# Validity Application Form

For guidance on how to submit an application, please use the **Validity Application Form Manual**.

This *Validity Application Form* contains a checklist.

## Organisation Details

|  |  |
| --- | --- |
| Name of Organisation |  |
| Contact Person |  |
| Address |  |
| Email address |  |
| Telephone Number |  |

## Qualification Details

|  |  |
| --- | --- |
| Name of the qualification(s) to be classified |  |
| Is/are the qualification(s) already being offered? If YES, please indicate starting date(s) |  |
| Which provider(s) offer(s) or will offer the qualification(s) |  |
| NLQF level(s) being applied for |  |
| Sector/industry |  |

## Organisational Overview

Provide a brief description of your organisation.

|  |  |
| --- | --- |
| **Organisational Overview**  Please include in this description the following elements:   * A short history of the organisation * The size of the organisation, including the amount of staff * The amount of certificates/diploma’s your organisation issues per year * The type of activities of the organisation * In case relevant, the amount of students trained by the organisation, and more specifically the amount of students trained in the qualification(s) that are part of this classification process * The reason why you apply for classification of one or more qualifications in the NLQF. | **This is demonstrated by:**  (please refer to the instruction manual) |
|  |  |

## Verification of organisation's validity

The assessment to determine whether or not the organisation is eligible for classification of qualifications at an NLQF/EQF level, focuses on the following elements:

A Legal personality

B Right to ownership of the qualification

C Sustainability of the organisation

D Examination

E Quality assurance

A Legal personality

| **Criteria** | **Answer and verification** | **Demonstrated by (please refer to the instruction manual)** | ***Judgment***  ***(to be completed by the NCP NLQF)*** |
| --- | --- | --- | --- |
| One of the following **legal personalities applies to the organisation:**  Foundation  BV (private company)  NV (unnamed company)  Cooperation and mutual insurance company  Association |  |  |  |
| Conclusion  *(to be completed by the NCP NLQF)* |  |  |  |

B Right to ownership of the qualification

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Answer and verification** | **Demonstrated by** | ***Judgment***  ***(to be completed by the NCP NLQF)*** |
| Who is responsible for and or has ownership of the qualification management? |  |  |  |
| Which other organisation(s) is/are authorised to take exams for this qualification(s)? |  |  |  |
| Which provider(s) (will) offer this qualification(s) |  |  |  |
| Conclusion  *(to be completed by the NCP NLQF)* |  |  |  |

C Sustainability of the organisation

| **Criteria** | **Answer and verification** | **Demonstrated by (please refer to the instruction manual)** | ***Judgement***  ***(to be completed by the NCP NLQF)*** |
| --- | --- | --- | --- |
| Does the legal status of the applicant exist for at least 3 years?  If no, please explain how the organisation's sustainability is safeguarded. |  |  |  |
| How is it ensured that a student can still take an exam if a course and or its assessment is being discontinued/has been discontinued? Please also indicate the relevant time frames. |  |  |  |
| How is the validity/value of previously issued certificate(s)/ diploma(s)/degree(s) safeguarded when a course has been discontinued? |  |  |  |
| Conclusion  *(to be completed by the NCP NLQF)* |  |  |  |

D. Examination

| **Criteria** | **Answer and verification** | **Demonstrated by ( please refer to the instruction manual)** | ***Judgement***  ***(to be completed by the NCP NLQF)*** |
| --- | --- | --- | --- |
| How is external quality assurance of the qualifying tests/assessments/ exams organised?  Which organisation performs the external quality assurance? |  |  |  |
| Has an independent examination board been nominated?  If so, who are its members? |  | . |  |
| How are the operational and examination aspects of a course kept separate? |  |  |  |
| How are drafting, validation, examination and review of an exam kept separate? |  |  |  |
| How are the students informed on the following topics:   1. The programme of exams including the type of examinations used 2. The exam regulations 3. The learning outcomes and attainment targets |  |  |  |
| Conclusion  *(to be completed by the NCP NLQF)* |  |  |  |

E Quality Assurance

| **Criteria** | **Answer and verification** | **Demonstrated by (refer to numbered supplements)** | ***Judgement***  ***(to be completed by the NCP NLQF)*** |
| --- | --- | --- | --- |
| What externally validated quality assurance system is being used by your organisation:  NVAO  Inspectorate of Education  ISO 9001:2015  INK model (with external audit)  Supervision by Stichting Examenkamer  SNRO  Foundation Validation VET Exams  Other (please describe which organisation and which way? |  |  |  |
| Does your organisation possesses the NRTO lable? |  |  |  |
| Is your organisation accredited by NIAZ? |  |  |  |
| How is the quality assurance system evaluated?  How are actions for improvement implemented? |  |  |  |
| Who is involved in the internal evaluation of the quality assurance system?  Who is involved in the external evaluation of the quality assurance system? |  |  |  |
| How do students receive course information? |  |  |  |
| Is a dispute settlement process in place?  If yes, please describe the process.  If yes, who are the members of the dispute settlement committee? |  |  |  |
| Is an independent appeals process in place?  If yes, please describe  If yes, who are the members of the appeal committee? |  |  |  |
| Does the organisation have liability insurance covering at least 500.000 EUR? |  |  |  |
| Conclusion  *(to be completed by the NCP NLQF)* |  |  |  |
| Advice  *(to be completed by the NCP NLQF)* |  |  |  |

# Validity Application Form – Checklist

| **Document** | **Check** |
| --- | --- |
| ***General*** |  |
| 1. Digital copy of the application form with attachments sent to info@ncpnlqf.nl. |  |
| 1. The answers in the application form are substantiated and a precise reference to text in the accompanying annex(es) is included. |  |
| ***A Legal personality*** |  |
| 1. Registration at the Chamber of Commerce + possible statutes. |  |
| ***B Proof of ownership of the qualification*** |  |
| 1. Specimen of the diploma of the qualification to be classified in the NLQF. The specimen holds the name of the qualification and demonstrates that you are the owner of the qualification. Sometimes the exact name is not yet known, a concept of a specimen is sufficient. |  |
| ***C Sustainability of the organisation*** |  |
| 1. 1 Legal personality   ≥3 years: Extract from Chamber of Commerce demonstrating this time frame.  <3 years: Business forecast for the next 5 years in light of the qualification to be classified. |  |
| 1. Relevant documents proving examination is ensured in the event that a course, and or its assessment, is discontinued/has been discontinued, as described in the manual. |  |
| 1. Relevant documents proving the safeguarding of validity/value of (a) previously issued certificate(s)/diploma(s)/degree(s), as described in the manual. |  |
| ***D Examination*** |  |
| 1. Prove of and insight in the way external quality assurance of the qualifying tests/assessments/exams is organised, as described in the manual. |  |
| 1. Insight in the independent examination board by providing an overview of names and their daily function, as described in the manual |  |
| 1. Demonstration of validated exam products for the qualification(s) to be classified, even if the qualification(s) is (are) still in development, as described in the manual. |  |
| 1. Evidence that students have access to the programme of exams including the type of examinations used, the exam regulations, the learning outcomes and final terms attainment targets, as described in the manual. |  |
| ***E Quality Assurance*** |  |
| 1. Substantiation of the operation of the PDCA cycle as described in the manual. |  |
| 1. In case you are a member of NRTO, please enclose the certificate of the NRTO lable. |  |
| 1. In case you are accredited by NIAZ, please enclose the certificate of accreditation. |  |
| 1. Proof of the dispute settlement process and independent dispute settlement committee, as described in the manual. |  |
| 1. Proof of the independent appeal process and independent appeal committee, as described in the manual. |  |
| 1. Demonstration that the processes for complaint, objection, dispute, and appeal are being sufficiently separated |  |
| 1. Copy of liability insurance. |  |

**Signature**

Date: «date»

On behalf of: «name of applicant organisation»

Name: «name contactperson»

Function: «funcation contactperson»

Signature: