Course Accreditation Document (CAD)

Block Batik and Screen Printing

Level - 3

(Informal Sector)

Course Accreditation Document Code: CAD-IS-BBSP-L3-EN-V1

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

Contents

Course Accreditation Document

This Course Accreditation Document is prepared to standardize the format for the accreditation/re-accreditation of courses under the National Quality Assurance Framework (NQAF) and for the registration of the accredited/re-accredited qualifications under the National Skills Qualifications Framework (NSQF/BNQF).

The two parts of this document as follows:

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

Part A

Qualification Standards: National Skills Certificate in Block Batik and Screen Printing, Level – 3

I. **Introduction**

The Qualification Standards (QS) is a nationally-recognised specification to achieve a qualification. It details the level of training, experience and practice required to achieve the standard of competency. It provides the basis for the development of strategies for competency-based training and assessment by a Skills Training Provide (STP)

The Qualification Standards aims to:

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

II. **Contents of the Standard**

Section 1: Qualification Title

Section 2: Course Structure

Section 3: Purpose of the Qualification

Section 4: Training Standards

4.1 Training Delivery modes

4.2 Trainee's entry requirements

4.3 Required training supplies, materials, tools and equipment

4.4 Training Facilities

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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 **Block Batik and Screen Printing, 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 **Block Batik and Screen Printing, Level–3**

SL No	Unit code and Title		UOC Level	Nominal (hours)
Generic Units of Competencies				
1.	GU008L2V1	Work in a team Environment	2	20
Sub Total				**20**
Occupation Specific Units of Competencies				
2.	OU-IS-BBSP-01-L3-V1	Perform multi-color Batik	3	50
3.	OU-IS-BBSP-02-L3-V1	Make design and screen	3	60
4.	OU-IS-BBSP-03-L3-V1	Perform multi-color Screen Printing	3	50
5.	OU-IS-BBSP-04-L3-V1	Perform emboss print	3	30
6.	OU-IS-BBSP-05-L3-V1	Perform hand paint and spray print	3	60
Sub Total				**250**
Total Duration				**270**

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 **Block Batik and Screen Printing**, Level - 3

b. Working and experienced individuals who want to be certified with National Skills Certificate in **Block Batik and Screen Printing**, Level - 3.

Candidates who will meet the requirements of this qualification maybe employed as **Block Batik and Screen Printing Technician**

Section 4: Training standards

4.1 Training Delivery modes

The competency-based training 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 **Block Batik and Screen Printing**, **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. **Block Batik and Screen Printing**, **Level-3**, has a total of 270 minimum hours for off-the-job component of the delivery. The nominal hour is a suggested duration to deliver the training.

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

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

4.2 Trainees entry requirements:

The entry requirements for the National Skills Certificate in **Block Batik and Screen Printing, Level-3** is

- Class Eight or equivalent certificate **or**
- 1-year Block Batik and Screen Printing 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 **Block Batik and Screen Printing**, Level - 3

List of Machinery/Equipment and Spares

SL	Name	Specification	Unit	Quantity
1.	Computers/ Laptop	Standard configuration	Nos	02
2.	Multimedia projector	Min 3000 lumen	Nos	01
3.	Digital video camera	Min 16 mega pixel	Nos	01
4.	Scanner	A4 size	Nos	01
5.	Printer	Laser jet	Nos	01
6.	Printing table for Block and Screen Print	5'-16' X 3'- 5' X 3'- 4'	Nos	01
7.	Dryer	Standard configuration	Nos	02
8.	Electric Iron	Dry type	Nos	02
9.	Exposer box (Light box)	Standard configuration	Nos	01
10.	Scissors	8-12 inch size	Nos	05
11.	Trimmer/ Cutter	Standard configuration	Nos	10
12.	Anti-cutter	Standard size	Nos	04
13.	Burner/ Stove	Standard configuration	Pkt	02
14.	Hand needle	Standard size	Nos	20
15.	Cleaning brush		Nos	02
16.	Blower		Nos	02

List of Tools

SL	Name	Specification	Unit	Quantity
1.	Measuring tape	6o inch size	Nos	12
2.	Wooden scale	36-inch size	Nos	04
3.	Wooden scale	12-inch size	Nos	10
4.	Wooden dice	Single color	Nos	20

5.	Wooden dice	Multi-color	Nos	20
6.	Screen frame		Nos	10
7.	Squeezer		Nos	05
8.	Color pot		Nos	10
9.	Pot and spoon		Nos	10
10.	Bucket		Nos	04
11.	Hemmer		Nos	02
12.	Adjustable wrench		Nos	02
13.	Players		Nos	02
14.	Brush		Nos	20
15.	Dice		Nos	20
16.	Tjanting		Nos	02
17.	Squeezer		Nos	05
18.	Mug		Nos	05
19.	Sauce pan		Nos	02
20.	Iron pan		Nos	02
21.	Wooden spoon		Nos	04
22.	Wooden/ steel frame		Nos	10
23.	Plastic scale		Nos	10
24.	Hand brush		Nos	20

List of Materials and Consumables

SL	Name	Specification	Unit	QTY
1.	Cotton fabrics		Nos	100
2.	Georgette fabrics		Nos	40
3.	Linen fabrics		Yard	40
4.	TC fabrics		Yard	40
5.	Silk fabrics		Yard	20
6.	Marking chalk		Yard	20
7.	Pencil		Yard	20
8.	Eraser		Pcs	40
9.	Chalk		Nos	20
10.	Sharpener		Yard	20
11.	Pen		Nos	20
12.	Paper board pattern		Nos	10
13.	Carbon paper		Nos	20

14.	Thread		Nos	20
15.	Al-pin		Pkt	02
16.	Boot pin		Pkt	02
17.	Glue		Nos	02

List of Dyes and Chemicals

SL	Name	Specification	Unit	QTY
1.	Reactive dye	Powder dye	KG	01
2.	Prussian dye	Powder dye	KG	01
3.	Vat dye	Powder dye	KG	01
4.	Sulphur dye	Powder dye	KG	01
5.	Naphthol dye	Powder dye	KG	01
6.	Direct dye	Powder dye	KG	01
7.	Acramin color	Liquid paste	KG	01
8.	P G gum		KG	0.5
9.	Apritone		KG	02
10.	Binder		KG	04
11.	N K Fixer		KG	0.5
12.	Oxale (Oxalic Acid)		KG	0.25
13.	F-53		KG	0.5
14.	Nylon fixer		KG	0.25
15.	CCL		KG	0.25
16.	TT powder		KG	02
17.	Afsan: Golden and Silver		KG	0.25
18.	PVC color		KG	0.5
19.	Wax (white, honey)	Solid	KG	02+01
20.	Resin (Rojon)	Solid	KG	0.25
21.	Fine gum	Powder	KG	0.25
22.	Caustic soda		KG	03
23.	Salt		KG	03
24.	Sodium nitrite		KG	02
25.	Monopole soap	Liquid	KG	02
26.	Sulfuric acid	Liquid	KG	01
27.	Alumina Sulfate	Liquid	KG	01
28.	Hydrous	Liquid	KG	03
29.	Golden yellow color	Liquid	KG	0.25
30.	Emboss paste		KG	01

List of Personal Protective Equipment (PPE)

SL	Name	Specification	Unit	QTY
1.	Face mask		Nos	25
2.	Apron		Nos	22

			Nos	22
3.	Hand gloves		Nos	22
4.	Safety shoe		Nos	05
5.	Safety glass/ Googles		Nos	05

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.	04
3.	Arm Cushion Chair	As per requirement	Nos.	02
4.	Tabloid Chair	As per requirement	Nos.	20
5.	Stool	Standard size	Nos.	05
6.	Bookshelf	As per requirement	Nos.	01
7.	File Cabinet	As per requirement	Nos.	01
8.	Steel Almira	180 cm x 120 cm	Nos.	01
9.	White Board		Nos.	02
10.	Lecture Desk		Nos.	01
11.	Tools Rack		Nos.	02

List of Learning Materials

SL No	Name	Specification	Unit	Quantity
	Learning Materials			
1.	Competency Based Learning Materials (CBLM)			20
2.	Session Plan			01
3.	Trainee Record Book			20
4.	Progress Chart			01
5.	Related Books/ Magazines			10

Other requirements:

1. Uninterrupted Internet connectivity
2. Uninterrupted power supply
3. Fire extinguisher

4.4 Training Facilities (Training facilities for 20 trainees)

For Block Batik and Screen Printing total 110 sq meter floor space is required. Additional 40 sq meter space is required for adding each Block Batik and Screen Printing in STP. (One office room may be used for several Block Batik and Screen Printing)

Space Requirement	Size in Sq. Feet.	Quantity
Workshop/ Lab	40 sq meter	01
Classroom	25 sq meter	01
Office room	12 sq 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 **Block Batik and Screen Printing, Level-3**
- Must be CBT&A Methodology Level-4 certified
- Must be physically and mentally fit;
- Two Trainers should be appointed for each batch (20 trainees)

Section 5: Assessment and Certification Standards

5.1 Assessor's Qualification

Certified/Nominated assessor by NSDA will conduct the National Assessment for this National Skills Certificate in **Block Batik and Screen Printing, Level - 3**.

5.2 Assessment and Certification Arrangements

a. To attain the Qualification of **National Skills Certificate in Block Batik and Screen Printing, Level-2,** the candidate must demonstrate competence in all the units required. Successful candidates shall be awarded a National Skills Certificate issued by NSDA.

b. The qualification of **National Skills Certificate in Block Batik and Screen Printing, Level-3**, may be attained through:
   - Accumulation of Statement of Achievement (SOA)
   - Demonstration of Competency through project-type assessment covering all the required units of competency.

c. Assessment will be conducted in a simulated workplace environment (training institute) or online platform using equipment, machinery and tools as specified in the assessment tools.

d. The qualified Assessor (or Assessor Panel) will be responsible for making the final judgment of Competent or Not Yet Competent.

e. There will be open entry to assessment leading to certification through **Recognition of Prior Learning (RPL).**

Part B.

Part B of the Course Accreditation Document (CAD) is a set of templates designed to assist the Skills Training Provider (STP) in the development of courses under the National Skills Qualifications Framework (NSQF/BNQF). It is an integral part of the application documents that will be submitted to National Skills Development Authority (NSDA) for accreditation and re-accreditation of programs following National Skills Quality Assurance System (NQAS).

The accreditation document is divided into three sections:

- Part 1 provides information on the Skills Training Provider (STP), Standard Setting Body, the Quality Assurance Body, and course classification and accreditation information.
- Part 2 contains details of rules and requirements under which the course may be structured, delivered and assessed.
- Part 3 includes the units of competency or modules that are contained in the course.

The NSDA approved Competency Standards (CS) and Qualification Standards (QS) will serve as reference to complete the templates.

Application for NSQF/BNQF Course / Program Accreditation

Date:

_____
_____
_____

Sir,

The undersigned **(Name of the Head of the Skills Training Provider)**, **(Designation / Position)** of the **(Name of The Skills Training Provider (STP)**, located at **(Address)**, hereby apply for the accreditation of the course / program under the laws of the Government of the People's Republic of Bangladesh.

Course / Program Duration_____ _____ Hours

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

➢ **Administrative Requirements**
  o Fire Safety Inspection Certificate

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

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

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

Yours faithfully,

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

Part 1: General Information

1. Name and details of the Skills Training Provider Name of Training Organization: Status of Institution (e.g., Private, Public, NGO, TSC, Polytechnic): Name of Respondent: Position of Respondent: Postal Address: Phone Number: E-mail Address:
2. Purpose of Submission *Accreditation* ☐   Re-accreditation ☐
3. Delivery of the Course *The STP applying for this accreditation shall write the method of delivery of the qualification (On-the-job, off-the-job, Apprenticeship, etc.)*
4. Quality Assurance Body National Skills Development Authority Prime Minister'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).*

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 Block Batik and Screen Printing to Block Batik and Screen Printing. 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:*
o *generic*
o *industry sector specific*

- *Block Batik and Screen Printing specific and/or (specialized) job role specific - compulsory*
- *Block Batik and Screen Printing 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 <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)

3.3 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

Course Title:	
NSQF/BNQF Level:	
Nominal Duration:	_____ Hours
Course Description:	This course is designed to enhance the knowledge, skills, positive attitude and work values of the learner in accordance with the prevailing standards in the National Skills Development Authority. This encompasses competencies required of a (<u>Block Batik and Screen Printing/Qualification</u>) to perform the tasks in the areas of (<u>Describe the duties of the Block Batik and Screen Printing/qualification</u>). 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	●	●

BLOCK BATIK AND SCREEN PRINTING 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)																				
Block Batik and Screen Printing Specific Competencies (_____ hours)																				
Elective (_____ hours)																				

(Sample legend only, may change depending on the STP)
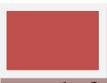
4 hours each for 2 days   Whole day   Half-day

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

Date: Date: Date:

Appendix 2- List of Equipment

Program: _____

Name of Institution:_____

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

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

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

_____

Appendix 3 - List of Tools

Program: _____

Name of Institution: _____

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

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

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

Appendix 4 - List of Consumables

Course: _____

Name of Institution: _____

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

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

Date: Date: Date:

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

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 (President, Registrar, Guidance Counselor)

Program: _____

Name of Institution: _____

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

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

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Appendix 9 - Trainers, Faculty, Teaching Professionals

Program: _____

Name of Institution: _____

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

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

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