

Qualifications and Credentials Platform

User Manual

ACQF

African Continental
Qualifications Framework



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1 Introduction

Welcome to the ACQF-II Qualification and Certification Platform (QCP) User Manual. This document serves as a comprehensive guide for users to navigate and efficiently utilize the QCP platform. It provides step-by-step instructions, descriptions of features, and best practices for managing qualifications, users, organisations, and other related entities.

The ACQF-II QCP platform is designed to support the management, review, and publication of qualifications, ensuring a streamlined and user-friendly experience. Whether you are a Qualification Curator, Administrator, or Virtual Space Administrator, this manual will equip you with the knowledge and tools to perform your tasks effectively.

Purpose of the Manual

The primary objectives of this manual are to:

- Guide users through the core functionalities of the ACQF-II QCP platform.
- Explain the processes for creating, managing, and reviewing qualifications.
- Provide clarity on user and organisation management workflows.
- Outline role-specific features and permissions to ensure proper system usage.

Intended Audience

This manual is intended for:

- Administrators: Responsible for platform management, user configurations, and system oversight.
- Qualification Curators: Users managing qualification and organisation data.
- Virtual Space Administrators: Users managing qualifications and user accounts within their assigned virtual spaces.

Scope

The manual covers:

- User Authentication: Logging in, password recovery, and language selection.
- Qualification Creation: Detailed steps for adding qualifications across all sections (General, Learning Outcomes, Accreditations, etc.).
- Qualification Review: Managing and editing qualifications, including publication status updates.
- Workspace Management: Creation and management of organisations and users.
- Role-Based Access: Explaining user roles, responsibilities, and permissions.

2 User authentication

The login page is the entry point to the ACQF QCP Administrator system. Users must provide valid credentials to gain access.

Figure 1: ACQF QCP login screen



Figure 2: "Forgot password" screen



2.1 Log In

1. Enter Your Username:

- Type your registered username in the "Username" field [1.1].

2. Enter Your Password:

- Input your password into the "Password" field [1.2]. You can click the eye icon [1.3] to view or hide your password.

3. Sign In:

- Click the "Sign In" button [1.4] to submit your credentials.

2.2 Language Selection

To change the interface language:

1. **Click the language dropdown [1.6 - 2.4] located at the top-right of the login/forgot password box.**
2. **Select your preferred language (English, French, or Portuguese).**
3. **The interface will update automatically.**

2.3 Password Recovery

If you have forgotten your password, you can reset it using the steps below:

1. Access the Forgot Password Screen:

- On the **Login Page**, click on the **"Forgot Password?"** link below the password field [1.5].

2. Enter Your Username or Email:

- In the **"Forgot Your Password?"** screen, enter your registered **username** or **email address** into the input field [2.1].

3. Submit Your Request:

- Click the **"Submit"** button [2.2] to initiate the password recovery process.

4. Follow Email Instructions:

- You will receive an email with further instructions on how to create a new password.

5. Return to Login:

- If you want to return to the login screen without resetting your password, click the **"Back to Login"** link [2.3].



Disclaimer: Session Management for SSO (Single Sign-On)

To ensure system security and optimal performance, session management policies are applied to all users accessing the platform through Single Sign-On (SSO):

1. Idle Timeout:

- If a user remains **inactive** for more than **30 minutes**, their session will automatically expire.
- Users will be required to re-authenticate (log in again) to regain access.
- **Unsaved data will be lost**

2. Maximum Session Duration:

- Regardless of user activity, the session will automatically terminate after **10 hours**.
- Users must re-authenticate once the session reaches this limit.
- **Unsaved data will be lost**

These measures are in place to enhance security and prevent unauthorized access to the platform. Users are advised to save their work frequently to avoid potential data loss due to session timeouts.

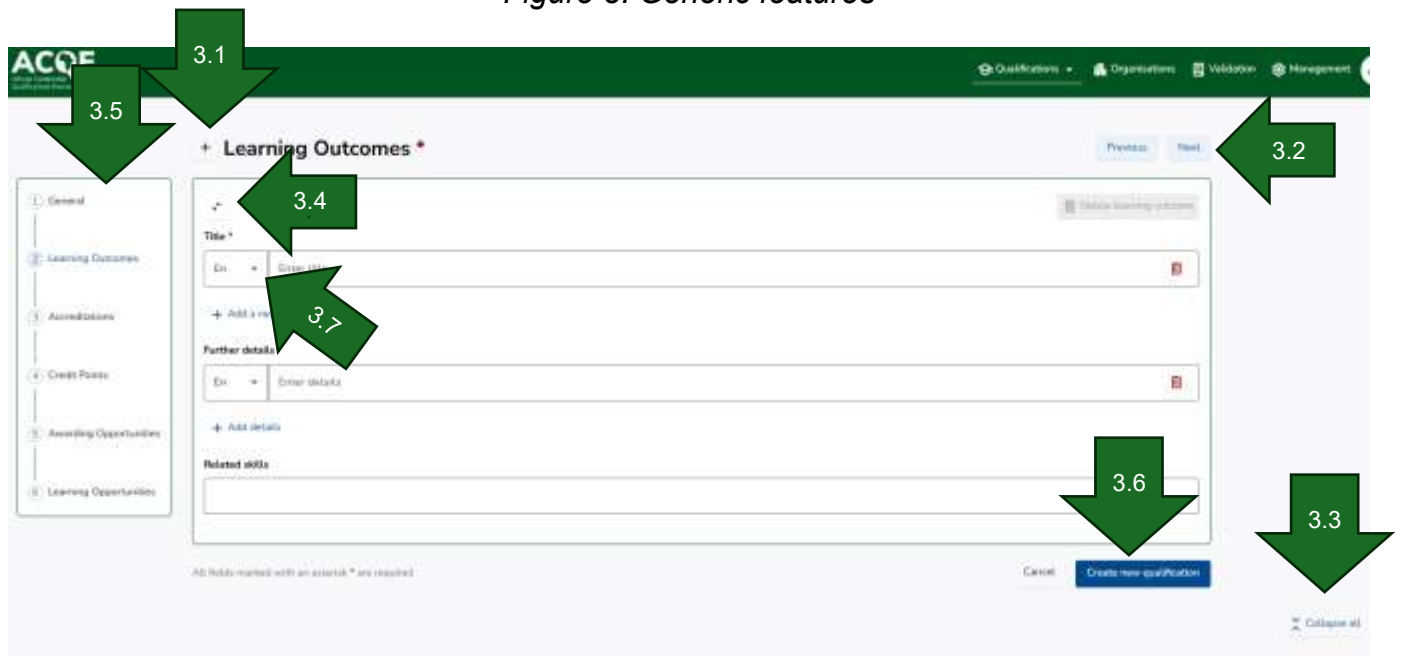
Note: If you experience session interruptions, ensure that your internet connection is stable, and plan work sessions to accommodate the session duration limits.

3 Qualification creation

This chapter describes how to create a new qualification in the ACQF system.

3.1 Generic features

Figure 3: Generic features



1. "+" Button [3.1]

- Located at the top-left of the section .
- Clicking the "+" button adds a new form instance (e.g., Awarding Opportunity, Credit Point, etc.).
- This allows users to input multiple records as needed.

2. Previous and Next Buttons [3.2]

- Previous: Navigates to the previous section of the form.
- Next: Moves to the next section of the form.
- These buttons ensure seamless navigation between form sections .

3. Collapse/Expand Buttons

- Collapse/Expand all form instances
 - Located at the bottom-right of the section [3.3].
- Collapse/Expand one form instance
 - Located at the top left of a form instance [3.4].

4. Navigation Pane (Left Sidebar) [3.5]

- Displays all available sections of the form, including:
 - General
 - Learning Outcomes
 - Accreditations
 - Credit Points
 - Awarding Opportunities
 - Learning Opportunities
- Users can click on any section in the sidebar to navigate directly to that section.
- The current section is highlighted for clarity.

5. Create New Qualification Button

- Located at the bottom-right corner of the screen [3.6].
- Clicking this button saves all the data entered in the form and finalizes the qualification creation process.
- This button is available in all sections for easy access.



Fields marked with an asterisk (*) are mandatory **for publication only**, once the **Create new qualification button** [3.12] is active, a qualification can be created.

3.2 Types of input fields

Text Input Fields

These fields allow users to input free-form text. They are typically used for short, single-line inputs.

- **Behavior:**
 - Users can type freely into the field.
 - Validation (e.g., required fields) ensures proper input where necessary.
 - A language value must be selected in the drop-down menu [3.7] (except for identifiers)
- **Examples in Figure 4:**
 - **Title Field [4.2]:** Captures the title of the qualification.

- **Reference ID [4.5]:** Captures a unique identifier for the qualification.

Type-Ahead (Autocomplete) Fields

Type-ahead fields provide dynamic suggestions as users type. This improves efficiency and accuracy when selecting options from a large list.

- **Behavior:**
 - As users begin typing, matching options appear in a dropdown list.
 - Users can select from the suggested options or continue typing to refine the search.
- **Examples in Figure 4:**
 - **Thematic Area [4.8]:** Allows users to type and select one or more thematic areas.
 - **Related Occupation [4.9]:** Provides predictive suggestions for selecting relevant occupations.

Dropdown Menus

Dropdown menus are used to present a fixed list of options. Users can select one option from the dropdown.

- **Behavior:**
 - Clicking on the dropdown displays a list of predefined options.
 - Only one option can be selected per dropdown field.
- **Examples in Figure 4:**
 - **ACQF Level [4.6]:** Allows selection of an educational level from the ACQF.
 - **NQF Level [4.7]:** Allows selection of an educational level from the NQF.

3.3 General section

Figure 4: Qualification creation form - general section

4. Navigate to Create Qualification

- From the top menu, hover over Qualifications and select Create [4.1].

5. Enter the qualification title in the Title field [4.2].

- Select a language from the dropdown.
- Enter the title.
- To add a title in another language:
 - Click "+ Add a new title". [4.3]
 - Select a language from the dropdown.
 - Enter the additional title.

6. Enter a Reference ID

- Locate the Reference ID field and enter a unique alphanumeric identifier [4.4].

7. Select the ACQF and NQF Levels

- For ACQF Level:

- Click the dropdown under ACQF level and select the appropriate educational level [4.5].
- For NQF Level:
 - Click the dropdown under NQF level and choose the relevant level [4.6].

8. Add a Thematic Area

- Locate the Thematic Area field [4.7].
- This is a type-ahead input field:
 - Start typing a keyword related to the thematic area.
 - The system will display matching suggestions.
 - Select the desired thematic area from the list.

9. Specify Related Occupations

- Locate the Related Occupation field [4.8].
- This is a type-ahead input field:
 - Start typing a keyword related to the occupation.
 - The system will display matching suggestions in a dropdown list.
 - Select the desired occupation(s) from the list.
 - You can add multiple occupations as needed.

10. Add Homepages and Documents

- Click + Add a new homepage to provide relevant links [4.9].
- Click + Add a new document to upload supporting files [4.10].

3.4 Learning Outcomes Section

The *Learning Outcomes* section allows users to define the learning goals, related details, and associated skills for a qualification.

Figure 5: Qualification creation form - Learning Outcomes section

1. Add the Learning Outcome Title

- Locate the Title field marked with an asterisk (*) [5.1].
- Enter the title of the learning outcome.
- To add a title in another language:
 - Click "+ Add a new title" to create a new title field [5.2].
 - Select the desired language from the dropdown.
 - Enter the title text.
- To delete a title field, click the trash icon inside it.

2. Add Further Details

- Locate the Further details field below the title section [5.3].
- Enter a more detailed description of the learning outcome.
- To add other detailed descriptions:
 - Click "+ Add details" below the existing details field [5.4].

- A new input field will appear with its own language dropdown.
- Use the dropdown to specify the language for each additional description.
- To delete an added details field, click the trash icon inside it.

3. Add Related Skills

- Locate the Related skills input field [5.5].
- This is a type-ahead input field:
 - Start typing into the field.
 - The system will display suggestions based on the entered text.
 - Select the appropriate skill(s) from the suggestions.
 - You can enter one or more skills using this type-ahead feature

5. Delete a Learning Outcome

- To remove the entire Learning Outcome, click the “Delete learning outcome” button located at the top-right of the section [5.6].
- The current learning outcome will be deleted from the section.
- At least one learning outcome is required

3.5 Accreditations section

Figure 6: Qualification creation form - Accreditations section

The screenshot shows the 'Accreditations' section of a qualification creation form. The form is titled '+ Accreditations' and includes a 'Previous' button and a 'Next' button. The form fields are as follows:

- Title ***: A text input field with a dropdown arrow on the left and a trash icon on the right. A green arrow labeled '6.2' points to the 'Add a new title' button below the field. A green arrow labeled '6.1' points to the 'Delete accreditation' button in the top right corner.
- Type ***: A dropdown menu with 'Choose a type' selected. A green arrow labeled '6.3' points to the dropdown arrow.
- Expiry Date**: A date input field with a calendar icon. A green arrow labeled '6.4' points to the field.
- Accrediting organisation ***: A dropdown menu with 'Choose an accrediting organisation' selected. A green arrow labeled '6.5' points to the dropdown arrow.
- Accreditation ***: A text input field. A green arrow labeled '6.6' points to the field.

At the bottom of the form, there is a 'Cancel' button, a 'Create new qualification' button, and a 'Continue as' button. A note at the bottom left states: 'All fields marked with an asterisk * are required'.

1. Add the Accreditation Title

- Locate the **Title** field marked with an asterisk (*) [6.1].
- Enter the title for the accreditation.
- To add a title in another language:
 - Click “+ **Add a new title**” [6.2].
 - A new title field will appear with its own **language dropdown**.
 - Select the desired language and enter the title.
- To delete an added title, click the **trash icon** inside it.

2. Select the Accreditation Type

- Click the **Type** dropdown menu [6.3].
- Select the appropriate type of accreditation from the available options.

3. Set an Expiry Date

- Locate the **Expiry Date** field [6.4].
- Click the calendar icon or enter a date manually to specify when the accreditation expires.

4. Select an Accrediting Organisation

- Locate the Accrediting organisation dropdown [6.5].
- Click the dropdown menu and select the organisation issuing the accreditation.

5. Add the Accreditee

- Locate the Accreditee field [6.6].
- This is a type-ahead input field:
 - Start typing the name of the accreditee.
 - The system will display matching suggestions.
 - Select the appropriate name from the suggestions.
- You can enter multiple names if necessary.

6. Delete the Accreditation

- To remove the entire **Accreditation**, click the “**Delete accreditation**” button in the top-right corner [6.7].

3.6 Credit points section

This section allows you to add credit points and associate them with specific frameworks for a qualification.

Figure 7: Qualification creation form - Credit Points section

The screenshot shows the ACQF Qualification creation form, specifically the Credit Points section. The form is titled "+ Credit Points" and contains two main input fields: "Points*" and "Framework*". The "Points*" field has a placeholder "Enter points" and a small "+" and "-" icon on the right. The "Framework*" field has a placeholder "Choose framework" and a dropdown arrow. A "Delete credit point" button is located to the right of the "Framework*" field. A "Previous" button and a "Next" button are at the top right. A "Create new qualification" button is at the bottom right. A sidebar on the left shows a navigation menu with "Credit Points" selected. Green arrows point to various elements: 7.1 points to the "+" button next to the heading; 7.2 points to the "Delete credit point" button; 7.3 points to the "Points*" field; 7.4 points to the up/down arrows on the right side of the "Points*" field; 7.5 points to the "Framework*" field; 7.6 points to the "Delete credit point" button.

1. Add a New Credit Point Form

- Click the "+" button next to the "Credit Points" heading [7.1].
- A new credit point form will appear, allowing you to enter details [7.2].

2. Enter the Credit Points

- Locate the Points field [7.3].
- Manually enter the numeric value for the credit points.
- Alternatively, use the up/down arrows on the right side of the field [7.4] to:
 - Increase the value incrementally by clicking the up arrow.
 - Decrease the value incrementally by clicking the down arrow

3. Select a Framework

- Locate the Framework field next to the Points input [7.5].
- Click the dropdown menu.

- Select the appropriate framework from the list.

4. Delete a Credit Point Form

- To remove a credit point entry, click the "Delete credit point" button located in the top-right corner of the form [7.6].

3.7 Awarding opportunities section

Figure 8: Qualification creation form - Awarding opportunities section

1. Select the Awarding Body

- Locate the Awarding body field [8.1].
- This is a type-ahead input field:
 - Start typing the name of the awarding body.
 - Matching suggestions will appear in a dropdown list.
 - Select the appropriate organization from the suggestions.

2. Add more information

- Locate the "More information" field [8.2]
- Enter additional details or context related to the awarding opportunity.
- To add an extra field:
 - Click "+ Add information" below the existing field [8.3].

- A new text input field will appear with a language dropdown (set to "En" by default).
- To remove an added field, click the trash icon inside it.

3. Delete an Awarding Opportunity

- To delete an awarding opportunity form, click the “Delete awarding opportunity” button located in the top-right corner of the form [8.4]
- At least one awarding opportunity is required for publication

3.8 Learning opportunities (LO) section

The *Learning Opportunities* section allows users to define learning opportunities (LO), specify providers, and select the language of instruction.

Figure 9: Qualification creation form – Learning opportunities section

The screenshot shows the 'Learning Opportunities' section of the ACQF qualification creation form. The form is titled '+ Learning Opportunities *' and includes a sidebar on the left with navigation options: General, Learning Outcomes, Accreditation, Credit Points, Awarding Opportunities, and Learning Opportunities. The main form area contains the following fields and buttons:

- Title ***: A text input field with a dropdown menu set to 'En' and a trash icon. A green arrow labeled '8.1' points to this field.
- + Add a new title**: A button to add additional titles. A green arrow labeled '8.2' points to this button.
- Provider**: A text input field. A green arrow labeled '8.3' points to this field.
- Language of instruction ***: A dropdown menu with 'Enter language' selected. A green arrow labeled '8.4' points to this dropdown.
- Delete learning opportunity**: A button in the top right corner. A green arrow labeled '8.5' points to this button.

At the bottom of the form, there is a 'Cancel' button and a 'Create new qualification' button. A note at the bottom left states: 'All fields marked with an asterisk * are required'. A 'Collapse all' link is visible in the bottom right corner.

4. Add the LO Title

- Locate the Title field marked with an asterisk (*) [8.1].
- Enter the title of the learning opportunity.
- To add the title in another language:
 - Click **“+ Add a new title”** [8.2].
 - A new title field will appear with a **language dropdown** (default: En).

- Select the desired language and enter the title.
- To delete an additional title, click the trash icon inside it.

5. Add the LO Provider

- Locate the Provider field [8.3].
- This is a free-text input field.
- Enter the name of the provider offering the learning opportunity.

6. Enter the Language of Instruction

- Locate the Language of instruction field [8.4].
- Click the dropdown menu.
- Select the language in which the learning opportunity is delivered (e.g., English, French, etc.).

Delete a Learning Opportunity

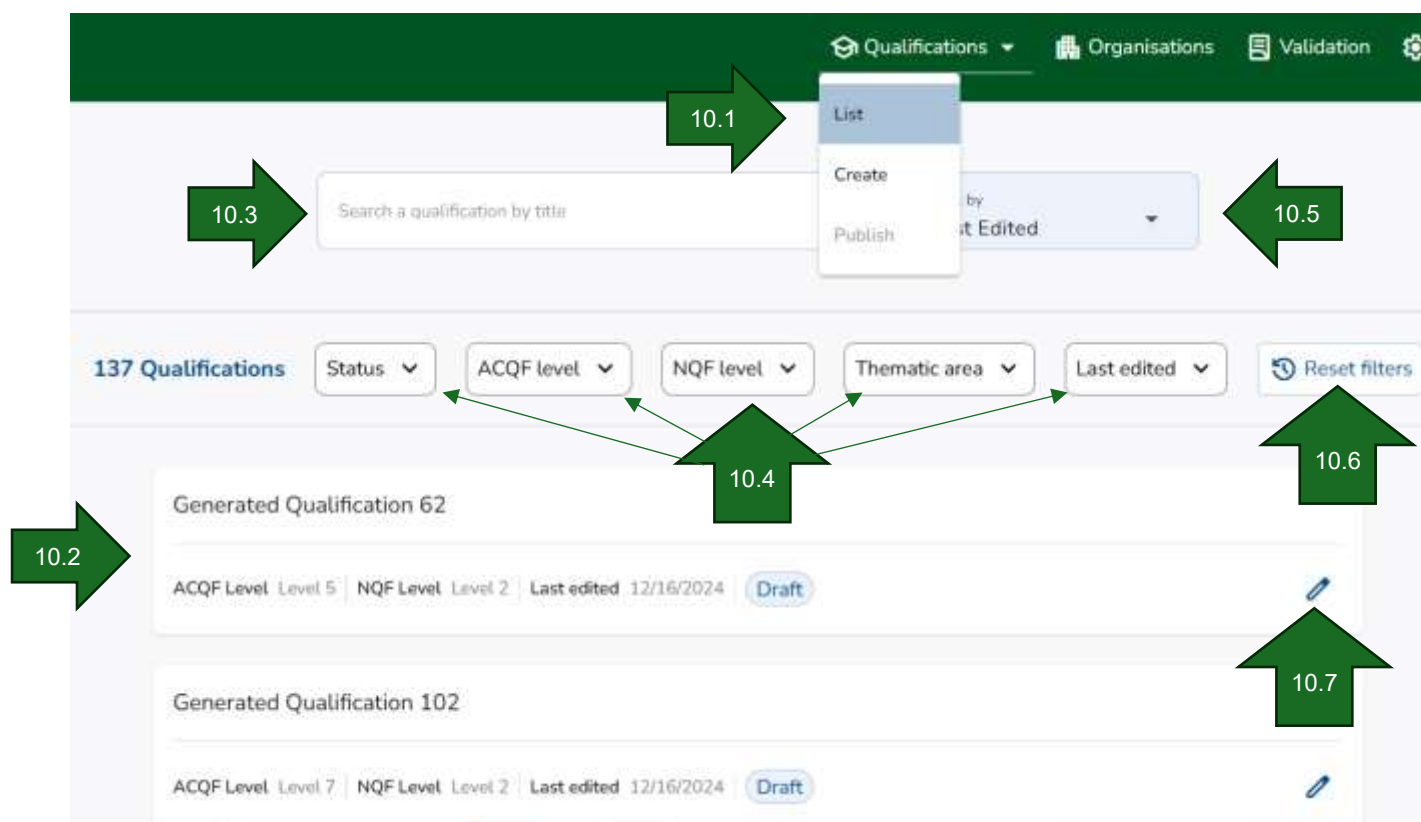
- To delete the entire learning opportunity entry:
 - Click the “**Delete learning opportunity**” button at the top-right corner of the section [8.5].

4 Qualification review

4.1 Qualifications List Screen

The Qualifications List Screen allows users to view, search, filter, and manage qualifications. Users can also sort the list and edit individual qualifications.

Figure 10: Qualification review flow – List screen



1. Navigate to the Qualifications List Screen

- Locate the Qualifications menu in the top navigation bar [10.1].
- **Click “List” from the dropdown options.**
- **The Qualifications List Screen will open, displaying all available qualifications with the following details [10.2]:**
 - **Qualification Title**
 - **ACQF Level**

- **NQF Level**
- **Last Edited Date**
- **Status (e.g., Draft).**

2. Search for a Qualification

- Use the Search a qualification by title field at the top [10.3].
- Enter the title or part of the title of a qualification.
- Results matching the input will display in the list.

3. Filter the Qualifications List

- Apply filters to refine the list [10.4]:
 - Status: Filter qualifications by their status (e.g., Draft, Published).
 - ACQF Level: Filter by the ACQF educational level.
 - NQF Level: Filter by the NQF level.
 - Thematic Area: Filter qualifications by thematic areas.
 - Last Edited: Sort qualifications by the most recent or oldest edits.
- Use the dropdown options to apply filters.

4. Use the sorting dropdown [10.5] to organize the qualifications list.

- The available sorting options are:
 - Relevance: Displays qualifications most closely matching the search term or applied filters first.
 - Last Edited: Displays the most recently edited qualifications at the top.
- Select the desired sorting option, and the list will automatically update to reflect your choice.

5. Reset Filters

- To clear all applied filters:
 - Click the “**Reset filters**” button on the right [10.6].
 - The full, unfiltered list will reappear.

6. Edit a Qualification

- To edit a qualification:
 - Locate the qualification in the list.
 - Click the **edit icon** (pen) on the right-hand side [10.7].
 - The system will open the qualification's edit form.

4.2 Edit a qualification

The Qualification Edition screen provides a centralized view for modifying all fields across all sections of the qualification. Users can easily update information, review metadata, and manage the qualification's editorial status.

Figure 11: Qualification edition view

The screenshot shows the 'Qualification Edition' interface. The 'General' section includes fields for Title (An, Qualification generic, Qualification generic), Reference ID (Qualification 71022810), ACP level (Level 0), and Related occupation (Choose one or more learning qualifications). The 'Theme area' contains a text box with the text: 'After discussing engineering and qualifications (including information and Communication Technologies (ICT), ICT, Security services, ICT, Technical services, Technical and related, ICT, Related services, mathematics and statistics not for the subject, ICT, Choose one or more themes) and'. The 'Homepage' field contains 'Mya Data and -cc of his homepage 0.0'. On the right, the 'Publication Status' dropdown is open, showing 'Draft' as the selected option. Other options include 'Ready for obsolescence', 'Ready for release', 'Under review for obsolescence', and 'Under review for release'. A 'Save Changes' button is located at the bottom right.

Figure 12: Publication status dropdown list

The close-up shows the 'Editorial status' dropdown menu. The current selection is 'Draft', which is highlighted in blue and has a checkmark. The other options are: 'Ready for obsolescence', 'Ready for release', 'Under review for obsolescence', and 'Under review for release'.

1. Review and edit fields

- Modify any field across all sections

2. Review Publication Metadata

- The Publication Status panel on the right [11.1] displays:
 - **Publication Status** (e.g., Draft).
 - **Last Edited** date.
 - **Last Editor** (user who made the most recent changes).
 - **URI**: Link to the qualification resource.

3. Update the Editorial Status

- Locate the Editorial Status dropdown in the top-right corner [11.2].
- Select the appropriate status for the qualification:
 - Draft
 - Ready for obsolescence
 - Ready for release
 - Under review for obsolescence
 - Under review for release

4. Save Changes

- After updating any field, click the “Save changes” button at the bottom-right corner.
- The system will save all edits and display a confirmation.

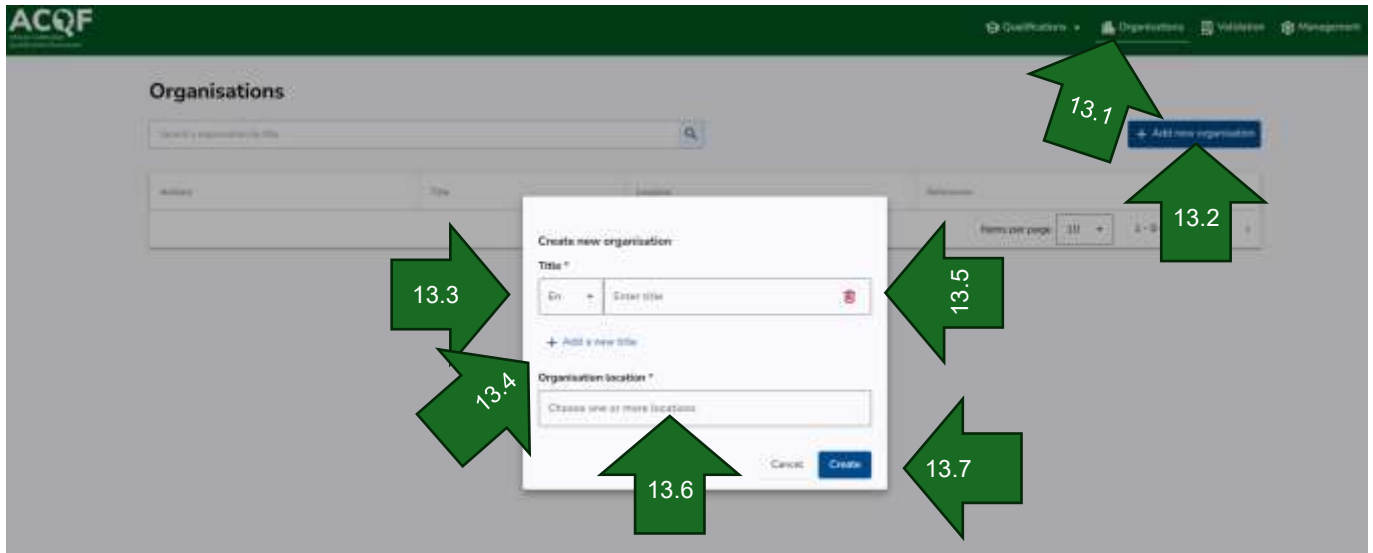
5. Delete the Qualification

- To permanently delete the qualification:
 - Click the “Delete qualification” button in the Publication Status panel.
 - Confirm the action in the prompt.

5 Workspace management

5.1 Create an organisation

Figure 13: Organisations management screen



1. Open the Organisation Creation Form

- Locate the Organisations screen in the top navigation bar and click on it [13.1].
- On the Organisations screen, click the “+ Add new organisation” button at the top-right [13.2].
- The “Create new organisation” form will appear as a pop-up [13.3].

2. Add the Organisation Title

- Locate the Title field [13.3].
- Enter the organisation’s name in the default language (English - En).
- To add the title in another language:
 - Click “+ Add a new title” [13.4].
 - A new row will appear with a dropdown to select the desired language.
 - Enter the title in the selected language.
- To remove a title, click the trash icon inside it [13.5].

3. Add Organisation Location

- Locate the Organisation location field [13.6].
- This is a type-ahead input field:
 - Start typing the name of the location.
 - A list of matching suggestions will appear.
 - Select the correct location from the suggestions.
- To add multiple locations:
 - Repeat the steps above to search for and select additional locations.
 - Selected locations will appear in the input field.

4. Create the Organisation

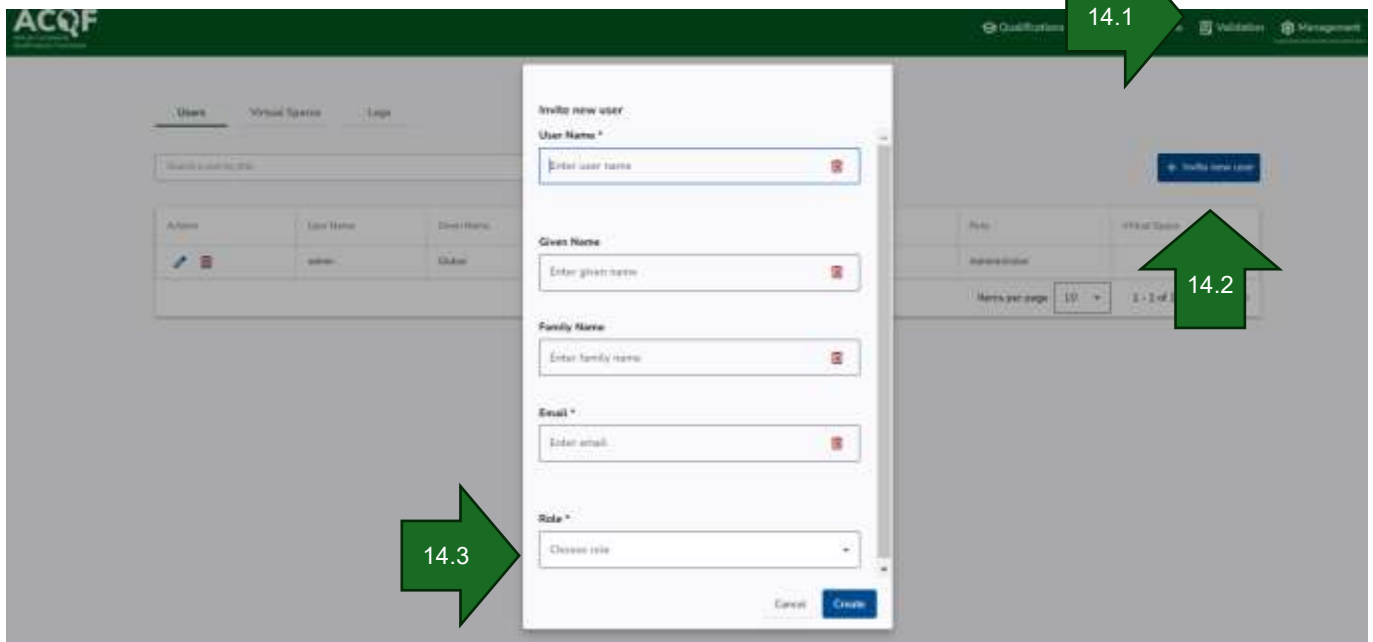
- Click the “Create” button [13.7] after entering all required details (Title and Organisation location):
- The organisation will be saved and displayed in the organisations list.

5. Cancel Organisation Creation

- To exit the form without saving changes:
 - Click the “Cancel” button [13.7].
 - The form will close, and no data will be stored.

5.2 Create a user

Figure 14: User creation form



1. Open the Invite New User Form

- Locate the Management screen in the top navigation bar and click on it [14.1].
- On the Users screen, click the “+ Invite new user” button located at the top-right corner [14.2].
- The “Invite new user” form will appear as a pop-up window.

2. Enter User Details

- User Name:
 - Enter the unique username for the new user.
- Given Name:
 - Enter the user’s given name (first name).
- Family Name:
 - Enter the user’s family name (last name).
- Email:
 - Enter the user’s valid email address.

3. Select the User Role

- Locate the Role field [14.3].
- This is a dropdown input field.
- Click on the dropdown to display the available roles.
- Select the appropriate role for the user from the options.

4. Select a Virtual Space

- After selecting a Role, the Virtual Space field will appear below.
- Click the Virtual Space dropdown.
- Select the appropriate virtual space from the list.
- Only one virtual space can be chosen.

5. Save the New User

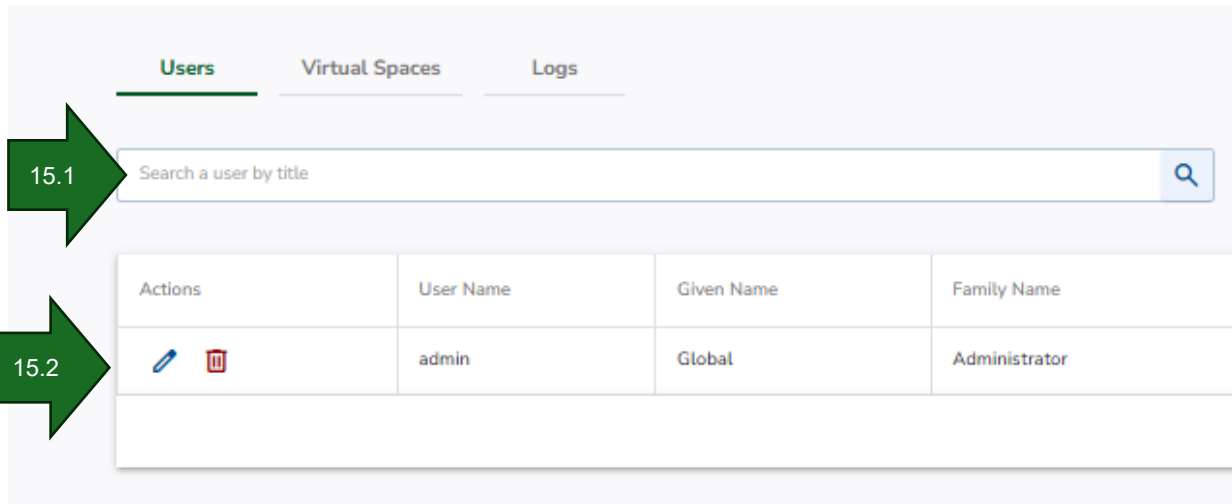
- After filling in all required fields (User Name, Email, Role, and Virtual Space):
 - Click the “Create” button at the bottom-right of the form.
 - The system will validate the data and add the user to the list.
 - An invitation email will be sent to the user providing him a link to connect to the platform and define his password

6. Cancel the User Invitation

- To discard the process:
 - Click the “Cancel” button.
 - The form will close, and no data will be saved.

5.3 Organisations and User management

Figure 15: Organisations and users management features



1. Search for a User or Organisation

- Locate the Search bar at the top of the screen.
- Enter a name (or partial name) of a user or organisation.
- Click the Search icon or press Enter.
- The list will filter and display only the records matching the search input

2. Edit a User or Organisation

- In the Actions column, click the Edit (pencil) icon next to the desired record [15.2].
- This will open the form for editing user or organisation details.
- Update the required fields and click Save changes.
- The list will reflect the updated information.

3. Delete a User or Organisation

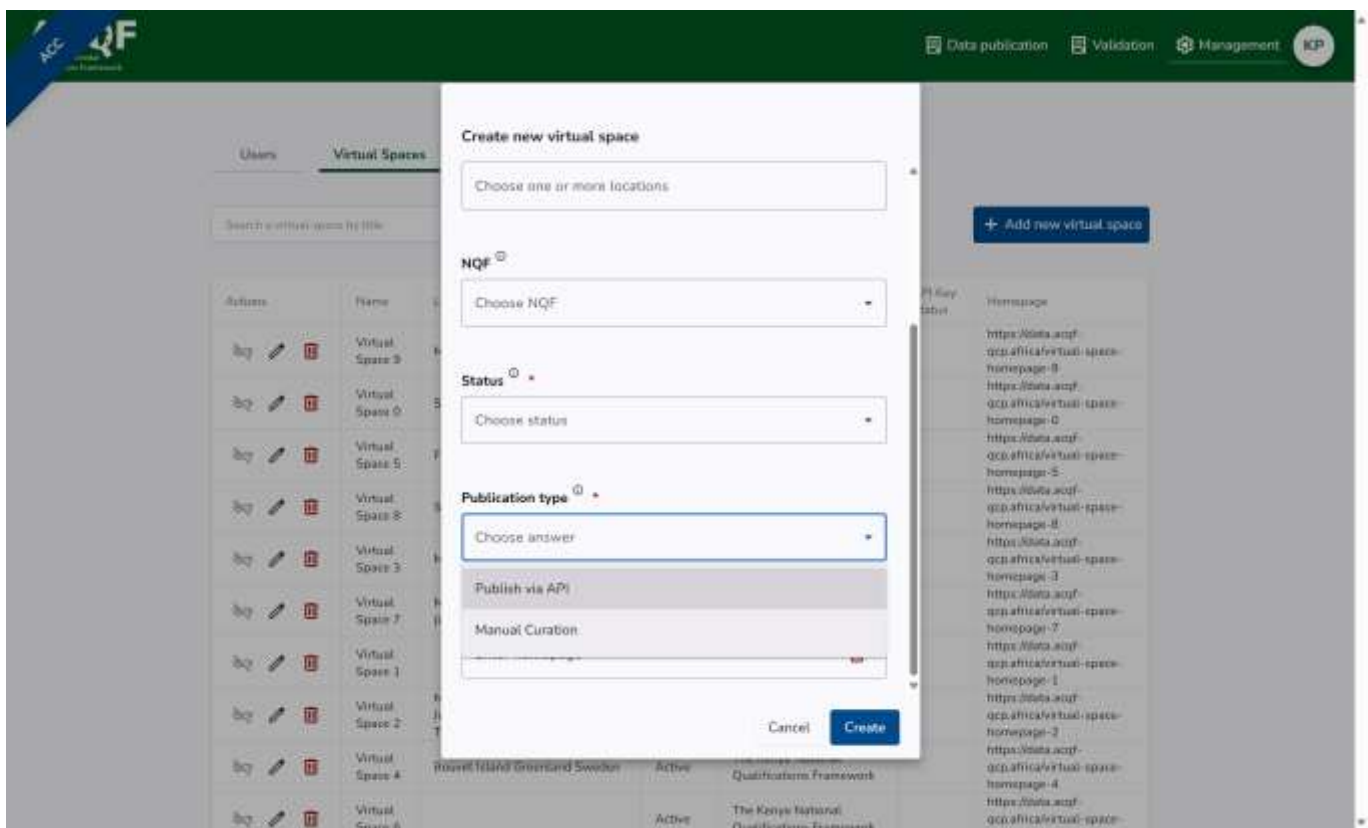
- In the Actions column, click the Delete (trash) icon next to the record you want to remove [15.2].
- A confirmation prompt will appear to confirm the deletion.
- Click Confirm to permanently delete the record.
- Note: Deleted records cannot be restored.



The following restrictions apply on users and organisations edition:

- An organisation that is referenced in at least one qualification cannot be deleted
- A username cannot be changed
- A user cannot change his own role
- A user cannot be moved to another virtual space

5.4 Virtual Space Type Configuration



Virtual spaces may be designated either as **Import Spaces** (intended for data publishers) or **Curation Spaces** (intended for curators preparing and managing data).

Setting or Changing the Type

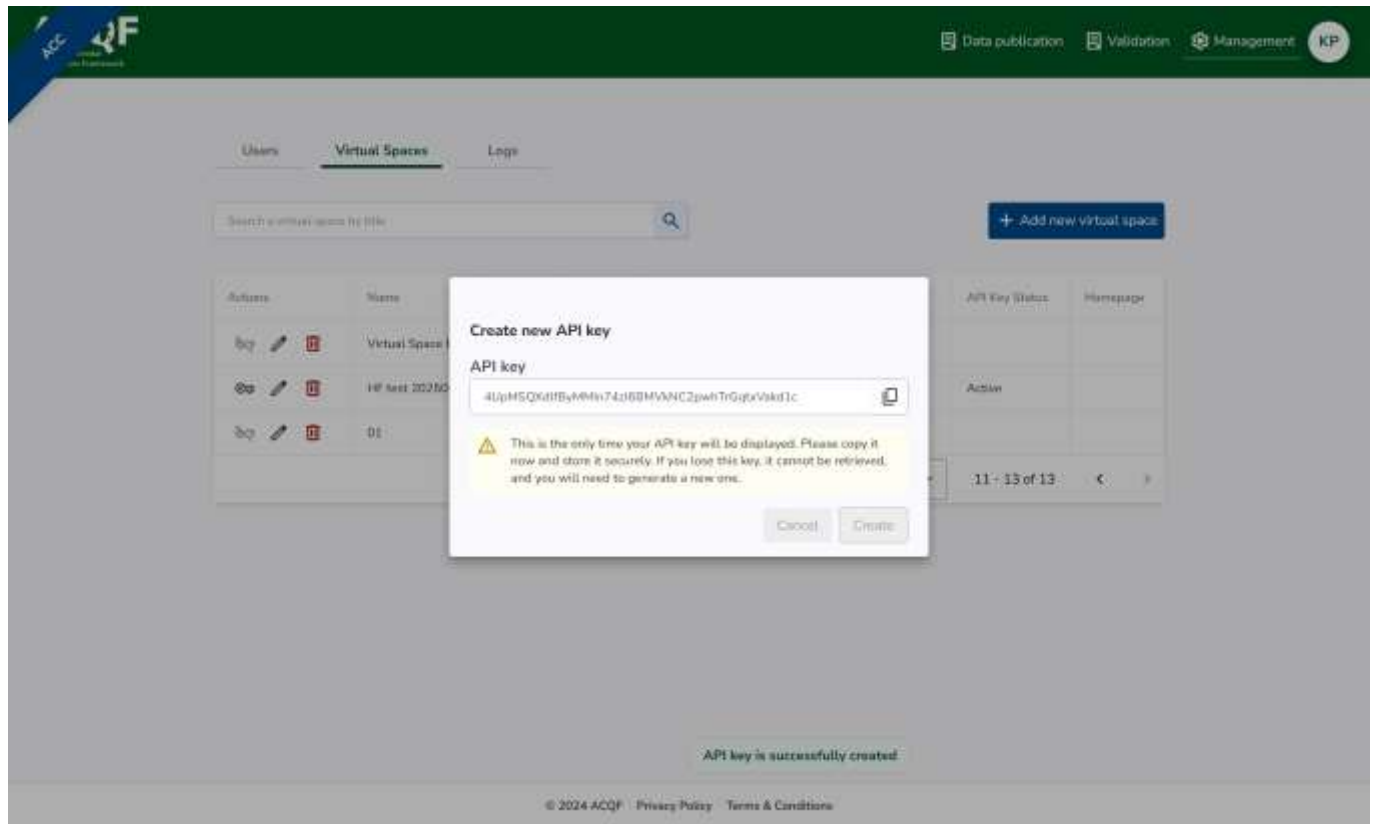
To assign or modify the type of a virtual space:

1. Open the Virtual Space management view.
2. Create the relevant virtual space.
3. Choose the appropriate type (Import or Curation) from the options.

Important: Virtual spaces that already contain data cannot have their type changed. Attempting to do so will result in a validation error.

This configuration defines the roles and available actions within the space.

5.5 API Key Management



The ACQF QCP allows Administrator users to manage API keys associated with virtual spaces. API keys are unique codes that enable programmatic access to data publishing functionalities.

Generating an API Key

To generate a new API key for an Virtual Spaces:

1. Navigate to the management interface for Virtual Spaces.
2. Locate the Virtual Spaces that does not currently have an API key.
3. Click the key icon to generate a new key.
4. Share the API with relevant members representing the virtual space using secure means.

Note: The key is displayed only once and must be copied and stored securely. Once the page is refreshed, the key cannot be recovered.

After copying the API key, it can be used in authenticated API requests to the QCP platform.

Deleting and Replacing an API Key

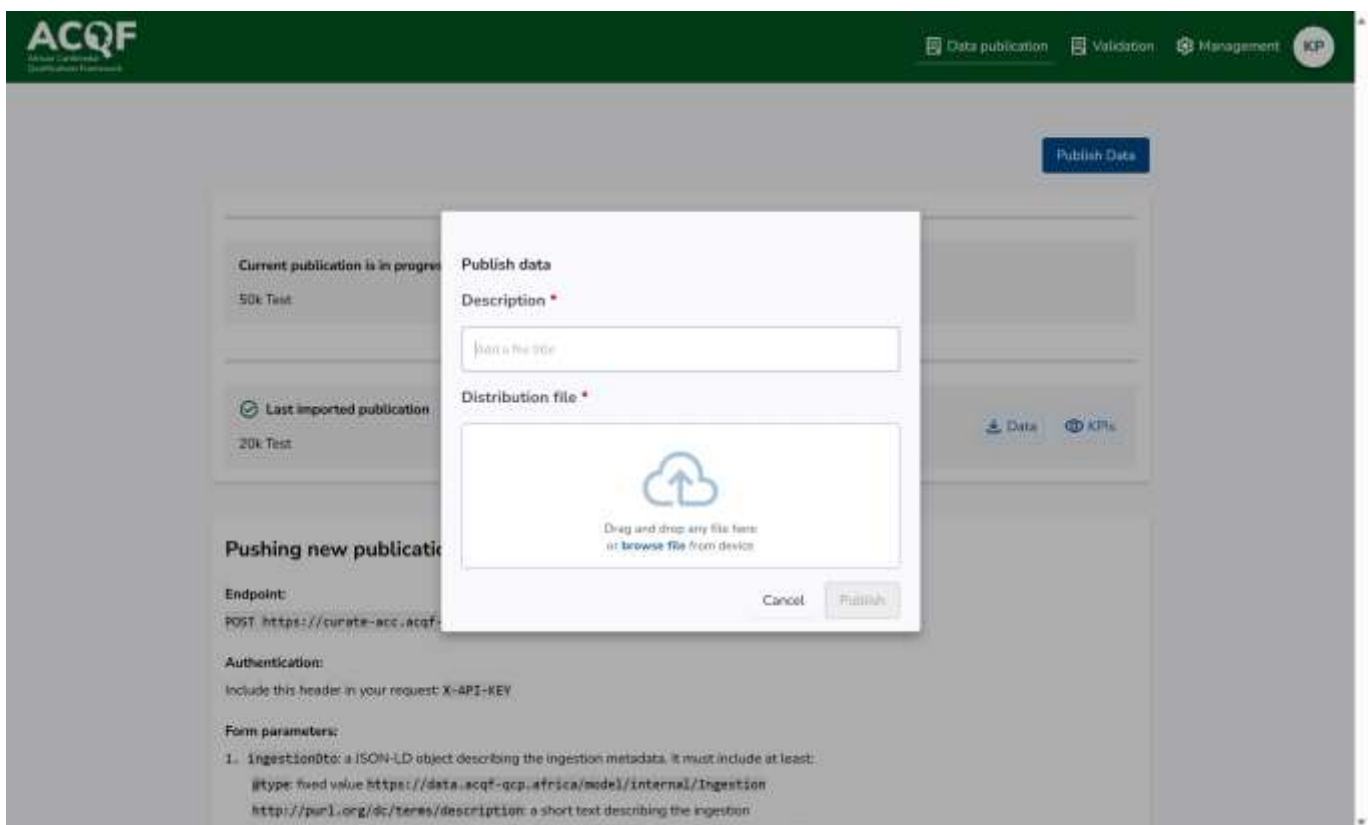
To manage an existing API key:

1. Locate the organisation in the Virtual Spaces management view.
2. Click the key icon.
3. Select the delete option to revoke the existing key.

Once deleted, a new key can be generated using the same process as above. The platform enforces that only one active key is associated with an Virtual Space at any time.

6 Automated publication

6.1 Manual Bulk Data Publication



Users within Import Virtual Spaces can manually publish a bulk of qualifications.

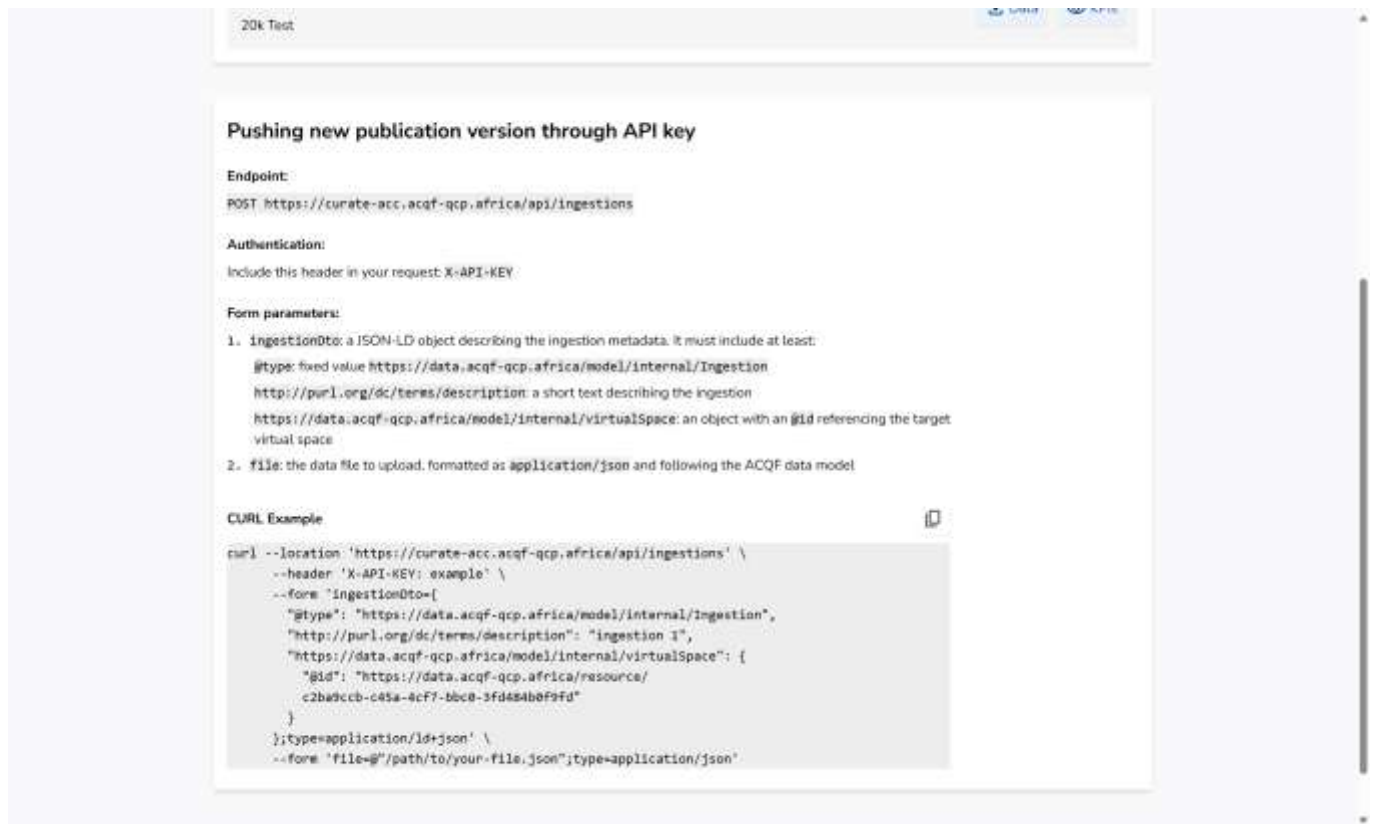
To do so:

1. Open the main page navigation (when logged in as a member of the “Import” virtual space).
2. Click the "Publish data" button to open the publication modal.
3. Provide a description of the dataset.
4. Upload the appropriate file.
5. Submit the publication request.

The system processes the data in the background. Processing times vary depending on file size and server load.

Once completed, users can revisit the Import interface to see the validation result. Successful submissions are clearly marked. If errors are found, users may open a detailed violation report outlining the specific issues for correction.

6.2 Data Publication via API



The screenshot shows a web interface for API documentation. At the top, there's a header with '20k Test' and some navigation icons. The main content area is titled 'Pushing new publication version through API key'. It includes the following sections:

- Endpoint:** POST `https://curate-acc.acqf-qcp.africa/api/ingestions`
- Authentication:** Include this header in your request: `X-API-KEY`
- Form parameters:**
 - ingestionDto:** a JSON-LD object describing the ingestion metadata. It must include at least:
 - `@type`: fixed value `https://data.acqf-qcp.africa/model/internal/Ingestion`
 - `http://purl.org/dc/terms/description`: a short text describing the ingestion
 - `https://data.acqf-qcp.africa/model/internal/virtualSpace`: an object with an `@id` referencing the target virtual space
 - file:** the data file to upload, formatted as `application/json` and following the ACQF data model
- CURL Example:** A code block showing a curl command:

```
curl --location 'https://curate-acc.acqf-qcp.africa/api/ingestions' \  
--header 'X-API-KEY: example' \  
--form 'ingestionDto={  
  "@type": "https://data.acqf-qcp.africa/model/internal/Ingestion",  
  "http://purl.org/dc/terms/description": "ingestion 1",  
  "https://data.acqf-qcp.africa/model/internal/virtualSpace": {  
    "@id": "https://data.acqf-qcp.africa/resource/  
c2bdccb-ca5a-4cf7-bbc8-3fd88ab0f9fd"  
  }  
};type=application/ld+json' \  
--form 'file=@"/path/to/your-file.json";type=application/json'
```

Users can also publish data programmatically using the API. This requires an API key (see section: API Key Management).

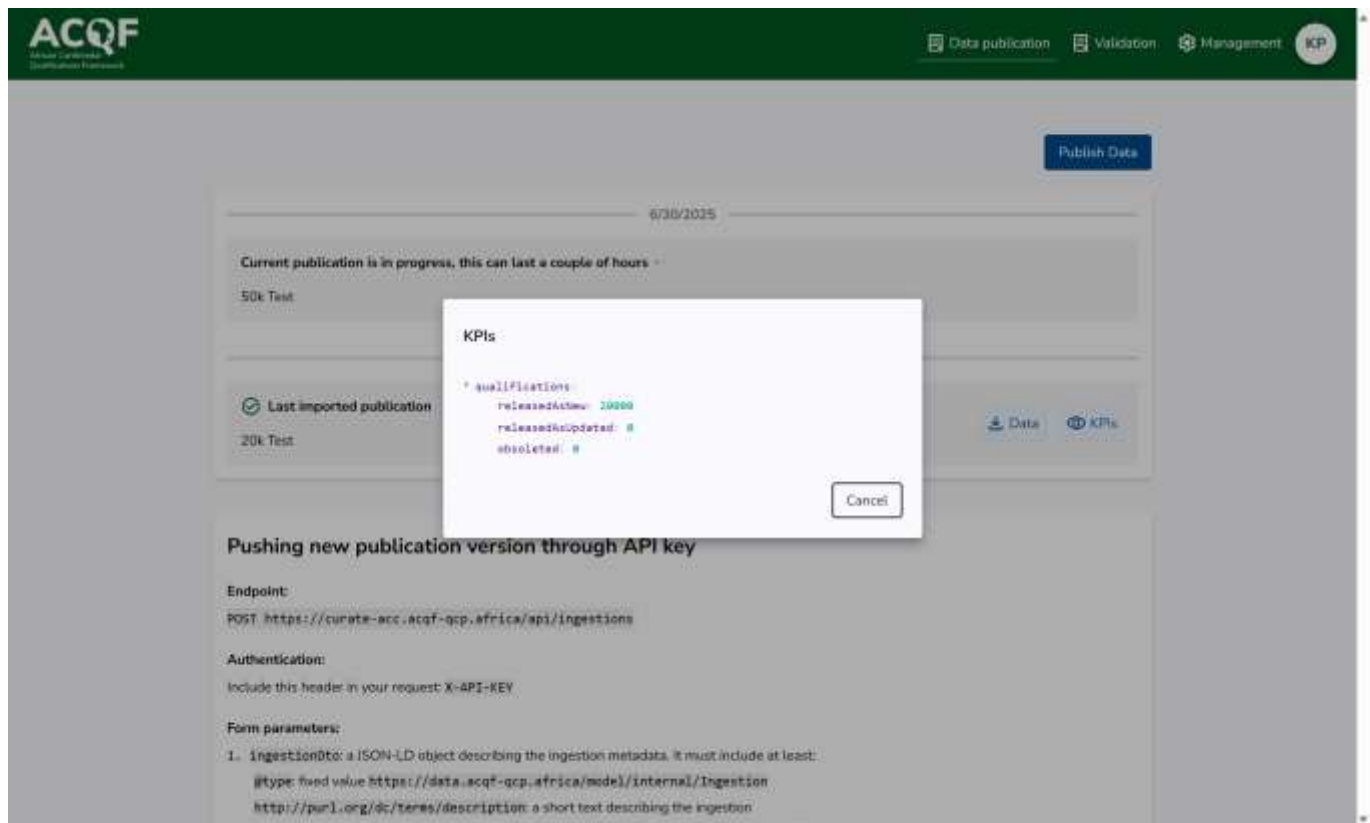
Steps for API-based publishing:

1. Open the main page navigation (when logged in as a member of the “Import” virtual space).
2. Access the API documentation at the lower part of the page.
3. Use the key to authenticate API requests.
4. Construct and send a publication request with a valid dataset file.

The system validates all requests. Invalid keys return a 403 error. Upon success, the dataset enters the same validation workflow as manual publications.

Processed data becomes available in the Import interface upon completion.

6.3 Monitoring and Validation Tools



Viewing KPIs

After publication, users can explore publication metrics:

- Navigate to the processed publication entry.
- Click the "KPIs" button to view key indicators, including qualification update/deletion/creation counts.

These visual insights support user oversight and platform usage monitoring.

Viewing Validation Errors

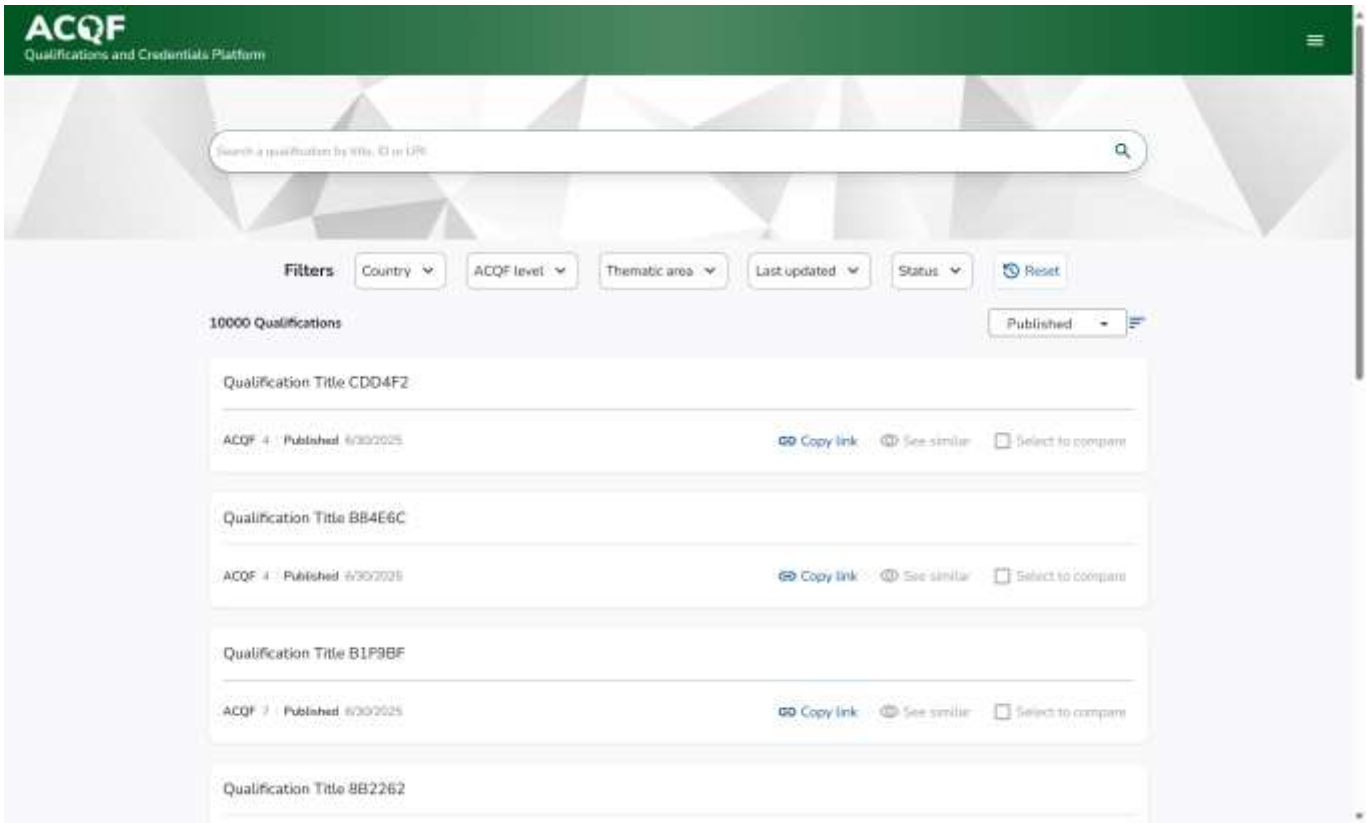
For publications that failed:

1. After the dataset is processed, navigate to the publication entry.
2. Click the “**Validation report**” button.
3. A detailed error report is displayed, listing all validation issues that must be resolved.

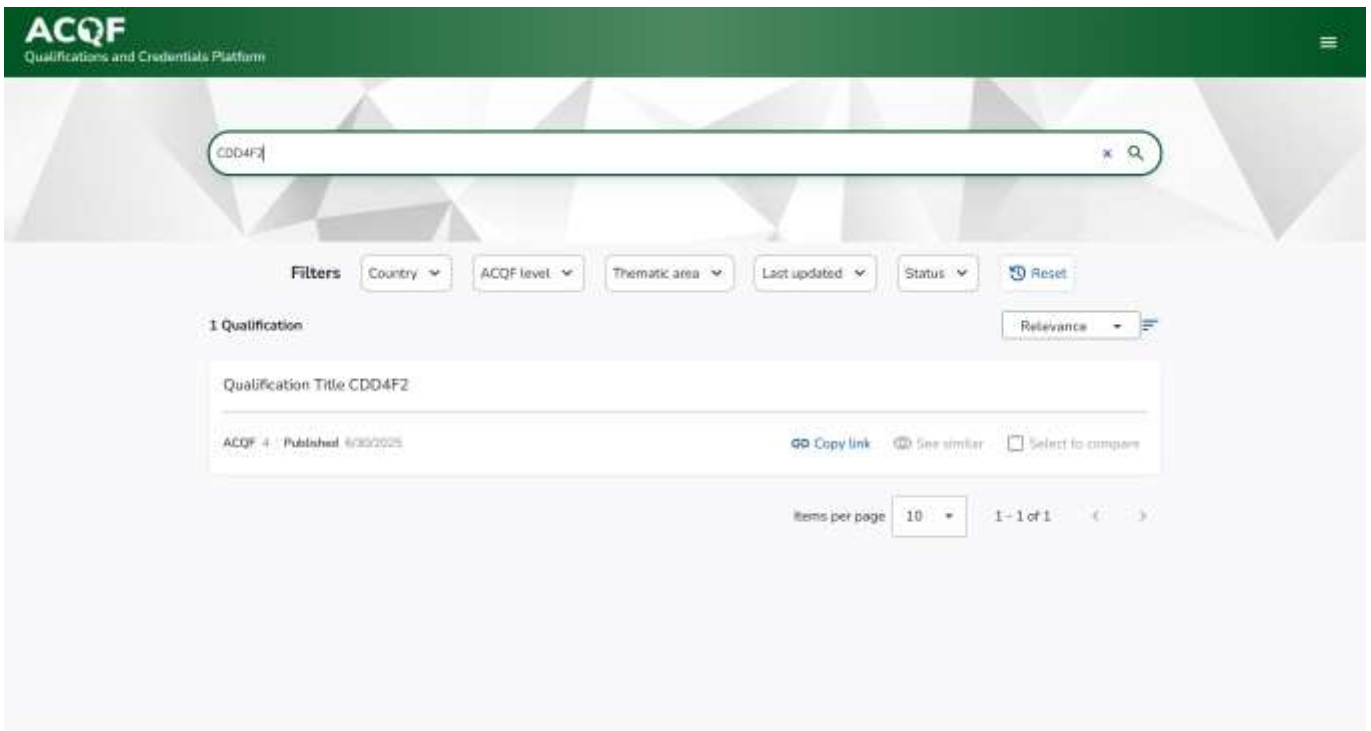
This empowers users to identify and correct problematic data directly.

7 Public interface

The ACQF Qualifications and Credentials Platform (QCP) provides a responsive and accessible interface for end-users to discover and explore qualification data.

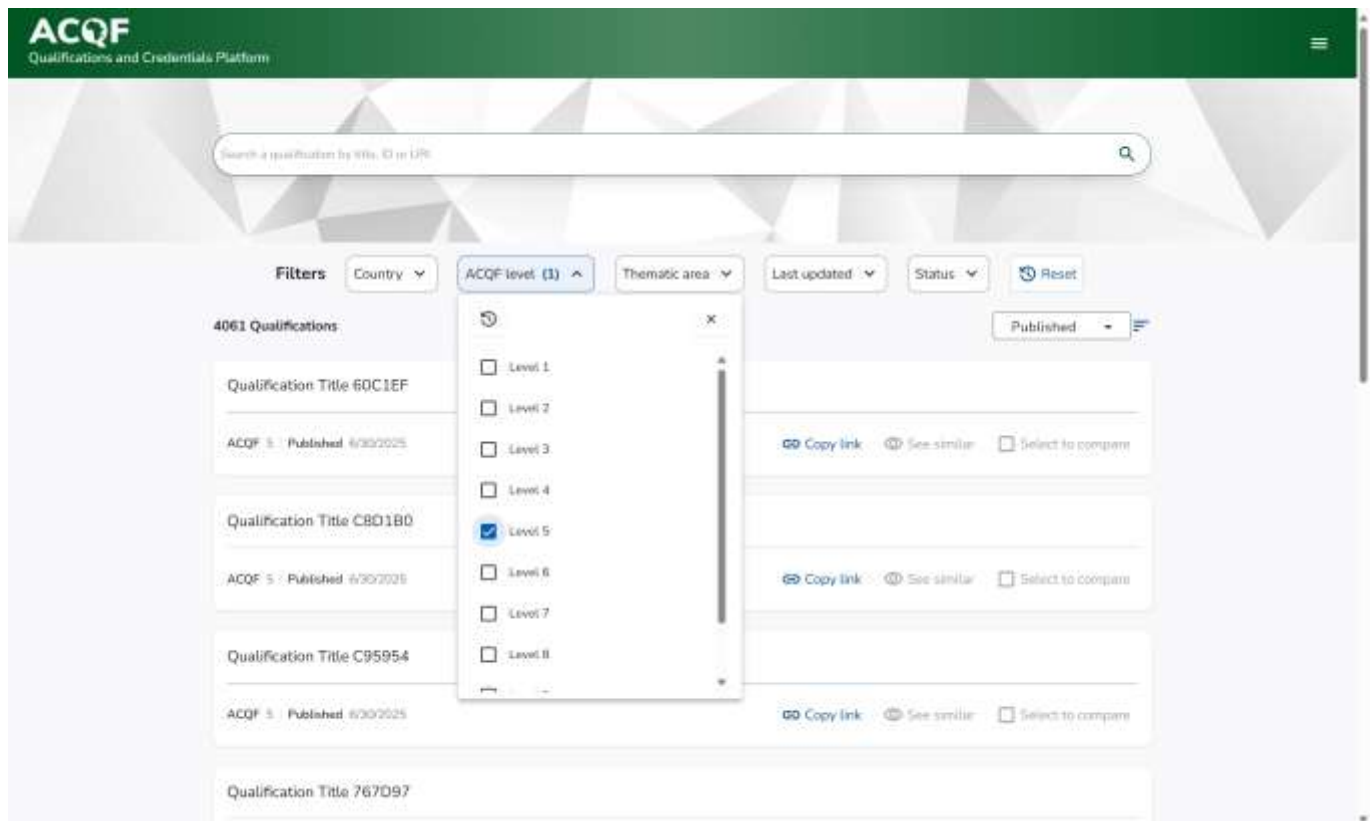


7.1 Text Search



- A search bar is available on the homepage and results pages.
- Enter a keyword and press **Enter** to perform a full-text search.
- Results are presented in a list showing qualification titles, awarding bodies, levels, and summaries.

7.2 Filter



Filters allow users to narrow search results according to key attributes. The following filters are available:

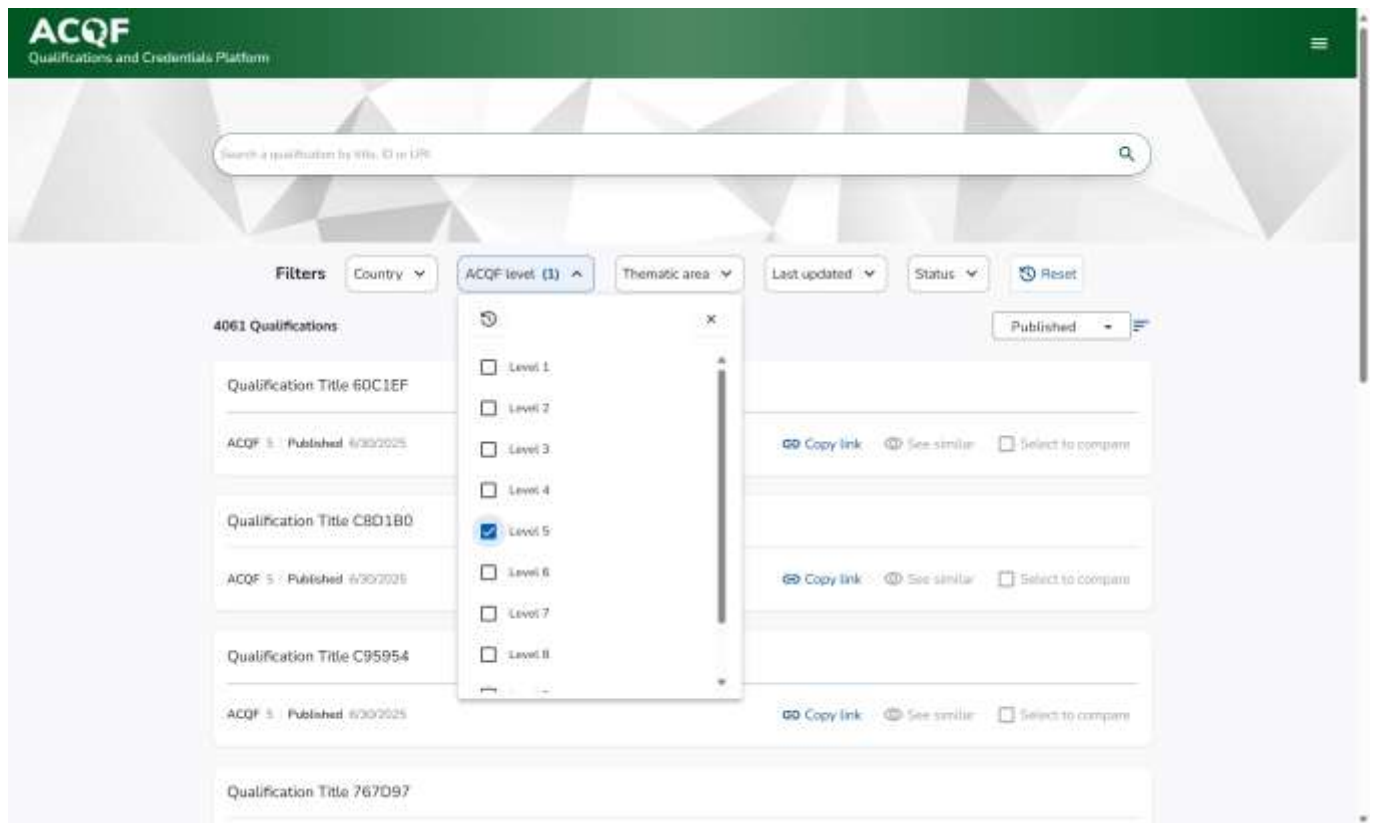
- **Country** – based on the Virtual Space authority's jurisdiction
- **ACQF Level** – qualification level according to the African Continental Qualifications Framework
- **Thematic Area** – linked to ISCED-F sectors for subject classification
- **Last Updated** – filter by recency of data modification
- **Status** – released, obsoleted – defaulting to view only released

All filters support multi-select operations and combinations.

7.3 Sorting Options

- Sort qualifications by:
 - Published (default) – newest published qualifications on top
 - Relevance – Default sorting when text search is performed

7.4 Qualification Details



- Clicking any result opens a detail page.
- Includes full metadata, including awarding body, credit points, provider, description, and linked skills.

8 User roles

8.1 Administrator

Key Skills and Expertise:

- Strong understanding of all system features, architecture and infrastructure.
- Proficiency in managing cloud-based environments, CI/CD pipelines, and database systems.
- Knowledge of security protocols, such as authentication, encryption, and monitoring tools.
- Technical troubleshooting and problem-solving skills.

Role and Functions:

- Full oversight and management of the platform.
- Configure and maintain backend and frontend services.
- Monitor performance, handle security configurations, and manage user roles.

- Implement updates, patches, and fixes.
- Enforce system-wide policies and resolve any operational issues.

Type of Authorization:

- Full administrative access to all system components, including infrastructure, backend, frontend, and user management.

8.2 Qualification Curator

Key Skills and Expertise:

- Familiarity with data management processes, including CRUD (Create, Read, Update, Delete) operations.
- Understanding of qualification frameworks and organizational structures.
- Basic knowledge of user-friendly content management tools.
- Attention to detail and ability to validate data for accuracy and relevance.

Role and Functions:

- Manage qualification and organization-related data on the platform.
- Create, edit, update, and delete qualifications and organizational records.
- Collaborate with other stakeholders to ensure data consistency.

Type of Authorization:

- Access to CRUD screens for Qualifications and Organizations.
- Restricted permissions to ensure focus on content management only, without access to user or system configurations.

8.3 Virtual Space Administrator

Key Skills and Expertise:

- Intermediate understanding of data and user management.
- Familiarity with role-based access control principles.
- Strong organizational and communication skills for team coordination.
- Attention to security and user-specific access protocols.

Role and Functions:

- Perform all Qualification Curator functions (manage qualifications and organizations).
- Manage user accounts within their specific virtual space, including:

- Creating and assigning user roles.
- Modifying access permissions as needed.
- Ensure that the virtual space adheres to data access policies and security standards.

Type of Authorization:

- Access to CRUD screens for Qualifications, Organizations, and Users.
- Role-based access limited to the specific virtual space they administer, preventing overlap or interference with other spaces.