

Tool 1 — Guide to the preparation of a QAF adherence application

1.1 Compliance with the Code of Good Practice

1.1.1 The organization explains how it complies with all the principles and recommendations set out in the [Pan-Canadian Code of Good Practice in the Assessment of International Academic Credentials](#).

The organization provides a brief explanation of what it is doing to comply with each of the principles and recommendations, according to the list given below, pointing out any it is not complying with:

a	fundamental principles
b	general procedures
c	application processing times
d	information requirements
e	fees
f	translations
g	documents required
h	status of institutions and programs
i	purpose/outcome of the assessment
j	level of studies
k	assessment criteria
l	duration of the program of study
m	appeals or requests for review

1.1.2 It produces examples of publications (brochures, application forms, advertising materials, website addresses, etc.) it distributes to its clientele, to explain the following:

a	the documents to be provided
b	the translations to be provided, where applicable
c	the import of the assessment notices and reports
d	application processing times
e	the procedure to follow to apply for an assessment
f	the appeal or review procedures
g	the cost of the services offered

2.1 Organization-level competencies

2.1.1 Reference works and documentation centre

a	The organization shows it has an adequate collection of works and other reference materials (whether published or not) in print or electronic format, such as historical and current publications on the education systems of many countries.
b	The organization describes its documentation centre, indicating the number and kind of historical and current reference documents that the centre contains.
c	The organization provides a list of the national and international associations of which it is a member, the international credential databases to which it subscribes, and the e-mail distribution lists or other collaborative tools of this nature to which it belongs.

2.1.2 File management

The organization's file-management system should allow easy access to any information sought, while protecting the confidentiality of data in accordance with the federal, provincial or territorial statutes and policies in force. The archiving of decisions or opinions resulting from assessments should be designed to allow organized, systematic retrieval of previous decisions or opinions. File-management procedures should guarantee the security and protection of client files and, in particular, the originals these files may contain.

The organization describes:

a	its file-keeping procedures
b	the length of time documents are preserved
c	the procedure for accessing earlier decisions or opinions
d	the procedures for protecting confidential information
e	the procedures for managing original documents

2.1.3 Experience of the organization

a	The organization must comply with the Code of Good Practice for at least one year and have handled a substantial number of international academic credential assessments.
b	The organization indicates how long it has been operating and, on an annual basis, the number of applications it processes and the number of assessments of international academic credentials it performs.

3.1 Staff competencies

3.1.1 The organization presents a description of its personnel indicating, for each type of job, the number of full-time equivalents and principal duties.

3.2.2 The organization presents the profile of its assessor who has the most experience in terms of:

a	level of education
b	specialized training in academic credential assessment
c	number of years of practice in academic credential assessment
d	competencies in relation to the CMEC-CICIC profile of competencies for persons responsible for assessing academic credentials
e	any other relevant attribute

3.2.3 The organization describes its training program and the typical professional-development activities it offers or makes available to its personnel.

4.1 Case studies

4.1.1 The organization presents two case studies dealing with different countries. To the extent possible, the two cases should deal with credentials at different levels. For each of these two studies, it provides a description of the procedures in place regarding:

a	the documents required
b	the translations required
c	the authentication of documents
d	the official status of the institution that conferred the academic credential
e	the description of the program
f	the outcome of the assessment and its justification
g	the references and resources used for the assessment

4.1.2 For each case study, a model assessment report is provided describing how the organization interprets and applies the measures designed:

a	to prevent forgeries and falsification of reports
b	to clearly inform the client of the purpose of which the assessment notice or report is intended