ANNEXURE E: APPLICATION FOR REGISTRATION OF QUALIFICATION
National Qualifications Authority

Regulations Made in Terms of Namibia Qualifications Authority Act 29 Of 1996 Section 14, Regulations setting-up the National Qualifications Framework for Namibia, Government Notice 125 of 2006 (GG 3685) came into force on date of publication: 28 August 2006

Checklist for Quality Assurance of Qualifications

Name of Body Responsible	
Qualifications Titles	
	(show Reference Numbers if the Qualifications are being reviewed)

Requirement	Checked By		Tick box for compliance, or include explanatory comments and expand in covering letter if required
General	Body	NQA	Comments
There is a clear and justified purpose for the qualification			
The content of the qualification aligns with the rationale and is consistent with the title			
The contents of the document are internally coherent, make sense and are simply stated			
Broad as well as specific outcomes are included			
Language is clear and does not present potential barriers to access			
Text is free from typographical, grammatical, and punctuation errors (publishable quality) & meets current formatting requirements			
Specifics	Body	NQA	Comments
1. Rationale			
The purpose of the qualification is elaborated			
There is evidence of sector wide support for the qualification and its structure			
2. Type of Qualification			
The qualification fits the outcome, credit and level requirements for the relevant type of qualification on the NQF.			
3. Qualification Structure			
The total number of credits is shown			
Credits are shown for each Level			
Credits by level are shown for each set (and strand)			
The arithmetic is correct Other bodies whose unit standards are used are listed (where relevant)			
4. Title			
The title is concise, distinctive, appropriate and indicative of the content			
The title indicates the qualification type			
The title includes a Classification category			

The title does not refer to products, organisations or documentation.			
5. Outcomes			
The outcome(s) represented by attainment of the whole qualification is stated clearly			
Component outcomes that make up the qualification are stated			
The component outcomes are expressed as specifically as possible			
Details of component outcomes not unit standards are publicly accessible and include criteria for assessment decisions			
Component outcomes not unit standards are appropriately assigned Levels and credit values			
6. Purpose			
The purpose statement is consistent with the rationale			
Explanation for any strands or optional sets is provided			
Significant relationships with other qualifications are identified			
Entry restrictions are clear and the reason for restricted access given Guidance to potential graduates is clear.			
Registration or licensing requirements additional to the qualification are stated			
7. Qualification Requirements			
The requirements for the award of the qualification are coherent and simply stated			
Minimum number of credits and/or unit standards and/or outcomes are shown for each set			
Other maximum and minimum credit or level requirements are shown			
The qualification sets are shown in a sensible and logical order			
The components of each set are shown in a sensible and logical order			
All listed unit standards are currently registered			
Id, title, credit and level are shown for listed unit standards			
Unit standards are grouped by Classification category and listed in numeric order within each category			
Unit standards are listed before non-unit standard components			
Classification categories are listed in alphabetical order			
Credit transfer represents not more than 50% of the qualification requirements			
8. Special Arrangements			
Special arrangements for assessment are given, and include arrangements for external quality assurance			
Special arrangements for delivery of programmes are given			
Special arrangements do not represent unreasonable barriers			
9. Transitional Arrangements			
Transition arrangements are in place to protect learners currently working towards an existing qualification			
Transition arrangements are in place to protect learner interests following the review of the qualification or its component unit standards			
The transition arrangements treat learners fairly			
10. Body Responsible			
Name shown is that recognised by NQA			

On behalf of body

Checked by	
Date Checked	

Re-registration Checklist for Quality Assurance of Qualifications

Name of Body Responsible	
Qualifications Titles	
	(show Reference Numbers if the Qualifications are being reviewed)

To be submitted for the Re-registration of qualifications only

Requirement	Checked By		Tick box for compliance, or include explanatory comments and expand in covering letter if required
Review Report	Body	NQA	Comments
Outlines the review process			
Provides rationale for, and summary of, the major changes Includes a summary of main changes to the content and/or structure of the qualification			
Outlines transition arrangement			

On behalf of body

On behalf of NQA

Body		NQA	
Checked by		Checked by	
Date Checked		Date Checked	