



## **Course Accreditation Document (CAD)**

# **Packaging Machine Operation**

**Level: 3**

**(Agro Food Processing Sector)**

**Course Accreditation Document Code: CAD-AFP-PMO-L2-EN-V1**



**National Skills Development Authority  
Prime Minister's Office  
Government of the People's Republic of Bangladesh**



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## **Course Accreditation Document (CAD):**

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 Qualifications 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 Skills Certificate in Packaging Machine Operation, Level – 3**

#### **1. 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;

#### **2. 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 Packaging Machine Operation, 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 **Packaging Machine Operation, BNQF Level – 3**

### Course Structure:

| SL                                        | Unit Code and Title |                                               | UoC Level | Nominal Hours |
|-------------------------------------------|---------------------|-----------------------------------------------|-----------|---------------|
| Generic Units of Competencies             |                     |                                               |           | 75            |
| 1                                         | GU-03-L2-V1         | Communicate in the Workplace                  | 2         | 20            |
| 2                                         | GU-01-L3-V1         | Apply Basic IT Skills                         | 3         | 20            |
| 3                                         | GU-04-L3-V1         | Lead small team                               | 3         | 20            |
| 4                                         | GU-07-L3-V1         | Receive and Respond to Workplace Instructions | 3         | 15            |
| Sector Specific Units of Competencies     |                     |                                               |           | 15            |
| 5                                         | SU-AGF-04-L3-V1     | Carry out precision checking and measurements | 3         | 15            |
| Occupation Specific Units of Competencies |                     |                                               |           | 200           |
| 6                                         | OU-AFP-PMO-01-L3-V1 | Operate Injection Blow Molding Machine        | 3         | 60            |
| 7                                         | OU-AFP-PMO-02-L3-V1 | Perform Filling Product in Can/Bottle         | 3         | 60            |
| 8                                         | OU-AFP-PMO-03-L3-V1 | Operate Blister Packaging Machine             | 3         | 50            |
| 9                                         | OU-AFP-PMO-04-L3-V1 | Use Basic Control System                      | 3         | 30            |
| Total Nominal Hours                       |                     |                                               |           | 290           |

### Section 3: Purpose of the Qualification

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

- 3.1 Individuals who want to be trained in National Skills Certificate in **Packaging Machine Operation, BNQF Level – 3;**
- 3.2 Working and experienced individuals who want to be certified with National Skills Certificate in **Packaging Machine Operation, BNQF Level – 3;**
- 3.3 Candidates who will meet the requirements of this qualification may be employed as **Sr. Operator** of Packaging Machine Operation.

### Section 4: Training standards

#### 4.1 Training delivery modes

The competency-based Skills 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 **Packaging Machine Operation, 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. **Packaging Machine Operation, BNQF Level 2**. has a **total of 290 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.

Training delivery of generic UoC can be accomplished through blended mode (both, on and offline)

Training of some selected Sector and Occupations Specific UoC may be delivered through blended mode (both, on and offline) using video clips.

##### 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 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 **Packaging Machine Operation, BNQF Level 3.** are:

- Competent in level 2 or SSC
- 3-years trade relevant work experience and pass in a challenge test on vocational skills considered necessary for successful completion of the qualification (Model challenge test to be developed).

## 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 **Packaging Machine Operation, Level – 3**

### 4.3.1 List of Machinery and Measuring tools

#### List of Machinery

| Sl. No. | Name                      | Specification | Unit | Quantity |
|---------|---------------------------|---------------|------|----------|
| 1       | Injection Molding machine |               | No.  | 1        |
| 2       | Blow molding machine      |               | No.  | 1        |
| 3       | Rinsing                   |               | No.  | 1        |
| 4       | Filling                   |               | No.  | 1        |
| 5       | Capping                   |               | No.  | 1        |
| 6       | Blister machine           |               | No.  | 1        |

#### Measuring Tools

| Sl. No. | Name               | Specification | Unit | Quantity |
|---------|--------------------|---------------|------|----------|
| 1       | Gauge              |               | Nos. | 10       |
| 2       | Hygrometer         |               | Nos. | 2        |
| 3       | Measuring tape     |               | Nos. | 20       |
| 4       | Vernier calipers   |               | Nos. | 20       |
| 5       | Steel rule         |               | Nos. | 20       |
| 6       | Spirit level       |               | Nos. | 10       |
| 7       | Micrometer         |               | Nos. | 5        |
| 8       | Multimeter         |               | Nos. | 5        |
| 9       | Infrared/laser gun |               | Nos. | 10       |
| 10      | Torque tester      |               | Nos. | 5        |
| 11      | Weighing Scale     |               | Nos. | 3        |
| 12      | Pressure gauge     |               | Nos. | 3        |
| 13      | Dead weight tester |               | Nos. | 3        |
| 14      | Tachometer         |               | Nos. | 5        |

|    |             |  |      |   |
|----|-------------|--|------|---|
| 15 | Calibrators |  | Nos. | 5 |
| 16 | Flow meters |  | Nos. | 5 |

#### 4.3.2 List of Tools

| Sl. No. | Name                             | Specification | Unit | Quantity |
|---------|----------------------------------|---------------|------|----------|
| 1       | Different type of wrenches       |               | Set  | 10       |
| 2       | Different types of screw drivers |               | Set  | 10       |
| 3       | Different types pliers           |               | Nos. | 10       |
| 4       | Wire Brush                       |               | Nos. | 20       |
| 5       | Open ended wrench                |               | set  | 10       |
| 6       | Allen key                        |               | Set  | 10       |
| 7       | Spirit levels                    |               | Nos. | 5        |

#### 4.3.3 List of Control Devices

| Sl. No. | Name               | Specification | Unit | Quantity |
|---------|--------------------|---------------|------|----------|
| 1       | Magnetic contactor |               | Nos. | 10       |
| 2       | Temp controller    |               | Nos. | 10       |
| 3       | Level controller   |               | Nos. | 10       |
| 4       | Flow controller    |               | Nos. | 10       |
| 5       | Limit switch       |               | Nos. | 10       |
| 6       | Pressure Sensor    |               | Nos. | 10       |
| 7       | Timing relay       |               | Nos. | 10       |
| 8       | Starter            |               | Nos. | 20       |
| 9       | Inverter           |               | Nos. | 10       |

#### 4.3.4 List of Materials / Consumables

| Materials / Consumables |                                                 |           |
|-------------------------|-------------------------------------------------|-----------|
| Sl. No.                 | Items [Packaging Machine Operation]             | Quantity  |
| 1                       | Aluminum can                                    | As needed |
| 2                       | Bag                                             | As needed |
| 3                       | Bottle                                          | As needed |
| 4                       | Cap                                             | As needed |
| 5                       | Carton                                          | As needed |
| 6                       | Different types of flexible Foil                | As needed |
| 7                       | Glass Bottle                                    | As needed |
| 8                       | Glass Jar                                       | As needed |
| 9                       | Gum tape                                        | As needed |
| 10                      | High Density Polyethylene (HDPE) bottle         | As needed |
| 11                      | Jar                                             | As needed |
| 12                      | Label                                           | As needed |
| 13                      | Laminated film/paper                            | As needed |
| 14                      | Linear Low Density Polyethylene (LLDPE) wrapper | As needed |
| 15                      | LLDP Pouch                                      | As needed |
| 16                      | Paperboard box                                  | As needed |
| 17                      | Pet bottle                                      | As needed |
| 18                      | Plastic Bag                                     | As needed |
| 19                      | Plastic Box                                     | As needed |
| 20                      | Plastic Jar                                     | As needed |
| 21                      | Plastic Pack                                    | As needed |
| 22                      | Plastic Tray                                    | As needed |
| 23                      | Plastic Wrapper                                 | As needed |
| 24                      | Poly Film                                       | As needed |
| 25                      | Shrink film                                     | As needed |
| 26                      | Shrink-wrapped Trays                            | As needed |
| 27                      | Tetra pack                                      | As needed |
| 28                      | Tin Can                                         | As needed |
| 29                      | Tray                                            | As needed |
| 30                      | Wax paper                                       | As needed |
| 31                      | Wires                                           | As needed |
| 32                      | Terminal lugs                                   | As needed |
| 33                      | Terminal blocks                                 | As needed |
| 34                      | Terminal wire marker                            | As needed |
| 35                      | Heat / temperature sensor                       | As needed |

|    |                  |           |
|----|------------------|-----------|
| 36 | Pressure sensor  | As needed |
| 37 | Flow sensor      | As needed |
| 38 | Motion sensor    | As needed |
| 39 | Proximity sensor | As needed |
| 40 | I R sensor       | As needed |
| 41 | Limit switches   | As needed |
| 42 | Relays           | As needed |

#### 4.3.5 Software and Driver

|                       |                                                                                                                                                                                                                                                                                       |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Appropriate Equipment | <ol style="list-style-type: none"><li>1. PC/Laptop</li><li>2. Multimedia Projector</li><li>3. Communication equipment</li><li>4. OTG, USB, Power Supply unit</li><li>5. Software Interface Devices</li><li>6. Memory card.</li><li>7. PLC units</li><li>8. Software for PLC</li></ol> |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

#### 4.3.6 List of Personal Protective Equipment (PPE)

| SL No. | Item                           | Unit | Quantity |
|--------|--------------------------------|------|----------|
| 1      | Apron                          | Nos. | 20       |
| 2      | Hand Gloves                    | Pair | 20       |
| 3      | Face mask                      | Nos. | 300      |
| 4      | Safety shoe                    | Pair | 20       |
| 5      | Ear plug                       | Pair | 20       |
| 6      | Safety Goggles                 | Nos. | 20       |
| 7      | Shoe cover/Designated footwear | Pair | 20       |
| 8      | Cap                            | Nos. | 20       |
| 9      | Beard guard                    | Nos. | 20       |

#### 4.3.7 List of Furniture

| Sl. No. | Name                   | Specification                                                                                          | Unit | Quantity |
|---------|------------------------|--------------------------------------------------------------------------------------------------------|------|----------|
| 1       | Full Secretariat Table |                                                                                                        | No.  | 01       |
| 2       | Half Secretariat Table |                                                                                                        | Nos. | 02       |
| 3       | Arm Cushion Chair      | As per requirement                                                                                     | Nos. | 02       |
| 4       | Tabloid Chair          | As per requirement                                                                                     | Nos. | 20       |
| 5       | Bookshelf              | As per requirement                                                                                     | No.  | 01       |
| 6       | File Cabinet           | As per requirement                                                                                     | Nos. | 02       |
| 7       | Steel Almira           | 180 cm x 120 cm                                                                                        | Nos. | 02       |
| 8       | White Board            | 240 cm X 120 cm made of particle board with white Formica covered and side covered by aluminum channel | No.  | 01       |
| 9       | Lecture Desk           |                                                                                                        | No.  | 01       |
| 10      | Tools Rack             |                                                                                                        | Nos. | 01       |
| 11      | Shelf                  |                                                                                                        | No.  | 01       |
| 12      | Display Board          | 240 cm x 120 cm made of particle wood and fabric cover                                                 | No.  | 01       |

#### 4.3.8 List of Learning Materials

| Quantity | Description                |
|----------|----------------------------|
|          | <b>Learning Materials</b>  |
| 20       | CBLM (Set)                 |
| 01       | Session Plan               |
| 20       | Trainee Record Book        |
| 20       | Competency Skills Log Book |
| 01       | Progress Chart             |
|          | <b>REFERENCES</b>          |
| 20       | Related Books              |
| 20       | Manuals                    |
| 20       | Magazines                  |

#### 4.3.9 Other requirements:

- Internet connectivity
- Continuous power supply source
- Fire extinguisher

#### 4.4 Training Facilities (Training facilities for 20 trainees)

| Space Requirement      | Size in Sq. Feet. | Quantity |
|------------------------|-------------------|----------|
| Workshop/Lab           | 2000~2500         | 01       |
| Classroom              | 400               | 01       |
| Office room            | 200               | 01       |
| Toilet (Male / Female) | --                | 02       |

#### 4.5 Trainers Qualification

- Must be at least a holder of NSC in **Packaging Machine Operation, BNQF Level – 3;**
- Must be **CBT&A Methodology Level – 4 certified;**
- Must be physically and mentally fit;

## **Section 5: Assessment and Certification Standards**

### **5.1 Assessor's Qualification**

Certified assessor duly recognized by NSDA and having 3 years work experience shall conduct the assessment for this National Skills Certificate in **Packaging Machine Operation, BNQF Level – 3**;

### **5.2 Assessment and Certification Arrangements**

- 5.2.1 To attain the Qualification of **National Skills Certificate in Packaging Machine Operation, 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**;
- 5.2.2 The qualification of **National Skills Certificate in Packaging Machine Operation, 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;
- 5.2.3 Assessment will be conducted in a simulated workplace environment or training institute using equipment, machinery and tools as specified in the assessment tools;
- 5.2.4 The qualified Assessor (or Assessor Panel) will be responsible for making the final judgment of Competent or Not Yet Competent;
- 5.2.5 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 (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:

- **Section 1:** Provides information on the Skills Training Provider (STP), 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.

## Application for 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:

### **I. Administrative Requirements**

- Fire Safety Inspection Certificate

### **II. 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)

## Section 1: General Information

|                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Name and details of the Skills Training Provider</b><br><br>Name of Training Organization:<br><br>Status of Institution (e.g., Private, Public, NGO, Industry Led etc.):<br><br>Name of Respondent:<br><br>Position of Respondent:<br><br>Postal Address:<br><br>Phone Number:<br><br>E-mail Address:                                                                                                                                        |
| <b>2. Purpose of Submission</b><br><br><div>Accreditation <input type="checkbox"/></div> <div>Re-accreditation <input type="checkbox"/></div>                                                                                                                                                                                                                                                                                                      |
| <b>3. Delivery of the Course</b><br><i>The STP applying for this accreditation shall write the method of delivery of the qualification (On-the-job, off-the-job, Apprenticeship, etc.)</i>                                                                                                                                                                                                                                                         |
| <b>4. Quality Assurance Body</b><br><b>National Skills Development Authority (NSDA)</b><br>Prime Minister's Office<br>Level: 10-11, Biniyog Bhaban,<br>E-6 / B, Agargaon, Sher-E-Bangla Nagar Dhaka-1207, Bangladesh.<br>Email: <a href="mailto:ec@nsda.gov.bd">ec@nsda.gov.bd</a><br>Website: <a href="http://www.nsd.gov.bd">www.nsd.gov.bd</a> .<br>National Skills Portal: <a href="http://skillsportal.gov.bd">http://skillsportal.gov.bd</a> |
| <b>5. Standard Setting Body (ISC)</b><br><i>State the name and address of the standard setting body responsible for the industry sector (Include Street / Postal, Phone and E-mail address).</i>                                                                                                                                                                                                                                                   |

## Section 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 Qualification Framework (BNQF) Level 1 course is a minimum of 360 learning hours. A higher level BNQF course must have at least 270 hours of additional learning for each higher BNQF level. For example, a Level 2 BNQF course will have  $(360 + 270 =)$  630 hours of learning and a Level 3 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 BNQF Level 1 course, and 216 hours for each higher 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

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p style="text-align: center;"><b>Course Structure<br/>for</b></p> <p><b>National Skills Certificate in _____</b><br/><b>(BNQF Level _____)</b></p> <p><i>Detailed Information on the UoCs to be successfully completed for the award of this national certificate should be identified.</i></p> <p><b>3.1.1 Requirements for Award of the Qualification</b><br/>To be eligible for the award, the student should <u>successfully complete the Units of Competency as required in the above table</u> through:</p> <p><b>3.1.2 Exit Qualification</b><br/><i>Any exit point from the course that provides for vocational or educational outcome should be identified.</i></p> <p><b>3.1.3 Statement of Achievement</b><br/><i>Indicate that only a Statement of Achievement will be issued for any unit of competency/module completed if the full qualification is not completed.</i></p> <p><b>3.1.4 Reporting, Quality Assurance and Certification</b></p> |
| <p><b>3.2 Entry Requirements and Selection Criteria</b><br/><i>Refer to the Qualification Standards</i></p> <p><b>3.2.1 Entry Requirements (Refer to the relevant Qualification Standards)</b></p> <p><b>3.2.2 Selection Criteria (refer to QS)</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p><b>4. Assessment Rules and Requirements</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <p><b>4.1 Assessment Strategy</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <p><b>4.2 Recognition of Prior Learning (RPL)</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <p><b>4.3 Workplace Assessment</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p><b>5. Resources Rules and Requirements</b><br/>(Accomplish the forms provided in the appendices)<br/>Refer to the relevant Qualification Standards for the templates provided to accomplish this information.</p> <p><b>5.1 Physical Resources</b><br/>Provide details of specialized facilities, tools and equipment essential for the delivery of the</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

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 skills 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 (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:**

02 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)

## Section 3: Details of the Course

### CURRICULUM DESIGN

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course Title:</b>       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>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)



4 hours each for 2 days



Whole day



Half-day

Submitted by: \_\_\_\_\_

(Head of the Department)

Date:

Attested by: \_\_\_\_\_

(Head of the Institution)

Date:

Inspected by: \_\_\_\_\_

QA / Expert NSDA

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)

Date:

Attested by: \_\_\_\_\_

(Head of the Institution)

Date:

Inspected by: \_\_\_\_\_

QA / Expert NSDA

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 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)

Date:

Attested by: \_\_\_\_\_

(Head of the Institution)

Date:

Inspected by: \_\_\_\_\_

QA/ Expert NSDA

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)

Date:

Attested by: \_\_\_\_\_

(Head of the Institution)

Date:

Inspected by: \_\_\_\_\_

QA / Expert NSDA

Date:

---

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

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

Name of Institution: \_\_\_\_\_

| Name | Description | Quantity | Inspector's Remarks |
|------|-------------|----------|---------------------|
|      |             |          |                     |

Submitted by: \_\_\_\_\_

(Head of the Department)

Date:

Attested by: \_\_\_\_\_

(Head of the Institution)

Date:

Inspected by: \_\_\_\_\_

QA / Expert NSDA

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: \_\_\_\_\_

(Head of the Department)

Date:

Attested by: \_\_\_\_\_

(Head of the Institution)

Date:

Inspected by: \_\_\_\_\_

QA / Expert NSDA

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: \_\_\_\_\_

(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