

# ACTVET

Abu Dhabi Centre for  
Technical and Vocational  
Education and Training

مركز أبوظبي  
للتعليم والتدريب  
التقني والمهني

## QUALIFICATIONS

### Registration and Certification of National Qualifications and Awards Policy

ACTVET\_L3\_Q\_QMPLCY001

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<b>Policy</b>	Registration and Certification of National Qualifications and Awards Policy					
<b>Policy Number</b>	ACTVET_L3_Q_QMPLCY001					
REVISION INDEX						
Rev	Date	Purpose of Revision	Originating Department		QA Approval	Management Approval
			Prepared by	Approved & Authorised by		
0	16-Nov-2015	New Policy	Dr Lindsey McPherson	Dr Lindsey McPherson	Walid Yassin	
1	3 Sep 2018	Process change	Dr Lindsey McPherson	Dr Lindsey McPherson		Mubarak Al Shamsi
2	29 Apr 2019	Review	Dr Lindsey McPherson	Dr Lindsey McPherson	Yousef AlShehhi	Mubarak Al Shamsi
3	29 Mar 2020	Enhancement to the policy	Kannan Unnithan & Amjad Alsehli	Paul Billany	Paul Billany	Mubarak Al Shamsi
4	11 Aug 2020	▲ As per the management decision, added high school as a mandatory requirement for PQ registration / claim	Kannan Unnithan	Paul Billany	Paul Billany	Mubarak Al Shamsi

Approved

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## 1. Purpose

The purpose of this policy is to ensure that:

- The awarding body processes are in line with the VETAC guidelines.
- The Registered Training Providers (RTPs) adhere to the VETAC regulations.
- Seamless service is provided to Registered Training Providers (RTPs).

## 2. Scope

The scope of this policy is limited to:

- Registered Training Providers (RTPs)
- Candidates undertaking a UAE National Qualification via an RTP.
- Approved National Qualifications within each RTP scope of delivery.

## 3. Reference

References used in this policy are:

- [Qualifications Framework Emirates Handbook 2012 \(1b1.2012\).](#)
- [VETAC Classification system of Awarding Bodies.](#)
- Resolution 2015(30) regarding the formation of the committee to Authenticate Certificate.
- NQA Certificate/Statement Issuing Policy for Technical, Vocational and Education and Training (TVET) Qualifications, May 2016.
- External Verification Policy ACTVET\_L3\_Q\_QMPLCY006

## 4. Definition

Term	Definition
<b>Assessment</b>	Process of appraising knowledge, know-how, skills and/or competencies of an individual against a predefined criteria
<b>Awarding Body (AWB)</b>	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 recognising the achievements of a given parcel of endorsed learning outcomes.
<b>Candidate</b>	A person registered to a UAE National Qualification endorsed by NQA

Term	Definition
<b>Certificate</b>	A document formally assuring 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 predefined criteria.
<b>Certificate Claim</b>	The process of initiating summative external verification to issue certificates to the competent candidates
<b>Competent Candidate</b>	A candidate who satisfies all requirements of qualification, by completing all the performance criteria specified in each of the relevant units attached to the qualification.
<b>De-registration</b>	The process of withdrawing a candidate's registration from a national qualification.
<b>External Verifier</b>	A qualified and experienced professional who evaluates an RTP practice and performance against pre-defined criteria and VETAC guidelines
<b>NQA</b>	National Qualifications Authority
<b>Portfolio</b>	A collection of evidence referenced to specific requirements of a qualification
<b>Registration</b>	The process of registering RTPs' candidates to a national qualification with ACTVET
<b>RTP</b>	Registered Training Provider approved to offer national qualifications by NQA
<b>Summative External Verification</b>	Summative EV is used to evaluate candidate learning, skill acquisition, and academic achievement, at the conclusion of a defined instructional period, according to the registered national qualification standards

## 5. Responsibility of ACTVET Awarding Body

Abu Dhabi Centre for Technical and Vocational Education and Training (ACTVET) shall undertake the following functions:

### 5.1 Registration

- accept candidate registrations from active RTPs only
- accept registrations to an active NQA endorsed National Qualification only

- ▲ • reject registration to any principal qualification if the candidate does not hold grade 12 high school certificate
- reject a registration if candidates' emirates ID number is missing
- reject a registration if any registration data is missing, or in the wrong format
- reject a registration if the qualification is inactive or invalid
- Investigate registration if it is submitted after 30 working days from the qualification delivery start date, and accept or reject candidate registration based on RTP justification
- ensure that all registered candidates have met entry requirements of the qualification
- notify NQA about any incident of RTP registering non-eligible candidates to a national qualification

## 5.2 De-registration

- instruct RTPs to de-register candidates, if they don't meet qualification entry requirements
- ensure that RTPs support candidates in changing study centres by de-registering them
- investigate and reject de-registration request if the candidate has already completed the qualification (after issuing certificate)
- conduct EV visit and issue transcripts for candidates who completed one or more units, but less than the full qualification being de-registered from
- reject de-registration request if the completed units satisfy full requirements of the qualification, and advise RTP to submit certificate claim for the same
- process the de-registration request without an EV visit if the candidates did not complete any unit from the qualification being de-registered from

## 5.2 Certificate Claims

- process certificate claims submitted by the RTPs and conduct EV visits to issue certificates
- carry out the summative EV visit according to the External Verification Policy (ACTVET\_L3\_Q\_QMPLCY006)
- reject claim submitted without internal verification process on the learners' portfolios
- ▲ • reject claim for any principal qualification if the candidate does not hold grade 12 high school certificate
- prepare EV report and share the same with RTPs
- issue transcripts for all competent candidates
- issue certificates only for the competent candidates who completed Principal Qualifications
- ensure that the certificates are printed on security-enabled paper with specifications approved by NQA as listed in Registration and Certification of National Qualifications and Awards - Certificate Paper Specifications (Q\_QMPLCY001-A)

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- record certificate paper number of each issued certificate
- handover certificates and transcripts to the RTP representatives
- collect signed receipt from RTP representative after delivering the certificates and transcripts
- request RTPs to submit a proof of certificate delivery to the candidates
- charge fees for the registration and certification of candidates undertaking a National Qualification as per Awarding Body Fees Structure (Q\_QMPLCY001-B)

## 6. RTP Responsibilities of RTP

### RTP shall:

#### 6.1 Registration

- maintain RTP status by adhering to NQA requirements
- accept candidates to any national qualification listed within the RTP's scope of delivery approved by the awarding body
- ▲ ensure that all enrolled/registered candidates on a principal qualification hold grade 12 high school certificate
- ensure that all enrolled/registered candidates in National Qualifications have met the qualification entry requirements
- recognize national qualifications or units completed by candidates from other RTPs, if valid transcripts and/or certificates issued by ACTVET are provided
- register candidates on National Qualifications with ACTVET within 30 days from the qualification delivery start date
- ensure that candidates' information is maintained correctly at the RTP and submitted to ACTVET accurately
- verify candidates' Emirates ID and ensure its accuracy before registering them with ACTVET
- use candidates' Emirates ID number as the candidates' reference number for any transaction with ACTVET
- request a formative EV visit from ACTVET for each qualification before completing 50% of delivery or at least once in a year

#### 6.2 De-registration

- de-register candidates from ACTVET if they do not meet the entry requirements of the qualification
- de-register dropout candidates from ACTVET when they fail to adhere to the RTP attendance policy
- de-register candidates who confirm their interest to change the RTP

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- not de-register candidates after claiming for their certificates
- not de-register candidates if they have already graduated from the qualification registered
- claim units for the de-registering candidates, if they complete any units from the qualification being de-registered, by specifying the unit name(s) in the de-registration template
- be prepared for the summative EV for the units claimed as part of de-registration
- receive transcripts from the Awarding Body for the candidates de-registered with units and handover the same to candidates

## 6.3 Certificate Claims

- apply robust quality assurance practices to all national qualifications to meet the AWB and NQA requirements
- apply robust administrative processes for all national qualifications within the scope of the RTP
- ▲ submit certificate claim for principal qualification only if the candidate holds grade 12 high school certificate
  - submit certificate claim request for the competent candidates only
  - ensure the accuracy of units in each claim to satisfy the rules of combination of the qualification
  - submit claim requests after completing the minimum delivery period of 10 weeks from the date of registration with ACTVET
  - ensure the internal verification activity is completed on all candidates' portfolios before submitting the claim
  - comply with the External Verification Policy (ACTVET\_L3\_Q\_QMPLCY006)
  - prepare for external verification visits as prescribed in the 'External Verification Checklist [Formative & Summative]' (QMPLCY006\_A)
  - ensure that candidate portfolios satisfy the awarding body requirements
  - ensure that portfolios of each and every candidate in the submitted claim are complete and available for external verification
  - ensure that each candidates' portfolios are well organized and are easy for the EVs to track candidates' competence in each performance criteria of each unit
  - ensure that only claimed candidates' portfolios are submitted for the external verification
  - ensure that the internal verifier of the qualification is available during the EV visit to explain the IV strategy of the RTP and any clarification as required by the external verifier
  - receive certificates and transcripts hardcopies from ACTVET and distribute the same to candidates

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## 7. Payment Process

Fees will be applied to ACTVET Awarding Body services as per Awarding Body Fees Structure (Q\_QMPLCY001-B) [Subject to GSEC approval]

## 8. Documentation

- Certificate Paper Specifications (Q\_QMPLCY001-A)
- Awarding Body Fees Structure (Q\_QMPLCY001-B)
- External Verification Checklist [Formative & Summative] (QMPLCY006\_A)

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