

MINISTRY OF SCIENCE, EDUCATION AND SPORTS OF THE REPUBLIC OF CROATIA

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Pursuant to Article 12, paragraph 3 and to Article 14, paragraph 6 of the Croatian Qualifications Framework Act ('Official Journal of the Republic of Croatia', no. 22/2013), the Minister of Science, Education and Sports of the Republic of Croatia, with the consent of the ministers responsible for labour, regional development, economy, entrepreneurship and crafts, adopts this

ORDINANCE

ON THE CROATIAN QUALIFICATIONS FRAMEWORK REGISTER

I. GENERAL PROVISIONS

Article 1

This Ordinance regulates: the content and management of the Croatian Qualifications Framework Register (hereinafter: the CROQF Register); the procedure for submitting requests for inclusion in the CROQF Register and the content and structure of the request form request forms; the evaluation of submitted requests for inclusion and the procedure for including new entries in the CROQF Register; the work of sectoral councils (titles of sectors and sectoral councils, selection criteria and selection procedure for members of sectoral councils and the description of sectoral councils' roles and responsibilities); and the internal and external quality assurance system of the CROQF Register.

II. CONTENT AND MANAGEMENT OF THE CROQF REGISTER

Article 2

(1) The CROQF Register is a public register that consists of three subregisters: the Occupational Standards Subregister; the Qualification Standards Subregister; and the Units of Learning Outcomes Subregister.

(2) The Occupational Standards Subregister contains occupational standards that are comprised of lists of units of competences for each occupation.

(3) The Qualification Standards Subregister contains qualification standards, programmes that lead to the acquisition of qualifications and a list of legal entities that are authorised to award qualifications.

(4) The Units of Learning Outcomes Subregister contains units of learning outcomes, programmes that lead to the acquisition and assessment of given learning outcomes, programmes for assessing units of learning outcomes and a list of legal entities and individuals that are authorised to carry out the certification of acquired units of learning outcomes.

Article 3

- (1) The Units of Learning Outcomes Subregister and the Qualification Standards Subregister are regulated and managed by the ministry responsible for education and science.
- (2) The Occupational Standards Subregister is regulated and managed by the ministry responsible for labour.

Article 4

- (1) The CROQF Register is located within an IT system consisting of: standard computer and telecommunications equipment and infrastructure; relevant software; and all the data that is entered and stored on the IT system (or transmitted to other IT systems).
- (2) The IT system is the central place for archiving registration data and other records and statistical data from the CROQF Register, as well as official documents and other evidence stored electronically.
- (3) The conditions, criteria and types of electronic access to the IT system, as well as the exchange of electronic information between the CROQF Register and other IT systems, are regulated by a ministerial decision of the minister responsible for education and science, with the consent of the minister responsible for labour.

Article 5

- (1) The ministry responsible for education and science is in charge of ensuring the continuous functionality of the CROQF Register's IT system and of ensuring the technical resources that are necessary for the availability of the electronic data provided by the Register.
- (2) The ministry may outsource tasks related to the development and maintenance of the CROQF Register's IT system to another legal entity, in which case the service provider is responsible for ensuring the protection and confidentiality of data that are not intended for the public, in accordance with Article 7 of this Ordinance.

Article 6

- (1) The web site of the CROQF Register is an integral part of the Register's IT system. The web site allows visitors to search for and access public data and reports from the Register, as well as documents related to the functioning of the Register.
- (2) The web site of the CROQF Register is accessed through the web site of the Croatian Qualifications Framework: <http://www.kvalifikacije.hr/>.
- (3) Access to the public information and reports available in the CROQF Register is free.

Article 7

- (1) The ministry responsible for education and science and the ministry responsible for labour are in charge of implementing measures for the protection of data storage on the CROQF Register's IT system, as well as for the maintenance of the IT system and for verifying its functionality.

(2) Within their respective areas of responsibility, the ministers responsible for labour and for education and science determine the measures, means and conditions for securing, storing and protecting data in the Occupational Standards Subregister, the Qualification Standards Subregister and the Units of Learning Outcomes Subregister.

(3) The ministry responsible for labour is in charge of providing the human, technical and organisational resources that are necessary for the functioning of the Occupational Standards Subregister and for the input of data into the Subregister.

(4) The ministry responsible for education and science is in charge of providing the human, technical and organisational resources that are necessary for the functioning of the Qualification Standards Subregister and the Units of Learning Outcomes Subregister, as well as for the input of data into these subregisters.

III. SUBMITTING REQUESTS FOR INCLUSION IN THE CROQF REGISTER

Article 8

(1) Requests for inclusion in the CROQF Register can be submitted for the following types of new entries: occupational standards; qualification standards; units of competences (within existing occupational standards); and units of learning outcomes (as optional parts of existing qualification standards).

(2) Requests for inclusion in the CROQF Register can be made by completing the request forms entitled CROQF_OS, CROQF_UC, CROQF_QS and CROQF_ULO (enclosed as an Annex to this Ordinance). Requests for inclusion of occupational standards or units of competences are submitted through the CROQF_OS or CROQF_UC forms. Requests for inclusion of qualification standards or units of learning outcomes (as an optional part of existing qualification standards) are submitted through the CROQF_QS and CROQF_ULO forms.

(3) The above-mentioned request forms are an integral part of this Ordinance and can be completed electronically.

Article 9

(1) The CROQF_OS and CROQF_UC request forms are submitted to the ministry responsible for labour.

(2) The CROQF_QS and CROQF_ULO request forms are submitted to the ministry responsible for education and science.

Article 10

(1) The request forms enclosed as an Annex to this Ordinance are completed electronically on the web site of the CROQF Register.

(2) After submitting the necessary data through the relevant forms, applicants will receive an electronic notice of receipt of the request.

(3) A printed version of each request must be signed and/or certified by an authorised person and delivered by post to the responsible ministry.

(4) A request for inclusion is only considered as having been submitted once the responsible ministry receives a request in accordance with paragraph 3 of this Article.

IV. CONTENT AND STRUCTURE OF THE REQUEST FORMS FOR OCCUPATIONAL STANDARDS AND UNITS OF COMPETENCES

Article 11

(1) The CROQF_OS and CROQF_UC request form consists of two parts.

(2) In accordance with Article 12 of this Ordinance, the first part of the form contains: information about the applicant; the title of the proposed occupational standard or unit of competences; the selection of the relevant sectoral council; and evidence to justify the proposal. In accordance with Article 13 of this Ordinance, the second part of the form contains data on the proposed occupational standard.

Article 12

(1) The evidence to be submitted by applicants to justify the proposed occupational standard or unit of competences must include an elaboration on the strategic, sectoral and analytical validity of the request for inclusion. This must be based on expert analyses regarding the development of occupational standards, in accordance with the methodology referred to in paragraph 3 of this Article.

(2) The ministry responsible for labour will prepare the aforementioned expert analyses, which encompass sector profiles and an analysis of labour market needs and labour market regulations among the occupations for which occupational standards are being proposed.

(3) Applicants may independently prepare expert analyses for the development of an occupational standard. In such a case, applicants must prepare expert analyses in accordance with the methodology that will be adopted by the ministry responsible for labour (with prior approval by the ministry responsible for education and science) within 30 days of entry into force of this Ordinance.

(4) Applicants should demonstrate the strategic justification for submitting the request for inclusion by referring to relevant sector strategies and to other relevant strategic documents.

(5) The sectoral justification for submitting the request for inclusion should be demonstrated by referring to the profile of the sector that the proposed occupational standard is related to or, exceptionally, by referring to other relevant documents.

(6) The analytical justification for submitting the request for inclusion should be demonstrated by an analysis of current and previous levels of supply and demand for the relevant occupation (and similar occupations), as well as by a five-year projection of labour market needs for such occupations. The basis for these analyses should be the expert analyses referred to in paragraphs 2 and 3 of this Article, provided that data for the relevant occupations are available.

Article 13

The second part of the CROQF_OS and CROQF_UC request form contains sections in which the following information must be completed (or selected) by applicants:

1. A description of the occupation or units of competences that will be regulated by the occupational standard;
2. The estimated CROQF reference level of the qualification that will be developed on the basis of the occupational standard;
3. A list of the key tasks (in one or more jobs within the given occupation) that define the occupation and its associated individual competences;
4. A list of the units of competences and associated individual competences that are required to work in one or more jobs within the given occupation;
5. The working conditions in the workplace;
6. The proposed date by which the occupational standard can be used to propose qualification standards and units of learning outcomes.

V. CONTENT AND STRUCTURE OF THE REQUEST FORMS FOR QUALIFICATION STANDARDS AND UNITS OF LEARNING OUTCOMES

Article 14

The CROQF_QS request form consists of three parts.

Article 15

(1) The first part of the CROQF_QS request form contains: a section to enter the applicants' general data; a section to present the justification for requesting the introduction of the proposed qualification standard; and a section to provide additional information and to attach relevant documents as evidence of the claims made in the request for inclusion.

(2) Using the request form, applicants must select the role of the proposed qualification standard in one or more of the following areas: labour market needs; pursuing further education; and other individual or societal needs. Supporting documents should be attached as evidence of the proposed role of the qualification standard.

(3) If the role of the qualification (for which a qualification standard is being proposed) is related to labour market needs, the prerequisite for registering the qualification standard is the existence of one or more related occupational standards in the CROQF Register. The code of the relevant occupational standard(s) (see Article 27, paragraph 2 of this Ordinance) should be included in the request form for qualification standards.

(4) If the qualification standard is being proposed for the purpose of pursuing further education, applicants should list one or more codes of the qualification standards of the subsequent qualifications that can be acquired through further education, providing that these are already included in the CROQF Register.

(5) If the role of a qualification (for which the qualification standard is being proposed) is related neither to employment nor to pursuing further education, applicants must explain how the qualification contributes to the fulfilment of other individual and societal needs. That is, applicants must demonstrate how the qualification contributes to the general welfare of citizens and to social development priorities, as well as to the personal development, self-reliance and creativity of individuals, particularly taking into account democratic principles, respect for human rights and fundamental freedoms and human dignity.

(6) In addition to the request form, and as a part of the supporting documents, applicants must collect and enclose opinions on the proposed qualification standard by legal entities that are potential providers of the programmes that would lead to the acquisition of the proposed qualification. If the applicants are unable (for reasons that are outside their control) to enclose such opinions, they are required to submit an explanation in writing.

(7) If the ministry responsible for education and science accepts the proposed justification in paragraph 6 of this Article, it may (if deemed necessary) consult potential providers of the programme regarding the proposed qualification standard. In such a case, the ministry would independently produce a list of legal entities (based on existing records) that could become potential providers of the programme leading to the qualification for which a qualification standard is being proposed, and that may therefore have a legal interest in proposing the same qualification standard themselves. The ministry would request these stakeholders to deliver their opinions on the proposed qualification standard or unit of learning outcomes.

Article 16

(1) The second part of the CROQF_QS request form contains sections in which the following information on the proposed qualification standard must be completed (or selected) by the applicants:

1. The title of the qualification for which a qualification standard is being proposed;
2. The name of the sectoral council to which the request for inclusion is being submitted;
3. The CROQF reference level of the qualification;
4. The minimum volume of qualification expressed in credits (ECTS, ECVET and/or CCSGE¹) or in years of research for CROQF levels 8.1 and 8.2;
5. The class of the qualification (full or partial);
6. The list of units of learning outcomes (labelled under the categories 'mandatory' or 'optional');
7. The entrance requirements for the qualification;
8. The requirements for acquiring the qualification;
9. The date by which students are expected to enrol in the programme that leads to the acquisition of the qualification.

¹Croatian Credit System for General Education (*Hrvatski sustav bodova općeg obrazovanja – HROO*)

(2) The third part of the CROQF_QS form contains sections in which the following information on the proposed unit of learning outcomes must be completed (or selected) by the applicants:

1. The title of the unit of learning outcomes;
2. The CROQF reference level of the unit of learning outcomes;
3. The volume of the unit of learning outcomes;
4. The list of learning outcomes;
5. The entrance requirements for acquiring the learning outcomes;
6. The material and human resources necessary to acquire the unit of learning outcomes;
7. The material and human resources necessary to assess the unit of learning outcomes;
8. The assessment procedures and examples of assessment for all learning outcomes within the proposed unit of learning outcomes.

Article 17

The CROQF_ULO request form consists of two parts. The first part contains a section to enter the applicants' general data and in the second part applicants complete (or select) the following elements of the proposed unit(s) of learning outcomes:

1. The title of the unit of learning outcomes;
2. The justification for introducing an optional unit of learning outcomes in relation to the corresponding qualification standard, its components and its role;
3. The CROQF reference level of the unit of learning outcomes;
4. The volume of the unit of learning outcomes;
5. The list of learning outcomes;
6. The entrance requirements for acquiring the learning outcomes;
7. The material and human resources necessary to acquire the unit of learning outcomes;
8. The material and human resources necessary to assess the unit of learning outcomes;
9. The assessment procedures and examples of assessment for all learning outcomes within the proposed unit of learning outcomes.
10. The code of the qualification standard for which the unit of learning outcomes is being proposed.

VI. EVALUATING REQUESTS FOR INCLUSION OF NEW OCCUPATIONAL STANDARDS, UNITS OF COMPETENCES, QUALIFICATION STANDARDS AND UNITS OF LEARNING OUTCOMES IN THE CROQF REGISTER

Article 18

The procedure for evaluating requests for inclusion of new occupational standards, units of competences, qualification standards and units of learning outcomes consists of determining whether all formal and professional requirements are fulfilled, which includes an assessment of the justification for requesting the inclusion of the new entry.

Article 19

(1) A formal verification of each submitted request for inclusion is carried out to determine whether the requirements listed in this Ordinance have been met (i.e. that all the necessary documents have been submitted and that the data provided are accurate).

(2) The formal verification described in paragraph 1 of this Article is performed by the ministry responsible for labour and the ministry responsible for education and science, each within their respective area of responsibility.

(3) Incomplete and inaccurate requests are returned to applicants within 21 days following the date of receipt, accompanied by an explanation and instructions regarding the additional information that needs to be submitted or the corrections that need to be made.

Article 20

Requests for inclusion that are both complete and accurately filled-in are delivered to the relevant sectoral council by the ministry responsible for labour and the ministry responsible for education and science (each within their respective area of responsibility).

Article 21

(1) Each sectoral council evaluates requests for inclusion in the CROQF Register in its thematic area. The evaluation includes an assessment of the justification for requesting the inclusion of the proposed occupational standards, units of competences, qualification standards and units of learning outcomes in the CROQF Register. Based on its evaluation, the sectoral council prepares an expert opinion for the responsible ministry on whether to include each new entry in the CROQF Register.

(2) Guidelines for evaluating requests for inclusion will be provided to the sectoral councils by the ministry responsible for education and science and the ministry responsible for labour. The guidelines will also be published on the web site of the CROQF Register.

(3) The guidelines referred to in paragraph 2 of this Article will be prepared and published within 60 days of entry into force of this Ordinance.

Article 22

(1) For new occupational standards and units of competences, the sectoral councils evaluate the submitted proposals and analyse the necessary competences within each sector using the expert analyses and other documents referred to in Article 12 of this Ordinance.

(2) The evaluation by the sectoral councils referred to in paragraph 1 of this Article is based on all the information provided in the requests for inclusion. In particular, the evaluation is based on the relevance of the proposed occupational standards and units of competences, the description of the relevant occupations and their related competences and the deadline by which the proposed occupational standards can be used as a justification for proposing new qualification standards.

(3) If the sectoral councils assess (based on their analysis and evaluation) that a proposed occupational standard is justified and that the proposal contains all the elements prescribed by this Ordinance (as well as any additional elements that are important for quality assurance), it will deliver a positive opinion on the fulfilment of the professional requirements for inclusion in the Register.

Article 23

(1) For new qualification standards and units of learning outcomes, the sectoral councils evaluate all elements of each proposal and, in particular, assess the following: the profile (the area of work and learning); the reference level; the volume; the class (full or partial qualifications); the justification for the introduction of the qualification standard; the role of the qualification; and the quality of the process of acquiring a qualification.

(2) To assess the reference level of each qualification standard, the sectoral councils verify the correspondence of the reference level of the proposed units of learning outcomes with the reference level descriptors defined in the Croatian Qualifications Framework Act.

(3) The sectoral councils evaluate the justification for introducing each qualification standard and the correspondence of units of learning outcomes by examining the proposed role of the qualification and by verifying the level of correspondence between the proposal and the existing qualification standards and units of learning outcomes in the CROQF Register.

(4) The sectoral councils evaluate the possible roles of a qualification based on:

i. Labour market needs, defined based on a needs assessment among priority sectors of the economy, which is carried out by analysing the necessary competences on the labour market for a given occupation (as defined in the relevant occupational standard).

ii. Further education, in which case a qualification is considered as justified provided that it complies with the minimal entrance requirements for acquiring further qualifications.

iii. Other societal or individual needs, in which case the sectoral council determines whether the qualification contributes to the general welfare of citizens and to social development priorities, as well as to the personal development, self-reliance and creativity of individuals, particularly taking into account democratic principles, respect for human rights and fundamental freedoms and human dignity.

(5) The overall quality of the process of acquiring a qualification and of units of learning outcomes is evaluated based on assessing all the elements defined in Articles 16 and 17 of this

Ordinance and their compliance with the provisions of Article 7 of the Croatian Qualifications Framework Act.

Article 24

If a proposed qualification standard already exists in the CROQF Register, the sectoral councils provide an opinion on whether to modify the existing standard, include the proposal in the Register as a new standard or to reject the proposal (in which case the applicants are informed in writing with an appropriate justification for the decision).

Article 25

If the sectoral councils assess (based on their analyses and evaluation) that a proposed qualification standard or unit of learning outcomes contains all the elements prescribed in this Ordinance (as well as additional elements that are important for quality assurance), they will issue a positive opinion on the fulfilment of the professional requirements for inclusion in the CROQF Register.

Article 26

(1) If the sectoral councils deem it necessary, the national sectoral councils' coordinator can (within 21 days of receipt) return proposals to their applicants for revision, along with recommendations and guidance on what changes need to be made, as well as a set deadline for resubmitting the proposal.

(2) The sectoral councils must issue an expert opinion on the inclusion of a given proposal in the CROQF Register within 30 days of the date that the proposal was forwarded to the relevant sectoral council by the ministry responsible for labour or the ministry responsible for education and science. In the case of a resubmitted proposal (as referred to in paragraph 1 of this Article), the same deadline applies (within 30 days of the date that the resubmitted proposal was forwarded to the relevant sectoral council).

(3) If applicants fail to respond in time and in the manner prescribed in paragraph 1 of this Article, the sectoral councils will adopt a negative opinion on the fulfilment of the professional requirements for inclusion in the register and will recommend to the responsible ministry to reject the request for inclusion in the CROQF Register.

(4) The resubmission of proposals can be accepted after period of six months from the date of rejection of the initial request for inclusion.

VII. INCLUDING NEW OCCUPATIONAL STANDARDS, UNITS OF COMPETENCES, QUALIFICATION STANDARDS AND UNITS OF LEARNING OUTCOMES IN THE CROQF REGISTER

Article 27

(1) Based on the positive opinion of sectoral councils on the inclusion of new occupational standards or units of competences in the CROQF Register, the minister responsible for labour issues a decision on inclusion in the register.

(2) An occupational standard includes the following elements:

1. The code of the occupational standard;
2. The title of the occupational standard;
3. The code of the occupation from the National Classification of Occupations on which the approved occupational standard is based;
4. A link to the European Classification of Skills/Competences, Qualifications and Occupations (if applicable);
5. The description of the occupation or of the units of competences that will be regulated based on the occupational standard;
6. The name of the relevant sectoral council and a link to the official document establishing the sectoral council that carried out the evaluation;
7. The list of key tasks (in one or more jobs within the given occupation) that define the occupation;
8. The list of units of competences and associated individual competences;
9. The working conditions in the workplace;
10. The date until which the occupational standard can be used as a justification for proposing new qualification standards or units of learning outcomes;
11. A link to the expert opinion of the sectoral council on the inclusion of the occupational standard in the CROQF Register;
12. A link to the decision on the inclusion of the occupational standard in the CROQF Register;
13. Links to the expert analyses used in the work of the sectoral councils;
14. The name of the applicant that submitted the proposed occupational standard;
15. The date of inclusion in the CROQF Register.

(3) A unit of competences includes the following elements:

1. The code of the unit of competences;
2. The title of the unit of competences;
3. A link to the European Classification of Skills/Competences, Qualifications and Occupations (if applicable);
4. The name of the relevant sectoral council and a link to the official document establishing the sectoral council that carried out the evaluation;
5. A list of the key tasks in which the units of competences are used;
6. The list of related individual competences;

7. The working conditions in the workplace;
8. A link to the expert opinion of the sectoral council on the inclusion of the unit of competences in the CROQF Register;
9. A link to the decision on the inclusion of the unit of competences in the CROQF Register;
10. The name of the applicant that submitted the proposed unit of competences;
11. The date of inclusion in the CROQF Register.

(4) Occupational standards included in the CROQF Register are assigned a code according to the National Classification of Occupations. If there is no appropriate code for a given occupational standard in the aforementioned national classification, the ministry responsible for labour will initiate a process to update the classification at the Croatian Bureau of Statistics (in cooperation with the Croatian Employment Service and the Croatian Pension Insurance Institute, as well as in accordance with international standards for the classification of occupations).

(5) The inclusion of occupational standards in the CROQF Register is performed by the ministry responsible for labour.

(6) Occupational standards can be used to justify proposing qualification standards until a designated date. After this date, new and appropriate occupational standards must be included in the CROQF Register. In this case, the old occupational standards will still be listed in the Register, but will be labelled as inactive.

Article 28

(1) Based on the positive opinion of the sectoral councils on the fulfilment of the professional requirements for the inclusion of qualification standards or units of learning outcomes in the CROQF Register, the minister responsible for education and science issues a decision on inclusion in the register.

(2) The decision referred to in paragraph 1 of this Article also includes a confirmation of the associated units of learning outcomes, which are assigned a code. In addition to being included in the Qualification StandardsSubregister, units of learning outcomes are also included in the Units of Learning OutcomesSubregister.

(3) A qualification standard contains the following elements:

1. The code of the qualification standard;
2. The title of the qualification;
3. The CROQF reference level of the qualification;
4. The EQF reference level of the qualification;
5. The minimum volume of the qualification expressed in credits (ECTS, ECVET and/or CCSGE²) or in years of research for CROQF levels 8.1 and 8.2;

²Croatian Credit System for General Education (*Hrvatski sustav bodova općeg obrazovanja – HROO*)

6. The class of the qualification (full or partial qualification);
 7. The list of units of learning outcomes (labelled under the categories ‘mandatory’ or ‘optional’);
 8. The entrance requirements for the qualification;
 9. The requirements for acquiring the qualification;
 10. The justification for the qualification and a description of the role of the qualification (its link to further education, to the relevant occupational standard and to individual and societal needs).
 11. The date by which students are expected to enrol in the programme that leads to the acquisition of the qualification.
 12. A link to the official document establishing the sectoral council that carried out the evaluation;
 13. A link to the expert opinion of the sectoral council on the inclusion of the qualification standard in the CROQF Register;
 14. A link to the decision on the inclusion of the qualification standard in the CROQF Register;
 15. The name of the applicant that submitted the proposed qualification standard;
 16. The date of inclusion in the Subregister for Qualification Standards;
 17. A link to appropriate programmes and to a list of legal entities authorised to award qualifications.
- (4) A unit of learning outcomes includes the following elements:
1. The code of unit of learning outcomes;
 2. The code of the qualification standard that the unit of learning outcomes belongs to;
 3. The title of the unit of learning outcomes;
 4. The CROQF reference level of the unit of learning outcomes;
 5. The volume;
 6. The list of learning outcomes;
 7. The entrance requirements for the unit of learning outcomes;
 8. The material and human resources necessary to acquire the unit of learning outcomes;
 9. The material and human resources necessary to assess the unit of learning outcomes;
 10. The assessment procedures and examples of assessment for all learning outcomes within the proposed unit of learning outcomes.

(5) In addition, units of learning outcomes that are proposed as an optional part of an existing qualification standard in the CROQF Register must include the following: a link to the opinion of the sectoral council on the inclusion of the unit of learning outcomes in the Register; a link to the decision on the inclusion of the unit of learning outcomes in the Register; the name of the applicant that submitted the proposal; and the date of inclusion in the SubregisterUnits of Learning Outcomes.

(6) The inclusion of qualification standards and units of learning outcomes in the CROQF Register is performed by the ministry responsible for education and science.

(7) Following the expiry of the designated period within which the qualification can be acquired, the qualification standard will still be listed in the CROQF Register, but will be labelled as inactive.

Article 29

Upon their inclusion in the CROQF Register, qualification standards and their associated units of learning outcomes are linked to relevant occupational standards and units of competences.

Article 30

The CROQF Register cannot contain two or more active occupational standards, two or more active qualification standards and two or more active units of learning outcomes with the same title and content.

Article 31

Upon the inclusion of new occupational standards in the CROQF Register, the ministry responsible for labour notifies the ministry responsible for education and science, which – in turn – informs all stakeholders via the web site of the Register in order to encourage the development of new qualification standards.

VIII. INCLUDING NEW PROGRAMMES IN THE CROQF REGISTER

Article 32

According to this Ordinance, programmes are defined as:

1. Programmes that lead to the acquisition of qualifications at all levels of education;
2. Programmes that lead to the acquisition and assessment of units of learning outcomes at all levels of education;
3. Programmes for the assessment of units of learning outcomes at all levels of education.

Article 33

(1) Programmes are included in the CROQF Register on the basis of a positive opinion on the compliance of the proposed programmes (as per Article 32) with the appropriate qualification standards or units of learning outcomes already listed in the Register.

(2) The ministry responsible for education and science carries out the evaluation (referred to in paragraph 1 of this Article) for qualifications that (in accordance with Article 7 of the Croatian Qualifications Framework Act) are classified at CROQF levels 1, 2, 3, 4.1, 4.2 and 5, depending on the qualification profile.

(3) The agency responsible for science and higher education carries out the evaluation (referred to in paragraph 1 of this Article) for qualifications that (in accordance with Article 7 of the Croatian Qualifications Framework Act) are classified at CROQF levels 5, 6, 7, 8.1 and 8.2, depending on the qualification profile.

Article 34

(1) In accordance with Article 33, requests to verify the compliance of programmes (as defined in Article 32) with existing qualifications standards/units of learning outcomes must be submitted to the responsible ministry or agency, as referred to in Article 33, paragraphs 2 and 3 of this Ordinance.

(2) Requests for the inclusion of a programme in the CROQF Register (as referred to in paragraph 1 of this Article) must be submitted after the programme is approved under existing regulations. Exceptionally, in the case of programmes (as defined in Article 32) whose accreditation conducted by the agency responsible for science and higher education (in accordance with existing regulations), the request for inclusion in the Register (referred to in paragraph 1 of this Article) may be submitted to the responsible agency simultaneously with the application for the programme's approval.

(3) Requests to verify the compliance of proposed programmes (as defined in Article 32, paragraph 1) with existing qualifications standards/units of learning outcomes should contain:

1. The title of the programme;
2. The name and company number/personal identification number of the applicant;
3. The applicant's seat address and the contact details of the legal entity's authorised representative;
4. The code and title of the qualification standard in the CROQF Register that the programme is related to;
5. The ISCED level of the programme;
6. The classification code of the educational field of the programme, according to European and international classifications (if applicable);
7. The classification code of the scientific or artistic area and field (in the case of higher education programmes), in accordance with applicable national legislation;
8. A link to the programme evaluated in accordance with paragraph 2 of this Article (if the programme is publicly available) or a printed copy of the programme, accompanied by evidence of its approval;
9. A link to publicly available information on the programme's examination questions and coursework.

(4) Requests to verify the compliance of a proposed programme (as defined in Article 32, paragraphs 2 and 3) with existing qualifications standards/units of learning outcomes should contain:

1. The title of the programme;
2. The name and company number/personal identification number of the applicant;
3. The applicant's seat address and the contact details of the legal entity's authorised representative;
4. The code of the unit of learning outcomes in the CROQF Register that the programme is related to;
5. A link to the programme evaluated in accordance with paragraph 2 of this Article (if the programme is publicly available) or a printed copy of programme, accompanied by evidence of its approval;
6. A link to publicly available information on the programme's examination questions and coursework.

Article 35

The ministry responsible for education and science and the agency responsible for science and higher education must carry out the verification of the programmes' compliance (for the purpose of inclusion in the CROQF Register) within 60 days of receiving a request, based on which they issue an opinion.

Article 36

(1) Programmes that comply with the appropriate qualification standards or units of learning outcomes from the CROQF Register are awarded a positive opinion by the responsible agency or ministry (referred to in Article 33, paragraphs 2 and 3 of this Ordinance). On the basis of this opinion, the minister responsible for education and science issues a decision on the inclusion in the CROQF Register of the approved programmes, the legal entities that are authorised to award qualifications and the legal entities or individuals that are authorised to carry out the certification of learning outcomes.

(2) The inclusion of programmes in the CROQF Register is carried out by the ministry responsible for education and science.

(3) The opinion referred to in paragraph 1 of this Article must contain an explanation for each of the elements of the verification and must also include a link to the programme (if the programme is publicly available) or a printed copy of the programme.

IX. SECTORAL COUNCILS

Article 37

Sectoral councils perform the tasks defined in Article 12 of the Croatian Qualifications Framework Act and in Articles 21, 22, 23, 24, 25 and 26 of this Ordinance.

Article 38

(1) The titles and scope of work of sectoral councils are determined according to the following sectors:

I. Agriculture, food and veterinary medicine

This sectoral council is established for activities within the scope of agriculture (agronomy), biotechnology, food technology, nutrition and veterinary medicine.

II. Forestry and wood technology

This sectoral council is established for activities within the scope of forestry and wood technology.

III. Mining, geology and chemical technology

This sectoral council is established for activities within the scope of mining, geology and chemical engineering.

IV. Textiles and leather

This sectoral council is established for activities within the scope of textile technology.

V. Graphic technology

This sectoral council is established for activities within the scope of graphics technology.

VI. Mechanical engineering, shipbuilding and metallurgy

This sectoral council is established for activities within the scope of engineering, shipbuilding and metallurgy.

VII. Electrical engineering and computing

This sectoral council is established for activities within the scope of electrical engineering and computing.

VIII. Construction and geodesy

This sectoral council is established for activities within the scope of civil engineering, geodesy, architecture and urbanism.

IX. Economy and trade

This sectoral council is established for activities within the scope of economy and trade.

X. Tourism and hospitality

This sectoral council is established for activities within the scope of tourism and hospitality.

XI. Transport and logistics

This sectoral council shall be established for activities within the scope of traffic and transport technology.

XII. Health

This sectoral council is established for activities within the scope of basic medical sciences, clinical medical science, public health and health care, dentistry, pharmacy and medical biochemistry.

XIII. Personal and other services

This sectoral council is established for activities within the scope of personal services, protection services, optics and processing.

XIV. Art

This sectoral council is established for activities within the scope of theatrical arts (theatrical and media arts), film arts, musical arts, visual arts, applied arts and dance and movement art.

XV. Mathematics, physics, geography, geophysics, chemistry and biology

This sectoral council is established for activities within the scope of mathematics, physics, geography, geophysics, chemistry and biology.

XVI. Basic technical sciences

This sectoral council is established for activities within the scope of basic engineering sciences and environmental engineering.

XVII. Aviation, rocket and space technology

This sectoral council is established for activities within the scope of aviation and rocket and space techniques.

XVIII. Information and communication

This sectoral council is established for activities within the scope of information and communication science.

XIX. Law, political science, sociology, state administration and public affairs

This sectoral council is established for activities within the scope of law, political science and sociology.

XX. Psychology, educational rehabilitation, speech pathology and social work

This sectoral council is established for activities within the scope of psychology, educational rehabilitation, speech pathology and social work.

XXI. Education and sports

This sectoral council is established for activities within the scope of pedagogy, education, educational sciences and kinesiology.

XXII. Philosophy, theology and religion sciences

This sectoral council is established for activities within the scope of philosophy, theology and religion sciences (interdisciplinary field).

XXIII. History, arts-related science, archaeology, ethnology and anthropology

This sectoral council is established for activities in the scope of history, arts-related science, archaeology, ethnology and anthropology.

XXIV. Security and defence

This sectoral council is established for activities within the scope of security and defence sciences.

XXV. Philology

This sectoral council is established for activities within the scope of philology.

(2) In cases when the thematic areas of sectoral councils overlap, the sectoral councils in question will allow the participation of representatives of several relevant ministries or agencies when the sectoral councils discuss and decide about issues within the scope of responsibility of a given ministry or agency.

Article 39

(1) Each sectoral council consists of a president and 10 members, as follows:

- One representative of the ministries responsible for the appropriate sector;
- One representative from one of the following agencies: the agency responsible for science and higher education; the agency responsible for vocational education and adult education; or the agency responsible for education;
- One representative of the Croatian Employment Service;
- Eight sector experts selected on the basis of public call, in accordance with the provisions of the Croatian Qualifications Framework Act. The sector experts should include: two representatives of employers; three representatives of educational institutions; two delegates of representative trade unions (including one from the education sector and one from the economic sector); and one representative of a professional association.

(2) The president and the members of the sectoral council are appointed for a term of four years.

Article 40

(1) The ministry responsible for education and science issues a public call for applications for the appointment of eight sector experts for each of the sectoral councils.

(2) The criteria to be selected as a sectoral council member based on a public call are the following: successful candidates must have at least five years of work experience that is relevant to the scope of work of the sectoral councils and must have a qualification profile that is relevant to the sectoral council for which they are applying. In addition to their application, candidates must enclose a certificate issued by a competent court confirming that the candidate is not the subject of criminal proceedings. Another precondition for appointment as a sectoral council member is that candidates may not possess a criminal conviction record.

Applications to the public call can be submitted by individuals or by nominated representatives of relevant institutions. The process for selecting sectoral council members will take into account the need to represent the maximal number of areas within the sector, as well as the need for a balanced representation of members from different educational levels.

Article 41

(1) The coordination of the work of sectoral councils is carried out by a national sectoral council coordinator appointed within the ministry responsible for education and science, in accordance with Article 11, paragraph 2, point 7 of the Croatian Qualifications Framework Act.

(2) As a member of the National Council for Human Resources Development, the national sectoral council coordinator reports back to the president and members of the National Council on the work of sectoral councils (based on the official notes from the sectoral council sessions). The national coordinator also informs the sectoral councils of National Council's written recommendations for improvements.

(3) The presidents of each sectoral council convene and chair the first inaugural session of each sectoral council.

(4) For the purpose of effective coordination of the work of sectoral councils, the national sectoral council coordinator is free to attend sectoral council sessions (without the right to vote) and to convene meetings with the presidents of the sectoral councils.

Article 42

For the purposes of evaluating qualification standards at CROQF levels 8.1 and 8.2, sectoral councils are obliged to take into consideration the opinion of the national council responsible for science and higher education, which will be requested by the national sectoral council coordinator.

Article 43

(1) For the evaluation of specific proposals for which members of the sectoral councils do not have the appropriate profile or level of qualifications, external experts will be included (as described in paragraph 2 of this Article).

(2) To ensure that qualified professionals of all kinds and of all levels are involved in the work of sectoral councils, a database of external sector experts will be developed, which will support sectoral councils in their work and in the selection of potential members of working groups. To this end, the ministry responsible for education and science and the ministry responsible for labour will (at least once a year) issue public calls for expressions of interest by experts who wish to participate in the working groups set up by the sectoral councils.

Article 44

(1) For the purpose of evaluating requests for inclusion that are of an interdisciplinary nature, the national coordinator can, upon the request of the presidents of the relevant sectoral councils, establish an interdisciplinary working group. The working group would be composed of the presidents of the sectoral councils covered by the request for inclusion and at least one expert selected from the database of external sector experts (referred to in Article 43, paragraph 2 of this Ordinance).

(2) The chair of the interdisciplinary working group is selected by the members of the working group, regardless of the sectoral council to which the applicant originally sent the request for inclusion.

(3) In order to evaluate interdisciplinary requests for inclusion (as per paragraph 1 of this Article), the presidents of the sectoral councils that are partly responsible for the thematic area covered in the request for inclusion are required to obtain expert opinions from their respective sectoral councils, provide an explanation of the opinion to the interdisciplinary working group and deliver it to the chair of the working group (as referred to in paragraph 2 of this Article).

(4) Following the discussion among experts, the chair of the interdisciplinary working group combines the received explanations and expert opinions and delivers them in the form of a single expert opinion to the sectoral council to which the applicant originally submitted the request for inclusion.

X. QUALITY ASSURANCE OF THE IMPLEMENTATION OF THE CROQF

Article 45

(1) The quality assurance of the implementation of the CROQF includes: quality assurance of the management of processes for the development and implementation of the CROQF; quality assurance of the process of acquiring a qualification and units of learning outcomes from the CROQF Register; and the use of rights arising from linking the CROQF with the EQF and the QF-EHEA.

(2) The stakeholders involved in assuring the quality of the management of processes for the development and application of the CROQF are: legal entities that are authorised to award qualifications; legal entities and individuals that are authorised to carry out the certification of learning outcomes; sectoral councils; ministries responsible for the implementation of the CROQF; the National Council for Human Resources Development; and the agency responsible for science and higher education.

(3) The ministry responsible for education and science is in charge of the quality assurance of programmes that lead to the acquisition of qualifications classified at CROQF levels 1, 2, 3, 4.1, 4.2 and 5 (in accordance with Article 7 of the Croatian Qualifications Framework Act, and depending on the qualification profile), as well as relevant programmes referred to in Article 32, points 2 and 3 of this Ordinance.

(4) The agency responsible for science and higher education is in charge of the quality assurance of programmes that lead to the acquisition of qualifications classified at CROQF levels 5, 6, 7, 8.1 and 8.2 (in accordance with Article 7 of the Croatian Qualifications Framework Act, and depending on the qualification profile), as well as relevant programmes referred to in Article 32, points 2 and 3 of this Ordinance.

(5) Assuring the quality of the management of processes for the development and application of the CROQF includes continuous monitoring and reporting (in accordance with Articles 46 and 47 of this Ordinance), as well as ensuring the public availability of information on implemented evaluation procedures referred to in Articles 21 to 26 of this Ordinance.

Article 46

(1) The sectoral councils monitor the approval of the programmes referred to in Article 32 that (in accordance with Article 33 of this Ordinance) have been included in the CROQF

Register since the last session held by the sectoral council. This information is delivered to the sectoral councils through reports prepared for the sectoral council sessions by the responsible agencies or ministries.

(2) The ministry responsible for education and science and the agency responsible for science and higher education continuously monitor the implementation of the programmes included in the CROQF Register (referred to in Article 32) and verify their compliance with the appropriate qualification standards or units of learning outcomes. If, on the basis of monitoring, the agency or ministry note a mismatch between the implementation of the programme from the CROQF Register (as per Article 32) and the appropriate qualification standards or units of learning outcomes, the minister responsible for education and science will issue a decision on the removal of the programme from the Register.

(3) In order to ensure the quality of implementation of the CROQF, the ministry responsible for education and science and the ministry responsible for labour will hold regular meetings with the presidents of the sectoral councils and representatives of the agencies responsible for science and higher education. These meetings will be convened by the national sectoral council coordinator.

Article 47

(1) The presidents of the sectoral councils prepare and submit annual reports to the national sectoral council coordinator on the work of the sectoral councils.

(2) The ministry responsible for education and science and the agency responsible for science and higher education prepare and submit annual reports to the national sectoral council coordinator on the implemented procedures verifying the compliance of the programmes (referred to in Article 32) with the appropriate qualification standards or units of learning outcomes.

(3) Based on the annual reports referred to in paragraphs 1 and 2 of this Article, the national sectoral council coordinator produces a comprehensive annual report on the implementation of the CROQF, in cooperation with the ministry responsible for labour and the ministry responsible for regional development.

(4) The national sectoral council coordinator, in cooperation with the national contact point for connecting the CROQF to the EQF, prepares reports on connecting the CROQF to the EQF and to the QF-EHEA. These reports are submitted to the European Commission and the Council of Europe.

(5) The comprehensive annual report on the implementation of the CROQF and on linking the CROQF to the EQF is presented to the National Council for Human Resources Development by the national sectoral council coordinator. Upon approval, the report is published on the web site of the CROQF.

Article 48

(1) The quality assurance of the process of acquiring a qualification and of the assessment of units of learning outcomes from the CROQF Register is integrated with and complementary to existing systems of internal and external quality assurance in general education, vocational education, higher education and adult education (in accordance with relevant regulations). It

represents an additional element of quality assurance of qualifications, learning outcomes and programmes from the CROQF Register.

(2) The internal quality assurance system of the implementation of the CROQF is an integral part of the existing internal quality assurance system for providers of programmes, which (for programmes approved in accordance with the qualification standards from the CROQF Register) is supplemented with elements of Article 49 of this Ordinance.

(3) The external quality assurance of the implementation of the CROQF includes an external evaluation of the internal quality assurance system for the implementation of programmes, for the award of qualifications (in accordance with existing regulations) and for the certification of units of learning outcomes.

Article 49

(1) The quality assurance of the implementation of the CROQF also includes evaluating the implementation of examinations and evaluating the awarding of qualifications.

(2) The evaluation of the implementation of examinations involves: determining whether the examination questions and tasks adequately verify the acquisition of the anticipated learning outcomes; determining whether the prescribed material and human resource requirements for the verification of learning outcomes are being fulfilled; and verifying publicly available examination questions and coursework.

(3) The evaluation of the awarding of qualifications includes evaluating the compliance of procedures for the awarding of qualifications with the relevant qualification standard and the programme leading to the acquisition of that qualification.

Article 50

The citation of CROQF and EQF reference levels and the use of rights arising from linking the CROQF to the EQF and the QF-EHEA are defined in existing regulations on the content of public documents that are awarded as evidence of the acquisition of a qualification, as well as in other documents that complement such public documents with additional relevant information.

XI. FINAL PROVISIONS

Article 51

This Ordinance will enter into force eight days following its publication in the ‘Official Journal of the Republic of Croatia’.

Class: 602-04 / 14-10 / 00057

Reference number: 533-20-14-0002

Zagreb, 16 May 2014

Minister

Zeljko Jovanovic, Ph. D.

ANNEXES

CROQF Form_OS

REQUEST FOR INCLUSION OF AN OCCUPATIONAL STANDARD IN THE CROATIAN QUALIFICATIONS FRAMEWORK REGISTER

A. GENERAL INFORMATION AND EVIDENCE TO JUSTIFY PROPOSAL			
Title and name of the applicant			
Applicant's address	Street:		
	Postcode and city:		
Municipality / County			
Name and surname of the responsible person			
Registration number of the legal entity			
Personal identification number (OIB)			
Description of the applicant's main activity			
Activity code			
Year	20__	20__	20__
Average number of employed people			
Total income, in millions of kunas			
Form of ownership (majority)			
TITLE OF OCCUPATIONAL STANDARD AND SELECTION OF SECTORAL COUNCIL			
Proposed title of the occupational standard			
Title and code of the existing occupational standard (if applicable)			
Title and code of the occupation or a related occupation in the National Occupational Classification			
Title of the sectoral council to which the request is being submitted Choice 1 Choice 2			

EVIDENCE TO JUSTIFY THE PROPOSED OCCUPATIONAL STANDARD		
STRATEGIC JUSTIFICATION		
Title of the strategic document that indicates the need for a new occupational standard		
Additional documents relevant for determining the justification of the proposal		
Description of the relevance of the occupational standard based on the selected strategic documents		
SECTORAL JUSTIFICATION		
Sector profile		
Description of the relevance of the occupational standard based on the sector profile		
ANALYTICAL JUSTIFICATION		
Demonstrate the analytical relevance of the proposed occupational standard		
Describe the relevance of the occupational standard based on selected labour market indicators		
Documents attached to the proposal		
B. OCCUPATIONAL STANDARD PROPOSAL		
Description of the occupation or the unit of competences (one or more) that are regulated by the occupational standard		
Estimated CROQF reference level of the qualification that will need to be developed on the basis of the occupational standard		
List of the key tasks (in one or more jobs within the given occupation) that define the occupation and its associated individual competences	Title of the key task/ key task	Competence Competence Competence ...
	Title of the key task/ key task	Competence Competence Competence ...
	Title of the key task/ key task	Competence Competence Competence ...

List of the units of competences and associated individual competences a	Title of the unit of competences	Competence Competence

		Competence ...
	Title of the unit of competences	Competence Competence Competence ...
	Title of the unit of competences	Competence Competence Competence ...

Working conditions		
OCCUPATIONAL STANDARD REVISION		
Proposed date by which the occupational standard can be used to propose qualification standards and units of learning outcomes	Date:	

REQUEST FOR INCLUSION OF A UNIT OF COMPETENCES IN THE CROATIAN QUALIFICATIONS FRAMEWORK REGISTER

A. GENERAL INFORMATION			
Title and name of the applicant			
Applicant's address	Street and house number:		
	Postcode and city:		
Municipality / County			
Name and surname of the responsible person			
Registration number of the legal entity			
Personal identification number (OIB)			
Description of the applicant's main activity			
Activity code			
Year	20__	20__	20__
Average number of employed people			
Total income, in millions of kunas			
Form of ownership (majority)			
TITLE OF THE UNIT OF COMPETENCES AND SELECTION OF SECTORAL COUNCIL			
Proposed title of the unit of competences			
Title and code of the existing occupational standard in which the unit of competences (that wishes to be changed or added) is located, as well as the code of the existing unit of competences (if applicable)			
Title of the sectoral council to which the request is being submitted			
Choice 1			
Choice 2			
EVIDENCE TO JUSTIFY THE PROPOSED UNIT OF COMPETENCES			
STRATEGIC JUSTIFICATION			
Title of the strategic document that indicates the need for a new unit of competences or for an alteration to an existing unit of competences			

Additional documents relevant for determining the justification of the proposal		
Description of the relevance of the unit of competences based on the selected strategic documents		
B. PROPOSAL OF THE UNIT OF COMPETENCES		
Description of the unit of competences		
List of the key tasks in which the unit of competences is used and list of associated individual competences	Title of the key task / key task	Competence Competence Competence ...

Working conditions		

CROQF Form_QS

REQUEST FOR INCLUSION OF A QUALIFICATION STANDARD IN THE CROATIAN QUALIFICATIONS FRAMEWORK REGISTER

A. GENERAL INFORMATION		
Title or name of the applicant proposing the qualification standard	Natural person	
	Legal entity	
Applicant's address	Street and house number:	
	Postcode and city:	
	Phone:	E-mail address:
Registration number of the legal entity		
Personal identification number (OIB)		
Description of the main activity of the business entity		
Name and surname of the person authorised to represent the applicant		
Contact information of the person authorised to represent the applicant	Street and house number:	
	Postcode and city:	
	Phone:	E-mail address:
Personal identification number (OIB) of the person authorised to represent the applicant		
Role of the qualification for which the qualification standard is proposed	Labour market needs	Occupational standard code:
		Date of issue of the request for inclusion of the occupational standard:
	Pursuing further education	Code of the relevant qualification standard at the subsequent level:
	Other individual or societal needs:	
	Contact details:	
Opinions of other potential providers of programmes that would lead to the	Upload obtained opinions	Explanation of the inability to deliver opinions

acquisition of the proposed qualification		
B. DESCRIPTION OF QUALIFICATION STANDARD		
Proposed title of the qualification standard		
Name of the sectoral council to which the proposal is being submitted	First choice:	
	Other choices:	
Proposed CROQF reference level of the qualification for which a standard is being proposed		
Proposed minimum volume of qualification expressed in credits (ECTS, ECVET and/or CCSGE ³) or years of research for CROQF levels 8.1 and 8.2		
Class of the qualification	Full	
	Partial	
List of units of learning outcomes (already EXISTING in the CROQF Register)	Mandatory	Optional
List of units of learning outcomes (NEW to the CROQF Register)	Mandatory	Optional
Entrance requirements for the qualification		
Requirements for acquiring the qualification		
Date by which students are expected to enrol in the programme that leads to the acquisition of the qualification		
C. PROPOSED UNIT OF LEARNING OUTCOMES		

³Croatian Credit System for General Education (*Hrvatski sustav bodova općeg obrazovanja – HROO*)

(Part C needs to be filled in for each proposed unit of learning outcomes)	
Title of the proposed unit of learning outcomes	
CROQF reference level of the unit of learning outcomes	
Proposed volume of the unit of learning outcomes	
List of learning outcomes	
Entrance requirements for acquiring the unit of learning outcomes	
Material and human resources necessary to acquire the unit of learning outcomes	
Material and human resources necessary to assess the unit of learning outcomes	
Assessment process and examples of assessment for all learning outcomes within the proposed unit of learning outcomes	

CROQF Form_UL0**REQUEST FOR INCLUSION OF A UNIT OF LEARNING OUTCOMES IN THE CROATIAN QUALIFICATIONS FRAMEWORK REGISTER**

(for units of learning outcomes proposed as optional parts of existing qualification standards in the CROQF Register)

A. GENERAL INFORMATION	
Title or name of the applicant proposing the unit of learning outcomes	Natural person
	Legal entity
Applicant's address	Street and house number:
	Postcode and city:
	Phone: <input type="text"/> E-mail address: <input type="text"/>
Registration number of the legal entity	<input type="text"/>
Personal identification number (OIB)	<input type="text"/>
Description of the main activity of the business entity	<input type="text"/>
Name and surname of the person authorised to represent the applicant	<input type="text"/>
Contact information of the person authorised to represent the applicant	Street and house number:
	Post code and city:
	Phone: <input type="text"/> E-mail address: <input type="text"/>
Personal identification number (OIB) of the person authorised to represent the applicant	<input type="text"/>
B. PROPOSAL OF THE UNIT OF LEARNING OUTCOMES (Part B needs to be filled in for each proposed unit of learning outcomes)	
Title of the proposed unit of learning outcomes	<input type="text"/>
Justification for introducing an optional unit of learning outcomes in relation to the corresponding qualification standard, its components and its role	<input type="text"/>
CROQF reference level of the unit of learning outcomes	<input type="text"/>
Proposed volume of the unit of learning outcomes	<input type="text"/>

List of learning outcomes	
Entrance requirements for acquiring the learning outcomes	
Material and human resources necessary to acquire the learning outcome unit	
Material and human resources necessary to assess the learning outcome unit	
Assessment procedures and examples of assessment for all learning outcomes within the proposed learning outcome unit	
Code of the qualification standard for which the unit of learning outcomes is being proposed	