

# NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

**NSDA Reference**  
*To be added by NSDA*

## CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE

**Name and address of submitting body:**

**Name and contact details of individual dealing with the submission**

**Name:**

**Position in the organisation:**

**Address if different from above:**

**Tel number(s):**

**E-mail address:**

**List of documents submitted in support of the Qualifications File**

1. x
2. x
3. x

# NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

## SUMMARY

<b>Qualification Title</b>			
<b>Qualification Code</b>			
<b>Nature and purpose of the qualification</b>			
<b>Body/bodies which will award the qualification</b>			
<b>Body which will accredit providers to offer courses leading to the qualification</b>			
<b>Body/bodies which will carry out assessment of learners</b>			
<b>Occupation(s) to which the qualification gives access</b>			
<b>Licensing requirements</b>			
<b>Level of the qualification in the NSQF</b>			
<b>Anticipated volume of training/learning required to complete the qualification</b>			
<b>Entry requirements and/or recommendations</b>			
<b>Progression from the qualification</b>			
<b>Planned arrangements for the Recognition of Prior learning (RPL)</b>			
<b>International comparability where known</b>			
<b>Date of planned review of the qualification.</b>			
<b>Formal structure of the qualification</b>			
<b>Title of component and identification code.</b>	<b>Mandatory/ Optional</b>	<b>Estimated size (learning hours)</b>	<b>Level</b>

# NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

(i)			
Add boxes as required for alignment.			

Please attach any document giving further detail about the structure of the qualification – eg a Curriculum Document or a Qualification Pack.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

# NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

## **SECTION 1** **ASSESSMENT**

**Body/Bodies which will carry out assessment:**

**How will RPL assessment be managed and who will carry it out?**

**Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, reliable and fair and show that these are in line with the requirements of the NSQF.**

Please attach any documents giving further information about assessment and/or RPL.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

## **ASSESSMENT EVIDENCE**

**Complete a grid for each component as listed in “Formal structure of the the qualification” in the Summary.**

*NOTE: this grid can be replaced by any part of the qualification documentation which shows the same information – ie Learning Outcomes to be assessed, assessment criteria and the means of assessment.*

## NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

**Title of Component:**

Outcomes to be assessed	Assessment criteria for the outcome
<b>Means of assessment 1</b>	
<b>Means of assessment 2</b> Add boxes as required.	
<b>Pass/Fail</b>	

# **NSQF QUALIFICATION FILE GUIDANCE**

Version 6: Draft of 08 March 2016

## **SECTION 2**

### **EVIDENCE OF LEVEL**

## NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

### OPTION A

Title/Name of qualification/component: <a href="#">Enter the title here</a>		Level: <a href="#">Add level number</a>	
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
Process			
Professional knowledge			
Professional skill			
Core skill			
Responsibility			

## NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

### OPTION B

Title/Name of qualification/component: <a href="#">Enter the title here</a>		Level: <a href="#">Add level number</a>	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
Process			
Professional knowledge			
Professional skill			
Core skill			
Responsibility			



## **NSQF QUALIFICATION FILE GUIDANCE**

Version 6: Draft of 08 March 2016

### **SECTION 3**

#### **EVIDENCE OF NEED**

**What evidence is there that the qualification is needed?**

**What is the estimated uptake of this qualification and what is the basis of this estimate?**

**What steps were taken to ensure that the qualification(s) does (do) not duplicate already existing or planned qualifications in the NSQF?**

**What arrangements are in place to monitor and review the qualification(s)? What data will be used and at what point will the qualification(s) be revised or updated?**

Please attach any documents giving further information about any of the topics above.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

### **SECTION 4**

#### **EVIDENCE OF PROGRESSION**

**What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other qualifications in this sector?**

## NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

Please attach any documents giving further information about any of the topics above.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.