



**Sultanate of Oman
Oman Authority for
Academic Accreditation and
Quality Assurance of Education**

Listing Qualifications on the Oman Qualifications Framework

Application Form

Name of Awarding Body	
Contact Details	
Title of Qualification	
Type of Qualification	
Educational Pathway	
Listing Submission Date	

Listing Application Form

The Oman Qualifications Framework (OQF) is a comprehensive, integrated and mandatory National Qualifications Framework (NQF) governed and managed by the Oman Authority for Academic Accreditation and Quality Assurance of Education (OAAAQA).

It is mandatory¹ for all formal and licensed Omani qualifications to be Listed on the OQF. Qualifications arising from company training programmes can be Listed voluntarily. Listing is defined as "an evaluation of an Omani qualification against the Listing Criteria and the OQF Level Descriptors to determine the OQF Level and OQF Credit Value of the entire qualification". Listed qualifications are placed on the National Register of Qualifications (NRQ).

A common approach to Listing qualifications:

- Assists Awarding Bodies to design their qualifications and shape their institutional quality assurance arrangements to meet the Listing Criteria²
- Ensures fairness and consistency of the Listing process
- Develops and increases mutual trust and understanding of the OQF, including the requirements for quality assurance, across all Awarding Bodies and other stakeholders

Awarding Bodies must complete the Listing Application Form and send it electronically, along with all the supporting materials, to the Directorate General of the National Qualifications Framework (DGNQF).

It is recommended that Awarding Bodies refer to the:

- OQF Document, as it includes the:
 - OQF Level Descriptors
 - OAAAQA Policy for Listing Qualifications on the OQF
 - The Quality Assurance requirements of the OQF
- OQF Manual, which provides detailed information on the Listing process

All documents relating to the OQF can be accessed from the OQF webpage at <https://www.oaaaqa.gov.om/Oman-Qualifications-Framework/OQF-Overview>.

¹ Royal Decree 9/2021.

² Awarding Bodies can List their own qualifications; they cannot List the qualifications of others.

Section 1: Awarding Body Declaration and Contact Details*	
1.1 Awarding Body Declaration	
Name of the Awarding Body	English
	Arabic
Declaration	<p>I declare that the above Awarding Body owns the qualification submitted for Listing.</p> <p>All information contained in this Listing Application Form is true and accurate at the time of submission.</p> <p>This Declaration is made on: / / 20</p>
Signed by**	
Name	
Title	
Position	
Signature and Institutional Stamp	
<p>Note:</p> <p>* This declaration must be completed and included with the Listing Application</p> <p>** The Listing Application Form must be signed by the authorised representative of the Awarding Body</p>	

1.2 Awarding Body Details						
Awarding Body Address						
Phone Number						
Email Address						
Website						
Indicate the Type of Awarding Body	<input type="checkbox"/> HEI	<input type="checkbox"/> Academy	<input type="checkbox"/> School	<input type="checkbox"/> Professional Body	<input type="checkbox"/> Institute	<input type="checkbox"/> Ministry
If an HEI, indicate the Institutional Classification*	<input type="checkbox"/> University	<input type="checkbox"/> University College	<input type="checkbox"/> College	<input type="checkbox"/> Other (specify classification)		
Status of the Awarding Body	<input type="checkbox"/> Public		<input type="checkbox"/> Private		<input type="checkbox"/> Other (specify)	
Provide the name of the College, Department, School or Centre						
* This should be completed for Higher Education Institutions only.						
1.3 Awarding Body Contact Person Details						
Name						
Title						
Position						
Phone Number	Office			Mobile		
Email Address						

Section 2: Institutional and Programme License		
2.1	Institutional License	Supporting Material
a	Provide a copy of the Institutional License or Royal Decree	
b	If it is an institutional license, which licensing body issued it?	
c	What is the institutional license number?	
2.2	Programme License	Supporting Material
a	Does the qualification submitted for Listing have a programme license?	
b	If yes, which licensing body issued the programme license?	
c	Provide a copy of the programme license	
d	If there is no programme license, provide the reason	

Section 3: Quality Assurance of the Qualification	
3.1 Overview of the Qualification	
a. Provide the aims of the qualification and details of the way these link to the Awarding Body's strategic and operational plans	
Narrative	
Supporting Material	
b. Provide the target group(s) for the qualification	
Narrative	
Supporting Material	
c. Provide details of market research undertaken and/or the rationale for the development of the qualification with an explanation of the purpose(s) it fulfils, including the way it meets the National Occupational Standards (NOS) (if applicable), Professional Body requirements (if applicable), local and/or national needs	
Narrative	
Supporting Material	
3.2 Entry Requirements	
a. Provide details of the minimum entry requirements	
Narrative	
Supporting Material	
b. Provide details of opportunities for the Recognition of Prior Learning (RPL). If not applicable, state 'None'	

Narrative	
Supporting Material	
3.3 Qualification Design	
a. Provide details of the Qualification Design Team (QDT) and their relevant expertise	
Narrative	
Supporting Material	
b. Provide details of the subject, national and/or international benchmarks used in the development of the qualification	
Narrative	
Supporting Material	
c. Provide evidence of relevant external input at the development stage or at the review of the qualification³	
Narrative	
Supporting Material	
d. Provide the qualification structure, with details of the number of modules comprising the qualification, including the elective/optional modules and their position within the programme	
Narrative	
Supporting Material	
e. Provide details of the way in which the modules' Learning Outcomes map to the Programme Learning Outcomes (PLO)	

³ E.g., employers, professional bodies and/or others as appropriate.

Narrative	
Supporting Material	
<p>f. Provide copies of the following:</p> <ul style="list-style-type: none"> ● Programme specification ● Module specifications ● Qualification delivery plan 	
Narrative	
Supporting Material	
3.4 Affiliations and/or External Quality Assurance/ Accreditation	
<p>a. Provide details of affiliation agreements for the qualification and the role of all parties involved⁴. If there is no Affiliation Agreement, state `None`</p>	
Narrative	
Supporting Material	
<p>b. Provide details of the external quality assurance/accreditation body for the qualification and, where it is available, the most recent external quality assurance/accreditation report for the qualification. If not available, state `None`</p>	
Narrative	
Supporting Material	
3.5 Assessment Arrangements	
<p>a. Provide details of the way assessment is quality assured, including details of the internal and external moderation and/or verification of assessment results</p>	

⁴ For example, where the qualification is developed and awarded by an Awarding Body that is different from the education or training provider delivering the qualification.

Narrative	
Supporting Material	
b. Provide details of the way in which feedback is given to learners	
Narrative	
Supporting Material	
c. Provide details of the way assessment is protected from plagiarism or any other forms of cheating or misconduct	
Narrative	
Supporting Material	
3.6 Teaching and Learning Strategy	
a. Provide details of the teaching and learning methods for the qualification, suitable to achieve the specified Learning Outcomes	
Narrative	
Supporting Material	
b. Provide details of the teaching and learning resources available for the qualification	
Narrative	
Supporting Material	
3.7 Learner Support	
a. Provide details of the support available for learners enrolled on the qualification	
Narrative	

Supporting Material	
3.8 Progression Routes	
a. Provide details of opportunities for progression from one OQF Level to another and from one Educational Pathway to another. If none, state `None`	
Narrative	
Supporting Material	
3.9 Management and Administration Arrangements for the Qualification	
a. Provide the staff plan for the delivery, management and administration of the qualification, which includes the number of academic and support staff, their qualifications and experience	
Narrative	
Supporting Material	
b. Provide details of the roles and responsibilities of identified personnel and relevant committees for the management and administration of the qualification	
Narrative	
Supporting Material	
c. Provide evidence that there are institutional arrangements for the withdrawal of qualifications to provide security for the learners enrolled on the qualification	
Narrative	
Supporting Material	

3.10 Recording Learner Achievement and Certification	
a. Provide details of the way in which learner achievement of the modules leading to the qualification are recorded	
Narrative	
Supporting Material	
b. Provide details of the arrangements in place to ensure certification is secure and protected against fraud	
Narrative	
Supporting Material	
3.11 Internal Monitoring and Review	
a. Provide the name of the internal committee/department/faculty identified for the internal monitoring and review of the qualification	
Narrative	
Supporting Material	
b. Provide details of the way in which the content and outcomes of the modules are kept up-to-date in terms of developments in the subject, discipline, occupational or professional requirements (if applicable), the NOS (if applicable) and the labour market requirements	
Narrative	
Supporting Material	
c. Provide details of the arrangements in place for the annual and periodic review⁵ of the qualification	

⁵ Normally every 4 or 5 years. For programmes based on NOS, the periodic review follows the NOS Cycle.

Narrative	
Supporting Material	
d. Provide details of the way proposals for change(s) are made and approved	
Narrative	
Supporting Material	
e. Provide details of the process for notifying the DGNQF of any change(s) to the qualification, which may affect the OQF Level and/or OQF Credit Value of the qualification	
Narrative	
Supporting Material	

Section 4: Qualification Structure								
Complete the Listing Outcome Template in Appendix 1 for all the modules that comprise the qualification								
OQF Level and OQF Credit Value of each module								
No.	Title of module	Please indicate in the columns below whether the module is				Proposed OQF Level	Use one system. Do not use both	
		Core/	Common	Elective/	Optional		Proposed OQF Credit Points	Proposed OQF Credit Hours
1								
2								
3								
4	Add as required							

Section 5: Entire Qualification		
OQF Level and OQF Credit Value for the Entire Qualification		
Qualification Title		
Qualification Type		
Proposed OQF Level		
Proposed OQF Credit Value [Complete one only]	OQF Credit Points	OQF Credit Hours

Section 6: Listing Committee		
Provide details of the personnel involved in the proposed Listing of the submitted qualification		
	Name [Including Title]	Email Address
Chair of the Listing Committee		
Members of the Listing Committee		
	Add Committee Members as required	
Signature of Chair of the Listing Committee		
Date		
Institutional Stamp		

Section 7: OQF Listing Application Checked before Submission to the DGNQF	
<p>It is important that the DGNQF in OAAAQA receives all the supporting materials mentioned in the Listing Application Form. The information on Sections 4 and 5 of the Listing Application Form must be consistent with the proposal in the Listing Outcome Template (Appendix 1) and should be in the correct order. Prior to submission, the Listing Application Form must be checked by the Awarding Body.</p>	
Information supplied by the Awarding Body	Checked
All supporting documents mentioned in the Listing Application Form are attached as stated	✓
The information on each module regarding the OQF Level and OQF Credit Value in Sections 4 and 5 of the Application Form is consistent with the information on the proposal in the Listing Outcome Template	
The Listing Outcome Templates for all the modules are provided	
The Listing Outcome Templates for all the modules are supplied in the order that they are given in Section 4 of the Application Form	
Application Checked [name]	
Position	
Phone Number	
Email Address	
Date	

Appendix 1:

Listing Outcome Template

Title, Learning Outcomes and Assessment			
Please complete for each module			
Title of module			
Code number of module			
Is this module in another qualification?	<input type="checkbox"/> Yes	If yes, give the title of all qualifications where this module features.	
	<input type="checkbox"/> No		
		Yes (please indicate)	No (please indicate)
Does the title of the module reflect its content?			
Is the module written in learning outcomes?			
Are the learning outcomes clear and unambiguous?			
Are the pre-requisite and/or co-requisites (if any) clearly identified?			
Are all the learning outcomes assessed?			
List the Learning Outcomes		Assessment Criteria	Assessment Method
LO 1			
LO 2			
LO 3	(add additional LOs as required)		

Pass Mark		
What is the Pass Mark for this module?		
Listing Proposal		
Characteristic	Proposed OQF Level	Rationale
Knowledge		
Skills		
Communication, Numeracy, Information Communication Technology (ICT) Skills		
Autonomy and Responsibility		
Employability and Values		
Learning to Learn		
Overall Level		

OQF Credit Value		
Notional Learning Hours for the module		
Activity		Notional Learning Hours
Contact hours	Lectures/Class/ Seminars/Tutorials	
	Practical/Laboratory	
	Field Work	
Assessment		
Independent Learning, including research and revision for assessment		
Other (specify)		
Total Notional Learning Hours		
Use one system. Do not use both	Proposed number of OQF Credit Points	
	Proposed number of OQF Credit Hours	

Appendix 2

Supporting Materials	
Document the materials submitted to support the Listing Application Form	
No.	List of Supporting Materials
1	
2	
3	
4	Add as required