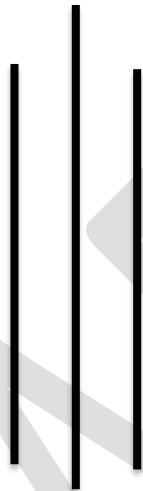


Accredited Skill Assessment Centre (ASAC) Regulation

Process Guide, 2079



Council for Technical Education and Vocational Training (CTEVT)

National Skill Testing Board (NSTB)

Sanothimi, Bhaktapur



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Foreword

Council for Technical Education and Vocational Training (CTEVT) has been coordinating and collaborating with various stakeholders and the government for the development and expansion of technical and vocational training programs for equitable access, quality assurance, curriculum development, accreditation, and skill testing. In this context, the National Skill Testing Board (NSTB) an autonomous body of CTEVT has been working for more than four decades to develop national skill standards and certify the skill of candidates from Level 1 to Level 4 in different occupations. With the objective of systemic reform in technical education and vocational training, the Government of Nepal and the Swiss Government signed a bilateral agreement to establish a National Vocational Qualifications System (NVQS) which is implemented by CTEVT/NSTB in technical support of Nepal Vocational Qualifications System Project (NVQS-P). CTEVT has taken lead to establish National Vocational Qualifications System and for this purpose Council of Ministers has approved National Qualifications Framework (NQF) which also integrates National Vocational Qualifications Framework (NVQF) on 3 May 2020.

Since 2019, NSTB has started accreditation of skill assessment centre which are regarded as Accredited Skill Assessment Centre (ASAC). In the first year of accreditation, NSTB accredited 38 skill assessment centre and 8, 18 centres in the following years 2020, 2021. Altogether, there are 60 accredited skill assessment centres throughout the nation. NSTB is now conducting skill test only through the ASACs and early signs of improvement can be seen in the skill test result. As the ASACs have better skill testing facilities, candidates can test their skill in improved facilities.

This process guide will help NSTB to regulate the ASACs and guide them to monitor the process. As the guideline of accreditation of skill assessment centre clearly states that the accreditation period of ASAC is only for two years, this process guide aims to provide information on how the accreditation renewal process can be done.

Finally, I would like to thank the team of Nepal Vocational Qualifications System Project (NVQS-P) that provides technical support on behalf of Swiss Agency for Development and Cooperation SDC and the team of National Skill Testing Board (NSTB) for their effort in preparing this process guide.

Member Secretary

Council for Technical Education and Vocational Training

Sanothimi, Bhaktapur

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Introduction

National Vocational Qualifications System (NVQS) refers to “developing broad systemic approaches to qualifications” (OECD, 2007) and using them to build the strength of human resources needed for the country. It assists in assessing people’s capability and certifying their learning outcomes in an appropriate level. Nepal Vocational Qualifications System project (NVQS-P) is anchored in National Skill Testing Board (NSTB) to improve their skills testing and certification services, to develop vocational qualifications frameworks (VQFs) for selected trades and occupations. NVQS-P is also working to gradually transform the NSTB into a fully developed National Vocational Qualifications Authority (NVQA) with adequate technical and physical capacities as the apex autonomous national organisation. As end results of the project, it is expected that the formal and informal workers, especially from disadvantaged groups, will benefit from an improved as well as recognized vocational qualifications system. This will further increase their chances to get access to increased employment within and outside the country and to perform at higher productivity levels leading to sustainable employment.

NSTB has been conducting skill test through 60 ASACs which were accredited a few years back. Initially, the validity period of the accreditation has been set for two years. However, the ASACs didn’t get much opportunity for conducting skill test as COVID-19 pandemic had an impact on activities related to skill test. NSTB also extended the validity period of ASAC as it couldn’t really measure the performance of the ASAC in the absence of skill test. NSTB has been planning to conduct monitoring of ASAC and based on that report, it will be decided whether to continue with ASAC or not.

Objectives

This process guide of regulations of accredited skill assessment centre (ASAC) is designed for systematic monitoring of ASAC and recommend the management of NSTB regarding whether to renew the ASAC or not.

Specifically, the process guide is prepared as a tool for NSTB to monitor ASAC and take a decision on the renewal and the major objectives are as follows:

- 1.1 Provide the guide while visiting ASAC.
- 1.2 Guide on the renewal process of ASAC.

Acronyms

CTEVT	Council for Technical Education and Vocational Training
NSTB	National Skills Testing Board
NVQS	National Vocational Qualifications System
NVQA	National Vocational Qualifications Authority
NVQS-P	Nepal Vocational Qualifications System Project
TVET	Technical and Vocational Education and Training
ASAC	Accredited Skill Assessment Centre
AT	Assessment Tool
CoC	Certificate of Competence
NOSS	National Occupational Skills Standard
NCS	National Competency Standard
SSC	Sectors Skills Committee

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Glossary

Recognition of Current Competence (RCC)	The recognition of current capabilities of an individual who has previously successfully completed the requirements for a unit/s of
Formal TVET Training:	It refers to the regular programs that TVET Institutions are offering. It is systematic, organised education model, structured and administered according to a given set of laws and norms, presenting a rather rigid curriculum as regards objectives, content, and methodology.
Non-Formal TVET Training:	In TVET system this is the short-term training program. TVET Programs aimed to impart adult literacy, life skills, work skills, and other lifelong learning.
Assessment	It is the means of determining if a candidate possesses the required competencies of an occupational qualification as stated in the Occupational Standard (OS). It is a process of collecting evidence/s and making judgement on whether competence has been achieved. It does not discriminate whether one acquires the competencies inside or outside the TVET institutions.
Assessment Plan	The overall planning document for the assessment process which comprises a range of information to guide assessors which may include purpose, context, personnel, competency standards/assessment benchmarks, assessment methods and tools, the evidence plan, organisational arrangements as well as physical and material resources and equipment, and other relevant information.
Lifelong Learning	The process of acquiring knowledge or skills throughout life via education, training, work, and general life experience.
Accreditation	In relation to assessment and certification, it is the process of recognizing and/or empowering a person and/or an entity/organisation to perform certain roles or responsibilities on behalf of the NSTB.
Master Assessor	An individual who possesses an expertise on a certain trade, had undergone training and assessment in Assessor Methodology Course Training Program appointed by the NSTB. This is also called an Expert or Specialist in Assessor Methodology Training Program.
Accredited/ Licenced assessors	An individual who meets the required qualifications to be authorized by the NSTB to assess whether a candidate possesses certain competences, or all the competences defined by an occupational qualification level.
Assessment Centre	An establishment officially authorized by the NSTB to manage the assessment of candidates for certification.
Certification	A formal process of recognizing that an individual is qualified in terms of the required knowledge, skills, and proper work attitudes based on the occupational standards set by industry.
Competence	The possession and application of knowledge, skills, and proper attitude to the standard of performance in the workplace.
Certificate of Competence (CoC)	A document issued by NSTB to individuals who were assessed as competent in a single unit or cluster of related units of competence but does not cover all that is required in a qualification.
Competency Standard	A standard that defines the performance criteria on how a unit of competence is to be executed under certain underpinning knowledge and skills and with the presence of a range of variables.

	competence and is now required to be reassessed to ensure that the competence is maintained.
Recognition of Prior Learning (RPL)	The acknowledgment of a person's skills and knowledge acquired through previous training, work, or life experience, to award a TVET qualification upon proof of competence through assessment and without prior attendance of a TVET training program.
Sector Skill Committee (SSC)	It is a steering committee formed by the NSTB/NVQS-P. This committee comprises of representatives from the sectors of the economy such as labour, industries, TVET providers, and subject experts etc. The committee members have high level of experience and technical expertise on the implementation of the TVET Programs and the National Skills Assessment. They will also evaluate and provide guidance to the board based on the submitted output by the TC.

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Purpose

The purpose of accredited skill assessment centre regulation process guide is to help NSTB for smooth conduction of monitoring. In addition, this process guide will help the expert team formed to visit ASAC and recommend for the renewal or non-renewal of ASAC.

Moreover, the main purpose of the process guide is to smooth conduction of monitoring of ASAC and recommend the NSTB on the status of ASAC on the continuation or discontinuation of ASAC.

Scope

The scope of accredited skill assessment centre (ASAC) regulation process guide is to provide guidance to NSTB and the experts who will be mobilized for the monitoring of ASAC and record the status of the ASAC. The following are the specific scope of the guide:

1. The process guide provides the specific instructions to expert team formed by NSTB on the tools to be used during the monitoring of ASAC.
2. The experts will submit their recommendation on renewal/ non-renewal of ASAC in the form of formal report.

Process Input

S.N.	Process Details	Department/Unit	Responsible Person	Document
1.	Schedule visit to ASAC	Marketing and Public Relation Unit	Unit Head	Field Visit Plan
2.	Form a team of experts for visiting ASAC	Test Management Unit	Unit Head	Team Formed
3.	Visit ASAC bi-annually/regular Schedule/during skill test	Marketing and Public Relation Unit	Team Members	Travel Plan
4.	Submit the report to NSTB Director	Monitoring Team Member	Field Visit Team Members	Field Visit Report
5.	Renewal of ASAC by NSTB Board	NSTB	Director	Continuation or discontinuation of ASAC

Process Flow

Accredited Skill Assessment Centre (ASAC) Regulation Process

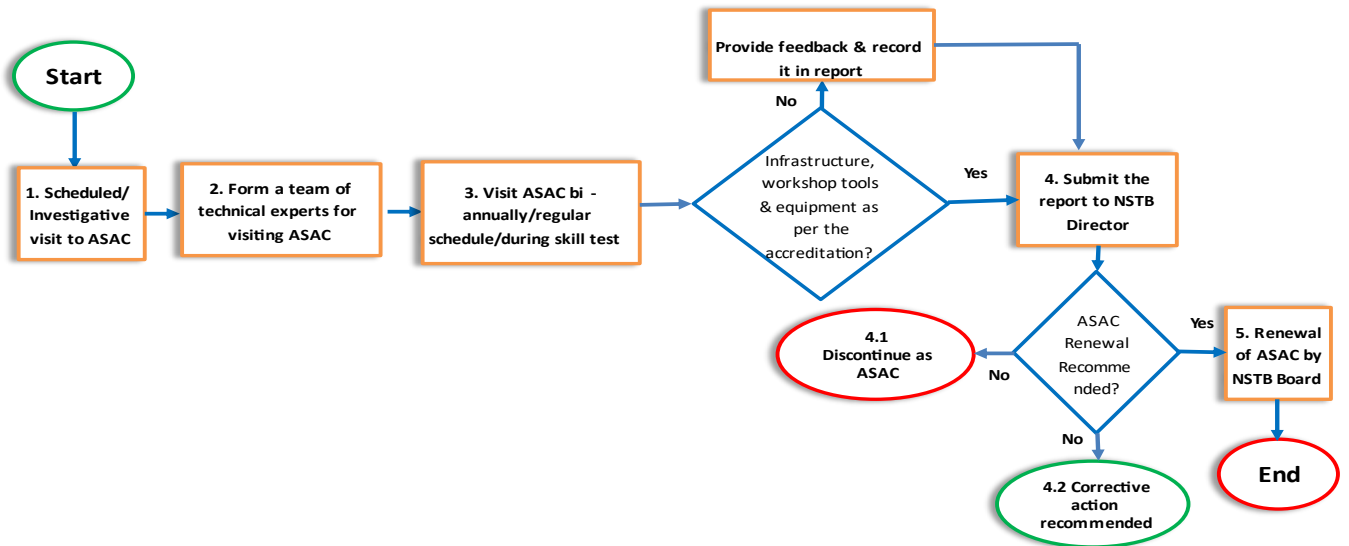


Figure 1 Process flow diagram for accredited skill assessment center regulation process guide

The process guide for the regulation of accredited skill assessment center starts with the planning of field visit of ASAC and ends with the recommendation whether to continue accreditation or discontinue.

Stage 1: Schedule Visit to ASAC

The marketing and public relation unit in coordination with test management unit plans for the monitoring of ASAC. NSTB normally does monitoring when there is skill test is going on; however, this visit will be more focused on accreditation purpose. The marketing unit makes plan based on the sector and occupations covered by the accreditation.

Stage 2: Form a Team of Technical Expert

As per the sector and occupations accredited, Test Management Unit (TMU) will form a team of expert for monitoring of ASAC. TMU will request the Sector Skill Committee (SSC) to nominate their members for the field visit. The monitoring team will consist of NSTB representative, experts, and representative from respective provinces.

Stage 3: Visit ASAC

Once, the field visit team is formed, orientation session is held to the team members. Discussion will be held on monitoring tools, forms and criteria which will be used during the field visit. At least twice a year such monitoring visits are organized. Apart from scheduled visit, NSTB also conducts visit when there is skill test is going on.

While visiting the ASAC, if the infrastructure, workshop, tools, and equipment aren't up to the standard, the monitoring team provides the feedback to the ASAC on the areas that need to be improved and at the same time, records it in the document.

Stage 4: Submit the Report

After the field visit is completed, a formal report is submitted to the Director of NSTB. The report will consist of the detail performance and record of ASAC in the reporting period. There are three possible outcomes: If the monitoring team isn't satisfied with the performance, and the condition of tools and equipment, workshop and the infrastructure is not up to the standard, it will be recommended to the Director to discontinue the ASAC as accredited skill assessment centre. However, if there are things that can be improved swiftly, and the ASAC agrees to do so in a given time frame, the monitoring team recommends taking corrective action, and the ASAC will be given time to work on the recommendation. If the team is satisfied with the performance of ASAC, and it is up to the standard of accreditation, the ASAC will be recommended to continue as ASAC, and the report will be submitted to the Director.

Stage 5: Renewal of ASAC

The monitoring team will recommend a list of ASACs which can be continued as accredited skill assessment centre. The Director of NSTB takes this agenda in NSTB board meeting, and the board makes the final call on the renewal. If renewed, the validity period will be increased for 2 more years. Once, the board makes the decision, the ASACs will be notified regarding their renewal and a formal orientation session will be organized to the newly renewed ASACs.

Output of the Regulation of Skill Assessment Centre Operation Process Guide

This process guide mainly helps NSTB for monitoring of ASAC and to decide on whether to renew the ASAC as accredited centre or not. with ASAC or, and the main output of the process is as follows:

- Monitoring Report of ASAC
- List of ASAC recommended for renewal
- List of ASAC discontinued as Accredited Centre
- List of ASACs to be recommended for corrective measures

Exceptions to Normal Process Flow

The monitoring team formed by the NSTB with the experts nominated from SSC will visit the ASAC; however, during the field visit if the skill test is going on and the ASAC found not to be performing/conducting skill test as per the standard of accreditation, in such case, the team should be allowed to act in the field. As there will be representation from NSTB and CTEVT provincial office, the NSTB Director should be briefed regarding the situation, and in consultation with the Director the monitoring team should be given the authority to assess the situation and take appropriate step.

Process Table

S.N.	Process Details	Department /Unit	Responsible Person	Document	Output	Time
1.	Schedule visit to ASAC	Marketing and Public Relation Unit	Unit Head	Field Visit Plan	Plan Approved by the Director	1 Day
2.	Form a team of experts for visiting ASAC	Test Management Unit	Unit Head	Team Formed	Members approved by NSTB Management	7 Day
3.	Visit ASAC bi-annually/regular Schedule/during skill test	Marketing and Public Relation Unit	Team Members	Travel Plan	Travel Plan, Forms, Monitoring tools Approved by the Director	15 Days
4.	Submit the report to NSTB Director	Monitoring Team Member	Field Visit Team Members	Field Visit Report	Report Endorsed by the Director	7 Days
5.	Renewal of ASAC by NSTB Board	NSTB	Director	Continuation or discontinuation of ASAC	NSTB Board Minute	7 Days

Monitoring of regulation of Accredited Skill Assessment Centre

Monitoring of regulation of accredited skill assessment centre can be done in various modalities:

- Monitoring Annually
- Monitoring Bi-Annually
- Monitoring at the time of skill test
- Monitoring for renewal of ASAC

Monitoring of ASAC in annual and bi-annual basis is needed to maintain the quality of the ASAC. Feedback and suggestion on regular basis from NSTB will not only boost the confidence of ASAC but also give them opportunity to correct the lapses if there is any. At the same time, the monitoring team can also note the best practices that the ASAC is following and share it to the other ASAC. Similarly, NSTB also conducts monitoring while there is a skill test event is going on.

Similarly, when the validity period of ASAC is about to expire, NSTB forms a team of experts along with province representative to monitor the ASACs. This visit is bit different than previous ones as the forms, evaluation sheet and the checklist that will be used in the field need to be approved by the NSTB management. Based on the document, monitoring is conducted, and the team will recommend whether to renew the ASAC or not. There will be different types of monitoring checklists will be used for different modalities of monitoring; however, for the first and second modality, the document basically remains the same.