

Annexure E



MINISTRY OF EDUCATION

NAMIBIA QUALIFICATIONS AUTHORITY

**Tel: 384100
Fax: 384114**

**Private Bag 13247
Windhoek**

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

**This submission covers
these qualifications**

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This is a submission of

new qualifications qualifications for re-registration

**Name of body responsible
for developing these
qualifications**

Name of contact person

Position

Postal address

Email

Telephone

	Fax	

The following documents have been attached to this submission:

Rationale for the qualifications	<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
Quality assurance checklist	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NQA check

The preferred review date for these qualifications is

Signature of contact person

Date

Checklist for the Quality Assurance of Qualifications

Name of body responsible:

Qualification Titles

(show Reference Numbers if the qualifications are being reviewed)

Requirement	Checked by		Tick box for compliance, or include explanatory comments and expand in covering letter if required
	Body	NQA	Comments
GENERAL			
There is a clear and justified purpose for the qualification	<input type="checkbox"/>	<input type="checkbox"/>	
The content of the qualification aligns with the rationale and is consistent with the title	<input type="checkbox"/>	<input type="checkbox"/>	
The contents of the document are internally coherent, make sense and are simply stated	<input type="checkbox"/>	<input type="checkbox"/>	
Broad as well as specific outcomes are included	<input type="checkbox"/>	<input type="checkbox"/>	
Language is clear and does not present potential barriers to access	<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"/>	
SPECIFICS			
1.Rationale			
The purpose of the qualification is elaborated	<input type="checkbox"/>	<input type="checkbox"/>	
There is evidence of sector wide support for the qualification and its structure	<input type="checkbox"/>	<input type="checkbox"/>	

	Checked by		Tick box for compliance, or include explanatory comments and expand in covering letter if required
Requirement	Body	NQA	Comments
2. Type of Qualification			
The qualification fits the outcome, credit and level requirements for the relevant type of qualification on the NQF.	<input type="checkbox"/>	<input type="checkbox"/>	
3. Qualification Structure			
The total number of credits is shown	<input type="checkbox"/>	<input type="checkbox"/>	
Credits are shown for each Level	<input type="checkbox"/>	<input type="checkbox"/>	
Credits by level are shown for each set (and strand)	<input type="checkbox"/>	<input type="checkbox"/>	
The arithmetic is correct	<input type="checkbox"/>	<input type="checkbox"/>	
Other bodies whose unit standards are used are listed (where relevant)	<input type="checkbox"/>	<input type="checkbox"/>	
4. Title			
The title is concise, distinctive, appropriate and indicative of the content	<input type="checkbox"/>	<input type="checkbox"/>	
The title indicates the qualification type	<input type="checkbox"/>	<input type="checkbox"/>	
The title includes a Classification category	<input type="checkbox"/>	<input type="checkbox"/>	
The title does not refer to products, organisations or documentation.	<input type="checkbox"/>	<input type="checkbox"/>	
5. Outcomes			
The outcome(s) represented by attainment of the whole qualification is stated clearly	<input type="checkbox"/>	<input type="checkbox"/>	
Component outcomes that make up the qualification are stated	<input type="checkbox"/>	<input type="checkbox"/>	
The component outcomes are expressed as specifically as possible	<input type="checkbox"/>	<input type="checkbox"/>	
Details of component outcomes not unit standards are publicly accessible and include criteria for assessment decisions	<input type="checkbox"/>	<input type="checkbox"/>	
Component outcomes not unit standards are appropriately assigned Levels and credit values	<input type="checkbox"/>	<input type="checkbox"/>	

	Checked by		Tick box for compliance, or include explanatory comments and expand in covering letter if required
Requirement	Body	NQA	Comments
6. Purpose			
The purpose statement is consistent with the rationale	<input type="checkbox"/>	<input type="checkbox"/>	
Explanation for any strands or optional sets is provided	<input type="checkbox"/>	<input type="checkbox"/>	
Significant relationships with other qualifications are identified	<input type="checkbox"/>	<input type="checkbox"/>	
Entry restrictions are clear and the reason for restricted access given	<input type="checkbox"/>	<input type="checkbox"/>	
Guidance to potential graduates is clear.	<input type="checkbox"/>	<input type="checkbox"/>	
Registration or licensing requirements additional to the qualification are stated	<input type="checkbox"/>	<input type="checkbox"/>	
7. Qualification Requirements			
The requirements for the award of the qualification are coherent and simply stated	<input type="checkbox"/>	<input type="checkbox"/>	
Minimum number of credits and/or unit standards and/or outcomes are shown for each set	<input type="checkbox"/>	<input type="checkbox"/>	
Other maximum and minimum credit or level requirements are shown	<input type="checkbox"/>	<input type="checkbox"/>	
The qualification sets are shown in a sensible and logical order	<input type="checkbox"/>	<input type="checkbox"/>	
The components of each set are shown in a sensible and logical order	<input type="checkbox"/>	<input type="checkbox"/>	
All listed unit standards are currently registered	<input type="checkbox"/>	<input type="checkbox"/>	
Id, title, credit and level are shown for listed unit standards	<input type="checkbox"/>	<input type="checkbox"/>	
Unit standards are grouped by Classification category and listed in numeric order within each category	<input type="checkbox"/>	<input type="checkbox"/>	
Unit standards are listed before non-unit standard components	<input type="checkbox"/>	<input type="checkbox"/>	
Classification categories are listed in alphabetical order	<input type="checkbox"/>	<input type="checkbox"/>	
Credit transfer represents not more than 50% of the qualification requirements	<input type="checkbox"/>	<input type="checkbox"/>	

Requirement	Checked by		Tick box for compliance, or include explanatory comments and expand in covering letter if required Comments
	Body	NQA	
8. Special Arrangements			
Special arrangements for assessment are given, and include arrangements for external quality assurance	<input type="checkbox"/>	<input type="checkbox"/>	
Special arrangements for delivery of programmes are given	<input type="checkbox"/>	<input type="checkbox"/>	
Special arrangements do not represent unreasonable barriers	<input type="checkbox"/>	<input type="checkbox"/>	
9. Transition Arrangements			
Transition arrangements are in place to protect learners currently working towards an existing qualification	<input type="checkbox"/>	<input type="checkbox"/>	
Transition arrangements are in place to protect learner interests following the review of the qualification or its component unit standards	<input type="checkbox"/>	<input type="checkbox"/>	
The transition arrangements treat learners fairly	<input type="checkbox"/>	<input type="checkbox"/>	
10. Body Responsible			
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 qualifications only

	Checked by		Tick box for compliance, or include explanatory comments and expand in covering letter if required
	Body	NQA	Comments
REVIEW REPORT			
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 a summary of main changes to the content and/or structure of the qualification	<input type="checkbox"/>	<input type="checkbox"/>	
Outlines transition arrangements	<input type="checkbox"/>	<input type="checkbox"/>	

**On behalf of
Body**

On behalf of NQA

Checked by _____

Checked by: _____

Date checked _____

Date checked: _____