National Skills Qualifications Framework

N S Q F

Course Accreditation Documents
for
National Skill Certificate in

Computer Operation

(ICT Sector)
NSQF (BNQF) Level - 3
May 2022

National Skills Development Authority
Prime Minister's Office, Bangladesh

Contents

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Course Accreditation Document

This Course Accreditation Document is prepared to standardize the format for the accreditation / re-accreditation of courses under the National Quality Assurance System (NQAS) and for the registration of the accredited / re-accredited qualifications under the Bangladesh National Qualification Framework (BNQF).

The two parts of this document as follows:

- Part A provides information on the Qualification Standards.
- Part B includes details of the pro-forma / templates for accreditation / re-accreditation. It guides the Skills Training Provider (STP) to accomplish the required documents for registration of the qualification.

Part A.

Qualification Standards: National Skill Certificate in Computer Operation, NSQF (BNQF) Level-3

I. Introduction

The Qualification Standards (QS) is a nationally-recognised specification to achieve a qualification. It details the level of training, experience and practice required to achieve the standard of competency. It provides the basis for the development of strategies for competency-based training and assessment by a Skills Training Provider.

The Qualification Standards aims to:

a. Provide guidelines to National Skills Development Authority (NSDA) to accredited Skills Training Provider (STP)

b. Serve as standard for the training providers to delivery competency-based training

c. Arrange basis of assessment and certification for skilled workers

II. Contents of the Standard

Section 1: Qualification Title

Section 2: Course Structure

Section 3: Purpose of the Qualification

Section 4: Training Standards

4.1 Training Delivery modes

4.2 Trainee's entry requirements

4.3 Required training supplies, materials, tools and equipment

4.4 Training Facilities

Section 1: Qualification Title

National Skill Certificate in **Computer Operation,** NSQF (BNQF) Level - 3

Section 2: Course Structure

The Course Structure is a prescribe set of units of competency needed to attain a National Skill Certificate in **Computer Operation**, NSQF (BNQF) Level - 3

SL	Unit Code and Title		UoC Level	Nominal Duration (Hours)
Generic Competencies				**20**
1.	GU010L3V1	Carryout Communication with Clients	3	20
Sector Specific Competencies				**55**
2.	SUICT003L3V1	Comply to Ethical Standards in IT Workplace	3	15
3.	SUICT004L3V1	Type Text and Documents in English and Bangla	3	40
Occupation Specific Competencies				**285**
4.	OUICTCO01L3V1	Operate a Personal Computer	3	15
5.	OUICTCO02L3V1	Prepare a Document Using Word Processor	3	90
6.	OUICTCO03L3V1	Prepare a Spreadsheet	3	80
7.	OUICTCO04L3V1	Prepare a Presentation	3	50
8.	OUICTCO05L3V1	Use Internet and Access Resources	3	30
9.	OUICTCO06L3V1	Perform Basic Maintenance and Troubleshooting	3	20
Total Duration (Hours)				**360**

Section 3: Purpose of the Qualification

The qualification is established upon industry requirements. It is designed for:

a. Individuals who want to be trained in National Skill Certificate in **Computer Operation**, NSQF (BNQF) Level - 3

b. Working and experienced individuals who want to be certified with National Skill Certificate in **Computer Operation**, NSQF (BNQF) Level - 3

Candidates who will meet the requirements of this qualification maybe employed as a **Computer Operator.**

Section 4: Training Standards

4.1 Training Delivery Modes

The competency-based TVET system recognizes various types of delivery modes both on and off-the job, as the learning is driven by the competency standards specified by the industry. Training modalities may be adopted depending on the needs of the qualification National Skill Certificate in **Computer Operation**, NSQF (BNQF) Level - 3. Some suggested modalities may include but not limited to the following:

4.1.1 <u>Standard training delivery</u>.

This would comprise both, on and off-the job components. The **Computer Operation**, NSQF (BNQF) Level- 3 has a total of 360 minimum hours for the off-the job and on-the job component of the delivery. The nominal hour is a suggested duration to deliver the training.

4.1.2 <u>Modular / self-paced learning / Multiple Entry / Multiple Exit</u>

This is a competency-based training modality where the trainee is allowed to progress at his own pace. The trainee can be certified and exit from the program at any time and re-enter to the qualification once he decided to finish the program.

4.2 Trainees entry requirements:

The entry requirements for the National Skill Certificate in **Computer Operation** (BNQF) Level - 3 are:

- Secondary School Certificate (SSC) or evidence of equivalent achievement

4.3 Required training supplies, materials, tools and equipment

Recommended List of tools, equipment and materials for the training of a maximum of 20 trainees for **Computer Operation**, NSQF (BNQF) Level - 3.

List of Machinery / Equipment and Spares

SL	Name	Specification (for guidance only, some may vary depending on the workshop layout)	Unit	Quantity
1.	Desktop/ Laptops	(Latest configuration)	Nos	23
2.	Multimedia projector with screen/ Smart board/ Smart TV		Nos	01
3.	Digital video camera		Nos	01
4.	Scanner		Nos	01
5.	Generator / IPS		Nos	01
6.	First Aid Box		Nos	02
7.	Printer		Nos	03
8.	Sound System	Standard configuration	Nos	01
9.	Web cam (only for desktop)	Standard configuration	Nos	23
10.	Hand blower	Standard configuration	Nos	02
11.	Flush Drive	16 GB and above	Nos	02
12.	Multi meter	Standard configuration	Nos	05
13.	Fire Extinguisher		Set	03
14.	CCTV Camera/ IP Camera		Nos	02

4.3.1 List of Tools

SL No	Name	Specification (For guidance only, some may vary depending on the workstation layout)	Unit	Quantity
1.	Screw driver		Nos	05
2.	Side cutting Pliers		Nos	05
3.	Philips screw driver		Nos	05
4.	Computer Service Tool Kit		set	05

List of Personal Protective Equipment (PPE):

SL	Name	Specification (for guidance only, some may vary depending on the workshop layout)	Unit	Quantity
1.	Hand Gloves		Pairs	20
2.	Mask		Nos	20
3.	Goggles and safety glasses		Nos	20
4.	Rabbar shoe		Pairs	20
5.	Anti-static wrist belt		Nos	20

List of Materials / Consumables

SL No	Name	Specification (For guidance only, some may vary depending on the workstation layout)	Unit	Quantity
1.	Paper	A4 size	Rim	5
2.	Toner/cartridge	As per printer	Nos	2
3.	White board marker	--------	Nos	12
4.	Duster	--------	Nos	6

List of Furniture

SL	Name	Specification (for guidance only, some may vary depending on the workshop layout)	Unit	Quantity
1	Full Secretariat Table		Nos.	01
2	Half Secretariat Table		Nos.	05
3	Arm Cushion Chair	As per requirement	Nos.	06
4	Armless Chair	As per requirement	Nos.	12

6	Bookshelf	As per requirement	Nos.	02
7	File Cabinet	As per requirement	Nos.	02
8	Steel Almirah	180 cm x 120 cm	Nos.	02
9	White Board	240 cm X 120 cm made of particle board with white Formica covered and side covered by aluminum channel	Nos.	02
10	Lecture Table		Nos.	01
11	Lecture Desk		Nos.	01
15	Display Board	240 cm x 120 cm made of particle wood and fabric cover	Nos.	01
16	AC Split type	As per room size	Unit	01-02
17	Tablet Chair	Standard	Set	20

Learning Materials

S/N	Description	Specification	Unit	Quantity
1	CBLM		Set	20
2	Session Plan		Set	01
3	Trainee Record Book		Set	20
4	Competency Skills Log Book		Set	20
5	Progress Chart		Set	01
6	Related Books		Set	20
7	Manuals		Set	20
8	Charts		Set	20
9	CD's		Set	20
10	Pictures		Set	20
11	Magazines		Set	20

Other requirements:

1. Internet connectivity
2. Operating system
3. Office application software
4. Continuous power supply source
5. Fire Safety Rules and Regulations
6. Industry Guidelines

4.4 Training Facilities (Training facilities for 20 trainees)

For first Occupation 1,200 sft. and for additional Occupation 1,000 sft. (one office room is required for several occupation)

Space Requirement	Size in Sq. Feet.	Unit	Quantity
Computer Lab	600 sft.	Nos	01
Classroom	400 sft.	Nos	01
Office room	200 sft.	Nos	01
Toilet (Male / Female)	--	Nos	02

4.5 Trainers Qualification

For National Skill Certificate in **Computer Operation, NSQF (BNQF) Level-3,**
a trainer:

- Must be a holder of NSC in **Computer Operation, NSQF (BNQF) Level -3**

- Must be CBT&A Level 4 certified

- Must be physically and mentally fit

- Two Trainers should be appointed for each batch (20 trainees)

Section 5: Assessment and Certification Standards

5.1 Assessor's Qualification

Certified assessor duly recognized by NSDA shall conduct the National Assessment for this National Skill Certificate in **Computer Operation**.

5.2 Assessment and Certification Arrangements
a. To attain the Qualification of National Skill Certificate in **Computer Operation**, NSQF (BNQF) Level - 3 the candidate must demonstrate competence in all the units required. Successful candidates shall be awarded a National Skill Certificate issued by NSDA.
b. The qualification of **Computer Operation**, NSQF (BNQF) Level - 3, may be attained through:
    - Accumulation of Statement of Achievement (SOA)
    - Demonstration of Competency through project-type assessment covering all the required units of competency.
c. Assessment will be conducted in a simulated workplace environment or training institute using equipment, machinery and tools as specified in the assessment tools.
d. The qualified Assessor (or Assessor Panel) will be responsible for making the final judgment of **Competent or Not Yet Competent.**

e. There will be open entry to assessment leading to certification through **Recognition of Prior Learning (RPL).**

Part B.

Part B of the Course Accreditation Document (CAD) is a set of templates designed to assist the Skills Training Provider (STP) in the development of courses under the Bangladesh National Qualification Framework (BNQF). It is an integral part of the application documents that will be submitted to National Skills Development Authority (NSDA) for accreditation and re-accreditation of programs following National Skills Quality Assurance System (NQAS).

The accreditation document is divided into three sections:

- Part 1 provides information on the Skills Training Provider, Standard Setting Body, the Quality Assurance Body, and course classification and accreditation information.
- Part 2 contains details of rules and requirements under which the course may be structured, delivered and assessed.
- Part 3 includes the units of competency or modules that are contained in the course.

The NSDA approved Competency Standards (CS) and Qualification Standards (QS) will serve as reference to complete the templates.

National Skills Qualifications Framework

N S Q F

Course Accreditation Documents
for
National Skill Certificate in

Computer Operation

(ICT Sector)
NSQF (BNQF) Level - 3
May 2022

National Skills Development Authority
Prime Minister's Office, Bangladesh

Application for NSQF (BNQF) Course / Program Accreditation

Date:

_____
_____
_____

Sir,

The undersigned **(Name of the Head of the Skills Training Provider)**, **(Designation / Position)** of the **(Name of The Skills Training Provider)**, located at **(Address)**, hereby apply for the accreditation of the course / program under the laws of the Government of the People's Republic of Bangladesh.

Course / Program Duration_____ _____ Hours

To support this application, the following duly certified / authenticated documents are submitted:

- ➢ **Administrative Requirements**
  - o Fire Safety Inspection Certificate
- ➢ **Curricular Requirements**
  - o Competency Standards (CS) (indicating the job titles being addressed and the competencies being developed)
  - o Course and subject description
  - o List of supplies, tools and equipment per program
  - o List of instructional materials (books, videotapes, internet access, and other library references)
  - o List of official and their qualifications
  - o List of faculty for the program (WITH CBT&A 4 Certificate and National Skill Certificate)
  - o List of non-teaching personnel and their qualification

I, **(Name of the Head of the Skills Training Provider)** as **(Position, Designation)**, promise to maintain the standards required for the course/ programs and to follow faithfully all laws, rules and regulations, and their requirements governing the operations of the National Skills Development Authority of any plan of action regarding the closure of phasing out the course/ programs or any changes in the prescribed requirements. I acknowledge that the violation of

the laws, of the rules and regulations and the requirements of the National Skills Development Authority shall be deemed sufficient cause for the revocation of the certificate of registration.

The institution, which I present, will not conduct classes in the courses / programs applied for the above until or unless this application is approved and the National Skills Development Authority has issued the corresponding certificate.

Yours faithfully,

(Name of the Head of the Skills Training Provider)
(Designation/Position)

Application for NSQF (BNQF) Course/Program Accreditation

Date:

_____

_____

_____

Sir,

The undersigned **(Name of the Head of the Skills Training Provider)**, **(Designation/Position)** of the **(Name of The Skills Training Provider)**, located at **(Address)**, hereby apply for the accreditation of the course/program under the laws of the Government of the People's Republic of Bangladesh.

Course/Program Duration_____ Hours

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- ➢ **Administrative Requirements**
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Development Authority shall be deemed sufficient cause for the revocation of the certificate of registration.

The institution, which I present, will not conduct classes in the courses / programs applied for the above until unless this application is approved and the National Skills Development Authority has issued the corresponding certificate.

Yours faithfully,

(Name of the Head of the Skills Training Provider)
(Designation/Position)

Part 1: General Information

1. Name and details of the Skills Training Provider

Name of Training Organization:

Status of Institution (e.g., Private, Public, NGOs, Industry led etc.):

Name of Respondent:

Position of Respondent:

Postal Address:

Phone Number:

E-mail Address:

2. Purpose of Submission

Accreditation ☐   Re-accreditation ☐

3. Delivery of the Course

The STP applying for this accreditation shall write the method of delivery of the qualification (On-the-job, off-the-job, Apprenticeship, etc.)

4. Quality Assurance Body

National Skills Development Authority
Prime Minister's Office
Level: 10-11, Biniyog Bhaban,
E-6 / B, Agargaon, Sher-E-Bangla Nagar Dhaka-1207, Bangladesh.
Email: ec@nsda.gov.bd
Website: www.nsda.gov.bd.
National Skills Portal: http:\\skillsportal.gov.bd

5. Standard Setting Body (ISC)

State the name and address of the standard setting body responsible for the industry sector (Include Street/Postal, Phone and E-mail address).

Part 2: Course Information

1. Nomenclature

1.1 Name of the Course:

State the name(s) of the course(s) included in this document. The title of the course must accurately reflect the contents and outcomes of the course including the qualification awarded on successful completion of the course. The name of the course should meet the relevant Standard for Accreditation of courses.

1.2 Nominal Duration of the Course

State the nominal duration of the course in hours. [The nominal duration of the course will indicate the number of hours of Off-the-Job training at the STP. In addition to Off-the-Job training, the course may contain On-the-Job (i.e. workplace based) training. The nominal duration of the course (Off-the-Job and On-the-Job) should be in accordance with the national guidelines.

- *The length of training required for achieving a given level of the qualification could vary from occupation to occupation. For example, welding competencies may take a longer time to develop than machine operations competencies. The duration proposed for each qualification, though nominal, must be based on a clear and sound logic.*
- *The recommended Off-the-job and on-the-job training for the initial level of the course (i.e. NSQF (BNQF) Level 1) is a minimum of 360 learning hours. A higher level NSQF (BNQF) course must have at least 270 hours of learning for each higher NSQF (BNQF) level with prerequisite of previous level of the course. For example, a Level 2 NSQF (BNQF) course will have (360 + 270 =) 630 hours of learning and a Level 3 NSQF (BNQF) course will have (360 + 270 + 270 =) 900 learning hours.*
- *The recommended work experience/On-the-Job training is a maximum of 20% of course hours for initial level of the course and 25% for each higher NSQF (BNQF) level course.*
- *If the length of the Off Job and/or On Job training is more than the recommended minimum, there must be adequate justification. Very strong justification is required if the nominal duration of the course is more than 20% of the recommended minimum. However, the nominal duration of the course should not be more than 25% of the recommended minimum.*

2. Course Outcomes
Refer to the relevant Standard for Accreditation of courses. The course outcomes must reflect the industry/enterprise/ community needs, the level and the nature of the course.

3. Course Rules and Requirements

Refer to the relevant Standard for Accreditation of courses (CS and QS).

3.1 Course Structure (may adapt the structure presented in the QS)

Course structure may be presented in table format or as a combination of text and table, including guidelines on sequencing (pre-requisite, co-requisites), clustering and nominal hours.

- *Outline the structure of the course and rules for completion. Course structure will reflect the intended skill and knowledge outcomes of the course and may be:*
  - *generic*
  - *industry sector specific*
  - *occupation specific and/or (specialized) job role specific - compulsory*

<div align="center">

Course Structure

for

</div>

National Skills Certificate in_____

(**NSQF (BNQF) Level _____**)

Detailed Information on the UoCs to be successfully completed for the award of this national certificate should be identified.

3.1.1 Requirements for Award of the Qualification

To be eligible for the award, the student should <u>successfully complete the Units of Competency as required in the above table</u> through:

3.1.2 Exit Qualification

Any exit point from the course that provides for vocational or educational outcome should be identified.

3.1.3 Statement of Achievement

Indicate that only a Statement of Achievement will be issued for any unit of competency/module completed if the full qualification is not completed.

3.1.4 Reporting, Quality Assurance and Certification

3.2 Entry Requirements and Selection Criteria

Refer to the Qualification Standards

3.2.1 Entry Requirements (Refer to the relevant Qualification Standards)

3.2.2 Selection Criteria (refer to QS)

4. Assessment Rules and Requirements

4.1 Assessment Strategy

4.2 Recognition of Prior Learning (RPL)

6.3 Workplace Assessment

5. Resources Rules and Requirements

(Accomplish the forms provided in the appendices)

Refer to the relevant Qualification Standards for the templates provided to accomplish this information.

5.1 Physical Resources

Provide details of specialized facilities, tools and equipment essential for the delivery of the course.

- List of number of classrooms, laboratories, and workshops required for a class of 30 students.
- List of number of tools and equipment required for each classroom, laboratory, and workshop for a class of 30 students.
- Summary of the consumables and materials required for practice (e.g. Food, Chemical, Computer spares and parts) for a class of 30 students.

5.2 Human Resources

State the minimum recommended qualifications and experience of trainers and support staff. Include training and experience relating to both skills competency/qualifications and competency-based training and assessment competency/qualifications and industry experience. Any recommended requirements must be justifiable and also meet the NSDA standards for Registration of Training establishments (Colleges/Institutes/Training Centers) and accreditation for delivering nationally registered courses.

5.2.1 Industry Experience (Attach relevant portfolio)

Trainers and assessors must have had at least 2 years of relevant industry experience and should keep abreast of the current technology through ongoing exposure to relevant practices in the industry

Trainers and assessors should also have current knowledge and awareness of access and equity issues relevant to students needs arising from a variety of factors including socio-economic status, disability status, ethnic background, race, family differences, sexual preferences and gender specific differences.

5.2.2 Student Trainer Ratio:

02 Trainer:30 trainees

5.2.3Support Staff:

- Include technical and administrative support staff.

5.3 Learning Resources

Identify a list of teaching and learning resources required for offering the course.

- The list must include the text books, workbooks, in-house resource packs/customized trainee guidebooks, relevant national/industry standards, laws and regulations, manufacturer's instruction manuals, and audio, video and digital media (if any) included which are suitable for the students.
- In addition, additional reference books, audio, video and digital media and URLs of relevant websites, which could be used by teachers and gifted students must be included.
- The list must cover each Module/Unit of Competency (Subject) included in the course and emphasis the practical components of the training.

6. Ongoing Monitoring, Evaluation and Review

Refer to the relevant Qualification Standard for accreditation of courses

1. Describe the monitoring and evaluation processes, which will be undertaken by the Skills Training Providers (College/Institute/Training Centre) offering the course and the Quality Assurance Body:

    - the relevance and current nature of the course (e.g. The mechanism for ensuring relevance and current nature of the course could include an active industry advisory committee and other ongoing networking and engagement with industry through work placement, industry visits, guest lectures, information on national skills shortage, international skills demand, global trends, current technology)
    - the quality of delivery of the course (e.g. students' feedback, staff feedback)
    - the quality of assessments leading to the award of the qualification (e.g. internal and/or external validation of assessment before and after assessment)
    - the quality of graduates (e.g. employment rate, employer satisfaction level)

Part 3: Details of the Course

CURRICULUM DESIGN

Course Title:	
NSQF (BNQF) Level:	
Nominal Duration:	_____ Hours
Course Description:	This course is designed to enhance the knowledge, skills, positive attitude and work values of the learner in accordance with the prevailing standards in National Skills Development Authority. This encompasses competencies required of a (Occupation/Qualification) to perform the tasks in the areas of (Describe the duties of the occupation/qualification). To obtain this, all units prescribed for this qualification must be achieved:

GENERIC COMPETENCY (_____ HOURS)

Unit of Competency	Learning Outcomes	Methodology	Assessment Approach
1.	1.1	●	●
2.	2.1	●	●

SECTOR SPECIFIC COMPETENCY(_____ HOURS)

Unit of Competency	Learning Outcomes	Methodology	Assessment Approach
1.	1.1	●	●
2.	2.1	●	●

OCCUPATION SPECIFIC COMPETENCY(_____ HOURS)

Unit of Competency	Learning Outcomes	Methodology	Assessment Approach
1.	1.1	●	●
2.	2.1	●	●

Appendices

(Appendix 1-9)

Appendix 1 - Training Design

QUALIFICATION:_____

Nominal Duration:_____ hours

Name of Institution: _____

Competencies	Duration of Training																			
	Month 1				Month 2				Month 3				Month 4				Month 5			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Generic Competencies (_____ Hours)																				
Sector Specific Competencies (_____ hours)																				
Occupation Specific Competencies (_____ hours)																				

(Sample legend only, may change depending on the STP)

each for 2 days   Wh   Half-

Submitted by: _____   Attested by: _____   Inspected by:_____
(Head of the Department) (Head of the Institution) QA/ Expert NSDA

Date: Date: Date:

Appendix 2 - List of Equipment

Program: _____

Name of Institution:_____

Name of Equipment (1)	Specification (2)	Acquisition Year (3)	Quantity on Site (4)	Quantity Required (5)	Difference (6)	Percent Compliance (7)	Inspectors Remarks (indicate standard ratios) (8)

Submitted by: _____   Attested by: _____   Inspected by: _____

(Head of the Department) (Head of the Institution) QA/ Expert NSDA

Date: Date: Date:

Note: Columns 1-4 to be filled out by Institution; Columns 5-8 to be filled out by QA / Expert NSDA.

_____

Appendix 3 - List of Tools

Program: _____

Name of Institution: _____

Name of Tools(1)	Specification (2)	Acquisition Year(3)	Quantity on Site (4)	Quantity Required (5)	Difference (6)	Percent Compliance (7)	Inspectors Remarks (indicate standard ratios) (8)

Submitted by: _____   Attested by: _____   Inspected by: _____

(Head of the Department) (Head of the Institution) QA/ Expert NSDA

Date: Date: Date:

Note: Columns 1-4 to be filled out by Institution; Columns 5-8 to be filled out by QA / Expert NSDA.

Appendix 4 - List of Consumables

Course: _____

Name of Institution: _____

Name of Tools(1)	Specification (2)	Acquisition Year(3)	Quantity on Site (4)	**Quantity Required (5)**	**Difference (6)**	**Percent Compliance (7)**	**Inspectors Remarks (indicate standard ratios) (8)**

Submitted by: _____   Attested by: _____   Inspected by: _____
(Head of the Department) (Head of the Institution) QA/ Expert NSDA

Date: Date: Date:

Note: Columns 1-4 to be filled out by Institution; Columns 5-8 to be filled out by QA / Expert NSDA.

Appendix 5 - List of Instructional Materials

Program: _____

Name of Institution: _____

Title	**Classification**	**Date of Publication**	**No. of Copies**	**Inspector's Remarks**

Submitted by: _____   Attested by: _____   Inspected by: _____
(Head of the Department) (Head of the Institution) QA/ Expert NSDA

Date: Date: Date:

- *Classify whether journal, book, magazine, etc.*

Appendix 6 - List of Instruction's Physical Facilities

Program: _____

Name of Institution: _____

Name	Description	Quantity	Inspector's Remarks

Submitted by: _____   Attested by: _____   Inspected by: _____

(Head of the Department) (Head of the Institution) QA/ Expert NSDA

Date: Date: Date:

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Appendix 7 - List of Off-Campus Physical Facilities

Program: _____

Name of Institution: _____

Name	Description	Quantity	Inspector's Remarks

Submitted by: _____   Attested by: _____   Inspected by: _____

(Head of the Department) (Head of the Institution) QA/ Expert NSDA

Date: Date: Date:

Appendix 8 - List of Officials

Program: _____

Name of Institution: _____

Name	Position	Nature of Appointment	Educational Attainment	Experience Related to Position	Industry Experience	Competency Certificates	Remarks

Submitted by: _____   Attested by: _____   Inspected by: _____

(Head of the Department) (Head of the Institution) QA/ Expert NSDA

Date: Date: Date:

- -

Appendix 9 - Trainers

Program: _____

Name of Institution: _____

Name	Position	Nature of Appointments	Educational Attainment	Experiences Related to Position	Industry Experience	Competency Certificates			Remarks
						NSC	TQ	AQ	

Submitted by: _____   Attested by: _____   Inspected by: _____

(Head of the Department) (Head of the Institution) QA/ Expert NSDA

Date: Date: Date:

- NSC- National Skills Certificate
- TQ- Trainer Qualification
- AQ - Assessor Qualification

- - -