Course Accreditation Document (CAD)

Baking

Level: 3

(Agrofood Sector)

Course Accreditation Document Code: CAD-AGF-BAK-L3-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 (NSQF).

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 Baking, NSQF 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 2:   Course Structure

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Section 1: Qualification Title

National Skills Certificate in Baking, NSQF 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 **Baking, NSQF Level – 3**

Course Structure:

SL	Unit Code and Title		UoC Level	Nominal Hours
Generic Competencies				**45**
1	GU002L1V1	Apply Occupational Safety and Health (OSH) procedure in the workplace	1	15
2	GU004L3V1	Work in a self-directed team	3	15
3	GU005L3V1	Carry out workplace interaction in English	3	15
Sector Specific Competencies				**65**
4	SU-AGF-01-L1-V1	Follow quality and food safety programs	1	30
5	SU-AGF-03-L1-V1	Working in the food industry	1	20
6	SU-AGF-04-L3-V1	Carry out precision checking and measurements	3	15
Occupation Specific Competencies				**250**
7	OU-AGF-BAK-01-L3-V1	Perform bread baking	3	80
8	OU-AGF-BAK-02-L3-V1	Produce cake	3	80
9	OU-AGF-BAK-03-L3-V1	Bake and decorate Cake	3	60
10	OU-AGF-BAK-04-L3-V1	Use Basic control system	3	30
		Total Learning Hours		360
		On-the Job		160
		Total Nominal Hours		520

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 **Baking, NSQF Level – 3;**

3.2 Working and experienced individuals who want to be certified with National Skills Certificate in **Baking, NSQF Level – 3;**

Candidates who will meet the requirements of this qualification may be employed as **Technician** of Baking

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 **Baking, NSQF 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. **Baking, NSQF Level – 3**. has a **total of 520 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 **Baking, NSQF Level – 3** are:

- National Skills Certificate in Baking, NSQF, Level – 2 **or**
- 5-year 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 **Baking, NSQF Level – 3**

4.3.1 List of Machinery /Measuring tools

SL No.	Name	Specification	Unit	Quantity
1	Baking oven	Deck oven (3 deck) one	Nos.	1
2	Freezer	20cft (one)	Nos.	1
3	Cooking range	2 burners(one)	Nos.	10
4	Electric oven	Large (one)	Nos.	1
5	Gas oven	Deck oven(one)	Nos.	1
6	PLC unit		Nos.	5
7	Refrigerator	Large 14cft	Nos.	2
8	PC		Nos.	5

4.3.2 List of Equipment:

SL No.	Name	Specification	Unit	Quantity
1	Baking trays,	Oven tray size 1	Nos.	20
2	Cake moulds	Pound cake(1lb)	Nos.	20
3	Electric Egg bitter	With bowl(One)	Nos.	20
4	Electric hand bitter	Without bowl(one)	Nos.	10
5	Fry pan	Medium size(one)	Nos.	20
6	Mixer	small 5litre	Nos.	20
7	Piping bags	Polythene/Plastic	Nos.	100
8	Proofing/ fermentation cabinet.	One large	Nos.	1
9	Starter		Nos.	20
10	Temp controller		Nos.	20
11	Timing relay		Nos.	20
12	Turn table	Plastic (One)	Nos.	20
13	Cake decoration nozzle	One Set different design	Nos.	20

4.3.3 List of Tools

Sl. No.	Name	Specification	Unit	Quantity
1	Brush		Nos.	40
2	Cake divider		Nos.	20
3	Cake Knives		Nos.	20
4	Cake slicer		Nos.	20
5	can opener		Nos.	5
6	Cutting board		Nos.	40
7	Dough scrapers		Nos.	20
8	Garbage bin		Nos.	20
9	Knives		Nos.	20
10	Pliers; assorted		Nos.	20
11	Scissors		Nos.	20
12	Scraper		Nos.	20
13	Screwdrivers; assorted		Nos.	20
14	Sieves		Nos.	20
15	Wrenches; assorted		Nos.	20
16	Palate knife		Nos.	20

4.3.4 List of Materials / Consumables

	Materials / Consumables	
Sl. No.	**Items**	**Quantity**
1	Bread improver	Required as per recipe
2	Butter cream,	Required as per recipe
3	Fresh cream	Required as per recipe
4	chocolate	Required as per recipe
5	Cocoa powder	Required as per recipe
6	Corn flour,	Required as per recipe
7	Dairy products	Required as per recipe
8	Dry fruit	Required as per recipe
9	Eggs	Required as per recipe
10	Flavour,	Required as per recipe
11	Flour (white, brown, and whole meal)	Required as per recipe
12	Food grade colour,	Required as per recipe
13	Fruit,	Required as per recipe
14	Gluten free flour	Required as per recipe
15	Herbs	Required as per recipe
16	Jam,	Required as per recipe
17	Milk powder	Required as per recipe
18	Milk,	Required as per recipe
19	Nuts	Required as per recipe
20	Oil	Required as per recipe
21	glazing ingredients	Required as per recipe
22	Pastry cream	Required as per recipe
23	Relays	Required as per recipe
24	Salt	Required as per recipe
25	Seeds	Required as per recipe
26	Sensors	Required as per recipe
27	Shortening	Required as per recipe
28	Spices and oats	Required as per recipe

Sl.	Items	Unit
29	Sugar	Required as per recipe
30	Sugar sprinkle	Required as per recipe
31	Sugar syrup	Required as per recipe
32	Vegetables	Required as per recipe
33	Water	Required as per recipe
34	Wheat grains	Required as per recipe
35	Wires	Required as per recipe
36	Yeast	Required as per recipe
37	Cake ornaments and decorations,	Required as per recipe
38	Fresh,	Required as per recipe
39	Mock or butter cream,	Required as per recipe
40	Fudge and other icing sugar,	Required as per recipe
41	Fondant,	Required as per recipe
42	Glazes,	Required as per recipe
43	Custard,	Required as per recipe
44	Mousses and similar fillings	Required as per recipe
45	Coverings.	Required as per recipe

4.3.5 Measuring Instrument

Sl.	Items	Specification	Unit	Quantity
1	Weighing scale		Nos.	20
2	Measuring scale		Nos.	20
3	Digital measuring scale		Nos.	20
4	PLC based measuring scale		Nos.	02
5	Measuring cup		Set	20
6	Measuring spoon		Set	20
7	Digital thermometer		Nos.	20
8	Hydrometer		Nos.	20
9	Refractometer		Nos.	4
10	Infrared thermometer		Nos.	4
11	Luxmeter		Nos.	4
12	Load shell		Nos.	4
13	Multimeter		Nos.	4
14	Flow meters		Nos.	4
15	Pressure meter		Nos.	4
16	Bread Thermometer		Nos.	20

4.3.6 Utensil

Sl.	Items	Specification	Unit	Quantity
1	Bowls		Nos.	20
2	Mixing bowl		Nos.	20
3	Sauce pan	medium	Nos.	20
4	Spoon		Nos.	20
5	Whisk		Nos.	20

4.3.7 Software and Driver

Appropriate Equipment	1. Personal computers
	2. Internet connectivity
	3. Communication equipment
	4. OTG, USB, Power Supply unit
	5. Software Interface Devices
	6. Memory card.
	7. Card reader

4.3.8 List of Personal Protective Equipment (PPE)

Materials / Consumables			

SL No.	Item	Unit	QTY
1	Apron	Nos.	20
2	Chef Jacket	Nos.	20
3	Hand Gloves	Pair	20
4	Hair net	Nos.	20
5	Hair cap	Nos.	20
6	Face mask	Nos.	300
7	Safety shoe	Pair	20
8	Shoe cover	Pair	20
9	Ear plug	Pair	20
10	Beard net	Nos.	20

4.3.9 List of Furniture

SL	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.	05
11	Working table		No.	01
12	Shelf		No.	03
13	Display Board	240 cm x 120 cm made of particle wood and fabric cover	No.	01

4.3.10 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

4.3.11 Other requirements:

1. Internet connectivity
2. Continuous power supply source
3. Fire extinguisher

4.4   Training Facilities (Training facilities for 20 trainees)

Space Requirement	Size in Sq. Feet.	Quantity
Workshop	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 **Baking, NSQF 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 shall conduct the assessment for this National Skills Certificate in **Baking, NSQF Level – 3;**

5.2 Assessment and Certification Arrangements

5.2.1 To attain the Qualification of **National Skills Certificate in Baking, NSQF 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 Baking, NSQF 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 (NSQF). 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 NSQF 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) 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).

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 (NSQF) Level 1 course is a minimum of 360 learning hours. A higher level NSQF course must have at least 270 hours of additional learning for each higher NSQF level. For example, a Level 2 NSQF course will have (360 + 270 =) 630 hours of learning and a Level 3 NSQF 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 Level 1 course, and 216 hours for each higher NSQF 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*
- o *occupation specific and/or (specialized) job role specific - compulsory*

Course Structure
for

National Skills Certificate in_____

(NSQF 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:	
NSQF 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] 4 hours each for 2 days   [blue] Whole day   [dark red] 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.

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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: _____   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 Certificate
- TQ - Trainer Qualification
- AQ - Assessor Qualification