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kasneb Examinations Brochure

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1. BACKGROUND INFORMATION ABOUT kasneb

1.1 LEGAL FOUNDATION AND STATUS OF kasneb

kasneb was established as a state corporation under the National Treasury by the Government of Kenya on 24 July 1969. The establishment and operations of kasneb are governed by the following main Acts:

- (a) The Accountants Act, No. 15 of 2008 (which repealed the Accountants Act, Cap 531 of 1977).
- (b) The Certified Public Secretaries of Kenya Act, Cap 534 of 1988.
- (c) The Investment and Financial Analysts Act, No. 13 of 2015.

1.2 FUNCTIONS OF kasneb

Section 17(1) of the Accountants Act, 2008 of the Laws of Kenya defines the functions of kasneb. These functions are:

- (a) To prepare syllabuses for professional, diploma and certificate examinations in accountancy, company secretarial practice and related disciplines;
- (b) To make rules with respect to such examinations;
- (c) To arrange and conduct examinations and issue certificates to candidates who have satisfied examination requirements;
- (d) To promote recognition of its examinations in foreign countries;
- (e) To investigate and determine cases involving indiscipline by students registered with the Examinations Board;
- (f) To promote and carry out research relating to its examinations;
- (g) To promote the publication of books and other materials relevant to its examinations;
- (h) To liaise with the Ministry of Education, Science and Technology in accreditation of institutions offering training in subjects examinable by the Examinations Board, and
- (i) To do anything incidental or conducive to the performance of any of the preceding functions.

1.3 PROFESSIONAL INSTITUTES/REGISTRATION BOARD FOR kasneb GRADUATES

Institute of Certified Public Accountants of Kenya (ICPAK)

ICPAK is established under Section 3 of the Accountants Act, 2008. One of the functions of ICPAK is to advise kasneb on matters relating to examination standards and policies. The Act also makes provisions for the establishment of a Registration and Quality Assurance Committee (Registration Committee) under Section 13. One of the functions of the Registration Committee is to register eligible persons as Certified Public Accountants.

Institute of Certified Secretaries (ICS)

ICS is established under Section 3 of the Certified Public Secretaries of Kenya Act (Cap. 534) of the Laws of Kenya. One of the functions of ICS is to advise kasneb on matters relating to examination standards and policies.

Registration of Certified Public Secretaries Board (RCPSB)

RCPSB is established under Section 11 of the Certified Public Secretaries of Kenya Act (Cap. 534) of the Laws of Kenya. One of the functions of RCPSB is to register eligible persons as Certified Secretaries.

Institute of Certified Investment and Financial Analysts (ICIFA)

ICIFA is registered under the Investment and Financial Analysts Act, No. 13 of 2015 of the Laws of Kenya. One of the functions of ICIFA is to advise kasneb on matters relating to examination standards and policies. The Act also makes provisions for the establishment of a Registration Committee under Section 13. One of the functions of the Registration Committee is to register eligible persons as Certified Investment and Financial Analysts.

Institute of Credit Management Kenya [ICM (K)]

ICM (K) is registered under the Societies Act, (Cap.108) of the Laws of Kenya.

1.4 VISION, MISSION, MANDATE AND CORE VALUES

The vision, mission, mandate and core values of kasneb are as follows:

Vision

Global leader in examination and certification of business professionals.

Mission

Empowering professionals globally by offering quality examinations and undertaking research and innovation.

Mandate

The mandate of kasneb is the development of syllabuses; conduct of professional, diploma and certificate examinations and certification of candidates in accountancy, finance, 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

- Integrity
- Professionalism
- Customer focus
- Teamwork
- Innovativeness



2. EXAMINATIONS OF kasneb

kasneb currently offers the following examinations:

A. VOCATIONAL CERTIFICATE COURSES

These are short-term, skills-based programmes currently in the areas of entrepreneurship and innovation, graphic design, information and cyber security and Blockchain technology. The courses are ideal both for fresh high school graduates and established professionals in various areas willing to diversify their knowledge and competencies in the above areas.

The vocational certificate courses are administered in two levels, with each level requiring an average of three months, thus a total of six months.

Entrants with high school certificates will start with Level I which covers basic skills. Other entrants with post-high school qualifications covering the basic skills will enter at Level II.

The minimum entry for the vocational certificates is a KCSE certificate. The courses can be pursued through a tuition-based programme or privately. Tuition-based programmes (physical or virtual classes) are however recommended due to the interactiveness with facilitators and other students which are key in imparting the requisite technical and soft skills.

The examinations will be administered primarily on a computer-based platform.

The details on each of the vocational programmes are presented below:

(i) Vocational Certificate in Entrepreneurship and Innovation

The course imparts basic knowledge, skills, values and attitudes to apply entrepreneurship skills and generate innovative ideas to start and manage a new business or grow an existing entity.

The course is structured in two levels, as summarised below:

Level One (Basic Units)

- Paper No.1: Communication Skills and Ethics
- Paper No.2: Introduction to Computing Systems
- Paper No.3: Numerical and Financial Literacy

Level Two (Core Units)

- Paper No.4: Entrepreneurial Strategies
- Paper No. 5: Creativity and Innovation
- Paper No. 6: Opportunity-centred Entrepreneurship

(ii) Vocational Certificate in Graphic Design

The course imparts basic knowledge, skills, values and attitudes to generate and enhance graphic designs according to set specifications.

The course is structured in two levels, as indicated below:

Level One (Basic Units)

- Paper No. 1: Communication Skills and Ethics
- Paper No. 2: Introduction to Computing Systems
- Paper No.3: Numerical and financial literacy



Level Two (Core Units)

Paper No. 4: Graphic Design I: Software, Topography, Colours

- Introduction to Graphic Design
- Graphic Design Software
- Typography in Graphic Design
- Colours in Graphic Design

Paper No.5: Graphic Design II: Digital Imaging, layout, production

- Digital Imaging
- Graphic Design Layout
- Objects and illustrations
- Graphic Design production

(iii) Vocational Certificate in Information and Cyber Security

The course imparts basic knowledge, skills, values and attitudes to identify information and cyber threats and risks and implement programmes to protect information and databases.

The course is structured in two levels, as indicated below:

Level One (Basic Units)

Paper No. 1: Communication Skills and Ethics

Paper No.1: Introduction to Computing Systems

Paper No.3: Numerical and financial literacy

Level Two (Core Units)

Paper No.4: Cyber Security and Ethics

Paper No.5: Organisation Information Security

Paper No.6: Computer Networks Operations and Security

Paper No.7: Database Design and Security

(iv) Vocational Certificate in Blockchain Technology

The course imparts knowledge, skills, values and attitudes to develop a simple Blockchain program and undertake Blockchain transactions.

The course is structured in two levels, as indicated below:

Level One (Basic Units)

Paper No.1: Communication Skills and Ethics

Paper No.2: Introduction to Computing Systems

Paper No.3: Numerical and financial literacy

Level Two (Core Units)

Paper No.4: Blockchain technology development platforms

Paper No.5: Cryptography techniques

Paper No.6: Blockchain technology transactions

Paper No.7: Law governing Blockchain technology



B. CERTIFICATE IN ACCOUNTING AND MANAGEMENT SKILLS (CAMS) COURSE

The course imparts knowledge, skills, values and attitudes to prepare basic accounts and financial statements for a small enterprise or non-complex environment and apply basic management and marketing skills in business.

The course is mainly for persons who wish to qualify and work as entry level accounting and management personnel.

The CAMS course is administered in two levels, with each level requiring an average of six months, thus a total of one year.

The minimum entry requirement is KCSE mean grade D or a vocational certificate.

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.

The examinations will be administered primarily on a computer-based platform.

The structure of CAMS is summarised below:

Level One

Principles of Entrepreneurship and Management
Introduction to Law and Ethics
Fundamental ICT Skills
Fundamentals of Business Mathematics

Level Two

Foundations of Accounting
Elements of Taxation
Principles of Marketing and Communication

C. DIPLOMA COURSES

kasneb currently administers three diploma programmes; Accounting Technicians Diploma (ATD), Diploma in Data Management and Analytics (DDMA) and Diploma in Computer Networks and Systems Administration (DCNSA).

The diploma courses are administered in two levels, with each level requiring an average of one year, thus a total of two years.

The minimum entry for the diploma courses is KCSE mean grade C-, CAMS or any other recognized certificate. The courses can currently be pursued through a tuition-based programme or privately. Tuition-based programmes (physical or virtual classes) are however recommended due to the interactiveness with facilitators and other students which are key in imparting the requisite technical and soft skills.

The details on each of the diploma programmes are presented below:

(i) Accounting Technicians Diploma (ATD) course

The course imparts knowledge, skills, values and attitudes to prepare financial and management accounts and financial statements for small and medium sized enterprises and compute basic taxes for a business.

The course is aimed at persons who wish to qualify and work as middle level accountants providing technical support to professional accountants, auditors, tax practitioners and related areas.

The structure of ATD is summarised below:

Level One

Introduction to Financial Accounting
Introduction to Law and Ethics
Entrepreneurship and Communication
Information Communication Technology

Level Two

Financial Accounting
Principles of Management
Business Mathematics and Statistics
Principles of Taxation

Level Three

Principles of Economics
Fundamentals of Management Accounting
Fundamentals of Finance
Principles of Auditing

(ii) Diploma in Data Management and Analytics (DDMA) course

The course imparts knowledge, skills, values and attitudes to undertake non-complex design of databases, mine and analyse data for decision making.

The DDMA will be administered on a computer-based platform. The structure of DDMA is summarised below:

Level One

Introduction to Computing Systems
Communication Skills and Ethics
Information Systems Support and Integration
Computer Information Systems Applications

Level Two

Databases
Warehousing and Data Mining
Mathematical Concepts in Data Science
Quantitative Modelling Skills

Level Three

Python Data Visualisation
Data Management and Analytics
Cloud Data Solutions

(iii) Diploma in Computer Networks and Systems Administration (DCNSA) course

The course imparts knowledge, skills, values and attitudes to design, configure, test and secure and manage non-complex networks.

The DCNSA will be administered on a computer based platform.



The structure of DCNSA is summarised below:

Level One

Introduction to Computing Systems
Communication Skills and Ethics
Information Systems Support and Integration
Computer Information Systems Applications

Level Two

Computer Networking
Network Operating Systems
Windows Servers Roles and Features
Network Security

Level Three

Network Troubleshooting
Network set-up
Server maintenance

D. PROFESSIONAL COURSES

kasneb currently administers five professional courses, as summarised below:

- (i) Certified Public Accountants (CPA)
- (ii) Certified Secretaries (CS)
- (iii) Certified Investment and Financial Analysts (CIFA)
- (iv) Certified Credit Professionals (CCP)
- (v) Certified Information Systems Solutions Expert (CISSE)

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

The minimum entry for the professional courses is KCSE mean grade C+ , kasneb diploma qualifications or any other recognized diploma. The courses can be pursued through a tuition-based programme or privately. Tuition-based programmes (physical or virtual classes) are however recommended due to the interactiveness with facilitators and other students which are key in imparting the requisite technical and soft skills.

The details on each of the professional courses are presented below:

(i) Certified Public Accountants (CPA) course

The course imparts knowledge, skills, values and attitudes to, among other competencies:

- Prepare accounts and financial statements including for complex entities in both the private and public sectors.
- Use computerised accounting systems
- Practically apply data analytical tools analyse data and reach conclusions.
- Undertake audit and assurance services
- Apply advanced financial management skills to evaluate various financial aspects of a business for decision making
- Prepare management accounts
- Apply leadership and management skills in practice to manage teams and achieve results



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

Assessment will be conducted in a variety of ways, including examinations, practical papers, workshops attendance and practical experience.

The structure of CPA is summarised below:

Foundation Level

Financial Accounting
Communication Skills
Introduction to Law and Governance
Economics
Quantitative Analysis
Information Communication Technology

Intermediate Level

Company Law
Financial Management
Financial Reporting and Analysis
Auditing and Assurance
Management Accounting
Public Finance and Taxation

Advanced Level

a. Compulsory papers

Leadership and Management
Advanced Financial Reporting and Analysis
Advanced Financial Management

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

Advanced Taxation
Advanced Auditing and Assurance
Advanced Management Accounting
Advanced Public Financial Management
Business Data Analytics (Practical Paper)

In addition to the above papers, prior to certification, candidates will be required to

- Attend workshops on ethics, soft skills and emerging issues organised by kasneb and ICPAK and earn IPD hours)
- Obtain 1-year practical experience, or alternatively attend workshops on work based simulation organised by kasneb and ICPAK.

(ii) Certified Secretaries (CS) course

The course imparts knowledge, skills, values and attitudes to, among other competencies:

- Practice and promote principles of good governance within public and private sector entities
- Implement and comply with legal, regulatory and ethical requirements in practice
- Ensure proper conduct and management of meetings
- Undertake consultancy and advisory services in corporate secretarial and related practices



- Manage boardroom dynamics
- Undertake governance and compliance audits

The course is aimed at persons who wish to qualify and work or practice 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.

Assessment will be conducted in a variety of ways, including examinations, projects and workshops attendance.

The structure of CS is summarised below:

Foundation Level

Management Principles and Practice
 Communication Skills and Records Management
 Introduction to Law and Governance
 Principles of Accounting and Taxation
 Human Resources Management
 Information Communication Technology

Intermediate Level

Company Law
 Public Sector Governance, Policy and Administration
 Meetings: Compliance and Administration
 Financial Markets and Specialised Institutions
 Corporate Governance and Ethics
 Research, Consultancy and Advisory

Advanced level

Strategic Management
 Finance for Decision Making
 Governance and Compliance Audit
 Boardroom Dynamics
 Research Project

(iii) Certified Investment and Financial Analysts (CIFA) course

The course imparts knowledge, skills, values and attitudes to, among other competencies:

- Apply financial tools and concepts in analysis and valuation of investment and securities
- Manage and grow portfolios of investments
- Analyse various types of investments including equity investments, fixed income investments and derivatives
- Manage corporate finances
- Apply financial modelling and analytical tools in investments analysis

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

The structure of CIFA is summarised below:



Foundation Level

Financial Accounting
Professional Ethics and Governance
Regulation of Financial Markets
Economics
Quantitative Analysis
Introduction to Finance and Investments

Intermediate Level

Portfolio Management
Financial Statements Analysis
Equity Investments Analysis
Corporate Finance
Public Finance and Taxation

Advanced Level

Leadership and Management
Fixed Income Investments Analysis
Alternative Investments Analysis
Advanced Portfolio Management
Derivatives Analysis
Financial Modelling and Data Analytics (Practical Paper)

(iv) Certified Credit Professionals (CCP) course

The course imparts knowledge, skills, values and attitudes to, among other competencies:

- Manage the credit cycle for trade credit providers
- Manage credit risk for different entities
- Undertake credit analysis for various corporate entities
- Undertake debt collection in a professional manner
- Comply with various requirements in debt management including governance, ethical, legal and regulatory requirements.

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

The structure of CCP is summarised below:

Foundation Level

Credit Management
Communication and Customer Relations
Introduction to Law and Governance
Credit Risk Management
Principles of Accounting
Business Environment

Intermediate Level

Financial Statements Analysis for Credit Managers
Corporate Credit Analysis
Collections Management
Credit Governance and Compliance



Advanced Level

Leadership and Management
Advanced Credit Risk Management
Advanced Collections Management
Debt Recovery Management

(v) Certified Information Systems Solutions Expert (CISSE)

The course imparts knowledge, skills, values and attitudes to, among other competencies:

- Develop information systems solutions for a business
- Design and operationalise database management systems
- Design, configure and trouble shoot computer networks
- Implement ICT projects
- Manage and analyse big data

The structure of CISSE is summarised below:

Foundation Level

Computing Systems
Information Systems Support and Integration
Communication Skills and Ethics in Information Systems
Computer Information Systems Applications
Entrepreneurship and Innovation

Intermediate Level

Information Systems Strategy, Governance and Ethics
Data Management Information Systems
Research and Project Management
Networking and Data Communication
Programming and Systems Analysis and Design

Advanced Level

a. Elective Areas

Elective I:

Big Data Management and Analytics

(i) Big Data Management

(ii) Big Data Analytics

Elective II: Networking and Information Systems Security

(i) Networking and Telecommunications

(ii) Information Systems Security

The course will be offered on a computer-based platform.

E. POST-PROFESSIONAL SPECIALISATION COURSE

kasneb has introduced the Certified Forensic Fraud Examiner (CFFE). The course imparts knowledge, skills, values and attitudes to, among other competencies:

- Apply analytical techniques in fraud detection
- Design and implement preventive and detective controls
- Apply and ensure compliance with the appropriate laws in fraud investigations
- Apply the burden and standards of proof in civil and criminal proceedings



- Apply the various methods and techniques of conducting fraud investigations
- Write standard investigations and expert witness reports
- Develop fraud prevention programs
- Conduct a fraud prevention health check up
- Develop and implement a fraud risk management program

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

The CFFE is administered in three modules, with an integrated case study and workshops at the end of the course. Each module is expected to last for three months. Examinations for the CFFE course will be administered three times in a year, thus the course is meant to last on average one year.

The minimum entry requirement to pursue the CFFE course is:

- kasneb professional qualification; or
- Bachelors degree from a recognised university; or
- Any other qualification considered equivalent to the above.

The course can be pursued through tuition-based learning or self-study.
The structure of CFFE is summarised below:

Module One

Introduction to Forensic Accounting and Audit
Fraud and Corruption Schemes
Overview of The Legal and Justice System

Module Two

Law Related to Fraud
Principles of Law of Evidence and the Trial Process
Planning and Conducting Formal Investigations

Module Three

Fraud Prevention and Detection
Fraud Risk Management
Integrated Case Study and Workshop

EXAMINATIONS FOR HOLDERS OF FOREIGN QUALIFICATIONS WISHING TO BE REGISTERED AND PRACTICE IN KENYA

(i) Examination for holders of foreign accountancy qualifications (FAQs)

In consultation with the Council of ICPAK under Section 26 Sub-Sections (2) and (3) of the Accountants Act, 2008, kasneb examines holders of foreign accountancy qualifications who have applied for registration as Certified Public Accountants (CPAs) of Kenya and they are required to demonstrate their knowledge of local law and practice.

(ii) Examination for holders of foreign secretaries qualifications (FSQs)

In consultation with the Council of ICS under Section 20 Sub-Sections (2) and (3) of the Certified Public Secretaries of Kenya Act, Cap 534, kasneb examines holders of foreign secretaries qualifications who have applied for registration as Certified Secretaries (CSs) of Kenya and they are required to demonstrate their knowledge of local law and practice.



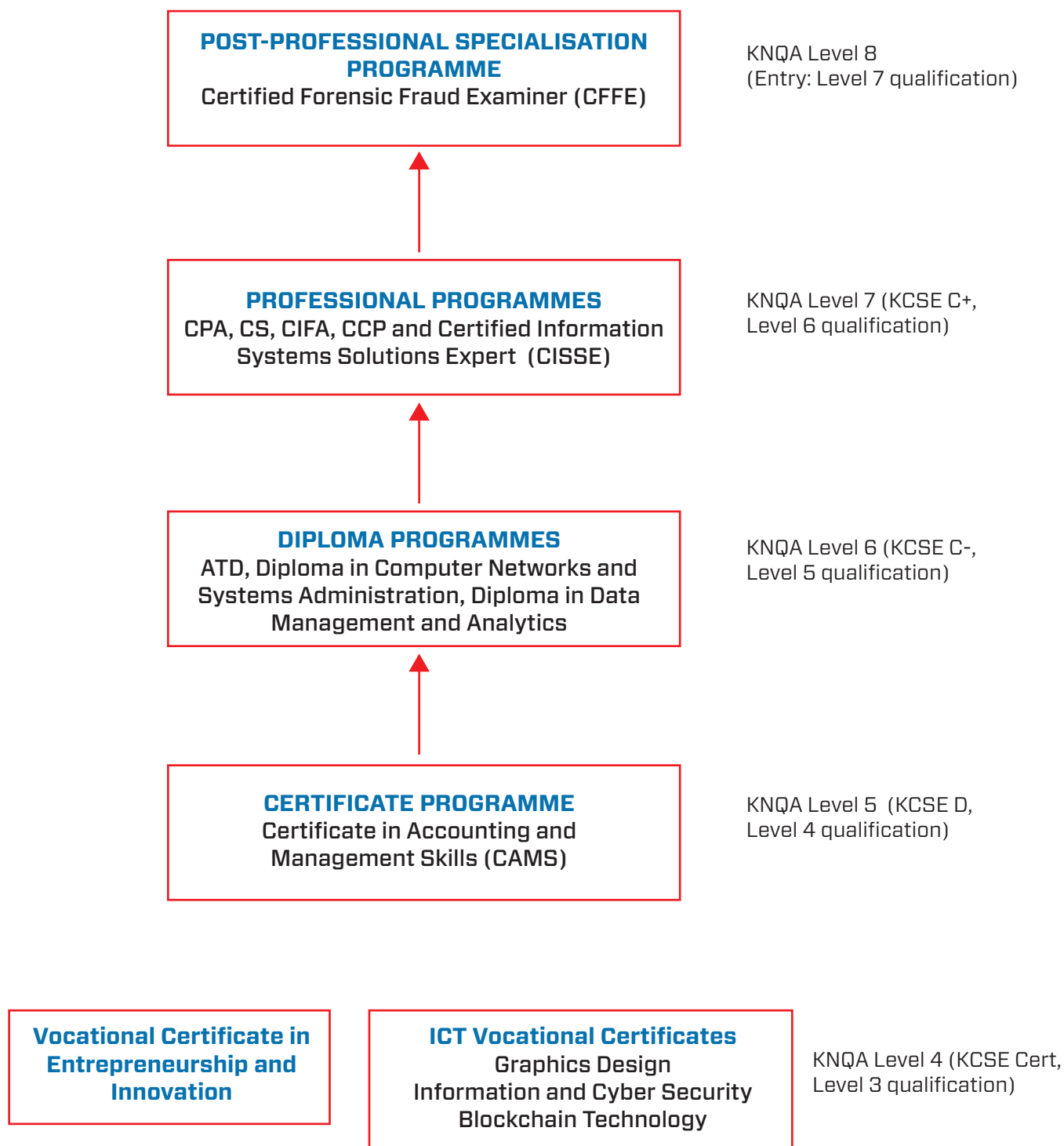
(iii) Examination for holders of foreign investment and financial analysts qualifications (FIFAQs)

In consultation with the Council of ICIFA under Section 16 Sub-Sections (2) and (3) of the Investment and Financial Analysts Act, No. 13 of 2015, kasneb examines holders of foreign qualifications who have applied for registration as Certified Investment and Financial Analysts (CIFA) and they are required to demonstrate their knowledge of local law and practice.



3. SUMMARISED STRUCTURE OF kasneb QUALIFICATIONS AFTER THE MAJOR REVIEW OF SYLLABUSES – JULY 2021

The overall structure of Kasneb qualifications and the structure of each qualification are presented below:



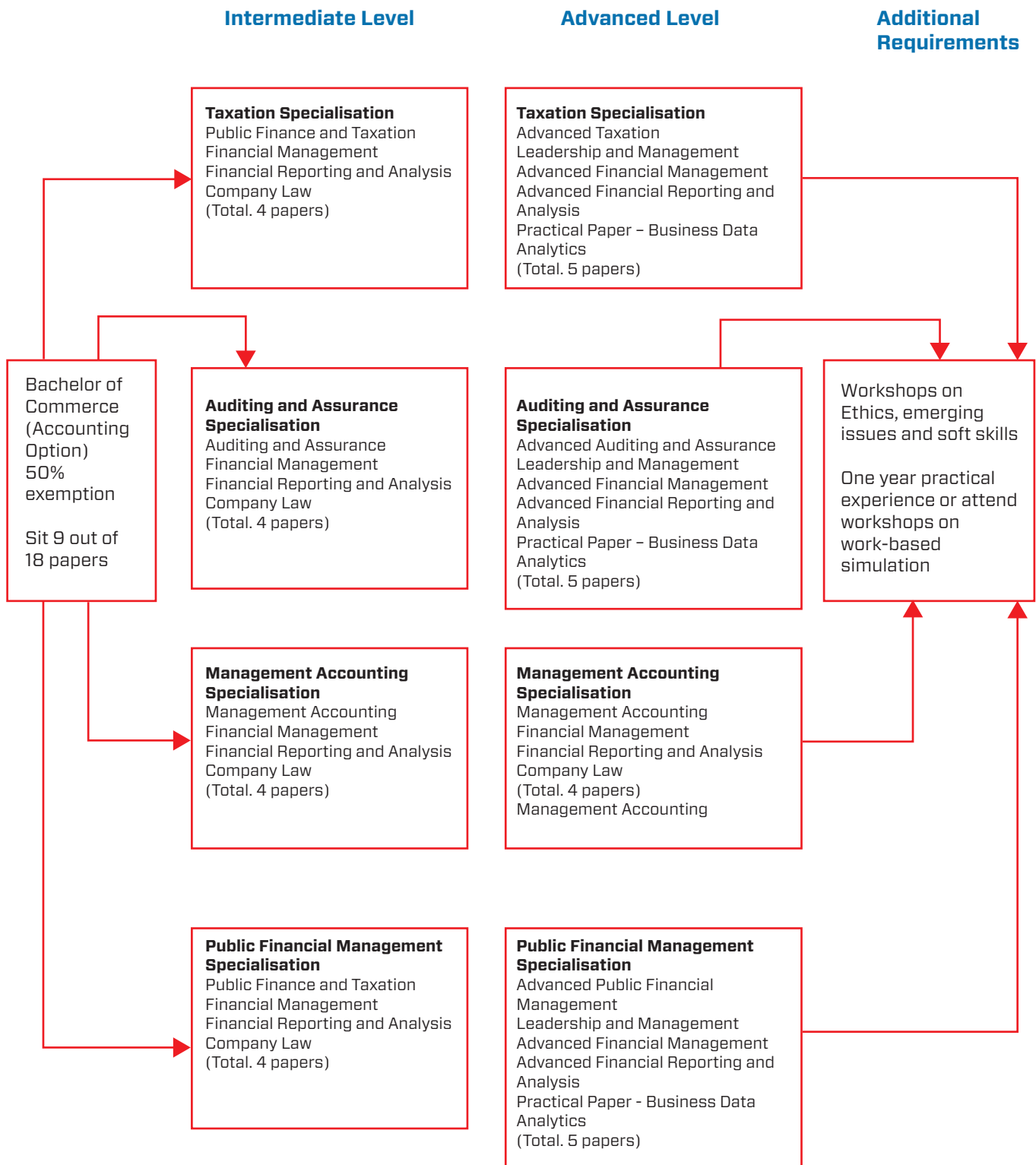
A: HARMONISED QUALIFICATION STRUCTURES – PROFESSIONAL EXAMINATIONS

Certified Public Accountants (CPA)	Certified Secretaries (CS)	Certified Investment and Financial Analysts (CIFA)	Certified Credit Professionals (CCP)	Certified Information Systems Solutions Expert (CISSE)
No. of papers: 17 + Internship + Ethics Workshops	16 + 1 Research Project/Workshop	17	14	12 Papers + Project
Foundation	Foundation	Foundation	Foundation	Foundation
Financial Accounting	Management Principles and Practice	Financial Accounting	Credit Management	Computing Systems
Communication Skills	Communication Skills and Records Management	Professional Ethics and Governance	Communication and Customer Relations	Information Systems Support and Integration
Introduction to Law and Governance	Introduction to Law and Governance	Regulation of Financial Markets	Introduction to Law and Governance	Communication Skills and Ethics in Information Systems
Economics	Principles of Accounting and Taxation	Economics	Credit Risk Management	Computer Information Systems Applications
Quantitative Analysis	Human Resources Management	Quantitative Analysis	Principles of Accounting	Entrepreneurship and Innovation
Information Communication Technology	Information Communication Technology	Introduction to Finance and Investments	Business Environment	
Intermediate	Intermediate	Intermediate	Intermediate	Intermediate
Company Law	Company Law	Portfolio Management	Financial Statements Analysis for Credit Managers	Information Systems Strategy, Governance and Ethics
Financial Management	Public Sector Governance, Policy and Administration	Financial Statements Analysis		Data Management Information Systems
Financial Reporting and Analysis	Meetings: Compliance and Administration	Equity Investments Analysis	Corporate Credit Analysis	Research and Project Management
Auditing and Assurance	Financial Markets and Specialised Institutions	Corporate Finance	Collections Management	Networking and Data Communication
Management Accounting	Corporate Governance and Ethics	Public Finance and Taxation	Credit Governance and Compliance	Programming and Systems Analysis and Design
Public Finance and Taxation	Research, Consultancy and Advisory			
Advanced	Advanced	Advanced	Advanced	Advanced
Leadership and Management	Strategic Management	Leadership and Management	Leadership and Management	ELECTIVE AREAS ELECTIVE I: Big Data Management and Analytics (i) Big Data Management (ii) Big Data Analytics ELECTIVE II: Networking and Information Systems Security (i) Networking and Telecommunications (ii) Information Systems Security

CPA	CS	CIFA	CCP	CISSE
Advanced Financial Reporting and Analysis	Finance for Decision Making	Fixed Income Investments Analysis	Advanced Credit Risk Management	Project
Advanced Financial Management	Governance and Compliance Audit	Alternative Investments Analysis	Advanced Collections Management	
	Boardroom Dynamics		Debt Recovery Management	
Specialisation (Select One, double specialisation allowed) Advanced Taxation Advanced Auditing and Assurance Advanced Management Accounting Advanced Public Financial Management	Research Project	Advanced Portfolio Management		
		Derivatives Analysis		
		Financial Modelling and Data Analytics (Practical Paper)		
Business Data Analytics (Practical Paper)		In addition to the above papers, prior to certification, candidates to: - Attend workshops on ethics, soft skills and emerging issues organised by kasneb and ICIFA and earn IPD hours) -Obtain 1 year practical experience, or alternatively attend workshops on work based simulation organised by kasneb and ICIFA.		
In addition to the above papers, prior to certification, candidates to: - Attend workshops on ethics, soft skills and emerging issues organised by kasneb and ICPAK and earn IPD hours) -Obtain 1 year practical experience, or alternatively attend workshops on work based simulation organised by kasneb and ICPAK.				



Note: Holders of a Bachelor's Degree in Accounting from recognised universities will enter the CPA programme as shown below (based on mutual credit transfer agreements)



B: STRUCTURE OF DIPLOMA PROGRAMMES

ACCOUNTING TECHNICIANS DIPLOMA	DIPLOMA IN DATA MANAGEMENT AND ANALYTICS	DIPLOMA IN COMPUTER NETWORKS AND SYSTEMS ADMINISTRATION
<p>LEVEL ONE Introduction to Financial Accounting Introduction to Law and Ethics Entrepreneurship and Communication Information Communication Technology</p> <p>LEVEL TWO Financial Accounting Principles of Management Business Mathematics and Statistics Principles of Taxation</p> <p>LEVEL THREE Principles of Economics Fundamentals of Management Accounting Fundamentals of Finance Principles of Auditing</p>	<p>LEVEL ONE Introduction to Computing Systems Communication Skills and Ethics Information Systems Support and Integration Computer Information Systems Applications</p> <p>LEVEL TWO Databases Warehousing and Data Mining Mathematical Concepts in Data Science Quantitative Modelling Skills</p> <p>LEVEL THREE Python Data Visualisation Data Management and Analytics Cloud Data Solutions</p>	<p>LEVEL ONE Introduction to Computing Systems Communication Skills and Ethics Information Systems Support and Integration Computer Information Systems Applications</p> <p>LEVEL TWO Computer Networking Network Operating Systems Windows Servers Roles and Features Network Security</p> <p>LEVEL THREE Network Troubleshooting Network set-up Server maintenance</p>

C: STRUCTURE OF CERTIFICATE IN ACCOUNTING AND MANAGEMENT SKILLS (CAMS) AND VOCATIONAL PROGRAMMES

CAMS	VCEI	VCIT - Graphic Design	VCIT - Information and Cyber Security	VCIT - Blockchain Technology
LEVEL I	LEVEL I	LEVEL I	LEVEL I	LEVEL I
Principles of Entrepreneurship and Management	Communication Skills and Ethics	Communication Skills and Ethics	Communication Skills and Ethics	Communication Skills and Ethics
Introduction to Law and Ethics	Introduction to Computing Systems	Introduction to Computing Systems	Introduction to Computing Systems	Introduction to Computing Systems
Fundamental ICT Skills	Numerical and financial literacy	Numerical and financial literacy	Numerical and financial literacy	Numerical and financial literacy
Fundamentals of Business Mathematics				
LEVEL II	LEVEL II	LEVEL II	LEVEL II	LEVEL II
Foundations of Accounting	Entrepreneurial Strategies	Graphic Design I - Introduction to Graphic Design - Graphic Design Software - Typography in Graphic Design - Colours in Graphic Design	Cyber Security and Ethics	Blockchain technology development platforms
Elements of Taxation	Creativity and Innovation	Graphic Design II - Digital Imaging - Graphic Design Layout - Objects and illustrations - Graphic Design production	Organisation Information Security	Cryptography techniques
Principles of Marketing and Communication	Opportunity-centred entrepreneurship		Computer Networks Operations and Security	Blockchain technology transactions
			Database Design and Security	Law governing Blockchain technology



D: STRUCTURE OF CERTIFIED FORENSIC FRAUD EXAMINER (CFFE) QUALIFICATION

MODULE ONE

Introduction to Forensic Accounting and Audit
Fraud and Corruption Schemes
Overview of The Legal and Justice System

MODULE TWO

Law Related to Fraud
Principles of Law of Evidence and the Trial Process
Planning and Conducting Formal Investigations

MODULE THREE

Fraud Prevention and Detection
Fraud Risk Management
Integrated Case Study and Workshop



4. SUMMARY OF KEY POLICY CHANGES UNDER THE REVISED SYLLABUSES – WITH EFFECT FROM 1 JULY 2021

The following Policy Changes were approved by the Board in June 2021 to ensure a smooth roll-out of the revised syllabuses and enhance service delivery to kasneb students, training institutions and other stakeholders.

1. The credit retention rule has been revised. Credits will be retained for the candidate without withdrawal as long as the paper where credit has been earned or its equivalent remains in the syllabus.
2. The number of examination sittings has been revised upwards from two (2) sittings to three (3) sittings per year. The standard sittings will be in April, August and December. Before selecting their preferred sittings, candidates are advised to carefully assess their ability to prepare for the examinations based on number of papers to sit and available preparation period.
3. The Certificate in Accounting and Management Skills (CAMS) course will now be fully tuition based. Continuous assessment tests (CATs) will account for 15% of the total score in the final results. Students must attend tuition in an accredited institution or an institution which has already applied for accreditation by kasneb. CAT marks will not be accepted from non-accredited institutions.
4. Students applying for exemptions may choose to either pay exemption fees for all the papers for which they have been exempted in the examination, or pay for the exempted papers under each level as they attempt the examination.
5. Persons with disability will be granted a 25% discount on registration fees provided they attach a copy of their membership card to the National Council for Persons with Disability (NCPWD) in Kenya or its equivalent in a foreign country where the candidate is based.
6. Certificate storage fees have been capped at Sh. 5,000.
7. Candidates will not be allowed to change examination centres without prior written approval from kasneb.
8. Other personal digital assistants including laptops, iPads, programmable watches and similar electronic gadgets have been banned from the examinations room in addition to mobile phones.
9. Examination fees will be payable per paper provided that:
 - (a) For vocational, certificate, diploma and post-professional specialization courses, candidates shall be required to book for all papers not passed in a module or level together including the first attempt.
 - (b) At professional level, candidates shall be required to book for at least three (3) papers in a level, except where the papers in the level, or those not passed are less than three (3). Students are however advised to select the number of papers to sit based on their assessment of ability to adequately prepare for the examinations.
10. Under-age candidates registering with birth certificates will be required to submit their national identification card/passport details within three months of receipt.
11. The entry requirements for the various qualifications are as follows:
 - (a) Vocational courses: KCSE certificate
 - (b) Certificate course (CAMS): KCSE D plain or a vocational certificate
 - (c) Diploma programmes: KCSE C- or CAMS certificate or any other certificate from a recognized institution.
 - (d) Professional courses: KCSE C+, kasneb Diploma programmes or any other diploma from a recognized institution.
 - (e) Post-professional specialization course: kasneb professional qualification, university degree or any other equivalent qualification.

12. Registration fees paid and applied to register the student will not be refunded. Registration fees may however be transferred to another kasneb qualification as per the existing policy provided the transfer is undertaken within thirty (30) days of initial registration.
13. Examination fees once paid are not refundable unless in cases of withdrawal as per existing policy. Examination fees may however be deferred as per the existing policy provisions.



5. REVISED EXAMINATION FEE STRUCTURE - EFFECTIVE FROM 1 JULY 2021

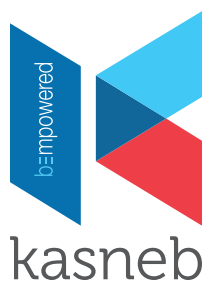
1. REGISTRATION FEES						
	Registration fee		Annual registration renewal fee		Registration reactivation fee	
	Ksh.	US\$	Ksh.	US\$	Ksh.	US\$
1.1 Vocational Certificate - E&I/GD/BCT/I&CS	2,000	35	1,000	18	1,500	25
1.2 Certificate Examination - CAMS	3,500	60	1,200	20	2,000	35
1.3 Diploma Examinations - ATD/DDMA/DCNSA	6,000	100	1,600	30	3,000	50
1.4 Professional Examinations - CPA/CS/CIFA/CCP/CISSE	7,500	125	2,000	35	4,000	65
1.5 Post Professional Specialisation - CFFE	10,000	170	2,500	43	5,000	85
1.6 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\$
2.1 VOCATIONAL CERTIFICATE EXAMINATIONS		
2.1.1 Entrepreneurship & Innovation - per paper	700	12
2.1.2 Graphic Design - per paper	2,400	40
2.1.3 Block Chain Technology - per paper	2,400	40
2.1.4 Information & Cyber Security - per paper	2,400	40
2.2 CERTIFICATE IN ACCOUNTING AND MANAGEMENT SKILLS (CAMS)		
Level I - per paper	800	14
Level II - per paper	1,000	18
2.3 DIPLOMA EXAMINATIONS		
2.3.1 ATD		
Level I - per paper	1,000	18
Level II - per paper	1,200	20
Level III - per paper	1,300	22
2.3.2 DIPLOMA IN DATA MANAGEMENT AND ANALYTICS (DDMA)		
Level I - per paper	1,000	18
Level II - per paper	2,400	45
Level III - per paper	3,200	60
2.3.3 DIPLOMA IN COMPUTER NETWORKS AND SYSTEMS ADMINISTRATION (DCNSA)		
Level I - per paper	1,000	18
Level II - per paper	2,400	45
Level III - per paper	3,200	60

kasneb STUDENT FEE COLLECTION ACCOUNTS	
Bank	Account Number
Kenya Commercial Bank Ltd. (KCB)	1203681194
National Bank of Kenya Ltd. (NBK)	01001031572601
Equity Bank Ltd.	0170299238025
Co-operative Bank of Kenya Ltd.	01129128535900
KCB dollar account for foreign students	1123096465

	Ksh.	US\$
2.4 PROFESSIONAL EXAMINATIONS		
2.4.1 Certified Public Accountants (CPA)		
Foundation - per paper	1,400	27
Intermediate - per paper	2,400	45
Advanced - per paper	3,600	67
Practical paper: Business & Data analytics	7,500	125
2.4.2 Certified Secretaries (CS)		
Foundation - per paper	1,400	27
Intermediate - per paper	2,400	45
Advanced - per paper	3,600	67
Research project:	10,000	167
2.4.3 Certified Investment And Financial Analysts (CIFA)		
Foundation - per paper	1,400	27
Intermediate - per paper	2,400	45
Advanced - per paper	3,600	67
Practical paper - Financial Modelling and Data Analytics	7,500	125
2.4.4 Certified Credit Professionals (CCP)		
Foundation - per paper	1,400	27
Intermediate - per paper	2,400	45
Advanced - per paper	3,600	67
2.4.5 Certified Information System Solution Expert (CISSE)		
Foundation - per paper	1,400	27
Intermediate - per paper	2,400	45
Advanced 3 Electives - 2 papers each per elective area (per paper)	3,600	67
2.5 POST PROFESSIONAL SPECIALISATION EXAMINATION		
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
3. EXEMPTION FESS		
3.1 DIPLOMA EXAMINATIONS		
ATD/DDMA/DCNSA		
Level I - per paper	1,500	25
3.2 PROFESSIONAL EXAMINATIONS		
CPA/CS/CIFA/CCP/CISSE		
Foundation - per paper	2,500	40
Intermediate - per paper	3,500	60
Advanced - per paper	4,500	75
3.3 POST PROFESSIONAL SPECIALISATION EXAMINATION		
CFFE		
Module I - per paper	2,500	40
Module II - per paper	3,500	60
Module III - per paper	4,500	75

Persons with disability are entitled to a 25% discount on registration fee but must attach NCPWD card



CONTACTS

KASNEB Towers, Off Hospital Road
(Near Kenyatta National Hospital,
next to Real Insurance)

P.O. Box 41362 00100 Nairobi, Kenya

info@kasneb.or.ke

020-4923-000, +254 722 201 214

[f](#) KASNEBOfficial

[t](#) @KASNEBOfficial

www.kasneb.or.ke