



مجلس كبحسان فعا عرافن كلولوسن
نكارا بروني دارالسلام

BRUNEI DARUSSALAM NATIONAL ACCREDITATION COUNCIL
NEGARA BRUNEI DARUSSALAM

**BRUNEI
DARUSSALAM
NATIONAL
ACCREDITATION
COUNCIL**

TITAH

Brunei Darussalam National Accreditation Council was established in 1990 by the decree of His Majesty the Sultan and Yang Di-Pertuan of Brunei Darussalam.



“...sebuah badan tunggal kebangsaan (a sole national accrediting agency) yang bertanggungjawab sebagai badan rujukan khususnya dalam hal-hal yang berkaitan dengan penilaian dan pengiktirafan kelulusan serta institusi bagi tujuan pekerjaan ke dalam sektor kerajaan...”

“...beta telah memperkenankan pembentukan Majlis Kebangsaan Pengiktirafan Kelulusan Ijazah, Diploma dan seumpamanya. Majlis ini adalah sebuah badan tunggal bagi seluruh negara Brunei Darussalam yang diamanahkan bertanggungjawab meneliti dan menilai semua kelulusan yang dikeluarkan oleh institusi tempatan dan luar negeri dalam semua bidang bagi memastikan supaya nilai atau taraf sesuatu kelulusan itu adalah konsisten.”

BRUNEI DARUSSALAM NATIONAL ACCREDITATION COUNCIL ORDER, 2011



In exercise of the power conferred by Article 83 (3) of the Constitution of Brunei Darussalam, His Majesty the Sultan and Yang Di-Pertuan established the following order cited as the “**Brunei Darussalam National Accreditation Council Order, 2011**”

This order is “An order **to establish the Brunei Darussalam National Accreditation Council** and **to provide for its functions and powers to accredit higher educational programmes and qualifications, to supervise and regulate the quality and standard of higher education providers, to establish and maintain the National Qualifications Register and to provide for related matters.**”

For full details, please go to:



BDNAC Order,
2011

BRUNEI DARUSSALAM NATIONAL ACCREDITATION COUNCIL



Under the purview of BDNAC Order, 2011, Brunei Darussalam National Accreditation Council (BDNAC), as a sole accrediting agency in the country through its established sub-committees and its Secretariat shall be responsible in providing its functions and responsibilities.

FUNCTIONS OF THE COUNCIL

To formulate plans and policies relating to the quality and standard of educational credentials to be complied with within Brunei;

To determine and approve any matter relating to the functions, powers and duties of any committees established;

To provide policies and guidelines for the purpose of assessment and accreditation of higher education qualifications and credentials from within or outside Brunei;

To receive and monitor reports, returns, statements and any other information relating to accreditation, institutional audit and evaluation;

To act as an advisory body to all ministries or other interested parties in all matters related to assessment and accreditation of higher education qualifications and credentials;

To establish, where it considers necessary, ad hoc sub-committees to assist it in matters relating to the assessment and accreditation of qualifications in the specialised fields of profession;

To act as the sole national accrediting body;

To review and determine any doubts relating to any qualifications;

To approve policies and guidelines relating to accreditation of programmes, qualifications or higher education providers or institutional audit;

To do all things necessary for the performance of its functions under the BDNAC Order, 2011.

BRUNEI DARUSSALAM NATIONAL ACCREDITATION COUNCIL



VISION

To establish a national and international reputable accrediting agency.

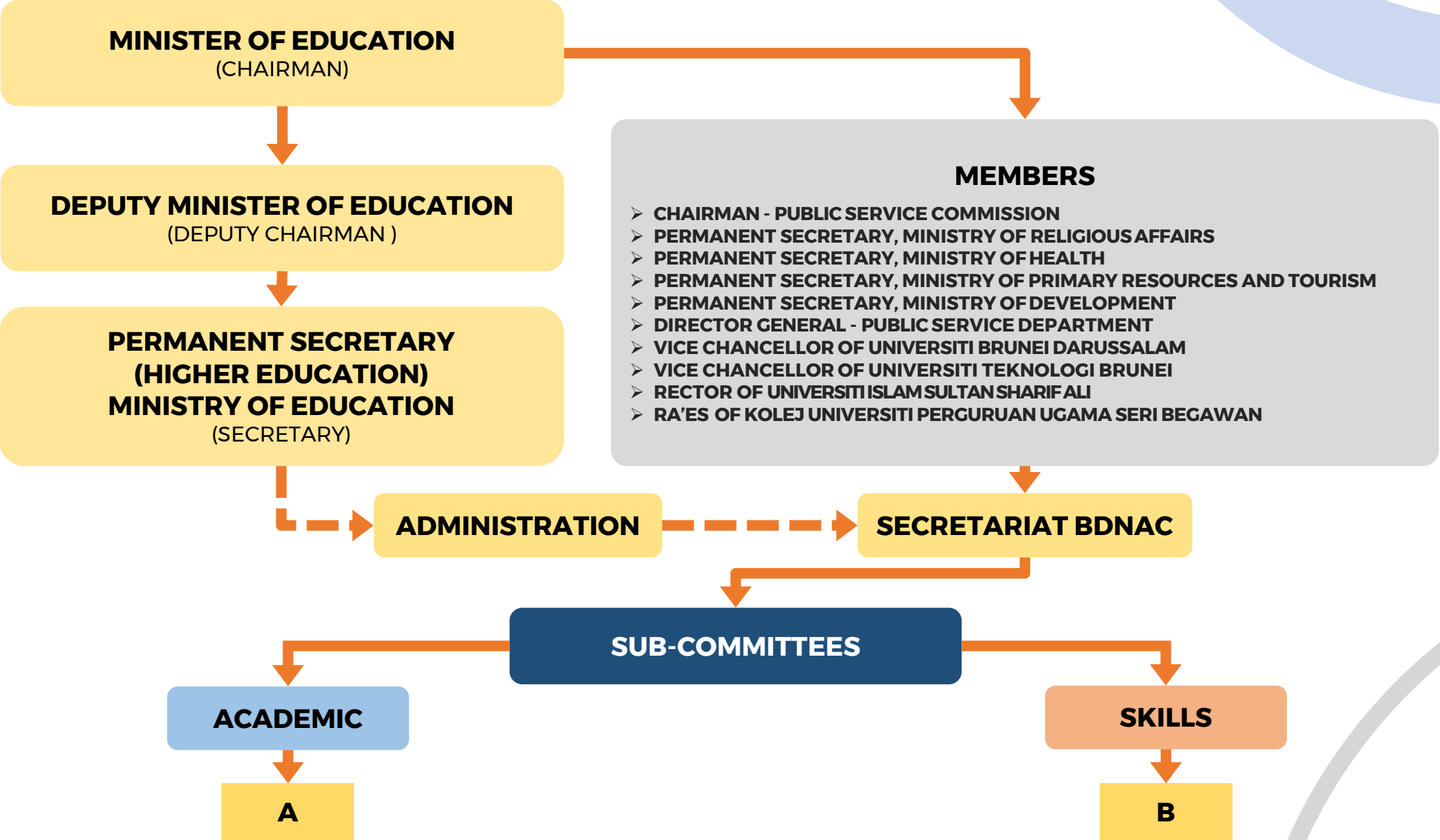
MISSION

To ensure and maintain the quality and standard of educational credentials in accordance with the provisions set by the Government of His Majesty the Sultan and Yang Di-Pertuan of Brunei Darussalam.

AIMS AND OBJECTIVES

1. To ensure that the value or status of a qualification is consistent and the ways or methods of evaluation of the qualifications are also in accordance with the national priorities.
2. To establish appropriate accreditation guidelines and to publish directories or compendium of institutions and qualifications accredited by the Government of His Majesty the Sultan and Yang Di-Pertuan of Brunei Darussalam.
3. To ensure that all priorities are based on the nationhood philosophy that takes into account the political situation, rights, interests, needs and aspirations of the nation and the country based on the concept of Malay Islamic Monarchy.

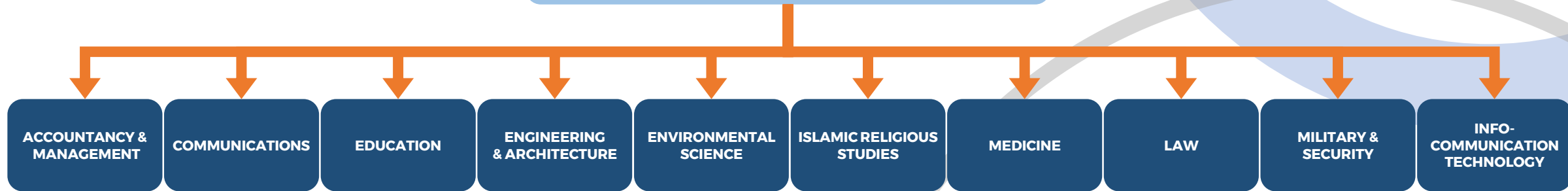
COMPOSITION OF COUNCIL AND SUB-COMMITTEES



COMPOSITION OF COUNCIL AND SUB-COMMITTEES

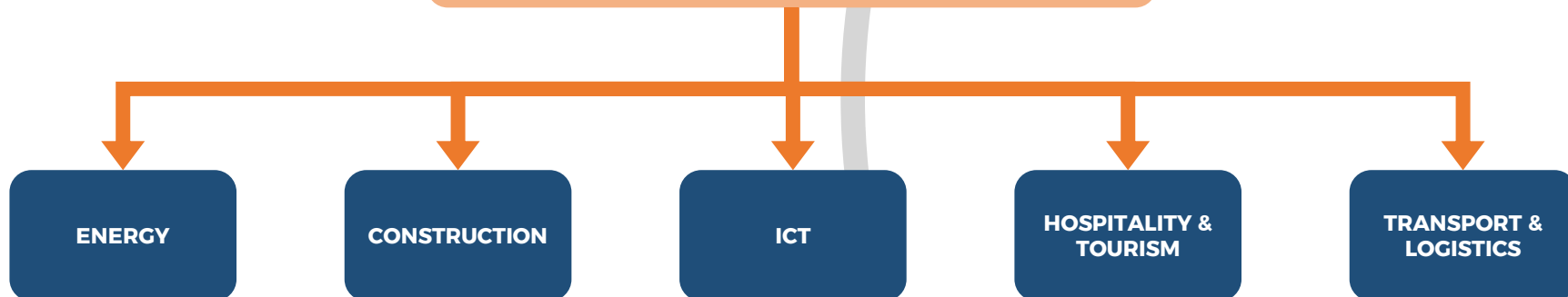
A

ACADEMIC SUB-COMMITTEE



B

SKILLS SUB-COMMITTEE



BRUNEI DARUSSALAM NATIONAL ACCREDITATION COUNCIL SECRETARIAT



PURPOSE

The purpose in establishing the Secretariat is for the implementation of the Council's functions and shall carry out the policies and guidelines set out by the Council and shall be responsible for all administrative matters relating to the Council and its activities.

FUNCTIONS OF THE SECRETARIAT

To accredit programmes, qualifications and higher education providers;

To implement and update the BDQF Framework;

To conduct institutional audit and review of programmes, qualifications and higher education providers;

To produce an updated compendium consisting of a list of institutions and qualifications accredited to the Council;

To conduct courses, training programmes and briefings and to provide consultancy and advisory services relating to quality assurance;

To establish and maintain liaison and cooperation with quality assurance and accreditation bodies in higher education within and outside Brunei;

To act as a qualifications reference centre on accredited programmes, qualifications and higher education providers;

To advise and make recommendations to the Minister on any matter relating to quality assurance in higher education; and

To do all things reasonably necessary for the performance of its functions.

CLARIFICATION OF QUALIFICATIONS/SKILLS

Qualifications/skills are expressed as a reward given from educational institutions, training institutions, certification body or examination body to showcase an individual has achieved the learning outcomes that have been set by a certain education or training. Qualifications/skills are also to showcase achievement and positive improvements to an individual as they would not be rewarded to failure or if they are unable to meet the set of qualification standards.

ASSESSMENT PRINCIPLES IN TERMS OF BDNAC

The principles of accreditation and valuations of courses or qualifications are :

1. The assessment and accreditation of a qualification is linked to the needs of the public service;
2. In accordance with the principle (i) above, the status given to a qualification will be referred to the public service structure and scheme;
3. The accreditation of professional qualifications related to the practice and registration will be coordinated between the government and professional bodies concerned;
4. The accreditation of qualifications from abroad are compared to similar standard and quality of local public higher education institutions, and
5. Assessment and accreditation are not only based on the institutions but also on the program / course and qualifications.

WHY IS ACCREDITATION OF QUALIFICATIONS/SKILLS IMPORTANT?

In the context for Brunei Darussalam, the need for accreditation have been stipulated in the “General Order (Peraturan Am) 1961”.

According to a circular from the Prime Minister’s Office with a reference number (3) JPM / SK / 1991 dated January 3, 1991, all Permanent Secretaries and Heads of Department are advised to refer to BDNAC for assessment and recognition of qualifications. The need for accreditation for acceptance and entry into the public service is important to ensure that the recruitment of government officers and staff not only have a qualification recognised by the government, but also a quality and undoubted authenticity education

WHY IS CONDUCTING ASSESSMENT AND ACCREDITATION IMPORTANT?

- 1** Ensure new fields of study that has been identified is evaluated and recognised to ensure that the holder of the qualification can be appointed in the Public Commission Service.
- 2** Obtain work recognition from applications from universities from local or overseas universities
- 3** Ensure the institutions from outside of the country are recognised when sending students to study overseas
- 4** Ensure scholarships or institutions from any foreign companies are fit to be recognised
- 5** Ensure any person requested from ministries or government departments or Appointing Authority for their service are fit to be recognised
- 6** Revoke any recognition of accreditation if any companies do not fit the assessment criteria

CRITERIA IN ASSESSMENT AND ACCREDITATION

The evaluation and consideration of the status of a qualification is based on the common criteria set forth by the Council.

The assessment of a course or qualification by the council are based on **four (4) main criteria**:

BASIC CRITERIA FOR ACCREDITATION

**INSTITUTIONAL ACCREDITATION
CRITERIA**

**COURSES AND QUALIFICATION
ACCREDITATION CRITERIA**

**PROFESSIONAL ACCREDITATION
CRITERIA**

CRITERIA IN ASSESSMENT AND ACCREDITATION

BASIC CRITERIA FOR ACCREDITATION

Basic criteria takes into account government policies on qualifications of a country which already has certain relations with Brunei Darussalam. For example, the members of the Commonwealth, OIC and ASEAN countries.

In addition, the accreditation also takes into account the needs of the country, for example in terms of the development of human resources or the requirements of a department or ministry, scholarships from foreign institutions and so on.

COURSES AND QUALIFICATION ACCREDITATION CRITERIA

The evaluation of the criteria of qualifications and courses refers to the following aspects:

1. Admission requirement including the education system prior to the course.
2. Duration of the course including contact hours.
3. Contents of the course.
4. Mode of Assessments
5. Mode of delivery of courses.
6. Medium/Languages of instruction used.

INSTITUTIONAL ACCREDITATION CRITERIA

Institutional recognition criteria refers to the aspects taken into consideration by the sub-committees to determine whether an institution or university has a high status or reputation, both nationally and internationally. Among other aspects taken into account are as follows:

1. Background of Institution
2. Financial background
3. Various physical and educational infrastructure.
4. Qualification of academic staffs.
5. Student-Lecturer Ratio.
6. Quality assurance system
7. Relations with universities abroad.
8. The Performance of graduates.
9. Accreditation by other countries.

PROFESSIONAL ACCREDITATION CRITERIA

The professional accreditation criteria refers to the consideration of a qualification based on the approval of professional bodies in certain countries for the purpose of registration, practice, examinations and so on. Fields that are categorised as professional are medical, engineering, laws, pharmacy, dental, architecture, accounting and so on.



BRUNEI DARUSSALAM QUALIFICATIONS FRAMEWORK (BDQF)



The BDQF has been stipulated in the Brunei Darussalam National Accreditation Council Order 2011 (BDNAC Order 2011) and is officially established in October 2013.

With reference to the BDNAC Order 2011, the BDQF is used as a tool to develop guidelines that classify qualifications based on criteria agreed at the national level and benchmarked with international good practice.

The framework explains the level of learning, achieved learning outcomes of study areas, and a credit system based on student academic load. This criterion applies to all qualifications recognised in Brunei Darussalam, thereby integrating and linking all qualifications recognised within the country.

The BDQF acts as an internationally-referenced qualifications framework to provide a platform to facilitate articulation or comparability with qualifications from other countries.

All local and foreign qualifications delivered in Brunei Darussalam will be accommodated within the BDQF, and be assigned to an appropriate level in accordance with the level descriptors.

For full details, please go to:



BDQF e-BOOK

BRUNEI DARUSSALAM QUALIFICATION FRAMEWORK (BDQF)

There are eight (8) levels of qualifications under the framework, which are divided into three education sectors.

1. School Sector Qualifications
2. Technical and Vocational Education Sector Qualifications
3. Higher Education Sector Qualifications

The titles and definitions for qualifications at each level are derived from international best practices.

BDQF Level	School Sector Qualifications	Technical and Vocational Education Sector Qualifications	Higher Education Sector Qualifications
8			Doctoral Degree
7			<ul style="list-style-type: none"> • Master's Degree • Post Graduate Diploma • Post Graduate Certificate
6			Bachelor's Degree
5		<ul style="list-style-type: none"> • Advanced Diploma • Higher National Diploma (HND) 	<ul style="list-style-type: none"> • Foundation Degree • Advanced Diploma • Higher National Diploma (HND)
4	<ul style="list-style-type: none"> • GCE "A" Level • IGCSE "A" Level • IB Diploma • STPU 	<ul style="list-style-type: none"> • Diploma • Higher National Technical Education (HNTeC) 	
3	<ul style="list-style-type: none"> • GCE "O" Level (Grades A* - C) • IGCSE "O" Level (Grade A* - C) • SPU (A - C) • BTEC Level 2 Diploma 	<ul style="list-style-type: none"> • Skills certificate 2 (SC3) • National Technical Education Certificate (NTeC) 	
2	<ul style="list-style-type: none"> • GCE "O" Level (Grades D - E) • IGCSE "O" Level (Grade D - E) • SPU (Grades D) • BTEC Level 2 Extended Certificate 	<ul style="list-style-type: none"> • Skills certificate 2 (SC2) • Industrial Skills Qualifications (ISQ) 	
1	BTEC Level Introductory Certificate	Skills Certificate 1 (SC1)	

HOW TO APPLY FOR ACCREDITATION?

APPLICATION OF ACCREDITATION FOR INSTITUTIONS AND QUALIFICATIONS/COURSES



BORANG B

- Ensure that the information provided is according to the arrangement and numbering as they appear in this guideline.
- Additional information that may help this application and one that is not included in this guideline is welcomed.
- Applications that do not adhere to the instructions will not be entertained.
- All information is regarded as CONFIDENTIAL.

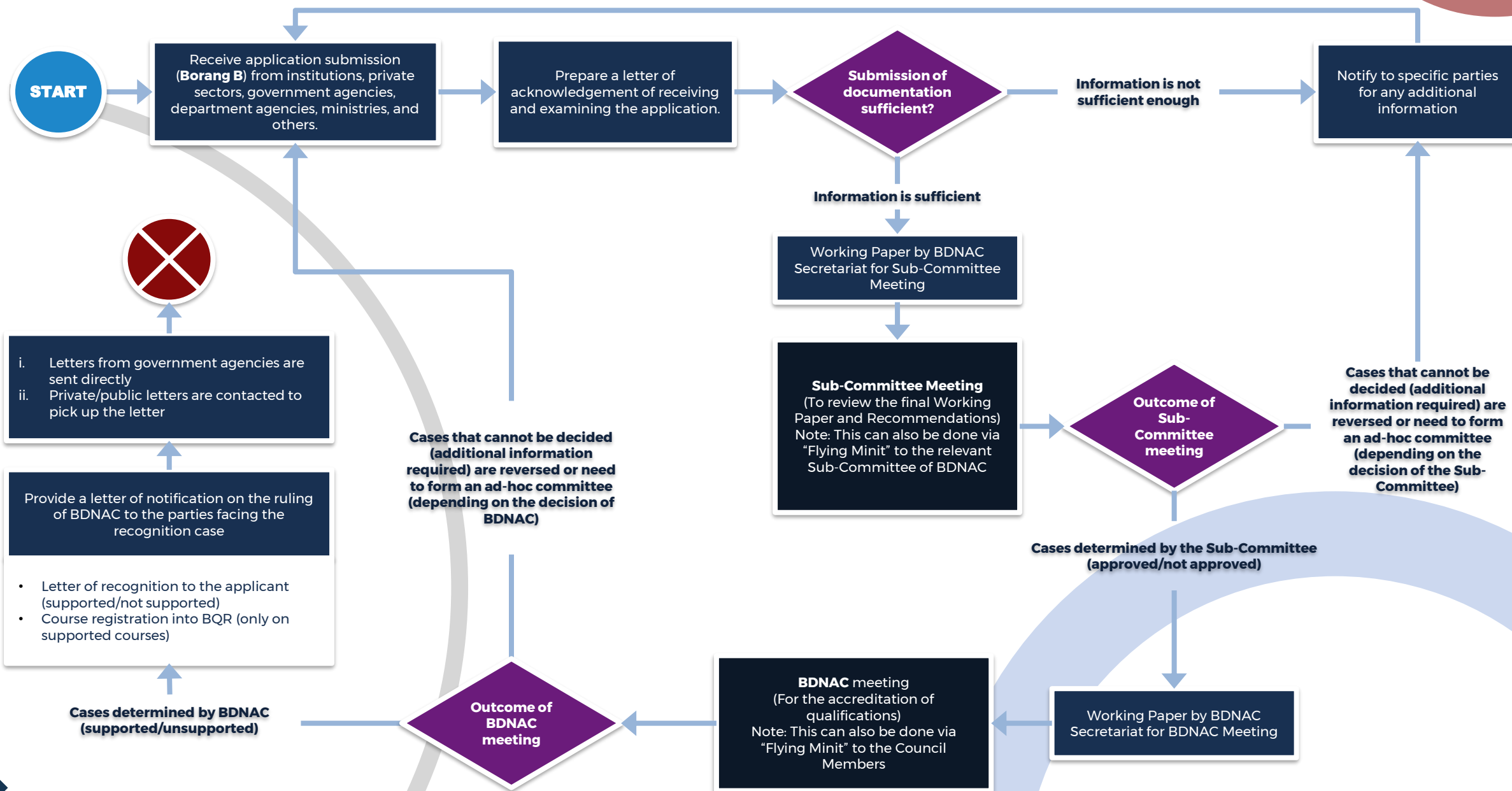
APPLICATION OF ACCREDITATION FOR RECOGNITION OF QUALIFICATION



**APPLICATION FORM
FOR ACCREDITATION
OF COURSES /
QUALIFICATIONS**

- Ensure that the information provided is complete and correct.
- Applicants shall provide the form along with all certified true copies of supporting documents before submitting the application.
- Applications that do not adhere to the instructions will not be entertained.
- All information is regarded as CONFIDENTIAL.

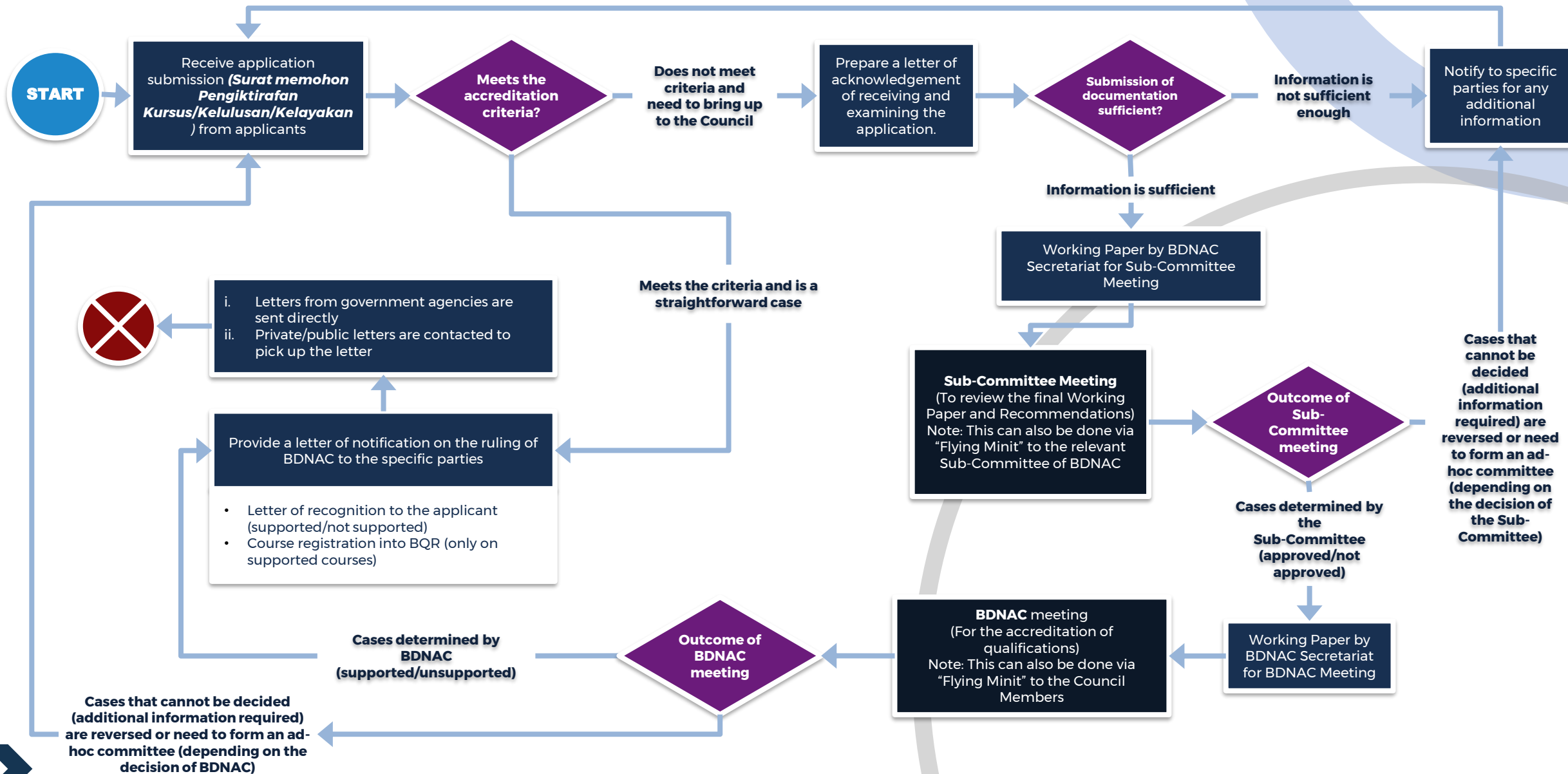
PROCESS FLOW FOR APPLICATION OF ACCREDITATION FOR INSTITUTIONS AND QUALIFICATIONS/COURSES



PROCESS FLOW FOR APPLICATION OF ACCREDITATION FOR RECOGNITION OF QUALIFICATION

BDNAC

MKPK



A APPLICATION OF ACCREDITATION FOR INSTITUTIONS AND QUALIFICATIONS/COURSES

1	Acknowledging the applications received The responds given will state whether: i. Meeting the criteria or not or ii. Require further information from applicants or iii. Application is under consideration	5 days
2	Process of applicants upon further information from the applicants. Upon review, feedback given will be whether: i. It meet the accreditation criteria set by the BDNAC or not or ii. Information received and applications is being considered Further consideration processes involve the following activities: a. Preparing working papers to be submitted to the sub-committees/BDNAC b. Sub-committee meeting c. BDNAC Meeting d. Conveying the council's decision to the applicants – 2 days after the BDNAC's assessment -	5 days 10 days 1 day 1 day 2 days
3	Processing the qualifications/courses accreditation processes to be submitted to the sub-committee/BDNAC a. Preparing working papers to be submitted to the sub-committee/BDNAC b. Sub-committee meeting c. BDNAC meeting d. Conveying the council's decisions to the applicants – 2 days after the BDNAC's assessment	 10 days 1 day 1 day 2 days
4	Processing of cases arises from the sub-committee/BDNAC meeting a. Preparing working papers to be submitted to the sub-committee/BDNAC b. Sub-committee meeting c. BDNAC meeting d. Conveying the council's decision to the applicants – 2 days after the BDNAC's assessment	 10 days 1 day 1 day 2 days

BRUNEI DARUSSALAM NATIONAL ACCREDITATION COUNCIL (BDNAC) CLIENT CHARTER

Services related to the accreditation of courses/ programmes offered by the local and abroad institutions

B	APPLICATION OF ACCREDITATION OF COURSES OFFERED BY LOCAL AND ABROAD AND ABROAD INSTITUTIONS	
1	<p>Acknowledging the applications received</p> <p>The responds given will state whether:</p> <ul style="list-style-type: none"> i. Applications received (letter of acknowledgement) ii. Accreditation guidelines documents included iii. Applicants are advised to meet to discuss the information needed 	5 days
2	<p>Processing of applications after the meetings are held and the information received is in accordance with the desired format:</p> <ul style="list-style-type: none"> a. Reviewing and examining the information received – 10 days after information received b. Present the review results to the applicants whether: (2 days after reviewing): <ul style="list-style-type: none"> i. The information provided is organized, clear, adequate and applicants will be notified or ii. Further information needed 	10 days 2 days
3	<p>Examining the applications after receiving further information from the applicants:</p> <ul style="list-style-type: none"> a. Reviewing and examining the information received – 10 days after information received b. Present the review results to the applicants whether: (2 days after reviewing) <ul style="list-style-type: none"> i. The information provided is organized, clear, adequate and applicants will be notified or ii. Further information needed 	10 days 2 days
4	<p>Processing the application after assessment to the institutions is held :</p> <ul style="list-style-type: none"> a. Preparing reports for the working paper. b. Preparing working papers to be submitted to the sub-committees/BDNAC c. Sub-committee meeting d. BDNAC meeting e. Conveying the council's decision to the applicants – 2 days after the BDNAC's assessment– 	4 days 10 days 1 day 1 day 2 days

LOCATION

Block B. Level 2
Ministry Of Education,
Airport Lama RD
Berakas BB 3510
Negara Brunei Darussalam

COUNTER OPERATING HOURS

Monday - Thursday & Saturday
8:00 AM – 12:00 PM
1:45 PM – 4:00 PM

Counter will be closed during Public Holidays.



CONTACT US

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