(Act No. 13 of 2011)

**The Zambia Qualifications (Accreditation, Validation and Evaluation of Qualifications)
Regulations, 2018**

**NOTICE OF REVOCATION OF ACCREDITATION OF QUALIFICATION OR
PART QUALIFICATION**

1. Here insert the name of institution IN THE MATTER OF ACCREDITATION for
Institution..... you
are hereby notified that accreditation of qualification listed below has been revoked
by the Authority on the following grounds:

- (a).....
(b).....
(c).....
(d)

LIST OF REVOKED QUALIFICATIONS

- (a).....
(b).....
(c).....
(d).....

Dated this day of..... 20

.....
Director

OFFICIAL
STAMP



Zambia Qualifications Authority

The Zambia Qualifications Authority Act, 2011
(Act No. 13 of 2011)

**The Zambia Qualifications (Accreditation, Validation and Evaluation of Qualifications)
Regulations, 2018**

**APPLICATION FORM FOR VALIDATION OR EVALUATION OF QUALIFICATION
OR PART QUALIFICATION**

Note: This form shall also serve as consent for disclosure of information for the purpose of validation or evaluation by the Zambia Qualifications Authority.

Print clearly in black or blue ink (or type)

1. Name of Qualification Holder _____

2. Contact details of the applicant.

Name of applicant _____

NRC No/Passport No _____

Postal address _____

E-mail _____

Tel _____ Mobile _____

3. Contact details of a third party, if a copy of the results should be forwarded to the third party directly (note the additional fee)

Name _____

Postal address _____

E-mail _____ Mobile _____

I consent to the disclosure of my educational information to the Zambia Qualifications Authority.

Signature: _____ **Date:** _____

4. Purpose of the evaluation/validation

Employment	<input type="checkbox"/>	Professional registration	<input type="checkbox"/>
Immigration/residence	<input type="checkbox"/>	upgrade of learner achievement	<input type="checkbox"/>
Further study	<input type="checkbox"/>	Others	<input type="checkbox"/>

If other, please, specify _____

5. Requirements for qualification documents

(for more qualifications, attach continuation sheet in similar format)

<i>S/N</i>	<i>Name of Qualification /Award</i>	<i>Name of Quality Assurance /Awarding Body</i>	<i>Country of Award</i>	<i>Indicate Purpose (i.e. Evaluation, validation or both)</i>
1				
2				
3				
4				

6. Fees

Refer to the Schedule of fees

Note:

- (i) An evaluation of a foreign qualification requires a validation thereof.
- (ii) You must provide:
 - (a) A certified copy of each qualification awarded;
 - (b) A complete, official academic transcript of results for each qualification (Note: Progress reports, provisional results and examination results are not acceptable).
 - (c) A certified copy of your identity card
 - (d) A copy of any previous evaluation/validation undertaken by the ZAQA for any or all of the qualifications listed.
 - (e) **Certificates in foreign languages** should be submitted together with **sworn translations** into English.
- (iii) You must provide (if available):
 - (a) Statements of course hours and credits;
 - (b) A syllabus or course prescription for each qualification/award obtained.

(iv) **Faxed documents** are not acceptable for evaluation/ validation purposes.

If you submit forged, altered or falsified documents, an evaluation/validation will not be issued. In such cases, ZAQA reserves the right to share the information with appropriate institutions and government agencies for prosecution.

7. Declaration

I certify that the information provided in this application is true and accurate. I understand that the evaluation/ validation outcome is not binding on any quality assurance/ awarding body and that it is based on the information available to ZAQA at the time of the evaluation.

I authorize ZAQA to make such inquiries as is necessary with the quality assurance / awarding body in the country of award to verify the qualification(s) given to me as indicated in this application.

Signature of Applicant _____ Date _____

8. Definitions of Terms

8.1. Evaluation of a qualification - The process of examining and assessing qualifications/ awards by different institutions to meet the standards of a certain level on the Zambia Qualifications Framework.

8.2. Validation of a qualification- The process of establishing the authenticity of a Qualification / award.

FOR OFFICIAL USE ONLY.

Date Application Received	Fees paid	Receipt No.	Completeness

Number of certificates received for evaluation or validation

Application received by (Name) _____ Signature _____ Date _____

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FORM VIII
(Regulation 8(2))

Certificate No.....



Zambia Qualifications Authority

The Zambia Qualifications Authority Act, 2011
(Act No. 13 of 2011)

**The Zambia Qualifications (Accreditation, Validation and Evaluation of Qualifications)
Regulations, 2018**

CERTIFICATE OF VALIDATION OR EVALUATION OF QUALIFICATION

Qualification Holder

Identity card No.

ZQA Reference No.

Date of issue.....

This qualification bearing title of has been validated
or evaluated as genuinely awarded to (Name)

on (date)by (Awarding Body),

a registered and recognised institution by(accrediting body).

This qualification is recognized in Zambia as at level

of the Zambia Qualifications framework.

.....
Director

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Certificate No.....



Zambia Qualifications Authority

The Zambia Qualifications Authority Act, 2011
(Act No. 13 of 2011)

**The Zambia Qualifications (Accreditation, Validation and Evaluation of Qualifications)
Regulations, 2018**

**NOTICE OF REJECTION OF APPLICATION TO VALIDATE OR EVALUATE A
QUALIFICATION**

1. Here *To (1)*
insert the
full names
and address
of the
applicant
.....
.....
.....
2. Here *IN THE MATTER OF (2)*
insert the
reference
No. of the
application
You are notified that your application to validate or evaluate a qualification has
been rejected by the Authority on the following grounds:
(a)
(b)
(c)
(d)

Dated this day of 20

.....
Director

OFFICIAL
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(Regulation 10)



Zambia Qualifications Authority

The Zambia Qualifications Authority Act, 2011
(Act No. 13 of 2011)

**The Zambia Qualifications (Accreditation, Validation and Evaluation of Qualifications)
Regulations, 2018**

SCHEDULE OF FEES

<i>Description</i>	<i>Fee Units</i>
Accreditation of a Zambian qualification	16,666.67
Renewal of accreditation of a Zambian qualification	16,666.67
Accreditation of a foreign qualification	33,333.33
Renewal of accreditation of a foreign qualification	33,333.33
Validation of a general education qualification (Local)	166.67
Validation of a Trades and Occupation qualification (Local)	666.67
Validation of a professional qualification	1666.67
Validation of a higher education qualification	1666.67
Validation of all foreign qualifications	1666.67
Evaluation of qualifications	2333.33

PROF. N. LUO,
Minister of Higher Education

LUSAKA

18th January, 2018

[MSTVT/52/2/15]

