

KENYA STANDARD

**DKS 2368-7:
2026**

ICS ##.###

Second Edition

**Academic quality assurance — University
education — Part 7: Work-based and placement
learning — Requirements and guidelines**

PUBLIC REVIEW DRAFT

TECHNICAL COMMITTEE REPRESENTATION

The following organizations were represented on the Technical Committee:

Ministry of Education

Commission for University Education

Kenya National Qualification Authority

Technical and Vocational Education and Training Authority

National Commission for Science, Technology and Innovation

Kenya Institute of Curriculum Development

University of Nairobi

Kenyatta University

Maseno University

Kirinyaga University

Karatina University

Machakos University

Embu University

Technical University of Kenya

Technical University of Mombasa

United States International University

Riara University

Pan Africa Christian University

Strathmore University

Africa Nazarene University, Kenya

Kiriri Women's University of Science and Technology

Uzima University

Zetech University

Kenya Association of Manufacturers

XXX |

Kenya Bureau of Standards — Secretariat

REVISION OF KENYA STANDARDS

In order to keep abreast of progress in industry, Kenya Standards shall be regularly reviewed. Suggestions for improvements to published standards, addressed to the Managing Director, Kenya Bureau of Standards, are welcome.

© Kenya Bureau of Standards, 2026

Copyright. Users are reminded that by virtue of Section 25 of the Copyright Act, Cap. 130 of 2001 of the Laws of Kenya, copyright subsists in all Kenya Standards and except as provided under Section 25 of this Act, no Kenya Standard produced by Kenya Bureau of Standards may be reproduced, stored in a retrieval system in any form or transmitted by any means without prior permission in writing from the Managing Director.

Academic quality assurance — University education — Part 7: Work-based and placement learning — Requirements and guidelines

Kenya Bureau of Standards, Popo Road, Off Mombasa Road,
P.O. Box 54974 - 00200, Nairobi, Kenya



+254 020 6948000, + 254 722202137, + 254 734600471



info@kebs.org



@KEBS_ke



kenya bureau of standards (kebs)

Foreword

This Kenya Standard was prepared by the University Education Services Technical Committee under the guidance of the Standards Projects Committee, and it is in accordance with the procedures of the Kenya Bureau of Standards.

Kenya Bureau of Standards (KEBS) has established Technical Committees (TCs) mandated to develop Kenya Standards (KS). The Committees are composed of representatives from the public and private sector organizations in Kenya.

Kenya Standards are developed through Technical Committees that are representative of key stakeholders including government, academia, consumer groups, private sector and other interested parties. Draft Kenya Standards are circulated to stakeholders through the KEBS website and notifications to World Trade Organization (WTO). The comments received are discussed and incorporated before finalization of the standards, in accordance with the Procedures for Development of Kenya Standards.

This standard forms Part 7 of the KS 2368 series on Academic quality assurance — University education. The series addresses various components of academic quality management within university education

Kenya Standards are subject to review, to keep pace with technological advances. Users of the Kenya Standards are therefore expected to ensure that they always have the latest versions of the standards they are implementing.

This second edition cancels and replaces the first edition (KS 2368-7: 2014), which has been technically revised.

The text of the standard has been revised to reflect current best practices in educational work-based and placement learning.

KS 2368 consists of the following parts, under the general title *Academic quality assurance — University education*:

- *Part 1: Programme design, approval, monitoring and review*
- *Part 2: Student assessment*
- *Part 3: Academic appeals and student complaints on academic matters*
- *Part 4: External examining*
- *Part 5: Postgraduate research programmes*
- *Part 6: Collaborative provision and distance learning*
- *Part 7: Work-based and placement learning*
- *Part 8: Career education, information and guidance*
- *Part 9: Students with disabilities*
- *Part 10: Admissions to university education*

During the preparation of this standard, reference was made to the following document (s):

Quality Assurance Agency (QAA), U.K, 2024

The Universities Act, Cap 210

Universities Regulations 2014

Universities Standards and Guidelines 2014

Kenya National Qualifications Framework, Act Cap 214

The Technical and Vocational Education and Training Act, 2012

UNESCO International Classification of Education and Training 2013 (ISCED 2013)

African Standards and Guidelines for Quality Assurance 2013 (ASG-QA)

Competency Based Education and Training Policy Framework

Report of Presidential Working Party on Education Reform

National Skills Development Policy 2023

Presidential Working Party in Education Report 2023

Industrial Training Act

Acknowledgement is hereby made for the assistance derived from this (these) source (s).

PUBLIC REVIEW DRAFT

Introduction

0.1 Background

Work-based and placement learning has become an integral component of university education, bridging academic learning and professional practice. Structured engagement with workplaces enables students to apply theoretical knowledge, develop professional competencies, and acquire practical skills relevant to their fields of study.

Universities increasingly integrate industrial attachments, internships, clinical placements, teaching practice, fieldwork, cooperative education, and other experiential learning models into academic programmes. To maintain academic integrity, ensure student welfare, and safeguard institutional credibility, these activities require clearly defined quality assurance mechanisms.

0.2 Purpose

This Kenya Standard specifies requirements and provides guidelines for academic quality assurance of work-based and placement learning within university education. It establishes a structured framework to ensure that such learning experiences are:

- aligned with programme learning outcomes;
- adequately supervised and assessed;
- conducted within safe and appropriate environments; and
- subject to systematic monitoring and continuous improvement.

0.3 Application

This standard is intended for use by:

- universities and constituent colleges;
- academic departments and faculties;
- placement coordination offices;
- host organizations;
- academic supervisors and workplace mentors; and
- external quality assurance bodies.

This standard applies to undergraduate and postgraduate programmes that include work-based or placement learning components.

Academic quality assurance — University education — Part 7: Work-based and placement learning — Requirements and guidelines

1 Scope

This Kenya Standard specifies requirements and provides guidelines for academic quality assurance of work-based and placement learning in university education.

It covers:

- a) policy and governance arrangements;
- b) partnership agreements with host organizations;
- c) student preparation and support;
- d) supervision and mentoring;
- e) assessment and moderation;
- f) risk management and student welfare;
- g) monitoring, evaluation and continuous improvement.

This standard does not replace statutory or professional regulatory requirements or occupational safety requirements but complements them.

2 Normative references

The following referenced documents referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

KS 2217-6, Glossary of terms used in the education sector — Part 6: University education

3 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

3.1 work-based learning
structured learning that takes place in a workplace environment and forms part of an academic programme

3.2 placement learning
planned period of supervised experiential learning in a host organization

3.3 host organization
external organization that provides placement opportunities

3.4 academic supervisor
university staff member responsible for overseeing the academic integrity of the placement

3.5 workplace mentor
designated representative of the host organization responsible for supervising the student during placement

4 Principles

Work-based and placement learning shall be guided by the following principles:

- a) alignment with programme learning outcomes;
- b) academic integrity;
- c) student safety and welfare;
- d) equity and inclusivity;
- e) transparency and accountability;
- f) collaboration with host organizations;
- g) continuous improvement.

5 Governance and policy framework

5.1 Institutional policy

The university shall establish a policy governing work-based and placement learning with define objectives, scope, roles and accountability mechanisms.

5.2 Roles and responsibilities

5.2.1 Institutional level

The university shall define responsibility for oversight of work-based and placement learning.

5.2.2 Faculty/department level

Faculties shall designate placement coordinators.

5.2.3 Academic supervisor

Responsibilities shall include academic guidance, monitoring and assessment oversight.

5.2.4 Student

Students shall comply with institutional and host organization requirements.

5.2.5 Host organization

Host organizations shall provide supervision and safe working conditions.

5.3 Partnership agreements with host organizations

The university shall establish formal agreements with host organizations that define and specify:

- a) scope and duration of placement;
- b) supervision arrangements;
- c) assessment responsibilities;
- d) health and safety responsibilities;
- e) confidentiality;
- f) dispute resolution mechanisms.

6 Design and approval of placements

6.1 Integration into programme design

6.1.1 Alignment

WBPL shall align with programme learning outcomes.

6.1.2 Credit allocation

Credit value shall be defined where applicable.

6.1.3 Learning outcomes

Specific placement learning outcomes shall be articulated.

6.2 Approval procedures

6.2.1 Curriculum approval

WBPL components shall be approved through institutional curriculum procedures.

6.2.2 Host suitability

The suitability of host organizations shall be evaluated prior to placement.

6.2.3 Risk assessment

A documented risk assessment shall be conducted.

6.3 Periodic review

6.3.1 Scheduled review

WBPL arrangements shall be reviewed at defined intervals.

6.3.2 Improvement actions

Review findings shall inform programme enhancement.

7 Student preparation and support

7.1 Pre-placement preparation

7.1.1 Orientation

Students shall receive orientation prior to placement.

7.1.2 Professional conduct

Guidance on ethics and professional behavior shall be provided.

7.1.3 Safety training

Relevant occupational health and safety information shall be provided.

7.2 Support during placement

7.2.1 Communication channels

Clear communication mechanisms shall be established.

7.2.2 Reporting mechanisms

Students shall have access to reporting channels for concerns.

7.2.3 Accessibility

Reasonable accommodation shall be provided for students with disabilities.

8 Supervision and mentoring

8.1 Academic supervision

8.1.1 Oversight

Academic supervisors shall monitor progress.

8.1.2 Contact frequency

Minimum contact frequency shall be defined.

8.1.3 Documentation

Supervisory interactions shall be documented.

8.2 Workplace mentoring

8.2.1 Mentor designation

Each student shall be assigned a workplace mentor.

8.2.2 Mentor responsibilities

Mentors shall:

- a) provide guidance;
- b) evaluate performance;
- c) confirm attendance.

8.2.3 Feedback

Mentors shall provide structured feedback at defined intervals.

8.3 Supervisor-mentor coordination

8.3.1 Collaboration

Academic supervisors and workplace mentors shall coordinate.

8.3.2 Performance review

Joint review meetings may be conducted where appropriate.

9 Assessment and moderation

9.1 Assessment design

9.1.1 Validity

Assessment shall measure stated outcomes.

9.1.2 Criteria

Assessment criteria shall be transparent.

9.1.3 Weighting

Assessment weighting shall be specified in advance.

9.2 Assessment methods

9.2.1 Portfolio assessment

Where applicable, portfolios shall be evaluated using defined rubrics.

9.2.2 Supervisor reports

Workplace mentor reports shall contribute to assessment.

9.2.3 Reflective reports

Students may submit reflective learning reports.

9.3 Moderation

9.3.1 Internal moderation

Internal moderation shall ensure consistency.

9.3.2 External moderation

External moderation may be conducted in accordance with institutional policy.

10 Risk management and welfare

10.1 Health and safety

10.1.1 Compliance

Placements shall comply with health and safety regulations.

10.1.2 Insurance

Students shall be covered by appropriate insurance.

10.2 Safeguarding

10.2.1 Vulnerable settings

Additional safeguards shall apply where placements involve vulnerable populations.

10.3 Incident management

10.3.1 Reporting

Incidents shall be reported promptly.

10.3.2 Investigation

Incidents shall be investigated and corrective action taken.

11 Monitoring and evaluation

11.1 Feedback mechanisms

11.1.1 Student feedback

Structured student feedback shall be collected.

11.1.2 Host feedback

Feedback from host organizations shall be collected.

11.2 Performance indicators

11.2.1 Completion rates

Completion statistics shall be monitored.

11.2.2 Satisfaction levels

Stakeholder satisfaction shall be analysed.

11.2.3 Employability data

Where available, graduate employability outcomes shall be considered.

11.3 Continuous improvement

11.3.1 Review cycles

Annual or periodic reviews shall be conducted.

11.3.2 Action plans

Improvement actions shall be documented and monitored.

12 Documentation and records

12.1 Record retention

Institutions shall retain records of:

- a) agreements;
- b) supervision reports;
- c) assessment outcomes;
- d) incident reports.

12.2 Data protection

Personal data shall be protected in accordance with applicable legislation.

PUBLIC REVIEW DRAFT

Annex A
(informative)

Structure and minimum content of placement agreement

PUBLIC REVIEW DRAFT

Annex B
(informative)

Minimum content of placement assessment rubric

PUBLIC REVIEW DRAFT

Annex C
(informative)

Placement quality assurance cycle

PUBLIC REVIEW DRAFT

Bibliography

- [1] KS ISO 21001, Educational organizations — Management systems — Requirements with guidance for use
- [2] Quality Assurance Agency (QAA), UK Code of Practice
- [3] Universities Act (current edition)
- [4] Policy Frameworks for Education and Training in Kenya

PUBLIC REVIEW DRAFT

PUBLIC REVIEW DRAFT