

Assessing Owner / Supplier Validity

What does assessing the validity of the owner / supplier of a qualification mean?

How does it work?

What is the owner / supplier of a qualification expected to do?

What can the National Coordination Point (NCP) NLQF do for an owner / supplier of a qualification?

Requirements for making an application for classification of a qualification

To be deemed eligible to apply for classification of a qualification, an owner / supplier must undergo a validity assessment. The aspects assessed are: legal personality of the organisation; right to ownership of the qualification; sustainability of the organisation; assessment; and quality assurance. If the organisation employs one of the following quality assurance systems, a limited validity assessment is conducted:

- Accreditation by the Accreditation Organisation of the Netherlands and Flanders (NVAO);
- Supervision by the Dutch Inspectorate of Education;
- ISO 9001:2008/2015
- INK-model (with external audit)
- Supervision by Stichting Examenkamer

If this is not the case, an extended validity assessment is conducted. This means that an additional institutional audit takes place.

- The cost of the limited validity assessment is € 1000, - excl. VAT.
- The cost of the extended validity assessment is € 7500, - excl. VAT.

Eligibility criteria

The NCPNLQF secretariat screens the application form for the validity check on completeness and eligibility. Any administrative-strategic issues: these will be submitted to the Program Council.

The eligibility criteria are as follows:

- The application must clearly and demonstrably contribute to the objectives of the NLQF and EQF that is: promoting labour market mobility within and between member states of the European Union.
- The application must have the aim of the classification of a qualification in one of the levels of NLQF.
- The dossier must be complete and substantiated with clear references to relevant passages to the appendices.

Limited validity assessment procedure

1. The applicant may submit an application to NCP NLQF using the Validity Application Form. The applicant may use the Validity Application Form Manual for guidance in completing the Validity Application Form. Please submit the application (including supplements) in triplicate to: NCP NLQF, Postbus 1585, 5200 BP's-Hertogenbosch. In addition, please submit the application digitally to info@ncpnlqf.nl.
2. The applicant receives a receipt confirmation.
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 € 1000,- excl. VAT.
5. The NCP NLQF assesses whether the application is valid and forwards the application to the Quality Committee of the NCP NLQF.

6. Based on the application and the evidence provided, the Quality Committee formulates its advice to the Programme Council on the determination of the organisation's validity.
7. Determination or rejection of the organisation's validity is done by the Programme Council of the NCP NLQF. Rejection is accompanied by a clarification. The applicant may appeal against the decision of the NCP NLQF to the Appeals Committee.
8. The applicant is informed by the NCP NLQF about the Programme Council's decision.
9. After the Programme Council has determined the organisation's validity, the applicant may submit a classification request for classification of a qualification on the NLQF.

Extended validity assessment procedure

1. The applicant may submit an application to NCP NLQF using the Validity Application Form. The applicant may use the Validity Application Form Manual for guidance. Please submit the application (including supplements) in triplicate to: NCP NLQF, Postbus 1585, 5200 BP's-Hertogenbosch. In addition, please submit the application digitally to info@ncpnlqf.nl
2. The applicant receives a receipt confirmation.
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 and when the site inspection will take place. At this point the applicant will also receive an invoice for € 7500, - excl. VAT.
5. The NCP NLQF assesses whether the application is valid and forwards the application to the Quality Commission of the NCP NLQF.
6. The Quality Committee assesses the file and draws up the points identified for attention and the questions that will have to be addressed during the institutional audit. These points for attention and questions are forwarded to the NCP NLQF auditors together with the application form and associated evidence.
7. The NCP NLQF auditors will inform the applicant of the subjects that will be addressed during the institutional audit.
8. The visit to the applicant will take between a half day and a day, and will be conducted by an auditor (content) and a secretary (process) of the NCP NLQF.
9. The results of the institutional audit are reported to the Quality Committee by the NCP NLQF inspectors.
10. The Quality Committee formulates its advice based on the application, the evidence provided and the institutional audit report, to the Programme Council concerning the determination of the organisation's validity.
11. Determination or rejection of the organisation's validity is done by the Programme Council of the NCP NLQF. Rejection is accompanied by a clarification. The applicant may appeal against the decision of the NCP NLQF to an Appeals Committee.
12. The applicant is informed by the NCP NLQF about the Programme Council's decision.
13. After the Programme Council has determined the organisation's validity, the applicant may file a request for classification of a qualification on the NLQF.

Supplements:

Validity Application Form

Validity Application Form Manual