

Application for Classification of a Qualification

What does application for classification of a qualification mean?

How does it work?

What is an applicant expected to do?

What does the National Coordination Point of the Dutch National Qualifications Framework (NCP NLQF) do for an applicant?

Submitting an application for classification of a qualification

After an organisation's validity as the owner of a qualification has been positively assessed, that organisation may then submit a classification application. The organisation indicates and verifies the NLQF level that your qualification should be attributed. The NCP NLQF then assesses whether your qualification is eligible for this requested NLQF level. Your application will be assessed based on the descriptors of the NLQF. The 'best fit' method will be applied to the request (see box).

Best fit method

In the best fit method, all descriptors are reviewed and the level best fitting the entire qualification is determined. Together the descriptors determine the qualification level.

A qualification may consist of descriptors belonging to different levels. For example: the problem-solving skills of a qualification may be at Level 5 while the knowledge relating to the qualification may be at Level 4.

Eventually, the assessments of all the descriptors together determine the level of the qualification.

Classification Procedure

1. An organisation submits an application for classification of a qualification on the NLQF to the NCP NLQF using the Classification Application Form. The Classification Application Form Manual provides guidance on how to make the application. The application (including supplements) in triplicate should be submitted to: NCP NLQF, Postbus 1585, 5200 BP's-Hertogenbosch. In addition, the application should be submitted digitally to info@ncpnlqf.nl.
2. The applicant receives a delivery notification.
3. The NCP NLQF checks the completeness of the documentation provided. If the application is not complete, it is returned and the applicant has 14 days to supply the missing documents.
4. Once the file is complete, the applicant is notified of the date when the decision concerning the organisation's validity may be expected. At this point the applicant will also receive an invoice for € 2500, - excl. VAT (per qualification).
5. The NCP NLQF determines whether the application is admissible and forwards it to the NCP NLQF experts. A team of independent experts assesses the application and the evidence provided and delivers a report explaining whether the qualification meets the required level. This report is forwarded to the Classification Committee of the NCP NLQF.
6. Based on the evidence provided and the experts' report, the Classification Committee formulates its advice to the Programme Council on the classification level of the qualification.

7. The decision on the classification of a qualification at a certain NLQF level is taken by the Programme Council of the NCP NLQF. The applicant may appeal the decision of the NCP NLQF to an Appeals Committee.
8. In the case of a positive decision, meaning that the level is determined, the classified qualification is registered into the record of the NCP NLQF.