



PRINCIPLES AND PROCEDURES FOR THE IDENTIFICATION OF THE EXISTING QUALIFICATION TYPES, DETERMINING NEW QUALIFICATION TYPES AND UPDATING AND CANCELLATION OF QUALIFICATION TYPES

SECTION ONE

Objective, Scope, Basis and Definitions

Objective and scope

ARTICLE 1- (1)The aim of these Principles and Procedures is to regulate the procedures and principles that will be adopted in determining, updating and canceling the existing qualification types within the Turkish Qualifications Framework, identifying new qualification types and creating qualification type specifications.

(2) These Principles and Procedures cover the processes of determining, updating and canceling the existing qualification types within the scope of the Turkish Qualifications Framework, identifying new qualification types and creating qualification type specifications, assessing the impact of such processes and determining the measures to be taken.

Basis

ARTICLE 2- (1)These Principles and Procedures have been prepared in regard to Article 255 of the Presidential Decree On Organization of Affiliated, Related, Associated Institutions and Organizations with Ministries and Other Institutions and Organizations dated 15/7/2018 no. 4 and Article 6 and subparagraph (ğ) of the ninth paragraph of article 16 of of the Regulation on the Principles and Procedures for the Implementation of the Turkish Qualifications Framework came into force after being published in the Official Journal No. 29537 on 19/11/2015

Definitions

ARTICLE 3- (1)In the implementation of these Principles and Procedures, the terms states as;

a) Authority: Vocational Qualifications Authority Department: Department of Vocational Qualifications Authority Turkish Qualifications Framework

b) Council: Turkish Qualifications Framework Council

c) Coordination Council: Turkish Qualifications Framework Coordination Council

d) Department: Department of Vocational Qualifications Authority Turkish Qualifications Framework

e) Level: Each of the eight levels defined by knowledge, skills and competences within the Turkish Qualifications Framework,

f) Responsible Body : Bodies and institutions conducting the legal arrangements, operations and coordination on determining, identifying and providing the qualifications throughout the education and training system such as the Ministry of National Education, Council of Higher Education, Vocational Qualifications Authority and other institutions specified in the relevant legislation to be responsible for qualifications.

g) 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,



h) 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,

i) Qualification type: Groups of qualifications in which qualifications are classified at the same level of Turkish Qualifications Framework that are similar in terms of their functions, learning outcomes, credit values or orientations,

j) Qualification type specification: Documents that describe the common features specific to qualifications under each qualification type.

SECTION TWO

Basic Principles of Qualification Types

Qualification types

ARTICLE 4- (1) Qualification types help to distinguish among qualifications that are at the same level in the Turkish Qualifications Framework but differ significantly in terms of their functions, learning outcomes, credit values and/or orientations.

(2) Qualification types include one or more qualifications offered at the same level by the Responsible Body.

(3) Each qualification type within the Turkish Qualifications Framework is given a specific name, no two qualification types can have the same name.

Qualification type specifications

ARTICLE 5 - (1) Qualification type specifications that define the common characteristics specific to each qualification type are used to identify qualification types.

(2) Qualification type specifications are taken as a basis in defining and developing new qualifications.

(3) The elements of the qualification type specifications are:

- a) Qualification Type Title
- b) Awarding Body
- c) Orientation
- d) Level.
- e) Category.
- f) Credit range and normal duration of the program.
- g) Program profile.
- h) Learning environment.
- i) Learning outcomes
- j) Key competences.
- k) Assessment and evaluation methods .
- l) Quality assurance.
- m) Entry requirements.
- n) Requirements for obtaining the qualification.
- o) Progression routes.
- p) Legal basis for the qualification.



(4) Qualification types are defined by the responsible bodies with the "Qualification Type Specification Table" in Annex-1 and published on the Turkish Qualifications Framework Website. The tables are prepared based on the "Qualification Type Specification Preparation Guide" in Annex 2.

SECTION THREE

Determining, Updating, Canceling Existing Qualification Types and Identifying New Qualification Types and Creating and Updating Qualification Type Specifications

Duties, powers and responsibilities

ARTICLE 6- (1)The Council is responsible for determining the qualification types to be included in the Turkish Qualifications Framework, approving the qualification type specifications and keeping them up-to-date.

(2) Responsible bodies are responsible for creating and updating the qualification type specifications. Responsible bodies work in cooperation with the Council and ensure the implementation of the Council's decisions.

(3) The Department is responsible for executing the processes of determining, updating and canceling the qualification types and identifying new qualification types. The Department provides technical support to the designated institutions and the Council for all the processes within these Procedures and Principles.

Existing qualification types

ARTICLE 7 – (1) Main qualification types to be included in the Turkish Qualifications Framework and the Responsible bodies for these qualification types are determined by the Council based on the "List of Existing Qualification Types" in Annex 3.

(2) The Department updates the List of Existing Qualification Types if a qualification type is updated or a new qualification type is determined and the updated list is published on the Turkish Qualifications Framework Website.

Updating and canceling qualification types and identifying new qualification types

ARTICLE 8- (1)Procedures for updating and canceling qualification types and identifying new qualification types are carried out by the Department upon the application made by the relevant responsible body or the decision of the Council. The responsible body submits its application for qualification types to the Department along with its reasons.

(2) The Department assesses the application according to the Turkish Qualifications Framework legislation and forms its opinion accordingly. The Department takes the application to the agenda of the first Council meeting to be held after it has formed its opinion.

(3) The relevant responsible body makes the necessary information based on documents and records in the Council meeting. The Council may request a more thorough investigation from the Department on the application.

(4) After the assessments on the application are finalized, the Council makes the final decision on making the necessary changes in the qualification types.



Creating and updating qualification type specifications

ARTICLE 9 – (1) Each qualification type in the List of Existing Qualification Types is defined by the relevant designated institution using the “Qualification Type Specification Table” in Annex-1. Qualification type specifications are created based on the "Qualification Type Specification Preparation Guide" in Annex 2.

(2) Qualification type specifications are examined by the Council taking into account the Turkish Qualifications Framework legislation and the opinion of the Department. The qualification type specifications approved by the Council after examination are published on the Turkish Qualifications Framework Website.

(3) Qualification type specifications are updated by the responsible bodies when needed. The responsible body n informs the Council of updates with its reasons. If approved by the Council, the updated qualification type specifications are published on the Turkish Qualifications Framework Website.

SECTION FOUR

Miscellaneous and Final Provisions

Outcomes for update and cancellation

ARTICLE 10 – (1) The impact of the update or cancellation of qualification types on the holders of the qualification is assessed by the responsible body and, if needed, regulation related to the status of these individuals is done. If the regulations impose new obligations on qualification holders, this will be announced to the public through the website of the designated institution concerned at least six months before.

Enforcement

ARTICLE 11- (1) These Principles and Procedures shall enter into force with the approval of the Coordination Council.

Execution

ARTICLE 12- (1) The provisions of these Principles and Procedures are executed by the President of the Authority with the approval of the Coordination Council.

**ANNEX 1****Qualification Type Specification Table**

Qualification Type Title				
Awarding Body				
Orientation	General:	Academic:	Vocational:	
Level	TQF:	EQF:	ISCO:	ISCED (2013):
Category	Principal:	Supplemental:	Unit:	Special Purpose:
Credit Range and Normal Duration of Program				
Program Profile				
Learning Environment				
Learning Outcomes				
Key Competences				
Assessment and Evaluation methods				
Quality Assurance				
Entry Requirements				
Requirements for Obtaining the Qualification				
Progression Routes				
Legal Basis for the Qualification				



Qualification Type Specification Preparation Guide

Qualification Type Title	The field in which the original name of the qualification type is specified. It is determined by the Council taking into account the suggestion of the designated institution.		
Awarding Body (Responsible Body)	<p>Institutions and organizations that carry out the legal regulations, procedures and coordination regarding the determination, definition and presentation of the qualifications included in the relevant qualification type are called the responsible body.</p> <p>According to the TQF Regulation, designated institutions are the Ministry of National Education, Council of Higher Education, Vocational Qualifications Authority and other institutions specified in the relevant legislation to be responsible for qualifications.</p>		
Orientation	General: <input type="checkbox"/>		The general, vocational or academic orientation of the learning processes to which the qualifications are related is indicated.
	Academic: <input type="checkbox"/>		
	Vocational: <input type="checkbox"/>		
Level	TQF:	EQF:	It is determined by the Council, taking into account the suggestion of the Responsible Body through the level descriptors of the Turkish Qualifications Framework Council.
	ISCO:	ISCED (2013):	<p>ISCO code is specified in the vocational-oriented qualification types and the ISCED code is specified in the general and academic-oriented qualifications.</p> <p>For ISCED codes: http://unesdoc.unesco.org/images/0022/002280/228085e.pdf</p> <p>For ISCO codes: http://www.ilo.org/public/english/bureau/stat/isco/docs/correspondence08.docx</p>
Category	Principal: <input type="checkbox"/>		<p>One of the following categories is selected:</p> <p>Principal qualifications are comprehensive qualifications acquired at the end of a process of evaluating learning outcomes in defined learning or work area, usually indicating the completion of a learning process, study program or vocational training.</p> <p>A supplemental qualification is awarded after the assessment of acquired learning outcomes in addition to a previously awarded principal qualification. A principal qualification is required to obtain these qualifications.</p> <p>A unit qualification is awarded after the acquisition of learning outcomes corresponding to part of the principal qualification.</p> <p>Special purpose qualification is not related to any other qualification, but it is the name given to qualifications achieved as a result of the certification of learning outcomes with its own integrity and use alone (performing a vocation, opening a workplace, etc. for example).</p>
	Supplemental: <input type="checkbox"/>		
	Unit: <input type="checkbox"/>		
	Special Purpose: <input type="checkbox"/>		



Credit Range and Normal Duration of Program	Duration	It is the average duration of the training program for the qualifications contained in the qualification type. It can be specified as an integer (4 years) or a range (3-4 years). If there is no training program for the qualifications contained in the qualification type, it is left empty.
	Credit Range	It is the average credit value of the qualifications contained in the qualification type. It can be specified as an integer (40 credits) or a range (40-60 credits).
Program Profile	Training programs for the qualifications contained in the qualification type are briefly introduced. Information on the stages and processes in which the training program is presented is given.	
Learning Environment	Here, learning outcomes of qualifications under the qualification type are acquired. Learning can take place in formal (face-to-face, distance), non-formal (open education, apprenticeship, internship, work-based learning), or free learning environments.	
Learning Outcomes	The minimum common learning outcomes (knowledge, skills and competences) of the qualifications included in the qualification type are indicated. Compliance with the level descriptors of the Turkish Qualifications Framework is observed. Statements listed under titles such as "learning goals", "qualification" and "program qualifications" can be stated in training programs.	
Key Competences	From the following key competences, the minimum common competences contained in the qualification type are selected with their level is specified. <ul style="list-style-type: none">• Literacy competence,• Multilingual competence,• Mathematical competence and competence in science, technology and engineering,• Digital competence,• Personal, social and learning competence,• Citizenship competence,• Entrepreneurial competence,• Cultural awareness and expression competence. “Basic” level for qualification types at levels 1 and 2, “Moderate” level for qualification types at levels 3 and 4, “Good” level for qualification types at levels 5 and 6, “Advanced” level for qualification types at levels 7 and 8	
Methods of Assessment and Evaluation	Common characteristics such as assessment methods, tools, environments and assessor requirements are defined for the competences contained in the qualification type.	
Quality Assurance	The quality assurance system for the qualifications contained in the qualification type is explained in light of the following quality assurance criteria defined in the Regulation On The Quality Assurance Of Qualifications To Be Included In The Turkish Qualifications Framework <ol style="list-style-type: none">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.	



	<p>e) Units, teams or bodies conducting the external evaluation are subject to regular review.</p> <p>f) Improvement activities are carried out in the light of the findings of self-assessment and external evaluation.</p> <p>g) Involvement of stakeholders is maintained in the processes related to the qualifications.</p> <p>h) Processes related to qualifications are implemented based on the explicit and measurable objectives, criteria and guidelines.</p> <p>i) Allocation of sufficient and appropriate resources for all processes are maintained.</p> <p>j) Feedback mechanisms are established and implemented.</p> <p>k) Electronic accessibility to the outcomes of all processes is maintained.</p>
Entry Requirements	Training programs for the qualifications included in the qualification type or common entry/access conditions for assessment are defined.
Requirements for Obtaining the Qualification	They describe the common conditions that must be met to qualify for the qualifications contained in the qualification type. The minimum score or range of scores required to be considered successful in assessment is specified.
Progression Opportunities	Other qualification types that can be switched horizontally and vertically are specified.
Legal Basis for the Qualification	Legislation on legal regulations and procedures related to the determination, identification and presentation of qualifications contained in the qualification type is specified.

**List of Existing Qualification Types**

TQF Level	Name of the Qualification Type	Designated Institution
1	Literacy Certificate	The Ministry of National Education
2	Adults Level II Education Achievement Certificate	The Ministry of National Education
	Level 2 Course Completion Certificate	The Ministry of National Education
	Level 2 Vocational Qualification Certificate	Vocational Qualifications Authority
3	Level 3 Course Completion Certificate	The Ministry of National Education
	Semi-Skilled Worker Certificate	The Ministry of National Education
	Level 3 Vocational Qualification Certificate	Vocational Qualifications Authority
4	Level 4 Course Completion Certificate	The Ministry of National Education
	Skilled Worker Certificate	The Ministry of National Education
	High School Diploma (Vocational and Technical Education, Fine Arts and Sports)	The Ministry of National Education
	High School Diploma	The Ministry of National Education
	Level 4 Vocational Qualification Certificate	Vocational Qualifications Authority
5	Associate Degree (General)	Council of Higher Education
	Associate Degree (Vocational)	Council of Higher Education
	Level 5 Vocational Qualification Certificate	Vocational Qualifications Authority
6	Bachelor's Degree	Council of Higher Education
	Level 6 Vocational Qualification Certificate	Vocational Qualifications Authority
7	Master's Degree (with Thesis)	Council of Higher Education
	Master's Degree (without Thesis)	Council of Higher Education
8	Doctoral Degree (PhD, Proficiency in Arts/Doctorate and Specialty in Medicine/Dentistry/ Pharmacy/Veterinary Medicine)	Council of Higher Education

