

## **Accreditation - Glossary of Terms**

### **Accreditation**

Accreditation is the process of granting recognition to an institution or programme of study to indicate that it has met or exceeded pre-determined standards.

### **Accrediting Body**

The authority acknowledged as having the legal right to grant accredited status to an institution or the institution's programme of study.

### **Accreditation Cycle**

The period of time in which accreditation is awarded is in effect, at the end of which accreditation expires. The NCTVET accreditation cycle is 4 years.

### **Accreditation Application Amendment Form**

The application form used by organizations that have applied to the NCTVET for accreditation of programmes to notify the NCTVET Quality Assurance unit of changes being made to their application

### **Accredited Training Organisation (ATO)**

A public or private training institution or training provider that is authorised by the National Council on Technical and Vocational Education and Training, to offer assessment services leading to the National Vocational Qualifications awards.

### **Annual Report**

The NCTVET Accreditation award requires that a report on the accredited organisation's status be submitted on the anniversary date of each year of accreditation. The

### **Approval**

Approval is the process by which a government agency or other recognised body establishes the basic standards which guides training and assessment of worker competences in an occupational area.

### **Assessment**

Assessment is the process of measuring a candidate's performance against pre-determined employment standards.

## **Audit**

An audit seeks to sample parts of an operation and carry out a systematic, independent and documented assessment, to objectively evaluate evidence and determine the extent to which the selected audit criteria are fulfilled

[Includes ISO19011:2002 & ISO9000:2000 definition of Audit]

## **Assessment Site**

A site, other than the main ATO location that offers only assessment services of all or some of the programmes offered at the main location

## **Award**

An award is a certificate, diploma or degree presented to an individual or institution in recognition of the attainment

## **Auditor**

A person who has the qualification to perform quality audits ; (NB)Lead Auditor, an auditor designated to manage an audit

## **Auditee**

Any organisation whose quality systems are being audited/evaluated for compliance with the NCTVET standard for accreditation

## **Branch**

A subdivision or site of an organization that offers all or some of the products and services as at the main location

## **Client**

The person or organisation requesting the audit/evaluation

## **Competency Offering Amendment Application Form**

The application form used by Accredited Training Organizations (ATO) to apply to add or drop competencies from the programme for which they are accredited

## **Conformity**

Fulfilment of specified requirement

## **Evaluation**

An Evaluation is a systematic, independent and documented process that seeks to objectively assess evidence to make a judgment on the extent to which **ALL** the stated criteria are fulfilled

## **Evidence**

The variety of samples produced in the form of written documents, work samples, or demonstrations to substantiate a claim of competence attained through prior learning.

## **Learning Site**

A site, other than the main location that offers only theory and/or practical classes of all or some of the products and services offered at the main location but cannot facilitate assessment

## **Non-conformity**

The non-fulfilment of specified requirement within the identified clause of the standard

(NB) Major non-conformance: neither practice nor documentation of policy/procedures is in place and there exist shortcomings in the effectiveness in the practice and/or policies and procedures; documentation of policy and procedures is in place but no practice.

Minor non-conformance: practice is in place but there is no documentation of policy/procedures; there exist shortcomings in the effectiveness in the practice and/or policies and procedures

## **Objective evidence**

Verifiable information and/or records pertaining to the quality of an item or service or to the existence and implementation of a quality system element, which is based on visual observation, measurements and interviews

## **Quality audit**

A systematic and independent examination to determine whether quality activities and related results comply with planned arrangement and whether these arrangements are implemented effectively and are suitable to achieve objectives. [ISO 8402]

## **Quality system**

The organisational structure, responsibilities, procedures, processes and resources for implementing quality management. <sup>[ISO 8420]</sup>

## **Satellite**

Any site or location other than the main site at which learning and or assessment occurs