

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

ACTVET_L3_Q_QMPLCY001

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1. INTRODUCTION

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

2. OBJECTIVE

Define candidate's registration, de-registration and certification methodology, rules and principles in accordance with NQC guidelines. And highlight the roles and responsibilities of awarding body and Registered Training Providers.

3. SCOPE

The scope of this policy is applicable to RTP's delivering National Qualifications.

4. DEFINITIONS

No.	Term	Definition
4.1	Assessment	Process of appraising knowledge, know-how, skills, and/or competencies of an individual against pre-defined criteria.
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.
4.3	Candidate	A person registered to a National Qualification.
4.4	Certificate	A document formally declaring that a set of learning outcomes and performance criteria has met by a candidate and has been assessed and verified by the Awarding Body against pre-defined criteria.
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 of the relevant units attached to the qualification.
4.7	De-registration	The process of withdrawing a candidate's registration from a National Qualification.
4.8	Element	An element is a group of Performance Criteria that exhibit an outcome of a unit.
4.9	External Verifier	A qualified and experienced professional who evaluates an RTP practice and performance against pre-defined criteria in accordance with VETAC guidelines.
4.10	MOE	Ministry of Education.

No.	Term	Definition
4.11	Performance Criteria (PC)	A performance criterion is a group of tasks, skills, or applied knowledge that demonstrates the required standards of performance expected from a candidate to achieve a specific unit.
4.12	NQC	National Qualifications Centre is the official body that regulates the UAE Vocation Education sector.
4.13	Portfolio	A collection of evidence referenced to specific requirements of a qualification.
4.14	Registration	The process of registering RTPs' candidates to a national qualification with ACTVET.
4.15	RTP	Registered Training Provider approved to offer national qualifications.
4.16	Summative External Verification (EV)	Summative EV is used to evaluating candidate learning, skill acquisition, and academic achievement, at the conclusion of a defined instructional period, according to the registered national qualification standards.
4.17	VEDC	Vocational Education Development Centre.
4.18	VETAC	Vocational Education and Training Awards Council.

5. PRINCIPLES & RULES

5.1 Candidate Registration

- 5.1.1 Candidate registration is applicable only to an active Registered Training Provider (RTP) who can offer the National Qualifications.
- 5.1.1.1 To offer a National Qualification, an RTP shall have a minimum of one NQC approved trainer, assessor, and internal verifier related to the qualification subject.
- 5.1.1.2 All staff involved (Assessor, Trainer and IV) in a National Qualification delivery shall hold a valid NQC staff Approval.
- 5.1.2 Candidates shall be registered only to an active national qualification.
- 5.1.2.1 To register for a National Qualification, a candidate shall satisfy all the entry requirements of the qualification specified in the NQC qualification document.
- 5.1.2.2 To consider any foreign qualification as a prerequisite for the National qualification, the candidate shall obtain MoE equivalency for the foreign qualification.
- 5.1.2.3 Candidate shall complete Grade 12 High School Certificate to register for any Principal Qualifications at Level 5 or above.

- 5.1.2.4 For high school certificates obtained from foreign countries, the candidates shall get the High School Equivalency certificate from MOE.
- 5.1.2.5 RTP shall register candidates with ACTVET within 30 working days from the qualification delivery start date.
- 5.1.2.6 VEDC candidates without Grade 12 High School certificate can register to a level 4 Principal Qualification if the below requirements are met:
 - 5.1.2.6.1 level 4 Principal qualification in the same subject area of their VEDC school stream.
 - 5.1.2.6.2 Candidate meet EMSAT/IETS score and other admission requirements specified by the RTP.
- 5.1.2.7 VEDC candidates without Grade 12 High School certificate can register to a level 5 Principal Qualification if the below requirements are met:
 - 5.1.2.7.1 Candidate have Level 4 national principal qualification or equivalent in the same subject area of their VEDC school stream.
 - 5.1.2.7.2 Candidate meet EMSAT/IETS score and other admission requirements Specified by the RTP.
 - 5.1.2.7.3 ACTVET will evaluate and give feedback on candidates' progress into level 5 qualification.
- 5.1.2.8 A valid Emirates ID shall be provided for the national qualification registration.
 - 5.1.2.8.1 Candidates' Emirates ID number shall be the reference for any communication/transaction related to the candidate.
 - 5.1.2.8.2 RTP shall maintain candidate information accurately and submit accurate data to ACTVET.
- 5.1.2.9 RTP shall recognize and accept National Qualifications or Units completed by candidates from other RTPs if valid transcripts and/or certificates issued by ACTVET are provided.
- 5.1.3 The National Vocational Qualifications are not equivalent to academic qualifications.
 - 5.1.3.1 Certificate 4 in vocational education is not equal to a Secondary School Certificate.
 - 5.1.3.2 It is the higher educational institutions' decision to accept the National Vocational Qualifications as per the Academic Institutions' admission criteria and MoE regulations.

- 5.1.4 If RTP 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.

5.2 Candidate De-Registration

- 5.2.1 A Candidate shall be de-registered if he/she doesn't satisfy the qualification entry requirements or is inactive for a long period.
- 5.2.2 A graduate shall not be de-registered from the same qualification.
- 5.2.3 De-registration shall be used if a candidate wants to discontinue from his/her registered qualifications and/or wants to change the RTP.
- 5.2.3.1 Awarding Body shall conduct summative EV visits for De-Registering candidates if any units are specified with the de-registration request.
- 5.2.3.1.1 Based on the summative external verification's outcome, the Awarding Body shall issue a transcript for the candidates with units specified in the de-registration request.
- 5.2.3.1.2 A Transcript shall be issued as part of de-registration with units and the transcript shall not include the qualification name.
- 5.2.4 RTP shall audit their candidates' data on a quarterly basis and De-register any candidates if they
- Don't satisfy the qualification entry requirements.
 - Don't satisfy the RTP'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 regulator.

5.3 Certificate Issuance

- 5.3.1 RTP shall submit a certificate claim request to initiate the Certificate Issuance process.
- 5.3.1.1 A certificate claim shall be submitted before the qualification's Claim Expiry date specified by the NQC.
- 5.3.1.2 A certificate claim shall be submitted only after completing a minimum delivery period of 10 weeks from the date of registration with ACTVET.
- 5.3.1.3 A certificate claim request shall include one or more candidates from a specific Qualification.

- 5.3.1.4 Candidates shall complete all qualification requirements, as published by the NQC, to be eligible for claiming the Certificate.
- 5.3.1.5 Certificate claim shall be submitted only if the candidate satisfies the registration requirements specified in this policy.
- 5.3.1.6 RTP shall submit a claim request only after completing the Internal Verification activities and signed by the Internal Verifier.

5.3.2 RTP shall comply with the External Verification Policy (ACTVET_L3_Q_QMPLCY006).

- 5.3.2.1 For each Certificate claim, the Awarding Body shall conduct a summative external verification in line with the External Verification Policy (ACTVET_L3_Q_QMPLCY006).
- 5.3.2.2 Before submitting a certificate claim, an RTP shall ensure that they satisfy all the items specified in the External Verification [Formative & Summative] Checklist (QMPLCY006_A).
- 5.3.2.3 Based on the summative external verification's outcome of a claim, and Decision of the certificate issuance committee, the Awarding Body shall issue certificates/transcripts for all competent candidates.
- 5.3.2.4 Certificates & transcripts will be issued only for the Principal Qualifications.
- 5.3.2.5 Only transcripts will be issued for Awards.
- 5.3.2.6 The certificates shall be printed on security-enabled papers with specifications approved by the NQC as listed in Certificate Paper Specifications (Q_QMPLCY001-A).
- 5.3.2.7 Certificates/transcripts shall be handed over to the RTPs representatives only.

5.3.3 Upon collecting the certificates/transcripts, the RTP representative shall sign the receipt of certificates (Q_QMPLCY001-C) and return it to the Awarding Body.

- 5.3.3.1 RTP shall provide the Awarding Body with the proof of certificates/transcripts delivered to the candidates.

6. ROLES & RESPONSIBILITIES

6.1	Registered Training Provider	<ul style="list-style-type: none"> Comply with the Registration and Certification of National Qualifications and Awards Policy (ACTVET_L3_Q_QMPLCY001). RTP shall pay any fees as specified in the Awarding Body Fees Structure (Q_QMPLCY001-B). Maintain accurate information of registered and deregistered candidates.
6.2	Awarding Body	<ul style="list-style-type: none"> Accept or Reject registration/certificate claim requests in accordance with this Policy. Awarding Body shall withhold the certificate issuance if the RTP does not comply with the Awarding Body policies. Awarding Body shall recommend NQC about any disciplinary actions against RTP if the RTP doesn't comply with VETAC regulations or the Awarding Body policies.

7. REVIEW FREQUENCY

Registration and Certification of National Qualifications and Awards Policy will be reviewed once a year.

8. RELATED DOCUMENTS

- External Verification Policy (ACTVET_L3_Q_QMPLCY006).

9. REFERENCES

No.	Document Title	Document Reference
9.1	ACTVET Resolution 2015(30) regarding the formation of the committee to Authenticate Certificate.	2015(30)
9.2	MOE Resolution 470 (2014)	470 (2014)
9.3	NQA Certificate/Statement Issuing Policy for Technical, Vocational and Education and Training (TVET) Qualifications.	May 2016
9.4	Qualifications Framework Emirates Handbook	2012 (1b1.2012).
9.5	VETAC Classification system of Awarding Bodies.	