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

POLICY FOR THE QUALITY ASSURANCE OF THE OMAN QUALIFICATIONS FRAMEWORK

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

سلطنة عُمان
الهيئة العمانية للاعتماد
الأكاديمي وضمان جودة التعليم

POLICY FOR THE QUALITY ASSURANCE OF THE OMAN QUALIFICATIONS FRAMEWORK

1. Purpose

The purpose of this policy is to set out the quality assurance measures required for the implementation of the Oman Qualifications Framework (OQF). The implementation of the OQF involves the:

- Evaluation of Omani qualifications for Listing on the OQF[1]
- Evaluation of Foreign or International qualifications for Alignment to the OQF
- Re-Listing and Re-Alignment review of Listed and Aligned qualifications, placed on the National Register of Qualifications (NRQ)

To ensure a consistent approach to the quality assurance measures for the implementation of the OQF, this policy should be read in conjunction with the relevant OAAAQA Policies relating to the OQF, which set out the specific requirements for the evaluation of qualifications. These are the:

- OAAAQA Policy for Listing Qualifications on the OQF
- OAAAQA Policy for the Alignment of Foreign and International Qualifications to the OQF
- OAAAQA Policy for Re-Listing and Re-Alignment of Qualifications on the OQF

2. Scope

This policy applies to:

- All qualifications submitted for Listing or Alignment to ensure that the quality assurance measures required for the OQF are in place.
- All Listed and Aligned qualifications to ensure that the quality assurance measures for Listing or Alignment were maintained

2.1 Users of the Policy

This policy applies to:

- The Oman Authority for Academic Accreditation and Quality Assurance of Education

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[1] When the OQF is fully implemented, Listing will take place before a qualification is delivered.

- All Omani Awarding Bodies applying for Listing of their qualifications on the OQF

- Foreign and International Awarding Bodies applying for Alignment of their qualifications to the OQF

- Employers applying to have their training programmes Listed on, or Aligned to, the OQF

- All Awarding Bodies applying for Re-Listing or Re-Alignment of their qualifications on the OQF

This policy may also be of interest to the following stakeholders:

- The Ministry of Education

- The Ministry of Higher Education, Research and Innovation

- The Ministry of Labour

- The Oman Medical Specialty Board

- Awarding Bodies of Education and Training Qualifications

- Education and Training Providers

- Professional Bodies

- Other Ministries and Government Bodies

- Employers

- Other Interested Parties[2]

3. Policy Statement

The quality assurance measures for the OQF must be adhered to by all stakeholders to ensure confidence in the quality assurance of qualifications placed on the NRQ and to assist with realising the OQF objectives for the:

- Development of mutual trust between Awarding Bodies across all sectors of education and training in Oman

- Comparability of qualifications

- International recognition of Omani qualifications

3.1 Roles and Responsibilities for the Quality Assurance of the OQF

3.1.1 Omani Awarding Body

An Omani Awarding Body is responsible for:

- Providing details of the Royal Decree, or providing copies of the institutional and programme licenses, issued by the relevant licensing body, as applicable

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[2] E.g., learners and their families, people looking for employment, employees looking for a better job or a career progression, anybody who is interested in the economic and social development of Oman.

3.1.2 Foreign or International Awarding Body

A Foreign or International Awarding Body is responsible for:

- Providing the Royal Decree or the institutional license for the education or training providers delivering the qualification and, if applicable, the relevant programme license

- Providing information on the planned communication arrangements between the Foreign or International Awarding Body and each education or training provider delivering, or planning to deliver, the qualification in Oman including providing relevant supporting materials, for example, the Communication Strategy[3] and/or other relevant documentation[4]

- Providing evidence of their institutional quality assurance arrangements **in addition to** the quality assurance measures for the qualification, including the most recent external quality assurance/accreditation report together with relevant supporting materials to provide evidence that it has:

  a. Defined governance and management arrangements

  b. Sufficient resources to operate in Oman and meet relevant Omani regulations

  c. Current strategic and operational plans

  d. Policies for the development, approval, delivery, assessment and review of qualifications

  e. Policies to ensure the delivery and assessment of the qualification are consistent in Oman and internationally

  f. Policies to ensure the integrity and fairness of qualifications, such as those on cheating, plagiarism and misconduct, disability and equality

  g. An efficient and accurate information management system to ensure the maintenance of accurate records and registration of learners

  h. An efficient and transparent complaints and appeals procedures

  i. Policies, which ensure the continuous improvement of its operations

Where a Foreign or International Awarding Body has one or more qualifications Aligned to the OQF, it does not need to resubmit the information on the institutional quality assurance measures for a period of three years from the date that the first qualification was placed on the Alignment section of the NRQ as it has already satisfied the evidence required.[5]

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[3] Strategies, if more than one Education or Training Provider.

[4] See the OAAAQA Policy for the Alignment of Foreign and International Qualifications to the OQF.

[5] See the OAAAQA Policy for the Alignment of Foreign and International Qualifications to the OQF.

3.1.3 All Awarding Bodies: Omani and Foreign or International

All Awarding Bodies are responsible for:

- Completing the online Listing, Alignment, Re-Listing or Re-Alignment Application Form following the relevant OAAAQA Policy and submitting relevant supporting materials, as required

- Notifying the DGNQF of any major change to the qualification that may have an impact on its OQF Level and/or OQF Credit Value (Listing) or OQF Level of Alignment and/or comparable OQF Credit Value (Alignment)[6]

- Establishing an OQF Listing, Alignment, Re-Listing or Re-Alignment Committee following the relevant OAAAQA Policies

- Ensuring Listing and Alignment applications are accompanied by relevant supporting materials giving evidence that the qualification meets the OQF quality assurance measures, to provide:

  a. An overview of the qualification, including its rationale and target group

  b. Clear entry requirements

  c. Information on the qualification design

  d. Information on any Affiliations and/or external quality assurance/accreditation bodies

  e. Arrangements for assessment, including the Assessment Criteria and assessment methods

  f. Information on the teaching and learning strategy and available resources for the qualification

  g. Information on the support available for learners enrolled on the qualification

  h. Information on the progression routes

  i. Arrangements for the management and administration of the qualification

  j. Arrangements for recording learner achievement and certification

  k. Arrangements for the internal monitoring and review of the qualification, including the way in which:

    o 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

    o proposals for change(s) are made and approved

3.2 Directorate General of the National Qualifications Framework (DGNQF)

The DGNQF is responsible for:

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[6] For ease, where it states OQF Level and OQF Credit Value this includes the OQF Level of Alignment and the comparable OQF Credit Value

- Developing OAAAQA Policies relating to the quality assurance of the OQF

- Forming Listing, Alignment, Re-Listing or Re-Alignment Panels, as required

- Implementing Listing or Alignment evaluations and Re-Listing or Re-Alignment reviews following the relevant OAAAQA Policy

- Maintaining the NRQ

- Implementing the OQF process for appeals against the outcome of Listing and Alignment evaluations and Re-Listing and Re-Alignment reviews

- Providing OAAAQA capacity building training and support for licencing bodies, Awarding Bodies, Oman Qualifications Framework Review Directors (OQFRDs), Oman Qualifications Framework External Reviewers (OQFERs) and other stakeholders

3.3 OAAAQA Executive Office

The OAAAQA CEO is responsible for:

- Approving the appointment of OQFERs to the National Register of External Reviewers

- Approving Final Listing or Alignment Evaluation Reports and Re-Listing or Re-Alignment Review Reports

3.4 OAAAQA Board

The OAAAQA Board is responsible for approving the:

- OAAAQA Policies relating to the quality assurance of the OQF

- Outcomes of Listing and Alignment evaluations and Re-Listing and Re-Alignment reviews

4. Procedure

The steps to be followed in the implementation of this policy are given in this section.

4.1 Awarding Body

The Awarding Body:

- Establishes a Listing, Alignment, Re-Listing or Re-Alignment Committee, as required

- Completes the online Listing, Alignment, Re-Listing or Re-Alignment Application Form following the relevant OAAAQA Policy and submitting relevant supporting materials, as required

- Notifies the DGNQF of any major change to a Listed or Aligned qualification that may have an impact on the OQF Level and/or OQF Credit Value (Listing) or OQF Level of Alignment and/or comparable OQF Credit Value (Alignment)

A major change is defined as `a change that affects the OQF Level and/or OQF Credit Value of the qualification or impacts on the qualification meeting the Listing or Alignment Criteria and subsequently its placement on the National Register of Qualifications`. Examples include, but are not limited to, changes to the:

- o   Institutional quality assurance
- o   Quality assurance of the programme that leads to the qualification
- o   Name of the Awarding Body
- o   Qualification title
- o   Design and/or length of the qualification, including the addition of new modules

Minor changes, that do not affect the OQF Level and/or OQF Credit Value, may be made to modules without the need to inform the DGNQF but they should be noted in the Re-Listing or Re-Alignment Application Form.

4.2 Directorate General of the National Qualifications Framework (DGNQF)

The DGNQF:

- Develops OAAAQA Policies relating to the quality assurance of the OQF, as required, and submits them to the OAAAQA CEO for review and feedback
- Acknowledges receipt of a Listing, Alignment, Re-Listing or Re-Alignment application from an Awarding Body
- Forms an OQF Listing, Alignment, Re-Listing or Re-Alignment Panel, as required, following the relevant OAAAQA Policy
- Provides support to the Listing, Alignment, Re-Listing or Re-Alignment Panel, as required
- Manages evaluations and reviews for Listing or Alignment and Re-Listing or Re-Alignment following the relevant OAAAQA Policy
- Ensures the NRQ is accurate and up-to-date by:
  - o   Placing newly Listed or Aligned qualifications on it
  - o   Withdrawing Listed or Aligned qualifications that:
    - ▪   Are no longer offered by the Awarding Body
    - ▪   No longer comply with this policy and/or the Listing or Alignment Criteria and are not approved for Re-Listing or Re-Alignment
- Provides feedback and support to Awarding Bodies and other stakeholders, as required

- Implements the OQF process for appeals against the Listing, Alignment, Re-Listing and Re-Alignment Final Report and/or outcomes and, if applicable, amends the relevant Final Report based on the decisions of the OQF Appeal Committee

- Provides OAAAQA capacity building training for stakeholders, as required, to improve understanding of the quality assurance requirements of the OQF and the processes for Listing, Alignment, Re-Listing and Re-Alignment

4.3   OQF Listing or Alignment Panel

The responsibilities of the OQF Listing or Alignment Panel are given in the OAAAQA Policies for Listing Qualifications on the OQF and the Alignment of Foreign and International Qualifications to the OQF. The Panel's specific responsibilities for the quality assurance of the OQF is to ensure that the Awarding Body has provided evidence that the quality assurance measures required for the OQF are in place as given in **4.3.1** to **4.3.3**.

4.3.1 Institutional and Programme Licenses

To ensure the Awarding Body is legitimate and the qualification is authorised by the relevant licensing body:

- The OQF Listing Panel checks that a Listing application from an Omani Awarding Body includes details of the Royal Decree or institutional license and programme license

- The OQF Alignment Panel checks that an Alignment application from a Foreign or International Awarding Body includes the Royal Decree or institutional license and programme license for the education or training providers delivering the qualification, where required by Omani regulations

- The OQF Re-Listing or Re-Alignment Panel checks that the relevant current license is included in the application

4.3.2 Quality Assurance of Qualifications for Listing and Alignment

The OQF Listing or Alignment Panel ensures that an Awarding Body[7] provides relevant information and supporting materials against the quality assurance measures to meet the Listing or Alignment Criteria. These are:

a.   An Overview of the Qualification, including:

- The name of the Awarding Body

- Details of the college/department/school/centre responsible for delivering the qualification

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[7]   Omani and Foreign and International Awarding Bodies and Omani Education and Training Providers.

- Details of the contact person within the Awarding Body

- The qualification type and title

- Clear aims of the qualification, which align to the strategic and operational plans of the Awarding Body

- Clear identification of the target group(s) for the qualification

- The rationale for the development of the qualification with an explanation of the purpose(s) it fulfils, including the way it meets the NOS (if applicable), Professional Body requirements (if applicable), local and/or national needs

- Details of market research used to support the introduction of the new qualification

b. **Entry Requirements, including:**

- Details of the minimum entry requirements

- Details of opportunities for the Recognition of Prior Learning

c. **Details of the Qualification Design, including:**

- Details of the Qualification Design Team (QDT) and their relevant expertise

- Details of the subject, national and/or international benchmarks used in the development of the qualification

- Evidence of relevant external input at the development stage or at the review of the qualification[8]

- Description of the qualification structure, with details of the modules comprising the qualification, including the elective/optional modules and their position within the programme and their position within the programme

- Details of the way in which the modules' Learning Outcomes map to the Programme Learning Outcomes

- Evidence that the content of the modules is reflected in their titles

- Evidence that modules are written with clear and unambiguous Learning Outcomes

- Clearly defined pre-requisite and co-requisite modules

- Clearly stated completion requirements of the qualification

d. **Details of Affiliations and/or External Quality Assurance/Accreditation, including:**

- Where relevant, details of affiliation agreements for the qualification and the role of all parties involved[9]

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[8] E.g., employers, professional bodies and/or others as appropriate.

[9] 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.

- 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

e. **Details of the Assessment Arrangements, including:**

- A matrix for the Learning Outcomes of the modules subject to summative assessment
- Details of the way assessment is quality assured, including details of internal and external moderation and/or verification of assessment results
- Details of the way in which feedback is given to learners
- Details of the way assessment is protected from plagiarism or any other forms of cheating or misconduct

f. **Details of the Teaching and Learning Strategy, including:**

- Teaching and learning methods for the qualification, suitable to achieve the specified Learning Outcomes
- Teaching and learning resources, available for the qualification

g. **Details of the Support Available for Learners Enrolled on the Qualification, including:**

- Details of the academic, career and pastoral support available for learners enrolled on the qualification

h. **Details of Progression Routes, including:**

- Details of available progression routes from this qualification, from one OQF Level to another, or from one Educational Pathway to another

i. **The Management and Administration Arrangements for the Qualification, including:**

- A staff plan for the delivery, management and administration of the qualification, which includes the number of academic and support staff, their qualifications and experience
- Details of the roles and responsibilities of identified personnel and relevant committees
- The institutional arrangements for the withdrawal of qualifications to provide security for the learners enrolled on the qualification

j. **Arrangements for Recording Learner Achievement and Certification, including:**

- Details of the way in which learner achievement of the modules leading to the qualification are recorded Details of the arrangements in place to ensure certification is secure and protected against fraud

k. Details of the Internal Monitoring and Review Processes for the Qualification, including:

- The name of the internal committee/department/faculty identified for the internal monitoring and review of the qualification

- 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

- The arrangements in place for the annual and periodic review[10] of the qualification

- The way proposals for change(s) are made and approved

- The process for notifying the DGNQF of any change(s) to the qualification, which may affect the OQF Level or OQF Credit Value of the qualification

4.3.3 Alignment Application: Institutional Quality Assurance and Communication

Unlike an Omani Awarding Body, a Foreign or International Awarding Body does not require an institutional license from a relevant licensing body in Oman. Consequently, **in addition** to the information and evidence of the quality assurance for the qualification, an Alignment application from a Foreign or International Awarding Body must include the most recent external quality assurance/accreditation report from a recognised external quality assurance agency together with relevant supporting materials providing evidence that the Foreign or International Awarding Body has the following institutional quality assurance measures are in place:

a. Governance and management arrangements of the Foreign or International Awarding Body

- Details of the governance and management of the Foreign or International Awarding Body are provided, together with working electronic links to documents such as the organisational chart, the Vision, Mission and Values and the committee structure of the Foreign or International Awarding Body

b. Resources to operate in Oman and meet relevant Omani regulations

- Evidence of sufficient resources to operate in Oman is provided, such as the most recent Annual Report, which includes the latest financial audit and details of the way in which relevant Omani Regulations are met

c. Current strategic and operational plans

- Strategic and operational plans are provided in effect on the date of the Alignment application

d. Development, approval, delivery, assessment and review of qualifications

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

- Relevant policies for the development, approval, delivery, assessment and review of qualifications are provided together with information and evidence on how these are implemented

e. **Consistency of Delivery and Assessment of the Qualification in Oman and Internationally**

- Policies are provided along with information and evidence on how the consistency of the delivery and assessment of qualifications is maintained in Oman and internationally

f. **Integrity and Fairness of the Foreign or International Awarding Body's Qualifications**

- Relevant policies are provided, such as those on cheating, plagiarism and misconduct; disability and equality together with information and evidence on how the integrity and fairness of qualifications is assured

g. **Information Management System**

- Details and, where applicable, relevant policies are provided on the information management system along with details of how the records and registration of learners are maintained accurately and securely

h. **Complaints and Appeals Procedures of the Foreign or International Awarding Body**

- Relevant policies are provided together with information and evidence on how complaints and appeals are handled efficiently and transparently

i. **Continuous Improvement**

- Relevant policies are provided together with information and evidence on how the Foreign or International Awarding Body ensures the continuous improvement of its operations with the education or training provider(s) delivering the qualification in Oman

The OQF Alignment Panel checks that the Alignment application includes a communication strategy and/or detailed information on the communication arrangements with each education or training provider delivering the Foreign or International qualification in Oman, (see the OAAAQA Policy for the Alignment of Foreign and International Qualifications to the OQF).

4.4 Actioning a Major Change

The DGNQF actions any major change to modules comprising a Listed or Aligned qualification to ensure the qualification continues to meet the Listing or Alignment Criteria and remains at the allocated OQF Level and OQF Credit Value. This may involve the evaluation of revised modules, or new modules added to the programme and, if applicable, the qualification. For Omani qualifications, the DGNQF ensures that the qualification continues to meet the required qualification type.

If as a result of a major change a qualification no longer meets the Listing or Alignment Criteria and/or there is a change in the OQF Level and/or OQF Credit Value, the OQFRD contacts the senior representative in the Awarding Body with responsibility for Listing or Alignment to discuss the issues and provide the Awarding Body with the opportunity to rectify the situation and appropriate action to be taken in following the OAAAQA Policy on Major Change Notification for the Oman Qualifications Framework.

4.5 Re-Listing or Re-Alignment

The first Re-Listing or Re-Alignment takes place after the first cohort of learners has completed the qualification. All qualifications placed on the NRQ are subject to Re-Listing or Re-Alignment on a cyclical basis.[11] As long as a qualification continues to be delivered and remains on the NRQ, it is subject to further Re-Listing or Re-Alignment reviews at intervals specified by the DGNQF and approved by the OAAAQA Board.[12] In this way, the integrity and accuracy of the NRQ are maintained and all stakeholders can be confident of the quality assurance of the qualifications therein.

The Re-Listing or Re-Alignment Panel:

- Reviews the evidence submitted by the Awarding Body to establish whether, during the delivery of the qualification, the quality assurance measures required to meet the Listing or Alignment Criteria were maintained (see section 4.3.2)
- Ensures that no major change was made to the structure of the qualification, Learning Outcomes of the modules and/or to the assessment arrangements, which affected the allocated OQF Level and/or OQF Credit Value of the entire qualification
- Ensures the DGNQF was notified of any major change made to the qualification to enable the appropriate action to be taken[13]

Re-Alignment also establishes whether the Foreign or International Awarding Body:

- Maintained its accreditation status, as given in the Alignment Application
- Maintained the institutional quality assurance measures required for Alignment of the qualification to the OQF (see section 4.3.3)

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[11] For example, every five years for a bachelor's degree.

[12] The Re-Listing and Re-Alignment process is cyclical according to the type of qualification (for example, a bachelor's degree is Re-Listed every five years).

[13] See the OAAAQA Policy on Major Change Notification for the Oman Qualifications Framework

● Implemented the communication strategy/arrangements with each education or training provider delivering the qualification and its effectiveness (see the OAAAQA Policy for the Alignment of Foreign and International Qualifications to the OQF)

As the qualification has already been evaluated for Listing or Alignment to allocate the OQF Level and OQF Credit Value, the Re-Listing or Re-Alignment Review does not involve re-evaluating the modules that comprise the qualification. If no changes have been made to the quality assurance of the qualification or to any of the modules, the qualification remains at the OQF Level and OQF Credit Value as that allocated at the Listing or Alignment Evaluation.

If there has been a major change to any of the modules that comprise the qualification or one or more modules have been removed and replaced with others, the amended or new modules are evaluated to ensure that the changes did not impact on the OQF Level and/or OQF Credit Value of the entire qualification (see section **4.4**).

4.6 OAAAQA Executive Office

The OAAAQA CEO:

● Considers for approval the appointment of OQFERs to the National Register of External Reviewers, recommended by the Director General of the DGNQF or, where required, the removal of OQFERs from the Register

● Considers the Second Drafts of the evaluation and review reports for Re-Listing or Re-Alignment for approval as the Final Report, as applicable

4.7 OAAAQA Board

The OAAAQA Board:

● Considers for approval the OAAAQA Policies relating to the quality assurance of the OQF developed by the DGNQF and reviewed by the OAAAQA CEO

● Considers for approval the outcomes of Re-Listing and Re-Alignment reviews and the placement, or removal, of qualifications from the NRQ

5. Abbreviations

NOS	National Occupational Standards
NQF	National Qualifications Framework
NRQ	National Register of Qualifications
OAAAQA	Oman Authority for Academic Accreditation and Quality Assurance of Education
OQF	Oman Qualifications Framework
OQFER	Oman Qualifications Framework External Reviewers
OQFRD	Oman Qualifications Framework Review Directors
OSCED	Oman Standard Classification of Education Framework
QDT	Qualification Design Team

6. Definitions

Accreditation	A formal, periodic, external quality assurance process, undertaken by a national or international body with a formal remit to undertake assessment of educational institutions and/or programmes, which determines whether or not a defined set of standards has been met. The assessment body is external to- and independent from- the institution. Accredited status is conferred by this body for a defined period of time [14]
Aims	Broad statements that set out the intention and purpose of the unit, module, course or qualification
Alignment [of a qualification to the OQF]	An evaluation of a Foreign or International qualification against the Alignment Criteria and the OQF Level Descriptors to determine the OQF Level that the qualification aligns to and, if applicable, the comparable OQF Credit Value of the entire qualification
Assessment	The process of judging performance against specified targets/reference points[15]
Awarding Body	An organisation that issues education or training awards following formal assessment (for example, Academic Higher Education Institutions and their

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[14] See OAAAQA Online Glossary, https://www.oaaaqa.gov.om/About-the-OAAA/Glossary (accessed on **19.04.2021**).

[15] See OAAAQA Online Glossary, www.oaaa.gov.om/Training.aspx#Glossary (accessed on 19.04.2021).

	Affiliates, Technological Institutions, Professional Bodies and Technical and Vocational Education and Training Providers) [16]
Benchmark	A reference against which comparison can be made[17]
Characteristic	An attribute of the OQF Level Descriptors. There are six characteristics: Knowledge; Skills; Communication, Numeracy, Information Communication Technology Skills; Autonomy and Responsibility; Employability and Values and Learning to Learn. These six characteristics combine to form the OQF Level Descriptors
Educational Pathway [of the OQF]	The educational orientation, academic, technological, professional or technical and vocational within which the defined purpose of a qualification falls
Evaluation [of Listing or Alignment]	A systematic method of examination of each module comprising a qualification to determine the extent to which the entire qualification meets the criteria as set out in the relevant OAAAQA Policy together with the qualification's OQF Level and OQF Credit Value
Foreign and International Qualifications	Foreign qualifications relate to qualifications awarded in a country other than Oman (for example, a United Kingdom Awarding Body). International qualifications relate to qualifications awarded by an International Awarding Body (for example, Cisco and Microsoft)
Implementation [of the OQF]	Carrying out all OQF activities, including the processes for Listing, Alignment, Re-Listing and Re-Alignment; promoting and disseminating the OQF to stakeholders; supporting all Awarding Bodies offering qualifications in Oman, and maintaining the National Register of Qualifications
Institution	Education or training provider for schools, academic, technological, professional and technical and vocational qualifications
Knowledge Learning Outcome	The acquisition and comprehension of facts, principles, theories and practices related to an area of work or learning

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[16] Adapted from http://qualityresearchinternational.com/glossary/#a.

[17] See OAAAQA Online Glossary, www.oaaa.gov.om/Training.aspx#Glossary (accessed on 19.04.2021).

	What a learner is expected to know (knowledge), do (skills) or apply (competencies), as a result of his/her undertaking a unit, module, course or a programme leading to a qualification[18]
Level Descriptors [of the OQF]	A set of progressive statements, which describe the expected outcomes at each level of the OQF in regard to the six characteristics of Knowledge; Skills; Communication, Numeracy, Information Communication Technology Skills; Autonomy and Responsibility; Employability and Values; and Learning to Learn
Licensing	An evaluative process leading to formal approval from the relevant Omani government body for institutions and/or their programmes. Institutions include organisations such as schools, universities, technical and vocational education and training providers
Listing [a qualification on the OQF]	An evaluation of an Omani qualification against the Listing Criteria and the OQF Level Descriptors to determine the OQF Level and the OQF Credit Value of the entire qualification
Major Change	A change that affects the OQF Level and/or OQF Credit Value of the qualification or impacts on the qualification meeting the Listing or Alignment Criteria and subsequently its placement on the National Register of Qualifications
Module	A component of a qualification. Also known as course or unit by some Awarding Bodies
National Occupational Standards (NOS)	The standard of performance an individual must achieve when carrying out a function in the workplace, together with specifications of the underpinning knowledge and skills[19]
National Register of Qualifications [NRQ]	An online official record of all nationally recognised qualifications Listed on, or Aligned to, the OQF. Managed by the DGNQF, the NRQ is available to stakeholders and the general public. Submission and evaluation of Listing and Alignment applications are carried out through the NRQ online system, allowing for secure storage and easy retrieval of documentation

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[18] See OAAAQA Online Glossary, www.oaaa.gov.om/Training.aspx#Glossary (accessed on 19.04.2021).
[19] Ministry of Labour (August 2021).

Notional Learning Hours	The volume of learning estimated to be required by a typical learner at a specified level to achieve the Learning Outcomes of the units, modules or courses that comprise a qualification
Oman Qualifications Framework [OQF]	An instrument to describe, compare and classify qualifications from all sectors of education and training in Oman. It is based on one set of generic Level Descriptors, which describe the expected outcomes at each of its ten levels. The OQF provides a reference point for qualifications delivered and awarded in Oman; the comparison between Omani qualifications and Foreign or International qualifications; and the Recognition of Prior Learning
OQF Credit Value	The number of OQF Credit Points or OQF Credit Hours, which are allocated to units, modules, courses and qualifications for learning that is verified through reliable and valid assessment
OQF Level	An indicator of relative demand, complexity, depth of knowledge and learner autonomy as described in the OQF Level Descriptors[20]
Placement [of a qualification on the NRQ]	The inclusion of a qualification on the National Register of Qualifications following the nine-stage Listing or Alignment process, which includes a Proposal, Recommendation, Verification and Approval of the OQF Level and OQF Credit Value of the qualification
Programme	A set of units, modules or courses, which are designed to lead to a qualification on a national qualifications framework
Progression	A learning pathway taken by learners as they develop their expertise in a discipline and achieve qualifications at higher levels on the OQF
Qualification	An award issued by an Awarding Body when, following established standards, the Awarding Body determines that the learner has achieved the Learning Outcomes of all the units, modules or courses of the programme
Qualification Arrangements	The requirements for each qualification type in terms of their title, structure, purpose, admission requirements and progression opportunities

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[20] Adapted from D Gosling and J Moon, *How to Use Learning Outcomes and Assessment Criteria* (London: Southern England Consortium for Credit Accumulation and Transfer, SEEC Office, **2001**).

Qualification Type	A classification of the range of qualifications delivered by all education and training sectors in Oman including school, academic, technological, professional and technical and vocational qualifications
Quality	The extent to which an educational institution's systems, processes and structures result in outcomes for the institution and/or its programmes, which meet stakeholder needs through the attainment of relevant standards/benchmarks[21]
Quality Assurance	The implementation of planned and systematic processes and systems, either internal or external and independent to an educational institution, that assess the institution's programmes, services and activities as well as the processes that support these, in relation to relevant standards/benchmarks/frameworks[22]
Recognition of Prior Learning	The process of assessing a learner's application for OQF Credit on the grounds of learning that was previously acquired through formal, informal and/or non-formal learning
Re-Listing or Re-Alignment	A review process for Listed and Aligned qualifications to ensure that the Listing or Alignment Criteria were maintained throughout the delivery of the qualification and no major changes were made to the Learning Outcomes of the units, modules or courses that impacted on the OQF Level and/or OQF Credit Value of the entire qualification
Stakeholder	Any party that has an interest in the activities of the OQF[23]
Summative Assessment	An evaluative process, which measures a learner's ability to demonstrate knowledge, skills and other characteristics against Assessment Criteria; the results are recorded and contribute to the learner's overall mark and/or grade
Verification [of Listing or Alignment]	An objective moderation of a Listing or Alignment application and its associated Evaluation Report to check that the Listing or Alignment process was carried out correctly and is consistent across different OQF External

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[21] See OAAAQA Online Glossary, www.oaaa.gov.om/Training.aspx#Glossary (accessed on 19.04.2021).

[22] See OAAAQA Online Glossary, https://www.oaaaqa.gov.om/About-the-OAAA/Glossary (accessed on **19.04.2021**).

[23] Adapted from OAAAQA Online Glossary, https://www.oaaaqa.gov.om/About-the-OAAA/Glossary (accessed on **13.09.2018**).

	Reviewers, thus ensuring the qualification (and modules) meet the Listing or Alignment Criteria and the outcomes of the relevant OQF Level Descriptors

7. References

Gosling, D and J Moon, *How to Use Learning Outcomes and Assessment Criteria* (London: Southern England Consortium for Credit Accumulation and Transfer, SEEC Office, **2001**).

8. Document History

Document History				
Version	Date Approved	Circulation	Approved by	Brief Description
1	18 May 2022	-	OAAAQA Board	This first version contained the procedure for the Policy for the Quality Assurance of the Oman Qualifications Framework.