



# Stay

## COMPETITIVE

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# kasneb Examinations Information Booklet

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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- (a) The Accountants Act, No. 15 of 2008 (which repealed the Accountants Act, Cap 531 of 1977).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. EXAMINATION RULES AND REGULATIONS

### 3.1 REGISTRATION AND EXAMINATION BOOKINGS

All applications for registration and examination booking must be in the prescribed manner. Students are advised to download the e-kasneb app for purposes of registration and examination booking. The deadline for registration and examination booking will be specified for each sitting but may not be later than thirty days to the date of the next examinations.

### 3.2 EXEMPTIONS

Exemptions may, on application, be granted to registered students who are holders of certain degrees and diplomas recognised by kasneb. Exemptions will be granted on a paper by paper basis. Details on available exemptions can be accessed on the kasneb website [www.kasneb.or.ke](http://www.kasneb.or.ke).

### 3.3 RETENTION OF CREDITS

Credits for papers passed by candidates 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

1. A registered student must renew the studentship registration annually on the first day of July provided that 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.
2. A student who without good cause fails to renew the registration within three months of 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 regularised. 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. 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.

### 3.6 RULES GOVERNING THE CONDUCT OF STUDENTS IN THE EXAMINATION ROOM

kasneb will conduct examinations on both computer-based and paper-based platforms. The following rules mainly relate to paper-based examinations. kasneb will be issuing additional rules specific to computer-based examinations in due course.

1. Candidates should present themselves for the examination at least **30 minutes** before the scheduled time for the commencement of the examination they are taking.



2. A candidate who arrives half an hour or later after the commencement of the examination will not be allowed to take the examination nor will a candidate be permitted to leave the examination room until after the end of the first half hour since the commencement of the examination.
3. Each candidate is assigned a registration number upon registration as a student of kasneb. The candidate must sit at the place indicated by that number in the examination room. The registration number must be entered in the space provided at the top right-hand corner of each answer sheet.
4. The name of the candidate **must not** appear anywhere on the answer sheet.
5. Each answer sheet has a serial number indicated on the top, left hand side of the answer sheet. Each candidate must indicate the serial number of the answer sheet(s) used for each examination paper in the signature register.
6. Examination stationery will be provided in the examination room, but candidates must bring their own blue or black ink pens, pencils, and rulers.
7. **Mobile phones are strictly not allowed in the examinations room.**
8. No stationery whatsoever may be removed from the examination room.
9. Candidates **must not** carry the examination question papers from the examination room.
10. Candidates are allowed to use calculators provided that such calculators are noiseless, cordless and non-programmable.
11. Candidates will be required to positively identify themselves to the chief invigilator by producing their student identification cards and the national identity cards. Non-Kenyan candidates will be required to produce other relevant identification documents such as passports.
12. Strict **silence** must be observed during the entire duration of the examination.
13. Candidates **must not** possess any notes, printed paper or books in the examination room, but must leave any such material with the chief invigilator. Candidates using clipboards must ensure that such clipboards have no writing on them whatsoever.
14. Smoking is **not** allowed in the examination room.
15. Candidates **must not** collude in the examination room by exchanging notes or keeping the answer booklet in such a way that another candidate can read or copy from the booklet.
16. Impersonation in the examination room is not only a serious offence but also a criminal offence.
17. During the course of the examination, no candidate may leave the examination room without permission from the chief invigilator. Any candidate who does so will not be allowed to return to the examination room.
18. Candidates who finish the paper before the chief invigilator announces the end of the examination and wish to leave the examination room while the examination is in progress must inform the invigilator and hand in their scripts to the invigilator before leaving the examination room. However, no candidate will be allowed to leave the examinations room during the last fifteen (15) minutes of the examination.



19. Candidates **must not** leave the examination room with any answer booklet or answer sheets.
20. Candidates **must not** leave the examination room before their answer booklets are collected by the invigilators.
21. Candidates **must not** write notes on the examination timetable (Authority to sit the Examination).
22. Candidates with confirmed disabilities may apply to kasneb to be allowed extra time during examinations. Such application should be made at least two months prior to the examination.
23. Candidates must produce the timetables (Authority to sit the Examination) in order to be allowed to take the examination. Candidates may download their timetables (Authority to sit the Examination) from the kasneb website or through the e-kasneb. The downloaded timetables may be used as authority to sit the examination.

### 3.7 ACTION FOR BREACH OF EXAMINATION RULES AND REGULATIONS

1. kasneb is mandated by the Accountants Act, 2008 under Section 17 (1)(e) to investigate and determine cases involving indiscipline by students registered with kasneb. Section 42 of the Act further defines examination offences that are punishable under the law and the applicable penalties.
2. Disciplinary action will be taken against candidates who breach the examination rules and regulations of kasneb. A breach of the examination rules and regulations of kasneb shall include but is not limited to the following:
  - (a) Deficiency in identification.
  - (b) Impersonation.
  - (c) Collusion.
  - (d) Possession of a mobile phone in the examination room.
  - (e) Possession of notes in the examination room.
  - (f) Taking away answer booklets.
  - (g) Writing of names on the scripts.
  - (h) Possession of mobile phones in the examination room.
  - (i) Carrying the examination question papers from the examination room.
3. The action for breach of the examination rules and regulations of kasneb shall include but not limited to the following:
  - (a) De-registration as a student of kasneb.
  - (b) Cancellation of registration number.
  - (c) Nullification of candidate's results.
  - (d) Prohibition from taking examinations of kasneb.
  - (e) Written reprimand and warning.
4. Certain breaches of the rules and regulations amount to breaches of the law. In such cases, candidates will be handed over to the police for investigations and appropriate legal action.

Section 42 of the Accountants Act, 2008 provides that a person who:

- (a) gains access to examinations materials and knowingly reveals the contents, whether orally, in writing or through any other form, to an unauthorised party, whether a candidate or not;

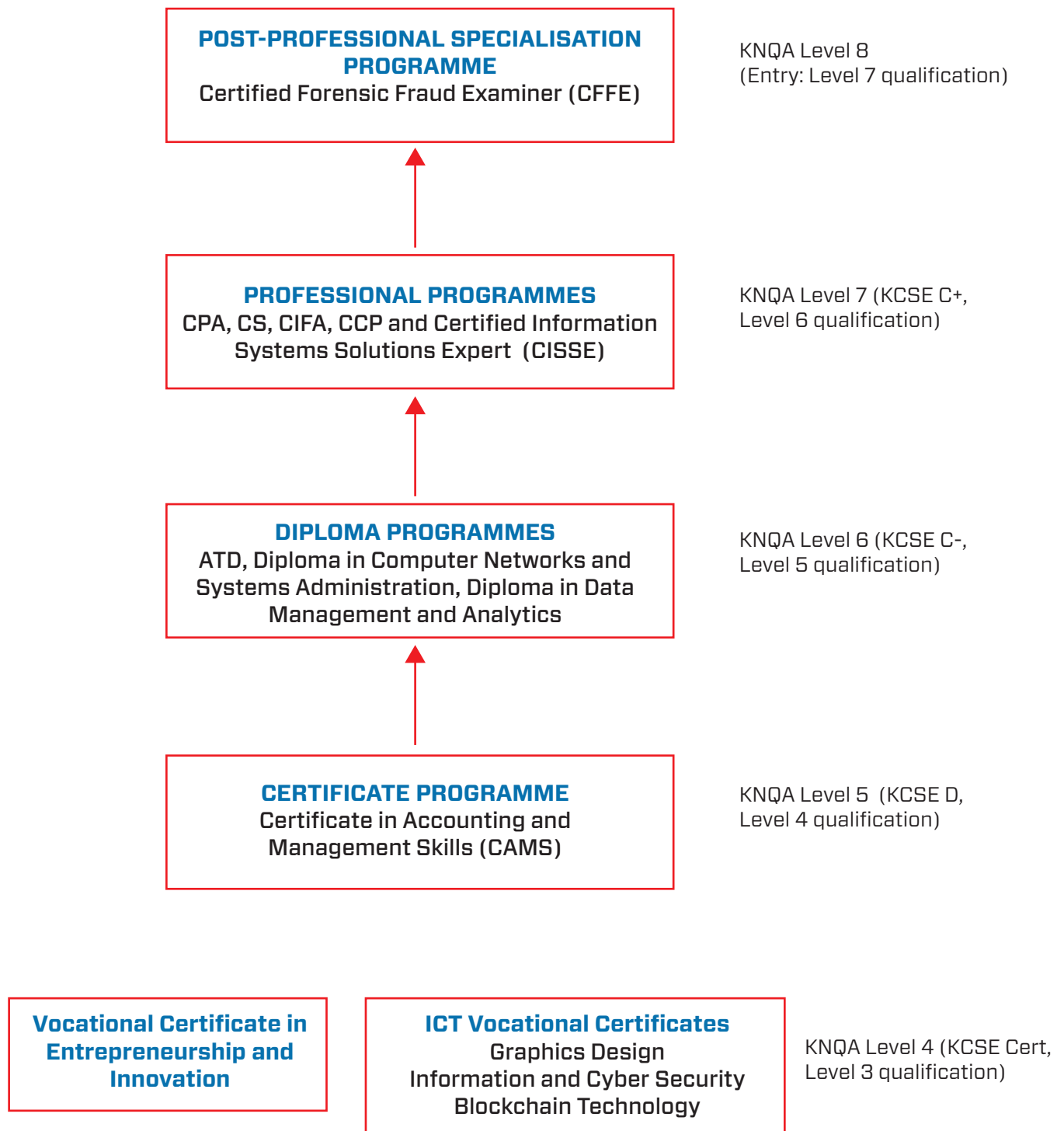


- (b) wilfully and maliciously damages examinations materials;
- (c) while not registered to take a particular examination, with intent to impersonate, presents or attempts to present himself to take the part of an enrolled candidate;
- (d) presents a forged certificate to a prospective employer or to an institution of learning with intent to gain employment or admission; or
- (e) introduces unauthorised materials into the examinations room, whether in writing or in any other form, whether a candidate or not, commits an offence and is liable on conviction to imprisonment for a term not exceeding three years, or to a fine not exceeding one hundred thousand shillings, or to both.



## 4. 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:



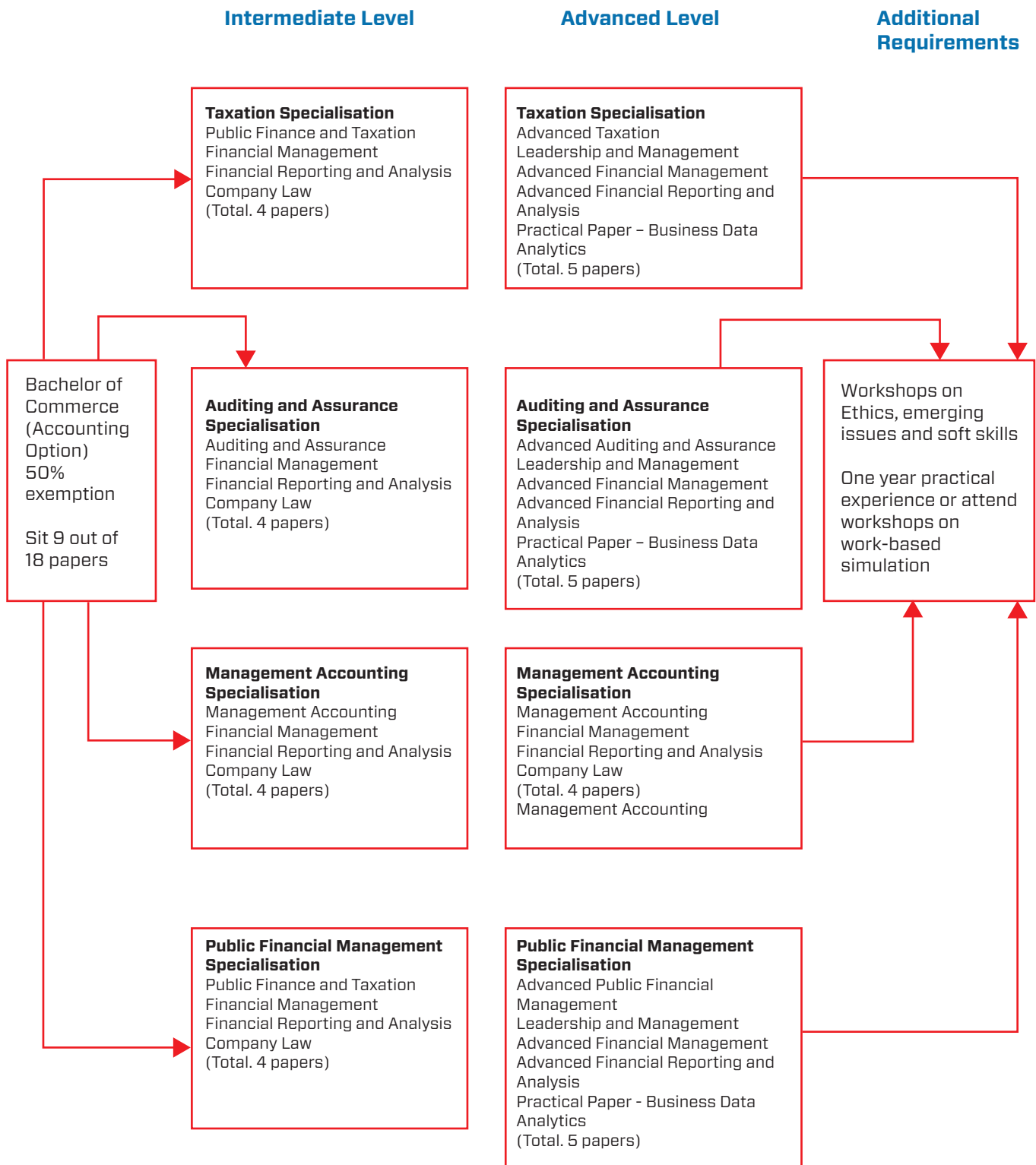
## A: HARMONISED QUALIFICATION STRUCTURES – PROFESSIONAL EXAMINATIONS

Certified Public Accountants (CPA)	Certified Secretaries (CS)	Certified Investment and Financial Analysts (CIFA)	Certified Credit Professionals (CCP)	Certified Information Systems Solutions Expert (CISSE)
<b>No. of papers: 17 + Internship + Ethics Workshops</b>	<b>16 + 1 Research Project/Workshop</b>	<b>17</b>	<b>14</b>	<b>12 Papers + Project</b>
<b>Foundation</b>	<b>Foundation</b>	<b>Foundation</b>	<b>Foundation</b>	<b>Foundation</b>
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	
<b>Intermediate</b>	<b>Intermediate</b>	<b>Intermediate</b>	<b>Intermediate</b>	<b>Intermediate</b>
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			
<b>Advanced</b>	<b>Advanced</b>	<b>Advanced</b>	<b>Advanced</b>	<b>Advanced</b>
Leadership and Management	Strategic Management	Leadership and Management	Leadership and Management	<b>ELECTIVE AREAS</b> <b>ELECTIVE I:</b> Big Data Management and Analytics (i) Big Data Management (ii) Big Data Analytics  <b>ELECTIVE II:</b> 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	
<b>Specialisation (Select One, double specialisation allowed)</b> 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)		<b>In addition to the above papers, prior to certification, candidates to:</b>  - 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.		
<b>In addition to the above papers, prior to certification, candidates to:</b>  - 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><b>LEVEL ONE</b> Introduction to Financial Accounting Introduction to Law and Ethics Entrepreneurship and Communication Information Communication Technology</p> <p><b>LEVEL TWO</b> Financial Accounting Principles of Management Business Mathematics and Statistics Principles of Taxation</p> <p><b>LEVEL THREE</b> Principles of Economics Fundamentals of Management Accounting Fundamentals of Finance Principles of Auditing</p>	<p><b>LEVEL ONE</b> Introduction to Computing Systems Communication Skills and Ethics Information Systems Support and Integration Computer Information Systems Applications</p> <p><b>LEVEL TWO</b> Databases Warehousing and Data Mining Mathematical Concepts in Data Science Quantitative Modelling Skills</p> <p><b>LEVEL THREE</b> Python Data Visualisation Data Management and Analytics Cloud Data Solutions</p>	<p><b>LEVEL ONE</b> Introduction to Computing Systems Communication Skills and Ethics Information Systems Support and Integration Computer Information Systems Applications</p> <p><b>LEVEL TWO</b> Computer Networking Network Operating Systems Windows Servers Roles and Features Network Security</p> <p><b>LEVEL THREE</b> 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
<b>LEVEL I</b>	<b>LEVEL I</b>	<b>LEVEL I</b>	<b>LEVEL I</b>	<b>LEVEL I</b>
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				
<b>LEVEL II</b>	<b>LEVEL II</b>	<b>LEVEL II</b>	<b>LEVEL II</b>	<b>LEVEL II</b>
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





# 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\$
<b>2.1 VOCATIONAL CERTIFICATE EXAMINATIONS</b>		
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
<b>2.2 CERTIFICATE IN ACCOUNTING AND MANAGEMENT SKILLS (CAMS)</b>		
Level I - per paper	800	14
Level II - per paper	1,000	18
<b>2.3 DIPLOMA EXAMINATIONS</b>		
<b>2.3.1 ATD</b>		
Level I - per paper	1,000	18
Level II - per paper	1,200	20
Level III - per paper	1,300	22
<b>2.3.2 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>2.3.3 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

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\$
<b>2.4 PROFESSIONAL EXAMINATIONS</b>		
<b>2.4.1 Certified Public Accountants (CPA)</b>		
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
<b>2.4.2 Certified Secretaries (CS)</b>		
Foundation - per paper	1,400	27
Intermediate - per paper	2,400	45
Advanced - per paper	3,600	67
Research project:	10,000	167
<b>2.4.3 Certified Investment And Financial Analysts (CIFA)</b>		
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
<b>2.4.4 Certified Credit Professionals (CCP)</b>		
Foundation - per paper	1,400	27
Intermediate - per paper	2,400	45
Advanced - per paper	3,600	67
<b>2.4.5 Certified Information System Solution Expert (CISSE)</b>		
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
<b>2.5 POST PROFESSIONAL SPECIALISATION EXAMINATION</b>		
<b>Certified Forensic Fraud Examiner (CFFE)</b>		
Module I - per paper	5,000	83
Module II - per paper	6,000	100
Module III - per paper	7,000	117
<b>3. EXEMPTION FESS</b>		
<b>3.1 DIPLOMA EXAMINATIONS</b>		
<b>ATD/DDMA/DCNSA</b>		
Level I - per paper	1,500	25
<b>3.2 PROFESSIONAL EXAMINATIONS</b>		
<b>CPA/CS/CIFA/CCP/CISSE</b>		
Foundation - per paper	2,500	40
Intermediate - per paper	3,500	60
Advanced - per paper	4,500	75
<b>3.3 POST PROFESSIONAL SPECIALISATION EXAMINATION</b>		
<b>CFFE</b>		
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

# 6. TRANSITION GUIDELINES UNDER THE REVISED STRUCTURE OF EXAMINATIONS – JULY 2021

## I. INTRODUCTION

1. These transitional guidelines are aimed at providing guidance to current students in the Certificate examination (CAMS), Diploma examinations (ATD, DICT and DCM) and Professional examinations (CPA, CS, CIFA, CICT and CCP) in their transition to the revised syllabuses after administration of the last examinations under the current syllabuses. They are also aimed at guiding current students wishing to book early for the examinations under the new syllabus. In addition, the guidelines provide for transition of graduates of kasneb after the August 2021 who wish to register for any other kasneb qualification.
2. Credits will be retained for papers that have been retained in the syllabus under the same level, or in cases where related papers are introduced to replace the current ones, provided there has been no substantive change in content.
3. Credits for papers that have moved to higher levels will be treated as exemptions to the candidate.
4. Referrals will be transferred to the same or related papers under the same level of the examination.
5. Where a candidate has a referral in a paper which has not been retained, and has no other referral in that level, the candidate will be required to sit any new core paper introduced, or otherwise advised after the August 2021 sitting.
6. Monies paid by candidates for exemptions in papers which are no longer in the syllabus, whether in their current or related forms, or for papers which have been moved to a lower level which the candidate has already finished, will be credited to the candidate.

## II. THE CERTIFICATE IN ACCOUNTING AND MANAGEMENT SKILLS (CAMS)

### CERTIFICATE IN ACCOUNTING AND MANAGEMENT SKILLS (CAMS)

#### BROAD TRANSITION GUIDELINES FOR CURRENT CAMS STUDENTS AFTER THE AUGUST 2021 SITTING

- (a) A candidate who will have passed all the four (4) papers in CAMS Level I will proceed to Level II of the revised CAMS examination and sit for the three papers.
- (b) A candidate who has not passed a single paper in CAMS Level I will remain in Level I under the revised CAMS syllabus and sit all the four (4) papers in that level.
  - (c) A candidate with a referral in any of the four (4) papers in CAMS Level I will transfer the referral to the equivalent paper(s) in the revised CAMS Level I as explained in the specific transition guidelines below:
- (d) A candidate who will have passed all the three (3) papers in CAMS Level II will graduate and will be eligible to transit to the revised ATD examination under Level II (exempted in ATD Level I).

CURRENT STRUCTURE		NEW STRUCTURE
<b>LEVEL I</b>	<b>SPECIFIC TRANSITION GUIDELINES FOR EACH PAPER</b> (Based on final results or status after the last sitting under the current syllabus in August 2021)	<b>LEVEL I</b>
Principles of Entrepreneurship and Management	<b>Pass/Previous Credit</b> → Credit retained under revised syllabus <b>Fail</b> → To sit the Principles of Entrepreneurship and Management paper in the revised syllabus.	Principles of Entrepreneurship and Management

Introduction to Law and Ethics	<b>Pass/Previous Credit</b> → Credit retained under revised syllabus <b>Fail</b> → To sit the Introduction to Law and Ethics paper in the revised syllabus.	Introduction to Law and Ethics
Fundamental ICT Skills	<b>Pass/Previous Credit</b> → Credit retained under revised syllabus <b>Fail</b> → To sit the Fundamental ICT skills paper in the revised syllabus.	Fundamental ICT Skills
Fundamentals of Business Mathematics	<b>Pass /Previous Credit</b> → Credit retained under revised syllabus <b>Fail</b> → To sit the Fundamentals of Business Mathematics paper in the revised syllabus.	Fundamentals of Business Mathematics
<b>LEVEL II</b>		<b>LEVEL II</b>
Foundation of Accounting and Auditing	<b>Pass/Previous Credit</b> → Credit retained under revised syllabus <b>Fail</b> → To sit the Foundations of Accounting paper in the revised syllabus.	Foundations of Accounting
Elements of Public Finance and Administration	<b>Pass/Previous Credit</b> → Credit retained under revised syllabus <b>Fail</b> → To sit the Elements of Taxation paper in the revised syllabus.	Elements of Taxation
Principles of Marketing and Communication	<b>Pass/Previous Credit</b> → Credit retained under revised syllabus <b>Fail</b> → To sit the Principles of Marketing and Communication paper in the revised syllabus.	Principles of Marketing and Communication

### III. ACCOUNTING TECHNICIANS DIPLOMA (ATD)

ACCOUNTING TECHNICIANS DIPLOMA (ATD)		
BROAD TRANSITION GUIDELINES FOR ATD STUDENTS		
<p>(a) A candidate who will have passed all the four (4) papers in ATD Level I will proceed to Level II of the revised ATD examination and sit for the four papers. Similarly, a candidate who will have passed all the four (4) papers in ATD Level II will proceed to Level III of the revised ATD examination and sit for the four papers.</p> <p>(b) A candidate who will not have passed a single paper in ATD Level I, ATD Level II or ATD Level III will remain in the same Level as applicable under the revised ATD syllabus and sit all the four (4) papers in that same level.</p> <p>(c) A candidate with a referral in any of the four (4) papers in ATD Level I, II or III will transfer the referral to the equivalent paper(s) in the revised ATD syllabus or otherwise as explained in the specific transition guidelines below.</p> <p>(d) A candidate who will have passed all the four (4) papers in ATD Level III will graduate and will be eligible to transit to the revised CPA Intermediate Level II (exempted in CPA Foundation Level).</p>		
CURRENT STRUCTURE	NEW STRUCTURE	
LEVEL I	SPECIFIC TRANSITION GUIDELINES FOR EACH PAPER (Based on final results after the last sitting under the current syllabus in August 2021)	LEVEL I
Introduction to Financial Accounting	<b>Pass/Previous Credit</b> → Credit retained under revised syllabus <b>Fail</b> → To sit the Introduction to Financial Accounting paper in the revised syllabus.	Introduction to Financial Accounting
Principles of Business Law	<b>Pass/Previous Credit</b> → Credit retained under revised syllabus <b>Fail</b> → To sit the Introduction to Law and Ethics paper in the revised syllabus.	Introduction to Law and Ethics



Entrepreneurship and Communication	<b>Pass/Previous Credit</b> → Credit retained under revised syllabus <b>Fail</b> → To sit the Entrepreneurship and Communication paper in the revised syllabus.	Entrepreneurship and Communication
Information Communication Technology	<b>Pass/Previous Credit</b> → Credit retained under revised syllabus <b>Fail</b> → To sit the Information Communication Technology in the revised syllabus.	Information Communication Technology
<b>LEVEL II</b>		<b>LEVEL II</b>
Financial Accounting	<b>Pass/Previous Credit</b> → Credit retained under revised syllabus <b>Fail</b> → To sit the Financial Accounting paper in the revised syllabus.	Financial Accounting
Principles of Management	<b>Pass/Previous Credit</b> → Credit retained under revised syllabus <b>Fail</b> → To sit the Principles of Management paper in the revised syllabus.	Principles of Management
Business Mathematics and Statistics	<b>Pass/Previous Credit</b> → Credit retained under revised syllabus <b>Fail</b> → To sit the Business Mathematics and Statistics paper in the revised syllabus.	Business Mathematics and Statistics
Fundamentals of Finance	<b>Pass/Previous Credit</b> → Proceed to ATD Level III provided no other referrals in the Level <i>To be exempted in Fundamentals of Finance in ATD Level III</i> <b>Fail</b> → To sit the Principles of Taxation paper in the revised syllabus.	Principles of Taxation
<b>LEVEL III</b>		<b>LEVEL III</b>
Principles of Economics	<b>Pass/Previous Credit</b> → Credit retained under revised syllabus <b>Fail</b> → To sit the Principles of Economics paper in the revised syllabus.	Principles of Economics
Fundamentals of Management Accounting	<b>Pass/Previous Credit</b> → Credit retained under revised syllabus <b>Fail</b> → To sit the Fundamentals of Management Accounting paper in the revised syllabus.	Fundamentals of Management Accounting
Principles of Public Finance and Administration	<b>Pass/Previous Credit</b> → To graduate unless has any other referrals. <b>Fail</b> → To be advised	Fundamentals of Finance
Auditing	<b>Pass/Previous Credit</b> → Credit retained under revised syllabus <b>Fail</b> → To sit the Principles of Auditing paper in the revised syllabus.	Principles of Auditing



# DIPLOMA IN INFORMATION COMMUNICATION TECHNOLOGY (DICT)

## BROAD TRANSITION GUIDELINES FOR DICT STUDENTS

- (a) A candidate who will have passed all the four (4) papers in DICT Level I or DICT Level II will proceed to Level II of the new Diploma in Data Management and Analytics (DDMA) or Diploma in Computer Networks and Systems Administration as desired (DCNSA) examination .
- (b) A candidate with a referral in DICT Level I will transfer any credits earned to Level I of either of the two new qualifications
- (b) A candidate who will have passed all the four (4) papers in DICT Level III will graduate.
- (c) A candidate who will not have passed a single paper in any particular level of DICT will enter the desired new Diploma qualification as a new student at the level last held.
- (d) All candidates who will be in DICT Level II to transit to either
- DDMA Level Two. No credits transferred.
  - DCNSA Level Two. Credit only to be transferred in Computer Networking to the same paper in DCNSA.
- (e) All candidates with referrals in in DICT Level III to move to either:
- DDMA Level Two. No credits transferred.
  - DCNSA Level Two. Credit only to be transferred in Computer Networking to the same paper in DCNSA.

DICT LEVEL I		Diploma in Data Management and Analytics (DDMA)	Diploma in Computer Networks and Systems Administration (DCNSA)
Introduction to Computing	<b>Pass/Previous Credit</b> → Credit retained under the Introduction to Computing Systems paper <b>Fail</b> → To sit the Introduction to Computing Systems paper in the revised DDMA/DCNSA syllabuses.	<b>LEVEL ONE</b> Introduction to Computing Systems	<b>LEVEL ONE</b> Introduction to Computing Systems Communication Skills and Ethics
Computer Mathematics	<b>Pass/Previous Credit</b> → Credit retained. To proceed to DDMA/DCNSA unless has a referral in any of the other papers in DICT Level I <b>Fail</b> → To sit the Information Systems Support and Integration paper in the revised DDMA/DCNSA syllabuses.	Communication Skills and Ethics Information Systems Support and Integration	Information Systems Support and Integration Computer Information Systems Applications
Entrepreneurship and Communication	<b>Pass/Previous Credit</b> → Credit retained under the Communication Skills and Ethics paper in the revised DDMA/DCNSA syllabuses. <b>Fail</b> → To sit Communication Skills and Ethics paper in the revised DDMA/DCNSA syllabuses.	Computer Information Systems Applications	<b>LEVEL TWO</b> Computer Networking Network Operating Systems Windows Servers Roles and Features Network Security
Computer Applications Practical I	<b>Pass/Previous Credit</b> → Credit retained under the Computer Information Systems Applications paper <b>Fail</b> → To sit Computer Information Systems Applications paper in the revised DDMA/DCNSA syllabuses.	<b>LEVEL TWO</b> Databases Warehousing and Data Mining Mathematical Concepts in Data Science Quantitative Modelling Skills	<b>LEVEL THREE</b> Network Troubleshooting Network set-up Server maintenance
<b>LEVEL II</b>		<b>LEVEL THREE</b> Python Data Visualisation Data Management and Analytics Cloud Data Solutions	
Computer Networking	<b>All candidates who will be in DICT Level II to transit to either</b> (i) DDMA Level Two. No credits transferred. (ii) DCNSA Level Two. Credit only to be transferred in Computer Networking to the same paper in DCNSA.		
Internet Skills			
Computer Support and Maintenance			
Programming Concepts			
<b>LEVEL III</b>			
Principles of Web Development	All candidates who will complete DICT Level III by August 2021 to graduate.		
Foundations of Accounting	All other candidates in DICT Level III to proceed to either:		
Information Systems Project Skills	(i) DDMA Level Two. No credits transferred. (ii) DCNSA Level Two. Credit only to be transferred in Computer Networking to the same paper in DCNSA.		
Computer Applications Practical II			



## DIPLOMA IN CREDIT MANAGEMENT (DCM NOW PHASED OUT) Transiting to Accounting Technicians Diploma (ATD) in Common Papers then to Certified Credit Professionals (CCP) Professional Level

### BROAD TRANSITION GUIDELINES FOR DCM STUDENTS

- (a) A candidate who will have passed all the four (4) papers in DCM Level I will proceed to the revised ATD Level II and thereafter to CCP.
- (b) A candidate who will have passed all the four (4) papers in DCM Level II will proceed to the revised ATD Level III and thereafter to CCP.
- (c) A candidate who will have passed all the four papers in DCM Level III will graduate.
- (d) Any credits obtained in the common papers will be retained in all the levels, similarly any referrals in common papers will be retained in the respective levels, provided that such papers are retained in the revised ATD syllabus within the same level.
- (e) Any referrals in DCM specific papers now phased out will be considered as Transitional Credits during the last August 2021 sitting for purposes of transition to ATD.
- (f) The specific transition guidelines under each paper are summarised below.

DCM CURRENT STRUCTURE		ATD STRUCTURE
LEVEL I	SPECIFIC TRANSITION GUIDELINES FOR EACH PAPER (Based on final results after the last sitting under the current syllabus in August 2021)	LEVEL I
Fundamentals of Credit Management	<b>Pass/Previous Credit</b> → Proceed to ATD Level II unless has referral in any paper in DCM Level I <b>Fail</b> → To sit the Introduction to Financial Accounting paper	Introduction to Financial Accounting
Principles of Business Law	<b>Pass/Previous Credit</b> → Credit retained under Introduction to Law and Ethics paper <b>Fail</b> → To sit the Introduction to Law and Ethics paper in the revised syllabus.	Introduction to Law and Ethics
Entrepreneurship and Communication	<b>Pass/Previous Credit</b> → Credit retained under Entrepreneurship and Communication paper <b>Fail</b> → To sit the Entrepreneurship and Communication paper in the revised syllabus.	Entrepreneurship and Communication
Information Communication Technology	<b>Pass/Previous Credit</b> → Credit retained under Information Communication Technology paper <b>Fail</b> → To sit the Information Communication Technology in the revised syllabus.	Information Communication Technology
LEVEL II		LEVEL II
Credit Management	<b>Pass/Previous Credit</b> → Proceed to ATD Level III unless has referral in any paper in DCM Level II <b>Fail</b> → To sit the Financial Accounting paper in the revised syllabus.	Financial Accounting
Principles of Management	<b>Pass/Previous Credit</b> → Credit retained under revised syllabus <b>Fail</b> → To sit the Principles of Management paper in the revised syllabus.	Principles of Management
Business Mathematics and Statistics	<b>Pass/Previous Credit</b> → Credit retained under revised syllabus <b>Fail</b> → To sit the Business Mathematics and Statistics paper in the revised syllabus.	Business Mathematics and Statistics
Law Governing Credit Practice	<b>Pass/Previous Credit</b> → Proceed to ATD Level III provided no other referrals in the DCM Level II. <b>Fail</b> → To sit the Principles of Taxation paper in the revised syllabus.	Principles of Taxation

LEVEL III		LEVEL III
Marketing and Customer Relations	<p><b>Pass/Previous Credit</b> → To graduate unless has any referral in any other paper in DCM Level III.</p> <p><b>Fail</b> → To sit the Principles of Economics paper in the revised syllabus.</p>	Principles of Economics
Foundations of Accounting	<p><b>Pass/Previous Credit</b> → To graduate unless has any referral in any other paper in DCM Level III.</p> <p><b>Fail</b> → To sit the Fundamentals of Management Accounting paper in the revised syllabus.</p>	Fundamentals of Management Accounting
Principles of Public Finance and Administration	<p><b>Pass/Previous Credit</b> → To graduate unless has any referral in any other paper in DCM Level III.</p> <p><b>Fail</b> → To sit the Fundamentals of Finance paper</p>	Fundamentals of Finance
Practice of Credit Management	<p><b>Pass/Previous Credit</b> → To graduate unless has any referral in any other paper in DCM Level III.</p> <p><b>Fail</b> → To sit the Principles of Auditing paper in the revised syllabus.</p>	Principles of Auditing

## CERTIFIED PUBLIC ACCOUNTANTS (CPA)

### BROAD TRANSITION GUIDELINES FOR CPA STUDENTS

- (a) A candidate who will have passed all the six (6) papers in CPA Part I will proceed to CPA Intermediate Level and sit for all the papers, subject to any exemptions. Similarly, a candidate who will have passed all the six (6) papers in CPA Part II as at August 2021 will proceed to CPA Advanced Level and sit the six papers which have been retained from the old syllabus as explained in the broad principles, subject to any exemptions.
- (b) A candidate who will not have passed a single paper in CPA Part I, CPA Part II or CPA Part III will remain in the same Level as applicable under the revised CPA syllabus and sit all the papers in that same level, subject to the provisions under CPA Part III.
- (c) A candidate with a referral in any of the six (6) papers in the current CPA Parts I, II or III will transfer the referral to the equivalent paper(s) in the revised CPA syllabus or otherwise as explained in the specific transition guidelines below.
- (d) A candidate who will have passed all the six (6) papers in CPA Part III after the August 2021 sitting will graduate and will be eligible to sit any of the other professional qualifications or the new post-qualifications.
- (e) Students who complete CPA Intermediate Level from the December 2021 sitting will be the ones to specialise in CPA Advanced Level. All other previous candidates will be granted one year to complete the CPA syllabus as is. Upon the expiry of one year, the students will be required to select a specialisation from among the papers that they will not have passed by that date.
- (e) All current students who are already in CPA Part III will be granted one year to complete the CPA syllabus as per the current structure, up to and including the August 2022 sitting. These candidates will not be required to specialise; however, the papers will be based on revised content (not current content). The candidates will not be subjected to the additional requirements for qualifications under CPA. However, after the August 2022 sitting, the new requirements will apply to this cohort who will not have completed the qualification. Further transition guidelines for the current group of CPA Part III students who will not have completed CPA Advanced Level by August 2022 will be issued at a later date.
- (f) All students who will enter CPA Advanced Level in January 2022 (those who sit CPA Intermediate Level in December 2021 and Pass, those who will have completed CPA Part II earlier but will not have started CPA Advanced Level, and those with no credit at all in Advanced Level) will start specialising in January 2022 and thereafter meet the requirements for the Practical Paper on Data Analytics among other requirements that will apply after the April 2022 sitting (for this particular group) under the new CPA syllabus.



CURRENT STRUCTURE	SPECIFIC TRANSITION GUIDELINES FOR EACH PAPER (Based on final results/status after the last sitting under the current syllabus in August 2021)	NEW STRUCTURE
<b>PART I</b>		<b>FOUNDATION</b>
<b>SECTION 1</b>		
Financial Accounting	<b>Pass/Previous Credit</b> → Credit retained under revised syllabus <b>Fail</b> → To sit the Financial Accounting paper in the revised syllabus.	Financial Accounting
Business Law	<b>Pass/Previous Credit</b> → Credit retained under revised syllabus <b>Fail</b> → To sit the Introduction to Law and Governance paper in the revised syllabus.	Introduction to Law and Governance
Entrepreneurship and Communication	<b>Pass/Previous Credit</b> → Credit retained under revised syllabus <b>Fail</b> → To sit the Communication Skills paper in the revised syllabus.	Communication Skills
<b>SECTION 2</b>		
Economics	<b>Pass/Previous Credit</b> → Credit retained under revised syllabus <b>Fail</b> → To sit the Economics paper in the revised syllabus.	Economics
Management Accounting	<b>Pass/Previous Credit</b> → To proceed to CPA Intermediate Level unless has referrals in any Section 1 paper currently or Economics in Section 2. <i>Candidates to be exempted from the Management Accounting paper in CPA Intermediate Level</i> <b>Fail</b> → To sit the Quantitative Analysis paper.	Quantitative Analysis
Public Finance and Taxation	<b>Pass/Previous Credit</b> → To proceed to CPA Intermediate Level unless have referrals in any Section 1 paper currently or Economics in Section 2. <i>Candidates to be exempted from the Public Finance and Taxation paper in CPA Intermediate Level</i> <b>Fail</b> → To sit the Information Communication Technology paper	Information Communication Technology
<b>PART II</b>		<b>INTERMEDIATE</b>
<b>SECTION 3</b>		
Company Law	<b>Pass/Previous Credit</b> → Credit retained under revised syllabus <b>Fail</b> → To sit the Company Law paper in the revised syllabus.	Company Law
Financial Management	<b>Pass/Previous Credit</b> → Credit retained under revised syllabus <b>Fail</b> → To sit the Financial Management paper in the revised syllabus.	Financial Management
Financial Reporting	<b>Pass/Previous Credit</b> → Credit retained under revised syllabus <b>Fail</b> → To sit the Financial Reporting and Analysis paper in the revised syllabus.	Financial Reporting and Analysis
<b>SECTION 4</b>		
Auditing and Assurance	<b>Pass/Previous Credit</b> → Credit retained under revised syllabus <b>Fail</b> → To sit the Auditing and Assurance paper in the revised syllabus.	Auditing and Assurance
Management Information Systems	<b>Pass/Previous Credit</b> → To proceed to CPA Advanced Level unless have referrals in any Section 3 paper currently or Auditing and Assurance in Section 4. <b>Fail</b> → To be advised	Management Accounting
Quantitative Analysis	<b>Pass/Previous Credit</b> → To proceed to CPA Advanced Level unless have referrals in any Section 3 paper currently or Auditing and Assurance in Section 4. <b>Fail</b> → To be advised	Public Finance and Taxation
<b>PART III</b>		<b>ADVANCED</b>
<b>SECTION 5</b>		
Strategy, Governance and Ethics	<b>Pass/Previous Credit</b> → Credit retained under revised syllabus <b>Fail</b> → To sit the Leadership and Management paper in the revised syllabus.	Leadership and Management
Advanced Management Accounting	<b>Pass/Previous Credit</b> → Credit retained under revised syllabus under the Advanced Management Accounting Paper <b>Fail</b> → To sit the Advanced Management Accounting paper in the revised syllabus.	Advanced Financial Reporting and Analysis





Advanced Financial Management	<b>Pass/Previous Credit</b> → Credit retained under revised syllabus under the Advanced Financial Management Accounting Paper <b>Fail</b> → To sit the Advanced Financial Management paper in the revised syllabus.	Advanced Financial Management
<b>SECTION 6</b>		
Advanced Public Finance and Taxation	<b>Pass/Previous Credit</b> → Credit retained under revised syllabus under the Advanced Taxation Paper <b>Fail</b> → To sit the Advanced Taxation paper in the revised syllabus.	<b>Specialisation (Select One)</b> Advanced Taxation Advanced Auditing and Assurance Advanced Management Accounting Advanced Public Financial Management
Advanced Auditing and Assurance	<b>Pass/Previous Credit</b> → Credit retained under revised syllabus under the Advanced Auditing and Assurance Paper <b>Fail</b> → To sit the Advanced Auditing and Assurance paper in the revised syllabus.	
Advanced Financial Reporting	<b>Pass/Previous Credit</b> → Credit retained under revised syllabus under the Advanced Financial Reporting Paper and Analysis <b>Fail</b> → To sit the Advanced Financial Reporting and Analysis paper in the revised syllabus.	Practical Paper on Business and Data Analytics (to be rolled out from April 2022)

## CERTIFIED SECRETARIES (CS)

### BROAD TRANSITION GUIDELINES FOR CS STUDENTS

- A candidate who will have passed all the six (6) papers in CS Part I will proceed to CS Intermediate Level and sit for all the six papers. Similarly, a candidate who will have passed all the six (6) papers in CS Part II after the August 2021 sitting will proceed to CS Advanced Level and sit all the papers.
- A candidate who will not have passed a single paper in CS Part I, CS Part II or CS Part III will remain in the same Level as applicable under the revised CS Part syllabus and sit all the papers in that same level.
- A candidate with a referral in any of the six (6) papers in the current CS Parts I, II or III will transfer the referral to the equivalent paper(s) in the revised CS syllabus or otherwise as explained in the specific transition guidelines below.
- A candidate who will have passed all the six (6) papers in CS Part III after the August 2021 sitting will graduate and will be eligible to sit any of the other professional qualifications or the new post-qualifications.
- The Research Project will come into effect from 1 July 2022, all candidates who will not have completed CS Advanced Level after the August 2022 sitting will be required to do the Research Project in addition to passing the sit-in papers in CS Advanced Level.

CURRENT STRUCTURE		NEW STRUCTURE
PART I SECTION		FOUNDATION
SECTION 1		
Organisational Behaviour	<b>Pass/Previous Credit</b> → Credit retained under revised syllabus under the Management Principles and Practice Paper <b>Fail</b> → To sit the Management Principles and Practice paper in the revised syllabus.	Management Principles and Practice
Business Law	<b>Pass/Previous Credit</b> → Credit retained under revised syllabus under the Introduction to Law and Governance Paper <b>Fail</b> → To sit the Introduction to Law and Governance paper in the revised syllabus.	Introduction to Law and Governance
Business Communication	<b>Pass/Previous Credit</b> → Credit retained under revised syllabus under the Communication Skills and Records Management Paper <b>Fail</b> → To sit the Communication Skills and Records Management paper in the revised syllabus.	Communication Skills and Records Management



SECTION 2		
Economics	<b>Pass/Previous Credit</b> → To proceed to CS Intermediate Level unless have referrals in any paper in Section 1 or Section 2. <b>Fail</b> → To sit the Human Resources Management Paper	Human Resources Management
Principles of Accounting	<b>Pass/Previous Credit</b> → To proceed to CS Intermediate Level unless have referrals in any paper under Section 1 or Section 2 paper. <b>Fail</b> → To sit for Principles of Accounting and Taxation	Principles of Accounting and Taxation
Public Finance and Taxation	<b>Pass/Previous Credit</b> → To proceed to CS Intermediate Level unless have referrals in any paper under Section 1 or Section 2 paper. <b>Fail</b> → To sit the Principles of Accounting and Taxation paper	Information Communication Technology
PART II		INTERMEDIATE
SECTION 3		
Company Law	<b>Pass/Previous Credit</b> → Credit retained under the revised Company Law paper. <b>Fail</b> → To sit for Company Law under revised syllabus	Company Law
Financial Management	<b>Pass/Previous Credit</b> → Credit to be retained and proceed to CS Advanced Level unless have referrals in any other paper in Section 3 or Section 4. <i>To be exempted in the Finance for Decision making paper in CS Advanced Level</i> <b>Fail</b> → To sit for Research, Consultancy and Advisory	Research, Consultancy and Advisory
Principles and Practice of Management	<b>Pass/Previous Credit</b> → Credit to be retained and proceed to CS Advanced Level unless have referrals in any other paper in Section 3 or Section 4. <b>Fail</b> → To sit for Public Sector Governance, Policy and Administration	Public Sector Governance, Policy and Administration
SECTION 4		
Corporate Secretarial Practice	<b>Pass/Previous Credit</b> → Credit to be retained and proceed to CS Advanced Level unless have referrals in any other paper in Section 3 or Section 4. <b>Fail</b> → To sit for Financial Markets and Specialised Institutions	Financial Markets and Specialised Institutions
Management Information Systems	<b>Pass/Previous Credit</b> → Credit to be retained and proceed to CS Advanced Level unless have referrals in any other paper in Section 3 or Section 4. <b>Fail</b> → To sit for Corporate Governance and Ethics	Corporate Governance and Ethics
Law and Procedure of Meetings	<b>Pass/Previous Credit</b> → Credit to be retained and proceed to CS Advanced Level unless have referrals in any other paper in Section 3 or Section 4. <b>Fail</b> → To sit for Meetings: Compliance and Administration	Meetings: Compliance and Administration
PART III		ADVANCED
SECTION 5		
Human Resource Management	<b>Pass/Previous Credit</b> → Credit to be retained and graduate unless have referrals in any other paper in Section 5 or Section 6. <b>Fail</b> → To sit for Boardroom Dynamics	Strategic Management
Financial Markets Law	<b>Pass/Previous Credit</b> → Credit to be retained and graduate unless have referrals in any other paper in Section 5 or Section 6. <b>Fail</b> → To sit for Boardroom Dynamics	Finance for Decision Making
Governance and Ethics	<b>Pass/Previous Credit</b> → Credit to be retained and graduate unless have referrals in any other paper in Section 5 or Section 6. <b>Fail</b> → To sit for Boardroom Dynamics	-



SECTION 6		
Strategic Management	<b>Pass/Previous Credit</b> → Credit to be retained and graduate unless have referrals in any other paper in Section 5 or Section 6. <b>Fail</b> → To sit for Strategic Management Paper	Boardroom Dynamics
Public Policy and Administration	<b>Pass/Previous Credit</b> → Credit to be retained and graduate unless have referrals in any other paper in Section 5 or Section 6. <b>Fail</b> → To sit for Boardroom Dynamics Paper	-
Governance and Secretarial Audit	<b>Pass/Previous Credit</b> → Credit to be retained and graduate unless have referrals in any other paper in Section 5 or Section 6. <b>Fail</b> → To sit for Governance and Compliance Audit Paper	Governance and Compliance Audit
		Research Project (implementation after 1 July 2022)

## CERTIFIED INVESTMENT AND FINANCIAL ANALYSTS (CIFA)

### BROAD TRANSITION GUIDELINES FOR CIFA STUDENTS

- (a) A candidate who will have passed all the six (6) papers in CIFA Part I will proceed to CIFA Intermediate Level and sit for all the papers. Similarly, a candidate who will have passed all the six (6) papers in CIFA Part II after the August 2021 sitting will proceed to CIFA Advanced Level and sit all the papers.
- (b) A candidate who will not have passed a single paper in CIFA Part I, CIFA Part II or CIFA Part III will remain in the same Level as applicable under the revised CIFA syllabus and sit all the papers in that same level.
- (c) A candidate with a referral in any of the six (6) papers in the current CIFA Parts I, II or III will transfer the referral to the equivalent paper(s) in the revised CIFA syllabus or otherwise as explained in the specific transition guidelines below.
- (d) A candidate who will have passed all the six (6) papers in CIFA Part III after the August 2021 sitting will graduate and will be eligible to sit any of the other professional qualifications or the new post-qualifications.
- (e) The Financial Modelling and Data Analytics practical paper will come into effect from 1 July 2022, all candidates who will not have completed CIFA Advanced Level after the August 2022 sitting will be required to sit the Data Analytics paper in addition to passing the sit-in papers in CIFA Advanced Level.

CURRENT STRUCTURE		NEW STRUCTURE FOUNDATION
<b>PART I</b>		
<b>SECTION 1</b>		
Financial Accounting	<b>Pass/Previous Credit</b> → Credit to be retained and proceed to CIFA Intermediate Level unless has referrals in any other paper in Section 1 or Section 2. <b>Fail</b> → To sit for Financial Accounting Paper	Financial Accounting
Financial Mathematics	<b>Pass/Previous Credit</b> → Credit to be retained and proceed to CIFA Intermediate Level unless has referrals in any other paper in Section 1 or Section 2. <b>Fail</b> → To sit for Quantitative Analysis paper	Regulation of Financial Markets
Entrepreneurship and Communication	<b>Pass/Previous Credit</b> → Credit to be retained and proceed to CIFA Intermediate Level unless has referrals in any other paper in Section 1 or Section 2. <b>Fail</b> → To sit for Professional Ethics and Governance paper	Professional Ethics and Governance
<b>SECTION 2</b>		
Economics	<b>Pass/Previous Credit</b> → Credit to be retained and graduate unless have referrals in any other paper in Section 1 or Section 2. <b>Fail</b> → To sit for Economics paper	Economics



Financial Institutions and Markets	<b>Pass/Previous Credit</b> → Credit to be retained and proceed to CIFA Intermediate Level unless has referrals in any other paper in Section 1 or Section 2. <b>Fail</b> → To sit for Regulation of Financial Markets paper	Quantitative Analysis
Public Finance and Taxation	<b>Pass/Previous Credit</b> → Credit to be retained and proceed to CIFA Intermediate Level unless has referrals in any other paper in Section 1 or Section 2. <b>Fail</b> → To sit for Introduction to Finance and Investments paper	Introduction to Finance and Investments
<b>PART II</b>		<b>INTERMEDIATE</b>
<b>SECTION 3</b>		
Regulation of Financial Markets	<b>Pass/Previous Credit</b> → Credit to be retained and transit to CIFA Advanced Level unless have referrals in any other paper in Section 3 or Section 4. <b>Fail</b> → To be advised	Public Finance and Taxation
Corporate Finance	<b>Pass/Previous Credit</b> → Credit to be retained and transit to CIFA Advanced Level unless have referrals in any other paper in Section 3 or Section 4. <b>Fail</b> → To sit for Corporate Finance paper	Corporate Finance
Financial Statements Analysis	<b>Pass/Previous Credit</b> → Credit to be retained and transit to CIFA Advanced Level unless have referrals in any other paper in Section 3 or Section 4. <b>Fail</b> → To sit for Financial Statements Analysis paper	Financial Statements Analysis
<b>SECTION 4</b>		
Equity Investments Analysis	<b>Pass/Previous Credit</b> → Credit to be retained and transit to CIFA Advanced Level unless have referrals in any other paper in Section 3 or Section 4. <b>Fail</b> → To sit for Equity Investments Analysis paper	Equity Investments Analysis paper
Portfolio Management	<b>Pass/Previous Credit</b> → Credit to be retained and transit to CIFA Advanced Level unless have referrals in any other paper in Section 3 or Section 4. <b>Fail</b> → To sit for Portfolio Management paper	Portfolio Management
Quantitative Analysis	<b>Pass/Previous Credit</b> → Credit to be retained and transit to CIFA Advanced Level unless have referrals in any other paper in Section 3 or Section 4. <b>Fail</b> → To be advised	
<b>PART III</b>		<b>ADVANCED</b>
<b>SECTION 5</b>		
Strategy, Governance and Ethics	<b>Pass/Previous Credit</b> → Credit to be retained and graduate unless have referrals in any other paper in Section 5 or Section 6. <b>Fail</b> → To sit for Leadership and Management paper	Leadership and Management
Fixed Income Investments Analysis	<b>Pass/Previous Credit</b> → Credit to be retained and graduate unless have referrals in any other paper in Section 5 or Section 6. <b>Fail</b> → To sit for Fixed Income Investments Analysis paper	Fixed Income Investments Analysis
Alternative Investments Analysis	<b>Pass/Previous Credit</b> → Credit to be retained and graduate unless have referrals in any other paper in Section 5 or Section 6. <b>Fail</b> → To sit for Alternative Investments Analysis paper	Alternative Investments Analysis



SECTION 6		
Advanced Portfolio Management	<b>Pass/Previous Credit</b> → Credit to be retained and graduate unless have referrals in any other paper in Section 5 or Section 6. <b>Fail</b> → To sit for Advanced Portfolio Management paper	Advanced Portfolio Management
International Finance	<b>Pass/Previous Credit</b> → Credit to be retained and graduate unless have referrals in any other paper in Section 5 or Section 6. <b>Fail</b> → To be advised	
Derivatives Analysis	<b>Pass/Previous Credit</b> → Credit to be retained and graduate unless have referrals in any other paper in Section 5 or Section 6. <b>Fail</b> → To sit for Derivatives Analysis paper	Derivatives Analysis

## CERTIFIED CREDIT PROFESSIONALS (CCP)

### BROAD TRANSITION GUIDELINES FOR CCP STUDENTS

- (a) A candidate who will have passed all the six (6) papers in CCP Part I will proceed to CCP Intermediate Level and sit for all the papers. Similarly, a candidate who will have passed all the six (6) papers in CCP Part II after the August 2021 sitting will proceed to CCP Advanced Level and sit all the papers.
- (b) A candidate who will not have passed a single paper in CCP Part I, CCP Part II or CCP Part III will remain in the same Level as applicable under the revised CCP syllabus and sit all the papers in that same level.
- (c) A candidate with a referral in any of the six (6) papers in the current CCP Parts I, II or III will transfer the referral to the equivalent paper(s) in the revised CCP syllabus or otherwise as explained in the specific transition guidelines below.
- (d) A candidate who will have passed all the six (6) papers in CCP Part III after the August 2021 sitting will graduate and will be eligible to sit any of the other professional qualifications or the new post-qualifications.

CURRENT STRUCTURE		NEW STRUCTURE
PART I		FOUNDATION
SECTION 1		
Credit Management	<b>Pass/Previous Credit</b> → Credit to be retained and proceed to CCP Intermediate Level unless has referrals in any other paper in Section 1 or Section 2. <b>Fail</b> → To sit for Credit Management Paper	Credit Management
Business Law	<b>Pass/Previous Credit</b> → Credit to be retained and proceed to CCP Intermediate Level unless has referrals in any other paper in Section 1 or Section 2. <b>Fail</b> → To sit for Introduction to Law and Governance Paper	Introduction to Law and Governance
Entrepreneurship and Communication	<b>Pass/Previous Credit</b> → Credit to be retained and proceed to CCP Intermediate Level unless has referrals in any other paper in Section 1 or Section 2. <b>Fail</b> → To sit for Communication and Customer Relations Paper	Communication and Customer Relations
SECTION 2		
Economics	<b>Pass/Previous Credit</b> → Credit to be retained and proceed to CCP Intermediate Level unless has referrals in any other paper in Section 1 or Section 2. <b>Fail</b> → To sit for Business Environment paper	Business Environment
Principles of Accounting	<b>Pass/Previous Credit</b> → Credit to be retained and proceed to CCP Intermediate Level unless has referrals in any other paper in Section 1 or Section 2. <b>Fail</b> → To sit for Principles of Accounting paper	Principles of Accounting



Public Finance and Taxation	<b>Pass/Previous Credit</b> → Credit to be retained and proceed to CCP Intermediate Level unless has referrals in any other paper in Section 1 or Section 2. <b>Fail</b> → To sit for Credit Risk Management paper	Credit Risk Management
<b>PART II</b>		<b>INTERMEDIATE</b>
<b>SECTION 3</b>		
Company Law	<b>Pass/Previous Credit</b> → Credit to be retained and proceed to CCP Advanced Level unless has referrals in any other paper in Section 3 or Section 4. <b>Fail</b> → To sit for Credit Governance and Compliance paper	Credit Governance and Compliance
Financial Management	<b>Pass/Previous Credit</b> → Credit to be retained and proceed to CCP Advanced Level unless has referrals in any other paper in Section 3 or Section 4. <b>Fail</b> → To sit for Financial Statements Analysis for Credit Managers paper	Financial Statements Analysis for Credit Managers
Marketing and Public Relations	<b>Pass/Previous Credit</b> → Credit to be retained and proceed to CCP Advanced Level unless has referrals in any other paper in Section 3 or Section 4. <b>Fail</b> → To sit for Collections Management paper	Collections Management
<b>SECTION 4</b>		
Law Governing Credit Practice	<b>Pass/Previous Credit</b> → Credit to be retained and proceed to CCP Advanced Level unless has referrals in any other paper in Section 3 or Section 4. <b>Fail</b> → To sit for Credit Governance and Compliance paper	Corporate Credit Analysis
Management Information Systems	<b>Pass/Previous Credit</b> → Credit to be retained and proceed to CCP Advanced Level unless has referrals in any other paper in Section 3 or Section 4. <b>Fail</b> → To sit for Corporate Credit Analysis paper	
Quantitative Analysis	<b>Pass/Previous Credit</b> → Credit to be retained and proceed to CCP Advanced Level unless has referrals in any other paper in Section 3 or Section 4. <b>Fail</b> → To sit for Corporate Credit Analysis paper	
<b>PART III</b>		<b>ADVANCED</b>
<b>SECTION 5</b>		
Strategy, Governance and Ethics	<b>Pass/Previous Credit</b> → Credit to be retained and graduate unless has referrals in any other paper in Section 5 or Section 6. <b>Fail</b> → To sit for Leadership and Management paper	Leadership and Management
Banking Law and Practice	<b>Pass/Previous Credit</b> → Credit to be retained and graduate unless has referrals in any other paper in Section 5 or Section 6. <b>Fail</b> → To sit for Advanced Collections Management paper	Advanced Credit Risk Management
Credit Management in the Financial Sector	<b>Pass/Previous Credit</b> → Credit to be retained and graduate unless has referrals in any other paper in Section 5 or Section 6. <b>Fail</b> → To sit for Advanced Credit Risk Management paper	Advanced Collections Management
<b>SECTION 6</b>		
Debt Recovery	<b>Pass/Previous Credit</b> → Credit to be retained and graduate unless has referrals in any other paper in Section 5 or Section 6. <b>Fail</b> → To sit for Debt Recovery Management paper	Debt Recovery Management
Corporate Lending	<b>Pass/Previous Credit</b> → Credit to be retained and graduate unless has referrals in any other paper in Section 5 or Section 6. <b>Fail</b> → To sit for Advanced Credit Risk Management paper	
Credit Practice	<b>Pass/Previous Credit</b> → Credit to be retained and graduate unless has referrals in any other paper in Section 5 or Section 6. <b>Fail</b> → To sit for Advanced Credit Risk Management paper	



## CERTIFIED INFORMATION COMMUNICATION TECHNOLOGISTS (CICT) AND CERTIFIED INFORMATION SYSTEMS SOLUTIONS EXPERT (CISSE)

### BROAD TRANSITION GUIDELINES FOR DICT STUDENTS

- (a) A candidate who will have passed all the six (6) papers in CICT Part I will proceed to CISSE Intermediate Level.
- (b) A candidate who will have passed all the six (6) papers in CICT Part II will proceed to CISSE Advanced Level.
- (c) A candidate who will have passed all the six (6) papers in CICT Part III except the Project will be allowed to complete the CICT Project and graduate as a CICT graduate. Similarly, candidates who will be undertaking the CICT project by August 2021 to be allowed to complete and graduate as a CICT graduate. However, this specific provision to run for one year up to and including the August 2022 sitting, after which those who will not have completed the CICT Part III and/or the CICT Project will be transited to CISSE under the other general guidelines.
- (d) A candidate without any passed unit in either CICT Parts I, II or III to transfer to CISSE as a new student in the equivalent Level to the Part they were in.
- (e) A candidate with a referral in any of the papers in CICT Parts I, II or III will transfer the referral to the equivalent paper(s) in the CISSE syllabus or otherwise as explained in the specific transition guidelines below.

CICT	Specific	CISSE
<b>PART 1</b>		<b>FOUNDATION</b>
<b>SECTION 1</b>		
Introduction to Computing	<b>Pass/Previous Credit</b> → Credit to be retained and proceed to CISSE Intermediate Level unless has referrals in any other paper in Section 1 or Section 2. <b>Fail</b> → To sit for Computing Systems	Computing Systems
Computer Applications - Practical	<b>Pass/Previous Credit</b> → Credit to be retained and proceed to CISSE Intermediate Level unless has referrals in any other paper in Section 1 or Section 2. <b>Fail</b> → To sit for Computer Information Systems Applications	Computer Information Systems Applications
Entrepreneurship and Communication	<b>Pass/Previous Credit</b> → Credit to be retained and proceed to CISSE Intermediate Level unless has referrals in any other paper in Section 1 or Section 2. <b>Fail</b> → To sit for Communication Skills and Ethics for Information Systems	Communication Skills and Ethics in Information Systems
<b>SECTION 2</b>		
Operating Systems - Practical	<b>Pass/Previous Credit</b> → Credit to be retained and proceed to CISSE Intermediate Level unless has referrals in any other paper in Section 1 or Section 2. <b>Fail</b> → To be advised	
Principles of Accounting	<b>Pass/Previous Credit</b> → Credit to be retained and proceed to CISSE Intermediate Level unless has referrals in any other paper in Section 1 or Section 2. <b>Fail</b> → To be advised	Entrepreneurship and Innovation
Computer Support and Maintenance	<b>Pass/Previous Credit</b> → Credit to be retained and proceed to CISSE Intermediate Level unless has referrals in any other paper in Section 1 or Section 2. <b>Fail</b> → To sit for Information Systems Support and Integration	Information Systems Support and Integration
<b>PART II</b>		<b>INTERMEDIATE</b>
<b>SECTION 3</b>		
Database systems	<b>Pass/Previous Credit</b> → Credit to be retained and proceed to CISSE Advanced Level unless has referrals in any other paper in Section 3 or Section 4. <b>Fail</b> → To sit for Data Management Information Systems	Data Management Information Systems



<b>CERTIFIED INFORMATION COMMUNICATION TECHNOLOGISTS (CICT) AND CERTIFIED INFORMATION SYSTEMS SOLUTIONS EXPERT (CISSE)</b>		
Systems Analysis and Design	<b>Pass/Previous Credit</b> → Credit to be retained and proceed to CISSE Advanced Level unless has referrals in any other paper in Section 3 or Section 4. <b>Fail</b> → To sit for Programming and Systems Analysis and Design	Programming and Systems Analysis and Design
Structured Programming	<b>Pass/Previous Credit</b> → Credit to be retained and proceed to CISSE Advanced Level unless has referrals in any other paper in Section 3 or Section 4. <b>Fail</b> → To sit for Programming and Systems Analysis and Design	Research and Project Management
<b>SECTION 4</b>		
Object Oriented Programming	<b>Pass/Previous Credit</b> → Credit to be retained and proceed to CISSE Advanced Level unless has referrals in any other paper in Section 3 or Section 4. <b>Fail</b> → To sit for Programming and Systems Analysis and Design	Information Systems Strategy, Governance and Ethics
Web Design and e-Commerce	<b>Pass/Previous Credit</b> → Credit to be retained and proceed to CISSE Advanced Level unless has referrals in any other paper in Section 3 or Section 4. <b>Fail</b> → To sit for Research and Project Management	Research and Project Management
Data Communication and Computer Networks - Practical	<b>Pass/Previous Credit</b> → Credit to be retained and proceed to CISSE Advanced Level unless has referrals in any other paper in Section 3 or Section 4. <b>Fail</b> → To sit for Networking and Data Communication	Networking and Data Communication
<b>PART III</b>		<b>ADVANCED</b>
<b>SECTION 5</b>		
Strategy, Governance and Ethics	<ul style="list-style-type: none"> <li>- Candidates with any referrals in CICT Part III, except the ICT Project, to transit to CISSE Advanced Level and select an elective.</li> <li>- Candidates who will have finished the six papers in CICT Part III to be allowed to proceed and do the ICT Project under CICT and graduate. However, the project to be completed by 31 August 2022 otherwise they transit as above and select an elective under CISSE Advanced Level.</li> <li>- Candidates already undertaking their ICT Project in CICT to be granted an opportunity to finish their project by 31 August 2022, otherwise they also transit to CISSE and select an elective.</li> </ul>	<b>ELECTIVE AREAS</b> <b>ELECTIVE I:</b> <b>Big Data Management and Analytics</b> (i) Big Data management (ii) Big Data Analytics <b>ELECTIVE II:</b> <b>Networking and Information Systems Security</b> (i) Networking and Telecommunications (ii) Information Systems Security <b>Project</b>
Software Engineering		
Mobile Application Development		
<b>SECTION 6</b>		
Systems Security		
Information Systems Project Management		
Research Methods		





# 7. EXEMPTIONS SCHEDULE I – kasneb GRADUATES REGISTERING FOR OTHER kasneb QUALIFICATIONS

## I. CAMS GRADUATES REGISTERING FOR ATD

PAPERS LEVEL I	EXEMPTIONS TO CAMS GRADUATES ENTERING ATD	
	NEW SYLLABUS	OLD SYLLABUS
Introduction to Financial Accounting	Exempt	Exempt
Introduction to Law and Ethics	Exempt	Exempt
Entrepreneurship and Communication	Exempt	Exempt
Information Communication Technology	Exempt	Exempt

## II. DIPLOMA GRADUATES REGISTERING FOR PROFESSIONAL QUALIFICATIONS

### (a) Diploma Graduates registering for CPA

PAPERS FOUNDATION	ATD		DDMA/DCNSA	DICT (PHASED OUT)	DCM (PHASED OUT)
	NEW SYLLABUS	OLD SYLLABUS			
Financial Accounting	Exempt	Exempt			
Introduction to Law and Governance	Exempt	Exempt			Exempt
Communication Skills	Exempt	Exempt	Exempt	Exempt	Exempt
Economics	Exempt	Exempt			
Quantitative Analysis	Exempt	Exempt			
Information Communication Technology	Exempt	Exempt	Exempt	Exempt	Exempt

### (b) Diploma Graduates registering for CS

PAPERS FOUNDATION	ATD		DDMA/DCNSA	DICT (PHASED OUT)	DCM (PHASED OUT)
	NEW SYLLABUS	OLD SYLLABUS			
Management Principles and Practice					
Introduction to Law and Governance	Exempt	Exempt			Exempt
Communication Skills and Records Management	Exempt	Exempt	Exempt	Exempt	Exempt
Human Resources Management					
Principles of Accounting and Taxation	Exempt	Exempt		Exempt	Exempt
Information Communication Technology	Exempt	Exempt	Exempt	Exempt	Exempt



**(c) Diploma Graduates registering for CIFA**

PAPERS					
FOUNDATION	ATD NEW SYLLABUS	OLD SYLLABUS	DDMA/DCNSA	DICT (PHASED OUT)	DCM (PHASED OUT)
Financial Accounting	Exempt	Exempt			
Professional Ethics and Governance					
Regulation of Financial Markets					
Economics	Exempt	Exempt			
Quantitative Analysis	Exempt	Exempt			
Introduction to Finance and Investments	Exempt	Exempt			

**(d) Diploma Graduates registering for CCP**

PAPERS					
FOUNDATION	NEW SYLLABUS	ATD OLD SYLLABUS	DDMA/ DCNSA	DICT (PHASED OUT)	DCM (PHASED OUT)
Credit Management					Exempt
Introduction to Law and Ethics	Exempt	Exempt			Exempt
Communication and Customer Relations	Exempt	Exempt	Exempt	Exempt	Exempt
Business Environment	Exempt	Exempt			
Principles of Accounting	Exempt	Exempt		Exempt	Exempt
Credit Risk Management					

**(e) Diploma Graduates registering for CISSE**

PAPERS					
FOUNDATION	NEW SYLLABUS	ATD OLD SYLLABUS	DDMA/DCNSA	DICT (PHASED OUT)	DCM (PHASED OUT)
Computing Systems	Exempt	Exempt	Exempt	Exempt	Exempt
Information Systems Support and Integration			Exempt	Exempt	
Communication Skills and Ethics in Information Systems	Exempt	Exempt	Exempt	Exempt	Exempt
Computer Information Systems Applications			Exempt	Exempt	
Entrepreneurship and Innovation	Exempt	Exempt	Exempt	Exempt	Exempt
INTERMEDIATE					
Data Management Information Systems			Exempt for DDMA		
Networking and Data Communication			Exempt for DCNSA		

**III. EXEMPTIONS FOR GRADUATES OF PROFESSIONAL QUALIFICATIONS**

**(a) Other professional qualification graduates moving to CPA**

PAPERS	CS		CIFA		CCP		CISSE	CICT
	NEW	OLD	NEW	OLD	NEW	OLD		
FOUNDATION								
Financial Accounting			Exempt	Exempt				
Introduction to Law and Governance	Exempt	Exempt			Exempt	Exempt		



Communication Skills	Exempt	Exempt		Exempt	Exempt	Exempt	Exempt	Exempt
Economics		Exempt	Exempt	Exempt	Exempt	Exempt		
Quantitative Analysis			Exempt	Exempt		Exempt		
Information Communication Technology	Exempt	Exempt	Exempt			Exempt	Exempt	Exempt
<b>INTERMEDIATE</b>								
Company Law	Exempt	Exempt				Exempt		
Financial Management		Exempt	Exempt	Exempt		Exempt		
Financial Reporting and Analysis								
Auditing and Assurance								
Management Accounting								
Public Finance and Taxation		Exempt		Exempt		Exempt		
<b>ADVANCED</b>								
Leadership and Management	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt		Exempt
Advanced Financial Reporting								
Advanced Financial Management			Exempt	Exempt				

**(b) Other professional qualification graduates moving to CS**

PAPERS	CPA		CIFA		CCP		CISSE	CICT
	NEW	OLD	NEW	OLD	NEW	OLD		
<b>FOUNDATION</b>								
Management Principles and Practice	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt		Exempt
Introduction to Law and Governance	Exempt	Exempt			Exempt	Exempt		
Communication Skills and Records Management	Exempt	Exempt		Exempt	Exempt	Exempt	Exempt	Exempt
Human Resources Management								
Principles of Accounting and Taxation	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt		Exempt
Information Communication Technology	Exempt	Exempt	Exempt			Exempt	Exempt	Exempt
<b>INTERMEDIATE</b>								
Company Law	Exempt	Exempt				Exempt		



Financial Markets and Specialised Institutions			Exempt	Exempt				
<b>ADVANCED</b>								
Finance for Decision Making	Exempt	Exempt	Exempt	Exempt		Exempt		

**(c) Other professional graduates moving to CIFA**

PAPERS	CPA		CS		CCP		CISSE	CICT
	NEW	OLD	NEW	OLD	NEW	OLD		
<b>FOUNDATION</b>								
Financial Accounting	Exempt	Exempt						
Professional Ethics and Governance	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt		
Regulation of Financial Markets			Exempt	Exempt				
Economics	Exempt	Exempt		Exempt	Exempt	Exempt		
Quantitative Analysis	Exempt	Exempt		Exempt		Exempt		
Introduction to Finance and Investments	Exempt	Exempt	Exempt	Exempt		Exempt		
<b>INTERMEDIATE</b>								
Public Finance and Taxation	Exempt	Exempt		Exempt		Exempt		
Corporate Finance	Exempt	Exempt						
Financial Statements Analysis	Exempt	Exempt			Exempt			
<b>ADVANCED</b>								
Leadership and Management	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt		Exempt

**(d) Other professional graduates moving to CCP**

PAPERS	CPA		CS		CIFA		CISSE	CICT
	NEW	OLD	NEW	OLD	NEW	OLD		
<b>FOUNDATION</b>								
Credit Management								
Introduction to Law and Governance	Exempt	Exempt	Exempt	Exempt				
Communication and Customer Relations	Exempt	Exempt	Exempt	Exempt		Exempt	Exempt	Exempt
Business Environment	Exempt	Exempt		Exempt	Exempt	Exempt		
Principles of Accounting	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt		Exempt
Credit Risk Management								
<b>INTERMEDIATE</b>								
Credit Governance and Compliance								



Financial Statements Analysis for Credit Managers	Exempt	Exempt			Exempt	Exempt		
Collections Management								
Corporate Credit Analysis								
<b>ADVANCED</b>								
Leadership and Management	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt		Exempt

**(e) Other professional graduates moving to CISSE**

PAPERS	CPA		CS		CIFA		CCP		CICT
	NEW	OLD	NEW	OLD	NEW	OLD	NEW	OLD	
<b>FOUNDATION</b>									
Computing Systems	Exempt	Exempt	Exempt	Exempt			Exempt	Exempt	Exempt
Information Systems Support and Integration									Exempt
Communication Skills and Ethics in Information Systems	Exempt	Exempt	Exempt	Exempt		Exempt	Exempt	Exempt	Exempt
Computer Information Systems Applications									Exempt
Entrepreneurship and Innovation		Exempt				Exempt		Exempt	Exempt
<b>INTERMEDIATE</b>									
Information Systems Strategy, Governance and Ethics									Exempt
Data Management Information Systems									Exempt
Research and Project Management			Exempt						Exempt
Networking and Data Communication									Exempt
Programming and Systems Analysis Design									Exempt



# 8. EXEMPTIONS SCHEDULE II – EXEMPTIONS TO HOLDERS OF UNIVERSITY DEGREES AND OTHER NON-kasneb QUALIFICATIONS

## I. EXEMPTIONS FOR HOLDERS OF VARIOUS UNDERGRADUATE UNIVERSITY DEGREES

DEGREE SPECIALISATION (CORE AREA)	EXEMPTIONS				
	CPA	CS	CIFA	CCP	CISSE
1. Accounting	<b>FOUNDATION LEVEL</b> - Financial Accounting - Introduction to Law and Governance - Communication Skills - Economics - Quantitative Analysis - Information Communication Technology Note: Exemptions in Intermediate Level will be considered based on each individual university's curriculum, credits to kasneb graduates by the university and a signed MoU	<b>FOUNDATION</b> - Management Principles and Practice - Introduction to Law and Governance - Communication Skills and Records Management - Principles of Accounting and Taxation - Human Resource Management - Information Communication Technology	<b>FOUNDATION</b> - Financial Accounting - Professional Ethics and Governance - Regulation of Financial Markets - Economics - Quantitative Analysis - Introduction to Finance and Investments	<b>FOUNDATION</b> - Introduction to Law and Governance - Communication and Customer Relations - Business Environment - Principles of Accounting	<b>FOUNDATION</b> - Computing Systems - Communication Skills and Ethics in information systems - Entrepreneurship and innovation
2. Finance including International Business Administration (Finance) and Micro Finance	<b>FOUNDATION LEVEL</b> - Financial Accounting - Introduction to Law and Governance - Communication Skills - Economics - Quantitative Analysis - Information Communication Technology Note: Exemptions in Intermediate Level will be considered based on each individual university's curriculum, credits to kasneb graduates by the university and a signed MoU	<b>FOUNDATION</b> - Management Principles and Practice - Introduction to Law and Governance - Communication Skills and Records Management - Principles of Accounting and Taxation - Human Resource Management - Information Communication Technology	<b>FOUNDATION</b> - Financial Accounting - Professional Ethics and Governance - Regulation of Financial Markets - Economics - Quantitative Analysis - Introduction to Finance and Investments	<b>FOUNDATION</b> - Introduction to Law and Governance - Communication and Customer Relations - Business Environment - Principles of Accounting	<b>FOUNDATION</b> - Computing Systems - Communication Skills and Ethics in information systems - Entrepreneurship and innovation



DEGREE SPECIALISATION (CORE AREA)	EXEMPTIONS				
	CPA	CS	CIFA	CCP	CISSE
3. Operations research/ operations management/ management science	<b>FOUNDATION LEVEL</b> - Introduction to Law and Governance - Communication Skills - Economics - Quantitative Analysis - Information Communication Technology	<b>FOUNDATION</b> - Introduction to Law and Governance - Communication Skills and Records Management - Information Communication Technology	<b>FOUNDATION</b> - Economics - Quantitative Analysis	<b>FOUNDATION</b> - Introduction to Law and Governance - Communication and Customer Relations - Business Environment - Principles of Accounting	<b>FOUNDATION</b> - Computing Systems - Communication Skills and Ethics in information systems - Entrepreneurship and innovation
4. Mathematics/ Statistics	<b>FOUNDATION LEVEL</b> - Communication Skills - Quantitative Analysis - Information Communication Technology	<b>FOUNDATION</b> - Communication Skills and Records Management - Information Communication Technology	<b>FOUNDATION</b> - Quantitative Analysis	<b>FOUNDATION</b> - Communication and Customer Relations	<b>FOUNDATION</b> - Computing Systems - Communication Skills and Ethics in information systems - Entrepreneurship and innovation
5. Law (without post graduate diploma)	<b>FOUNDATION LEVEL</b> - Introduction to Law and Governance - Communication Skills - Information Communication Technology <b>INTERMEDIATE LEVEL</b> - Company Law	Refer to Exemptions Schedule III	<b>FOUNDATION</b> - Regulation of Financial Markets	<b>FOUNDATION</b> - Introduction to Law and Governance - Communication and Customer Relations	<b>FOUNDATION</b> - Computing Systems - Communication Skills and Ethics in information systems - Entrepreneurship and innovation
6. Law (with post graduate diploma)	<b>FOUNDATION LEVEL</b> - Introduction to Law and Governance - Communication Skills - Information Communication Technology <b>INTERMEDIATE LEVEL</b> - Company Law	Refer to Exemptions Schedule III	<b>FOUNDATION</b> - Regulation of Financial Markets	<b>FOUNDATION</b> - Introduction to Law and Governance - Communication and Customer Relations - Principles of Accounting	<b>FOUNDATION</b> - Computing Systems - Communication Skills and Ethics in information systems - Entrepreneurship and innovation
7. Education	<b>FOUNDATION LEVEL</b> - Introduction to Law and Governance - Communication Skills - Economics - Information Communication Technology Nb: BEd (Business studies) to be exempted also in Financial Accounting	<b>FOUNDATION LEVEL</b> - Introduction to Law and Governance - Communication Skills and Records Management - Information Communication Technology	Nb: BEd (Business studies) to be exempted in Financial Accounting	<b>FOUNDATION</b> - Introduction to Law and Governance - Communication and Customer Relations - Business Environment - Principles of Accounting (for Bed Business Studies)	<b>FOUNDATION</b> - Computing Systems - Communication Skills and Ethics in information systems - Entrepreneurship and innovation



DEGREE SPECIALISATION (CORE AREA)	EXEMPTIONS				
	CPA	CS	CIFA	CCP	CISSE
8. Economics including BA (Economics), Economics and Finance, Financial Economics	<b>FOUNDATION LEVEL</b> - Communication Skills - Economics - Information Communication Technology - Quantitative Analysis	<b>FOUNDATION LEVEL</b> - Communication Skills and Records Management - Information Communication Technology	<b>FOUNDATION LEVEL</b> - Economics - Quantitative Analysis - Introduction to Finance and Investments (for Economics and Finance option and Financial Economics option only)	<b>FOUNDATION</b> - Communication and Customer Relations - Business Environment	<b>FOUNDATION</b> - Computing Systems - Communication Skills and Ethics in information systems - Entrepreneurship and innovation
9. Economics and statistics	<b>FOUNDATION LEVEL</b> - Communication Skills - Economics - Quantitative Analysis - Information Communication Technology	<b>FOUNDATION LEVEL</b> - Communication Skills and Records Management - Information Communication Technology	<b>FOUNDATION</b> - Economics - Quantitative Analysis	<b>FOUNDATION</b> - Communication and Customer Relations - Business Environment	<b>FOUNDATION</b> - Computing Systems - Communication Skills and Ethics in information systems - Entrepreneurship and innovation
10. Credit management	<b>FOUNDATION LEVEL</b> - Introduction to Law and Governance - Communication Skills - Economics - Information Communication Technology	<b>FOUNDATION LEVEL</b> - Introduction to Law and Governance - Communication Skills and Records Management - Information Communication Technology	<b>FOUNDATION</b> - Economics	<b>FOUNDATION</b> - Credit Management - Introduction to Law and Governance - Communication and Customer Relations - Business Environment - Principles of Accounting - Credit Risk Management	<b>FOUNDATION</b> - Computing Systems - Communication Skills and Ethics in information systems - Entrepreneurship and innovation
11. Management/ human resource management/ marketing/public relations	<b>FOUNDATION LEVEL</b> - Introduction to Law and Governance - Communication Skills - Economics - Information Communication Technology	<b>FOUNDATION LEVEL</b> - Management Principles and Practice - Introduction to Law and Governance - Communication Skills and Records Management - Principles of Accounting and Taxation - Human Resource Management - Information Communication Technology	<b>FOUNDATION</b> - Economics	<b>FOUNDATION</b> - Introduction to Law and Governance - Communication and Customer Relations - Business Environment - Principles of Accounting	<b>FOUNDATION</b> - Computing Systems - Communication Skills and Ethics in information systems - Entrepreneurship and innovation





DEGREE SPECIALISATION (CORE AREA)	EXEMPTIONS				
	CPA	CS	CIFA	CCP	CISSE
12. Arts (excluding BA Economics)	<b>FOUNDATION LEVEL</b> - Communication Skills - Information Communication Technology	<b>FOUNDATION LEVEL</b> - Communication Skills and Records Management - Information Communication Technology		<b>FOUNDATION</b> - Communication and Customer Relations	<b>FOUNDATION</b> - Computing Systems - Communication Skills and Ethics for information systems - Entrepreneurship and innovation
13. Actuarial science	<b>FOUNDATION LEVEL</b> - Communication Skills - Introduction to Law and Governance - Economics - Quantitative Analysis - Information Communication Technology	<b>FOUNDATION LEVEL</b> - Introduction to Law and Governance - Communication Skills and Records Management - Information Communication Technology	<b>FOUNDATION</b> - Economics - Quantitative Analysis - Introduction to Finance and Investments	<b>FOUNDATION</b> - Introduction to Law and Governance - Communication and Customer Relations - Business Environment - Principles of Accounting	<b>FOUNDATION</b> - Computing Systems - Communication Skills and Ethics in information systems - Entrepreneurship and innovation
14. Purchasing and supplies management	<b>FOUNDATION LEVEL</b> - Introduction to Law and Governance - Communication Skills - Economics - Information Communication Technology	<b>FOUNDATION LEVEL</b> - Management Principles and Practice - Introduction to Law and Governance - Communication Skills and Records Management - Information Communication Technology	<b>FOUNDATION</b> - Economics	<b>FOUNDATION</b> - Introduction to Law and Governance - Communication and Customer Relations - Business Environment - Principles of Accounting	<b>FOUNDATION</b> - Computing Systems - Communication Skills and Ethics in information systems - Entrepreneurship and innovation
15. Financial engineering	<b>FOUNDATION LEVEL</b> - Introduction to Law and Governance - Communication Skills - Economics - Quantitative Analysis - Information Communication Technology	<b>FOUNDATION LEVEL</b> - Introduction to Law and Governance - Communication Skills and Records Management - Information Communication Technology	<b>FOUNDATION</b> - Economics - Quantitative Analysis - Introduction to Finance and Investments	<b>FOUNDATION</b> - Introduction to Law and Governance - Communication and Customer Relations - Business Environment - Principles of Accounting	<b>FOUNDATION</b> - Computing Systems - Communication Skills and Ethics in information systems - Entrepreneurship and innovation
16. ICT/Computer Science/ Management Information Systems	<b>FOUNDATION LEVEL</b> - Communication Skills - Information Communication Technology	<b>FOUNDATION LEVEL</b> - Communication Skills and Records Management - Information Communication Technology		<b>FOUNDATION</b> - Communication and Customer Relations	<b>FOUNDATION</b> - Computing Systems - Information Systems Support and Integration - Communication Skills and Ethics in information systems - Information Systems Applications - Entrepreneurship and innovation



DEGREE SPECIALISATION (CORE AREA)	EXEMPTIONS				
	CPA	CS	CIFA	CCP	CISSE
17. Real estate/Land Economics	<b>FOUNDATION LEVEL</b> - Introduction to Law and Governance - Communication Skills - Economics - Information Communication Technology	<b>FOUNDATION LEVEL</b> - Introduction to Law and Governance - Communication Skills and Records Management - Information Communication Technology	<b>FOUNDATION</b> - Economics	<b>FOUNDATION</b> - Introduction to Law and Governance - Communication and Customer Relations - Business Environment	<b>FOUNDATION</b> - Computing Systems - Communication Skills and Ethics in information systems - Entrepreneurship and innovation
18. Hospitality/ Tourism Management	<b>FOUNDATION LEVEL</b> - Communication Skills - Information Communication Technology	<b>FOUNDATION LEVEL</b> - Communication Skills and Records Management - Information Communication Technology		<b>FOUNDATION</b> - Communication and Customer Relations	<b>FOUNDATION</b> - Computing Systems - Communication Skills and Ethics in information systems - Entrepreneurship and innovation
19. Project Planning and Management	<b>FOUNDATION LEVEL</b> - Communication Skills - Information Communication Technology	<b>FOUNDATION LEVEL</b> - Communication Skills and Records Management - Information Communication Technology		<b>FOUNDATION</b> - Communication and Customer Relations	<b>FOUNDATION</b> - Computing Systems - Communication Skills and Ethics in information systems - Entrepreneurship and innovation
19. Agri-business management	<b>FOUNDATION LEVEL</b> - Introduction to Law and Governance - Communication Skills - Economics - Information Communication Technology	<b>FOUNDATION LEVEL</b> - Management Principles and Practice - Introduction to Law and Governance - Communication Skills and Records Management - Information Communication Technology	<b>FOUNDATION</b> - Economics	<b>FOUNDATION</b> - Introduction to Law and Governance - Communication and Customer Relations - Business Environment - Principles of Accounting	<b>FOUNDATION</b> - Computing Systems - Communication Skills and Ethics in information systems - Entrepreneurship and innovation
21. Entrepreneurship	<b>FOUNDATION LEVEL</b> - Communication Skills - Information Communication Technology	<b>FOUNDATION LEVEL</b> - Communication Skills and Records Management - Information Communication Technology		<b>FOUNDATION</b> - Communication and Customer Relations - Business Environment	<b>FOUNDATION</b> - Computing Systems - Communication Skills and Ethics in information systems - Entrepreneurship and innovation



DEGREE SPECIALISATION (CORE AREA)	EXEMPTIONS				
	CPA	CS	CIFA	CCP	CISSE
22.Mass Communication	<b>FOUNDATION LEVEL</b> - Communication Skills - Information Communication Technology	<b>FOUNDATION LEVEL</b> - Communication Skills and Records Management - Information Communication Technology		<b>FOUNDATION</b> - Communication and Customer Relations	<b>FOUNDATION</b> - Computing Systems - Communication Skills and Ethics in information systems - Entrepreneurship and innovation

## II. EXEMPTIONS FOR HOLDERS OF OTHER QUALIFICATIONS

QUALIFICATION	EXEMPTIONS				
	CPA	CS	CIFA	CCP	CISSE
Diploma in Accounting/ Business Administration/ Banking/ Purchasing and Supplies (KNEC/ KIM/Universities)	<b>FOUNDATION LEVEL</b> - Introduction to Law and Governance - Communication Skills	<b>FOUNDATION</b> - Introduction to Law and Governance - Communication Skills and Records Management	<b>FOUNDATION</b>	<b>FOUNDATION</b> - Introduction to Law and Governance - Communication and Customer Relations	<b>FOUNDATION</b> - Computing Systems - Communication Skills and Ethics in information systems
Diploma in Management/ human resource management	<b>FOUNDATION LEVEL</b> - Introduction to Law and Governance - Communication Skills	<b>FOUNDATION</b> - Management Principles and Practice - Introduction to Law and Governance - Communication Skills and Records Management - Human resource management (for HRM diplomas only)	<b>FOUNDATION</b>	<b>FOUNDATION</b> - Introduction to Law and Governance - Communication and Customer Relations	<b>FOUNDATION</b> - Computing Systems - Communication Skills and Ethics for information systems
Kenya School of Law – Diploma in Law	<b>FOUNDATION LEVEL</b> - Introduction to Law and Governance - Communication Skills	<b>FOUNDATION</b> - Introduction to Law and Governance - Communication Skills and Records Management		<b>FOUNDATION</b> - Introduction to Law and Governance - Communication and Customer Relations	<b>FOUNDATION</b> - Computing Systems - Communication Skills and Ethics in information systems
Certified Human Resource Professional (CHRP)	- Communication Skills - Introduction to Law and Governance - Information Communication Technology - Leadership and Management	- Management Principles and Practice - Communication Skills and Records Management - Introduction to Law and Governance - Human Resource Management - Information Communication Technology - Principles of Accounting and Taxation	<b>Leadership and Management</b>	- Communication and Customer Relations - Introduction to Law and Governance - Principles of Accounting - Leadership and Management	- Computing Systems - Communication Skills and Ethics in information systems - Entrepreneurship and innovation



EXEMPTIONS					
QUALIFICATION	CPA	CS	CIFA	CCP	CISSE
Diploma in Tax Administration (KESRA)	<ul style="list-style-type: none"> <li>- Communication Skills</li> <li>- Information Communication Technology</li> <li>- Public Finance and Taxation</li> </ul>	<ul style="list-style-type: none"> <li>- Communication Skills and Records Management</li> <li>- Principles of Accounting and Taxation</li> <li>- Information Communication Technology</li> </ul>	-	<ul style="list-style-type: none"> <li>- Communication and Customer Relations</li> <li>- Principles of Accounting</li> </ul>	<ul style="list-style-type: none"> <li>- Computing Systems</li> <li>- Communication Skills and Ethics in information systems</li> <li>- Entrepreneurship and innovation</li> </ul>
ACCA Diploma in Accounting	<ul style="list-style-type: none"> <li>- Financial Accounting</li> <li>- Communication Skills</li> <li>- Information Communication Technology</li> </ul>	<ul style="list-style-type: none"> <li>- Communication Skills and Records</li> <li>- Principles of Accounting and Taxation</li> <li>- Information Communication Technology</li> </ul>	- Financial Accounting	<ul style="list-style-type: none"> <li>- Communication and Customer Relations</li> <li>- Principles of Accounting</li> </ul>	<ul style="list-style-type: none"> <li>- Computing Systems</li> <li>- Communication Skills and Ethics in information systems</li> </ul>
ACCA Professional Qualification	<ul style="list-style-type: none"> <li>- Financial Accounting</li> <li>- Communication Skills</li> <li>- Quantitative Analysis</li> <li>- Information Communication Technology</li> <li>- Financial Management</li> <li>- Financial Reporting and Analysis</li> <li>- Auditing and Assurance</li> <li>- Management Accounting</li> </ul>	<ul style="list-style-type: none"> <li>- Management Principles and Practice</li> <li>- Communication Skills and Records Management</li> <li>- Principles of Accounting and Taxation</li> <li>- Information Communication Technology</li> <li>- Finance for Decision Making</li> </ul>	<ul style="list-style-type: none"> <li>- Financial Accounting</li> <li>- Quantitative Analysis</li> <li>- Introduction to Finance and Investments</li> <li>- Financial Statements Analysis</li> <li>- Corporate Finance</li> </ul>	<ul style="list-style-type: none"> <li>- Communication and Customer Relations</li> <li>- Principles of Accounting</li> <li>- Financial Statements Analysis for Credit Managers</li> </ul>	<ul style="list-style-type: none"> <li>- Computing Systems</li> <li>- Communication Skills and Ethics in information systems</li> <li>- Entrepreneurship and innovation</li> </ul>
ICSA/Chartered Governance Institute (UK)	<ul style="list-style-type: none"> <li>- Communication Skills</li> <li>- Information Communication Technology</li> <li>- Leadership and Management</li> </ul>	<ul style="list-style-type: none"> <li>- Management Principles and Practice</li> <li>- Communication Skills and Records Management</li> <li>- Principles of Accounting and Taxation</li> <li>- Human Resource Management</li> <li>- Information Communication Technology</li> </ul>	- Leadership and Management	<ul style="list-style-type: none"> <li>- Communication and Customer Relations</li> <li>- Principles of Accounting</li> <li>- Leadership and Management</li> </ul>	<ul style="list-style-type: none"> <li>- Computing Systems</li> <li>- Communication Skills and Ethics in information systems</li> <li>- Entrepreneurship and innovation</li> </ul>
Certified Procurement and Supplies Professional (CPSP-K) – KISM/KISEB	<ul style="list-style-type: none"> <li>- Information Communication Technology</li> <li>- Leadership and Management</li> </ul>	<ul style="list-style-type: none"> <li>- Management Principles and Practice</li> <li>- Information Communication Technology</li> </ul>	- Leadership and Management	- Leadership and Management	- Computing Systems



### III. EXEMPTIONS UNDER THE CFFE QUALIFICATION

Holders of recognised undergraduate degrees or professional qualifications in accounting and related areas will be exempted in the following papers provided they have covered the content exhaustively:

- **MODULE ONE** : Introduction to Forensic Accounting and Audit.  
: Overview of the legal and justice system

Holders of recognised undergraduate degrees in law will be exempted in the following papers:

- **MODULE ONE**: Overview of the legal and justice system
- **MODULE TWO**: Principles of Law of Evidence and the Trial Process.

#### NOTE:

1. A complete application for exemptions should comprise the application form, transcripts, certificates and requisite fee.
2. Other qualifications including post-graduate qualifications and degrees from universities based outside Kenya will be considered on a case by case basis. However, exemptions for these qualifications will still be limited to the Foundation Level except as specified in the above schedules.
3. Holders of foreign qualifications will also be required to attach a letter of recognition of their qualifications in Kenya issued by the Commission for University Education (CUE). A list of foreign universities for which letters of recognition have already been submitted to kasneb is available on the kasneb website [www.kasneb.or.ke](http://www.kasneb.or.ke).
4. Other qualifications will be included in the schedules as applications are received from students.



## 9. EXEMPTION SCHEDULE III: EXEMPTIONS FOR LLB FINALISTS AND ADVOCATES

New CS Syllabus	LLB graduates (Fresh, without post graduate diploma)	Advocates (Below 5 years' experience)	Advocates (Above 5 years but below 10 years' experience)	Advocates 10 years' experience and above
<b>FOUNDATION LEVEL</b>				
Management Principles and Practice	Exempted	Exempted	Exempted	Exempted
Communication Skills and Records Management	Exempted	Exempted	Exempted	Exempted
Introduction to Law and Governance	Exempted	Exempted	Exempted	Exempted
Principles of Accounting and Taxation	To sit	Exempted	Exempted	Exempted
Human Resources Management	Human Resources Management	Exempted	Exempted	Exempted
Information Communication Technology	Exempted	Exempted	Exempted	Exempted
<b>INTERMEDIATE LEVEL</b>				
Company Law	Exempted	Exempted	Exempted	Exempted
Public Sector Governance, Policy and Administration	Public Sector Governance, Policy and Administration	Public Sector Governance, Policy and Administration	Public Sector Governance, Policy and Administration	Public Sector Governance, Policy and Administration
<b>New CS Syllabus</b>	<b>LLB graduates (Fresh, without post graduate diploma)</b>	<b>Advocates (Below 5 years' experience)</b>	<b>Advocates (Above 5 years but below 10 years' experience)</b>	<b>Advocates 10 years' experience and above</b>
Meetings, Compliance and Administration	Meetings, Compliance and Administration	Meetings, Compliance and Administration	Meetings, Compliance and Administration	Meetings, Compliance and Administration
Financial Markets and Specialised Institutions	Financial Markets and Specialised Institutions	Financial Markets and Specialised Institutions	Financial Markets and Specialised Institutions	Exempted
Corporate Governance and Ethics	Corporate Governance and Ethics	Corporate Governance and Ethics	Corporate Governance and Ethics	Corporate Governance and Ethics
Research, Consultancy and Advisory	Research, Consultancy and Advisory	Research, Consultancy and Advisory	Exempted	Exempted
<b>ADVANCED LEVEL</b>				
<b>New CS Syllabus</b>	<b>LLB graduates (Fresh, without post graduate diploma)</b>	<b>Advocates (Below 5 years' experience)</b>	<b>Advocates (Above 5 years but below 10 years' experience)</b>	<b>Advocates 10 years' experience and above</b>
Strategic Management	Strategic Management	Strategic Management	Exempted	Exempted
Finance for Decision Making	Finance for Decision Making	Finance for Decision Making	Finance for Decision Making	Exempted

Governance and Compliance Audit	Governance and Compliance Audit	Governance and Compliance Audit	Governance and Compliance Audit	Governance and Compliance Audit
Boardroom Dynamics	Boardroom Dynamics	Boardroom Dynamics	Boardroom Dynamics	Boardroom Dynamics
Research Project/ Workshops on Research	Research Project/ Workshops	Research Project/ Workshops	Exempted	Exempted
<b>Total Exemptions</b>	5	7	10	12



## 10. 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.

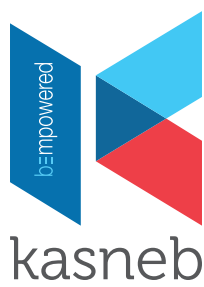
1. The credit retention rule has been revised. Credits will be retained for the candidate without withdrawal as long as the paper where credit has been earned or its equivalent remains in the syllabus.
2. The number of examination sittings has been revised upwards from two (2) sittings to three (3) sittings 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.





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