



National Technical and Vocational Qualifications Framework

NTVQF

**Course Accreditation Documents
for
National Skill Certificate in
Competency based Assessment
Methodology
Level-4
February 2020.**

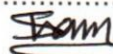
এনএসডিএ এর কার্যনির্বাহী কাৰ্ণাটর
২২/০২/২০ তারিখে অনুষ্ঠিত ৫০ সভায় অনুমোদিত

**National Skills Development Authority
Prime Minister's Office, Bangladesh**

Engr. B. M. Shariful Islam
Deputy Director (Skills Standard)
Principal
National Skills Development Authority (NSDA)
Prime Minister's Office, Dhaka

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Engr. B. M. Shariful Islam
Deputy Director (Skills Standard)
Principal
National Skills Development Authority (NSDA)
Prime Minister's Office, Dhaka

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Engr. B. M. Shariful Islam
Deputy Director (Skills Standard)
Principal
National Skills Development Authority (NSDA)
Prime Minister's Office, Dhaka

Course Accreditation Document (CAD)

This Course Accreditation Document (CAD) is prepared to standardize the format for the accreditation / re-accreditation of **Competency Based Assessment (CBA) Methodology, level-4** program / course under the prescribed guideline / manual of NSDA.

This accreditation document has two parts which are as follows:

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



Engr. B. M. Shariful Islam
Deputy Director (Skills Standard)
Principal
National Skills Development Authority (NSDA)
Prime Minister's Office, Dhaka

Part A: Information on the Qualification Standards

Qualification Standards: Competency Based Assessment (CBA) Methodology.

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 and implementation of course for competency based assessment by a Skills Training Provider.

The Qualification Standard aims to:

- a. Provide guidelines to National Skills Development Authority (NSDA) to accredit Skills Training Provider (STP).
- b. Serve as standard for the training providers to delivery competency based assessment.
- c. Arrange basis of assessment and certification for assessors.

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-level requirements

4.3 Required equipment, materials, consumables and others

4.4 Training Facilities

4.5 Trainer's / Resource person's Qualification

Section 5: Assessment and Certification Standards

5.1 Assessor's Qualification

5.2 Assessment and Certification Arrangements


Engr. B. M. Shariful Islam
Deputy Director (Skills Standard)
Principal
National Skills Development Authority (NSDA)
Prime Minister's Office, Dhaka

Section 1: Qualification Title

National Certificate in **Competency Based Assessment (CBA) Methodology**.

Section 2: Course Structure

The Course Structure is a prescribed set of units of competency needed to attain a National Certificate **Competency based Assessment (CBA) Methodology**,

Sl. No	Unit Code	Units of Competency (UoC)	Unit Type	Nominal Hours
1	TAMSS01L4V1	Work effectively within TVET sector	Sector Specific	32
2	TAMSS02L4V1	Apply Occupational Safety and Health (OSH) in CBT&A environment	Sector Specific	16
3	TAMSS03L4V1	Apply ICT to facilitate assessment	Sector Specific	24
4	TAMOS04L4V1	Design and develop competency based assessment	Occupation Specific	36
5	TAMOS05L4V1	Organize and conduct competency based assessment	Occupation Specific	28
Total				136

Section 3: Purpose of the Qualification

The qualification is established to conduct Assessment in line with the set standards.

It is designed for:

- a. Individuals who want to be trained and certified in National Certificate in **Competency Based Assessment Methodology**,

Trainees who will meet the requirements of this qualification may be recognized as Competency Based Assessor.

Section 4: Training standards

4.1 Training Delivery modes

The competency-based training recognizes various types of delivery modes both face to face and workplace training as the learning is driven by the competency standards specified by the NSDA. Training modalities may be adopted depending on the needs of the qualification National Certificate in Competency based Assessment Methodology. Some suggested modalities may include but not limited to the following:

- 4.1.1 Standard training delivery.


Engr. B. M. Shariful Islam
Deputy Director (Skills Standard)
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National Skills Development Authority (NSDA)
Prime Minister's Office, Dhaka

This would comprise both face to face and workplace training. The Competency based Assessment Methodology, has a total of 136 minimum hours for the face to face and workplace training of the delivery. The nominal hour is a suggested duration to deliver the training.

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

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

4.2 Trainee's entry level requirements:

The entry requirements for the National Certificate in Competency Based Assessment Methodology are:

Minimum same level of skills certificate under National Qualification Framework in same occupation along with -

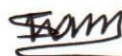
- HSC or equivalent certificate.

Or

- 3/4 Years diploma certificate.

4.3 Required equipment, materials, consumables and others

Recommended List of equipment, materials, consumables and others for the training of a maximum of 20 trainees for Competency Based Assessment Methodology.



Engr. B. M. Shariful Islam

Deputy Director (Skills Standard)
Principal

National Skills Development Authority (NSDA)
Prime Minister's Office, Dhaka

List of Equipment for training management

SL no	Name	Specification (for guidance only, some may vary depending on the workshop layout)	Unit	Quantity
1.	Desktop Computers / Laptops (latest configuration)		Unit	20
2.	Laptops		Unit	02
3.	Multimedia projector with screen		Unit	01
4.	Digital camera		Unit	01
5.	Air conditioner	2 ton	unit	02
6.	Fire extinguisher	Compatible for A,B,C&E type fire	unit	03
7.	First Aid Box	with all accessories	unit	02
8.	Scanner		Unit	01
9.	Printer		Unit	01
10.	Generator		Unit	01
11.	Photocopier		Unit	01
12.	Spiral Binder		Unit	01
13.	Stapler machine (6")		Unit	02
14.	Hollow punch 2 pin		Unit	02

List of Materials and Consumables

Materials / Consumables per batch		
SL	Item	QTY
1.	White board marker (Multi Color)	24 pcs
2.	Flip chart	02 Set
3.	A4 size offset paper	10 Rim
4.	Poster Paper	100 pcs
5.	Pencil with Eraser	20 pcs
6.	Note book	20 pcs
7.	Ball point pen	22 pcs
8.	Name card	22 pcs
9.	Zopp / Vipp / Flash Card	100 pcs
10.	Masking Tape (2") / Glue tag	2 roll
11.	Staples (Stapler Pin)	2 Box
12.	Paper Griper	6 pcs
13.	Ring file	3 pcs


Engr. B. M. Shariful Islam
 Deputy Director (Skills Standard)
 Principal
 National Skills Development Authority (NSDA)
 Prime Minister's Office, Dhaka

List of Furniture


SL	Name	Specification (for guidance only, some may vary depending on the workshop layout)	Unit	Quantity
1.	Half Secretariat Table		Nos.	03
2.	Arm Cushion Chair	As per requirement	Nos.	03
3.	Armless Chair	As per requirement	Nos.	06
4.	Chair	As per requirement	Nos.	20
5.	Table	Min 4' X 2'	Nos.	10
6.	Bookshelf	As per requirement	Nos.	02
7.	File Cabinet	As per requirement	Nos.	02
8.	Almira	180 cm x 120 cm	Nos.	02
9.	White Board		Nos.	01
10.	Flip Chart Stand		Nos.	02
11.	Lecture Table / Desk		Nos.	01
12.	Display Board	240 cm x 120 cm made of particle wood and fabric cover	Nos.	02

List of Instructional Materials

Quantity	Description
22 set	Competency Standard
22 set	CBLM
02 set	Session Plan
20	Trainee Record Book
01	Progress Chart

Other requirements:

1. Internet facilities
2. Software
- 2.3 Operating System
- 2.4 Office Application (Word, Excel, PowerPoint)
- 2.5 Antivirus
3. Continuous power supply source


Engr. B. M. Shariful Islam
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National Skills Development Authority (NSDA)
Prime Minister's Office, Dhaka

4.4 Training Facilities (Training facilities for 20 trainees)

1000 sft. is required including the following facilities.

Space Requirement	Size in Sq. Feet.	Quantity
Training Room	600 sft.	01
Office room	200 sft.	01
Trainers / resource person room	150 sft.	01
Toilet (Male / Female)	----	02

4.5 Trainers / Resource Person's Qualification

13. Skills certification on relevant occupation.

14. National Certificate in **Competency based Training and Assessment (CBT&A) Methodology, level-4**

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 Certificate in Competency based Training Methodology.

5.2 Assessment and Certification Arrangements

- a. To attain the Qualification of **National Certificate in Competency based Assessment Methodology, level-4** the candidate must demonstrate competence in all the units required. Successful candidates shall be awarded a National Certificate issued by NSDA.
- b. The qualification of **National Certificate in Competency based Assessment Methodology, level-4** may be awarded through:
 - Accumulation of Statement of Achievement (SOA)
 - Demonstration of Competency through assessment covering all the required units of competency.
- c. Assessment will be conducted in a accredited training centre , using specified assessment tools.


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- d. The certified Assessor (or Assessor Panel) will be responsible for making the final judgement of Competent or Not Yet Competent.
- e. There will be open entry to assessment leading to certification through **Recognition of Prior Learning (RPL)**.

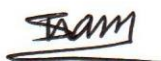
Part B: Details of the templates for accreditation / re-accreditation

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 Qualifications Framework. 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 course following prescribed guideline / manual of NSDA.

This part of accreditation document is divided into three sections:

- Section 1 provides information on the Skills Training Provider, Standard Setting Body, the Quality Assurance Body, and course classification and accreditation information.
- Section 2 contains details of rules and requirements under which the course may be structured, delivered and assessed.
- Section 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.



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National Skill Certificate in
Competency based Assessment
Methodology
Level-4
February 2020**


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Application for Competency Based Assessment Methodology, Level-4 Course 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 Competency Based Assessment Methodology course under the Guidelines of NSDA.

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

➤ **Administrative Requirements**

- Fire Safety Inspection Certificate

➤ **Curricular Requirements**

- Competency Standards (CS)
- Course description
- List of tools and equipment for the course
- List of consumable supplies, per program
- List of instructional materials (books, videotapes, internet access, and other library references)
- List of official and their qualifications
- List of faculty for the program (With National Skills Certificate and Competency Based Training and Assessment (CBT&A) Methodology certificate)
- 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 and to follow faithfully all 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 or any changes in the prescribed requirements. I acknowledge that the


Engr. B. M. Shariful Islam
Deputy Director (Skills Standard)
Principal
National Skills Development Authority (NSDA)
Prime Minister's Office, Dhaka

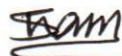
violation, of rules and regulations and the requirements of the National Skills Development Authority shall be deemed sufficient cause for the revocation of the certificate of accreditation.

The institution, which I present, will not conduct training course 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)



Engr. B. M. Shariful Islam

Deputy Director (Skills Standard)
Principal

National Skills Development Authority (NSDA)
Prime Minister's Office, Dhaka

Part 1: General Information

1. Name and details of the Skills Training Provider (STP)

Name of STP:

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

Name of Respondent:

Position of Respondent:

Postal Address:

Phone Number:

E-mail Address:

Website :

2. Purpose of Submission

Accreditation

Re-accreditation

3. Delivery of the Course

The STP applying for this accreditation will I write the mode of delivery of course (Face to Face, Workplace training, Apprenticeship, etc.)

4. Quality Assurance Body

National Skills Development Authority (NSDA),

423-428 Tejgaon Industrial Area, Dhaka-1208

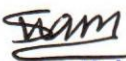
Ph: +880 2 8891091; Fax: +880 2 8891092; Email: ecnsda@nsda.gov.bd

5. Standard Setting Body

National Skills Development Authority (NSDA),

423-428 Tejgaon Industrial Area, Dhaka-1208

Ph: +880 2 8891091; Fax: +880 2 8891092; Email: ecnsda@nsda.gov.bd


Engr. B. M. Shariful Islam
Deputy Director (Skills Standard)
Principal
National Skills Development Authority (NSDA)
Prime Minister's Office, Dhaka

Section 2: Course Information

1. Nomenclature

**1.1 Name of the Course: Competency based Assessment Methodology,
Level-4**

1.2 Nominal Duration of the Course:

- *The nominal duration of the course is 136 hours, which includes face-to-face training and workplace training. The nominal duration of the course should be in accordance with the contents outlined in the competency standard. If the length of the face to face /or workplace training is more than the recommended minimum (136 hours), 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.*

1. Course Outcomes

Refer to the relevant Standard for Accreditation of course. The course outcomes must reflect the needs of NSDA / industry / enterprise / community and the level and the nature of the course.


Engr. B. M. Shariful Islam
Deputy Director (Skills Standard)
Principal
National Skills Development Authority (NSDA)
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2. Course Rules and Requirements

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

3.1 Course Structure

Course structure should reflect the intended knowledge, skills and attitude outcomes of the course and should 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.

- Course structure should outline the two competencies covering the following: Sector specific competency
- Occupation specific competency

Course Structure for

National Certificate in Competency Based Assessment Methodology, Level-4

Detailed UoCs to be successfully completed for awarding the national certificate should be mentioned in table format.

3.2 Requirements for Award of the Qualification

Trainee will be awarded as follows:

15. National Qualification

Upon successful completion of all UoCs trainee will be awarded a national certificate.

16. Statement of Achievement

A Statement of Achievement will be issued for any unit of competency completed if the full qualification is not completed.

2.3 Reporting, Quality Assurance and Certification

3.4 Entry Requirements and Selection Criteria

Refer to the Qualification Standards

3.4.1 Entry Requirements (Refer to the relevant Qualification Standards)

3.4.2 Selection Criteria (refer to Qualification Standards)

3. Assessment Rules and Requirements

4.1 Assessment Strategy (as per assessment guideline of NSDA)

4.2 Recognition of Prior Learning (RPL)

4.3 Workplace Assessment

5 Resources

(Accomplish the forms provided in the appendices)

5.1 Physical Resources

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

5.2 Human Resources

State the qualifications and experience of trainers and supporting staff.

5.2.1 Trainers / Resource Person's Experience (Attach relevant portfolio)

Trainers must have at least 5 years of working experience in TVET institute. They should have national certificate on competency based assessment methodology.

5.2.2 Assessor's experience:

Assessor must have at least 5 years of working experience in TVET institute. They should have national certificate on competency based assessment methodology. Trainer should keep abreast of the current technology through ongoing exposure to relevant practices in the industry.


5.2.3 Trainee Trainer Ratio:

20 Trainees: 02 Trainers

5.2.4 Support Staff:

- Include technical and administrative support staff.

5.3 Learning Resources



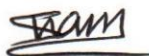
List out the teaching and learning resources required for offering the course.

- 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.
- If challenged trainees are enrolled, additional reference books, audio, video and digital media and URLs of relevant websites must be included.
-

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 (STP) offering the course and the Quality Assurance Body:
 - the quality of delivery of the course (e.g. trainees' 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)
 -



Engr. B. M. Shariful Islam

Deputy Director (Skills Standard)
Principal

National Skills Development Authority (NSDA)
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Part 3: Details of the Course

CURRICULUM DESIGN

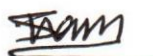
Course Title:	Competency Based Assessment (CBA) Methodology
Level:4	
Nominal Duration:	136 Hours
Course Description:	<p>This course is designed to enhance the knowledge, skills, positive attitude and work values of the trainees in accordance with the prevailing standards in National Skills Development Authority. This encompasses competencies required of a <u>National Qualification</u> to deliver competency based conduct assessment.</p> <p>To obtain this, all units of competency for this qualification must be achieved</p>

SECTOR SPECIFIC COMPETENCY (72 HOURS)

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

OCCUPATION SPECIFIC COMPETENCY (64 HOURS)


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



Engr. B. M. Shariful Islam
Deputy Director (Skills Standard)
Principal
National Skills Development Authority (NSDA)
Prime Minister's Office, Dhaka

Appendices

(Appendix 1-7)


Engr. B. M. Shariful Islam
Deputy Director (Skills Standard)
Principal
National Skills Development Authority (NSDA)
Prime Minister's Office, Dhaka

Appendix 1 - Training Design

QUALIFICATION: National Certificate in Competency based Assessment (CBA)

Methodology, Level-4

Nominal Duration: 136 hours

Name of Institution: _____

Competencies	Duration of Training											
	Month 1				Month 2				Month 3			
	1	2	3	4	1	2	3	4	1	2	3	4
Sector Specific Competencies (72 hours)												
Occupation Specific Competencies (64 hours)												

Day wise training delivery may change depending on the STP

Submitted by: _____
(Head of the Department)

Attested by: _____
(Head of the Institution)

Inspected by: _____
QA / Expert NSDA

Date:

Date:

Date:


Engr. B. M. Shariful Islam
 Deputy Director (Skills Standard)
 Principal
 National Skills Development Authority (NSDA)
 Prime Minister's Office, Dhaka

Appendix 2 - List of Equipment

Course: Competency based Assessment (CBA) Methodology, Level-4

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: _____
(Head of the Department)

Attested by: _____
(Head of the Institution)

Inspected by: _____
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 Consumables

Course: Competency based Assessment (CBA) Methodology, Level-4

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: _____
(Head of the Department)

Attested by: _____
(Head of the Institution)

Inspected by: _____
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.


Engr. B. M. Shariful Islam
 Deputy Director (Skills Standard)
 Principal
 National Skills Development Authority (NSDA)
 Prime Minister's Office, Dhaka

Appendix 4 - List of Instructional Materials

Course: Competency based Assessment (CBA) Methodology, Level-4

Name of Institution: _____

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

Submitted by: _____
(Head of the Department)

Attested by: _____
(Head of the Institution)

Inspected by: _____
QA / Expert NSDA

Date:

Date:

Date:

- Classify whether journal, book, magazine, etc.

Appendix 5 - List of Physical Facilities

Course: Competency based Assessment (CBA) Methodology, Level-4

Name of Institution: _____

Name	Description	Quantity	Inspector's Remarks

Submitted by: _____
(Head of the Department)

Attested by: _____
(Head of the Institution)

Inspected by: _____
QA / Expert NSDA

Date:

Date:

Date:


Engr. B. M. Shariful Islam
Deputy Director (Skills Standard)
Principal
National Skills Development Authority (NSDA)
Prime Minister's Office, Dhaka

Appendix 6 - List of Officials

Course: Competency based Assessment (CBA) Methodology, Level-4

Name of Institution: _____

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

Submitted by: _____

(Head of the Department)

Date:

Attested by: _____

(Head of the Institution)

Date:

Inspected by: _____

QA / Expert NSDA

Date:

Appendix 7 - Trainers

Course:

Competency based Assessment (CBA) Methodology, Level-4

Name of Institution: _____

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

Submitted by: _____

(Head of the Department)

Date:

Attested by: _____

(Head of the Institution)

Date:


Inspected by: _____

QA / Expert NSDA

Date:

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

এনএসডিএ এর কার্যনির্বাহী কমিটির
২২/০২/২১ তারিখে অনুষ্ঠিত ৫৩ সভায় অনুমোদিত


Engr. B. M. Shariful Islam
Deputy Director (Skills Standard)
Principal
National Skills Development Authority (NSDA)
Prime Minister's Office, Dhaka