



REGULATION ON THE QUALITY ASSURANCE OF QUALIFICATIONS TO BE INCLUDED IN THE TURKISH QUALIFICATIONS FRAMEWORK

SECTION ONE

Objective, Scope, Basis and Definitions

Objective and Scope

ARTICLE 1 - (1) The aim of this Regulation is to regulate procedures and principles for the quality assurance of qualifications to be included in the Turkish Qualifications Framework.

(2) This Regulation involves procedures and principles for; the quality assurance of all qualifications which are awarded after the completion of formal and non-formal education and training programs as well as through validation of non-formal and informal learning, determining responsible bodies for quality assurance, defining the quality assurance criteria and determining the duties and responsibilities related to work in the scope of this Regulation.

Basis

ARTICLE 2 - (1) This Regulation have been prepared in regard to Article 23/A of Law No. 5544 on the Vocational Qualifications Authority on 21/09/2006 and the Article 10 of the Regulation on the Procedures and Principles Concerning the Implementation of the Turkish Qualifications Framework came into force with the Cabinet Decision No. 2015/8213 on 9/11/2015.

Definitions

ARTICLE 3 - (1) In the implementation of this Regulation, the terms states as;

a) Turkish Qualifications Framework: The national qualifications framework, which has been designed in line with the European Qualifications Framework and indicates all qualification principles acquired through general, academic and vocational education and training programs including primary, secondary and higher education as well as other ways of learning,

b) European Qualifications Framework: The reference framework which is enacted with the Recommendation 2008/C111/01 and dated 23/4/2008 of the European Parliament and of the Council, and makes the understanding of qualifications easier in different countries and systems by providing comparison between national qualifications systems.

c) Quality assurance: The activities of planning, implementation, evaluation, reporting and quality improvement that enable the qualifications to meet the pre-defined quality standards and criteria,

d) Quality assurance paper: The Paper prepared by the responsible bodies in order to explain the quality assurance system and compulsory guidelines to be taken as the basis for the operation of the system,

e) Awarding body: Bodies authorized by responsible bodies on carrying out operations related to the assessment and evaluation of the learning outcomes of individual and the awarding of qualification in case of success,

f) Education institution: Secondary education institutions and higher education institutions awarding diploma in general, vocational and technical education and formal and non-formal education institutions and organizations at all types and levels in which certificate programs are applied,

g) Responsible body: Bodies and institutions conducting the legal arrangements, operations and coordination on specifying, identifying and providing the qualifications



throughout the education and training system as Ministry of National Education, Council of Higher Education, Vocational Qualifications Authority and other institutions and organizations whose responsibility for qualifications are indicated in the related legislation,

- h) Authority: Vocational Qualifications Authority,
- i) Council: Turkish Qualifications Framework Council,
- j) Learning outcome: The knowledge, skills and competences acquired by an individual after the completion of any learning process,
- k) Qualification: Official documents such as diploma, certificate or vocational qualification certificate obtained when a responsible body, at the end of a process of assessment and validation, recognizes that an individual has accomplished the learning outcomes according to certain criteria,
- l) Qualification form: Document in which the general information related to the qualification as the objective, learning outcomes, level, assessment and evaluation methods, entry and achievement requirements, and progression routes are defined,
- m) Assessment and evaluation: The process of the evaluation of learning outcomes acquired by the individual according to the pre-defined criteria,
- n) Certification: A process of awarding a qualification as diploma, certificate, qualification certificate or title officially approving that the learning outcomes achieved by the individual are assessed and evaluated according to defined criteria,
- o) Self-assessment: Objectively examination, evaluation and reporting of the activities and processes of the education institutions and awarding bodies within their own organization,
- p) External evaluation: Examination, evaluation and reporting of the activities of the education institutions and awarding bodies related the qualifications through information, document and evidence including on-site visit,
- q) Review: Periodical examination and evaluation of the external evaluation-related activities of the specialized units or organizations conducting external evaluation in consideration of quality evaluation principles for ensuring the effectiveness, exchange of experience and to provide credibility,

SECTION TWO

Duties, Authorities and Responsibilities regarding the Quality Assurance

Duties, authorities and responsibilities

ARTICLE 4 - (1) Criteria regarding the quality assurance of qualifications shall be defined by the Authority and updated when required. The Authority shall collaborate with the responsible bodies while defining and updating the quality assurance criteria.

(2) The responsibility for taking required measures for the establishment, implementation, monitoring and improvement of the system for the quality assurance of qualifications according to defined criteria shall belong to the;

- a) Ministry of National Education for education and training qualifications under the responsibility of Ministry of National Education,
- b) Council of Higher Education for education and training qualifications under the responsibility of higher education institutions,
- c) Authority for qualifications under the scope of the Law No. 5544,
- d) The bodies and institutions defined in the relevant legislation for other qualifications.

(3) Assessment, evaluation and certification activities related to the qualifications shall be carried out by the education institutions and awarding bodies under the supervision and audit of the responsible bodies. Education institutions shall perform the task of providing education and training unlike the awarding bodies.



(4) Education institutions and awarding bodies shall perform their activities in accordance with the quality assurance systems established by the responsible bodies.

Duties of the responsible bodies

Article 5 - (1) The duties of responsible bodies shall be to:

- a) Take the required measures for the establishment, implementation, monitoring and improvement of system for the quality assurance of qualifications.
- b) Prepare the quality assurance paper defining the quality assurance system and including the compulsory guidelines.
- c) Ensure the preparation, approval and when required, update of the qualification forms.
- d) Determine the units, teams or bodies to carry out the external evaluation.
- e) Ensure the regular review of the activities of the units, teams or bodies to carry out the external evaluation.
- f) Allocate or ensure the allocation of the appropriate and sufficient resources required for the implementation of the quality assurance systems by the education institutions and awarding bodies.
- g) Take the required measures for the establishment of feedback mechanisms, accessibility of the activity outcomes and the involvement of stakeholders and to ensure the implementation of these measures by the education institutions and awarding bodies.
- h) Prepare and submit reports to the Council about the quality assurance implementations related to the qualifications within their remit.

Duties of education institutions and awarding bodies

Article 6 - (1) The duties of education institutions and awarding bodies shall be to:

- a) Carry out own activities according to the quality assurance system established by the responsible bodies.
- b) Ensure that all work and operations of the staff in charge of the processes related to the qualifications are carried out in accordance with the quality assurance paper, guidelines and implementation methods.
- c) Carry out the self-assessment activities through an objective and impartial method in cooperation with the staff having full knowledge of processes.
- d) Ensure that the external evaluation activities are carried out in accordance with the guideline published by the responsible body.
- e) Use the resources required for the implementation of the quality assurance systems fit for purpose.
- f) Implement the measures taken by the responsible body for the establishment of the feedback mechanisms, accessibility of the activity outcomes and involvement of stakeholders.
- g) Provide the required information and documents for the preparation of the reports on the quality assurance implementations related to qualifications to the responsible body.

SECTION THREE

Components of the Quality Assurance System

Quality assurance criteria:

ARTICLE 7 - (1) In order to be included in the Turkish Qualifications Framework, quality assurance of all qualifications awarded after the completion of formal and non-formal education and training programs as well as through validation of non-formal and informal learning shall be maintained as described in this Regulation.

(2) Quality assurance systems shall meet the listed quality assurance criteria:



- a) Qualification form is prepared and approved.
- b) Valid and reliable assessment and evaluation process is carried out.
- c) Certification processes are conducted in a transparent and impartial way.
- d) The processes related to the qualifications are subject to self-assessment and external evaluation.
- e) Units, teams or bodies conducting the external evaluation are subject to regular review.
- f) Improvement activities are carried out in the light of the findings of self-assessment and external evaluation.
- g) Involvement of stakeholders is maintained in the processes related to the qualifications.
- h) Processes related to qualifications are implemented based on the explicit and measurable objectives, criteria and guidelines.
- i) Allocation of sufficient and appropriate resources for all processes are maintained.
- j) Feedback mechanisms are established and implemented.
- k) Electronic accessibility to the outcomes of all processes is maintained.

Quality assurance paper and guidelines

ARTICLE 8 - (1) Responsible bodies shall establish a quality assurance system regarding the preparation of the qualifications forms, processes of assessment, evaluation and certification, which is operated effectively, reviewed constantly and updated regularly and shall operate the system through education institutions and awarding bodies.

(2) Responsible bodies shall prepare the quality assurance paper defining the quality assurance system they established and submit it for remarks to the Council. This paper supports the establishment of the quality assurance system; the administrative units, corporate leaders, employees and learners to take responsibility regarding the quality assurance, honesty and freedom, guarding against discrimination and involvement of external stakeholders in the quality assurance.

(3) Quality assurance paper shall include the information related to international standards and guidelines taken as a basis, corporate quality assurance principles and objectives and guidelines related to the activities. The paper shall be put in the practice through guidelines and the decisions related to the implementation, monitoring and amendment of the document shall be taken by responsible body.

(4) Quality assurance systems shall be required to include the below listed guidelines:

- a) Guideline for the preparation and approval of the qualification form.
- b) Guideline for the assessment and evaluation.
- c) Guideline for the certification.
- d) Guideline for self-assessment and external evaluation.
- e) Guideline for information technologies and feedback mechanisms.

5) Responsible bodies might add guidelines apart from those determined in item 4 of this Article.

Qualification Form

ARTICLE 9 - (1) Qualification forms shall be prepared by the responsible body or the authorized unit using the form presented in Annex-1 and shall be subjected to an institutional approval process. Qualification forms shall be developed in a manner that they meet all qualification objectives in accordance with the corporate strategy and include intended learning outcomes clearly.

(2) Qualification forms shall be approved through an approach in which all relevant stakeholders, particularly trade unions, employer associations, occupational bodies and education institutions and awarding bodies are included. During the approval, need for the



qualification, fitness for purpose, learning outcomes and relevance of the assessment evaluation method shall be considered.

(3) Qualification forms shall be monitored, reviewed and updated regularly in order to create an effective and supportive learning context for individuals. While evaluating the need for update, up-to-dateness of the qualification forms in the light of academic and professional research, the changing needs of the society and labor market, the expectations, needs and satisfaction of the individuals, learning context and supportive services as well as the fitness for purpose of these to the objective of the qualification shall be considered.

(4) Qualification forms, lists of stakeholders participated in the approval process and minutes for the approval decisions shall be considered as quality indicators.

Assessment and evaluation

ARTICLE 10 - (1) The decision for the individuals' achievement of a qualification shall be taken as a result of the assessment and evaluation activities related to the qualification. Assessment and evaluation activities shall be carried out based on the learning outcomes, assessment and evaluation methods defined in the qualification form and the relevant guideline.

(2) Assessment and evaluation shall be conducted through methods appropriate for learning outcomes. All learning outcomes in the qualification forms shall be assessed and evaluated precisely. Assessment and evaluation activities shall be carried out according to the program or processes pre-defined and declared in a consistent, transparent, equal and fair manner for all individuals. Information about the qualification form, assessors, assessment and evaluation criteria and methods shall be included in the program or processes.

(3) Assessment and evaluation activities shall be carried out according to assessment and evaluation guideline by the education institutions and awarding bodies.

(4) Assessors shall be supported to have a full command of the existing assessment and evaluation methods and to improve their field-specific skills. The assessment shall be conducted in a manner allowing the candidates to demonstrate to what extent they achieved the learning outcomes and if necessary, advices shall be provided to the candidates related to learning processes.

(5) The evidences related to the activities shall be stored for the time and under conditions specified in the assessment and evaluation guideline by education institutions and awarding bodies.

(6) Program and processes related to assessment and evaluation, participant lists, assessment evidences and evaluation forms shall be considered as quality indicators.

Certification

Article 11- (1) The decisions for issuing an official document as diploma, certificate or vocational qualification certificate to individuals succeeding at the end of the assessment and evaluation process shall be taken by the education institutions and awarding bodies.

(2) The design, content and security elements of the official document shall be determined in the certification guideline by the responsible body. Official document shall include the qualification title, responsible body, learning outcomes, learning context and level at a minimum.

(3) The operations on the validity, review and renewal conditions, and cancelation of official documents and the appeals and complaints related to certification decisions shall be carried out by education institutions and awarding bodies in accordance with the certification guideline.



(4) Certification decisions, lists of people for whom documents are issued, canceled and renewed documents, responses to appeals and complaints shall be considered as quality indicators.

Self-assessment

ARTICLE 12 - (1) Self-assessment shall be conducted by education institutions and awarding bodies for all activities related to the qualification.

(2) Self-assessment shall be conducted in line with the criteria explicitly defined in the self-assessment guideline published by the responsible body, implemented consistently and based on evidences.

(3) Self-assessment shall be conducted through an objective and impartial method by administrative units or staff having full knowledge of the processes within the education institutions and awarding bodies.

(4) Self-assessment report shall be prepared in the light of findings obtained during self-assessment and shared with the responsible body. Report format shall be defined by the responsible bodies and published in the self-assessment guideline.

(5) Self-assessment shall be conducted at least once a year and repeated annually.

(6) Improvement activities carried out in the light of assessment and findings, records regarding the team members conducting self-assessment and self-assessment reports shall be considered as quality indicators.

External evaluation

ARTICLE 13 - (1) External evaluation shall be conducted by education institutions and awarding bodies for all activities related to the qualification. Self-assessment reports shall be the basis for external evaluation.

(2) External evaluation shall be carried out in line with the criteria defined in the external evaluation guideline published by the responsible bodies, implemented consistently and based on evidences.

(3) Conformity to transparency, reliability and accountability principles shall be required for all processes of education institutions and awarding bodies subject to external evaluation.

(4) External evaluation shall be conducted by specialized units or institutions having conditions determined by the responsible bodies in the external evaluation guideline. Field experts, academicians, professionals, external evaluators and according to the preference of the responsible body, learners might be assigned to the specialized units. These unit and organizations implement a quality assurance policy published on their web sites. This policy shall;

a) Ensure that all staff assigned to activities are competent and act professionally and ethically.

b) Include internal and external feedback mechanisms that lead to a continuous improvement.

c) Take measures against intolerance of any kind and discrimination.

d) Define the outlines of the appropriate communication with the relevant institutions of those jurisdictions where they operate.

e) Enable to establish the status and recognition of institutions subject to external evaluation.

(5) Written documentation during external evaluation shall be supported by the interviews with stakeholders at on-site visits. In order to ensure the consistency and value of external evaluation activities, evaluation team shall be selected carefully and supported by appropriate training and briefing in order to have required skills and be competent to perform their tasks.



The independence of external evaluator team is provided through implementing a method avoiding conflict of interest.

(6) External evaluation report shall be prepared in the light of the findings obtained during external evaluation. The status of the report shall differ as recommendation, judgement or formal decision depending on the quality assurance system. The report which is the basis for monitoring activities of education institutions and awarding bodies and informs public about the activities of the organizations shall be prepared concisely and clearly in terms of the structure and language. Report shall include the description of the evaluation team and individual procedure; evidence, analysis and findings; good practices; recommendations and conclusions at a minimum. Report format shall be defined and published by the responsible bodies in the external evaluation guidelines.

(7) Full external evaluation report shall be published clear and accessible to external stakeholders and interested individuals. If a formal decision is taken based on the report, this decision shall be published with the report.

(8) External evaluation activities shall be carried out at least once five years. This duration shall be reduced by the responsible bodies, if necessary.

(9) Improvement activities carried out in the light of evaluation and findings, records regarding the team members conducting external evaluation and external evaluation reports shall be considered as quality indicators.

Regular Review

ARTICLE 14 - (1) External evaluation-related activities of the specialized units or institutions conducting external evaluation shall be subject to regular review by independent organizations determined in the external evaluation guidelines by the responsible bodies. The criteria related to regular review shall be defined in the external evaluation guideline by the responsible body.

(2) Regular review report shall be prepared in the light of findings obtained during regular review activities and shared with external evaluation units or institutions, responsible bodies and Council, if requested.

(3) Improvement activities carried out in the light of evaluation and findings, records regarding the team members conducting regular review and regular review reports shall be considered as quality indicators.

Allocation of sufficient and appropriate resources

ARTICLE 15 - (1) Allocation or confirmation of the allocation of the sufficient and appropriate human and financial resources required by the education institutions and awarding bodies for effective, efficient and continuous implementation and improvement of the quality assurance systems, and for briefing public about their activities shall be maintained by responsible bodies.

(2) Education institutions and awarding bodies shall use the required resources for the implementation of the quality assurance systems fit for purpose.

(3) Evidences related to the allocation and use of resources and forecasts for budget planning shall be considered as quality indicators.

Stakeholder involvement

ARTICLE 16 - (1) The involvement of relevant stakeholders in all processes stipulated in this Regulation regarding the quality assurance shall be maintained. The stakeholders whose involvement will be maintained shall be determined by responsible bodies and education institutions and awarding bodies according to the relevance of the process.



(2) Participant lists for stakeholder activities, feedback and evaluation forms prepared by stakeholders related to activities shall be considered as quality indicators.

Feedback mechanisms

ARTICLE 17 - (1) The remarks of stakeholders and final beneficiaries related to all processes in this Regulation regarding the quality assurance shall be gathered and in order to improve the services feedback mechanisms shall be established and implemented by responsible bodies and education institutions and awarding bodies according to the relevance of process. Feedback mechanisms shall be defined clearly in the relevant guideline as a component of quality assurance processes and notified to those concerned.

(2) The implemented feedback methods and evidences regarding the feedbacks shall be considered as quality indicators.

Accessibility to the outcomes of the activities

ARTICLE 18 - (1) Electronic information technologies providing access to the outcomes of the activities related to all processes stipulated in this Regulation regarding the quality assurance shall be established by responsible bodies and education institutions and awarding bodies according to the relevance of process. Institutions and bodies shall publish the explicit, accurate, objective, up-to-date and easily accessible information about their activities through these information systems.

(2) Open access electronic information systems and access to information and reports about processes related to qualifications through these systems shall be considered as quality indicators.

SECTION FOUR Miscellaneous and Final Provisions

Establishment of the quality assurance systems for qualifications

PROVISIONAL ARTICLE 1 - (1) Within one year following the publication of this Regulation, quality assurance paper and guidelines indicated in items two and four of Article 8 shall be prepared by responsible bodies and submit to the remark of the Council.

(2) Within two years following the publication of this Regulation, responsible bodies shall establish the quality assurance systems and initiate the implementation of the systems through education institutions and awarding bodies.

Enforcement

ARTICLE 19 - (1) This Regulation shall come into force on the date of publication.

Execution

ARTICLE 20 - (1) The President of the Authority shall enforce the provisions related to this Regulation.



ANNEX-1: Qualification Form

QUALIFICATION FORM DATA FIELDS					Required/ Optional
Qualification Title					Required
Responsible Body					Required
Objective					Required
Orientation	General	Academic	Vocational		Required
Level	TQF:	EQF:	ISCO:	ISCED 2013:	Required
Category	Principle	Supplemental	Unit	Special- Purpose	Required
Learning Outcomes					Required
Assessment and Evaluation Methods					Required
Entry Requirements					Required
Achievement Requirements					Required
Progression Routes					Required
Legal Basis					Required
Credit Value					Optional
Learning Context					Optional
Quality Assurance					Optional
Expiry Date (If available)					Optional
Other Information					Optional
Web Address for Access to Qualification					Optional