



# National Technical and Vocational Qualifications Framework

# NTVQF

Course Accreditation Documents  
for  
National Skill Certificate in  
**Cutting Machine Operations**  
(Leather and Leather Goods Sector)  
NTVQF Level - II  
January 2020

National Skills Development Authority  
Prime Minister's Office, Bangladesh

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# Course Accreditation Document

This Course Accreditation Document is prepared to standardize the format for the accreditation / re-accreditation of courses under the National Quality Assurance System (NQAS) and for the registration of the accredited / re-accredited qualifications under the National Technical and Vocational Qualifications Framework (NTVQF).

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 Providers (STP) to accomplish the required documents for registration of the qualification.

## Part A.

### Qualification Standards: National Skill Certificate in Cutting Machine Operations, NTVQF Level - II.

#### 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 Providers.

#### The Qualification Standards aims to:

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

#### II. Contents of the Standard

Section 1: Qualification Title

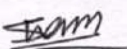
Section 2: Course Structure

Section 3: Purpose of the Qualification

Section 4: Training Standards

4.1 Training Delivery modes

4.2 Trainee's entry requirements



4.3 Required training supplies, materials, tools and equipment

4.4 Training Facilities

4.5 Trainer's Qualification

Section 5: Assessment and Certification Standards

5.1 Assessor's Qualification

5.2 Assessment and Certification Arrangements

## Section 1: Qualification Title

National Skill Certificate in **Cutting Machine Operations, NTVQF Level - II.**

## Section 2: Course Structure

The Course Structure is a prescribe set of units of competency needed to attain a National Skill Certificate in **Cutting Machine Operations, NTVQF Level - II.**

SL	Unit Code and Title		UoC Level	Nominal Duration (Hours)
<b>The Generic Competencies</b>				<b>65</b>
1.	GCU01L1V1	Perform Computations Using Basic Mathematical Concepts	1	20
2.	GCU03L1V1	Operate in a Team Environment	1	30
3.	GCU05L3V1	Carryout Workplace Interaction in English	2	15
<b>The Sector Specific Competencies</b>				<b>50</b>
1.	SSU01I03L1V1	Apply Occupational Health and Safety (OSH) in the Workplace	2	20
2.	SSU02I03L1V1	Work in the Leather, Footwear and Leather Goods Industries	2	30
<b>The Occupation Specific Competencies</b>				<b>245</b>
1.	OSU01I03L2V1	Interpret Cutting Machine Operations	2	35
2.	OSU02I03L2V1	Interpret Quality Standards of Leather and leather product components	2	40

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3.	OSU03I03L2V1	Perform Leather Cutting by Machine	2	90
4.	OSU04I03L2V1	Perform Cutting of Synthetics, Fabrics and Sheet Materials by Machine	2	80
<b>Total Nominal Learning Hours</b>				<b>360</b>

### 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 Skill Certificate in **Cutting Machine Operations, NTVQF Level - II.**
- b. Working and experienced individuals who want to be certified with National Skill Certificate in **Cutting Machine Operations, NTVQF Level - II.**

Candidates who will meet the requirements of this qualification may be employed as an **Operator.**

### Section 4: Training Standards

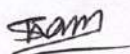
#### 4.1 Training Delivery modes

The competency-based TVET system recognizes various types of delivery modes both on and off-the-job as the learning is driven by the competency standards specified by the industry. Training modalities may be adopted depending on the needs of the qualification National Skill Certificate in **Cutting Machine Operations, NTVQF Level - II.** 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. The **Cutting Machine Operations, Level - II** has a **total of 360 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.

##### 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 Skill Certificate in **Cutting Machine Operations, NTVQF Level - II** are:

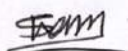
- Class VIII Pass or evidence of equivalent achievement **or**
- Pass in a challenge test on language, literacy and numeracy skills considered necessary for successful completion of the qualification (Model challenge test to be developed based on units of competencies to be achieved) **or**
- 2-year 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 **Cutting Machine Operations, NTVQF Level - II**.

##### List of Machinery / Equipment and Spares

SL	Name	Specification (for guidance only, some may vary depending on the workshop layout)	Unit	Quantity
1.	Computer (latest configuration)		Unit	03
2.	Laptops		Unit	02
3.	Multimedia projector with screen		Unit	01
4.	Digital video camera		Unit	01
5.	Digital camera		Unit	01
6.	Scanner		Unit	01
7.	Printer		Unit	01
8.	Generator		Unit	01
9.	Sewing arm clicking press		Unit	05
10.	Travelling head clicking press (THCP)		Unit	05
11.	Beam cutting machine		Unit	05
12.	Cutting board		Unit	10



13.	Leather Cutting Machine		Unit	05
14.	Horse / trolley		Unit	05

### List of Tools

SL	Name	Specification (for guidance only, some may vary depending on the workstation layout)	Unit	Quantity
1.	Calculator		Set	10
2.	Cutting dies / knives		Set	20
3.	Scissors		Set	20
4.	Thickness gauge		Set	10
5.	Hammer		Set	05
6.	Apron		Piece	20
7.	Hair Protector		Piece	20
8.	Ear Guard		Piece	20
9.	Goggles		Piece	20
10.	Ear muffs / plugs		Piece	20
11.	Gloves		Piece	20
12.	Helmet		Piece	20
13.	Safety Shoes		Piece	20

### List of Materials / Consumables

Materials / Consumables		
SL	Item	Q'TY
1.	Cow hides	As required
2.	Buffalo hides	As required
3.	Goat skins	As required
4.	Sheep skins	As required
5.	Upper materials	As required
6.	Lining materials	As required
7.	Interlining materials	As required
8.	Reinforcement materials	As required
9.	Threads	As required
10.	Adhesives	As required

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11.	Insole materials	As required
12.	Soling materials	As required
13.	Leather	As required
14.	Synthetics	As required
15.	Fabrics	As required
16.	Reinforcements / interlinings	As required
17.	Sheet	As required
18.	Upper leather	As required
19.	Lining leather	As required
20.	Sole leather	As required
21.	Insole board	As required
22.	Foams	As required
23.	Marker / silver pen	As required
24.	Cutting wax	As required
25.	Markers	As required
26.	PVC coated fabric	As required
27.	PU coated fabric	As required
28.	Nonwoven materials	As required
29.	Drill cloth	As required
30.	Canvas	As required
31.	Polyester	As required
32.	Cotton	As required
33.	Brushed cotton	As required
34.	Satin	As required
35.	Leather board	As required
36.	Shank board	As required
37.	Fiber board	As required
38.	Sole leather	As required
39.	Ethylene Vinyl Acetate (EVA) sheet	As required
40.	Polyvinyl Chloride (PVC) sheet	As required
41.	Thermoplastic Rubber (TPR) sheet	As required
42.	Rubber sheet	As required

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## 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.	05
3	Arm Cushion Chair	As per requirement	Nos.	02
4	Armless Chair	As per requirement	Nos.	02
5	Tabloid Chair	As per requirement	Nos.	20
6	Bookshelf	As per requirement	Nos.	02
7	File Cabinet	As per requirement	Nos.	02
8	Steel Almira	180 cm x 120 cm	Nos.	02
9	White Board	240 cm X 120 cm made of particle board with white Formica covered and side covered by aluminum channel	Nos.	02
10	Lecture Table		Nos.	02
11	Lecture Desk		Nos.	02
12	Tools Rack		Nos.	05
13	Working table		Nos.	05
14	Shelf		Nos.	03
15	Display Board	240 cm x 120 cm made of particle wood and fabric cover	Nos.	02

## List of Learning Materials

Quantity	Description
	<b>Learning Materials</b>
20	CBLM
01	Session Plan
20	Trainee Record Book
20	Competency Skills Log Book
01	Progress Chart

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	REFERENCES
20	Related Books
20	Manuals
20	Charts
20	CD's
20	Pictures
20	Magazines

**Other requirements:**

1. Internet connectivity
2. Software
3. Continuous power supply source
4. Fire extinguisher
5. Fire Blanket

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

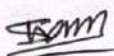
For first Occupation 1,200 sft. and for additional Occupation 1,000 sft. (one office room is required for several occupation)

Space Requirement	Size in Sq. Feet	Quantity
Workshop	600 sft.	01
Classroom	400 sft.	01
Office room	200 sft.	01
Toilet (Male / Female)	--	02

**4.5 Trainers Qualification**

National Skill Certificate in **Cutting Machine Operations, NTVQF Level – II.**

- Must be a holder of NSC in **Cutting Machine Operations, NTVQF Level – II.**
- Must be CBT&A Level - IV certified
- Must be physically and mentally fit



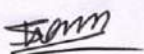
## Section 5: Assessment and Certification Standards

### 5.1 Assessor's Qualification

Certified assessor duly recognized by NSDA shall conduct the National Assessment for this National Skill Certificate in Cutting Machine Operations.

### 5.2 Assessment and Certification Arrangements

- a. To attain the Qualification of **National Skill Certificate in Cutting Machine Operations, NTVQF Level - II** the candidate must demonstrate competence in all the units required. Successful candidates shall be awarded a National Skill Certificate issued by NSDA.
- b. The qualification of **National Skill Certificate in Cutting Machine Operations, NTVQF Level - II**, 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 or training institution 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 Providers (STP) in the development of courses under the National Technical and Vocational Qualifications Framework (NTVQF). 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 Providers, 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.

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## National Technical and Vocational Qualifications Framework

# NTVQF

Course Accreditation Documents  
for  
National Skill Certificate in  
**Cutting Machine Operations**  
(Leather and Leather Goods Sector)  
NTVQF Level - II  
January 2020

National Skills Development Authority  
Prime Minister's Office, Bangladesh

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## Application for NTVQF Course / Program Accreditation

Date:

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Sir,

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

**Course / Program Duration** \_\_\_\_\_ **Hours**

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

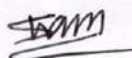
➤ **Administrative Requirements**

- Fire Safety Inspection Certificate

➤ **Curricular Requirements**

- Competency Standards (CS) (indicating the job titles being addressed and the competencies being developed)
- Course and subject description
- List of supplies, tools and equipment per program
- List of instructional materials (books, videotapes, internet access, and other library references)
- List of official and their qualifications
- List of faculty 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)** 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 rules and regulations and the requirements 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)

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## Part 1: General Information

### 1. Name and details of the Skills Training Provider

Name of Training Organization:

Status of Institution (e.g., Private, Public, NGOs, 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),

423-428 Tejgaon Industrial Area, Dhaka-1208

Ph: +880 2 8891091; Fax: +880 2 8891092; Email: [ecnsda@nsda.gov.bd](mailto:ecnsda@nsda.gov.bd)

### 5. Standard Setting Body (ISC)

*State the name and address of the standard setting body responsible for the industry sector (Include Street / Postal, Phone and E-mail address).*

## Part 2: Course Information

### 1. Nomenclature

#### 1.1 Name of the Course:

State the name(s) of the course(s) included in this document. The title of the course must accurately reflect the contents and outcomes of the course including the qualification awarded on successful completion of the course. The name of the course should meet the relevant Standard for Accreditation of courses.

#### 1.2 Nominal Duration of the Course

State the nominal duration of the course in hours. [The nominal duration of the course will indicate the number of hours of Off-the Job training at the STP. In addition to Off-the Job training, the course may contain On-the Job (i.e. workplace based) training. The nominal duration of the course (Off-the Job and On-the Job) should be in accordance with the national guidelines.

- The length of training required for achieving a given level of the qualification could vary from occupation to occupation. For example, welding competencies may take a longer time to develop than machine operations competencies. The duration proposed for each qualification, though nominal, must be based on a clear and sound logic.
- The recommended Off-the job and on-the-job training for the initial level of the course (i.e. NTVQF Level 1) is a minimum of 360 learning hours. A higher level NTVQF course must have at least 270 hours of learning for each higher NTVQF level with prerequisite of previous level of the course. For example, a Level 2 NTVQF course will have  $(360 + 270 =)$  630 hours of learning and a Level 3 NTVQF course will have  $(360 + 270 + 270 =)$  900 learning hours.
- The recommended work experience/On-the Job training is a maximum of 20% of course hours for initial level of the course and 25% for each higher NTVQF level course.
- If the length of the Off-the Job and/or On-the 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.

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### 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)

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 skill 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 \_\_\_\_\_  
(NTVQF Level \_\_\_\_\_)

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

##### 3.1.1 Requirements for Award of the Qualification

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

##### 3.1.2 Exit Qualification

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

##### 3.1.3 Statement of Achievement

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

##### 3.1.4 Reporting, Quality Assurance and Certification

FORM

## **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)**

### **5.3 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.

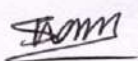
### **5.1 Physical Resources**

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 30 students.
- List of number of tools and equipment required for each classroom, laboratory, and workshop for a class of 30 students.
- Summary of the consumables and materials required for practice (e.g. Food, Chemical, Computer spares and parts) for a class of 30 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 NSDA 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)

Trainers and assessors must have had at least 2 years of relevant industry experience and should keep abreast of the current technology through ongoing exposure to relevant practices in the industry

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: 30 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 trainers and gifted trainees 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.

## 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 Providers (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)

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## Part 3: Details of the Course

### CURRICULUM DESIGN

<b>Course Title:</b>	
<b>NTVQF 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 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	•	•

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# Appendices

(Appendix 1-9)

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## 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)																				

(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:

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## Appendix 2 - List of Equipment

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

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

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

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

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

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

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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

## Appendix 3 - List of Tools

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

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

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

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

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

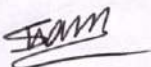
Inspected by: \_\_\_\_\_  
QA/ Expert NSDA

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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



## Appendix 4 - List of Consumables

Course: \_\_\_\_\_

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

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

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

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

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

Date:

Date:

Date:

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

## Appendix 5 - List of Instructional Materials

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.*

*JAOM*

## Appendix 6 - List of Instruction's Physical Facilities

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

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

Name	Description	Quantity	Inspector's Remarks

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

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

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

Date:

Date:

Date:

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

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

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

Name	Description	Quantity	Inspector's Remarks

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

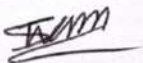
Attested by: \_\_\_\_\_  
(Head of the Institution)

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

Date:

Date:

Date:



## Appendix 8 - List of Officials

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

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

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

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

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

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

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix 9 - Trainers

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

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

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

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

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

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

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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

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*BAM*