



Procedures

**ACCREDITATION – NATIONAL QUALIFICATIONS
FQF 1 - 6**

Version Control	
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Policy owner	Deputy Director Operations and Quality Assurance
Effective from	Date of approval by the Director
Review date	+3 years

Related FHEC documents: policies / procedures / guidelines, etc.	Policy 2-1: Accreditation of FQF Qualifications 1 – 10 2-1-a-Guidelines - Development and Review of NQs 1-6 2-1-Form-a: Memorandum of Understanding between FHEC and ISAC member
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1.0 FHEC and FQC Responsibilities

- 1.1 The evaluation team is responsible for reviewing a National Qualification accreditation submission and ensuring that the requirements of the FQF and the Quality Standards for Accreditation of FQF Qualifications are met. The evaluation team makes a recommendation to the FQC as to whether the accreditation submission should be approved and a qualification accredited.
- 1.2 The FQC is responsible for the accreditation decision and reports to the Commission.
- 1.3 Accreditation of qualifications including their components is a necessary step towards recording on the National Register for Fiji Higher Education as an accredited FQF National Qualification.

2.0 Industry Skills Advisory Committee (ISAC)

- 2.1 ISACs are responsible for:

- 2.1.1 The research and development of the proposed National Qualification.
 - 2.1.2 Undertaking consultation with relevant industry, regulator, licensing body, or community to confirm the need for the qualification and ensure that the proposed qualification meets this need.
 - 2.1.3 Providing advice and guidance to developers.
 - 2.1.4 Endorsing the final draft of the proposed National Qualification.
 - 2.1.5 Ensuring that the accreditation submission meets the requirements of the FQF and the Quality Standards for Accreditation of FQF Qualifications 1 – 10.
- 2.2 ISAC Membership and the terms of reference are included in the accompanying Guidelines.
- 2.3 The Chairperson must be a representative of the target for the qualification.
- 2.4 The ISAC will undertake the development process with the assistance, support and mentoring of the professional bodies related to this sector. Consultation with the sector may be undertaken in preparation for convening the ISAC to assist the ISAC in the efficient completion of its business.

3.0 Development Steps: Undertaken by the ISAC

- 3.1 The ISAC is responsible for confirming the need for the qualification.
- 3.2 FHEC, on the ISAC's behalf, shall undertake preliminary research including consultation with industry, enterprise, education, legislative/regulatory or community stakeholders.
- 3.3 Preliminary research should confirm that:
- There is support for the outcomes that the qualification will provide.
 - The purpose of the qualification can be identified.
 - The proposed qualification does not duplicate qualifications or components that already exist at the national level.
 - The proposed qualification meets a current and future need.
 - Major stakeholders have agreed to advise on the development of the qualification.
- 3.4 A summary of the research is to be recorded on the Proposal (Appendix 1). This summary is to be submitted at a later stage with the accreditation application.
- 3.5 The ISAC is responsible for providing advice to the qualification developer and for confirming that:

- Qualification content and structure meet the needs of industry, enterprise, regulator, professional association and/or community.
- The intended outcomes are met.
- The qualification meets all relevant Occupational, Health and Safety (OH&S) regulations and licensing requirements.

3.6 For qualifications aligned to professional or licensing careers (or similar), the ISAC is to seek professional or licensing endorsement of the qualification.

3.7 Develop the qualifications consulting with technical experts where necessary. An Accreditation Submission is produced that reflects an overview of the purpose, qualification outcome statement, graduate profile, structure and summary of components and their learning outcomes, assessment methodologies, etc (refer to Accreditation Submission templates that are relevant to NQs).

3.8 During the development stage, reference should be made to the *Guide for qualification developers*. This guide provides advice on how to use technical experts and other strategies to identify the qualification outcomes and the relationship to job roles and job tasks.

3.9 The qualification and its components are assigned an FQF level as well as credit points. During the development stage, reference should be made to the *Guide for qualification developers*. This guide provides advice on how to assign FQF levels and credit points (the rating process). The team undertaking the rating process should include at least one subject expert.

3.10 Applications are to be submitted using the Application (or Re-Accreditation) Form accompanied by the proposed qualification details using the FHEC's Accreditation Submission template, or another template as agreed. An initial FQF level and credit value and summary profile must be included within the Accreditation Submission (refer to the Accreditation Submission template).

3.11 Accreditation submissions are to use the ISCED classification system. The following references apply:

- International Standard Classification of Education ISCED 2011, sourced at <http://uis.unesco.org/sites/default/files/documents/international-standard-classification-of-education-isced-2011-en.pdf>
- International Standard Classification of Education, Fields of education and training 2013 (ISCED-F 2013) – Detailed field descriptions, sourced at, dx.doi.org/10.15220/978-92-9189-179-5-en

3.12 Applications are to include additional documentation identified by FHEC including:

- Outcomes of the research (Appendix 1), including mapping document to outlining where relevant components from National Qualifications are not appropriate (if applicable, and if different than outlined in the Proposal).
- Minutes of meetings of the ISAC, signed by the Chairperson.
- ISAC Endorsement Form (Appendix 2).
- Rating Record Form (Appendix 3) including the names of people involved in the rating process.
- Endorsement from professional associations or licensing bodies (if relevant).

Refer to Appendix 4 for a checklist of documents required.

4.0 Additional support documentation

- 4.1 The accreditation application is accompanied by a Companion Guide. The Companion Guide provides guidance and advice to HEIs in relation to the provision of education and training services in relation to the qualification(s). The Companion Guide is not an accreditation document, but is quality assured through the development process and provides a link between industry expectations and the education and training services provided by the registered HEIs.

5.0 Processing the Submission – FHEC

- 5.1 Upon receipt of accreditation application, the FHEC will review the documents to verify the completeness of the application. Where an application is incomplete, it is returned to the ISAC.
- 5.2 The process of assessing qualifications for accreditation shall be conducted by the FHEC evaluators and may include other experts or stakeholders if required. A recommendation is made to the FQC.
- 5.3 The FHEC, for specific qualifications, e.g. high-risk qualifications, may appoint an accrediting panel and may involve external panellists. The panel will include two FHEC representatives, one stakeholder representative (or subject expert) and one representative from an accrediting agency within the region. The FHEC retains the right to include an international representative where necessary. The panel will evaluate the application against the FQF and the Quality Standards for Accreditation of FQF Qualifications levels 1 – 10.
- 5.4 The application is assessed against the specifications of the FQF and the Quality Standards for Accreditation of FQF Qualifications levels 1 – 10.

5.5 The FHEC will produce a report with a recommendation regarding the accreditation of the National Qualification. Three possible recommendations may be made:

- 'Accredited' – having met all requirements.
- 'Accreditation pending' – some minor requirements have not been met and the qualification will be recorded on the national Fiji Qualifications Register until the changes have been made and resubmitted within a specified timeframe.
- 'Not Accredited' – requirements have not been met.

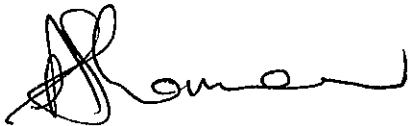
5.6 In the case of a successful outcome, the FHEC will confirm that title of the qualification and the accreditation period. The correct title is to be used in all documentation of the FHEC and HEIs.

5.7 Should a decision 'not to accredit' be upheld, the ISAC may re-submit a revised Accreditation Submission in a time period negotiated with the FHEC.

6.0 Appeals

6.1 All efforts will be taken to ensure that all submissions are treated fairly and with transparency. The FHEC will discuss with the applicant any issues arising. However, if issues cannot be resolved, the applicant can appeal to the FHEC.

7.0 APPROVED BY THE DIRECTOR, FIJI HIGHER EDUCATION COMMISSION



Dr Nikhat Shameem
Interim Director
Fiji Higher Education Commission

Date 5/02/19.

Appendix 1: Proposal - National Qualifications¹

Please provide details (the text boxes will expand as you type)

Proposed National Qualification Title/s		
Date of submission:		
<p><i>Please note: the title of a new accredited qualification cannot duplicate the title of a National Qualification. The title can be no longer than 100 characters (including spaces)</i></p>		
Applicant Details		
Industry Skills Advisory Council		
Chair		
Postal address		
Phone contact	Landline:	Mobile:
Email address		
Intended qualification developer/writer		
If different from above, provide: Postal address Telephone Email		
Details of proposed qualification/s		
<p>This application is for:</p> <p><input type="checkbox"/> Accreditation of new National Qualification/s</p> <p><input type="checkbox"/> Re-accreditation of existing National Qualification/s</p> <p>Code and title of existing National Qualification/s:</p>		
<p>Details of components to be used:</p> <p><input type="checkbox"/> Unit Standards</p>		

¹ Proposal is adapted from VRQA Concept Proposal form, 2018.

Qualification need and vocational or educational outcome	
State the vocational or educational outcome/s of the proposed national qualification. What job roles will graduates be able to fill on completion of the qualification? What is the target group for the qualification?	
State the industry area of the proposed national qualification/s.	
State if there is a licensed or regulated outcome (if applicable)	
Explain the need for the qualification/s	
Outline the evidence you have to support the need for the qualification. (e.g. research including employment opportunities, support from industry groups, employer organisations, professional associations, community organisations, others)	
Provide a rationale for the proposed FQF level Consider the FQF level and credit point requirement as well as the qualification type descriptor.	
Identify any National Qualifications examined	
Explain in what way/s any existing National Qualifications do not provide the vocational	

Qualification need and vocational or educational outcome	
outcomes of the proposed national qualification.	

What are the skills and knowledge gaps not covered by existing components, e.g. unit standards, that the proposed National Qualification will cover?

List proposed titles of new components, e.g. unit standards, which may need to be developed for the proposed National Qualification/s

Industry Skills Advisory Committee <ul style="list-style-type: none"> • The FHEC reserves the right at any time to contact ISAC members to verify the information provided. • Members must declare any conflict of interest in relation to the qualification being developed at the first meeting and details must be minuted. 		
Name	Role in relation to ISAC <i>State whether a representative of industry, community, union, professional organisation, training provider etc)</i> <i>Include phone and email contact details for each member.</i>	Relevant skills and experience <i>Information relevant to their role on ISAC, e.g.</i> <ul style="list-style-type: none"> • Current position and organisation • Relevant qualifications and/or experience • Sector/industry represented
	<i>Chair (must be industry or community representative)</i> Phone Email	
	Phone Email	
	Phone Email	
	Phone Email	
	Phone Email	
	Phone Email	
	Phone Email	
	Phone Email	
	Phone Email	
	Phone Email	

	Phone Email	
Additional persons (not members of the ISAC)		
	<u>Writer/s</u> Phone Email	
	<u>Advisors/s</u> Phone Email	

Please note:

- Written approval from the FHEC must be obtained before proceeding with the development of the accreditation submission.
- If approval is granted, it does not guarantee that a subsequent application for accreditation will result in an accredited national qualification. The accreditation submission will be evaluated against the requirements of the FQF and the Quality Standards for Accredited Qualifications to determine its suitability for accreditation.
- This Proposal is valid for 12 months from the date on the form. If your project goes beyond this time, please inform the FHEC that the project is still active and provide reasons for the delay, otherwise, a new Proposal will be required.

Please ensure you notify the FHEC if there are any significant changes to the proposal during the development process.

Appendix 2: ISAC Endorsement Form – National Qualifications

Industry Skills Advisory Committee Endorsement Form		
Accreditation Standard	Confirmation	
Standard 1: identified Need	The ISAC confirms that research and consultation undertaken confirms that there is a need for the accredited qualification.	
Standard 2: Duplication	The ISAC confirms that the proposed accredited qualification does not duplicate a National Qualification, or that there is a point of difference from other FQF qualifications.	
Standard 3: Learning outcomes based	The ISAC confirms that the proposed accredited qualification meets the Standard.	
Standard 4: Identified outcome	The ISAC confirms that the proposed accredited qualification meets the identified need.	
Standard 5: Design	The ISAC confirms that the proposed accredited qualification meets the Standard.	
Standard 6: Monitoring	The ISAC confirms that the monitoring arrangements of the proposed accredited qualification are clear, realistic and unambiguous.	
Standard 7: Format	The ISAC confirms that the format of the submission adheres to the agreed format.	
Level	The ISAC confirms that the level of the qualification aligns with the FQF level descriptors.	
Credit points	The ISAC confirms that the credit points allocated are accurate and align with the relevant FQF qualification type descriptors.	
Name	Role in relation to ISAC	Signature
	<i>State whether a representative of industry, community, union, professional organisation, training provider etc)</i>	
	<i>Chair (must be industry or community representative)</i>	

Date:		

Appendix 3: Rating Form – National Qualifications

How to undertake the rating process is included in the *Guide for qualification developers*.

FQF Qualifications Rating Form			
Qualification title:			
Component	Level	Points	Comments
Credit Profile	Total points Note that the minimum requirement for the proposed qualification type descriptor must be met.		
Level 10			
Level 9			
Level 8			
Level 7			
Level 6			
Level 5			
Level 4			
Level 3			
Level 2			
Level 1			

Raters' Details		
Name	Role in relation to ISAC	Signature
Date		

Appendix 4: Submission checklist

Use the checklist below to confirm that all documents are included in the submission to FHEC.

Item	Tick (Yes)
Accreditation documentation	
Final copy of the accreditation document as endorsed by the Development Committee and by any professional, licensing or international accreditation agencies. <ul style="list-style-type: none"> • Section A, B and C. • Section C includes all components listed at the end of Section B. 	
Supporting documentation	
Application for Accreditation, OR Application for Re-accreditation	
Proposal – National Qualifications (Appendix 1) (if changed since proposal approval)	
Signed minutes of meetings of the ISAC	
Signed ISAC Endorsement Form (Appendix 2)	
Rating Record Form – National Qualifications (Appendix 3)	
Endorsement letters from relevant professional associations, licensing bodies or international accreditation agencies (if relevant)	

