**Step-by-Step procedure for developing and registering a qualification (TVET Sector)**

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| **Step** | **Description** | **Action points (who)** | **TVSDC by law** | **NQF bylaw** |
|  | **Pre-steps**   * Development of a qualification is initiated and led by any interested party (it could be SSC, provider, QA body, govt department or an individual) * However, **2 conditions** must be kept in mind for selection and development of a qualification to be relevant: firstly, it should be ***based on demand*** (informed by ***LMIS*** or ***sectoral research*** on possible jobs and needed by the labour market). Secondly, at all stages of the development (for e.g., Occupational Standard) and validation, the respective ***SSC should be leading***. * The provider should follow the given templates/guidelines by the QA regulatory body (CAQA or AQACHEI) in order to ensure that they follow the standards, criteria and ensure that the proposed Level (using the NQF level descriptors) and applicable credits for each level are stated clearly in consultation with the regulatory bodies | General guidelines by AQACHEI  CAQA refines and publishes specific guidelines on the development and QA procedures  CAQA should develop the guidelines and publish them on its website and make them available to all TVET providers. Also, CAQA should ensure appropriate training for the qualification development team (QDT).  The question is: Is the current capacity of CAQA or AQACHEI reasonable to conduct all these processes effectively? | Article (A) 3/**B1**  A3/B2; **B/3**; B5;B10; **B11; B12**; **B13**; B17 | Article(A)3  A4/A; 4/B; 4/C; 4/D; 4/F; 4/G; 4/I; 4/J; 4/N; 4/O; 4/P; 4/Q  5/A&B  6/A; 6/B2&B1  7/A-D  B/6 |
| **1** | The Provider Institution (or any applicant) completes and submits the Form “ Application for registration of a Qualification on NQF” | *The NQF by law (A6/A; A6/B2&B1)* clearly states that the awarding bodies/providers submit “through” the Centre (which is **CAQA**).  Hence, it is CAQA that develops the forms and application guidelines following the NQF Board’s approved guidelines/general standards.  (CAQA’s) Application form (template) is already developed and published (standard format for all qualifications in the TVET sector) which follows the general guidelines in this regard for all qualifications **approved by the NQF board**  Fees to be paid -to be guided by AQACHEI | B/1; **B/2; B/3; B/5; B/6;** **B/10**; B11; B12; B13; B16; **B17** | A6/B2&B1  A6/C |
| **2** | The NQF body registers the application and confirms receipt within 3 working days to the provider (applicant) | **CAQA is responsible** for this (so the need for a good electronic database and trained/competent staff for this purpose) | B/1; **B/2; B/3; B/5; B/6;** **B/10**; B11; B12; B13; B16; **B17** | A4/C; D; F; G; H; I; J; K; M; N; P; Q  A6/A; B1; B2; BC  A7/A; B |
| **3** | The ***NQF technical committee checks the application form*** for any errors or missing documents and notifies the provider within 5 working days | **CAQA** establishes a technical committee (led by its technical lead and with experts from other providers/SSCs etc)  This needs again, a roster of experts who are recognised/ or pre-approved by CAQA to be part of this committee for various occupations. SSCs may provide such expertise if they are appropriately trained (the technical committees of each of the SSCs and based on Honoria payments) | B/1; **B/2; B/3; B/5; B/6;** **B/10**; B11; B12; B13; B16; **B17** | A4/C; D; F; G; H; I; J; K; M; N; P; Q  A6/A; B1; B2; BC  A7/A; B |
| **4** | The NQF body identifies Validation Committee Members and arranges a training day and Validation Meeting within 10 working days and notifies all concerned | **CAQA** is responsible for this- again, may follow the above strategy (work directly with SSCs).  This needs to be *well coordinated with NQF (AQACHEI) qualification department.* If appropriate, one member from the ***Qualifications department (AQACHEI)*** can be a **permanent member** of the validation committee/panel for all validation related issues. Such cooperation will ensure that NQF listing of the qualification will be an easier task ***(A6/B:1&2)*** | B/1; B/5; **B/6; B/10; B13** | A4/C; D; F; G; H; I; J; K; M; N; P; Q |
| **5** | The NQF body conducts training day and distributes copies of the qualification for validation to the Committee Members. The NQF body Chair allocates areas of the qualification for examination (checking the document against the criteria/standards) | ***CAQA*** coordinates this- a 1-day event as most validation panel members could be without prior experience.  If the panel members are experienced enough in validation procedures/processes, the validation meeting may take place in 3-4 hours. | B/1; B/5; **B/6; B13** | A4/C; D; F; G; H; I; J; K; M; N; P; Q  A6/A; B1; B2; BC  A7/A; B |
| **6** | At the Validation Meeting, the Committee considers the application and questions the provider QDT. The Validation Committee reaches a decision and provide verbal feedback to the Provider QDT (on the validation day). | ***CAQA*** facilitates this.  This calls for a well-equipped meeting room(s) for CAQA in future as it cannot afford such meetings in hotels (once NQF advances, there could be many qualifications to be validated or re-validated monthly) |  |  |
| **7** | The Validation Chair completes the decision **(in the applicable forms)** and files at the NQF registration/listing department within 5 working days**.** | CAQA completes this process.  The listing is the responsibility of NQF Authority (AQACHEI) and therefore, once validated, it should be forwarded to AQACHEI for listing  (**On this issue**, there are conflicting messages which need to be sorted out.  AQACHEI says listing and TVSDC says ‘registration’. We need better clarification as two separate processes should be merged into one process. TVSDC should discuss with AQACHEI if it can validate and register on its register and NQF register simply lists the qualification already approved by CAQA! | B/5; **B/6; B13** |  |
| **8** | The NQF body writes to the applicant Provider and formally notifies them of the Validation result | This is again a critical issue- whether CAQA or AQACHEI informs the provider.  Logically, if agreed between the two bodies, CAQA should do this as its easy for an applicant to liaise with one body rather than two competing bodies! | B/5; **B/6; B13** |  |
| **9** | If the qualification is approved without conditions, the NQF body will enter onto the NQF and register on the database | As per the procedures/templates already in place.  Again, let us reiterate the need for competent and well trained staff to coordinate all these. If not, it will lead to simple procedures and malpractices which will defeat the purpose of demand driven, SSC validated qualifications | B/5; **B/6; B13** |  |
| **10** | If the qualification is approved with conditions, then once the conditions have been met, the qualification will be placed on the NQF and registered on the database | Same as above.  However, please note that this should be clarified between the two bodies (both should register or not) | B/5; **B/6; B13** |  |
| **11** | If the qualification is rejected, reasons will be given and the Provider will have the opportunity to appeal the decision (within 10 working days from the formal notification of the decision) or make the necessary changes and resubmit for validation. | Same as above. | B/5; **B/6; B13** |  |

***Note:***

Both the TVSDC and NQF bylaws state that these are the QA bodies/NQF body’s responsibilities.

However, it is recommended that TVSDC considers empowering SSCs to take most of these above responsibilities upto the validation of Qualification thus concretely facilitating the SSCs not only are involved, but they actually lead the processes/procedures as per the QA regulatory requirements, jointly with CAQA and Learning Service Providers (LSPs) those interested in that particular qualification.