Course Accreditation Document (CAD)

Caregiving for Elderly Persons

Level: 3

(Informal Sector)

Course Accreditation Document Code: CAD-IS-CEP-L3-EN-V2

National Skills Development Authority
Chief Advisor'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 Caregiving for Elderly Persons, 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 Provioder (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

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Section 1: Qualification Title
National Skills Certificate in Caregiving for Elderly Persons, 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 **Caregiving for Elderly Persons, BNQF Level – 3**

Course Structure:

SL	Unit Code and Title		UoC Level	Nominal Hours
Generic Competencies				**50**
1.	GU-02-L3-V1	Practice Negotiation Skills	3	15
2.	GU-03-L3-V1	Demonstrate Work Value	3	15
3.	GU-04-L3-V1	Lead Small Team	3	20
Sector Specific Competencies				**20**
4	SU- IS -02-L2-V1	Practice Personal Health and Hygiene	2	20
Occupation Specific Competencies				**290**
5.	OU-IS-CEP-01-L3-V2	Interpret Basic Knowledge of Elderly Care Giving	3	20
6.	OU-IS-CEP-02-L3-V2	Support Clients in Activities of Daily Living (ADLs)	3	80
7.	OU-IS-CEP-31-L3-V2	Perform Clinical Care Giving Activities	3	60
8.	OU-IS-CEP-04-L3-V2	Respond to Emergencies for Elderly People	3	40
9	OU-IS-CEP-05-L3-V2	Respond to Challenging Behavior	3	30
10	OU-IS-GEP-06-L3-V2	Perform Palliative Care	3	30
11	OU-IS-CEP-07-L3-V2	Manage Clients with Stroke, Dementia & Alzheimer's, Parkinson, Arthritis, Cancer, Chronic (COPD) Disease Patients	3	30
		Learning Hours		360
		Industry/Workplace Attachment		120
		Total Learning Hours		480

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 **Caregiving for Elderly Persons, BNQF Level – 3;**

3.2 Working and experienced individuals who want to be certified with National Skills Certificate in **Caregiving for Elderly Persons, BNQF Level – 3;**

3.3 Candidates who will meet the requirements of this qualification may be employed as **Caregiver.**

3.4

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 **Caregiving for Elderly Persons, 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. **Caregiving for Elderly Persons, BNQF Level 3.** has a **total of 480 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 **Caregiving for Elderly Persons, BNQF Level 3.** are:

1. SSC or equivalent certificate with NSC 2 in General Caregiving **or**

2. 2-years occupation relevant work experience and pass in a challenge test on NSDA's approved assessment method.

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 **Caregiving for Elderly Persons, Level – 3**

4.3.1 List of Machinery/Equipment and Spares

Sl. No.	Name	Specification	Unit	Quantity
1.	Air Conditioner	As per room size	Nos.	03
2.	Air bed	Standard size	Nos.	04
3.	Assistive forceps	Standard	Nos.	20
4.	Artery forceps	Standard	Nos.	20
5.	a. Antimicrobial swabs	Standard	Nos.	50
6.	Bed pan	Standard	Nos.	5
7.	Blood pressure machine (Analogue)	Standard	Nos.	10
8.	Blood Pressure Machine (Digital)	Standard	Nos.	5
9.	Oxygen cylinder with flow meter	Standard	Nos.	02
10.	Patient bed	Three parts with rail (Auto and Semi Auto)	Nos.	02
11.	Wheel chair	Standard	Nos.	04
12.	Weight machine	Standard	Nos.	02
13.	Adult dummy	Standard	Nos.	02
14.	Physiotherapy bed	Standard	Nos.	02
15.	Raised toilet seats	Standard	Nos.	02
16.	Commode chairs	Standard	Nos.	02
17.	Toilet backrest	Standard	Nos.	02
18.	Toilet rails	Standard	Nos.	02
19.	Female urinals	Standard	Nos.	02
20.	Male urinals	Standard	Nos.	02
21.	Bedpans	Standard	Nos.	5
22.	Bed rail	Standard	Nos.	02
23.	Incontinence aids and devices (Condom Catheter with Uro bag)	Standard	Nos.	02
24.	Female Genital organ of a mannequin	Standard	Nos.	01
25.	Male Genitalia organ of mannequin	Standard	Nos.	01
26.	pillow	Standard	Nos.	04
27.	Over bed tables	Standard	Nos.	02
28.	Bed wedge	Standard	Nos.	02

Sl. No.	Name	Specification	Unit	Quantity
29.	Slide sheet	Standard	Nos.	02
30.	Foot stand/rest	Standard	Nos.	02
31.	Linen trolley	Standard	Nos.	02
32.	Walkers	Standard	Nos.	02
33.	Canes	Standard	Nos.	02
34.	Crutches	Standard	Nos.	02
35.	Transfer/gait belt	Standard	Nos.	02
36.	Mobility draw sheet	Standard	Nos.	02
37.	Transfer boards	Standard	Nos.	02
38.	CPR dummy	Standard	Nos.	01
39.	Glucometer	Standard	Nos.	04
40.	Nebulizer machine	Standard	Nos.	04

4.3.2 List of Tools

Sl. No.	Name	Specification	Unit	Quantity
1.	Clinical thermometer (Analogue)	Standard	Nos.	04
2.	Clinical thermometer (Digital)	Standard	Nos.	05
3.	Kidney tray	Standard	Nos.	05
4.	Measuring tape	Standard	Nos.	02
5.	Measuring jar	Standard	Nos.	02
6.	Scissors	Small/medium/large	Nos.	02
7.	Stethoscope	Adult/child	Nos.	02
8.	Tongue depressor	Standard	Nos.	03
9.	Bowls and plates with high sides	Standard	Nos.	05
10.	Bowls and plates with partition	Standard	Nos.	02
11.	Insulated bowls and plates	Standard	Nos.	02
12.	Slip resistant bowls and plates	Standard	Nos.	05
13.	Mugs and cups with straws	Standard	Nos.	02
14.	Lap trays	Standard	Nos.	02
15.	Strip resistant tray liners	Standard	Nos.	05
16.	Non-metallic /shaped Protective clothing	Standard	Nos.	02
17.	Shower chairs and stools	Standard	Nos.	02
18.	Hair washing basin	Standard	Nos.	05

19.	Cotton balls	Standard	Nos.	02
20.	Kidney basin	Standard	Nos.	05
21.	Cotton canister	Standard	Nos.	02
22.	Rubber sheet	Standard	Nos.	02
23.	Underpads	Standard	Nos.	02
24.	Hypoallergenic liquid soap	Standard	Nos.	02
25.	Bath Towel	Standard	Nos.	02
26.	Personal Protective Equipment	Standard	Set	20
27.	Hand towel	Standard	Nos.	02
28.	Bath blanket	Standard	Nos.	02
29.	Bed pan	Standard	Nos.	05
30.	Mattress, bed and special cushions	Standard	Nos.	02

4.3.3 List of Materials / Consumables

Materials / Consumables				
Sl. No.	Name	Specification	Unit	Quantity
1.	Paper	A4 size	Rim	05
2.	Toner/cartridge	As per printer	Nos.	02
3.	White board marker	--------	Nos.	12
4.	Duster	--------	Nos.	06
5.	Disposal syringe	5 cc, 10 cc and 50 cc	Nos.	10
6.	Feeding gown	----------	Nos.	06
7.	Insulin syringe	40 IU, 100 IU	Nos.	10
8.	Rinse free shampoo	Standard	Nos.	02
9.	Shower cap	Standard	Nos.	12
10.	Cleansing towel	Standard	Nos.	05
11.	Bathing towel`	Standard	Nos.	05
12.	Modesty garment / bath robe	Standard	Set	05
13.	Toothpaste	Standard	Nos.	02
14.	Interdental toothbrush	Standard	Nos.	06
15.	Glycerin	Standard	Tube	02
16.	Toothbrush	Standard	Nos.	20
17.	Floss Holder	Standard	Nos.	02
18.	Unbreakable Glass	Standard	Nos.	06
19.	Gauze dressing	Standard	Nos.	24
20.	Bandage	Standard	Nos.	24
21.	Kidney basin	Standard	Nos.	04
22.	Saline solution	Standard	Nos.	02
23.	Bandage scissors	Standard	Nos.	06
24.	Small plastic container	Standard	Nos.	50
25.	Trash bin (different colour)	Standard	Nos.	05
26.	Adult Diaper	Standard	Nos.	24
27.	Sheaths (latex and non-latex)	Standard	Nos.	06
28.	Linens	Standard	Nos.	06
29.	bottom sheet	Standard	Nos.	06
30.	top sheet	Standard	Nos.	06
31.	Gentle cleanser	Standard	Nos.	02
32.	Saline	Standard	Packet	20
33.	Gauze	Standard	Nos.	02

4.3.4 Integrated ICT Tools and Equipment for Trainer Use

Sl. No.	Item	Specification	Unit	Quantity
1.	PC/Laptop	Standard configuration	Nos.	02
2.	LAN connection	Standard configuration	No.	01
3.	Multimedia projector with screen	Min 3200 lumen	Nos.	01
4.	Digital camera	Min 16 Mega Pixel	Nos.	01
5.	Scanner	Legal size	Nos.	01
6.	Printer	Laser	Nos.	01
7.	Sound System	Standard configuration	Nos.	01
8.	Communication equipment	Standard configuration	No..	01
9.	Memory card	Standard configuration	No.	01
10.	Card reader	Standard configuration	No.	01

4.3.5 List of Safety and Personal Protective Equipment (PPE)

Sl. No.	Item	Specification	Unit	Quantity
1	Surgical mask		Nos.	300
2	Hand gloves		Pair	20
3	Rubber sole covering shoes		Pair	20
4	Aprons		Nos.	20
5	Goggles		Nos.	20
6	Hair net		Nos.	20
7	Macintosh		Nos.	06

4.3.6 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.	03
4	Bookshelf	As per requirement	No.	01
5	File Cabinet	As per requirement	Nos.	02
6	Almira	180 cm x 120 cm	Nos.	02
7	White Board	240 cm X 120 cm made of particle board with white Formica covered and side covered by aluminum channel	No.	01
8	Lecture Desk		No.	01
9	Tools Rack		Nos.	01
10	Shelf		No.	01
11	Display Board	240 cm x 120 cm made of particle wood and fabric cover	No.	01

4.3.7 List of Learning Materials

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

4.3.8 Other requirements:

a. Internet connectivity
b. Continuous power supply source
c. Fire extinguisher

4.4 Training Facilities (Training facilities for 20 trainees)

Space Requirement	Size in Sq. Feet	Quantity
Practice lab	800 sft.	01
Classroom	400 sft.	01
Office on resource room	200 sft.	01
Head of the STPs' room	100 sft.	01
Library room	150 sft.	01
Toilet (Male and Female)	--	02

4.5 Trainers Qualification

- At least HSC or Equivalent
- Must be at least a holder of NSC in **Caregiving for Elderly Persons, BNQF Level –3**
- Must be **CBT&A Methodology Level – 4 Certified**
- Must be physically and mentally fit
- Two trainers should be appointed for each batch (20 trainees)

Section 5: Assessment and Certification Standards

5.1 Assessor's Qualification

3 three years work experience Certified/Nominated assessor by NSDA will conduct the National Assessment for this National Skills Certificate in **Caregiving for Elderly Persons, BNQF Level - 3**.

5.2 Assessment and Certification Arrangements

5.2.1 To attain the Qualification of **National Skills Certificate in Caregiving for Elderly Persons, 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 Caregiving for Elderly Persons, 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
   o Fire Safety Inspection Certificate
  II. Curricular Requirements
   o Competency Standards (CS) (indicating the job titles being addressed and the competencies being developed)
   o Course and subject description
   o List of supplies, tools and equipment per program
   o List of instructional materials (books, videotapes, internet access, and other library references)
   o List of official and their qualifications
   o List of faculties for the program (WITH CBT&A 4 Certificate and National Skills
   o Certificate)
   o List of non-teaching personnel and their qualification

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

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

Yours faithfully,

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

Section 1:   General Information

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

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*

Course Structure
for

National Skills Certificate in_____
(BNQF Level_____)

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

3.1.1 Requirements for Award of the Qualification

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

3.1.2 Exit Qualification

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

3.1.3 Statement of Achievement

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

3.1.4 Reporting, Quality Assurance and Certification

3.2   Entry Requirements and Selection Criteria

Refer to the Qualification Standards

3.2.1 Entry Requirements (Refer to the relevant Qualification Standards)

3.2.2 Selection Criteria (refer to QS)

4.   Assessment Rules and Requirements

4.1   Assessment Strategy

4.2 Recognition of Prior Learning (RPL)

4.3 Workplace Assessment

5.   Resources Rules and Requirements

    (Accomplish the forms provided in the appendices)

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

    5.1 Physical Resources

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

course.

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

5.2 Human Resources

State the minimum recommended qualifications and experience of trainers and support staff. Include training and experience relating to both 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

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

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)

[red box] 4 hours each for 2 days   [blue box] Whole day   [dark red box] Half-day

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

Appendix 2 - List of Equipment

Program: _____

Name of Institution:_____

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

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

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

Appendix 3 - List of Tools

Program: _____

Name of Institution: _____

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

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

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

Appendix 4 - List of Consumables

Course: _____

Name of Institution: _____

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

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

Date: Date: Date:

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

Appendix 5 - List of Instructional Materials / Library Holdings

Program: _____

Name of Institution: _____

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

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

Date: Date: Date:

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

Appendix 6 - List of Instruction's Physical Facilities

Program: _____

Name of Institution: _____

Name	Description	Quantity	Inspector's Remarks

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

- -

Appendix 7 - List of Off-Campus Physical Facilities

Program: _____

Name of Institution: _____

Name	Description	Quantity	Inspector's Remarks

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

Appendix 8 - List of Officials

Program: _____

Name of Institution: _____

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

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

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

Date: Date: Date:

- -

Appendix 9 - Trainers

Program: _____

Name of Institution: _____

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

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

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

Date: Date: Date:

- NSC - National Skills Certificat e
- TQ - Trainer Qualification
- AQ - Assessor Qualification