

Date of submission: *To be filled in by EBTN Secretariat*

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APPLICATION FORM FOR A TRIPLE-E QUALIFICATION

Before submitting the application, we advise you to read carefully the description of the Triple E standard, the Triple E guidelines and the related annexes. The application and the important accompanying documents have to be written in English. For the accompanying documents see table below.

This application will be reviewed by EBTN's Triple E Committee. A standard accreditation procedure should be completed within 120 days from the date of submitting the accreditation application. Should any problem/discrepancy/omission be noted during the processing of the application, the EBTN Secretariat will contact the applicant asking for the related issue to be solved in a specified timeframe. Any delays of the applicant in submitting the requested documentation proving the solution of the issue will result in equal delay in the decision for the accreditation. In any case the completion of the processing of an application may not exceed a maximum period of 180 days from the submission of the application.

We confirm that the qualification is designed to meet the 10 values of a Triple E qualification: YES NO

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1. Contact details.

Applicant's name (organisation)	
Legal representative	
Responsible officer – contact person for application	
Address	
e-mail address	
Telephone number	
URL of organization	

2. Description of qualification

Name of the qualification in English	
Name of the qualification in original language	
Is the qualification active?	Yes. Since... No. We intend to launch the qualification.... [month, year]
If active, what is the number of certificate holders	
Please supply a specimen of the formal document confirming the qualification, e.g. a diploma/certificate	

Target holders of the qualification

Aims of the qualification

EQF/NQF Level of the qualification (if applicable)

Is the qualification recognized by national competent authorities, other professional bodies or accreditation organisations? If so, by whom?

Do you request that EBTN recommends a benchmarking level of EQF to your qualification, until the NQF has been introduced in your country?

If so, which EQF/NQF Level of qualification do you consider appropriate for your qualification (refer to EQF FSS Translator to specify the EQF level). Please note that this is not binding for the Triple E Committee.

3. Description of the organisation

Give a short outline of your organisation, specifying mission, goals, duration of operation, number of employees, scope of activities, membership profile or clients served and the key business figures.

Outline of your organisation	Evidenced by (refer to numbered annexes)
	<i>< the organisational chart of your</i>

*organisation in English
has to be enclosed to
the application>*

4. The infrastructure for A Triple E Qualification (the Green Pillar)

4.1. Institutional Accreditation

Institutional accreditation is a key element of the assessment of the organisational suitability to be the provider of a Triple E qualification. The accreditation procedure in this respect focuses on the following components:

- A Confirmation of legal form
- B Ownership of the qualification
- C Confirmation of external institutional accreditation granted
- D Key quality assurance procedures
- E Chinese walls between training AND examination and certification
- F Continuity and sustainability of the organisation

A. Legal entity

Criteria	Answer and explanation	Evidenced by (refer to numbered annexes)	Appraisal (to be completed by Triple E Committee)
What is the legal form of your organization?	Specify which legal form applies to your organisation Brief description, if nationally specific	<Add here official documents or other proof of your legal status>	
Additional questions (to be completed by Triple E Committee)			

B. Ownership of the qualification

Criteria	Answer and explanation	Evidenced by (refer to numbered annexes)	Appraisal (to be completed by Triple E Committee)
Are you the owner of the qualification?	<input type="checkbox"/> YES <input type="checkbox"/> NO	N/A	
If not, who is the owner, and why it is your organization and not the			

owner the applicant for accreditation?			
Additional questions (to be completed by Triple E Committee)			

C. Confirmation of external institutional accreditation granted

Criteria	Answer and explanation	Evidenced by (refer to numbered annexes)	Appraisal (to be completed by Triple E Committee)
Do you have an external institutional accreditation?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Which organisation granted you the institutional quality accreditation (tick and specify in the next column): <ul style="list-style-type: none"> <input type="checkbox"/> National Qualifications Framework authorities within the registration procedure for NQF level confirmation <input type="checkbox"/> National Banking Associations <input type="checkbox"/> ISO <input type="checkbox"/> ACCREDIA, the Italian National Accreditation Body <input type="checkbox"/> Foundation for International Business Administration 	Specify: Specify: Specify:	<i><Add the most recent external audit report></i>	

Criteria	Answer and explanation	Evidenced by (refer to numbered annexes)	Appraisal (to be completed by Triple E Committee)
(to be completed by Triple E Committee)			

D. Key quality assurance procedures

Criteria	Answer and explanation	Evidenced by (refer to numbered annexes)	Appraisal (to be completed by Triple E Committee)
How is your quality assurance system assessed and how are improvement measures implemented?		<i><add relevant auditors and/or management reports> Preferable in English</i>	
Who is involved in the evaluation of your quality system , both internally and externally?	[Names and positions in your organization]		
Additional questions (to be completed by Triple E Committee)			

E. Chinese walls between training AND examination and certification

Criteria	Answer and explanation	Evidenced by (refer to numbered annexes)	Appraisal (to be completed by Triple E Committee)
Does your organization run both training, examination and certification processes for the qualification?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
If not, which of these processes are outsourced and to whom?			
If yes, what is the form of functional separation and independency between education AND examination/certification?			
Is this functional separation verifiable by external auditors and supervised by the management of the organisation?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Do the candidates have insight in the examination regulations and procedures, including evaluation criteria? If yes, in what way?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Is there an independent appeal procedure for candidates and how does it work?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<i>the Appeals Committee should be external. Add relevant documents about procedures></i>	
Is there an independent	<input type="checkbox"/> YES	<Add in any case relevant	

Criteria	Answer and explanation	Evidenced by (refer to numbered annexes)	Appraisal (to be completed by Triple E Committee)
examination board/committee for the qualification? If so, how does it function?	<input type="checkbox"/> NO	<i>documentation regarding composition, procedures of this committee f.e. minutes, name and function of the members etc. ></i>	
Additional questions (to be completed by Triple E Committee)			

F. Continuity and sustainability of the organisation

Criteria	Answer and explanation	Evidenced by (refer to numbered annexes)	Appraisal (to be completed by Triple E Committee)
Does the legal entity of the applicant exist for at least 3 years? Please demonstrate how the continuity of the organisation is secured.	<input type="checkbox"/> YES <input type="checkbox"/> NO	<i><add relevant financial statements, auditors and/or management reports></i>	
Additional questions (to be completed by Triple E Committee)			
Conclusion (to be completed by Triple E Committee)			

4.2. Public Information

Criteria	Answer and explanation	Evidenced by (refer to numbered annexes)	Appraisal (to be completed by Triple E Committee)
In what way are the learning outcomes of the qualification made public and known to candidates?			
Is there a complaint procedure for candidates and how does it work?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Are the complaint and appeal procedures easily available to students?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<i><the Appeals Committee should be external. Add relevant documents about procedures></i>	
Do you run a register of certificate holders of the qualification? If so: <ul style="list-style-type: none"> • which information about the certificate holder do you collect? • is this register open to the public? • do you agree that this register is open through or linked to the EBTN – Triple E website? 	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO		
If accredited, <ul style="list-style-type: none"> • do you agree that your 			

Criteria	Answer and explanation	Evidenced by (refer to numbered annexes)	Appraisal (to be completed by Triple E Committee)
<p>qualification and your organisation is shown on the EBTN portal as accredited for Triple E standard?</p> <ul style="list-style-type: none"> do you agree to report the number of the accredited qualification holders annually to EBTN? 	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>		
<p>Additional questions (to be completed by Triple E Committee)</p>			

4.3. Sectoral Commitment

Criteria	Answer and explanation	Evidenced by (refer to numbered annexes)	Appraisal (to be completed by Triple E Committee)
Is the qualification for which you seek Triple E accreditation subject to some systemic quality assurance at national level through representative sectoral bodies?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
If not, is there in your country a Qualifications board on the sectoral level which could provide sectoral quality assurance for the qualification? Are there plans to institute one?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Additional questions (to be completed by Triple E Committee)			

5. The body of the qualification (The Red Pillar)

A. Learning Outcomes (LOs)

Learning outcomes	Describe	Evidenced by (refer to numbered annexes, descriptions of LOs, index of study material including page numbers etc.)	EQF/NQF Level
Knowledge	(refer to EQF FSS Translator to check the recommended approach)	<i>The Learning outcomes should be translated and submitted in the English language</i>	
Skills	(refer to EQF FSS Translator to check the recommended approach)	<i>The Learning outcomes should be translated and submitted in the English language</i>	
Competences	(refer to EQF FSS Translator to check the recommended approach)	<i>The Learning outcomes should be translated and submitted in the English language</i>	
Is the qualification divided in coherent sets or units of LOs?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
If so, present the units with their titles	Unit 1	Title	
	Unit 2	Title	
	Unit 3	Title	

	
Is there a procedure for accumulation and transfer of LOs at the level of the qualification?	<input type="checkbox"/> YES Please provide further details. <input type="checkbox"/> NO		
Is there a procedure for accumulation and transfer of units of LOs?	Please add documents that you use for the accumulation and transfer procedure, as indicated in the guidelines of the Triple E Standard		
How often are the LOs of the qualification updated?			
Describe the update procedure used for the qualification.			

B. Triple VET Credits (workload)

Workload	Triple VET Credits (10 hrs=1 Triple VET Credit) (Minimum size of a qualification: 5 Triple VET Credits; Minimum size of a unit: 1 Triple VET Credit)	Evidenced by (refer to numbered annexes, descriptions of LOs, index of study material including page numbers etc.)
Classroom learning	Qualification in total and per unit	
Distance-/e-learning	Qualification in total and per unit	
Self-study	Qualification in total and per unit	

Case studies/projectwork	Qualification in total and per unit	
On-the-job learning	Qualification in total and per unit	
Examination/assessments	Qualification in total and per unit	
Other forms of formal, non-formal or informal learning. Please specify.	Qualification in total and per unit	
Total workload	Qualification in total and per unit	

C. Assessment

Assessment	Describe	Evidenced by (refer to numbered annexes, descriptions of LOs, index of study material including page numbers etc.)
Assessment methods for: <ul style="list-style-type: none"> • Knowledge • Skills • Competences 	Describe the assessment methods also per unit if you differentiate/specify assessment methods at unit level	<i>An concrete exemple of an examination/assessment should be submitted of which 10% of the questions translated in the English language, containing knowledge and skills learning outcomes</i>

D. Validation

Validation	Describe	Evidenced by (refer to numbered annexes, descriptions of LOs, index of study material including page numbers etc.)

Validation	Describe	Evidenced by (refer to numbered annexes, descriptions of LOs, index of study material including page numbers etc.)
Do you offer validation procedure for the qualification? Please, specify which LOs of the qualification can be validated, what is the procedure and which methods you use.		

E. Continuous Professional Development (CPD)

CPD	Describe	Evidenced by (refer to numbered annexes, descriptions of LOs, index of study material including page numbers etc.)
Is there a CPD requirement to maintain the qualification?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
What is the yearly workload (in Triple VET Credits) of this CPD requirement?		
Which activities are accepted for CPD?		

CPD	Describe	Evidenced by (refer to numbered annexes, descriptions of LOs, index of study material including page numbers etc.)
What is the procedure for reporting and validating the CPD requirement?		



Additional documents requested by Triple E Committee:

FINAL DECISION BY TRIPLE E COMMITTEE:

JUSTIFICATION:

SIGNATURE OF TRIPLE E COMMITTEE MEMBERS:

Name:

Date/Place: