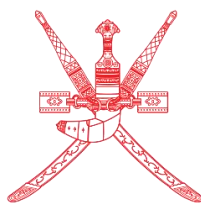


Sultanate of Oman
Oman Authority for
Academic Accreditation and
Quality Assurance of Education



سلطنة عمان
الهيئة العمانية للاعتماد الأكاديمي
و ضمان جودة التعليم



POLICY FOR RE-LISTING AND RE-ALIGNMENT OF QUALIFICATIONS ON THE OMAN QUALIFICATIONS FRAMEWORK

Policy Number	OAAAQA/OQFM/03		
Category	OQFM (OQFM)		
Initiating Directorate or Department	Directorate General of National Qualifications Framework (DGNQF)		
Contact Person	Directorate General of National Qualifications Framework (DGNQF) Email: OQF@oaaa.gov.om		
Related Policies or Manuals	Policy for Listing Qualifications on the Oman Qualifications Framework Policy for the Alignment of Foreign and International Qualifications to the Oman Qualifications Framework Policy for the Quality Assurance of the Oman Qualifications Framework		
Version (v)	1		
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POLICY FOR RE-LISTING AND RE-ALIGNMENT OF QUALIFICATIONS ON THE OMAN QUALIFICATIONS FRAMEWORK

1. Purpose

The purpose of this policy is to provide a common approach for Re-Listing and Re-Alignment of qualifications on the Oman Qualifications Framework (OQF). Re-Listing applies to Omani qualifications and Re-Alignment applies to Foreign or International qualifications delivered in Oman and is defined as:

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

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`.¹

This OAAAQA Policy:

- Ensures the integrity and accuracy of qualifications placed on the National Register of Qualifications (NRQ)
- Ensures a fair and consistent approach is taken for Re-Listing and Re-Alignment Reviews
- Informs stakeholders of how the quality assurance of qualifications placed on the NRQ is protected

2. Scope

This policy applies to all Listed or Aligned qualifications placed on the NRQ.

2.1 Users of the Policy

This policy applies to:

- Oman Authority for Academic Accreditation and Quality Assurance of Education
- All Awarding Bodies of Education and Training Qualifications placed on the NRQ
- Professional Bodies
- Education and Training Providers

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

- The Ministry of Education
- The Ministry of Higher Education, Research and Innovation

¹ See OAAAQA Policy on Major Change Notification.

- The Ministry of Labour
- The Oman Medical Specialty Board
- Other Ministries and Government Bodies
- Awarding Bodies of Education and Training Qualifications
- Employers
- Other Interested Parties²

3. Policy Statement

All Listed qualifications, placed on the NRQ, are subject to Re-Listing and all Aligned qualifications, placed on the Alignment section of the NRQ, are subject to Re-Alignment. Re-Listing and Re-Alignment ensures that the Listing or Alignment Criteria were maintained throughout the delivery of the qualification and no major changes were made to the qualification that had an impact on the allocated OQF Level and/or OQF Credit Value (See Table 1).

Table 1: Difference between Listing and Alignment and Re-Listing and Re-Alignment	
Listing and Alignment	Re-Listing and Re-Alignment
Sets out the Awarding Body's plans for carrying out and maintaining the Listing or Alignment Criteria.	Provides evidence on whether the Awarding Body maintained the Listing or Alignment Criteria during the delivery of the Listed or Aligned qualification.

3.1 Re-Listing or Re-Alignment

The first Re-Listing or Re-Alignment takes place after the first cohort of learners has completed the qualification to establish whether:

- During the delivery of the qualification, the quality assurance measures, required to meet the Listing or Alignment Criteria, remained in place
- No major changes were made to the structure of the qualification, Learning Outcomes of the modules and/or to the assessment arrangements, which impacted on the OQF Level and/or OQF Credit Value of the entire qualification, ensuring that the qualification remains at the allocated OQF Level and OQF Credit Value
- The Directorate General of the National Qualifications Framework (DGNQF) was notified of any major change made to the qualification to enable the appropriate action to be taken³

As the Listed or Aligned qualification has already been evaluated 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 modules, the qualification remains at the OQF Level that was 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.

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 See OAAAQA Policy on Major Change Notification.

3.1.1 Cyclical Re-Listing or Re-Alignment

All qualifications on the NRQ are subject to Re-Listing or Re-Alignment on a cyclical basis.⁴ As long as a qualification continues to be delivered and remains on the NRQ, it is subject to further Re-Listing or Re-Alignment review(s) at intervals specified by the DGNQF and approved by the OAAAQA Board. 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.

3.2 Roles and Responsibilities for Re-Listing or Re-Alignment

3.2.1 Awarding Body

The Awarding Body is responsible for:

- Preparing the Re-Listing or Re-Alignment application
- Informing the DGNQF of major change to a Listed or Aligned qualification, placed on the NRQ
- Submitting the Re-Listing or Re-Alignment application to the DGNQF together with relevant supporting material
- Informing the DGNQF of intention to appeal within the timescale

An Awarding Body may request a deferment of the Re-Listing or Re-Alignment Review in line with the OAAAQA Policy on Deferral of an OQF Activity.⁵

3.2.2 Directorate General of the National Qualifications Framework (DGNQF)

The Director General of the DGNQF is responsible for:

- Forming a Re-Listing or Re-Alignment Panel for each application
- Supporting the Re-Listing or Re-Alignment Panel, as required
- Reviewing the First and Second Drafts of the Re-Listing or Re-Alignment Review Report
- Sending the First Draft of the Re-Listing or Re-Alignment Review Report to the Awarding Body
- Submitting the Second Draft of the Review Report to the OAAAQA CEO for approval
- Preparing the documentation on the outcome of the Re-Listing or Re-Alignment Review
- Informing the Awarding Body of the approved outcome of the Re-Listing or Re-Alignment Review and sending the Final Re-Listing or Re-Alignment Review Report
- Considering requests for deferment of a Re-Listing or Re-Alignment Review
- Maintaining the NRQ
- Supporting Awarding Bodies and other stakeholders in the Re-Listing or Re-Alignment process
- Providing OAAAQA capacity building training on the Re-Listing or Re-Alignment process for Awarding Bodies, DGNQF staff, Oman Qualifications Framework Review Directors (OQFRDs), Oman Qualifications Framework External Reviewers (OQFERs) and other stakeholders, as required
- Implementing the OQF appeal process for appeals against the Final Re-Listing or Re-Alignment Review Report and/or outcome
- Developing a proposal for fees for Re-Listing and Re-Alignment and carrying out a review of the fees, as directed by the OAAAQA Board

⁴ For example, every five years for a Bachelor's Degree.

⁵ To be developed.

3.2.3 OAAAQA Executive Office

The OAAAQA CEO is responsible for:

- Approving the Final Re-Listing or Re-Alignment Review Report
- Reviewing proposals from the DGNQF for fees for Re-Listing and Re-Alignment, as required
- Approving the deferment of a Re-Listing or Re-Alignment Review

3.2.4 OAAAQA Board

The OAAAQA Board is responsible for:

- Approving the:
 - Cycle of the Re-Listing or Re-Alignment reviews
 - Fees for activities associated with Re-Listing and Re-Alignment
 - Re-Listing and Re-Alignment review outcomes

4. Procedure

Below are the steps to be followed in the implementation of this policy.

4.1 Awarding Body

4.1.1 Omani or Foreign and International Awarding Body

The Awarding Body:

- Prepares the online Re-Listing or Re-Alignment application
- Provides information and supporting materials to evidence that during the delivery of the qualification, the Awarding Body maintained the Listing or Alignment Criteria
- Details any minor changes made to the modules comprising the qualification, made since the placement of the qualification on the NRQ or the last Re-Listing or Re-Alignment review, as appropriate
- Evidence that the DGNQF was informed of any major change made to the qualification that may have impacted on the allocated OQF Level and OQF Credit Value⁶ and, for Omani qualifications, the Qualification Type⁷ (Appendix A)
- Provides details of the contact person within the Awarding Body with responsibility for communication on all issues related to the Re-Listing or Re-Alignment application
- Includes the signature of the senior member of staff within the Awarding Body with the authority to submit the Re-Listing or Re-Alignment application
- Puts a mechanism in place to check the Re-Listing or Re-Alignment Application Form, before it is submitted to the DGNQF ensuring that it is completed fully and the supporting material mentioned in the application is attached. Incomplete applications are not accepted
- Reviews the First Draft of the Re-Listing or Re-Alignment Review Report to check for accuracy and provide feedback
- Provides feedback (if any) within ten working days of receipt of the report to the Director General of the DGNQF

4.1.2 Foreign or International Awarding Body

The Foreign or International Awarding Body:

⁶ OQF Level and OQF Credit Value includes the OQF Level of Alignment and the comparative OQF Credit Value

⁷ OAAAQA (2022) OQF Document, Section 7 : Qualification Arrangements.

- Provides evidence the accreditation status was maintained as given in the Alignment application and submits the most recent accreditation report with the Re-Alignment application
- Provides details and evidence of the institutional quality assurance arrangements, including the:
 - Governance and management arrangements
 - Resources to operate in Oman
 - Arrangements for meeting Omani Regulations
 - Internal Strategic and Operational Plans
 - Policies and procedures for the development, approval, delivery, assessment and review of qualification
- Provides details and evidence of communication between the Foreign or International Awarding Body and each education or training provider that delivered, or continues to deliver, the qualification in Oman to ensure that communication arrangements were carried out as stated in the Alignment application

4.2 Directorate General of the National Qualifications Framework (DGNQF)

The Director General of the DGNQF:

- Acknowledges receipt of a Re-Listing or Re-Alignment application from the Awarding Body
- Establishes a Re-Listing or Re-Alignment Panel, the members of which must:
 - Have undergone OAAAQA training on the processes for Listing, Alignment, Re-Listing and Re-Alignment
 - Have no conflict of interest with the Awarding Body
- Supports the Re-Listing or Re-Alignment Panel, as required⁸
- Reviews the first and second Drafts of the Re-Listing or Re-Alignment Review Report and provides feedback, if required
- Sends the First Draft of the Re-Listing or Re-Alignment Review Report to the Awarding Body to check for accuracy and provide feedback
- Submits the Second Draft of the Re-Listing or Re-Alignment Review Report to the OAAAQA CEO for consideration of approval as the Final Re-Listing or Re-Alignment Review Report
- Prepares the documentation on the outcome of the Re-Listing or Re-Alignment Review for the OAAAQA Board for consideration of approval
- Sends the Final Re-Listing or Re-Alignment Review Report to the Awarding Body informing them of the approved outcome of the Re-Listing or Re-Alignment Review and calling the attention of the Awarding Body of the opportunity to appeal the Report and/or the outcome
- Considers requests for deferment of the Re-Listing or Re-Alignment Review
- Ensures the NRQ is accurate and up-to date and includes the outcome of the Re-Listing or Re-Alignment Review, where appropriate
- Supports Awarding Bodies and other stakeholders in the Re-Listing or Re-Alignment Process
- Provides OAAAQA capacity building training on the Re-Listing or Re-Alignment process for Awarding Bodies, DGNQF staff, OQFRDs, OQFERs and other stakeholders, as required

⁸ May include the appointment of one or more OQFERs to support the Re-Listing or Re-Alignment Panel, where required.

- Implements the OQF appeal process for appeals against the Final Re-Listing or Re-Alignment Review Report and/or outcome, if required

4.3 Re-Listing or Re-Alignment Panel

The Re-Listing or Re-Alignment Panel:

- Reviews the Re-Listing or Re-Alignment application and supporting material ensuring:
 - The qualification continues to meet the Listing or Alignment Criteria
 - Remains at the allocated OQF Level and specified OQF Credit Value
 - Maintains the specification for the Qualification Type, if applicable⁹
- Reviews the external review/accreditation report from the Foreign or International Awarding Body ensuring that the accreditation status was maintained
- Checks that the institutional and programme licenses are in place, where they are required, to meet Omani regulations
- Reviews the internal quality assurance for the qualification, including:
 - How the qualification is internally monitored and reviewed
 - How the qualification is kept up to date in terms of developments in the subject area, the professional requirements, the National Occupational Standards (NOS) and the labour market requirements
- Reviews the following information, comparing it against that given in the original Listing or Alignment application:
 - Overview of the qualification
 - Qualification entry requirements
 - Qualification design
 - Affiliation Agreements
 - Assessment arrangements
 - Teaching and learning strategy
 - Learner support
 - Progression routes
 - Management and administration arrangements of the qualification
 - Recording learner achievement and certification
- Reviews the content and structure of the qualification, ensuring that:
 - There has been no major change to the qualification
 - The Omani qualification meets the requirements for the Qualification Type¹⁰
 - The Awarding Body informed the DGNQF in writing of any major change made to the qualification and appropriate action was taken¹¹
- Checks the Re-Alignment application also includes supporting evidence of its institutional quality assurance arrangements (see section 4.1.2)
- Checks the Re-Alignment application also includes Communication arrangements between it and the education or training provider(s) delivering the qualification in Oman to ensure that communication arrangements were carried out as stated in the Alignment application
- Evaluates any modules that have been changed since the original evaluation for Listing or Alignment
- Prepares the First Draft of the Re-Listing or Re-Alignment Review Report for review by the Director General of the DGNQF and actions feedback, as required, in preparation for the submission to the Awarding Body to check for accuracy and provide comment

⁹ OAAAQA (2022) OQF Document, Section 7 : Qualification Arrangements.

¹⁰ OAAAQA (2022) OQF Document, Section 7 : Qualification Arrangements.

¹¹ See the OAAAQA Policy on Major Change Notification.

- Prepares the Second Draft of the Re-Listing or Re-Alignment Review Report taking into account feedback from the Awarding Body, correcting inaccuracies and taking appropriate action on other comments (if any).
- Submits the Second Draft of the Re-Listing or Re-Alignment Review Report to the Director General of the DGNQF for review and actioning any feedback, as required, in preparation for the submission of the Second Draft of the Report to the OAAAQA CEO for consideration of approval as the Final Re-Listing or Re-Alignment Review Report

4.4 OAAAQA Executive Office

The OAAAQA CEO:

- Reviews and provides feedback on the proposal from the DGNQF for fees for Re-Listing and Re-Alignment before submitting it to the Board for consideration for approval
- Considers for approval the Final Re-Listing or Re-Alignment Review Report
- Considers for approval the deferment of a Re-Listing or Re-Alignment Review

4.5 OAAAQA Board

The OAAAQA Board:

- Considers for approval the:
 - Cycle of the Re-Listing or Re-Alignment review recommended by the DGNQF
 - Fees for activities associated with the Re-Listing and Re-Alignment, including those for Re-Listing or Re-Alignment applications and Re-Listing or Re-Alignment appeals following the OAAAQA Policy on Fees Charged for OQF Activities and Appeals¹², prior to submission to the Ministry of Finance for approval
 - Outcomes of the Re-Listing and Re-Alignment Review (see Appendix B)

4.6 OQF Appeal

An Awarding Body may appeal the Re-Listing or Re-Alignment Review Report and/or the outcome following the OQF appeals procedure as set out in the OQF Appeals Manual¹³.

- The Omani or Foreign and International Awarding Body:
 - Informs the DGNQF of the intention to appeal
 - Submits the OQF Appeal Application Form within ten working days to the Director General of the DGNQF with ten working days from the receipt of the Final Re-Listing or Re-Alignment Review Report

¹² To be developed.

¹³ <https://oaaaqa.gov.om/>.

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
OQFERs	Oman Qualifications Framework External Reviewers
OQFRDs	Oman Qualifications Framework Review Directors

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
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 Affiliates, Technological Institutions, Professional Bodies and Technical and Vocational Education and Training Providers ¹⁶
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
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)
Institution	Education or training provider for schools, academic, technological, professional and technical and vocational qualifications
Knowledge	The acquisition and comprehension of facts, principles, theories and practices related to an area of work or learning
Learning Outcome	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 ¹⁷

¹⁴ See OAAAQA Online Glossary, www.oaaa.gov.om/Training.aspx#Glossary (accessed on 19.04.2021).

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

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).

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
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 ¹⁸
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
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	A numerical indicator of the volume of learning, awarded for the achievement of all the Learning Outcomes of a unit, module, course and/or qualification, expressed in either OQF Credit Points or OQF Credit Hours
OQF Credit Hour	A unit of measurement, which describes the volume of learning required by a typical learner to achieve the Learning Outcomes of the units, modules or courses, which lead to a qualification. One OQF Credit Hour is three hours per week for one semester (minimum 14 weeks), which equates to a minimum of 42 notional learning hours ¹⁹
OQF Credit Point	A unit of measurement, which describes the volume of learning required by a typical learner to achieve the Learning Outcomes of the units, modules or courses, which lead to a qualification. One OQF Credit Point equates to ten notional learning hours ²⁰
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

¹⁸ Ministry of Labour (August 2021).

¹⁹ Each OQF Credit Hour comprises a combination of activities that are required to achieve the Learning Outcomes, such as class or lecture contact time, laboratory work, workshops, self-study, research, homework, fieldwork, assignments, preparation for assessment and assessment.

²⁰ Each OQF Credit Point comprises a combination of activities that are required to achieve the Learning Outcomes, such as class or lecture contact time, laboratory work, workshops, self-study, research, homework, fieldwork, assignments, preparation for assessment and assessment.

QQF Level	An indicator of relative demand, complexity, depth of knowledge and learner autonomy as described in the QQF Level Descriptors ²¹
Placement [of a qualification on the NRQ]	The inclusion of a qualification on the National Register of Qualifications following the Listing or Alignment process, which involves a Proposal, Recommendation, Verification and Approval of the QQF Level and QQF 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 QQF
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
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 ²²
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 ²³
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 QQF Level and/or QQF Credit Value of the entire qualification
Stakeholder	Any party that has an interest in the activities of the QQF ²⁴

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).

²¹ 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).

²² See OAAAQA Online Glossary, www.oaaa.gov.om/Training.aspx#Glossary (accessed on 19.04.2021).

²³ Adapted from OAAAQA Online Glossary, www.oaaa.gov.om/Training.aspx#Glossary (accessed on 19.04.2021).

²⁴ Adapted from OAAAQA Online Glossary, www.oaaa.gov.om/Training.aspx#Glossary (accessed on 13.09.2018).

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 Re-Listing and Re-Alignment of Qualifications on the Oman Qualifications Framework.

APPENDIX A: Major Change

Omani or Foreign and International Awarding Bodies must inform the DGNQF of any major change to a Listed or Aligned qualification to allow action to be taken, if required, following the OAAAQA Policy on Major Change Notification. Examples of major changes include, but are not limited to, changes to the:

- Institutional quality assurance:
- Quality assurance of the qualification
- Name of the Awarding Body
- Qualification title
- 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.

Depending on the amount of change and/or the number of modules involved, the DGNQF may appoint one or more OQFERs to re-evaluate the amended modules and/or programme, as required, to check whether the qualification continues to meet the Listing or Alignment Criteria and remains at the allocated OQF Level and specified OQF Credit Value. For Omani qualifications, the DGNQF ensures that the qualification continues to meet the required Qualification Type.

If 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 Director General of the DGNQF 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 following the OAAAQA Policy on Major Change Notification.

APPENDIX B: Actions following the OAAAQA Board Decision on Re-Listing or Re-Alignment

The following actions are taken, depending on the decision of the OAAAQA Board on the Re-Listing or Re-Alignment outcome:

- **Re-Listing or Re-Alignment Approved:** The qualification remains on the NRQ and the date for the next Re-Listing or Re-Alignment review is agreed

- **Re-Listing or Re-Alignment with Conditions**

The Director General of the DGNQF:

- Informs the Awarding Body of the outcome of the review and sends the Final Re-Listing or Re-Alignment Review Report to the Awarding Body
- Discusses the requirements of the conditions with the Awarding Body and reaches an agreement on a suitable timeframe to allow for the necessary changes to be made
- Informs the Awarding Body of the opportunity to appeal the Final Re-Listing or Re-Alignment Review Report and/or the outcome
- Ensure the NRQ is updated with the outcome `Re-Listed with conditions` or `Re-Aligned with conditions` along with the agreed timeframe for meeting the conditions

The qualification remains on the NRQ, but the reasons for the conditions placed on the qualification must be addressed by the Awarding Body.

- **Not Re-Listed or Not Re-Aligned**

The Director General of the DGNQF:

- Informs the Awarding Body of the outcome of the review and sends the Final Re-Listing or Re-Alignment Review Report to the Awarding Body calling attention to the opportunity to appeal the Re-Listing or Re-Alignment Review Report and/or the outcome, following the process set out in the OQF Appeals Manual

If the matter remains unresolved and the outcome remains that the qualification is Not Re-Listed or Not Re-Aligned, with the approval of the OAAAQA Board, the qualification is placed in the Archive section of the NRQ.

The OAAAQA Board does not approve the Re-Listing or Re-Alignment review recommendation from the DGNQF, it sets out the reasons and provides direction to the DGNQF on the action to be taken so that the application for Re-Listing or Re-Alignment can be re-evaluated and resubmitted to the OAAAQA Board.

Timeframe for Recommended for Re-Listing or Re-Alignment with Conditions

The timeframe is based on factors such as the amount of work required and the resources available to the Awarding Body to carry out the work. Based on the agreement, the Awarding Body draws up a Plan of Action detailing how the work to resolve the conditions will be carried out within the agreed timeframe. The DGNQF submits the Plan of Action to the OAAAQA CEO for information. If the Awarding Body resolves the conditions within the agreed timeframe, the OAAAQA Board is informed and the qualification is approved for Re-Listing or Re-Alignment. If the matter is unresolved, the reasons must be obtained by the DGNQF. Where there are

extenuating circumstances, the Awarding Body may apply for deferment following the OAAAQA Policy on Deferral of an OQF Activity.²⁵

²⁵ To be developed.