

ACTVET

Abu Dhabi Centre for
Technical and Vocational
Education and Training

مركز أبوظبي
للتعليم والتدريب
التقني والمهني

Quality Assurance (Awarding Body)

Registration and Certification of National Qualifications and Awards Policy

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Approved Version

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1. INTRODUCTION

Registration and Certification of National Qualifications and Awards is the process of formally recognizing and authenticating individuals' achievements in their educational pursuits. It involves registering educational programs and issuing official certifications upon completion. The purpose is to ensure that qualifications and awards meet established quality, relevance, and credibility standards.

This policy articulates the candidate registration and certificate issuance guidelines related to the National Qualifications endorsed by the NQC and covers the candidate deregistration requirements.

2. OBJECTIVE

The Registration and Certification of National Qualifications and Awards Policy aims to establish clear procedures and guidelines for candidate registration and deregistration. This policy aims to define the rules and principles in alignment with the National Qualifications Framework (NQF) guidelines. It also outlines the roles and responsibilities of ACTVET Awarding Body and Accredited Training Providers (ATPs) in the registration and certification process.

3. SCOPE

The scope of this Policy is applicable to Accredited Training Provider ATP's delivering National Qualifications.

▲ 4. DEFINITIONS

No.	Term	Definition
4.1	Accredited Training Provider (ATP)	The accredited training provider is approved to offer national qualifications.
4.2	Awarding Body (AWB)	An entity, entitled through legislation or other formal mandates from a regulatory authority, to approve, under its remit, the development and issuing of qualifications formally recognizing the achievements of endorsed learning outcomes. And refers to ACTVET.
4.3	Candidate	A person registered to a National Qualification.
4.4	Certificate	A document formally declaring that a candidate has met a set of learning outcomes and performance criteria and has been assessed and verified by the Awarding Body against pre-defined criteria.

No.	Term	Definition
4.5	Certificate Claim	The process of initiating summative external verification to issue certificates to the competent candidates.
4.6	Competent Candidate	A candidate who satisfies all requirements of the enrolled qualification by completing all the performance criteria specified in each relevant unit attached to the qualification.
4.7	Deregistration	The process of withdrawing a candidate's registration from a National Qualification.
4.8	External Verifier (EV) External Quality Assurer (EQA)	A qualified and experienced professional who evaluates an ATP practice and performance against pre-defined criteria in accordance with VETAC guidelines.
4.9	MoE	Ministry of Education.
4.10	National Qualification	A National Qualification is a vocational qualification comprising UAE national occupational standards (Q+NOSS) that are developed in the UAE to meet local labour market needs, owned by the country for national benefit, and endorsed by NQC's Vocational Education and Training Awards Council (VETAC)
4.11	NQC	The National Qualifications Centre is the official body that regulates the UAE Vocation Education sector.
4.12	Registration	The process of registering Accredited Training Provider candidates for national qualification with ACTVET.
4.13	Summative External Verification (EV)	Summative EV evaluates candidate learning, skill acquisition, and academic achievement after a defined instructional period, according to the registered national qualification standards.
4.14	Unified Student Admission Policy	IAT and ADVETI Unified Student admission policy.
4.15	VEDC	Vocational Education Development Centre.
4.16	VETAC	Vocational Education and Training Awards Council.
4.17	Verification Specialist	A professional verifying the accuracy and authenticity of academic credentials, such as degrees and transcripts, verifies and accepts Learners' registrations and certifications.

No.	Term	Definition
4.18	Credit Bearing Micro-Credentials (CBMC)	A small subset of learning that the learner achieves. The course(s)/unit(s) constituting the CBMC must correspond to a level in QFEmirates. CBMCs and range between 1-12 credit hours.
4.19	Award	Awards in vocational and education serve to recognize and validate individuals' accomplishments, providing them with tangible evidence of their skills and expertise that can be valuable for career advancement or further education.
4.20	EMSAT	Emirates Standardized Test (EMSAT) is a standardized test used primarily in the United Arab Emirates (UAE) to assess students' academic abilities, including English proficiency, mathematics, and science.
4.21	IELTS	The International English Language Testing System (IELTS) is a globally recognized standardized test for assessing the English language proficiency of non-native English speakers.
4.22	TAMM	TAMM Abu Dhabi Government Service Platform

5. ROLES & RESPONSIBILITIES

No	Responsible Part	Roles and Responsibilities
5.1	Accredited Training Provider	<ul style="list-style-type: none"> Comply with the Registration and Certification of National Qualifications and Awards Policy (ACTVET L3 Q QMPLCY001). ATP shall pay any fees specified in the Awarding Body Fees Structure (Q QMPLCY001-B). Maintain accurate information on registered and deregistered candidates.
5.2	Verification Specialist	<ul style="list-style-type: none"> Accept or Reject registration/certificate claim requests in accordance with this Policy. Withhold the certificate issuance if the ATP does not comply with the Awarding Body policies. Recommend NQC any disciplinary actions against ATP if the ATP doesn't comply with VETAC regulations or the Awarding Body policies. Accept or Reject deregistration requests by ATPs. Process amend candidate details if requested by the ATPs.

6. PRINCIPLES & RULES

6.1 Candidate Registration

6.1.1 Candidate registration is applicable only to an active Accredited Training Provider (ATP) who can offer the National Qualifications:

6.1.1.1 To offer a National Qualification, an ATP shall have a minimum of one NQC approved trainer, assessor, and internal verifier related to the qualification subject.

6.1.1.2 All staff involved (Assessor, Trainer and IV) in a National Qualification delivery shall be registered in the NQC digital platform.

6.1.1.3 Comply with the NQC ATP Standards.

6.1.2 Candidates shall be registered only to an active national qualification through the TAMM Portal and/ or the unified admission system.

6.1.2.1 To register for a National Qualification, a candidate shall satisfy all the entry requirements of the qualification specified in the NQC qualification document.

6.1.2.2 Candidate shall complete a Grade 12 High School Certificate to register for any Principal Qualifications at Diploma (Level 5 or above).

6.1.2.3 The candidates shall get the High School Equivalency certificate from MoE for high school certificates obtained from foreign countries.

6.1.2.4 ATP shall register candidates with ACTVET within 30 working days from the qualification delivery start date.

6.1.2.5 IAT and ADVETI shall comply with the Unified Students Admission Policy ACTVET_L3_QA_020 and Unified Students Admission Procedure ACTVET_L3_QA_021.

6.1.2.6 VEDC candidates without a Grade 12 High School certificate can register for a level 4 Principal Qualification if the below requirements are met:

6.1.2.6.1 Level 4 Principal qualification in the same subject area of their VEDC school stream.

6.1.2.6.2 Candidate meets EMSAT/IETS score and other admission requirements specified by the ATP.

6.1.2.7 VEDC candidates without a Grade 12 High School certificate can register to a level 5 Principal Qualification if the below requirements are met:

6.1.2.7.1 Candidates must have a Level 4 national principal qualification or equivalent in the same subject area as their VEDC school stream.

6.1.2.7.2 Candidate meets EMSAT/IETS score and other admission requirements Specified by the ATP.

6.1.2.7.3 ACTVET will evaluate and give feedback on candidates' progress into level 5 qualification.

6.1.2.8 A valid Emirates ID shall be provided for the national qualification registration.

6.1.2.8.1 Candidates' Emirates ID number shall be the reference for any communication/transaction related to the candidate.

6.1.2.8.2 ATP shall maintain candidate information accurately and submit accurate data to ACTVET.

6.1.2.9 ATP shall recognize and accept National Qualifications or Units completed by candidates from other ATPs if valid transcripts and/or certificates issued by ACTVET are provided.

6.1.3 The National Vocational Qualifications are not equivalent to academic qualifications.

6.1.3.1 Certificate 4 in vocational education is not equal to a Secondary School Certificate.

6.1.3.2 It is the higher educational institution's decision to accept the National Vocational Qualifications as per the Academic Institutions' admission criteria and MoE regulations.

6.1.4 If ATP did not fulfill the action plans provided by ACTVET during the last Summative/ Formative External Verification. New candidate registration will be rejected until action plans are addressed and implemented.

6.2 Candidate Deregistration

6.2.1 A Candidate shall be deregistered if they don't satisfy the qualification entry requirements (as per ATP policy and/or timeframe limitation) or are inactive for a long period. It is the ATP's responsibility to maintain accurate learners' records.

6.2.2 A graduate shall not be deregistered from the same qualification.

6.2.3 Deregistration shall be used if a candidate wants to discontinue their registered qualifications and/or wants to change the ATP.

6.2.3.1 The Awarding Body shall conduct summative EV visits for Deregistering candidates if any units are specified with the deregistration request.

6.2.3.1.1 Based on the outcome of the summative external verification, the Awarding Body shall issue a transcript for the candidates with units specified in the deregistration request.

6.2.3.1.2 A Transcript shall be issued as part of deregistration with units, and the transcript shall not include the qualification name.

6.2.4 ATP shall audit their candidates' data quarterly and Deregister any candidates if they:

- Don't satisfy the ATP's attendance policy.
- Are inactive for a long period.
- Not willing to continue.
- Don't complete the qualification within the time period specified by the ATP Policy.

6.3 Candidate Amendment

ATP shall submit a candidate amendment request in case of the following:

6.3.1 the candidate has legally changed their name. ATPs shall provide an official legal document to support the request for candidate details amendment.

6.3.2 any modifications to a Candidate's personal details or qualifications. This encompasses changes to address, phone number, email address, educational background, or any other pertinent information.

6.4 Certificate Issuance

6.4.1 ATP shall submit a certificate claim request through the TAMM portal to initiate the Certificate Issuance process.

6.4.1.1 A certificate claim request shall include one or more candidates from a specific Qualification.

6.4.1.2 Candidates shall complete all qualification requirements published by the NQC to be eligible to claim the Certificate.

6.4.1.3 Certificate claim shall be submitted only if the candidate satisfies the registration requirements specified in this policy.

6.4.1.4 ATP shall submit a claim request through the TAMM portal only after completing the Internal Verification activities and signed by the Internal Verifier.

6.4.2 ATP shall comply with the [External Verification Policy \(ACTVET_L3_Q_QMPLCY006\)](#).

6.4.2.1 For each Certificate claim, the Awarding Body shall conduct a summative external verification in line with the External Verification Policy (ACTVET_L3_Q_QMPLCY006).

6.4.2.2 Before submitting a certificate claim, an ATP shall ensure they satisfy all the items specified in the [External Verification \[Formative & Summative\] Checklist \(QMPLCY004 A\)](#).

6.4.2.3 Based on the summative external verification's outcome of a claim and the Decision of the certificate issuance committee, the Awarding Body shall issue certificates/transcripts for all competent candidates.

6.4.2.4 Certificates & transcripts will be issued only for the Principal Qualifications and CBMC

6.4.2.5 Only transcripts will be issued for Awards.

6.4.2.6 The certificates shall be printed on security-enabled papers with specifications approved by the NQC as listed [in Certificate Paper Specifications \(Q_QMPLCY001-A\)](#).

6.4.2.7 Certificates/transcripts shall be handed over to the ATP representatives only.

6.4.2.8 Upon collecting the certificates/transcripts, the ATP representative shall sign the receipt of certificates (Q_QMPLCY001-C) and return them to the Awarding Body.

6.4.2.9 ATP shall provide the Awarding Body with the proof of certificates/transcripts delivered to the candidates.

7. REVIEW FREQUENCY

Registration and Certification of National Qualification and Award Policy shall be reviewed at planned and regular intervals, or if significant changes occur, to ensure their suitability, adequacy and effectiveness regularly. It considers 'regular' to be at least once every two years.

8. RELATED DOCUMENTS

Not Applicable

▲ 9. REFERENCES

No.	Document Title	Document Reference
9.1	ACTVET Reformation Resolution 2015(30) regarding forming the committee to Authenticate Certificates.	Administrative Resolution 51/2023
9.2	Qualifications Framework Emirates Handbook	2012 (1b1.2012).
9.3	Official NQC ATP Quality Assurance Standards for the UAE v2- Nov 2021	v2-Nov; 2021
9.4	External Verification Procedure.	ACTVET_L3_Q_QMPLCY006
9.5	External Verification Policy	ACTVET_L3_Q_QMPLCY006
9.6	Unified Students Admission Policy	ACTVET_L3_QA_020
9.7	Unified Students Admission Procedure	ACTVET_L3_QA_021
9.8	Credit Bearing Micro-Credentials (CBMCs) Policy	Dec 2022
9.9	TAMM Candidate Management	User Guides – V02
9.10	TAMM Claim for Certificate Issue Replacement	User Guides – V08