

National Coordination Point for the National Qualifications Framework

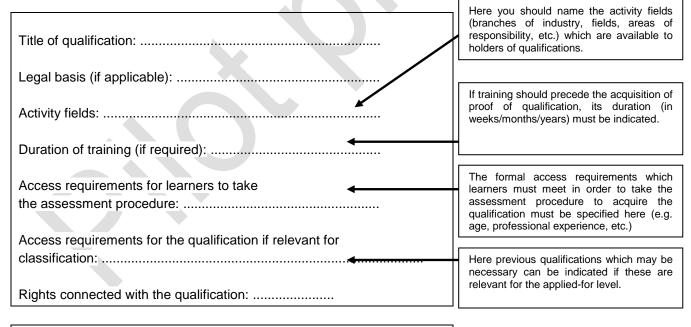
Application Form for Including Formal Qualifications in the National Qualifications Framework (NQF) - Criteria

January 2011

1. Details about the qualification provider

Name of institution:	Please specify the type of institution, e.g. ministry, CET establishment, professional organisation, etc.
Type of institution:	
Legal form:	Enter the legal form of your institution here, e.g. public corporation, limited liability company, association, etc.
Represented by (name and function):	
Address: Telephone number: Fax number:	
E-mail:	
Quality management system or procedure of external quality assurance (if applicable/relevant):	If your institution uses a quality management system or a procedure of external quality assurance, please give more precise details here.
2. Details about the qualification	

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Please present the profile of your qualification. Provide details about the key learning outcomes which qualification holders have and give references to sources on which your description is based.

The qualification profile should reveal the key learning outcomes which qualification holders have. In addition the sources (e.g. legal bases, laws, etc.) which form the basis of this description must also be indicated.

Length: max. 300 words

3. Details about the assessment procedure

Legal basis (if applicable): Course of the assessment procedure:	Describe what type of assessment procedure(s) you use (e.g. written, oral, practical demonstration, multiple choice, etc.) and how the individual procedure elements proceed specifically.
Details about examiners:	Provide details about who carries out the assessment procedure and which formal or subject-related requirements the examiners have to fulfil (e.g. formal qualification, practical periods, etc.).
Assessment scheme:	Indicate which assessment scheme you use (e.g. points distribution, grading scale, etc.).
Inspection of exam results:	Provide details about whether and, if so, in what way exam candidates have the opportunity to inspect exam results.
Possibility of appeal: Repetition of exam parts:	Indicate whether exam candidates have opportunities to appeal against exam assessments and, if so, what these opportunities are.
Please give precise details about which standards, i.e. knowledge, skills and competence, the exam candidates must prove in order to obtain the proof of their assessment.	Specify if candidates can repeat any exam parts they did not pass successfully or the entire exam and specify which regulations apply in this context.
Indicate which specific steps you take to ensure the quality of the overall process and the reliability of the results. For this purpose you can, for example, describe your procedures concerning the updating of exam	Indicate which standards need to be met to acquire the qualification. Length: max. 300 words
questions and methods, your measures to objectify exam situations, etc.	Please specify which measures you take to safeguard the quality of the assessment procedure. Length: max. 300 words

4. Statement of reasons for classification in the NQF	
NQF level applied for:	Indicate the NQF level to which, in your opinion, the qualification in this application should be allocated to.
Give reasons for the NQF level you applied for (if appropriate, applying the best-fit principle) and in this process refer to the EQF descriptors of the three dimensions knowledge, skills and competence. You may find the explanations helpful.	Give detailed reasons for the applied-for NQF level. The basis for
In what relation is the qualification with other qualifications of the same field of work or study? What reasons can be stated for the NQF classification you applied for with reference to these qualifications and their NQF level?	
	To help substantiate your reasons you can indicate the following information: - information about the relation between the qualification in
Are there any comparable qualifications in other countries? Are there any bilateral or multilateral agreements about the mutual recognition of these qualifications? Have any experiences been made in European projects about the comparability of these qualifications?	question and other certificates from the same field of work or study (e.g. the reference qualifications or other, already assigned qualifications)

Give information to substantiate why your qualification is suitable for the applied-for NQF level. In this process you can explain, for example, the statistical data about direct entry into the labour market, rates of selfemployed, job ads, unemployment rates, incomes, graduate surveys, etc.

- assigned qualifications)
- international comparisons (e.g. multilateral bilateral agreements for mutual recognition of the qualification, European comparative projects,
- statistical details which can be used as indicators

All of this information should enable a well-founded decision about NQF allocation.

Length: max. 400 words, excluding statistics.

5. Statistical data*

Costs for participants to acquire the qualification: Number of people who acquire this qualification a year: Age of people who acquire this qualification a year:		Please indicate the direct costs which arise for participants when acquiring the qualification (e.g. course costs, material costs, exam costs, etc.). Please indicate how many people acquire this qualification on average per year in your institution. If it is a new qualification, please indicate the expected average number of people.
* not mandatory fields		Indicate how old on average the people are who acquire this qualification in your institution. If it is a new qualification, please indicate the age of the target group the qualification is primarily aimed at.
Annexes:		
O Legal basis	O	
O Curriculum	o	
O Form for proof of qualification	O ,,,,,,,,,	
Name of competent ministry		Documents can be enclosed in the application to support the presented information. Please describe the attached annexes briefly.
	•	The application must contain the name of the submitting ministry and also be signed by its legal representative.
Signature of ministry, name, function		
Contact point in ministry for this application:		
Telephone number:	Fax number:	
E-mail:		Here the person who was mainly responsible for filing the application must be named with the corresponding contact data.
Place, date	-	The application must be stamped and provided with the date of submission
Stamp		when sent to the NCP.