

Training and Awards in Dubai

Professional Opportunities

QAD Awards

Technical and vocational education

Students

QAD

Life-long learning

Students

QAD

Professional Opportunities

QAD Awards

Technical and vocational education

Students

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Life-long learning

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Offering Accredited TVET Qualifications
in Dubai



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Offering
Accredited
TVET
Qualifications
in Dubai

What are accredited TVET qualifications?

Accredited TVET qualifications are credit-bearing technical and vocational education and training qualifications that are endorsed by the National Qualification Authority (NQA) and are recognised throughout the UAE. They are qualifications at Levels 1 to 9 of the National Qualification Framework for the United Arab Emirates (QF*Emirates*). Each individual level in the framework represents a hierarchy of relative difficulty, complexity and depth. It indicates the achievement required to gain a particular qualification recognised at that specific level. They meet the quality standards laid down by the National Qualification Authority (NQA) and the Vocational Education and Training Awards Council (VETAC) and are bench marked to accepted international standards. These nationally recognised and accredited TVET Qualifications are awarded by the Knowledge and Human Development Authority (KHDA) through Qualifications and Awards in Dubai (QAD).

All accredited qualifications endorsed by the NQA are delivered by Registered Training Providers are assessed and subject to internal verification by the TVET provider and external quality assurance by QAD. Certification of learners is subject to approval by an external verifier appointed by QAD.

Who can apply to offer accredited TVET qualifications?

Any reputable organisation may apply for Registered TVET Provider status to offer national and nationally-recognised TVET qualifications as long as they meet the VETAC Quality Assurance Standards for the Registration (RSAQ) of Training Providers. Organisation may include:

- national and local government departments and authorities
- national and local non-governmental organizations (NGOs)
- companies
- national and international private providers
- higher education institutions
- schools
- training centres

What does a provider need to have to offer accredited TVET qualifications?

To offer accredited and national and nationally-recognised TVET qualifications a provider must have:

- a clear and comprehensive business plan
- a valid commercial license and/or relevant authorities' approvals
- initial registration status from the NQA registration
- appropriate provisions to support the qualifications to be offered
- clear management structure, policies and procedures
- approved national or international qualifications
- licensed instructors, assessors and verifiers
- a self-assessment report of the applicant's compliance against the NQA Quality Assurance Standards for Registration of Training Providers (RSAQ) criteria.
- details of each approved qualification – unit standards details, learning programme (curriculum / content), sample course material, sample assessments, assessment plan
- an educational service permit to offer TVET qualifications
- NQA registration for NQA registered training provider (RTP) status

How does a provider apply to offer accredited TVET qualifications?

If you intend to offer accredited TVET qualifications:

- start by emailing Qualifications and Awards in Dubai (QAD) to request an **Expression of Interest Form**
- submit completed **Expression of Interest Form** to QAD
- attend a meeting with QAD staff to discuss your proposal to offer TVET qualifications. QAD will assess your expression of interest and will communicate its decision and plan with you the next course of action.

If there is an agreement to proceed with your application, you will need to:

- complete the **Application for Initial Approval** as a TVET Provider with all required documents to obtain initial TVET approval
- after receiving initial TVET approval, complete the **Application for TVET Qualification Approval** with all required documents for each qualification to obtain qualification approvals
- after obtaining qualification approval, complete the application for **Final TVET Approval** with all required documents
- after obtaining final TVET approval, complete the **Application for Educational Service Permit** for a TVET Provider with all required documents.
- complete NQA full registration for NQA registered training provider (RTP) status
- submit **Application for Advertising** to start recruiting learners
- register learners with QAD
- deliver, assess and internally verify the qualifications
- meet QAD's quality assurance standards

- apply to QAD to certify the qualifications of successful learners
- obtain certification approval from QAD external verifier
- receive certificates from QAD

This process is shown on the diagram “Route to Offering Accredited TVET Qualifications”.

How to obtain initial approval to offer accredited TVET qualifications?

If you are a **Government entity** or **National NGO**, you need to:

- provide a copy of your decree or establishment resolution (Process A2 on the diagram “Route to Offering Accredited TVET Qualifications”)
- obtain initial TVET approval (Process B on the diagram “Route to Offering Accredited TVET Qualifications”)

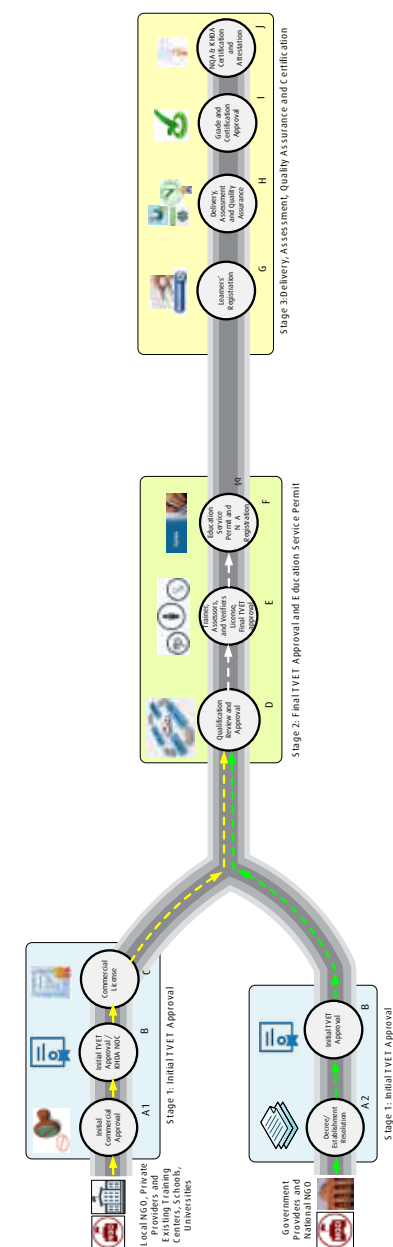
This process is shown on the diagram “Route to Offering Accredited TVET Qualifications”.

If you are a **National or International Private Provider, Local NGO, Higher Education Institution, School or Training Centre**, you need to:

- provide initial commercial approval from relevant authorities in Dubai (Process A1 on the diagram “Route to Offering Accredited TVET Qualifications”)
- obtain initial TVET approval and KHDA no-objection certificate (NOC) (Process B on the diagram “Route to Offering Accredited TVET Qualifications”)
- obtain a relevant commercial license (Process C on the diagram “Route to Offering Accredited TVET Qualifications”)

This process is shown on the diagram “Route to Offering Accredited TVET Qualifications”.

Route to Offering Accredited TVET Qualifications



What documents are needed to obtain initial approval to offer TVET accredited qualifications?

Complete and submit the application form for **Initial Approval as a TVET Provider** along with the documents listed in Requirements A.

Requirements A: Documents for Initial Approval as a TVET Provider

1.	1.1 For new providers and local NGOs: Initial approval from relevant commercial authorities. 1.2 For existing private providers: Copy of commercial license and initial approval from relevant commercial authorities to add TVET activity 1.3 For Government entities or National NGOs: Decree or resolution to provide training and educational provisions
2.	Business Plan in accordance with QAD checklist
3.	Documents related to the Director / Head of the TVET provider:
	3.1 Letter from the Investors / Shareholders confirming appointment as Director / Head of TVET Provider
	3.2 Passport copy
	3.3 Curriculum Vitae
	3.4 Attested copy of qualifications
	3.5 If applicable, a No Objection Certificate (NOC) from the current Visa sponsor in the UAE
	3.6 Specimen signature on the QAD signature template
4.	For investors and shareholders who are natural persons: Documents for each investor and shareholder:
	4.1 Passport copy
	4.2 Curriculum Vitae
	4.3 Attested copy of qualifications
	4.4 Specimen signature on the QAD signature template

5.	For investors and shareholders who are companies or entities:
	5.1 If the company or entity is registered in the UAE, a copy of the commercial license
	5.2 If the company or entity is a foreign company (not registered in the UAE): A Certificate of Good standing
	5.3 Copy of Board Resolution to establish TVET provisions from the company or entity
	5.4 Specimen signature of official representative of each company or entity on the QAD signature template
6.	Copy of the agreement between the Infrastructure provider and the TVET provider (Rental contract if applicable).

How to obtain approval to offer accredited TVET qualifications?

Once an initial approval is obtained

- submit a copy of the letter of initial TVET approval and either a commercial license or a decree / establishment resolution
- submit application form for **TVET Qualification approval** along with documents listed in Requirements B.
- obtain qualification approval (Process D on the diagram "Route to Offering Accredited TVET Qualifications")

What documents are needed for offering accredited TVET qualifications?

Complete and submit application form for **TVET Qualifications Approval** along with the documents listed in Requirements B.

Requirements B: Documents for TVET Qualification Approval

1.	Qualification structure details
2.	Approval from International Awarding Body to offer the Qualifications. (if applicable)
3.	Copy of the most recent quality assurance report from an international awarding body (if applicable)

How to obtain final approval to deliver accredited TVET qualification?

Once qualifications approval is obtained

- submit the **Application for Final TVET Approval** along with the documents listed in Requirement C.
- obtain approvals for instructors, assessors and verifiers (Process E on the diagram "Route to Offering Accredited TVET Qualifications")
- obtain final TVET approval to offer accredited TVET qualifications (Process E on the diagram "Route to Offering Accredited TVET Qualifications")

What documents are needed for accredited TVET qualifications?

Complete and submit application form for Final TVET Approval along with the documents listed in Requirements C.

Requirement C: Documents for Final TVET Approval

1.	A Self-Assessment Report of the applicant's compliance against the QAD and NQA Quality Assurance Standards for Registration of Training Providers (RSAQ) criteria.
2.	Details of each approved qualification – unit standards details, learning programme (curriculum / content), course material, sample assessments, assessment plan
2.	Copy of CVs for instructors, assessors and internal verifiers
3.	Copy of licenses for instructors, assessors and internal verifiers
4.	TVET Provider policies and procedures
5.	Details of physical resources

How to obtain Educational Service Permit (ESP) to offer accredited TVET qualifications?

An Educational Service Permit is needed by all providers in order to offer accredited TVET qualifications and recruit students. All TVET providers need to:

- once final approval is obtained, submit the application form for **Education Service Permit for TVET Provider**
- obtain an "**Education Service Permit for TVET Provider**" (Process F on the diagram "Route to Offering Accredited TVET Qualifications")

What documents are needed to obtain an Educational Service Permit to offer accredited TVET qualifications?

Complete and submit application form for Education Service Permit for TVET Provider along with the documents listed in Requirement D.

Requirement D: Documents for Education Service Permit for TVET provider

1.	Undertaking for the TVET Provider Head using the QAD Undertaking Template
2.	Undertaking for the Investors/ Shareholders (If applicable) using QAD Undertaking Template
3.	3.1 For Government entity or National NGO: True copy of resolution or decree for establishment of TVET Provider 3.2 For private providers and local NGO: Copy of the Commercial License from the relevant Commercial Licensing body
4.	Copy of the Commercial License of the Academic Infrastructure Provider (AIP) or Investor company (If applicable)
5.	Copy of the lease agreement for the premises (If applicable)
6.	Signed Certificate of Authorisation completed by TVET Provider Head on the Certificate of Authorisation Template
7.	Copy of the certificate of fitness from the governing body for health care (if the TVET Provider has an in-house medical clinic)
8.	True copy of the completion certificate from Dubai Municipality or Free Zone (if applicable)

How to complete full registration with the National Qualification Authority (NQA)?

Once your ESP is issued, QAD will complete your full registration with the National Qualification Authority (NQA) for NQA registered training provider (RTP) status. (Process F on the diagram "Route to Offering Accredited TVET Qualifications")

What is needed to start recruiting learners for accredited TVET qualifications?

All TVET providers need to have a valid Educational Service Permit for TVET and NQA registered training provider (RTP) status before they can apply for approval to advertise to recruit learners.

What is needed to start delivering, assessing and internally verifying accredited TVET qualifications?

All TVET providers need to:

- register learners on QAD's on-line system (Process G on the diagram "Route to Offering Accredited TVET Qualifications")
- deliver qualifications and assess learners (Process H on the diagram "Route to Offering Accredited TVET Qualifications")

What are the obligations of TVET providers in maintaining quality assurance standards for accredited TVET qualifications?

TVET providers have to maintain and apply transparent systems, policies and regulations. They have to ensure the quality of delivery and assessment of learners and maintain full compliance with QAD, KHDA, VETAC and NQA quality requirements and criteria.

How to apply for learner certificates?

All TVET providers need to:

- enter learner grades on KHDA on-line system (Process I on the diagram “Route to Offering Accredited TVET Qualifications”)
- obtain the external verifier approval to claim certificates for learners who have completed qualification requirements (Processes I and J on the diagram “Route to Offering Accredited TVET Qualifications”)

Can providers issue their own certificates?

Providers can seek permission from QAD to issue their own certificates. QAD have the discretion to grant approval to well established providers who have outstanding quality assurance record. Such certificates will only be attested by QAD against an original certificate issued by QAD itself.

How do TVET providers seek help to prepare for offering accredited TVET qualifications?

Please contact QAD to discuss your needs. QAD staff will advise provider on the requirements for offering accredited TVET qualifications.

How long will it take to complete the approval processes?

The duration required to grant approval depends on:

- the completeness and quality of information submitted by TVET providers and their individual circumstance
- the degree of alignment of the qualifications to be offered with employer needs and Dubai strategic plan
- the stage of the process
- the type and nature of the qualification
- the provider readiness to implement the qualification

The duration for the initial approval process will normally take up to 45 working days if all the submission documents are in order. The Quality Assurance Board for TVET (QAB) will make recommendation for initial approval. Once a No Objection Certificate (NOC) is issued, a provider can start to process their commercial license.

The duration for the qualification approval process will vary depending on whether or not the:

- qualifications are accredited by VETAC,
- qualification is already recognized by NQA,
- awarding body for the qualifications is permitted by QAD to operate in Dubai,
- number of qualifications to be offered.

For qualifications that are already recognized and offered by a permitted awarding body, the process can take up to five working days. Other qualifications will take significantly longer time to process as the recognition process involve a number of external parties.

The duration for the final TVET approval process will vary depending on whether or not the:

- TVET provider has appropriate learning, physical and human resources in place
- Brochures, curriculum content, teaching materials and sample assessments are ready
- Implementation training has been completed
- External verifier has given his approval

The final approval process can take up to 10 working days for TVET providers who have satisfied all the requirements. The speed of the process will depend on the responsiveness of the TVET provider to the action points and recommendations of the external verifier.

Once Final approval has been granted, the Education Service Permit (ESP) can be processed within 10 working days

The final NQA registration process normally requires 2 working days.

Therefore all processes combined for high quality applications can take up to 3 months. This does not include the process for accrediting an entirely new qualification or recognition of international qualifications.

What is the period of validity of the approval?

- Initial approval is valid for 1 year in which a provider can complete preparation for the next process.
- Qualifications are approved for the period of their validity.
- ESP must be renewed annually and the renewal is subject to QAB recommendation on the basis of external verification reports.
- NQA registration must be renewed annually and is linked to ESP renewal.

What are the costs of offering accredited TVET qualifications?

Costs will vary based on the service. Please consult with QAD staff for current costs.

How to obtain more information about offering accredited TVET qualifications?

For more information, please contact (QAD) at:

Tel: +971 4 364 0000 or 800 KHDA (5432)

Email: qualificationsandawards@KHDA.gov.ae

Website: www.KHDA.gov.ae