**THE INDICATIVE TABLE FOR VQA PROCESSES**

*The timeline given below is estimated and may change according to the occupations and capacities of the applying organizations. The durations are approximate and thus VQA does not make any binding commitments related to the timeline.*

**The development process of National Occupational Standards(NoSs) and National Qualifications(NQs)**

|  |  |
| --- | --- |
| **Activity** | **Indicative duration** |
| VQA’s review of the application for preparing NoSs/NQs, decision-making, preparation of a protocol and technical briefing | 20 days |
| Preparation of draft occupational standards/qualifications by the organization and their submission to VQA | 60 days**\*** |
| Review of the submitted draft documents by VQA and informing the organization on the conducted technical assessment | 5 days**\*** |
| Submitting to the organization the formal letter along with the opinion and evaluation tables after the drafts are ready for consultation | 2 days |
| Consultation for draft occupational standards/qualifications | 30 days |
| Revision of the draft occupational standards/ qualifications according to the opinions | 15 days **\*** |
| Review of the opinion chart and draft occupational standards /qualifications by VQA | 3 days |
| Preparation for pilot-testing and conducting of the tests (This does not apply to occupational standards) | 10 days **\*** |
| Review and verification of the draft document and opinion charts by the VQA Sector Committee | 10 days |
| Submission of the verified draft documents to the Executive Board, review by the Executive Board and final decision-making | 12 days |
| Submission of the occupational standards approved by the Executive Board to the Prime Ministry for being published in the Official Gazette (This does not apply to qualifications) | 5 days |

**\* The duration will change according to the number and content of documents along with the speed of theapplying organization.**

**The Revision Process for National Occupational Standards**

|  |  |
| --- | --- |
| **Activity** | **Indicative duration** |
| Consultation to the preparing organization, field experts and autorized certification bodies in line with the approved update-request | 15 days |
| Conducting the authorization process | 5 days |
| Preparation of the draft occupational standards by the organization and submission to VQA. | 45 days **\*** |
| Review of the revised occupational standards by VQA, evaluation of the consultation possibility | 7 days |
| Submission of the formal letter and opinion charts to the organization (if found appropriate for consultation) | 2 days |
| Consultation for the revised drafts opinion-taking process (if found appropriate for consultation) | 30 days **\*** |
| Revision of the draft occupational standards/ qualifications according to the opinions(in case of consultation) | 20 days **\*** |
| Review of the drafts and opinion charts by VQA (in case of consultation) | 3 days |
| Review and verification of the draft document and opinions by the VQA Sector Committee | 10 days |
| Submission of the revised occupational standards to the Executive Board, review by the Executive Board and final decision-making | 5 days |
| Submission of the occupational standards approved by the Executive Board to the Legal Consultancy for being published | 2 days |

**\* The duration will change according to the number and content of documents along with the speed of the applying organization.**

**The Revision Process for National Qualifications**

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| --- | --- |
| **Activity** | **Indicative duration** |
| Consultation to the Testing and Certification Department, Audit Department, the organization preparing the NQ/NoS, and the authorized certification bodies(ACBs) | 15 days |
| Conducting the authorization process | 5 days |
| Preparation of the revised qualifications by the organization and their submission to VQA. | 45 days **\*** |
| Review of the revised qualification by VQA, evaluation of the consultation possibility | 7 days |
| Submission of the formal letter and opinion charts to the organization (if found appropriate for consultation) | 2 days |
| Consultation for the revised drafts and opinion-taking process (if found appropriate for consultation) | 30 days |
| Revision of the draft qualifications according to the opinions(if found appropriate for consultation) | 20 days **\*** |
| Pilot-testing to be conducted by the organization (When necessary) | 10 days **\*** |
| Review of the drafts and opinion charts by VQA | 3 days |
| Review and verification of the draft document and opinions by the VQA Sector Committee | 10 days |
| Submission of the revised occupational standards to the Executive Board, review by the Executive Board and final decision-making | 5 days |
| Publishing of the revised qualifications | 3 days |

**\* The duration will change according to the number and content of documents along with the speed of theapplying organization.**

**The Authorization process of the Testing Center**

|  |  |
| --- | --- |
| **Activity** | **Indicative duration** |
| Application for the VQA Testing and Certfication Seminar and attendance (mandatory step for authorization pre-application) | - |
| Pre-application to VQA, review of the application by VQA and signing of the pre-authorization contract | 30 days |
| Accreditation application to the Turkish Accreditation Agency and signing the accreditation process (mandatory step for application for authorization) | 180 days**\*** |
| Application for authorization after the organized is accredited | 30 days **\*\*** |
| Review of the application for authorization by VQA, preparation of the authorization file technical examination report (before the audit) and submission to the Audit Department. | 30 days |
| Planning and conducting of the VQA audit | 30 days |
| Results of the VQA audit | 75 days **\*\*\*** |
| Meeting of the VQA Executive Board for authorization decision-making and approval | 15 days |
| Preparation of the authorization contract and completion of the authorization process | 30 days |

**\* The duration will change according to the workload of Turkish Accreditation Agency and has been determined as indicative. Additionally, the duration will change in the case that the accreditation preparations and documents are lacking.**

**\*\*It is mandatory that the authorization application must be made to VQA in 30 days at the latest following the signing of the accreditation contract.**

**\*\*\*The duration will change in the case that the infrastructure of the testing center is in need of improvement.**

**IMPORTANT NOTE: Applicants take into consideration that the indicative durations indicatively defined above cannot exceed the project implementation duration.**