

**SECRET**

**STATUTORY INSTRUMENT NO.      OF 2025**

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**The Zambia Qualifications Authority Act, 2024**  
(Act No. 8 of 2024)

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**The Zambia Qualifications (Registration, Verification and Evaluation of Qualifications) Regulations, 2025**

**ARRANGEMENT OF REGULATIONS**

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- 2. Interpretation

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- 4. Validity of certificate of registration
- 5. Renewal of certificate of registration
- 6. Variation of qualification
- 7. Submission of learner achievement records
- 8. Verification of local qualification
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**PART III**  
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- 14. Appeals
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- 16. Fees

**IN EXERCISE** of the powers contained in section 44 of the Zambia Qualifications Act, 2024, the following Regulations are made:

Title 1. These Regulations may be cited as the Zambia Qualifications Authority (Registration, Verification and Evaluation of Qualifications) Regulations, 2025.

Interpretation 2. In these Regulations, unless the context otherwise requires-

‘evaluation’ has the meaning assigned to it in the Act.

‘qualification’ has the meaning assigned to it in the Act.

‘registration’ has the meaning assigned to it in the Act.

‘verification’ has the meaning assigned to it in the Act.

## **PART II**

### **REGISTRATION, VERIFICATION AND EVALUATION OF QUALIFICATIONS**

Application for  
registration of  
qualification

3. (1) An awarding body shall apply to the Authority for registration of a qualification on the National Qualifications Framework in **Form I** set out in the First Schedule on payment of a fee set out in the Second Schedule.

(2) The Authority shall within sixty days of receipt of the application, grant or reject the application.

(3) The Authority shall, where the applicant meets the requirements under the Act, issue the applicant a

certificate of registration in **Form II** set out in the First Schedule.

(4) Where the Authority rejects an application for registration of a qualification, the Authority shall issue the applicant a notice of rejection in **Form III** set out in the First Schedule.

(5) An awarding body whose application for registration of a qualification is rejected by the Authority may in accordance with subregulation (1) and on payment of a fee set out in the Second Schedule re-apply to the Authority for registration of the qualification.

(6) The Authority shall issue guidelines for registration of qualifications on the National Qualifications Framework.

Validity of  
certificate of  
registration

4. (1) A certificate of registration of a qualification issued under the Act shall be valid for a period of –

- (a) five years for levels one and two of the National Qualifications Framework;
- (b) two years for level three of the National Qualifications Framework;
- (c) three years for level four of the National Qualifications Framework;
- (d) four years for level five of the National Qualifications Framework; and
- (e) six years for levels seven to ten of the National Qualifications Framework.

(2) For programmes lasting six years or more, the validity period of the qualification shall be eight years.

Renewal of  
certificate of  
registration

5. (1) An awarding body may, at least three months before the expiry of a certificate of registration, apply to the authority for renewal of the certificate of registration in **Form I** set out in the First Schedule on payment of a fee set out in the Second Schedule.

(2) An awarding body that submits an application out of time shall be liable to an administrative penalty.

(3) The Authority shall, where it approves the renewal of a certificate of registration made under subregulation (1) inform the awarding body in **Form II** set out in the First Schedule.

Variation of  
qualification

6. (1) An awarding body may apply for variation of a qualification in **Form IV** set out in the First Schedule on payment of a fee set out in the Second Schedule.

(2) An awarding body may apply for variation of a qualification if –

- (f) a qualification has been registered with the Authority for at least one year; and
- (g) a variation of a learning programme has been approved by an appropriate authority.

(3) The Authority shall within sixty days of receipt of an application under subregulation (1) reject or grant the application for variation.

(4) Where the Authority grants an application under subregulation (3), the Authority shall issue the applicant a certificate of variation in **Form V** set out in the First Schedule.

(5) The Authority shall, where it rejects an application under subregulation (3), inform the applicant in **Form VI** set out in the First Schedule stating the reasons for the rejection.

(6) Subject to subregulation (2)(b), an awarding body shall within sixty days of variation of a learning programme by an appropriate authority submit an application to the Authority for variation of the qualification.

(7) An awarding body that fails to comply with subregulation (6) commits an offence and is liable upon conviction to a fine not exceeding one hundred thousand penalty units or to imprisonment for a term not exceeding one year or to both.

Submission of  
Learner  
achievement  
records

7. (1) An awarding body shall submit learner achievement records to the Authority within ninety days of award of a qualification.

(2) The learner achievement records in subregulation (1) shall be submitted in electronic format in **Form VII** set out in the First Schedule.

(3) An awarding body shall ensure that the learner records submitted to the Authority are true and correct in all material respects.

Verification of  
local  
qualification

8. (1) A person who intends to verify a local qualification shall apply to the Authority in **Form VIII** set out in the First Schedule, on payment of a fee set out in the Second Schedule.

(2) The Authority shall within fourteen days of receipt of the application in subregulation (1) issue the

applicant a verification certificate in **Form IX** set out in the First Schedule.

(3) The Authority shall issue a notice of non-recognition in **Form X** set out in the First Schedule where a qualification –

- (a) was fraudulently obtained;
- (b) is misrepresented;
- (c) is not registered on the National Qualifications Framework; and
- (d) was awarded by an institution that is not registered or recognised by an appropriate authority.

Verification and  
evaluation of  
foreign  
qualification

9. (1) A person who intends to have a foreign qualification verified and evaluated shall apply to the Authority in **Form XI** set out in the First Schedule, on payment of a fee set out in the Second Schedule.

(2) The Authority shall within sixty days of receipt of an application under subregulation (1), issue the applicant a certificate of verification and evaluation in **Form XII** set out in the First Schedule

(3) The Authority shall issue a notice of non-recognition in **Form XIII** set out in the First Schedule where a qualification –

- (a) was fraudulently obtained;
- (b) is misrepresented; and
- (c) was awarded by an institution that is not registered or recognised by a competent authority in the country of award.

Refunds

10. Fees payable for services under the Act are non-refundable.

Revocation of  
certificate of  
verification or  
verification and  
evaluation

11. (1) The Authority shall, where the Authority establishes that a certificate of verification or a certificate of verification and evaluation was erroneously issued, revoke that certificate.

(2) The Authority shall, before revoking a certificate of verification or a certificate of verification and evaluation under subregulation (1), notify the holder of its intention to revoke the certificate of verification or a certificate of verification and evaluation and shall—

- (a) give reasons for its intended revocation; and
- (b) require the person concerned to show cause within a reasonable period that may be specified in the notice, why the certificate of verification or a certificate of verification and evaluation should not be revoked.

(3) The Authority shall, in making its final determination on the revocation of a certificate of verification or a certificate of verification and evaluation consider the submissions made by the affected person under subregulation (2).

(4) The Authority shall, where a certificate is revoked under subregulation (1), notify the holder of that certificate, in writing, within seven days of the revocation, stating the reasons for the revocation.

(5) A person who utters a certificate of verification or a certificate of verification and evaluation that is revoked commits an offence and is liable upon conviction to a fine



not exceeding one hundred thousand penalty units or to imprisonment for a term not exceeding one year or to both.

### **PART III**

#### **INSPECTORATE**

##### Appointment of Inspectors

12. (1) The Authority shall, for purposes of ensuring compliance with the provisions of the Act, establish an inspectorate unit of the Authority.

(2) The Authority shall appoint suitably qualified persons as inspectors to ensure compliance with the Act.

(3) The Authority shall provide an inspector with an identification card which shall be prima facie evidence of the inspector's appointment as inspector.

(4) An inspector shall, in performing a function under the Act—

- (a) be in possession of the identification card referred to in subregulation (3); and
- (b) show the identification card to a person who requests to see the identification card or is the subject of an investigation under the Act.

##### Power of entry, search and inspection

13. (1) An inspector may —

- (a) enter and search any premises of an awarding body or an employer where information or documents which may be relevant to an inspection may be kept;
- (b) search any person on the premises if the inspector has reasonable grounds to believe

that the person has possession of an article, document or record that has a bearing on an inspection or investigation, except that a person shall only be searched by a person of the same sex;

- (c) take extracts from, or make copies of, any book, document or record that is on the premises and that has a bearing on an inspection or investigation;
- (d) demand the production of, and inspect, relevant certificates; and
- (e) make inquiries that may be necessary to ascertain whether the provisions of the Act or any other law on which an inspection or investigation is based, have been complied with.
- (f) use any computer system on the premises or require assistance of any person on the premises to use that computer system to—
  - (i) search any data contained in, or available to, the computer system;
  - (ii) reproduce any record from the data;
  - (iii) seize any output from the computer for examination and copying; or
  - (iv) attach and if necessary, remove from the premises for examination and safeguarding, any document or article that appears to have a bearing on the inspection.

(2) An inspector who removes anything from any premises shall—

- (a) issue a receipt for anything removed to the owner or the person in control of the premises; and
  - (b) return anything removed as soon as practicable after the thing removed has served the purpose for which it was removed.
- (3) A person commits an offence if that person—
  - (a) delays or obstructs an inspector in the performance of the inspector's functions under the Act;
  - (b) refuses to give an inspector such reasonable assistance as the inspector may require for the purpose of performing the inspector's functions;
  - (c) impersonates an inspector or presents oneself to be an inspector; or
  - (d) wilfully gives an inspector false or misleading information in answer to an inquiry made by the inspector.

(4) A person convicted of an offence under subregulation (3) is liable to a fine not exceeding one hundred thousand penalty units or to imprisonment for a term not exceeding one year, or to both.

(5) An inspector shall furnish the Authority with a written report and any other information relating to an inspection.

**PART IV**  
**GENERAL PROVISIONS**

- |                        |                                                                                                                                                                                                                                                             |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Appeals                | 15. (1) An appeal from a decision of the Minister to the High Court shall be made by way of originating summons supported by an affidavit.                                                                                                                  |
| Administrative penalty | 14. (1) Where the Authority is satisfied, after due investigation and a person admits that the person has contravened a provision of this Act, which is not an offence, the Authority may impose an administrative penalty of fifty thousand penalty units. |
| Fees                   | 16. The fees set out in the Second Schedule shall be payable in respect of the matters specified in that Schedule.                                                                                                                                          |

# SECRET

## FIRST SCHEDULE

(Regulations 4, 6, 7, 8, 9 and 10)

### PRESCRIBED FORMS

Form I  
(Regulation 3(1) and 5(1))



**The Zambia Qualifications Authority Act, 2024**  
(Act No. 8 of 2024)

### **The Zambia Qualifications (Registration, Verification and Evaluation of Qualifications) Regulations, 2025**

#### **APPLICATION FOR REGISTRATION/RENEWAL OF A QUALIFICATION**

APPLICATION FOR REGISTRATION OF QUALIFICATIONS ON THE NATIONAL QUALIFICATIONS FRAMEWORK (NQF)			
	Shaded fields for official use only		<b>Reference No.</b>
			<b>Date/Time</b>
<b>FIRST REGISTRATION</b> <input type="checkbox"/>		<input type="checkbox"/> <b>RENEWAL</b>	
<b>PART A – Details of Applicant</b>			
<b>Information Required</b>		<b>Information Provided</b>	√
<b>1</b>	<b>Name of Applicant</b>		
1.1	Name of Awarding Body		
1.2	Notification address <b>(Please indicate business address for Applicant)</b>		
1.2.1	Physical Address		
1.2.2	Postal Address		
1.2.3	Tel:		
1.2.4	E-mail:		
1.2.5	Website:		
1.3	Name of Appropriate Authority which accredited the learning programme		
<b>PART B – Qualification Details</b>			
<b>Information Required</b>		<b>Information Provided</b>	

<b>2</b>	<b>Qualification Details</b>			
2.1	Qualification Title/Name (e.g. Bachelor's Degree in Mechanical Engineering)			
2.2	Qualification Type (e.g. Certificate/Diploma/Bachelor's Degree)			
2.3	Qualification Subject Area (e.g. Mechanical Engineering)			
2.4	NQF Level (e.g. NQF Level 7)			
<b>Information Required</b>		<b>Information Provided (indicate page number in the Qualification document where information required is found)</b>		
<b>3</b>	<b>Qualification Aim(s)</b>			
<b>4</b>	<b>Qualification Learning Outcomes</b>			
4.1	Overall Qualification Learning Outcomes			
4.2	Course Specific Learning Outcomes			
<b>5</b>	<b>Employment Pathways and Education Pathways</b>			
<b>6</b>	<b>Qualification Structure (combination of courses)</b>			
<b>7</b>	<b>Credits and Duration (in years and notional hours)</b>			
<b>8</b>	<b>Delivery and Learning Modes</b>			
8.1	Delivery Modes			
8.2	Learning Methods			
<b>9</b>	<b>Assessment Methods</b>			
<b>10</b>	<b>Stakeholder Involvement in Qualification Development</b>			
<b>11</b>	<b>Entry Requirements, including Recognition of Prior Learning</b>			
<b>12</b>	<b>Qualifications and Experience of Trainers and Assessors</b>			
<b>13</b>	<b>Qualification Review Period</b>			
<b>14</b>	<b>Appendices</b>			
14.1	Appendix 1	Attach/enclose Qualification which must be aligned to the Guidelines for the Registration of Qualifications on the National Qualifications Framework (NQF).		
14.2	Appendix 2	Attach stakeholder Profile and evidence of stakeholder involvement in the development of the qualification, such as signed minutes or needs assessment reports (if not covered in the qualification).		

14.3	Appendix 3	Certificate of accreditation of learning programme (where applicable).		
14.4	Appendix 4	Certificate of registration or recognition as a higher education institution.		

I/We .....certify that the information provided in this application is true and accurate. We understand that the outcome of the evaluation will be based on the information available to Zambia Qualifications Authority at the time of the evaluation. I/We authorize the Zambia Qualifications Authority to make further inquiries as deemed necessary for a comprehensive evaluation of the qualification for the purpose of registration on the National Qualifications Framework.

Submitted by Name..... Position  
.....

Signature: ..... Date .....



# **FOR OFFICIAL USE ONLY**

**Received by**.....

**Officer**

**Signature**.....

**Date**.....



**Application Fee Paid**:.....

**Date of Payment**:.....

**Receipt No**: .....

**Serial No.**: .....



**The Zambia Qualifications Authority Act, 2024**  
**(Act No. 8 of 2024)**

**The Zambia Qualifications (Registration, Verification and Evaluation of  
Qualifications) Regulations, 2025**

**CERTIFICATE OF REGISTRATION OF QUALIFICATION**

This is to confirm that

The (Name of qualification) ..... NQF Level .....

Submitted by (Name of Awarding Body)..... has  
been registered on the National Qualifications Framework.

Dated this ..... day of.....20.....

Valid until.....

.....

**DIRECTOR-GENERAL**

This Certificate remains the property of the Authority and must be surrendered on  
demand.





**The Zambia Qualifications Authority Act, 2024**  
(Act No. 8 of 2024)

**The Zambia Qualifications (Registration, Verification and Evaluation of  
Qualifications) Regulations, 2025**

**NOTICE OF REJECTION OF APPLICATION TO REGISTER A QUALIFICATION**

1. Here insert  
the full  
names and  
address of  
the applicant
2. Here insert  
the reference  
No. of the  
application

**To:** (1).....

.....

**IN THE MATTER OF** (2) ..... you  
are notified that your application to register a qualification has been  
rejected by the Authority on the following grounds:

(a) .....

(b) .....

(c) .....

(d) .....

Dated this ..... day of ....., 20.....

.....

**DIRECTOR-GENERAL**

OFFICIAL  
STAMP



**The Zambia Qualifications Authority Act, 2024**  
(Act No. 8 of 2024)

**The Zambia Qualifications (Registration, Verification and Evaluation of Qualifications) Regulations, 2025**

**APPLICATION FOR VARIATION OF QUALIFICATION**

APPLICATION FOR VARIATION OF QUALIFICATION				
		Shaded fields for official use only	Reference No.	
			Date/Time	
<b>PART A – Details of Applicant</b>				
<b>Information Required</b>		<b>Information Provided</b>	√	
<b>1</b>	<b>Name of Applicant</b>			
1.1	Name of Awarding Body			
1.2	Notification address <b>(Please indicate business address for Applicant)</b>			
1.2.1	Physical Address			
1.2.2	Postal Address			
1.2.3	Tel:			
1.2.4	E-mail:			
1.2.5	Website:			
1.3	Name of Appropriate Authority which accredited the learning programme			
<b>PART B – Qualification Details</b>				
<b>Information Required</b>		<b>Information Provided</b>		
<b>2</b>	<b>Qualification Details</b>			
2.1	Original Qualification Title/Name (e.g. Bachelor's Degree in Mechanical Engineering)			

2.2	Qualification Type (e.g. Certificate/Diploma/Bachelor's Degree)		
2.3	Qualification Subject Area (e.g. Mechanical Engineering)		
2.4	NQF Level (e.g. NQF Level 7)		
3	<b>Justification for Proposed Variation</b>		
3.1	<b>Justification for proposed variation</b> ..... ..... ..... ..... ..... ..... .....		
<b>4.0 Details of Variation to the Qualification</b> (Indicate any variations to the following)		<b>Information Provided (Indicate variation and page number)</b>	
1	<b>Qualification Title</b>		
2	<b>Date of Registration of Qualification</b>		
3	<b>Qualification Aim(s)</b>		
4	<b>Qualification Learning Outcomes</b>		
4.1	Overall Qualification Learning Outcomes		
4.2	Course Specific Learning Outcomes		
5	<b>Employment Pathways and Education Pathways</b>		
6	<b>Qualification Structure (combination of courses)</b>		
7	<b>Credits and Duration (in years and notional hours)</b>		
8	<b>Delivery and Learning Modes</b>		
8.1	Delivery Modes		
8.2	Learning Methods		
9	<b>Assessment Methods</b>		
10	<b>Stakeholder Involvement in Qualification Development</b>		
11	<b>Entry Requirements, including Recognition of Prior Learning</b>		
12	<b>Qualifications and Experience of Trainers and Assessors</b>		
13	<b>Qualification Review Period</b>		
14	<b>Appendices</b>		
14.1	Appendix 1	Attach/enclose varied qualification which must be aligned to the Guidelines for the Registration of Qualifications on	

		the National Qualifications Framework (NQF).		
14.2	Appendix 2	Attach stakeholder Profile and evidence of stakeholder involvement in the development of the qualification, such as signed minutes or needs assessment reports (if not covered in the qualification).		
14.3	Appendix 3	Certificate of accreditation of learning programme (where applicable).		
14.4	Appendix 4	Certificate of registration or recognition as a higher education institution.		

I/We .....certify that the information provided in this application is true and accurate. I/We understand that the outcome of the evaluation will be based on the information available to Zambia Qualifications Authority at the time of the evaluation. I/We authorize the Zambia Qualifications Authority to make further inquiries as deemed necessary for a comprehensive evaluation of the qualification for the purpose of registration on the National Qualifications Framework.

Submitted by Name..... Position  
.....

Signature: ..... Date .....



### FOR OFFICIAL USE ONLY

Received by.....

**Officer**

Signature.....

Date.....



**Application Fee Paid:**.....

**Date of Payment:**.....

**Receipt No:** .....

**Serial No.:** .....



**The Zambia Qualifications Authority Act, 2024**  
(Act No. 8 of 2024)

**The Zambia Qualifications (Registration, Verification and Evaluation of  
Qualifications) Regulations, 2025**

**CERTIFICATE OF VARIATION OF QUALIFICATION**

This is to confirm that

The (Name of qualification) ..... NQF Level .....

Submitted by (Name of Awarding Body)..... has been  
varied in accordance with the Zambia Qualifications Authority Act No. 8 of 2024.

Dated this ..... day of.....20.....

.....

**DIRECTOR-GENERAL**

This Certificate remains the property of the Authority and must be surrendered on  
demand.



**The Zambia Qualifications Authority Act, 2024**  
(Act No. 8 of 2024)

**The Zambia Qualifications (Registration, Verification and Evaluation of Qualifications) Regulations, 2025**

**NOTICE OF REJECTION OF APPLICATION FOR VARIATION**

3. Here insert the full names and address of the applicant
4. Here insert the reference No. of the application

**To:** (1).....  
.....

**IN THE MATTER OF** (2) ..... you  
are notified that your application to vary a qualification has been  
rejected by the Authority on the following grounds:

- (e) .....  
(f) .....  
(g) .....  
(h) .....

Dated this ..... day of ....., 20.....

.....  
**DIRECTOR-GENERAL**

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**The Zambia Qualifications Authority Act, 2024**  
(Act No. 8 of 2024)

**The Zambia Qualifications (Registration, Verification and Evaluation of Qualifications) Regulations, 2025**

**FORMAT FOR SUBMISSION OF LEARNER RECORDS**

**General Education Sub-framework**

Examination Number	First Name	LastName	Other Names	Gender	Examination Centre	Examination Series	Year Awarded
1111111	James	Bond					2024
555555	Jelita	Mulenga					2009

**TEVET Sub-framework**

Student ID	Certificate No	First Name	Last Name	Other Names	Gender	NR C No.	Passport No	Program Of Study	Institution	Year Awarded
1111111		Stone	Tulime	Chibwe						2024
2222222		Mukandeke	Mulenga							2009

**Higher Education Sub-framework**

Student ID	Certificate No.	First Name	Last Name	Other Names	Gender	NR C No.	Passport No	Program Of Study	Institution	Year Awarded
1111111		James	Bond							2024
555555		Jelita	Mulenga							2009



**The Zambia Qualifications Authority Act, 2024**  
(Act No. 8 of 2024)

**The Zambia Qualifications (Registration, Verification and Evaluation of  
Qualifications) Regulations, 2025**

**APPLICATION FOR VERIFICATION OF QUALIFICATION (LOCAL)**

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

**Print clearly in black or blue ink (or type)**

**1.** Name of Qualification Holder \_\_\_\_\_

**2. Contact Details of the Applicant.**

Name of Applicant: \_\_\_\_\_

NRC No/Passport No: \_\_\_\_\_

Postal address: \_\_\_\_\_

Physical address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Contact Number: \_\_\_\_\_

**3. Contact details of a Third Party, if a copy of the results shall be forwarded to the third party directly**

Name: \_\_\_\_\_

Postal address: \_\_\_\_\_

Physical address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Contact Number: \_\_\_\_\_



#### 4. Details of Qualification(s)

SN	Name of Qualification	Certificate Number (where applicable)	Name of Awarding Body	Country of Awarding Body	Date of award
1.					
2.					
3.					
4.					

#### 5. Purpose of the verification

- |                       |                          |                                   |                          |
|-----------------------|--------------------------|-----------------------------------|--------------------------|
| Employment            | <input type="checkbox"/> | Professional registration         | <input type="checkbox"/> |
| Immigration/Residence | <input type="checkbox"/> | Enrolment into University/College | <input type="checkbox"/> |
| Further study         | <input type="checkbox"/> | Others                            | <input type="checkbox"/> |

If other, please, specify \_\_\_\_\_

#### 6. Consent to disclosure of information

**I hereby consent to the disclosure of my educational information to the Zambia Qualifications Authority and any other relevant parties.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**The Zambia Qualifications Authority Act, 2024**  
(Act No. 8 of 2024)

**The Zambia Qualifications (Registration, Verification and Evaluation of  
Qualifications) Regulations, 2025**

**CERTIFICATE OF VERIFICATION (LOCAL)**

Qualification Holder: .....

NRC No./Passport No. ....

ZAQA Reference No: .....

Date of Verification: .....

**1. Higher Education/TEVET Qualifications (where applicable)**

Recognised Zambian Qualification:

(Insert name of recognised Zambian qualification)

The qualification bearing title of ..... has been verified as  
genuinely awarded to (Name)..... on (date)  
.....by (Awarding Body)..... a registered  
or recognised institution by the ..... (appropriate authority).

This qualification is recognized as ..... at Level ..... of the  
Zambia Qualifications Framework.

**2. General Education Qualifications (where applicable)**

Recognised Zambian Qualification:

(Insert name of recognised Zambian qualification)

The qualification bearing title of ..... with examination  
number ..... and transcript of  
the.....with ..... candidate

number.....have been verified as genuinely awarded to  
(Name)..... in the examinations of  
.....by the Examinations Council of Zambia, a  
recognised public institution established by the Examinations Council of Zambia Act No. 3 of 2023  
of the Republic of Zambia.

The qualification is recognised as .....at level  
.....on the National Qualifications Framework.

.....

**DIRECTOR-GENERAL**

OFFICIAL STAMP
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**The Zambia Qualifications Authority Act, 2024**  
(Act No. 8 of 2024)

**The Zambia Qualifications (Registration, Verification and Evaluation of  
Qualifications) Regulations, 2025**

**NOTICE OF NON-RECOGNITION OF LOCAL QUALIFICATION**

1. Here insert  
the full names  
and address of  
the applicant
2. Here insert  
the reference  
No. of the  
application

TO.....

You are notified that your Qualification No. ....  
for the ..... qualification awarded by  
..... (Awarding Body) is not recognised by the Authority  
on the following grounds:

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

Dated this ..... day of ....., 20.....

.....  
**DIRECTOR-GENERAL**

OFFICIAL  
STAMP



**The Zambia Qualifications Authority Act, 2024**  
(Act No. 8 of 2024)

**The Zambia Qualifications (Registration, Verification and Evaluation of  
Qualifications) Regulations, 2025**

**APPLICATION FOR VERIFICATION AND EVALUATION OF QUALIFICATION  
(FOREIGN)**

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

---

**Print clearly in black or blue ink (or type)**

**1.** Name of Qualification Holder: \_\_\_\_\_

**2. Contact Details of the Applicant.**

Name of Applicant: \_\_\_\_\_

NRC No/Passport No: \_\_\_\_\_

Postal address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Contact Number: \_\_\_\_\_

**3. Contact details of a third party, if a copy of the results shall be  
forwarded to the third party directly**

Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Contact Number: \_\_\_\_\_

#### 4. Requirements for Qualification Documents

Name of Qualification	Name of Awarding Body	Country of Awarding Body	Date of Issue

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

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

#### 5. Purpose of the verification and evaluation:

- |                       |                          |                                |                          |
|-----------------------|--------------------------|--------------------------------|--------------------------|
| Employment            | <input type="checkbox"/> | Professional registration      | <input type="checkbox"/> |
| Immigration/Residence | <input type="checkbox"/> | Upgrade of learner achievement | <input type="checkbox"/> |
| Further study         | <input type="checkbox"/> | Others                         | <input type="checkbox"/> |

If other, please, specify \_\_\_\_\_



**The Zambia Qualifications Authority Act, 2024**  
(Act No. 8 of 2024)

**The Zambia Qualifications (Registration, Verification and Evaluation of  
Qualifications) Regulations, 2025**

**CERTIFICATE OF VERIFICATION AND EVALUATION (FOREIGN)**

Qualification Holder: .....

NRC No/Passport No: .....

ZAQA Reference No: .....

Date of Verification and Evaluation: .....

Recognised Qualification:

(Insert name of comparable Zambian qualification)

The qualification bearing title of ..... has been verified and  
evaluated as genuinely awarded to (Name)..... on (date)  
.....by (Awarding Body)..... a  
registered and recognised institution by the .....  
(Registration/Accreditation body).

This qualification is recognised in Zambia as ..... at Level  
..... of the Zambia Qualifications Framework.

.....

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**The Zambia Qualifications Authority Act, 2024**  
(Act No. 8 of 2024)

**The Zambia Qualifications (Registration, Verification and Evaluation of  
Qualifications) Regulations, 2025**

**NOTICE OF NON-RECOGNITION OF FOREIGN QUALIFICATION**

3. Here insert  
the full names  
and address of  
the applicant
4. Here insert  
the reference  
No. of the  
application

TO.....

You are notified that your Qualification No. ....  
for the ..... qualification awarded by  
..... (Awarding Body) is not recognised by the Authority  
on the following grounds:

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

Dated this ..... day of ....., 20.....

.....  
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## SECOND SCHEDULE

(Regulations 17)

### PRESCRIBED FEES

	<u>Item</u>		<u>Fee Units (0.30)</u>
1.	Duplicate Certificate		K100
2.	<b>Verification fees (Higher Education, Trades and Occupations sub-frameworks)</b>		
	Local qualifications	Degree	K400
		Diploma, Certificate	K200
	Verification and Evaluation of Foreign qualifications		K1,200
	General education qualification		K50
3.	<b>Registration Qualifications and Renewal</b>		
	Higher Education		K10,000
	TEVET		K10,000
	General education qualification		K10,000
	Foreign schooling qualification		K50,000
	Foreign qualification issued under the Higher Education and TEVET sub-frameworks		K50,000
	Discontinued local qualifications		K5,000
4	Variation of a qualification	Local qualification	K5,000

		Foreign schooling qualification	K25,000
		Foreign qualification issued under the Higher Education and TEVET sub-frameworks	K25,000
5	Inspection Fee		K200