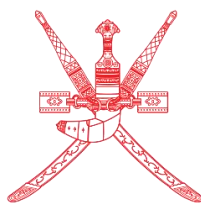


Sultanate of Oman
Oman Authority for
Academic Accreditation and
Quality Assurance of Education



سلطنة عمان
الهيئة العمانية للاعتماد الأكاديمي
و ضمان جودة التعليم



POLICY FOR LISTING QUALIFICATIONS ON THE OMAN QUALIFICATIONS FRAMEWORK

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Contact Person	Directorate General of National Qualifications Framework (DGNQF) Email: OQF@oaaa.gov.om		
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POLICY FOR LISTING QUALIFICATIONS ON THE OMAN QUALIFICATIONS FRAMEWORK

1. Purpose

The purpose of this policy is to provide a common approach for Listing Omani qualifications on the Oman Qualifications Framework (OQF) to ensure the evaluation of qualifications for Listing is carried out consistently and that all Listed qualifications, placed on the National Register of Qualifications (NRQ) meet the Listing Criteria.

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`.

This policy sets out the:

- Benefits of a common approach to Listing qualifications
- Listing Criteria
- Roles and responsibilities of key stakeholders

This policy should be read in conjunction with the OAAAQA Policy for the Quality Assurance of the OQF.

2. Scope

This policy applies to the Listing of new and existing qualifications from all sectors of education and training, owned and awarded by Omani Awarding Bodies. It is mandatory¹ for all formal and licensed Omani qualifications to be Listed on the OQF; Company training programmes can be Listed voluntarily. From the date of the OQF implementation, Awarding Bodies must apply for Listing:

- Within 5 years, for existing qualifications
- Before new qualifications can be delivered

2.1 Users of the Policy

This policy applies to:

- The Oman Authority for Academic Accreditation and Quality Assurance of Education
- Awarding Bodies for Education and Training Qualifications
- Professional Bodies
- Employers

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

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

¹ Royal Decree 9/2021.

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

3. Policy Statement

Listing is the process of evaluating an Omani qualification against the Listing Criteria and the OQF Level Descriptors to allocate an OQF Level and, if applicable, an OQF Credit Value before the placement of the qualification on the NRQ.

3.1 Listing Criteria

The Omani Awarding Body must:

- Own the programme leading to the qualification
- Be established either by Royal Decree or have an institutional license

The qualification must have:

- A programme license from the relevant licensing body, as required by the Omani licensing regulations
- Quality assurance measures in place
- Clear Learning Outcomes, which are subject to quality-assured summative assessment

3.2 Benefits of a Common Approach to Listing Qualifications

Listing qualifications on the OQF is a matter of professional judgment by those who have knowledge, skills and experience in the relevant subject/occupational discipline and knowledge of the OQF. A common approach to Listing qualifications provides the following benefits:

- Assisting Awarding Bodies to design their qualifications and shape their institutional quality assurance arrangements to meet the Listing Criteria ³
- Ensuring fairness and consistency of the Listing process
- Developing mutual trust in the quality assurance of the OQF across all Awarding Bodies and other stakeholders
- Increasing the understanding of the OQF across all Awarding Bodies and other stakeholders

3.3 OQF Level

OQF Level is defined as ‘an indicator of relative demand, complexity, depth of knowledge and learner autonomy as described by the OQF Level Descriptors’.⁴ The OQF has ten levels, derived from the range of formal qualifications in Oman.

OQF Levels reflect the progression in learning as each level increases in demand; OQF Level 1 is for elementary education and training and OQF Level 10 is for the most complex, at the forefront in the development of new knowledge and skills. The OQF Level of a qualification is determined through an evaluation of the modules that comprise a qualification against the Listing Criteria and the OQF Level Descriptors.

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

⁴ 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).

3.4 OQF Credit

OQF Credit is defined as 'a numerical indicator of the volume of learning, awarded for the achievement of all the Learning Outcomes of a unit, module or course and/or qualification, expressed in either OQF Credit Points or OQF Credit Hours'.

Both OQF Credit Points and OQF Credit Hours are based on notional learning hours defined as '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'.

The calculation of notional learning hours includes all the learning activities needed to achieve the Learning Outcomes. Examples of activities include, but are not exclusive to, class/lecture contact time; laboratory work; workshops; self-study; research; homework; fieldwork; assignments; preparation for assessment and assessment.

As OQF Credit indicates the size or volume of the learning required to achieve the Learning Outcomes of the modules that comprise the qualification, it can be used to describe and compare qualifications.

Learners are awarded OQF Credit on successful completion of each module following reliable and valid summative assessment, which assures that the Learning Outcomes have been achieved. In summary, OQF Credit:

- Provides clarity on the number of notional learning hours that a typical learner requires to achieve the Learning Outcomes
- Provides a basis for the recognition of learning achieved across different contexts, sectors and Awarding Bodies
- Can be accumulated and transferred, leading to the achievement of awards in a variety of learning methods
- Aids learner progression, by facilitating the movement within the same Educational Pathway and between the different Educational Pathways
- Provides a common language and facilitates partnerships, between the different education and training sectors

3.4.1 OQF Credit Points

- One OQF Credit Point equates to ten notional learning hours
- Whole OQF Credit Points must be allocated, not fractions
- A minimum of four OQF Credit Points (minimum 40 notional learning hours) can be awarded
- A minimum of twelve OQF Credit Points is required for a qualification to be placed on the NRQ (minimum 120 notional learning hours)

3.4.2 OQF Credit Hours

- One OQF Credit Hour equates to three hours per week for one semester (a minimum of 14 weeks)
- Based on a 14-week semester, each OQF Credit Hour equates to a minimum of 42 notional learning hours
- Each OQF Credit Hour comprises a combination of activities, for example, this may be, but is not exclusive to:
 - One-hour class contact time and two hours of learning activities
 - Two hours of class laboratory work and one hour of learning activities
 - Three hours of learning activities⁵
- A minimum of one OQF Credit Hour can be awarded (minimum 42 notional learning hours)

⁵ Section 3.4 sets out examples of learning activities.

- A minimum of three OQF Credit Hours are required for a qualification to be placed on the NRQ (minimum 126 notional learning hours)

3.4.3 OQF Credit Value

As part of the Listing process, an OQF Credit Value is allocated to each module of the qualification. The OQF Credit Value is defined as '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'. The allocated OQF Credit Value is awarded on achievement of the module by the learner and is not influenced by exceptional performance.

3.4.4 Other Credit Systems

The OQF Credit System is defined as 'the standard specified by the OAAAQA and used by all Awarding Bodies in Oman to calculate the amount of learning required for the diverse qualifications in academic, technological, professional and technical and vocational education expressed in a numerical value of either OQF Credit Points or OQF Credit Hours'. Where an Awarding Body uses another credit system, such as Credit Units used by Australian HEIs, the European Credit Transfer System (ECTS) or the European Credit System for Vocational Education and Training (ECVET), it must be clear how the credit system used relates to either OQF Credit Points or OQF Credit Hours.

3.5 Roles and Responsibilities for Listing Qualification on the OQF

3.5.1 Awarding Body

An Omani Awarding Body makes a Listing application for a qualification that it owns. An application can be made in either English or Arabic, depending on the language in which the qualification is delivered.

To complete the Listing Application Form, the Awarding Body establishes a Listing Committee responsible for:

- Ensuring the quality assurance measures for the qualification comply with the OAAAQA Policy for the Quality Assurance of the OQF
- Evaluating the qualification to ensure it meets the Listing Criteria (see sections 3.1)
- Proposing the OQF Level and, if applicable, the OQF Credit Value for each module and for the entire qualification
- Ensuring the Omani qualification meets the OQF Level and OQF Credit Value specifications for the particular Qualification Type⁶
- Completing the online Listing Application Form, checking to ensure it is complete with:
 - Appropriate and relevant supporting material, as required
 - Details of the contact person within the Awarding Body with responsibility for communication on all issues related to the Listing application
 - The signature of the authorised representative from the Awarding Body with authority to submit Listing applications
- Submitting the Listing Application Form electronically to the DGNQF together with the relevant supporting material

The Listing Application Form includes a template, which must be completed for each module to provide the module overview, the Learning Outcomes and the Assessment Criteria along with the Committee's proposal for the OQF Level and OQF Credit Value.

⁶ OAAAQA (2022) OQF Document, Section 7 : Qualification Arrangements.

3.5.2 Directorate General of the National Qualifications Framework (DGNQF)

The DGNQF is responsible for:

- Appointing an OQF Listing Panel for each Listing application
- Implementing the Listing Process following the OAAAQA Policy for Listing Qualifications on the OQF and OAAAQA Policy for the Quality Assurance of the OQF to reach the Final Listing Evaluation Report
- Placing Listed qualifications on the NRQ, where appropriate
- Providing feedback and support to Awarding Bodies in the Listing process, as required
- Implementing the OQF appeal process for appeals concerning the Listing Evaluation Report and/or the outcome, including, if applicable, amending the Final Listing Evaluation Report based on the decision of the OQF Appeal Committee
- Providing OAAAQA capacity building training on the Listing process for stakeholders, as required

3.5.3 OAAAQA Executive Office

The OAAAQA CEO is responsible for:

- Approving the:
 - Appointment of OQF External Reviewers (OQFERs) to the National Register of External Reviewers, recommended by the DGNQF or, where required, the removal of OQFERs from the register
 - Second Draft of the Listing Evaluation Report as the Final Listing Evaluation Report

3.5.4 OAAAQA Board

The OAAAQA Board is responsible for:

- Approving the:
 - Outcomes of Listing evaluations and, where appropriate, the placement of qualifications on the NRQ
 - Yearly (annual) report on the OQF, which includes the number, type and level of Listed Omani qualifications placed on the NRQ and issues (if any) arising from the implementation of Listing
 - Fees for activities associated with the Listing process, including those for Listing applications and appeals concerning the OQF before submission to the Ministry of Finance for approval

4. Procedure:

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

4.1 Awarding Body

To prepare the Listing application, the Awarding Body that owns the qualification forms a small OQF Listing Committee comprising subject and quality assurance experts who are familiar with the OQF. Ideally, this should be no more than five suitably competent individuals, facilitated by an OQF Listing Committee Chair. More than one OQF Listing Committee may be formed, depending on the size of the qualification, available resources and/or the specialisations within the qualification; but the one OQF Listing Committee Chair facilitates and coordinates the Listing activity across multiple OQF Listing Committees.

The OQF Listing Committee may comprise the same professionals who completed the programme license documentation and may also include subject experts from the Qualification Design Team (QDT). For objectivity, where possible, it is advisable to have at least one member who is independent of the qualification.

4.1.1 The OQF Listing Committee

The OQF Listing Committee:

- Takes responsibility for the completion of the online Listing Application Form and gathers information and evidence in relation to the quality assurance requirements for the OQF and the Listing Criteria (see section 3.1).
- Provides information and supporting material on the quality assurance of the qualification to ensure compliance with the OAAAQA Policy for the Quality Assurance of the OQF
- Proposes the OQF Level of each module of the qualification by evaluating the Learning Outcomes, Assessment Criteria and other relevant information against the OQF Level Descriptors and provides a rationale for the proposed OQF Level
- Determines the OQF Credit Value of each module, based on the notional learning hours
- Proposes the OQF Level and OQF Credit Value of the entire qualification and ensures the qualification meets the OQF Level and OQF Credit Value required for the Qualification Type⁷
- Completes the online Listing Application Form
- Puts a mechanism in place to check the Listing Application Form before its submission to the DGNQF ensuring that it is:
 - Completed fully with all the supporting material mentioned in the Listing Application Form attached
 - Consistent in that there is no conflicting information in the application form and the Listing templates
 - Signed by the senior member of staff within the Awarding Body with the authority to submit Listing applications. Incomplete Listing applications are not accepted
- Sends the fees for Listing to the OAAAQA Financial Affairs Department⁸
- Submits the Listing application to the DGNQF

4.1.2 Review of the First Draft of the Listing Evaluation Report

The Awarding Body reviews the First Draft of the Listing Evaluation Report, sent by the DGNQF. The Awarding Body is requested to check the report for accuracy and, provide feedback, as required. The Awarding Body returns the draft report to the Director General of the DGNQF within ten working days of receipt.

4.1.3 Intention to raise an Appeal against the Listing Outcome

The Director General of the DGNQF sends the Final Listing Evaluation Report to the Awarding Body along with information that they may raise an appeal against the outcome and/or the content of the Report. The Awarding Body acknowledges receipt of the Final Listing Evaluation Report within ten working days.

The Awarding Body is requested to inform the Director General of the DGNQF of an intention to appeal using the OQF Appeal Application Form, which should be submitted within ten working days from the date the Awarding Body received the approved Final Listing Evaluation Report.

The OQF appeal process is set out in OQF Appeals Manual, which is available from the DGNQF or can be accessed from <https://oaaaqa.gov.om/>.

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

⁸ See the OAAAQA Policy on Fees Charged for OQF Activities and Appeals.

4.2 Directorate General of the National Qualifications Framework (DGNQF)

The Director General of the DGNQF:

- Forms an OQF Listing Panel for each Listing application (see section 4.3)
- Acknowledges receipt of a Listing Application Form from an Omani Awarding Body
- Agrees the timescale for the Listing evaluation with the OQF Review Director (OQFRD)
- Supports the OQF Listing Panel on issues concerning the Listing of the qualification, if needed
- Reviews the First Draft of the Listing Evaluation Report from the OQFRD and provides feedback, as required
- Submits the First Draft of the Listing Evaluation Report to the Awarding Body to check for accuracy and provide feedback, as required
- Reviews the Second Draft of the Listing Evaluation Report and provides feedback, as required
- Submits the Second Draft of the Listing Evaluation Report to the OAAAQA CEO for consideration of approval as the Final Listing Evaluation Report
- Prepares the documentation for the OAAAQA Board, with the outcome of the Listing evaluation for consideration of approval
- Sends the Final Listing Evaluation Report to the Awarding Body, informing them of the approved outcome of the Listing evaluation and calling attention to the opportunity that the Awarding Body may appeal the Listing Evaluation Report and/or the outcome
- Places the qualification on the NRQ, if the qualification is approved for Listing on the OQF (See Appendix A)
- Provides feedback and support, as required, to the Awarding Body
- Takes forwards actions as directed by the OAAAQA Board, if the recommended Listing outcome is not approved
- Informs the OQF Listing Panel of the OAAAQA Board decision and, where appropriate, discusses the actions to be taken
- Implements the appeal process for an appeal against the Final Listing Evaluation Report and/or the outcome, following the OQF appeals process set out in the OQF Appeals Manual
- Amends the Final Listing Evaluation Report based on the decisions of the OQF Appeal Committee, if applicable

4.3 OQF Listing Panel

The OQF Listing Panel comprises an OQFRD and a minimum of two approved OQFERs that must:

- Have knowledge and experience of the subject area of the qualification
- Have completed OAAAQA capacity building training on the Listing process
- Be from different organisations
- Have no conflict of interest with the Awarding Body

Collectively, the OQF Listing Panel:

- Prepares the First Draft of the Listing Evaluation Report for review by the Director General of the DGNQF and actions feedback, if any
- Considers and actions feedback, if any, on the First Draft of the Listing Evaluation Report from the Awarding Body
- Completes the Second Draft of the Listing Evaluation Report for review by the Director General of the DGNQF and actions feedback, if any, in preparation for the submission of

the Second Draft to the OAAAQA CEO for consideration of approval as the Final Listing Evaluation Report

- Actions feedback, if any, from the OAAAQA CEO to reach the Final Listing Evaluation Report

The specific responsibilities of the OQFERs and the OQFRD are set out in 4.3.1 and 4.3.2.

4.3.1 OQF External Reviewer (OQFER)

Each OQFER:

- Checks that the quality assurance measures for the qualification comply with the OAAAQA Policy on the Quality Assurance of the OQF
- Independently evaluates the Listing application together with the qualification and the supporting material to ensure compliance with the Listing Criteria (see section 3.1)
- Reviews the Listing rationales for each module that comprises the qualification and the reasons for the proposed OQF Level to ensure that they are valid and consistent with information in the module specifications and the OQF Level Descriptors
- Reviews the proposed OQF Credit Value, if applicable, for each module that comprises the qualification to ensure there are an adequate number of notional learning hours to enable learners to achieve the Learning Outcomes and the number of hours is sufficient to justify the proposal for the OQF Credit Value
- Ensures the OQF Level and OQF Credit Value are appropriate for the particular Qualification Type⁹
- Provides written details to the OQFRD where a Listing evaluation cannot progress because further information is required or there are concerns regarding the Listing application
- Attends and participates in OQF Listing Panel meetings and meetings with the Awarding Body staff that were directly involved in the Listing process and other relevant staff, as appropriate
- Completes the initial Listing Evaluation Report, providing an initial recommendation on the:
 - Evaluation of the quality assurance measures in place for the qualification
 - OQF Level and OQF Credit Value of each module together with comment and/or conditions on any aspect of the proposal from the Awarding Body, including the Learning Outcomes, Assessment Criteria and rationale, as required
 - OQF Level and OQF Credit Value for the entire qualification together with conditions, if any, as required
- Submits the completed initial Listing Evaluation Report to the OQFRD within the agreed timescale
- Works in conjunction with the OQFRD to complete the First and Second Drafts of the Listing Evaluation Report, actioning feedback from the Director General of the DGNQF, Awarding Body and the OAAAQA CEO, as required, to reach the Final Listing Evaluation Report

4.3.2 OQF Review Director (OQFRD)

The OQFRD is the point of contact between the OQFERs and the Awarding Body. The OQFERs do not contact the Awarding Body directly; all contact is made through the OQFRD.

The OQFRD:

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

- Reviews the Listing application from the Awarding Body and brings together the initial Listing Evaluation Reports from the OQF Listing Panel
- Considers the initial recommendations of the evaluation by the OQFERs regarding the quality assurance measures for the qualification, the OQF Level and OQF Credit Value of the modules and the entire qualification
- Facilitates discussions with the:
 - OQF Listing Panel where there are different views on the outcome of the initial Listing evaluations (for example)
 - Awarding Body and the OQF Listing Panel members where there are different views on the OQF Level and/or OQF Credit Value of the entire qualification
- Evaluates an agreed percentage of the modules comprising the qualification to verify the OQF Level and OQF Credit Value of the modules and the entire qualification. The selection includes modules where the OQF Listing Panel has different initial recommendations on the OQF Level and/or OQF Credit Value, if any
- Completes the Verification Report to include:
 - The outcome of the Verification Review
 - Information on modules that were subject to further evaluation, if any
 - Details of discussions between the OQF Listing Panel and/or Awarding Body, if any
- Informs the Director General of the DGNQF of issues concerning the Listing, as required
- In conjunction with the OQF Listing Panel, prepares the first and second drafts of the Listing Evaluation Report
- Prepares for and conducts meetings of the OQF Listing Panel and meetings between the OQF Listing Panel and the staff within the Awarding Body that were directly involved in the Listing process and other relevant staff, as required, to discuss any aspect of the Listing application and clarify issues raised, if any

4.4 OAAAQA Executive Office

The OAAAQA CEO considers for approval:

- Recommendations from the Director General of the DGNQF for the appointment of OQFERs to the National Register of External Reviewers or, where required, the removal of OQFERs from the Register
- The Second Draft of the Listing Evaluation Report for approval as the Final Listing Evaluation Report

4.5 OAAAQA Board

The OAAAQA Board considers for approval the:

- Outcome of the Listing evaluation as given in the Final Listing Evaluation Report
- Placement of the qualification on the NRQ, if applicable (see Appendix A)
- Yearly (annual) report on the OQF, which includes the number, type and level of Listed Omani qualifications placed on the NRQ and issues, if any, arising from the implementation of OQF Listing
- Fees for activities associated with the Listing process, including those for Listing applications and Listing appeals following the OAAAQA Policy on Fees Charged for OQF Activities and Appeals¹⁰, before submission to the Ministry of Finance for approval

¹⁰ To be developed.

4.6 Major Change

The Awarding Body must inform the DGNQF in writing of any major change to the programme of a Listed qualification¹¹. 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:

- Institutional quality assurance
- Quality assurance of the programme that leads to 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 should they be noted in the Re-Listing or Re-Alignment Application Form.

4.7 Annual Report

The DGNQF prepares a yearly (annual) report for the OAAAQA Board on the implementation of the OQF. The report includes the number of Listed qualifications together with details of the OQF Level and OQF Credit Value; Qualification Type; subject discipline; and issues (if any) arising from the Listing process.

¹¹ See the OAAAQA Policy on Major Change Notification.

5. Abbreviations

ECTS	European Credit Transfer System
ECVET	European Credit System for Vocational Education and Training
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
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 ¹²
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 ¹³
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 ¹⁴
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
Credit System	A set of principles according to which the credit value of units, modules, courses and qualifications are calculated
Credit Transfer	The process of using the credit gained for completed stand-alone units, modules or courses of a programme or qualification in the pursuit of another programme or qualification ¹⁵
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
Institution	Education or training provider for schools, academic, technological, professional and technical and vocational qualifications

¹² See OAAAQA Online Glossary, www.oaaa.gov.om/Training.aspx#Glossary (accessed on 19.04.2021).

¹³ See OAAAQA Online Glossary, www.oaaa.gov.om/Training.aspx#Glossary (accessed on 19.04.2021).

¹⁴ Adapted from <http://qualityresearchinternational.com/glossary/#a>.

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

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 ¹⁶
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 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
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	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 ¹⁷

¹⁶ See OAAAQA Online Glossary, www.oaaa.gov.om/Training.aspx#Glossary (accessed on 19.04.2021).

¹⁷ 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.

QQF 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 QQF Credit Point equates to ten notional learning hours ¹⁸
QQF Credit System	The standard specified by the OAAAQA and used by all Awarding Bodies in Oman to calculate the amount of learning required for the diverse qualifications in academic, technological, professional, technical and vocational education expressed in a numerical value of either QQF Credit Points or QQF Credit Hours
QQF Credit Value	The number of QQF Credit Points or QQF Credit Hours, which are allocated to units, modules, courses and qualifications for learning that is verified through reliable and valid assessment
QQF Level	An indicator of relative demand, complexity, depth of knowledge and learner autonomy as described in the QQF Level Descriptors ¹⁹
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 ²⁰
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 ²¹
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

¹⁸ Each QQF 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.

¹⁹ 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).

²⁰ See OAAAQA Online Glossary, www.oaaa.gov.om/Training.aspx#Glossary (accessed on 19.04.2021).

²¹ Adapted from OAAAQA Online Glossary, www.oaaa.gov.om/Training.aspx#Glossary (accessed on 19.04.2021).

Stakeholder	Any party that has an interest in the activities of the OQF ²²
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 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 Listing Qualifications on the Oman Qualifications Framework.

²² Adapted from OAAAQA Online Glossary, www.oaaa.gov.om/Training.aspx#Glossary (accessed on 13.09.2018).

APPENDIX A: Actions following the OAAAQA Board Decision for Listing

The following actions are taken, depending on the decision of the OAAAQA Board on the Listing and placement of the qualification on the NRQ:

- If the OAAAQA Board approves the Listing outcome that recommends the qualification for Listing, the DGNQF:
 - Informs the Awarding Body
 - Sends the Final Listing Evaluation Report to the Awarding Body
 - Places the qualification on the NRQ
- If the OAAAQA Board approves the Listing outcome that recommends the qualification for Listing with conditions, the DGNQF:
 - Informs of the Awarding Body
 - Sends the Final Listing Evaluation 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 Listing Evaluation Report and/or the outcome

The qualification is not placed on the NRQ until the conditions on the qualification are met by the Awarding Body within a timescale agreed with the DGNQF.

- If the OAAAQA Board approves the Listing outcome that recommends the qualification is Not Recommended for Listing, the DGNQF:
 - Informs the Awarding Body
 - Sends the Final Listing Evaluation Report to the Awarding Body
 - Informs the Awarding Body of the opportunity to appeal the Final Listing Evaluation Report and/or the outcome
- If the OAAAQA Board does not approve the Listing outcome as it does not agree with the recommended OQF Level and/or OQF Credit Value, it sets out the reasons and provides the DGNQF with direction regarding the actions to be taken so that the Listing application can be re-evaluated and resubmitted for Approval