



## Procedures

## ACCREDITATION – PROVIDER QUALIFICATIONS FQF 1 - 10

Version Control	
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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
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### 1.0 FHEC and FQC Responsibilities

- 1.1 The evaluation team is responsible for reviewing a provider 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 qualification.

### 2.0 HEIs

- 2.1 HEIs are responsible for:

- 2.1.1 The establishment of a development committee to provide advice and guidance and to endorse the final draft of the proposed qualifications.
  - 2.1.2 The research and development of the proposed qualifications.
  - 2.1.3 Undertaking consultation with the relevant industry, regulator, licensing body, or community to establish the need for the qualification and ensure that the proposed qualification meets this need.
  - 2.1.4 Ensuring that the accreditation submission meets the requirements of the FQF and the Quality Standards for Accreditation of FQF Qualifications 1 – 10.
- 2.2 Accreditation of a qualification does not include an amendment to the scope of the HEI, i.e. allowing providers to conduct education and training services for this FQF qualification. Permission to amend the HEI's scope on the National Register for Fiji Higher Education is to be sought from the FHEC and can be undertaken in conjunction with this accreditation process.
- 2.3 To be eligible for qualification accreditation, providers must either be a registered HEI or be in the process of seeking registration as an HEI.

### **3.0 Development Steps: Undertaken by the Provider**

- 3.1 Establish the need for the qualification. The process will involve research and/or consultation with industry, enterprise, education, legislative/regulatory or community stakeholders.
- 3.2 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 and participate in the Development Committee.
- 3.3 Submit a Proposal to FHEC. Refer to Appendix 1 for the template. Refer to step 4 for FHEC responsibilities in the review of the Proposal.
- 3.4 Establish a Development Committee consisting of at least three industry, enterprise, legislative/regulatory or community members that are representative of the target group for the qualification. For qualifications levels 7 – 10 the Development Committee must include at least one international peer.
- 3.5 The Chairperson must be a representative of the target group for the qualification.

- 3.6 The Development Committee 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, professional and licensing requirements.
- 3.7 For qualifications levels 7 -10, international accreditation from relevant quality assurance regulators or professional associations is gained and/or international peer review is undertaken.
- 3.8 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).
- 3.9 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.
- 3.10 The qualification and its components are assigned an FQF level and also 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.
- 3.11 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).
- 3.12 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>.

3.13 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 Development Committee, signed by the Chairperson.
- Development Committee 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 Processing the Proposal and the Submission – FHEC**

- 4.1 Upon receipt of the Proposal, the FHEC shall review the proposal to confirm that the proposal is suitable for inclusion on the National Register as an FQF qualification and that it will not duplicate a National Qualification. The FHEC will notify the applicant of the outcome of the proposal (in writing within 30 days).
- 4.2 Upon receipt of the 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 provider.
- 4.3 The process of assessing qualifications for accreditation shall be conducted by FHEC evaluators and may include other experts or stakeholders if required. A recommendation is made to the FQC.
- 4.4 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.
- 4.5 The application is assessed against the specifications of the FQF and the Quality Standards for Accreditation of FQF Qualifications levels 1 - 10.
- 4.6 The FHEC will produce a report with a recommendation regarding the accreditation of the 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 not 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.

4.7 Applicants will be notified in writing of the outcome.

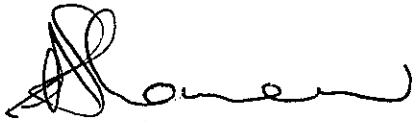
4.8 Successful applicants will be provided with a notice outlining the title of the qualification and the accreditation period. Successful applicants are to use the correct title of the qualification in all documentation.

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

## 5.0 Appeals

5.1 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.

## 6.0 APPROVED BY THE DIRECTOR, FIJI HIGHER EDUCATION COMMISSION



Dr Nikhat Shameem  
Interim Director  
Fiji Higher Education Commission

Date 5/02/19.

## Appendix 1: Proposal – Provider Qualifications<sup>1</sup>

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

Proposed Qualification Title/s		
Date of submission:		
<p><i>Please note: the title of an accredited provider qualification cannot duplicate the title of a National Qualification. The title can be no longer than 100 characters (including spaces)</i></p>		
<b>Applicant Details</b>		
Legal entity or individual		
Trading name (if applicable)		
HEI registration number (if applicable)		
Postal address		
Phone contact	Landline:	Mobile:
Email address		
Intended qualification developer/writer		
If different from above, provide:		
Postal address		
Telephone		
Email		
<b>Details of proposed qualification/s</b>		
<p>This application is for:</p> <p><input type="checkbox"/> Accreditation of new qualification/s      <input type="checkbox"/> Re-accreditation of existing qualification/s</p> <p>Code and title of existing qualification/s:</p>		
<p>Would you like this qualification to be accredited as a National Qualification?</p> <p><input type="checkbox"/> YES      <input type="checkbox"/> NO</p>		
<p>Details of components to be used:</p> <p><input type="checkbox"/> Unit Standards      <input type="checkbox"/> Modules      <input type="checkbox"/> Courses</p> <p><input type="checkbox"/> Mix of standards/modules/courses (please specify)</p>		

<sup>1</sup> Proposal template is adapted from VRQA Concept Proposal form, 2018.

<b>Qualification need and vocational or educational outcome</b>	
State the vocational or educational outcome/s of the proposed 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 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 outcomes of the proposed qualification.	





**Qualification Components**  
*Use the Register for Fiji Higher Education to assist in providing the following information*

List components (e.g. unit standards) from National Qualifications and/or components from accredited provider qualifications that may be suitable for inclusion in the proposed qualification/s.

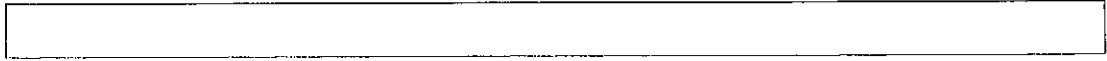
Component code	Component title

List components (e.g. unit standards) from National Qualifications and/or components from accredited provider qualifications which have been evaluated but are not considered suitable for the qualification/s

Component code and title	Reason why the component is not suitable

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

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



<b>Proposed Development Committee</b> <ul style="list-style-type: none"> <li>• <i>Target group members must have majority membership</i></li> <li>• <i>The FHEC reserves the right at any time to contact development committee members to verify the information provided.</i></li> <li>• <i>Members must declare any conflict of interest in relation to the qualification being developed at the first meeting and details must be minuted.</i></li> </ul>		
Name	<b>Role in relation to Steering Committee</b> <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>	<b>Relevant skills and experience</b> <i>Information relevant to their role on development committee, e.g.</i> <ul style="list-style-type: none"> <li>• <i>Current position and organisation</i></li> <li>• <i>Relevant qualifications and/or experience</i></li> <li>• <i>Sector/industry represented</i></li> </ul>
	Chair (must be industry or community representative)  Phone  Email	
	Phone  Email	
	Phone  Email	
	Phone  Email	
	Phone  Email	
	Phone  Email	
<b>Additional persons (not members of the Committee)</b>		
	<u>Writer/s</u>  Phone  Email	
	<u>Advisors/s</u>  Phone  Email	

**Please note:**

- Fees are payable prior for accreditation services provided by the FHEC. Once the accreditation fee has been paid, the FHEC will assess your Proposal.
- 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 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: Development Committee Endorsement Form – Provider Qualifications

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

<b>Date:</b>		

**Appendix 3: Rating Record Form – Provider Qualifications**

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

<b>FQF Qualifications Rating Form</b>			
<b>Qualification title:</b>			
<b>Component</b>	<b>Level</b>	<b>Points</b>	<b>Comments</b>
<b>Credit Profile</b>	<b>Total points</b> 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			

<b>Raters' Details</b>		
<b>Name</b>	<b>Role in relation to Development Committee</b>	<b>Signature</b>
<b>Date</b>		



#### Appendix 4: Submission checklist

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

Item	Tick (Yes)
<b>Accreditation documentation</b>	
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"> <li>• Section A, B and C.</li> <li>• Section C includes all components listed at the end of Section B.</li> </ul>	
<b>Supporting documentation</b>	
Application for Accreditation, OR Application for Re-accreditation	
Proposal – Provider Qualifications (Appendix 1) (if changed since proposal approval)	
Signed minutes of meetings of the Development Committee	
Signed Development Committee Endorsement Form (Appendix 2)	
Rating Record Form – Provider Qualifications (Appendix 3)	
Endorsement letters from relevant professional associations, licensing bodies or international accreditation agencies (if relevant)	
For qualifications from levels 7-10:	
<ul style="list-style-type: none"> <li>• Evidence of international peer review, AND/OR</li> </ul>	
<ul style="list-style-type: none"> <li>• Evidence of international accreditation from relevant quality assurance regulators or professional associations</li> </ul>	

