

Questions for the digital validity application

Below you will find an overview of the questions that are asked in the digital validity application per section.

For each section, you must upload the relevant appendices to substantiate the explanation that you have given when answering the question. To prevent future confusions, your digital application must include a clear reference to the appendix number and page number of the regarding appendix. This can be added in the answer fields of the regarding question.

Qualifications

Qualification(s) details

- Name of the to be classified qualification(s)
- Is the qualification already being offered?
- To be requested NLQF-level

Organisation Overview

Include the following information in your organisation overview:

- A short history of the organisation
- Size of the organisation: number of employees
- The organisational chart
- Type of activities carried out by the organisation and for which target groups
- The amount of participants that your organisation awards with a diploma and/or certificate per year
- In case of relevance, the amount of students specifically trained in the qualification(s) that are part of this classification process, per year
- The reason why you apply for classification of one or more qualifications in the NCP NLQF
- Upload the organisational chart of the organisation

Legal personality

- Which legal personality applies to your organisation?
- Upload a Chamber of Commerce registration (dated not older than 3 months) for your organisation

Right of ownership

- Who is responsible for and/or who manages the qualification(s)? (Important: If you have entered multiple qualifications at the beginning of this form, the previous questions must be answered for each qualification entered)
- Which training providers already offer or will be offering this qualification?
- Which institution(s) is (are) authorized to examine this qualification(s)?

Continuity

- Does the legal personality exist for at least 3 years?
If not, demonstrate how the continuity of the organisation is guaranteed.
- How is it guaranteed that the student will be able to continue and complete their training when a program and/or exam is discontinued and what is the time limit for this?
- How is the validity/value of the diplomas already issued being guaranteed after a program ceases to exist?

Examination

- How are the qualifying tests/exams assured externally and by whom?
- Is there an independent board of examiners and who are the members?
- How is the separation between training and conducting exams arranged?
- How is the separation between formulating, determining, administering and assessing examinations arranged?
- How are the following matters visible or known to the candidate:
 - Method of examination and examination program
 - Exam regulations
 - Learning outcomes, test and attainment targets

Quality Assurance

- Which existing quality mark is used by your organisation as the basis for the validity application?
 - I want an NLQF classification, but I do not have any externally validated quality mark
 - I want an NLQF classification and I have an NRTO, NIAZ, ISO 9001 or CPION quality label
 - I want an NLQF classification and fall under the supervision/quality mark/accreditation of the Education Inspectorate, NVAO ITK, 'Stichting Examenkamer', VEMBO, SNRO or I outsource exams to a party that meets one of these quality marks
- How is the internal quality tested?
- How are improvements implemented?
- Who is involved in quality evaluation, both internally and externally?
- How is the provision of information about the study program organized for students?

- Is there a dispute settlement procedure and what does it look like? Who are the members of the disputes committee?
- Is there an independent appeal option and what does it look like? Who are the members of the appeals committee?
- Does the organisation have liability insurance of at least 500,000 euros?