



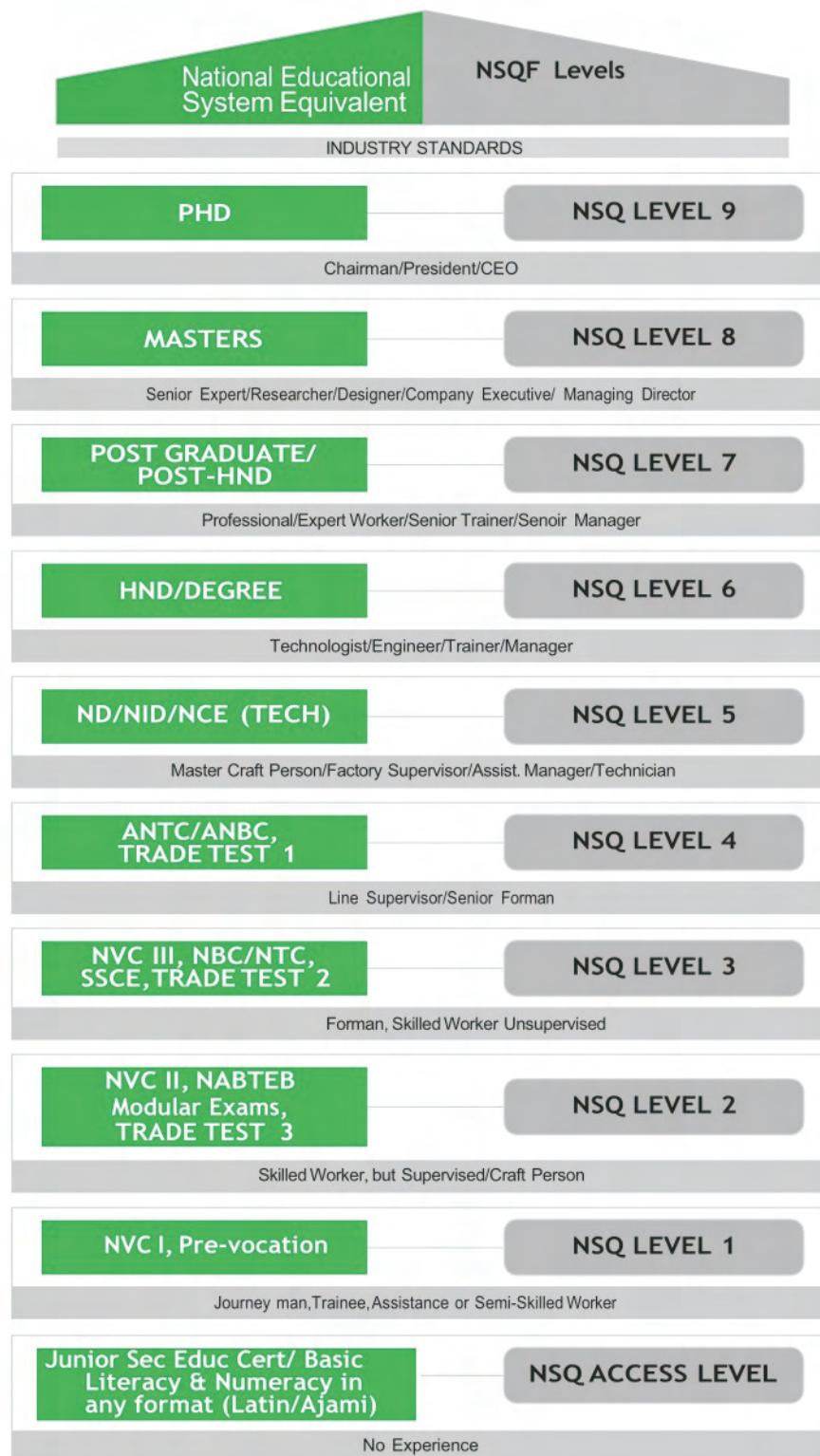
NATIONAL BOARD
FOR TECHNICAL
EDUCATION

Operational **MANUAL**

Nigerian Skills Qualifications Framework (NSQF)

March, 2024

Revised Nigerian Skills Qualification Framework (NSQF)



Operational **MANUAL**

Nigerian Skills Qualifications Framework (NSQF)

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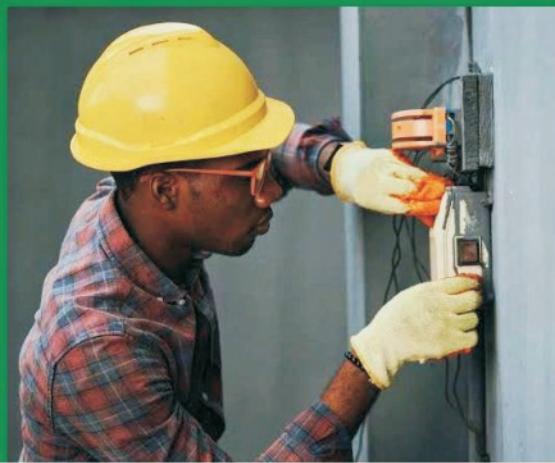


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WHAT IS NSQF?



The Nigerian Skills Qualifications Framework (NSQF) is a system for the development, classification and recognition of skills, knowledge, understanding and competencies acquired by individuals, irrespective of where and how the training or skill was acquired. The system gives a clear statement of what the Learner must know or be able to do; whether the learning took place in a classroom, on-the-job or less formally. The Framework indicates the comparability of different qualifications and how one can progress from one level to another. The NSQF is the structure within which the National Skills Qualifications (NSQs) operate.

The Framework aims at;

- Promoting lifelong learning
- Providing quality assurance and recognition

Promoting Life Long Learning

- Understanding occupational learning routes and qualifications and how they relate to each other
- Providing access to vocational education and training opportunities
- Making progression routes easier and clearer
- Improving career comparability and mobility
- Increasing the scope for Recognition of Prior Learning, RPL

Lifelong learning is necessary to enhance an individual's employability in a rapidly changing world of work. People should have opportunities for training to meet needs arising from technological and economic development and changing career paths. Nigerian Skills Qualifications Framework offers Nigeria an instrument for promoting the development of new qualifications, making delivery more flexible and widening the range of providers.

Providing Quality Assurance and Recognition

- Ensuring that qualifications are relevant to perceived social and economic needs.
- Ensuring that National Occupational Standards (NOS) are defined by agreed learning outcomes and are applied consistently.
- Ensuring that training providers meet certain quality standards.
- Ensuring international recognition for national qualifications.

The framework is used to increase the influence of stakeholders in the development of qualifications so that the system is more responsive to the needs of the labour market. Employers and workers' organisations have an important role to play in developing competency standards for qualifications. Also under quality assurance, there must be:-

Validation of Qualifications/Standards

- Ensuring that the Qualification is designed to meet certain agreed criteria.
- Ensuring that the Standards meet the specific sector requirements.

OBJECTIVES OF NSQF

NSQF is to ensure quality, status and relevance of TVET provisions, as well as:-

- Reduce the complexity and ambiguity of selecting a competent person by industry
- Establish pathways and progression *from informal short courses* provided by various government agencies, NGOs and industry, to *formal TVET programmes*
- Narrow the gaps between what TVET graduates know and can do and the skills and knowledge sets that employers say they need
- Overcome limited progression possibilities and demand for TVET that far exceeds supply

BENEFITS OF NSQF

For Candidates

- Gain an up-to-date Nationally Recognised Qualification, which will prove confidence in their ability to carry out the job role they operate in to that level.
- Advancement within a company or assistance with a career change along with the feeling of personal achievement.
- On completion, the skills learnt and benefits gained by the individual will assist in their job role performance and understanding, which will translate into a more productive and efficient work force bringing numerous other benefits.
- Upgrade, reskill and/or acquire new skills in existing or new areas of work

For Employers

- The employer invests in staff, supporting training and can use this towards their quality standards.
- Provides a transparent platform for staff selection, recruitment and promotion
- NSQs enable businesses to move ahead as staff will be more productive and gain the confidence to take on new roles and responsibilities.
- Staff motivation will be improved, which in turn will minimise staff turnover. In addition, they give employers the opportunity to develop an efficient multi-skilled workforce.

NATIONAL OCCUPATIONAL STANDARDS (NOS)

National Occupational Standards (NOS) are statements of performance or competences an individual must demonstrate when carrying out job functions in the workplace, together with specifications of the underpinning knowledge and understanding.

NOS are National because they can be used in every part of the country where the functions are carried out.

NOS are Occupational because they describe the performance required of an individual when carrying out the job functions in the workplace, i.e. in their occupation (as a plumber, carpenter, production engineer, etc.)

NOS are Standards because they are statements of effective performance which have been agreed by a representative sample of employers and other key stakeholders and approved by the National Board for Technical Education (NBTE).

NOS set out measurable performance outcomes to which an individual is expected to work in a given occupation. Developed by employers/Sector Skills Councils (SSCs), NOS set out the skills, knowledge and understanding required to perform competently in the workplace.

NOS cover the technical requirements, but they also embrace the wider dimensions that employers value in their staff – inter-personal skills, such as teamwork, communication, customer service (Soft Skills) etc., plus the ability to organise their work, make judgments, solve problems and improve work processes.

Knowledge and understanding of facts, principles and methods which ensure that the person who measures up to the standards can be effective in other organisations, related job roles and work contexts and be better placed to deal with the unexpected.

NOS are dynamic in nature, especially the hard skills. Consequently, they are constantly under review to reflect emerging trends.

The NSQF is also based on National Skills Qualification (NSQ).



WHAT IS AN NSQ?



- NSQ is a work related, competence-based qualification with skills assessed at both the training centre and workplace.
- National Skills Qualifications (NSQs) are qualifications that show an understanding of the theory of the work in progress and also the competency of the individuals as evidenced in their specific job role issued by a recognized Awarding Body (AB).
- NSQs reflect the skills and knowledge needed to do the job effectively and reward you for the skills you already have
- NSQs are about practical performance as well as knowledge and understanding
- NSQ standards are sector specific set by the industry themselves
- The standards say what a competent person in a job could be expected to do.

The Standards have two main divisions:

- Performance which is carried out on the job
- Knowledge that people need to carry out the job. In other words, they need to know why they are doing the job, i.e. the theories.

In order that performance and knowledge can be measured against these standards they are split up into separate subject headings known as Units. The Units describe the skills and knowledge needed to do the job effectively. The Units are subdivided into two categories:

- **Mandatory Units;** are the ones that have to be completed and relate to tasks common to all activities.
- **Optional Units;** relate to more specific aspects of a job role and enable the qualification to be tailored to suit the individual furthermore, under this scheme:
 - Employees can be trained and assessed at their normal place of work
 - An NSQ can be completed as a standalone qualification
 - Taking NSQs could be appropriate if you already have skills and want to improve them, or if you are starting from scratch
 - A government initiative to increase the skills of the workforce
 - NSQs are open to all ages.

NSQs are quite different from conventional qualifications such as ND or HND, they are about showing others that people are competent to do the job. They require that people can consistently show to an Assessor that they can do the job competently and answer questions associated with the job.

WHO CAN TAKE NSQs?

NSQs are available to adults and young people alike.

You can take NSQs if:

- you are employed
- you are unemployed or underemployed
- you are studying at college and have a part-time job or access to a work placement
- you can also take an NSQ qualification at levels 1, 2 or 3 as part of an apprenticeship
- you can also do an NSQ if you are at school
- you can take NSQ to upskill or reskill oneself for future jobs
- you are a graduate looking for employable skills

ENTRY REQUIREMENTS

There are no minimum academic entry criteria. However, the following skills and attributes would be helpful:

- Self-motivation to succeed within the industry
- Self-discipline and enthusiasm
- Shows initiative and capacity to develop organisational skills
- The ability to demonstrate that they have the potential to complete the qualifications which are part of the apprenticeship
- A willingness to learn and apply that learning in the workplace
- A willingness to work with due regard to health and safety to self and others
- A willingness to work flexibly and capacity to cope in busy conditions
- A willingness to communicate effectively with a range of people



BENEFITS OF NSQ

To Company

- NSQ assure quality and performance – links national standards to operations of companies
- Helps you aim for quality awards
- Gives greater confidence in management
- Demonstrates compliance with legislation
- Increases productivity and efficiency
- Help retain staff longer – saving on recruitment costs
- Cost effective way to train staff
- Increases profits
- Aid to winning contracts
- Help employer to recruit people with the required competencies
- Provides proof that employee can work to industry standards in a particular job, role or discipline
- It shows customers that an employer has competent workforce who can provide quality product/service
- Can help to structure on-the-job training
- Can help to reduce accidents as NSQs cover health and safety practices on the job

To Individuals

- Installs confidence in their abilities
- Gives a sense of motivation and achievement
- Gives a recognised qualification for existing skills without having to attend College
- Provides evidence of competency in a skill base, which could attract promotion or greater responsibility
- Recognized by employers as measure of skills and abilities (competence).
- Allows him/her to be assessed at work while doing the job.
- NSQ are completed at a pace to suit each individual
- The training is highly flexible, one can choose to do a full NSQ or just Units of it and get certified for the areas covered.
- If she/he changes job, the NSQ can still be used on another job requiring the same competences.

To the Nation

- Improve the economy through well trained workforce
- Help to reduce unemployment
- Helps in providing trained workforce for export
- Provide quality products and services which are competitive in the market

Employees with NSQs are better motivated, more loyal, reliable and adaptable.



AVAILABLE NATIONAL OCCUPATIONAL STANDARDS

S/N	OCCUPATION	NSQ LEVELS	REMARKS
1.	Plumbing	1,2 &3	Validated
2.	Masonry	1,2 &3	Validated
3.	Painting and Decoration	1,2 &3	Validated
4.	Tiling	1,2 &3	Validated
5.	Electrical Installation	1,2 &3	Validated
6.	Welding	1,2 &3	Validated
7.	Carpentry and Joinery	1,2 &3	Validated
8.	Paint Making	1 &2	Validated
9.	Construction Equipment Operation	1 & 2	Validated
10.	Hospitality and Catering	1,2&3	Validated
11.	Travelling and Tourism	1,2&3	Validated
12.	Event Decoration	1&2	Validated
13.	Power System Protection	1&2	Validated
14.	Turbine Maintenance	1&2	Validated
15.	Mechanical Auxiliaries' maintenance	1&2	Validated
16.	System Electrical Operation	1&2	Validated
17.	Electrical Maintenance	1&2	Validated
18.	Power Lines Worker	2,3&4	Validated
19.	Meter Installation	2,3, & 4	Validated
20.	Refrigeration & Air-cond. Repairs/Maintenance	1&2	Validated
21.	Tri-cycle Assembly and Maintenance	1&2	Validated
22.	Motor cycle Repairs and Maintenance	1&2	Validated
23.	Office Technology	1&2	Validated
24.	Furniture Making	1&2	Validated
25.	Automobile Mechanic	1,2&3	Validated
26.	Auto body works	1&2	Validated
27.	Industrial Mechanics	1&2	Not Validated
28.	Industrial Electronics	1&2	Not Validated
29.	Technical Facility Management	1&2	Not Validated
30.	Solar Photovoltaic	1&2	Validated
31.	Articulated Vehicle Driving	3	Validated
32.	Mechanical Turbine	1,2 & 3	Validated
33.	Leather Works	1&2	Validated
34.	Garment Making	1&2	Validated
35.	Rice Milling	1&2	Validated
36.	Crop Production	1&2	Validated
37.	Pasture Cultivation	1&2	Validated
38.	Bee Keeping	1&2	Validated
39.	Agricultural Implements	1&2	Validated
40.	Horticulture Production	1&2	Validated
41.	Feed Production	1&2	Validated

42.	Beef Cattle Production	1&2	Validated
43.	Dairy Cattle Production	1&2	Validated
44.	Feed mill	1&2	Validated
45.	Poultry House Maintenance and Installation	1&2	Validated
46.	Poultry Production	1&2	Validated
47.	Quality Assurance in Poultry	1&2	Validated
48.	Web Application Development	2,3&4	Validated
49.	Telecommunication Technology	2	Validated
50.	Mobile Application Development	2,3&4	Validated
51.	Digital Service Operations	2&3	Validated
52.	Creative Media Production	2,3&4	Validated
53.	Social Media Communication	3&4	Validated
54.	Computer Hardware Maintenance and Repairs	1&2	Validated
55.	GSM Repairs	1&2	Validated
56.	Satellite Installation and Maintenance	1&2	Validated
57.	Photography and Cinematography	1&2	Validated
58.	Cosmetology	1&2	Validated
59.	Poultry Farming	1&2	Validated
60.	Animal Husbandry (poultry, cattle, sheep/goat)	1&2	Validated
61.	Aquaculture	1&2	Validated
62.	Fisheries	1&2	Validated
63.	Commercial Officer	2,3&4	Validated
64.	Office Administration	4	Validated
65.	Quality Assurance Assessor	3	Validated
66.	Internal Quality Assurance Manager	4	Validated
67.	External Quality Assurance Manager	5	Validated
68.	Health and Social Care	1&2	Validated
69.	Play Work Child Care Development	2	Validated
70.	Early Years Child Care and Education	1	Validated
71.	Child Care Development	2,3&4	Validated
72.	Teacher Qualification Training	3,4&5	Validated
73.	Homeland security/Vigilante Services	1,2	Validated
74.	HSE	1,2, &3	Validated
75.	Technical Arabic	3 & 4	Validated
76.	Traditional Medicine Practice	1 & 2	Validated
77.	Geriatric	1,2,3,4 & 5	Validated
78.	Steel formwork	1&2	Not Validated
79.	Scaffolding	1&2	Not Validated
80.	Under water welding	2,3,4	Validated
81.	Aluminium cladding	1&2	Not Validated
82.	Floor covering	1&2	Not Validated

THE NSQ SYSTEM - WHO DOES WHAT

Sector Skills Councils (SSCs): identify, define and update employment-based standards of competence for agreed occupations. These effectively represent the interests of the trade or industry concerned, to which the particular NSQ relates. Sector bodies define what the job entails. For government led Sector Skills Council, the composition should be 70% industry /employers and 30% trade unions, professional associations, academia, etc. The Chair will be from the industry.

Awarding Bodies (ABs): design assessment and quality assurance systems, and gain sector bodies endorsement prior to submission to NBTE for accreditation of the qualification. ABs approve training and assessment centres to offer NSQs, implement and assure quality of the NSQs. Awarding Bodies are basically the top-level training certification organisations (the ones whose names and logos are on the certificates). They don't deliver the training, they design the structures of the qualifications and accredit the certification, which the training organisations and Assessment Centres use and deliver.

ABs engage with client organisations if they are large enough to have their own NSQ training and delivery departments. Awarding bodies also engage with Sector Bodies and training organisations. Training organisations are effectively distributors of the Awarding Bodies' qualifications systems. ABs undertake external verification to ensure that candidates are being assessed fairly and consistently across all Centres.

Regulatory Body: The National Board for Technical Education (NBTE) accredits proposals for qualifications submitted by Awarding Bodies, and monitors these bodies offering NSQs. NBTE effectively manages the whole system on behalf of the Government.

Assessment Centres: asses NSQs according to Awarding Body criteria

Training Providers: deliver NSQ training in partnership with the industry, register candidates, assess and guide candidates towards achieving NSQs.



LIST OF SECTOR SKILLS COUNCIL (SSC) AND AWARDING BODIES (AB) IN NSQ

S/N	ORGANISATIONS	ROLE IN NVQ DELIVERY	REMARK
1.	National Power Training Institute (NAPTIN)	Sector Skills Council for the Power Industry	By Professional Recognition
2.	Council for the Regulation of Engineering in Nigeria (COREN)	Sector Skills Council for Engineering	By Law
3.	Council of Registered Builders of Nigeria (CORBON)	Sector Skills Council for Building	By Law
4.	National Institute for Hospitality and Tourism (NIHOTOUR)	Sector Skills Council for Hospitality and Tourism	By Law
5.	National Automotive Design and Development Council (NADDC)	Sector Skills Council for Automotive Industry	By Law
6.	Skills Care Development Organisation	SSC for Education and Care	By Professional Recognition
7.	Occupational Health and Safety (OSHA-UK)	Sector Skills Council for Occupational Health and Safety	By Professional Recognition
8.	Nigeria Driving School Proprietors of Association	Sector Skills Council Articulated Vehicles	By Professional Recognition
9.	DBI (Proposed for change)	Sector Skills Council for ICT	
10	National Senior Citizen Centre, Abuja	Sector Skills Council Geriatric Social Care	By Law
11	Raw Materials Research and Development Council, Abuja	Sector Skills Council for Traditional Medicine	By Law
12	Education and Training (E & T) Sectorial Working Group of Nigerian Content Consultative Forum (NCCF) (Established by the Nigerian Content Development & Monitoring Board NCDMB)	Oil and Gas	By Professional Recognition

13	Bakas Security Services Ltd	Homeland security	By Professional Recognition
14	Nigerian Driving School Proprietors Association	Transport and logistics	By Professional Recognition
15	Association of fashion designers, leather works and apparel	Garment, Fashion design, leather and apparel	By Professional Recognition
16	AFOS Foundation, Lagos. (Interim)	Agric and agro processing	By Professional Recognition
17	National Institute for Animal Science	Animal Husbandry	By Professional Recognition
18	Nigerian Institute of Welding	Welding and fabrication	By Professional Recognition

List of Awarding Bodies Recognized by NBTE

S/N	ORGANISATIONS	ROLE IN NSQ DELIVERY	REMARK
1.	National Business and Technical Examination Board (NABTEB)	Awarding Body (General)	By Law
2.	Nigerian Institute of Welding (NIW)	Awarding Body for Welding	By Professional Recognition
3.	Nigerian Institute of Building (NIOB)	Awarding body for Building Related	By Professional Recognition
4.	COREN Council for the Regulation of Eng in Nigeria	Awarding Body for Engineering	By Law
5.	Institute of Tourism Professional (ITP), Lagos	Awarding Body for Hospitality	By Professional Recognition
6.	NBTE Centre of Excellence for TVET	Awarding Body for Quality Assurance Managers	By Professional Recognition
7.	Quality Vocational Skills Empowerment (QVSE)	Awarding Organisation for Education and Care	By Professional Recognition
8.	Federal Road Safety Corps (FRSC)	Awarding Body for Articulated Vehicles.	By Law
9	Computer Professional (Registration Council of Nigeria)	Awarding Body for ICT	By Law

10	Institute of Disaster Management and Safety Science	Awarding Body	By Recognition
11	Association of Nigerian Electricity Distributors (ANED)	Awarding Body for Power	By Professional Recognition
12	Nigerian Civil Defense Corps (NCDC)	Awarding Body for Security Sector	By Professional Recognition
13	Institute of Safety Professionals of Nigeria (ISPON)	AB for Occupational Safety and Health	By Professional Recognition
14	Oil and Gas Trainers Association (OGTAN)	AB for Oil and Gas	By Professional Recognition
15	Skills Nigeria Company Ltd, Kaduna	General	By Professional Recognition



PROCESS OF NSQ DELIVERY

Individuals interested in acquiring an NSQ may follow these procedures:

- Candidate identifies a Training Provider (TP)
- Candidates applies for a specific NSQ
- TP provides desk assessment and approves candidate for NSQ or recommends an appropriate qualification
- Employee/Trainee is registered for appropriate NSQ
- Candidate undergoes training in accordance with an agreed assessment plan in both the Training Provider and Work place
- Evidence is gathered and recorded in a portfolio
- Candidate undergoes regular visits in the workplace by a qualified Assessor
- The Assessor will support the candidate through the assessment process by ensuring there are appropriate training opportunities and also make assessment decisions and provide feedback
- Assessment decisions made by the Assessor will be sampled by an Internal Quality Assurance Manager (IQAM) (Internal Verifier) to assure quality
- The IQAM will also advise and support Assessors and candidates as and when required and ensure standardisation of assessment within the organisation
- The IQAM will in turn be monitored by an External Quality Assurance Manager (EQAM) (External Verifier) employed by the Awarding Body to ensure that their requirements are met.
- Awarding Body delivers certification

Roles and Responsibilities of NSQ Training Provider (TP)



- i Provision of clear aims and policies regarding NSQ Assessment, supported by Management of Centre and understood by the Assessment Team
- ii Ensure that roles, responsibilities, authorities and accountabilities of the assessment and verification team are clearly defined, allocated and understood.
- iii Conduct of internal and independent assessment
- iv Maintenance of standards and the consistency of assessment decisions through internal verification
- v Maintenance of the requirement for Assessors and Internal Verifiers to have appropriate qualifications and occupational expertise
- vi Registration of candidates with an AB
- vii Provision of accurate data in respect of claims for certification
- viii Authentication and recording of candidate assessments and period these records should be retained
- ix Ensure the safety and security of candidate work being held for assessment purposes
- x Provision of access to premises, personnel and records for the purposes of external quality assurance
- xi Compliance with regulatory procedures for dealing with and reporting malpractice.

REQUIREMENT TO OPERATE NSQ TRAINING CENTRES

Select technically competent individuals to take on the necessary roles in the NSQ process.

You will need:

- One experienced NSQ Assessor for every twelve (12) NSQ candidates
- One experienced Internal Verifier for every ten (10) Assessors
- A Centre Coordinator to manage the registration of NSQ candidates and to request certificates
- A placement officer who manages relationship with industries
- The required financial resources
- The required structures (lesson rooms, offices, counselling rooms, library, record room, etc).
- ICT facilities
- Agreement with industries for candidates work placement (Industry Bank)
- Registration with an AB

CONDITIONS AND PROCEDURES FOR APPROVING TRAINING PROVIDER

- Must have trained and competent Quality Assurance Assessors (QAAs) in areas/trades of interest in the right ratio to number of trainees. A prospective TP should source for and employ at least 2 Qualified Quality Assurance Assessors or apply to the Board to train at least 2 of their staff as Quality Assurance Assessors. The Board will reply with the amount that needs to be paid, after payment a date will be fixed for the training. The training requires 2 weeks full time in-house training, followed by 8 – 12 weeks on the job supervised Assessor practice. The training will be finalized by an additional full time one-week in-house folder verification process.
- Must have employed qualified Internal Quality Assurance Manager(s), IQAMs or train required number of qualified Quality Assurance Assessor as Internal Quality Assurance Manager(s) in areas/trade of interest in the right ratio to number of existing QAAs.
- Must have a robust industry liaison relationship for on the job/work place assessment
- Must make adequate provisions for storage and retrieval of learners' documentation and evidences generated
- Must have in-place robust processes of ensuring and maintaining internal quality assurance
- Must have in place robust Continuous Professional Development (CPD) programme for maintaining internal quality assurance
- Must have the full compliments of records of Quality Assurance Assessors (QAAs) and Internal Quality Assurance Managers (IQAMs) on both full time and part time basis as well as their level of engagement.
- Must express the willingness to be visited by the AB for verification before granting of approval, and comply with all necessary requirements of at least one AB. The AB must have given approval to the TP for at least one qualification on the NSQF.



ROLES AND RESPONSIBILITIES OF SECTOR SKILLS COUNCIL (SSC)

SSC are an employer-led organisation that actively involves trade unions, professional bodies, industry regulators and other key stakeholders. They:

- are involved in skills and workforce development of all those employed in their sectors
- influence how training is delivered in Nigeria
- reduce skills gaps and shortages
- improve productivity
- increase opportunities for all individual in the workforce
- set up LMIS (Labour Market Information System) to assist planning and delivery of training
- identify the skill development needs and prepare a catalogue of skill types
- develop a sector skill development plan and maintain skill inventory
- develop skill competency standards and qualifications
- help standardize the accreditation process
- participate in accreditation and standardization
- plan and execute training of trainers
- promote excellence in training and service delivery
- establish process of coordinating and incorporating emerging trend in skills development

REQUIREMENT FOR A SECTOR SKILLS COUNCIL

- Adequate and qualified human resources officers
- Information officers
- Statisticians
- Research Officers
- Quality Assurance Managers
- MasterTrainers
- Industrial Liaison Officers
- Robust Data Officers
- ICT Personnel
- Effective leadership and governance Structure
- Required financial resources
- Must have a national spread



CONDITIONS AND PROCEDURES FOR ESTABLISHING SECTOR SKILLS COUNCIL

- Must apply to the NBTE indicating interest to establish a SSC for a particular sector that is not currently represented in the NSQF.
- Must be sector specific representing the interest of a particular sector in the economy
- Must be Private Sector (PS) led
 - Must have a PS Chair
 - Must have about 70% membership from the PS
- Must have full complement of various stakeholders represented in the Council
- Must have a robust process in place to update, review or introduce new trends in the occupation in line with current practice and in compliance with international best practices.
- Must have in place an existing structure which will serve as operational corporate office
- Comply with all necessary requirements of the regulatory body.

ROLES AND RESPONSIBILITIES OF NSQ AWARDING BODY

- Developing qualifications based on National Occupational Standards (NOS) which have been defined by Sector Skills Council and approved by the NBTE, and periodic review of same.
- Developing detailed assessment methodology, instruments of assessment and documentation to be used for assessment.
- Maintaining and monitoring the quality and consistency of assessment of accredited qualifications and Units.
- Ensuring rigorous external verification of assessment decisions
- Ensuring rigorous monitoring by External Verifiers for accredited qualifications
- Advising on the occupational expertise required by trainers, Assessors and Verifiers based on the general principles specified by the SSC or the relevant Regulatory Authorities
- Administer accredited qualifications, including approving and monitoring centres, and issuing certificates
- Provide appropriate advice and guidance on the implementation of qualification for customers.
- Market the accredited qualifications to ensure optimum intake
- Provide an adequate process for continuous professional development (CPD) for every category of staff
- Establish process for implementation and incorporation of emerging trends from the industry



REQUIREMENT FOR AN AWARDING BODY:

- Adequate and qualified human resources (monitoring officers, information officers, Statisticians, qualification officers, industry liaison officers, etc.)
- External Quality Assurance Managers (External Verifiers) in all the Qualifications offered
- Effective governance, leadership and management, which will support the delivery of NSQs
- Robust certification system
- Robust Data base
- Standards and qualifications
- A robust quality framework that ensures quality product is delivered to the candidate
- Approved governance structure.

CONDITIONS AND PROCEDURES FOR APPROVING AWARDING BODY

- Must show evidence of having employed or trained competent External Quality Assurance Manager(s) in sectors of interest in the right number.
- Must have a robust documentation, storage and retrieval system applying the usage of current technology
- Must make adequate provision to establish nation-wide offices for wider spread as the need arises
- Must show in place robust processes of ensuring and maintaining quality assurance
- Must show developed templates to be adopted by training providers in the assessment process
- Must have in place robust Continuous Professional Development (CPD) programme for both staff and training providers for maintaining quality assurance.
- Must have in place an existing structure which will serve as operational corporate office
- Must express willingness to be visited by the regulatory body for verification before granting of approval
- Comply with all necessary requirements of regulatory body.
- The regulatory body must have given express approval to the AB and the areas of trade coverage
- Must adhere to the concept of conflict of interest in running the body

ROLES AND RESPONSIBILITIES OF NSQ REGULATORY BODY - NBTE

- Issuance/withdrawal of License to/from Awarding Bodies
- Approval of NOS
- Approval of NSQ
- Access to Awarding Body information materials
- Monitoring the delivery of NSQs nationwide
- Enforcement of NSQ Code of practice
- Development/Review of NSQ Framework
- Registration of Awarding Bodies
- Recognition/Registration of qualifications on the Framework
- Promotion of public confidence
- Monitoring Awarding Bodies and Qualification to ensure that standards are maintained
- Serving as risk-based regulators
- Production of annual qualifications market report
- Periodically reviewing Assessment Procedures set up by the Awarding Bodies
- Registration of SSCs
- National Standardization procedures

REQUIREMENT OF A REGULATORY BODY:

- Adequate and qualified human resources (external verifiers, monitoring officers, information officers, Statisticians, qualification officers, etc.)
- Robust Data base
- National Occupational Standards (NOS)
- Effective governance, leadership and management, which will support the delivery of NSQs
- A robust quality framework that ensures quality product is delivered to the candidate
- Approved governance structure.

TRAINING OF QUALITYASSURANCE MANAGERS (QAMs)

The NBTE Centre of Excellence is the Awarding Body for QAMs training and development. All individuals/bodies requiring training may write to the Board indicating the number and level of QAM they wish to have trained with their preferred locations and the Board will respond and arrange for the training accordingly



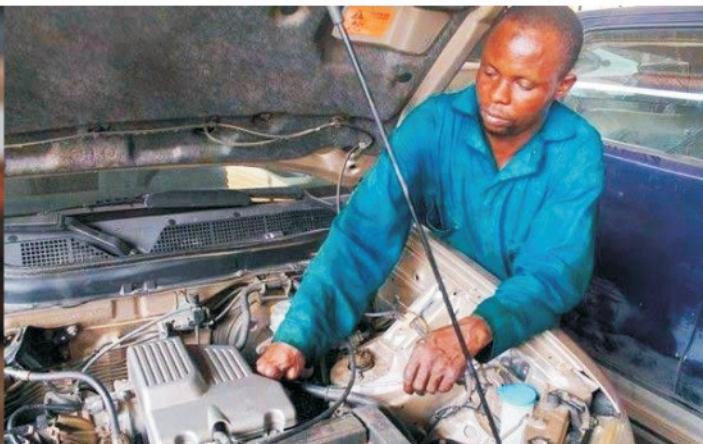
QAMs Training Schedule

S/N	Qualification	In-Class Training	Field Work	Round-up In-Class Training	Expiry
1.	Quality Assurance Assessor (QAA)	2 Weeks	8 – 12 Weeks	1 Week	6 Month
2.	Internal Quality Assurance Manager (IQAM)	2 Weeks	8 – 12 Weeks	1 Week	6 Month
3.	External Quality Assurance Manager (EQAM)	2 Weeks	8 – 12 Weeks	1 Week	6 Month

At the moment QAA Training on-line (Unit 1) is being concluded to allow more access. For further details contact NAPTIN, Abuja or the NBTE centre of Excellence in Kaduna.

NOTE:

- QAM training is competency based and has a minimum Guided Learning Hours that must be achieved.
- Any Candidate that fail to complete the training within the 6 months (expiry period) will have to redo the training.
- QAM required minimum period for Continuous Professional Development (CPD) is 24 hours every year.
- QAM has minimum academic requirement of national diploma (ND) for entry into the training
- QAM must have a valid national certification of candidate occupational competence



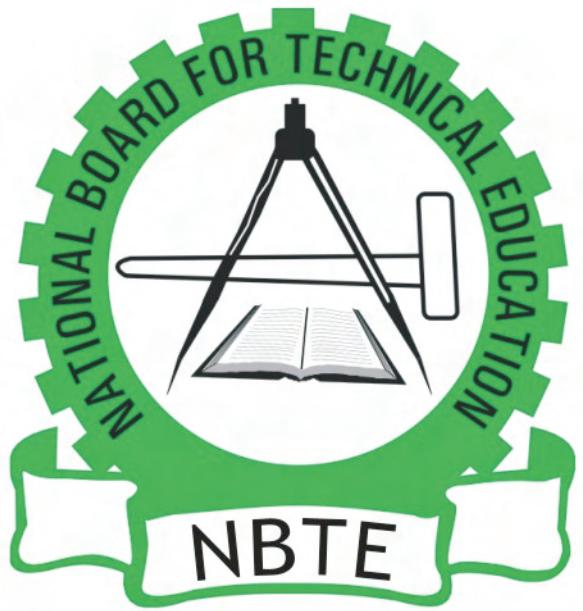
Membership of National Council on Skills

COMPOSITION OF THE NATIONAL COUNCIL ON SKILLS (NCS)

The NCS is the apex body that develops and monitors implementation of Government policy on skills development. The Council meets at least once a year.

Membership of National Council on Skills	
Vice President	Chairman
Minister of Education	1 st Deputy Chairman
Alh. Aliko Dangote	2 nd Deputy Chairman
Minister of Works and Housing	Member
Minister of Labour and Employment	Member
Minister of Finance, Budget and National Planning	Member
Minister of Industry, Trade and Investment	Member
Minister of Youths and Sport	Member
Minister of Women Affairs	Member
Minister of Science and Technology	Member
Minister of Communication and Digital Economy	Member
Chairman of Nigerian Governors Forum	Members
Senior Special Asst to the President on TVEE	Member
Governors of six States one from each Geopolitical Zone:	Members
Chairman, Committee of SSCs	Member
President NACCIMA	Member
President MAN	Member
President NECA	Member
Executive Secretary NUC	Member
President COREN	Member
Representative DFID	Member
Executive Secretary NBTE	Member
Director Technology and Science Education, FME	Secretary





*For further information, please contact:
The Director, VTSD
NBTE
Kaduna, Nigeria.*

NOTES



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