



# National Skills Qualification Framework

## **NSQF / BNQF**

### Course Accreditation Documents for National Skills Certificate in Welding

(LE Sector)

NSQF/BNQF Level - 2

May 2021

National Skills Development Authority  
Prime Minister's Office, Bangladesh

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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 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 Welding, NSQF/BNQF

##### Level – 2

SL	Unit Code and Title		UoC Level	Nominal Hours
<b>Generic Competencies</b>				<b>55</b>
1.	GU003L2V1	Carry out workplace interaction	2	15
2.	GU008L2V1	Work in the team environment	2	20
3.	GU012L2V1	Communicate in the Workplace	2	20
<b>Occupation Specific Competencies</b>				<b>215</b>
4.	OUWEL001L2V1	Perform Plasma Arc Cutting	2	30
5.	OUWEL002L2V1	Perform SMAW– 3F Positions	2	20
6.	OUWEL003L2V1	Perform SMAW– 4F Positions	2	20
7.	OUWEL004L2V1	Perform SMAW– 3G Positions	2	30
8.	OUWEL005L2V1	Perform Shielded Metal Arc Welding using (SMAW) – 4G Positions	3	50
9.	OUWEL006L2V1	Perform GMAW – 2F, 3F and 1G, 2G and 3G Position	2	65
<b>Total Nominal Learning Hours</b>				<b>270</b>

## 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 (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 **Welding, NSQF/BNQF Level - 2**

### Section 2: Course Structure

The Course Structure is a prescribe set of units of competency needed to attain a National Skills Certificate in **Welding, NSQF/BNQF Level-2**

### 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 **Welding**, NSQF/BNQF Level - 2
- b. Working and experienced individuals who want to be certified with National Skills Certificate in **Welding**, NSQF/BNQF Level – 2.

Candidates who will meet the requirements of this qualification maybe employed as Semi Skilled Welder.

### 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 **Welding, NSQF/BNQF Level - 2**. 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. **Welding, NSQF/BNQF Level –2**, has a total of 360 minimum hours for the off-the-job and 100 hours on-the-job (optional) 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 **Welding, NSQF/BNQF Level –2** is:

- Class eight or equivalent certificate with **NSQF/BNQF Level –1 certificate**, or
- 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 **Welding**, NSQF/BNQF Level - 2

#### List of Machinery and Equipment

<b>SL</b>	<b>Name</b>	<b>Specification</b> (For guidance only, some may vary depending on the workshop layout)	<b>Unit</b>	<b>Quantity</b>
1.	Personal Computers/Laptops	Standard configuration compatible for work activities	Nos	02
2.	Multimedia projector with 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.	Electrode oven	Standard configuration compatible for work activities	Nos	05
7.	AC welding machine	Standard configuration	Nos	05
8.	DC welding machine	Standard configuration	Nos	05
9.	Manual plasma cutting machine with all accessories (Contact tip, Nozzles, Nozzle body, CO <sub>2</sub> Liner, Ceramic filter and CO <sub>2</sub> gas cylinder)	Standard configuration	Nos	02
10.	Gas metal arc welding (GMAW) machine	Standard configuration	Nos	03
11.	Table vice	Standard configuration	Nos	05
12.	Air compressor	Standard configuration	Nos	01
13.	Air dryer	Standard configuration	Nos	01

## List of Tools

<b>SL</b>	<b>Name</b>	<b>Specification</b> (for guidance only, some may vary depending on the workstation layout)	<b>Unit</b>	<b>Quantity</b>
1.	Adjustable wrench	12 inches	Nos	05
2.	C-clamp	6 inches	Nos	10
3.	Cold Chisels	6 inches	Nos	10
4.	Round file	12 inches	Nos	05
5.	Flat file	12 inches	Nos	10
6.	Triangular file	12 inches	Nos	05
7.	Half round files	12 inches	Nos	05
8.	Square file	12 inches	Nos	05
9.	Knife file	12 inches	Nos	05
10.	Hacksaw	Adjustable	Nos	10
11.	Ball pein Hammers	0.5 kg	Nos	10
12.	Sledge hammers	5 kg	Nos	02
13.	Tongs	Standard size	Nos	20
14.	Chipping hammer	Standard size	Nos	20
15.	Steel wire brush	Standard size	Nos	20
16.	Side cutting pliers	6 inches	Nos	05
17.	Combination pliers	6 inches	Nos	05
18.	Nose pliers	6 inches	Nos	05
19.	Neon tester	6 inches	Nos	05
20.	Parallel bar	Standard size	Nos	05
21.	Snips	Standard size	Nos	05

22.	Hand shares	Standard size	Nos	01
23.	Anvil/Rail	Standard size	Nos	05
24.	Steaks	Standard size	Set	01
25.	Center punches	Standard size	Nos	05
26.	Prick punches	Standard size	Nos	05
27.	Number punches	Standard size	Set	01
28.	Letter punches	Standard size	Set	01
29.	Scarpers	Standard size	Nos	10
30.	Screwdrivers	Standard size	Nos	10
31.	Wrenches	Standard size	Nos	10
32.	Grip vice	Standard size	Nos	10
33.	Jigs and fixtures	Standard size	Nos	02
34.	Steel wire brush	Standard size	Nos	10
35.	Tip cleaner	Standard size	Nos	10
36.	Cup brush	Standard size	Nos	20
37.	Wire spacer	Standard size	Nos	10
	Power tools			
38.	Electric hand drill machine	Standard size	Nos	03
39.	Power saw	Standard size	No	01
40.	Angle Grinder/hand grinder	Standard size	Nos	10
41.	Circular cutting machine/disc cutter	Standard size	No	01
42.	Pedestal drill machine	Standard size	No	01
43.	Pedestal grinding machine	Standard size, Heavy duty	No	01
44.	Pneumatic chisel	Standard size	No	02
45.	Cutting nozzle	Different size	Nos	05
	Measuring Tools/ instruments			
46.	Try square	Standard size	Nos	10
47.	Steel tape	Standard size	Nos	10

48.	Divider	Standard size	Nos	10
49.	Steel rule	Standard size	Nos	10
50.	Vernier caliper	Standard size	Nos	05
51.	Fillet gauge	Standard size	Nos	05
52.	Welding gauge	Standard size	Nos	05
53.	Wire gauge	Standard size	Nos	05
54.	Vernier bevel protector	Standard size	Nos	05
55.	Trammel	Standard size	Nos	02
56.	Outside caliper	Standard size	Nos	10
57.	In side caliper	Standard size	Nos	10
58.	Sprit level	Standard size	Nos	05
59.	Angle plate	Standard size	Nos	05

### List of Materials and Consumables

		Materials / Consumables		
SL	Item	Specification	unit	QTY
1.	Paper	A4 size	Rim	5
2.	Toner/cartridge	As per printer	Nos	2
3.	White board marker	-----	Nos	12
4.	Duster	-----	Nos	6
5.	Pen		Nos	20
6.	MS plates 6-10 mm thickness		kgs	40
7.	MS Plate Thickness 20mm		kgs	10
8.	SS Plate (maximum Thickness 10mm)		kgs	05
9.	Aluminium sheet (maximum Thickness 05mm)		kgs	02
10.	MS plate, thickness 12 mm		kgs	30

11.	Electrodes 2.5 mm/12 SWG (E6013/E7016-8)		Packet	10
12.	Electrodes 3.2 mm/ 10 SWG(E6013/E7016-8)		Packet	10
13.	MS sheet,3 mm thickness		kgs	10
14.	Solid wire 1.2mm (max)		kgs	10
15.	Fluxed core wire 1.2mm (max)		kgs	10
16.	Brass Filler metal		kgs	05
17.	CO <sub>2</sub> Gas cylinder (Gas filled)		Nos	03
18.	Acetylene cylinder (Gas filled)		Nos	03
19.	LPG cylinder (Gas filled)		Nos	03
20.	Lubricating oil		ltr	01
21.	Cooling gel		mg	500

### List of Personal Protective Equipment (PPE)

PPE			
SL	Item		QTY
1.	Dust mask	Nos	20
2.	Safety glasses/Goggles	Nos	20
3.	Leather hand Gloves	Nos	20
4.	Ear plugs	Nos	20
5.	Air respirator	Nos	10
6.	Safety shoes/boots	pair	20
7.	Aprons	Nos	20
8.	Face masks	Nos	20
9.	Overalls	Nos	20
10.	Welding helmet/Auto dark helmet	Nos	20
11.	Safety helmet	Nos	20
12.	Face shield	Nos	20
13.	Arm guard	Nos	20
14.	Leg guard	Nos	20
15.	Hand shield	Nos	20
16.	Safety belt	Nos	10

## 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.	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.	White Board	240 cm X 120 cm made of particle board with white Formica covered and side covered by aluminum channel	Nos.	01
8.	Lecture Desk		Nos.	02
9.	Tools Rack		Nos.	01
10.	Display Board	240 cm x 120 cm made of particle wood and fabric cover	Nos.	01

## List of Learning Materials

Description	Unit	Quantity
<b>Learning Materials</b>		
Competency Based Learning Materials (CBLM)	set	20
Session Plan	no	-
Trainee Record Book	no	20
Progress Chart	no	01
<b>REFERENCES</b>		
Related Books	set	20
Manuals	no	-----
Charts	no	-----
Magazines	no	-----

### Other requirements:

1. Internet connectivity
2. Uninterrupted power supply source
3. Standby fire extinguisher
4. Internet connectivity

#### 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 **Welding**, NSQF/BNQF Level - 2
- Must be CBT&A Methodology Level– 4 certified

### 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 **Welding, NSQF/BNQF Level - 2**.

#### 5.2 Assessment and Certification Arrangements

- To attain the Qualification of **National Skills Certificate in Welding, NSQF/BNQF Level – 2**, the candidate must demonstrate competence in all the units required. Successful candidates shall be awarded a National Skills Certificate issued by NSDA.
- The qualification of **National Skills Certificate in Welding, NSQF/BNQF Level - 2**, may be attained through:
  - Accumulation of Statement of Achievement (SOA)
  - Demonstration of Competency through project-type assessment covering all the required units of competency.
- Assessment will be conducted in a actual workplace or simulated workplace environment or training institute using equipment, machinery and tools as specified in the assessment tools.
- The qualified Assessor (or Assessor Panel) will be responsible for making the final judgment of Competent or Not Yet Competent.
- 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

## NSQF / BNQF

**Course Accreditation Documents  
for  
National Skills Certificate in  
Welding  
(LE Sector)  
NSQF/BNQF Level - 2  
May 2021**

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

# Application for NSQF/BNQF Course / Program Accreditation

Date:

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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**

- Fire Safety Inspection Certificate

➤ **Curricular Requirements**

- Competency Standards (CS) (indicating the job titles being addressed and the competencies being developed)
- Course and subject description
- List of supplies, tools and equipment per program
- List of instructional materials (books, videotapes, internet access, and other library references)
- List of official and their qualifications
- List of faculties for the program (WITH CBT&A 4 Certificate and National Skills Certificate)
- 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](mailto:ecnsda@nsda.gov.bd)

Website: [www.nsga.gov.bd](http://www.nsga.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 (specialized) job role specific - compulsory*
  - *occupation specific and/or (specialized) job role specific - elective*

**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 successfully complete the Units of Competency as required in the above table 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

#### **5.2.3 Support 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

#### CURRICULUM DESIGN

<b>Course Title:</b>	
<b>NSQF/BNQF Level:</b>	
<b>Nominal Duration:</b>	____ Hours
<b>Course Description:</b>	<p>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 (<u>Occupation/Qualification</u>) to perform the tasks in the areas of (<u>Describe the duties of the occupation/qualification</u>).</p> <p>To obtain this, all units prescribed for this qualification must be achieved:</p>

#### 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

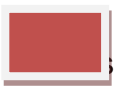
**QUALIFICATION:** \_\_\_\_\_

**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)																				
Elective (____ hours)																				

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



each for 2 days



dayHalf-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: \_\_\_\_\_  
(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 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: \_\_\_\_\_  
(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 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: \_\_\_\_\_  
(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 5 - List of Instructional Materials / Library Holdings

**Program:** \_\_\_\_\_

**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 6 - List of Instruction's Physical Facilities

Program: \_\_\_\_\_

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:

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### Appendix 7 - List of Off-Campus Physical Facilities

Program: \_\_\_\_\_

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:

## 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: \_\_\_\_\_  
(Head of the Department)

Attested by: \_\_\_\_\_  
(Head of the Institution)

Inspected by: \_\_\_\_\_  
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: \_\_\_\_\_  
(Head of the Department)

Attested by: \_\_\_\_\_  
(Head of the Institution)

Inspected by: \_\_\_\_\_  
QA / Expert NSDA

Date:

Date:

Date:

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