

ACTVET

Abu Dhabi Centre for
Technical and Vocational
Education and Training

مركز أبوظبي
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QUALIFICATIONS

External Verification Procedure

ACTVET-L3-Q-QMPCDR004

REVISION INDEX

Rev	Date	Purpose of Revision	Originating Department		QA Approval	Management Approval (as needed)
			Prepared by	Approved & Authorised by		
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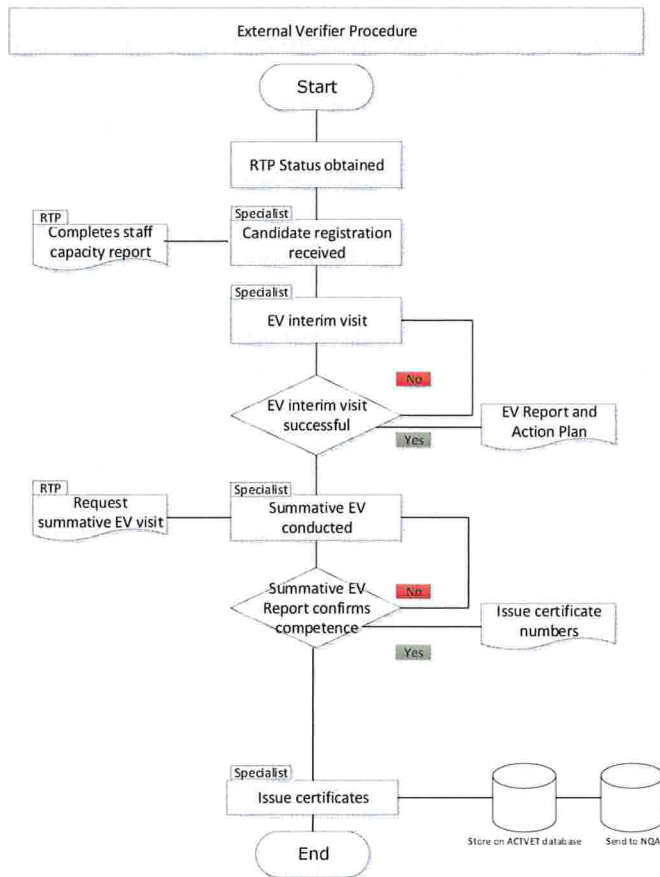
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1. FLOWCHART



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2. PURPOSE

The purpose of this procedure is to outline the external verification process for qualifications are delivered by RTP's as published on the UAE National Qualification Framework.

3. SCOPE

- 3.1 ACTVET Qualifications Department undertakes to externally verify quality systems put in place by providers of National Qualifications to ensure robust quality standards are upheld
- 3.2 The Relationship is illustrated below:



4. REFERENCES

- 4.1 VETAC Classification system of Awarding Bodies.
- 4.2 "NQA System for Registration and Quality Assurance of Training Providers and qualifications" Manual.
- 4.3 NQA System for Assessors and Verifiers.

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5. DEFINITIONS

Term	Definition
Assessor	An individual trained to assess learners/candidates against unit standards in VETAC endorsed Q+Noss or registered foreign awards, so that the RTP can issue qualifications/awards.
Awarding Body	The body responsible to the National Qualifications Authority (NQA) for managing, coordinating and quality assuring the respective education and training sector as defined by the NQA Decree's aims and objectives
Geographic Centre	Actual location of Centre (site)
Candidate	A student studying for a degree, and taking an examination or assessment
External Verifier (EV)	The EV is the Awarding Body's representative who is responsible for monitoring and evaluating the quality assurance and assessment process conducted in an RTP to ensure that they meet standards.
Internal Verifier (IV)	An individual who is trained to develop, manage monitor and evaluate the internal quality and assessment process conducted in the RTP to ensure safe, impartial, valid and consistent assessment strategies and decisions to ensure consistency in assessment.
Learner	Is the person undertaking education
Licensed Training Provider (LTP)	Licensed Training Provider is the term utilized to identify that a technical vocational educational and training provider has received a DED/ACTVET license to operate.

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Registered Training Provider (RTP)	The Registered Training Provider (RTP) is an organization approved by the Awarding Body to deliver training and/or assessment services for national Vocational qualifications and awards based on national occupational skills standards (Q+Noss)
Trainer	The academically qualified and industry experienced expert that will provide the theoretical and practical training for the institute.

6. OPERATION

The Formative external verification process is as follows:

- 6.1 The RTP registers candidates for a qualification, the EV is notified by the ACTVET Registration Specialist and a Formative EV visit is arranged after a minimum of two assessments of candidates has been undertaken.
- 6.2 The EV will take a list of the registered candidates, the qualification details and conduct the formative external verification visit to verify the administration and tracking of candidates and the practice of the Trainer, Assessor and Internal Verifier to National Standard.
- 6.3 The EV will produce an External Verification Report, provide feedback and work with the RTP to identify an action plan, if necessary, for performance improvement.
- 6.4 The RTP must respond with an action plan of improvement action to drive performance improvement.

The Summative verification process is as follows:

- 6.5 Request for EV visit is received from the RTP, the EV will conduct the summative verification visit.
- 6.6 The EV may conduct interviews with Candidates, Trainer, Assessors, Centre Coordinators/Managers, Managers and CEO/Owner to establish factual information about the performance of the RTP.

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- 6.7 The EV will check and validate the names of candidates against the claim list.
- 6.8 The EV will make a judgement about the assessment decisions.
- 6.9 The EV will write a Summative Verification Report considering the administration and tracking, Trainer, Assessor and Internal Verifier practice, standardization and personal development approaches and approve certification.
- 6.10 The EV will conduct External Verifier Report feedback to the Managers and CEO/Owner about the external verification and work with the RTP to develop an action plan for improvement and the External Verification Report is uploaded onto the CRM.
- 6.11 The final EV report shall be submitted to the ACTVET Certificate Approval Committee
- 6.12 ACTVET Awarding Body will then issue certificates/transcripts for each competent candidate.

7. KEY PERFORMANCE INDICATORS

No.	MEASUREMENT	UNIT OF MEASURE	REPORTING FREQUENCY
1.	Percentage of external verification visits completed against certificate claims/registrations	Percentage	Periodically

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