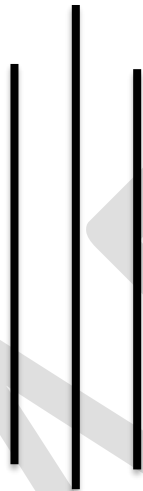


Accredited Skill Assessment Centre (ASAC) Operation

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.

NSTB has been conducting skill test in different occupations, and it has got the experience of more than Four decades in conduction of skill test. NSTB has two approaches for skill test: mobile skill test and centre-based skill test. It is very challenging to maintain the quality of skill test in mobile skill test system and NSTB is very concerned when it comes to the matter of maintaining the quality of skill test. To address this issue, NSTB has accredited 60 skill assessment centres throughout the nation, and from now onwards, skill test will only be conducted only in accredited skill assessment centre wherever, whenever its possible. Gradually, the mobile skill test system will be replaced by centre-based skill test centre, and the accredited centre will be used for that purpose.

This process guide will be helpful for accredited skill assessment centre as it will guide the centres through the skill assessment process. It will also make the role and responsibilities of NSTB and accredited centre clear. As this is the process guide, it will also work as quality assurance tool.

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.

Skill testing is one of the mandates of NSTB, and it will remain the same even though it will be transformed into NVQA. Transformation of NSTB into NVQA will not only limit the role of NSTB in testing and certifying of skill, but it will also award the vocational qualification. At the same time, skill testing and certification will also remain as one of the core functions. In this regard, NSTB will use its accredited skill assessment centre to conduct the skill test. It is believed that skill test through the accredited centre will be a great help to maintain the quality of skill test.

Objectives

This process guide of accredited skill assessment centre (ASAC) is designed for smooth operation of ASAC. It will help ASAC to be clear on their roles and responsibilities while conducting the skill test.

Specifically, the process guide is prepared as a tool for ASAC to conduct the skill test smoothly and some other major objectives are as follows:

- 1.1 Guides to pre-skill test, during skill test and post skill test activities.
- 1.2 Guides to coordinate ASAC with NSTB

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
CoC	Certificate of Competence
NOSS	National Occupational Skills Standard
NCS	National Competency Standard
RCC	Recognition of Current Competency
RPL	Recognition of Prior Learning
SSC	Sectors Skills Committee
TSC	Technical Sub Committee
TC	Technical Committee
TE	Technical Experts

Glossary

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.
Assessment Centre	An establishment officially authorized by the NSTB to manage the assessment of candidates for certification.
Assessment Tool (AT)	An instrument to be used by assessors in the process of collecting evidence that will support his/her judgment of whether the candidate has the competence/s required by the qualification level.
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.
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 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.
Qualification	A defined set or group of units of competence identified by the industry which meets workplace requirements.
Qualification Levels	Details the scope and composition of qualifications and degree of responsibility a qualified person can assume in the workplace.
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 operation process guide is to help NSTB staff & ASAC staff for smooth conduction of skill test. In addition, making ASAC familiar with the process of skill test (Pre-Skill Test, During Skill-Test and Post-Skill Test) is also the purpose of development of this process guide.

Furthermore, the process guide will help for having smooth coordination between ASAC and NSTB as the steps mentioned in the process guide clear defines the roles and responsibilities of both the parties.

Moreover, the main purpose of the process guide is to smooth conduction of skill test and maintain the quality of the skill test.

Scope

The scope of accredited skill assessment centre (ASAC) operation process guide is to provide guidance to ASAC for smooth operation of skill test and have better coordination with NSTB for successful completion of skill test. The following are the specific scope of the guide:

1. The process guide provides the specific instructions to ASAC on allocating human resource for collecting, uploading, and communicating with NSTB regarding the handling of application form of applicants.
2. The process guide provides information about orientation and preparation of venue for skill test by ASAC
3. The assessment package development process guide also guides ASAC in post assessment procedure such as reporting and certification.

Process Input

S.N.	Process Details	Department /Unit	Responsible Person	Document
1.	Orientation of Potential ASAC	Marketing and Public Relation Unit – NSTB	Unit Head -NSTB	Orientation Report
2.	Establish a Skill Assessment Desk	Administration Department -ASAC	ASAC Head	Appointment Letter as ASAC Focal Person
3.	Apply for Skill Assessment	Admin and Public Relation Unit - ASAC	Focal Person for NSTB	Application File Number
4.	Orient Candidate on Skill Assessment	Skill Assessment Department - ASAC	Skill Test Focal Person	Orientation Report
5.	Manage Venue for Skill Test	Skill Test Unit	Focal Person	Material List for Skill Test
6.	Issue the Admit Card	Public Relation Unit	Focal Person	Admit Card Printed
7.	Conduct the Skill Assessment	Skill Assessment Department	Centre Head	POA letter and other document to conduct the skill test

8.	Submit Skill Assessment Report to NSTB	Skill Assessment Department	Centre Head	Skill Test Report
9.	Receive Certificate from NSTB	Marketing Unit	Focal Person for NSTB	Certificate Received from NSTB
10.	Distribute Certificate to Candidates	Marketing Unit	Focal Person for NSTB	Receipt of Certificate

Process Flow

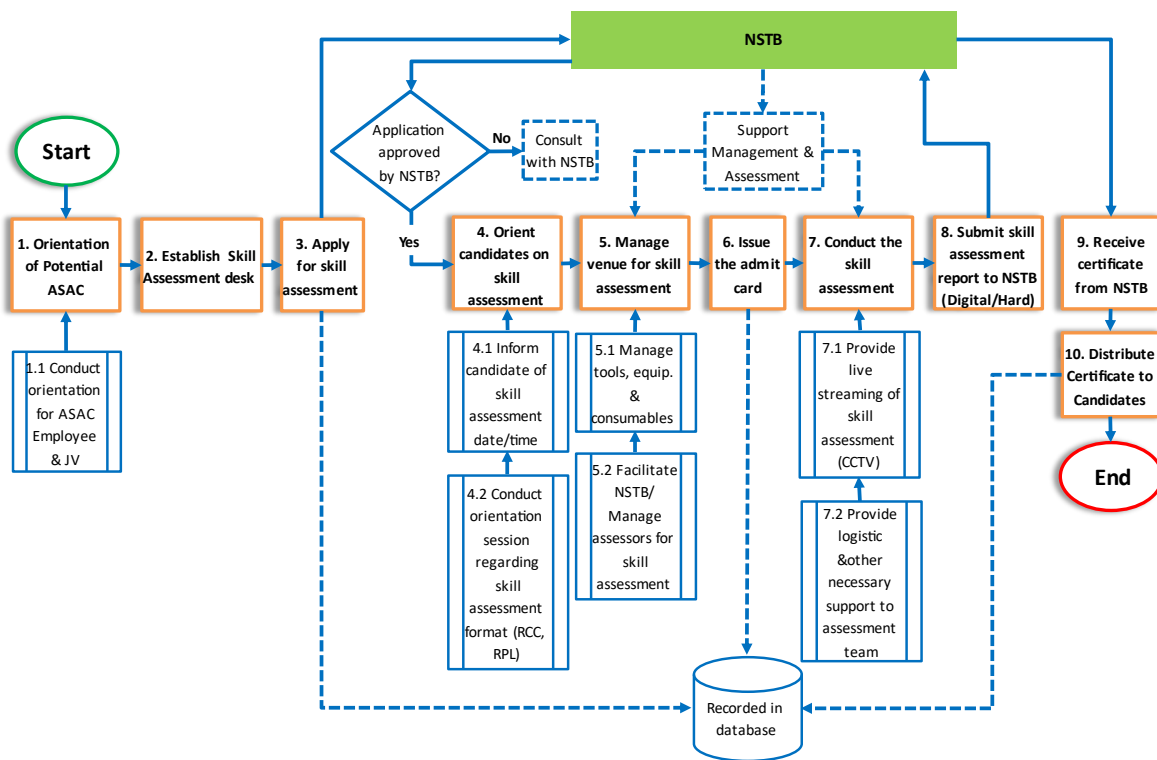


Figure 1 Process flow diagram for accredited skill assessment center operation process guide

The process guide for the operation of accreditation of skill assessment center starts with the orientation of ASAC and ends with the distribution of certificate to the candidate.

Stage 1: Orientation of ASAC

At the start of every fiscal year, NSTB will conduct the orientation to ASAC. The orientation session will cover skill test plan, rules & regulations, target for the year and review of last fiscal year. Joint venture organizations (JV) of the lead ASAC will also participate in the orientation session; however, it is the duty of the lead ASAC to make JV aware of any update by NSTB. ASAC will also conduct the similar kind of orientation to its staff and the staff of JV organization (If there is any). The whole idea behind conducting orientation is to be familiar with the latest update regarding the skill test.

Stage 2: Establish Skill Assessment Desk

ASAC will establish a skill assessment desk in their centre. Such desk will work as NSTB skill test information desk. ASAC will delegate a focal person to make official contact with NSTB who will also work as a focal person for skill test related issues.

Stage 3: Apply for the Skill Test

In this stage, all the forms filled by participants will be uploaded in the NSTB database system. As per the skill test calendar, NSTB calls for the application of skill test and the ASAC will also help to disseminate the information. Such uploaded forms are checked by NSTB, and comment will be sent to the participant if there is any. If the form is approved, the ASAC can proceed further; however, if it is not approved, ASAC will consult with NSTB verification team and upload the necessary documents.

Stage 4: Orient Candidates on Skill Assessment

Once the application form is accepted by NSTB, the candidates who wish to appear for the skill test will be oriented on skill test procedure by the ASAC. The orientation session will mainly cover two things.

4.1 Orientation on date and time: The first part of the orientation session will cover the general rules regarding the skill test of NSTB and the date and time on which the skill test is going to be conducted.

4.2. Orientation on skill assessment approach: There are mainly two types of skill assessment. The applicants who come from training are advised to apply for Recognition of Current Competency (RCC) approach whereas applicants who claim the competency that they earn from experiential learning are advised to apply via Recognition of Prior Learning (RPL) approach. In RCC approach, the candidates have to sit for full competency whereas in RPL approach, candidates can sit for skill test on unit of competency or multiple units or full competency. In other words, RPL approach leads to unit of competency whereas the outcome of skill assessment through RCC approach is full competency. Furthermore, the candidates will also be oriented on format of National Occupational Skill Standard (NOSS) which will help the candidates in the skill test.

Stage 5: Manage Venue for Skill Assessment

After conducting the orientation session, ASAC will make necessary arrangement for smooth conduction of skill test. Preparation will mainly be done in two parts:

5.1. Manage tools, equipment, and consumables: ASAC will make sure that all the tools and equipment are functioning well and up to date prior to the skill test. One day prior to the skill test date, ASAC will be given the list of consumable materials to be used in the skill test and ASAC will make sure that consumable material is sufficient to conduct the skill test.

5.2. Facilitate NSTB/ Manage assessor for skill test: ASAC will make sure that assessors are available on the occupations for which the skill test is going to be conducted. If there are no assessors available in the roster, ASAC will coordinate with NSTB, and the availability of assessors is confirmed. In addition to the management of assessors, timely availability skill test related document such as assessment package, admit card is also confirmed by the ASAC.

Stage 6: Issue the admit card

The admit card of the candidates will be issued on the same day of the skill test or one day prior to the skill test. ASAC will be given the access to the database of NSTB for printing the admit card of the student. Record will be kept in both ends i.e., in NSTB database and in the database of ASAC on the distribution/issuance of the admit card.

Stage 7: Conduction of Skill Assessment

Skill assessment will be conducted on the date which has been fixed by the Test Management Unit (TMU) of NSTB. In this stage, ASAC is mainly responsible for following these two things:

7.1. Providing video surveillance of skill test: For maintaining the quality of the skill test, ASAC has to make sure that the skill test is fully monitored through closed circuit television (CCTV) and ASAC needs to provide the access of live streaming of skill test to the NSTB management.

7.2. Provide logistic support to assessment team: ASAC will work very closely with the assessment team to make skill test event successful. Apart from human resource management, physical facility, and management of consumable and non-consumable materials, ASAC will coordinate with NSTB skill test team to maintain the quality of the skill test.

Stage 8: Submit the Skill Test Report to NSTB

After completing the skill test, ASAC is required to submit the report of the skill test to NSTB in the form of formal report. All the report should be in digital form and must be submitted electronically.

Stage 9: Receive Certificate From NSTB

After the result of skill test is published by NSTB, skill test certificate is delivered to the ASAC. The record of delivery will be kept in both NSTB and ASAC database.

Stage 10: Distribution of Skill Test Certificate

This is the last stage in the process of operation of accreditation of skill assessment centre, and the process ends with the distribution of skill test certificate to the candidates. The record of distribution will be kept in the database of ASAC and shared it to NSTB. The uncollected/undelivered certificate will be returned to NSTB.

Output of the Accreditation of Skill Assessment Centre Operation Process Guide

Coordination between NSTB, ASAC, Assessor and Manager during the skill assessment will help for successful completion of skill assessment. This process guide mainly helps ASAC for smooth operation of skill assessment, and the main output of the process is as follows:

- Orientation Report
- Admit Card
- Skill Test Report
- Skill Test Certificate

Exceptions to Normal Process Flow

NSTB has already started the practice of online form application process for skill test, and ideally, it's the responsibility of the applicant to fill out the form by themselves; however, due to some practical difficulties, they are not able to fill out the form. In such situation, training institute collects the applications and uploads in the NSTB database which results many errors. Albeit individual is encouraged to apply for the skill assessment, the institution or the ASAC will also have to be given authority to collect/apply the form for smooth operation of the process.

Process Table

S.N.	Process Details	Department /Unit	Responsible Person	Document	Output	Time
1.	Orientation of Potential ASAC	Marketing and Public Relation Unit – NSTB	Unit Head - NSTB	Orientation Report	Report submitted to NSTB	1 Day
2.	Establish a Skill Assessment Desk	Administration Department - ASAC	ASAC Head	Appointment Letter as ASAC Focal Person	Letter to NSTB allocating the focal person	1 Day
3.	Apply for Skill Assessment	Admin and Public Relation Unit - ASAC	Focal Person for NSTB	Application File Number	Application Receipt	7 Days
4.	Orient Candidate on Skill Assessment	Skill Assessment Department - ASAC	Skill Test Focal Person	Orientation Report	Feedback form filled by candidate	1 Day
5.	Manage Venue for Skill Test	Skill Test Unit	Focal Person	Material List for Skill Test	Approval to start the skill test	1 Day
6.	Issue the Admit Card	Public Relation Unit	Focal Person	Admit Card Printed	Admit card distributed to candidate	1 Day
7.	Conduct the Skill Assessment	Skill Assessment Department	Centre Head	POA letter and other document to conduct the skill test	Attendance sheet of the candidate	1 Day
8.	Submit Skill Assessment Report to NSTB	Skill Assessment Department	Centre Head	Skill Test Report	Report submitted to NSTB	7 Days
9.	Receive Certificate from NSTB	Marketing Unit	Focal Person for NSTB	Certificate Received from NSTB	List of Certificate	30 Days
10.	Distribute Certificate to Candidates	Marketing Unit	Focal Person for NSTB	Receipt of Certificate	Database report of distribution of certificate	7 Days

Monitoring of Operation of Accredited Skill Assessment Centre

The accreditation period of skill assessment centre is initially for two years. Meantime, NSTB conducts bi-annual and annual monitoring of the ASAC. If there are any discrepancies regarding physical infrastructure, workshop and tools and equipment at the time of accreditation and monitoring period, the monitoring team may recommend for cancellation of accreditation. On the other hand, if ASAC has performed well and upgraded its physical facilities in additional occupations, the team may recommend for accreditation on addition occupations to the Director of NSTB.

The monitoring team has been using the following monitoring checklist while monitoring the of ASAC:

Name of Organization:			
Head of the Organization:			Office Tel.: Mobile No.: Email:
Name of Focal Person: Position:			Mobile No.: Email:
Province No:	Municipality/ Rural Municipality:		Ward No.
District:		Location:	

S.N.	Accredited Occupations (For Lead)	Level	Accredited Occupations (For JV) – If Any	Level
1				
2				
3				
4				
5				
6				
7				
8				
9				

S.N.	Physical facilities (Please indicate No. of Classroom & Workshop in respective rows instead of tick marks)		Remarks of Monitor regarding the present condition of Lab/Workshop/Classroom/Tools & Equipment/Safety in accredited occupation
1.	Classroom proposed for theory exam		
	Workshop proposed for practical exam		
2.	Tools & Equipment		
	Adequate number of tools & equipment for each occupation proposed as per NOSS		
	If rented/borrowed (Ask for evidence)		
3.	Health and Safety Equipment		
	Only First Aid Box & any two of them (Fire Extinguisher, Water Hose, Fire Blanket, Sand Stock, Emergency Assembly Area, Emergency Exit) available, sanitizer, masks etc. for COVID Health Protocol		
4.	Skill Test Conducted in the Past Two Years		
	500 or More candidate's skill tested		
	300 to 499 skill tested		
	Less than 300 Skill tested		
5.	CTEVT Renewal of the organization (Note the renewal date)		

General Impression/Additional Comments:

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Observation Team:

No.	Name	Designation	Signature
1			
2			
3			
4			

Date of Monitoring:

Note:

- Skill testing center commits to follow the COVID-19 health protocol as instructed by the Government of Nepal during skill testing period. Skill testing center will get and provide the approval letter from the local government to conduct the skill test.
- Regarding Barber, Beautician and care giver candidate should have COVID vaccinated document.

Skill Testing Center Head/ Representative (during visit):

No.	Name	Designation	Signature
1			

