

GOVERNMENT NOTICE**MINISTRY OF EDUCATION**

No 182

2007

**REGULATIONS RELATING TO EVALUATION OF QUALIFICATIONS:
NAMIBIA QUALIFICATIONS AUTHORITY ACT, 1996**

The Minister of Education has, under section 14 of the Namibia Qualifications Authority Act, 1996 (Act No. 29 of 1996), read with section 3 of that Act, on the recommendation of the Council of the Namibia Qualifications Authority, made the regulations set out in the Schedule.

Definitions

1 In these regulations a word or expression defined in the Act has that meaning and, unless the context otherwise indicates -

“academic record” means a listing of all courses or modules studied by year and the grades or marks attained for each;

“applicant” means a person, institution or organisation who wishes to receive a determination of the value of any qualification awarded to themselves or another person;

“certified copies” means copies of documents verified by the issuing authority or a commissioner of oaths in Namibia or, if outside of Namibia, an official at a Namibian Diplomatic office;

“issuing authority” means the person, institution, or organisation with formal authority to award or issue a particular qualification;

“NQF” means the National Qualifications Framework established by Regulations, Setting up the National Qualifications Framework, published in Government Notice No 125 of 28 August 2006;

“qualification” means, when submitted for an evaluation, any legally issued qualification held by an individual;

“recognised quality assurance body” means any body with functions similar to the NQA and that applies quality criteria similar to those applied by the NQA and which is recognised under law as able to accredit courses or institutions or give approval to the associated qualifications;

“the Act” means the Namibia Qualifications Authority Act, 1996 (Act No. 29 of 1996).

Application and scope of regulations

2. These regulations apply to persons, institutions or organisations seeking a determination of the value of a qualification comparable to the NQF qualification.

Application process

3. (1) A person, institution or organisation applying for an evaluation of a qualification shall complete an application form similar to Annexure A and shall deliver the completed form, together with the documentation referred to in subregulation (2), to the Director.

- (2) The application referred to in subregulation (1), shall be -
- (a) completed fully, correctly and legibly in black or blue ink;
 - (b) accompanied by certified copies of the following documents:
 - (i) each degree, diploma and/or certificate for which the applicant seeks an evaluation;
 - (ii) a complete and official academic record of each qualification issued by the issuing authority;
 - (iii) completion of apprenticeships, if relevant;
 - (iv) translation of all non-English language documents prepared by a sworn translator;
 - (v) proof of change of name, if applicable, and
 - (vi) identity document or passport with photograph.
 - (c) accompanied by certified copies of the following, if available:
 - (i) statements of course hours or credits; and
 - (ii) a syllabus or course prescription for each qualification, trade or technical course studied.
 - (d) accompanied by payment or proof of payment of a non-refundable application fee specified in Annexure B.

(3) The NQA shall retain, for record purposes, any documents submitted to it in terms of subregulation (2).

(4) The NQA may conduct an evaluation of a qualification in the absence of a documentary proof contemplated in subregulation (2), if there is alternative, valid evidence that the applicant was awarded a specific qualification.

(5) The following shall not be accepted as documents for the purposes of an application made under subregulation (1):

- (a) original documents unless specifically requested by the NQA;
- (b) Testimonials or attestations of any qualification holding;
- (c) facsimiles or copies of facsimiles;
- (d) copies of certified copies; and
- (e) forged, altered or falsified documents.

(6) From time to time the NQA may specify country-specific documentation requirements in relation to applications made in terms of these regulations.

Assessment of an application

4. (1) On receipt of a complete application made under regulation 3 the Director shall refer it to the relevant staff of the NQA for evaluation.

- (2) An evaluation referred to in subregulation (1) involves the following:
- (a) a check of the authenticity and legitimacy of submitted documents;
 - (b) verification that the qualification has been approved by a recognised quality assurance body in the country of origin;
 - (c) verification that the issuing authority has a credible and verifiable status conferred by a recognised quality assurance body in the country of origin;
 - (d) an appraisal of all submitted documentation, other available and relevant documentation or information sources and decisions by other recognised qualification evaluation bodies; and
 - (e) consultation with relevant professional associations, regulatory bodies or employer bodies, if qualifications are specifically defined for career entry, registration or licensing purposes.

(3) In processing any application, the NQA may request additional information from the applicant, particularly if a qualification being evaluated specifies prerequisite qualifications or other requirements.

(4) If the requirements of subregulations (2) and (3) are complied with, an evaluation decision shall be made stating -

- (a) that the qualification submitted is comparable to a type of NQF qualification at a specified NQF level in a specified subject area;
- (b) that the qualification submitted is comparable to a specified volume of NQF credits at a specified NQF level in a specified subject area;
or
- (c) the relevant information found in the course of the evaluation process.

(5) The decision made in terms of subregulation (4) a) and b) shall be recorded on a publicly accessible register maintained by the NQA and that is aligned alongside the register of qualifications making up the NQF for Namibia.

Issue of an evaluation report

5. (1) The evaluator contemplated in regulation 4(1) shall if he has completed the evaluation submit a recommendation to the Director who shall, if satisfied that the requirements of regulation 4 have been complied with, issue an evaluation report to the applicant in a form similar to Annexure C.

(2) An evaluation report shall only be issued to the applicant and in the manner notified by the applicant in the application for evaluation.

(3) A certified copy of an evaluation report shall only be issued to a third party when nominated by the applicant and for which a payment has been made as specified in Annexure B.

(4) A duplicate evaluation report shall be issued by the NQA upon receipt from the applicant of a sworn affidavit attesting to the loss or damage of an original version of the report and the payment of a fee specified in Annexure B.

Refusal to issue an Evaluation Report

6. (1) The Director shall not issue of an evaluation report if regulation 4(2) (a), (b) or (c) is not complied with.

(2) If for any reason an application is refused under subregulation (1), the applicant shall be provided with reasons for the refusal.

Status of an evaluation

7. The recommendations made on an evaluation report are advisory in nature and is not binding on other institutions such as employers, professional councils, education or training institutions or other similar institutions.

Appeal

8. (1) An applicant aggrieved by the decision of the NQA made in terms of these regulations may appeal against that decision on any of the following grounds:

- (a) the applicant has been denied the right to be informed of the evaluation processes and requirements;
- (b) the evaluation outcome appears to be inconsistent with evaluation reports provided for the same qualification;
- (c) evaluation procedures appear to have not been applied or have been applied inconsistently.

(2) An appeal contemplated in subregulation (1) shall be lodged with the Director in a form similar to Annexure D within –

- (a) two weeks of receipt of the evaluation report if uplifted from the offices of the NQA; or
- (b) six weeks of issue of the evaluation report if mailed or couriered.

(3) The application for appeal contemplated in subregulation (1) shall be accompanied by a fee specified in Annexure B.

Consideration of an appeal

9. (1) On receipt of an application in terms of regulation 8 the Director shall refer it to the Council who may authorize the Director or a staff member of the NQA to determine if the application complies with the grounds for an appeal specified in that regulation.

(2) If the grounds for an appeal are complied with a re-evaluation shall be undertaken by an evaluator who did not undertake the first evaluation who shall recommend to the Council that the evaluation report be sustained or re-issued in a revised form.

(3) If a revised evaluation report is issued, the fee paid upon lodging of the application for appeal shall be refunded to the applicant.

ANNEXURE A

For Official Use Only

| | | | |
|--|-----|--|--|
| | N\$ | | |
|--|-----|--|--|

Date Received Fee Paid
 Receipt No Complete



APPLICATION FOR EVALUATION OF QUALIFICATIONS

Print clearly in black or blue ink (or type)

Attach additional sheets of paper with the same headings if you need more space

1. Title
 Mr/Mrs/Ms/Dr

Surname
First Names
Previous Surname
 (if used on any documents)
ID or Passport number

2. Date of Birth / /

DD MM YYYY

3. Female/Male

4. Mailing Address

| | | | |
|----------------------|----------------------|---------------|---------|
| Country | <input type="text"/> | | |
| Contact Phone | Country Code () | Area Code () | Number: |
| Contact Fax | Country Code () | Area Code () | Number: |
| Contact Email | <input type="text"/> | | |

5. QUALIFICATION/AWARD TO BE EVALUATED

NOTE: If the space below is not enough, please add additional pages

| Name of Qualification or Award | Name of Issuing Authority/Institution | Country |
|--------------------------------|---------------------------------------|---------|
| 1. | | |
| 2. | | |
| 3. | | |

Motivation for obtaining this/these qualification/s in country of origin:

NOTE:

1. You must provide:
 - a) a certified copy of each degree, diploma or certificate awarded; and
 - b) the complete, official academic record of each award (Progress reports, provisional results and examination results are not acceptable).

2. You must provide (if available):
 - a) statements of course hours and credits; and
 - b) a syllabus or course prescription for each qualification, trade or technical course studied.

If you submit forged, altered or falsified documents, an evaluation will not be issued. The NQA then reserves the right to share the information with institutions and government agencies as appropriate.

6. HISTORY OF EDUCATIONAL INSTITUTIONS ATTENDED

List ALL educational qualifications, beginning with your highest school qualification and ending with your latest qualification/award

| Name of Qualification or Award | Name of Institution | Country |
|--------------------------------|---------------------|---------|
| | | |
| | | |
| | | |
| | | |

7. APPRENTICESHIPS

If you served an apprenticeship you **must** provide certified copies of your completion of apprenticeship certificate or your contract of apprenticeship.

If you did not serve an apprenticeship, you **must** provide detailed testimonials from past and present employer(s) detailing your trade or technical training.

***NOTE:** If you submit forged, altered or falsified documents, an evaluation will not be issued. The NQA then reserves the right to share the information with institutions and government agencies as appropriate.*

8. EVALUATION RESULTS

Evaluation results will only be issued to the applicant. Evaluation results will be made available by mail or personal collection according to the client’s instruction. Evaluation reports will under no circumstances be faxed or e-mailed.

I wish to receive the Evaluation Result by: **Mail**

Personal Collection

A certified copy of the Evaluation Report may be issued to another party if specifically requested and paid for by the applicant.

Please issue certified copy to:

| | | |
|----------|--------------|-----|
| Name: | Fee included | N\$ |
| Address: | | |

9.

DECLARATION

I certify that the information provided in this application is true and accurate. I understand that the evaluation outcome is not binding on any institution or registration body and that it is based on the best information available to the Namibia Qualifications Authority at the time of the evaluation.

 / /

Signature of Applicant (Person holding qualifications)
MM YYYY

DD

IMPORTANT NOTES

- **Have you completed all the relevant sections of the form?**
- **Have you enclosed CERTIFIED COPIES of all relevant supporting documents?**

- Each degree, diploma or certificate awarded
- Complete, official academic record of each award
- Statements of course hours and credits
- A syllabus or course prescription for each qualification, trade or technical course studied
- Apprenticeship documents where relevant
- Translations of all non-English language documents prepared by a sworn translator
- Proof of name change
- ID or Passport showing photograph of applicant

A **certified** copy is a copy which is verified by the issuing authority or a commissioner of oaths, such as a solicitor or police officer, as a **true copy of the original**. A signature is required on each page, with the name and title of the official printed legibly below the signature. The telephone number of the official should also be given. Please note that copies should be certified inside Namibia or at a Namibian Embassy.

- NOTE:**
- Do not send original documents unless specifically requested by the NQA.
 - Facsimiles or photocopies of copies are not acceptable.
 - Certified documents are retained by the NQA for record and reference purposes

FEES FOR EVALUATION

Normal application **N\$360 per qualification**
(Evaluation normally takes 30 working days
to complete)

Urgent or **priority** application **N\$720 per qualification**
(Evaluation may be possible within 15
working days)

Note: working days are days on which the NQA is open for business and exclude Saturdays,
Sundays, public holidays and the annual recess in December/January

NQA CONTACT DETAILS

Private Bag 13247
Windhoek
Republic of Namibia

44 Bismarck Street
Windhoek

Tel.: + 264 61 384100
Fax.: +264 61 384114

ANNEXURE B**Schedule of Fees for Evaluations of Qualifications**

All payments must be made in Namibian Dollars N\$.

| Product | Normal Application¹ | Urgent Application² |
|---|---------------------------------------|---------------------------------------|
| Evaluation Report <i>(first application)</i> | N\$360-00 per Qualification | N\$720-00 per Qualification |
| Appeal of an Evaluation Report <i>(Refunded if a Report is revised as a result of an oversight by the NQA)</i> | N\$210-00 per Qualification | N\$570-00 per Qualification |
| Certified copy of Evaluation Report | N\$24-00 per report | |
| Duplicate Report (original) <i>(only in case of loss or damage – affidavit required)</i> | N\$210-00 per report | |

Accepted payment options

The following payment options will be accepted:

- Cash when paid directly to an NQA accounting officer at an NQA office and when a receipt is issued immediately into the possession of the applicant.
- Crossed postal orders in favour of the Namibia Qualifications Authority.
- Crossed bank guaranteed cheque in favour of the Namibia Qualifications Authority.
- Cash deposit or electronic transfer in favour of the Namibia Qualifications Authority to First National Bank Account Number <insert number>.

¹ Normally within 30 working days.

² Normally within 15 working days.

ANNEXURE C

Sample Certification of an Evaluation report

| | | |
|---|--|--|
|  Namibia Qualifications Authority | <div style="border: 1px solid black; border-radius: 10px; padding: 5px; display: inline-block;">Sample</div> | |
| <p>issues this</p> <p>Qualification Evaluation Report in respect of the qualification(s) submitted by</p> | | |
| Head: Evaluation of Qualifications | 20.../...../..... | Director Namibia Qualifications Authority |
| <small>For description of NQF Qualification types, please refer to www.namqa.org</small> | | |

| |
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| <p>IMPORTANT</p> <p>This evaluation is done in good faith by the Namibia Qualifications Authority (NQA) taking into account all the relevant facts available to the NQA at the time of this evaluation</p> <p>The recommendations made in this Report are advisory only and should not be regarded as binding on any other institution.</p> <p>The NQA (or its officials) does not accept any responsibility nor can they be held liable for any damages or loss resulting from this evaluation.</p> <p>This Report, issued in writing, may not be altered in any manner whatsoever.</p> <p>If this Report is reproduced or distributed, it shall be done in full, Without omittance.</p> |
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ANNEXURE D



**APPLICATION TO APPEAL
A QUALIFICATION EVALUATION**

Applicant Details

| | | | |
|---------------------------|-------------------------|----------------------|----------------|
| Full Name | | | |
| Id or Passport No. | | | |
| Mailing Address | | | |
| Country | | | |
| Contact Phone | Country Code () | Area Code () | Number: |
| Contact Fax | Country Code () | Area Code () | Number: |
| Contact Email | | | |

Detail of Evaluation being disputed

| | | | |
|--|--------------------------|--|--------------------------|
| Full Name of Qualification Evaluated | | | |
| Date Evaluation Report issued | / / dd / mm / year | Issue number of Report | |
| Reason for Appeal (Tick ONE box) | | | |
| Not informed of process | <input type="checkbox"/> | Decision inconsistent with other decisions | <input type="checkbox"/> |
| Process not followed | <input type="checkbox"/> | Other | <input type="checkbox"/> |
| Details (Use additional pages if necessary) | | | |
| | | | |

Over)

(

Preferred Contact Process

I would like to be informed of the outcome of this appeal by (indicate by ticking ONE box):

Post **Facsimile** **Email**

Declaration

I declare that the information contained in this Appeal Application is a true representation of the facts as known to me.

Signed: _____ Date: _____

NQA CONTACT DETAILS

**Private Bag 13247
Windhoek
Republic of Namibia**

**44 Bismarck Street
Windhoek**

**Tel.: + 264 61 384100
Fax.: +264 61 384114**

Office Use Only

| | | | | | | | | |
|-----------------------------------|------|--------------------------|--------------|--------------------------|-------------|--------------------------|----------------|--------------------------|
| Date Received | | | | | | | | |
| Appeal Payment Received as | Cash | <input type="checkbox"/> | Postal Order | <input type="checkbox"/> | Bank Cheque | <input type="checkbox"/> | Direct Deposit | <input type="checkbox"/> |
| Receipt Number | | | | | | | | |

| | Officer's Signature | Name |
|--|----------------------------|-------------|
| Date Appeal Checked for Grounds | | |
| Date Re-Evaluation Completed | | |
| Outcome of Appeal | | |
| Date Appellant notified | | |