

**Annexure F**



**MINISTRY OF EDUCATION**

**NAMIBIA QUALIFICATIONS AUTHORITY**

**Tel: 384100  
Fax: 384114**

**Private Bag 13247  
Windhoek**

**Application for the Registration of Unit Standards on the National  
Qualifications Framework**

**This submission covers unit standards in the following areas/classifications**

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**This is a submission of**

new unit standards     unit standards for re-registration

**Name of body responsible for developing these unit standards**

**Name of contact person**

**Position**

**Postal address**

**Email**

**Telephone**

	<b>Fax</b>	

**This submission includes customised unit standards from overseas**

Yes (List Country(ies) \_\_\_\_\_)  No

**The following documents have been attached to this submission:**

A list of Unit Standard Titles	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NQA check
Rationale for the unit standards	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NQA check
Evidence of national support	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NQA check
National Assessment Arrangements	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NQA check
Specialist Accreditation Requirements	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NQA check
Completed Quality Assurance Checklist	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NQA check

The preferred review date for these unit standards is

**Signature of contact person**

**Date**

## Checklist for the Quality Assurance of Unit Standards

**Name of body responsible:**

**Subfield(s) and domain(s):**

**Number of unit standards:**

**Batch** (For NQA use only):

	Checked by		Tick box for compliance, or include explanatory comments and expand in covering letter if required
	Body	NQA	Comments
<b>GENERAL</b>			
Outcomes do not unnecessarily duplicate existing unit standards	<input type="checkbox"/>	<input type="checkbox"/>	
Language is clear and does not present potential barriers to access	<input type="checkbox"/>	<input type="checkbox"/>	
Outcomes are consistent with each other and the title	<input type="checkbox"/>	<input type="checkbox"/>	
Outcomes are consistent with sound assessment practice	<input type="checkbox"/>	<input type="checkbox"/>	
Evidence requirements are achievable, clear, and the assessment load is reasonable	<input type="checkbox"/>	<input type="checkbox"/>	
Text is free from typographical, grammatical, and punctuation errors (publishable quality) & meets current formatting requirements	<input type="checkbox"/>	<input type="checkbox"/>	
<b>SPECIFICS</b>			
<i>1. Classifications</i>			
Subfields and domains are approved	<input type="checkbox"/>	<input type="checkbox"/>	
<i>2. Titles</i>			
Describe meaningful outcomes attributable to the individual	<input type="checkbox"/>	<input type="checkbox"/>	
Use the format Verb - noun - condition/context, and are consistent with the domain	<input type="checkbox"/>	<input type="checkbox"/>	
Do not mislead or over-represent	<input type="checkbox"/>	<input type="checkbox"/>	
Are unique	<input type="checkbox"/>	<input type="checkbox"/>	
Do not include Range items	<input type="checkbox"/>	<input type="checkbox"/>	

	Checked by		Tick box for compliance, or include explanatory comments and expand in covering letter if required
	Body	NQA	Comments
<b>3. Elements</b>			
Are collectively consistent with level and title	<input type="checkbox"/>	<input type="checkbox"/>	
Express demonstrable and assessable outcomes	<input type="checkbox"/>	<input type="checkbox"/>	
Are in a format similar to the title: Verb in the active voice, noun	<input type="checkbox"/>	<input type="checkbox"/>	
Are all compulsory	<input type="checkbox"/>	<input type="checkbox"/>	
Element and title are the same for single element unit standards	<input type="checkbox"/>	<input type="checkbox"/>	
<b>4. Performance Criteria</b>			
Express the essential evidence required to meet the outcomes in the elements (are not tasks or instructions)	<input type="checkbox"/>	<input type="checkbox"/>	
Provide informative guidance and sufficient detail for manageable assessment and consistent decisions	<input type="checkbox"/>	<input type="checkbox"/>	
Collectively indicate the level or quality of performance required	<input type="checkbox"/>	<input type="checkbox"/>	
Are consistent with the element	<input type="checkbox"/>	<input type="checkbox"/>	
Inclusion of graphics agreed with NQA	<input type="checkbox"/>	<input type="checkbox"/>	
<b>5. Range Statements</b>			
Range notes that apply to the whole unit standard are placed in the special notes	<input type="checkbox"/>	<input type="checkbox"/>	
Are immediately below the relevant element, or incorporated into the element text	<input type="checkbox"/>	<input type="checkbox"/>	
Clearly distinguish the items that must be considered	<input type="checkbox"/>	<input type="checkbox"/>	
<b>6. Special Notes</b>			
Full references are confined to special notes and cited as follows: Author, <i>Title of Book</i> (Place: Publisher, year), page no(s).	<input type="checkbox"/>	<input type="checkbox"/>	
Glossary items are clearly defined and consistent within unit standard	<input type="checkbox"/>	<input type="checkbox"/>	
References to other unit standards are stated in the form Unit <id no>, <i>title</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Relevant acts, codes, or regulations are included with formal names and date of enactment	<input type="checkbox"/>	<input type="checkbox"/>	

	Checked by		Tick box for compliance, or include explanatory comments and expand in covering letter if required
	Body	NQA	Comments
The purpose of each special note is clear	<input type="checkbox"/>	<input type="checkbox"/>	
<b>7. Level</b>			
The level assigned to the unit standard is a best match with the level descriptors for that Level	<input type="checkbox"/>	<input type="checkbox"/>	
<b>8. Credits</b>			
Are within the range 1-120 (inclusive)	<input type="checkbox"/>	<input type="checkbox"/>	
Are consistent with unit standards of comparable outcomes and similar contexts	<input type="checkbox"/>	<input type="checkbox"/>	
Are fair in relation to content of the unit standards and aligned with the definition of credit	<input type="checkbox"/>	<input type="checkbox"/>	
<b>9. Purpose Statements</b>			
Summarise, and are consistent with, the content of the unit standard	<input type="checkbox"/>	<input type="checkbox"/>	
Are consistent with information provided in the Rationale	<input type="checkbox"/>	<input type="checkbox"/>	
<b>10. Customised Overseas Unit Standards</b>			
Copyright clearance has been given by the regulatory authority in the country(ies) of origin.	<input type="checkbox"/>	<input type="checkbox"/>	
Approval to customise the unit standards has been given by the overseas body responsible for the unit standards	<input type="checkbox"/>	<input type="checkbox"/>	
<b>11. Quality Assurance Arrangements</b>			
Documents cited have been sighted by NQA and verified as containing no unnecessary barriers	<input type="checkbox"/>	<input type="checkbox"/>	
<b>12. Body Responsible</b>			
Name shown is that recognised by NQA	<input type="checkbox"/>	<input type="checkbox"/>	

**On behalf of  
Body**

**On behalf of NQA**

Checked by \_\_\_\_\_

Checked by: \_\_\_\_\_

Date checked \_\_\_\_\_

Date checked: \_\_\_\_\_

To be submitted for the Re-registration of unit standards only

	Checked by		Tick box for compliance, or include explanatory comments and expand in covering letter if required
	Body	NQA	Comments
<b>REVIEW REPORT</b>			
Outlines the review process	<input type="checkbox"/>	<input type="checkbox"/>	
Provides rationale for, and summary of, the major changes	<input type="checkbox"/>	<input type="checkbox"/>	
Includes table of unit standards, with changes shown in bold, and including review category	<input type="checkbox"/>	<input type="checkbox"/>	
Outlines transition arrangements for replaced or withdrawn unit standards	<input type="checkbox"/>	<input type="checkbox"/>	
Includes table showing impact on accreditations	<input type="checkbox"/>	<input type="checkbox"/>	
Includes list of affected qualifications	<input type="checkbox"/>	<input type="checkbox"/>	

**On behalf of  
Body**

**On behalf of NQA**

Checked by \_\_\_\_\_

Checked by: \_\_\_\_\_

Date checked \_\_\_\_\_

Date checked: \_\_\_\_\_