

IVETSA

Application and Submission Guide

IVETSA

International Vocational Education Teaching Standards Accreditation

Operated by ASIA CENTRE FOR OCCUPATIONAL STANDARDS
CURRICULUM ACCREDITATION AND DEVELOPMENT

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1 Purpose and services

This guide explains how an institution prepares a complete application, confirms the service, responds to expert findings and receives the result. It applies to two IVETSA services: programme teaching standards accreditation and course standards accreditation. The published criteria for the selected service provide the technical requirements.

Service	Typical review object	Relevant criteria
Programme teaching standards accreditation	A defined programme teaching standard and its listed curriculum-design documents.	IV-STD-001 Programme Teaching Standards Criteria
Course standards accreditation	One course standard or an explicitly listed set, with the outcome for each course identifiable.	IV-CRS-001 Course Standards Criteria

The review concerns the stated documents, versions and evidence. For programme applications, supporting courses explain the programme design; independent course-standard accreditation is included only when expressly agreed. A course set is part of the course service, not a third service category.

2 Prepare one complete material package

Submit the application form, the standards to be reviewed and the relevant supporting attachments with a short list. Use existing institutional materials wherever they already explain the requirements. The form includes an attachment list; extend it only if needed. There is no mandatory self-scoring form or separately prescribed self-evaluation report.

Material	What it should show	Preferred format
Application form	Institution, authorised contact, selected service, object, intended use and file list.	Complete the downloadable Word form and submit a readable PDF with signature or authorised email confirmation.
Standard and design documents	Complete standard with title, level, version, date, contents and page numbers; include the documents needed to understand the agreed scope.	Searchable PDF; preserve the institution’s own structure.
Supporting attachments	Relevant evidence for the criteria, such as outcome relationships, course/task information, assessment rules and resource requirements.	Readable PDF or a suitable native file where its function is necessary.

Material	What it should show	Preferred format
Attachment list	File name, reference, version, date, language and relevant section or page.	Use the form's list or a simple extension.

2.1 Programme material

A programme package should make the occupational purpose, programme outcomes, curriculum structure and hours or credits understandable. Include sufficient information on core courses, major practical or integrated tasks, assessment of essential outcomes, staffing and resource requirements, and version/improvement arrangements. The criteria specify what needs to be demonstrated, while the institution may choose a clear and proportionate way to explain it.

2.2 Course material

A course package should identify prerequisites, course outcomes, units and learning activities, workload, tasks and expected outputs, assessment and completion rules, and the necessary teaching conditions. For several courses, provide a list and a complete standard for each. Shared resources may be referenced once, with their applicability identified for each course.

2.3 Evidence references

Examples of useful evidence include an occupational-task explanation, an outcomes–curriculum–assessment relationship, key task and rubric examples, hours/credit calculations, and proposed staffing or facility requirements. These may already be part of the standard. Reference the existing location instead of creating duplicate documents. Plans, actual records and expected effects should be distinguished.

3 Files, versions and languages

Keep the institution's standard format. Use readable text, consistent headings, a contents list where needed and continuous page numbers. If a scanned source is necessary, ensure it is legible and supply searchable text where available. Do not remove genuine signatures, dates or institutional marks from source evidence; provide an appropriate display copy if privacy requires a limited disclosure.

Identify the reviewed version clearly. A useful file name is institution_object_version_language, for example Institution_CourseTitle_v1_EN.pdf. This is a naming example, not a compulsory convention. The attachment list should be sufficient to locate the document even when another naming convention is used.

The review language and controlling text are agreed in the service confirmation. Attach the original where a translation is used and identify the translation responsibility. English supports international review and exchange; Malay or another language is included where required by the agreed review or intended use. Three language versions are not automatically required for every application.

Check that titles, outcomes, hours or credits, assessment thresholds and completion requirements agree across versions. Flag material differences for clarification. Revision responses should include a complete new version and a brief account of changed locations, preserving the earlier version for traceability.

4 Send the application

Send the complete package to projects@ivetsa.org. Suggested subject: “IVETSA application | institution | programme or course title”. Use an institutional or otherwise authorised contact address and identify the person responsible for correspondence. Do not send account passwords or unrelated personal records.

If the package is too large for email, provide a controlled download link that the project team can access for the agreed review period. Identify any restrictions, expiry or access arrangements in the email. IVETSA will confirm receipt and will not treat an inaccessible link as a complete submission.

5 Initial check, quotation and acceptance

The service target is to acknowledge receipt within two working days and complete an initial completeness check within five working days after readable initial materials are available. IVETSA then sends one consolidated reply identifying the scope, missing information, proposed work, total quotation and next steps. These are service targets; any revised arrangement will be communicated.

The Application Acceptance and Service Confirmation identifies the selected service category, documents and versions, criteria, language, included revision review, timetable, deliverables, total fee, tax treatment and payment due date. It also states the permission and work arrangements for post-accreditation promotion and adoption support.

An authorised representative confirms the identified version by signature or an explicit acceptance email. Silence is not acceptance. The review starts when the accepted terms and materials needed for reliable technical work are in place. Changed scope or extra costs require written agreement before the additional work begins.

6 Expert review and applicant response

Relevant appointed experts review the materials against the selected criteria. Review arrangements include capability matching, confidentiality and conflict-of-interest checks. The institution receives findings that identify the requirement, evidence, reasoning and any clarification or revision needed. Improvement suggestions are separated from requirements that must be satisfied.

Use the Review Findings and Revision Response form and keep the same finding IDs. The applicant may correct factual errors, explain a professional disagreement, provide further evidence or revise the design. State the action and location of the response, attach the complete revised standard and update the file list.

Experts check whether each issue is resolved and whether changes affect other requirements. If no changes are required, the case may proceed after factual confirmation. Where further work is necessary, the reason and response arrangement are stated. A typical review is planned over four to six weeks after acceptance and complete technical materials, excluding applicant waiting periods and separately agreed additional work. The project-specific timetable controls.

7 Decision, delivery and settlement

The Teaching Standards Review Committee considers the technical findings and verification. The Accreditation Decision Committee makes a recorded decision on the evidence and process. The possible outcomes are Pass, Decision after revision, Deferred and Not passed. A pass requires all applicable requirements to conform and material uncertainties to be resolved.

The applicant receives the final evaluation report and accreditation decision notice. A passed case also receives a certificate and scope annex after the issuance conditions are checked. Other outcomes are accompanied by reasons and the next actions or appeal route. Technical advice alone is not a certificate.

IVETSA uses a project-specific written quotation designed to cover necessary professional and operating costs. There is no unagreed additional charge. One settlement follows delivery of the agreed results, by the due date accepted in the confirmation. The fee relates to the review work and is not conditional on obtaining a favourable decision. Any withdrawal calculation follows the accepted terms and actual work completed.

8 Promotion and institutional adoption support

Following a successful result, IVETSA undertakes the agreed outreach and sharing of standards for educational exchange. The service confirmation records which names, summaries, full documents, translations or other materials may be used, the intended recipients, confidentiality restrictions and reporting arrangements. The institution retains ownership of its materials.

Support can include introducing the standard to prospective institutions, sharing approved information, discussing local adaptation and collecting feedback. Actual adoption is recorded by institution, version, purpose, date and supporting evidence. Receiving institutions decide whether and how to use a standard; a promotion activity is not itself an adoption record or a joint accreditation.

9 Validity, change and verification

The normal initial validity period is 24 months, with exact dates in the decision and certificate. The end date includes that calendar day in UTC+08:00. A brief confirmation of the current version, use and material changes is requested at 12 months. Changes affecting outcomes, course scope, essential resources or result use should be reported when they arise.

Use the certificate only within its recorded scope and current status. Verification is available through the website enquiry and record-checking route or info@ivetsa.org. An absence of a published record requires checking the number and contacting IVETSA; it should not be described as proof of a valid certificate. Renewal or material scope changes require the applicable review and a new recorded decision.

10 Questions, complaints and appeals

Project questions go to projects@ivetsa.org. Expert and standards matters go to standards@ivetsa.org. General enquiries, complaints and appeals go to info@ivetsa.org. Include the project or decision reference and enough information to understand the issue.

A decision appeal is submitted within 10 working days, starting on the next working day after receipt. Independent handling targets 20 working days from the next working day after acceptance and receipt of necessary information; a justified written extension may be made once for up to 10 working days. Working days are Monday to Friday excluding applicable Kuala Lumpur public holidays, unless the case confirms another calendar. Detailed handling follows the published fairness and appeals rules.

11 Before sending

Confirm that the correct service is selected; the institution and contact are authorised; the standard is complete and versioned; important evidence is included or located by reference; the attachment list matches the files; language relationships and confidentiality restrictions are clear; and the contact can receive correspondence. Retain a copy of the submitted package and subsequent versions.