

Annex 2: Blank Template

PQProfile

The purpose of the **PQProfile** is to establish the essential information required to facilitate the assessment of the professional qualification awarded after completion of a professional training programme. The aim is to obtain sufficient details about the professional training programme to inform recognition decisions, using a robust but not time-consuming process. This document will facilitate assessment for the purpose of allocating credit, where possible, and may be used as part of the application process for further study. Once complete, this document should be presented together with the relevant qualification documentation. The list below indicates a list of documentation that could be submitted:

- Final Certificate
- Transcripts
- Course content / syllabus
- Website links (if available)

The accompanying **PQProfile** Guidance Document provides information on how this tool can be used.

Part 1 *To be completed by the provider. The holder of the qualification is responsible for ensuring this section is complete prior to including it as part of a recognition request.*

INFORMATION IDENTIFYING THE HOLDER OF THE PROFESSIONAL QUALIFICATION	
Name*:	
Date of birth*:	
Qualification applied for:	
INFORMATION IDENTIFYING THE PROFESSIONAL QUALIFICATION	
Country/countries of qualification*:	
Name of the qualification (original language)*:	
Date of award:	
Name of the awarding organisation*:	
Provider of the professional training programme (if applicable):	
Quality assurance procedures*:	
QUALITY ASSURANCE OF THE PROFESSIONAL QUALIFICATION	
Recognition of the qualification:	
Accreditation of the awarding organisation*:	
Accreditation of the provider (if applicable):	
INFORMATION ON THE PROFESSIONAL TRAINING PROGRAMME	
Entrance requirements for the professional training programme:	
Duration of professional training	

programme:						
Scope of the professional training programme:						
Activities required (hours) (if applicable):	Reading:	Contact / Teaching Hours:	Viva / Oral Examination / Interview:	Portfolio / Written Examination:	Seminar:	Other:
Learning outcomes (if applicable):						
Course content:						
Assessment methods:						
Established recognition agreement / articulation arrangements:						

COMPLETION OF THE PQProfile (Part 1)		
Contact details:	Name:	
	Position:	
	Email address:	
	Signature:	
Date:		

Part 2 To be completed by the receiving institution. N.B. depending on national contexts, it may be that the ENIC-NARIC office completes some of this part of the PQProfile, with the remainder completed by the higher education institution. This ENIC-NARIC office in the receiving institution can provide guidance on this. Contact details for the ENIC-NARICs can be found at www.enic-naric.net

Receiving country:				
Receiving institution:				
Eligibility for assessment:	Yes		No	
Comparable NQF level:				
EQF level:	5	6	7	8
Eligibility to be recommended for ECTS credit exemption:	Yes	No	The receiving institution is not allowed to recommend ECTS credit exemption	
Recommended ECTS credit exemption:				
Further information / next steps:				

COMPLETION OF THE PQProfile (Part 2)		
Contact details:	Name:	
	Position:	
	Email address:	
	Signature:	
Date:		

Part 3 To be completed by the designated body in the receiving country, where appropriate. To determine the body responsible for this, please contact the ENIC-NARIC, or alternatively email e4@naric.org.uk.

Validation:	Comparable NQF level:	
	ECTS credit exemption:	

COMPLETION OF THE PQProfile (Part 3)		
Contact details:	Name:	
	Position:	
	Organisation:	
	Email address:	
	Signature:	
Date:		

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