

## Request for classification

On this page you will find all information about the application for classification: what it is, how it works, what is expected of you and what the National Coordination Point for the Netherlands Qualification Framework (NCP NLQF) does for you?

### To file a request

Once the validity of your organisation has been positively assessed, you can submit an application for classification using the *Application form for Classification*. In this form you will need to indicate, and substantiate the level of the NLQF in which your qualification, according to you, should be classified. The NCP NLQF assesses whether your qualification is eligible for this requested NLQF level. This process is explained below.

### Procedure for Classification

- 1 You fill out an application form for *Classification of a Qualification* in the NLQF. We recommend you to use *The Manual for the application form for classification* to support you in this process.
- 2 You submit the Application form for classification, including attachments in triplicate:
  - a hardcopies at NCP NLQF, PO Box 1585, 5200 BP 's-Hertogenbosch;
  - b digitally at [info@ncpnlqf.nl](mailto:info@ncpnlqf.nl).
- 3 You will receive a confirmation of receipt.
- 4 The NCP NLQF checks the application for completeness. Incomplete applications will be returned. You will have 14 days to submit the missing documents.
- 5 When the NCP NLQF considers the file to be complete, you will be notified what date you can expect the decision regarding the classification of the qualification. You will also receive an invoice of € 2,500 excluding VAT (per qualification).
- 6 When the NCP NLQF assesses the application is admissible they forward the application to a team of independent experts of the NCP NLQF.
- 7 The team of independent experts assesses the application including the evidence provided. The team substantiates in a report whether the qualification meets the requested level and forwards the report to the Classification Committee.
- 8 The Classification Committee then formulates an advice on the requested level for classification of the qualification to the Program Council, based on the application, the evidence provided, and the experts' report.
- 9 The Program Council of the NCP NLQF ultimately decides on the classification of a qualification at a particular NLQF level. In case you do not agree with the decision of the Program Council you file an appeal to the Appeal Committee.
- 10 When the Program Council decides positively on your application, and thus the level of your qualification is determined, the classified qualification will be included in the register of the NCP NLQF.

## Descriptors

The NCP NLQF applies the following descriptors in the assessment of your application:

- 1 Context (not taken into account)
- 2 Knowledge
- 3 Skills
  - Use of knowledge
  - Problem solving skills
  - Learning and development skills
  - Information literacy
  - Communication skills
- 4 Responsibility and independence

Each descriptor is elaborated in more detailed level descriptors. You can find these descriptions in the document '*Level descriptions per descriptor*'. This document can be found under Downloads on this website.

## Best-fit method

During the assessment process the best-fit method will be applied (see box).

### *Best-fit method*

Using the best-fit method means that the learning outcomes are reviewed against all descriptors. It is then decided which (NLQF) level best matches the whole of the qualification. The descriptors determine the level of the qualification.

In practice it is possible that within one qualification, some learning outcomes match different levels than others. For example, a qualification may be at level 5 with regard to problem-solving skills and at the same time match level 4 with regard to knowledge.

Ultimately, the judgments per descriptor will be combined into an assessment of the level of the entire qualification.

## Relevant documents

You can retrieve the following relevant documents for your application under *Downloads*

- Application form for classification
- Manual application form for classification
- Formulating a manual for classification in learning outcomes
- A European handbook for defining, writing and applying learning outcomes
- Explanation of level descriptions
- Significant changes
- Procedure for assessment classification
- Level descriptions per descriptor