



**Nationalagentur
Lebenslanges Lernen**
National Agency for
Lifelong Learning

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

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| 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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| Title of qualification: | Here you should name the activity fields (branches of industry, fields, areas of responsibility, etc.) which are available to holders of qualifications. |
| Legal basis (if applicable): | |
| Activity fields: | If training should precede the acquisition of proof of qualification, its duration (in weeks/months/years) must be indicated. |
| Duration of training (if required): | |
| Access requirements for learners to take the assessment procedure: | The formal access requirements which learners must meet in order to take the assessment procedure to acquire the qualification must be specified here (e.g. age, professional experience, etc.) |
| Access requirements for the qualification if relevant for classification: | Here previous qualifications which may be necessary can be indicated if these are relevant for the applied-for level. |
| Rights connected with the qualification: | |
| <i>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.</i> | 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

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| Legal basis (if applicable): | 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. |
| Course of the assessment procedure: | 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.). |
| Details about examiners: | Indicate which assessment scheme you use (e.g. points distribution, grading scale, etc.). |
| Assessment scheme: | Provide details about whether and, if so, in what way exam candidates have the opportunity to inspect exam results. |
| Inspection of exam results: | Indicate whether exam candidates have opportunities to appeal against exam assessments and, if so, what these opportunities are. |
| Possibility of appeal: | 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. |
| Repetition of exam parts: | Indicate which standards need to be met to acquire the qualification. Length: max. 300 words |
| <p><i>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.</i></p> | Please specify which measures you take to safeguard the quality of the assessment procedure. Length: max. 300 words |
| <p><i>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 questions and methods, your measures to objectify exam situations, etc.</i></p> | |

4. Statement of reasons for classification in the NQF

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| <p>NQF level applied for:</p> | <p>Indicate the NQF level to which, in your opinion, the qualification in this application should be allocated to.</p> |
| <p><i>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.</i></p> | <p>Give detailed reasons for the applied-for NQF level. The basis for this should be the applicable qualification descriptions (e.g. legal bases) which need to be related to the EQF descriptors.</p> <p>Length: max. 300 words</p> |
| <p><i>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?</i></p> | <p>To help substantiate your reasons you can indicate the following information:</p> <ul style="list-style-type: none"> - information about the relation between the qualification in question and other certificates from the same field of work or study (e.g. the reference qualifications or other, already assigned qualifications) - international comparisons (e.g. bilateral or multilateral agreements for mutual recognition of the qualification, European comparative projects, etc.) - statistical details which can be used as indicators <p>All of this information should enable a well-founded decision about NQF allocation.</p> <p>Length: max. 400 words, excluding statistics.</p> |
| <p><i>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?</i></p> | |
| <p><i>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 self-employed, job ads, unemployment rates, incomes, graduate surveys, etc.</i></p> | |

5. Statistical data*

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| Costs for participants to acquire the qualification: | Please indicate the direct costs which arise for participants when acquiring the qualification (e.g. course costs, material costs, exam costs, etc.). |
| Number of people who acquire this qualification a year: | 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. |
| Age of people who acquire this qualification a year: | 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. |

* not mandatory fields

Annexes:

- Legal basis
- Curriculum
- Form for proof of qualification

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Name of competent ministry

Documents can be enclosed in the application to support the presented information. Please describe the attached annexes briefly.

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Signature of ministry, name, function

The application must contain the name of the submitting ministry and also be signed by its legal representative.

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

Stamp

The application must be stamped and provided with the date of submission when sent to the NCP.