National Skills Qualification Framework

NSQF/BNQF

Course Accreditation Documents
for
National Skills Certificate in

Web Design and Development for Freelancing

(ICT Sector)

NSQF/BNQF Level - 3

National Skills Development Authority
Prime Minister's Office, Bangladesh

Contents

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 Framework (NQAF) and for the registration of the accredited/re-accredited qualifications under the National Skills Qualifications Framework (NSQF/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 Skills Certificate in Web Design and Development, NSQF/BNQF Level – 3

SL	Unit Code and Title		UoC Level	Nominal (Hours)
Generic Competencies				**45**
1	GU004L2V1	Work in a Self-directed Team	3	15
2	GU005L2V1	Carry Out Workplace Interaction in English	3	15
3	GU013L3V1	Carry Out Communication with Clients	3	15
Sector Specific Competencies				**40**
1	SUICT002L2V1	Operate Office Application Software	2	25
2	SUICT004L3V1	Comply to Ethical Standards in the ICT Workplace	3	15
Occupation Specific Competencies				**275**
1	OUWDF001L3V1	Setup Web Design Environment	3	30
2	OUWDF002L3V1	Create and Edit Website using HTML	3	45
3	OUWDF003L3V1	Use Image Editing Software	3	30
4	OUWDF004L3V1	Design Styles with CSS and CSS Framework	3	90
5	OUWDF005L3V1	Develop Website using JavaScript	3	80
Total Nominal Learning Hours				**360**

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 Provide (STP)

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
      4.5 Trainer's Qualification
Section 5: Assessment and Certification Standards
      5.1 Assessor's Qualification
      5.2 Assessment and Certification Arrangements

Section 1: Qualification Title

National Skills Certificate in **Web Design and Development, NSQF/BNQF Level - 3**

Section 2: Course Structure

The Course Structure is a prescribe set of units of competency needed to attain a National Skills

Certificate in **Web Design and Development, NSQF/BNQF Level–3**

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 Skills Certificate in **Web Design and Development,** NSQF/BNQF Level - 3

b. Working and experienced individuals who want to be certified with National Skills Certificate in **Web Design and Development,** NSQF/BNQF Level - 3.

Candidates who will meet the requirements of this qualification maybe employed as **Skilled Web Design and Developer**

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 Skills Certificate in **Web Design and Development, NSQF/BNQF Level - 3**. Some suggested modalities may include but not limited to the following:

4.1.1 Standard training delivery.

This would comprise both, on and off-the-job components. **Web Design and Development, NSQF/BNQF Level –3**, has a total of 360 minimum hours for the off-the-job and 100 hours (optional) on-the-job component of the delivery. The nominal hour is a suggested duration to deliver the training.

4.1.2 Modular / Self-paced Learning / Multiple Entry and Multiple Exit

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 Skills Certificate in **Web Design and Development, NSQF/BNQF Level – 3** are

- SSC or equivalent certificate with Web Design and Development, NSQF/BNQF Level-2 certificate **or**
- SSC or equivalent certificate with 2-years occupation relevant work experience and pass in a challenge test on NSDA's approved assessment.

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

Web Design and Development, NSQF/BNQF Level - 3

List of Machinery/Equipment and Spares

SL No	Name	Specification	Unit	Quantity
1.	Personal Computers/Laptops installed with relevant software	Standard configuration compatible for work activities	Nos	23
2.	Multimedia projector screen	Min 3200 lumen	Nos	01
3.	Digital camera	Min 16 Mega Pixel	Nos	01
4.	Scanner	Legal size	Nos	01
5.	Printer	Laser	Nos	01
6.	Sound System	Standard configuration	Nos	01
7.	Web cam (only for desktop)	Standard configuration	Nos	20
8.	Web based close circuit camera	Standard configuration	Nos	01
9.	Hand blower	Standard configuration	Nos	01
10.	Flush Drive	Min – 16 GB	Nos	02
11.	LAN tester	Standard configuration	Nos	02
12.	Multi meter	Standard configuration	Nos	02
13.	Soldering iron	Standard configuration	Nos	02
14.	Uninterruptible Power Supply (UPS) only for desktop computer	Standard configuration	Nos	20

List of Tools

SL No	Name	Specification	Unit	Quantity
1.	Flat Screw driver	6 inches	Nos	05
2.	Philip's Screw driver	6 inches	Nos	05
3.	Side cutting Pliers	6 inches	Nos	05
4.	Nose pliers	6 inches	Nos	05
5.	Wire Striper	6 inches	Nos	02
6.	Crimper	6 inches	Nos	02

List of Materials and Consumables

SL	Name	Specification	Unit	Quantity
1.	Paper	A4 size		5 Rim
2.	Toner/cartridge	As per printer model		2 Nos
3.	White board marker	--------		12 Nos
4.	Duster	--------		6 Nos

List of Personal Protective Equipment (PPE)

SL	Name	Specification	Unit	Quantity
1.	Dust mask			20 Nos
2.	Safety glasses/Goggles			05 Nos
3.	Rubber/soft Hand gloves			05 Nos
4.	Rubber sole shoes			20 Nos
5.	Aprons			05 Nos
6.	Anti-static mat			As required for lab floor

List of Furniture

SL	Name	Specification (for guidance only, some may vary depending on the workshop layout)	Unit	Quantity
1.	Full Secretariat Table	Standard size	Nos.	01
2.	Half Secretariat Table	Standard size	Nos.	03
3.	Arm Cushion Chair	As per requirement	Nos.	05
4.	Tabloid Chair	As per requirement	Nos.	20
5.	Bookshelf	As per requirement	Nos.	01
6.	File Cabinet	As per requirement	Nos.	02
7.	Steel Almira	180 cm x 120 cm	Nos.	01
8.	White Board	240 cm X 120 cm made of particle board with white Formica covered and side covered by aluminum channel	Nos.	01
9.	Lecture Desk	Standard size	Nos.	02
10.	Tools Rack	Standard size as required	Nos.	01
11.	Display Board	240 cm x 120 cm made of particle wood and fabric cover	Nos.	01

List of Learning Materials

SL No	Name	Specification	Unit	Quantity
	Learning Materials			
	Competency Based Learning Materials (CBLM)			20
	Session Plan			------
	Trainee Record Book			20
	Progress Chart			01
	REFERENCES			
	Related Books			20
	Manuals			------
	Charts			------
	Pictures			------
	Magazines			------

Other requirements:

1. Uninterrupted Internet connectivity
2. Relevant software
3. Uninterrupted power supply source
4. Fire extinguisher

4.4 Training Facilities (Training facilities for 20 trainees)

For two occupations total 110 sq meter floor space is required. Additional 40 sq meter space is required for adding each occupation in STP. (One office room may be used for several occupations)

Space Requirement	Size in Sq. Feet.	Quantity
Computer Lab	40 sq meter	01
Classroom	25 sq meter	01
Office room	12sq meter	01
Head of the STPs' room	12 sq meter	01
Library cum study room	15 sq meter	01
Toilet (Male and Female)	--	02

4.5 Trainers Qualification

- Must be at least holder of NSC in **Web Design and Development,** NSQF/BNQF Level – 3
- Must be CBT&A Methodology 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/Nominated assessor by NSDA will conduct the National Assessment for this National Skills Certificate in **Web Design and Development, NSQF/BNQF Level-3**.

5.2 Assessment and Certification Arrangements

a. To attain the Qualification of **National Skills Certificate in Web Design and Development, NSQF/BNQF Level-3,** the candidate must demonstrate competence in all the units required. Successful candidates shall be awarded a National Skills Certificate issued by NSDA.

b. The qualification of **National Skills Certificate in Web Design and Development 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 (training institute) or online platform 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 National Skills Qualifications Framework (NSQF/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 (STP), 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 Qualification Framework

N S Q F / B N Q F

Course Accreditation Documents
for
National Skills Certificate in

Web Design and Development

(ICT Sector)

NSQF/ Level-3

May 2021

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 (STP)**, 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 faculties for the program (WITH CBT&A 4 Certificate and National Skills
  - o Certificate)
  - o List of non-teaching personnel and their qualification

I, **(Name of the Head of the Skills Training Provider (STP)** 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 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 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, NGO, TSC, Polytechnic): 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 (NSDA)** 423-428 Tejgaon Industrial Area, Dhaka-1215 Phone: +880 2 8891091; Fax: +880 2 8891092; E-mail: ecnsda@nsda.gov.bd Website: www.nsda.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 training for a National Technical Vocational Qualification Framework (NSQF/BNQF) Level 1 course is a minimum of 360 learning hours. A higher level NSQF/BNQF course must have at least 270 hours of additional learning for each higher NSQF/BNQF level. 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 minimum of 160 hours for a NSQF/BNQF Level 1 course, and 216 hours 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)
The course structure should ensure that the combination of Units of Competency and/or Modules provide training for the range of job functions and tasks from the competency standards.
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 skills and knowledge outcomes of the course and may be:*
○ *generic*
○ *industry sector specific*
○ *occupation specific and/or (specialised) job role specific - compulsory*

Course Structure

for

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)

4.3 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 20 students.
- List of number of tools and equipment required for each classroom, laboratory, and workshop for a class of 20 students.
- Summary of the consumables and materials required for practice (e.g. Food, Chemical, Computer spares and parts) for a class of 20 students.

5.2 Human Resources

State the minimum recommended qualifications and experience of trainers and support staff. Include training and experience relating to both vocational competency/qualifications and competency-based training and assessment competency/qualifications and industry experience. Any recommended requirements must be justifiable and also meet the NQAF 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)

Teachers, trainers and assessors must have had at least 1 or 2 years of relevant industry experience and should keep abreast of the current technology through ongoing exposure to relevant practices in the industry

Teachers, 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:

01 Trainer: 20 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.

- APA (American Psychological Association) style of referencing is recommended for listing teaching and learning resources.

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 Provider (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

<div align="center">

CURRICULUM DESIGN

</div>

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 the 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:

<div align="center">

GENERIC COMPETENCY (_____ HOURS)

</div>

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

<div align="center">

SECTOR SPECIFIC COMPETENCY(_____ HOURS)

</div>

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

<div align="center">

OCCUPATION SPECIFIC COMPETENCY (_____ HOURS)

</div>

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

Appendices

(Appendix 1-9)

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)																				
Elective (_____ hours)																				

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

4 hours each for 2 days   Whole day   Half-day

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.

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Appendix 5 - List of Instructional Materials / Library Holdings

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 (President, Registrar, Guidance Counselor)

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, Faculty, Teaching Professionals

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