



**THE NIGERIAN INSTITUTE OF BUILDING
ARTISANS AND CRAFTSMEN QUALIFICATIONS AWARDBOARD (A&CQAB)**

**APPLICATION FORM FOR TRAINING PROVIDER UNDER THE NIGERIAN SKILLS
QUALIFICATIONS (NSQs) FOR CONSTRUCTION SECTOR**

Date received

Centre No

Please use this form to request approval as training/assessment centre for NSQs

Complete all sections in **BLOCK CAPITALS** and give your details as you want them to appear in NIOB records.

Read the following conditions which apply to this approval request, before you complete this form:

- You will be required to pay an inspection fee which will be invoiced to your Account.
- Payment for an inspection visit fee is required per venue/satellite centre.
- Your Centre and Qualification (s) Approval will lapse if there is no activity within one year of approval being granted.
- Failure to provide accurate information may result in withdrawal of any Approval granted earlier.

SECTION A – CENTRE DETAILS

For completion by the **NSQ Certified Centre Manager**, who will be contacted regarding any queries with respect to this Application.

CENTRE NAME	
YEAR OF INCORPORATION AND CAC NO	<i>Please, attach photocopies of CAC certificate</i>
PERMANENT CENTRE ADDRESS	
LOCATION ADDRESS OF TRAINING CENTRE (if not same as above)	
CONTACT PHONE NO	
E-MAIL	
WEBSITE (IF APPLICABLE)	
NAME OF CENTRE HEAD	
EMAIL ADDRESS AND PHONE NUMBER OF CENTRE HEAD	
ADDITIONAL INFORMATION ON CENTRE OWNERSHIP	

SECTION B – YOUR ORGANISATION

1 TYPE OF CENTRE

Industry Based (Construction Company/Site)	<input type="checkbox"/>
Independent (Master Artisan/Tradesman)	<input type="checkbox"/>
NGO/Ad Hoc Training Centers	<input type="checkbox"/>
Innovative Enterprise Institute	<input type="checkbox"/>
Vocational Enterprise Institute	<input type="checkbox"/>
Mono-technic	<input type="checkbox"/>
Polytechnic/ University/ Colleges	<input type="checkbox"/>

2 SATELLITE LOCATIONS

Satellite Centres where Training is provided other than your Main Campus/Centre (attach sheets if they are more than two)
Name and address
Name and address

3 OTHER APPROVALS

Please indicate if you are currently an approved centre of another Awarding Body <input checked="" type="checkbox"/>			
ITP <input type="checkbox"/>	NADDC <input type="checkbox"/>	NABTEB <input type="checkbox"/>	City & Guilds <input type="checkbox"/>
Others (please specify)			

4 OTHER NSQ APPROVALS

If your Centre is currently Approved as a centre for NSQ by another Awarding Body, please give details below:				
AWARDING BODY	QUALIFICATION TITLE AND LEVEL	DATE APPROVED	APPROVAL STATUS	
			FULL	PENDING

SECTION C – TRADE(S) OFFERED

SERIAL NO.	QUALIFICATION TITLE AND LEVEL	FT/PT (1)	COURSE DURATION (HRS)		AVERAGE NUMBER OF CANDIDATES PER ANNUM	PROPOSED START DATE
			IN HOURS	IN MONTHS		

- 1. Mode; Full time (FT)/Part time(PT)
 - I – Average Number of Trainees per Batch.....
 - II – Average Number of Trainees per Annum.....

Please submit a copy of your Centres’ Training Modules/Timetables for Trade (s) above

SECTION D – ORGANISATIONAL STAFFING

I. MANAGEMENT STAFF

DESIGNATION	NAME	QUALIFICATION	REMARKS
Center Manager			
Assessor			
Assessor			
Internal Verifier			
Industry/Workplace liaison officer			
Resource /Data officer			
Others (Specify)			

ii. Training Staff (Instructors, Master Trainers, Trainers, Demonstrators etc)

Name	Sex	Qualifications	Years of Practical Experience	Trade Specialisation

I do hereby certify that the particulars given above are true and correct.(kindly attach copies of CV and any other relevant supporting documents).

Signature of the Applicant and Official Stamp:

Name:

Date:

SECTION D – PHYSICAL FACILITIES

TYPE OF UNIT	QUANTITY / NUMBER	TOTAL FLOOR AREA (Sqm.)
Classrooms/Training rooms		
Workshops(Specify)		
Practical Training Space for each Trade		
Technical Laboratories (Optional)		
Data/Records Room		
Auditorium (Optional)		
Library and Study Rooms		
Water and Power Supply (Public/Private)		
Management Offices		
Staff Rooms		
Toilets		
First Aid/ Fire Fighting Facility		
Hostel (Optional)		
Tools and Equipment for relevant Trades (attach in list of Inventory)		
Others		

SECTION E – SUPPORTING DOCUMENTS

The Following Documents are hereby attached to support my Application

S/NO	TITLE	DESCRIPTION
Name of Applicant -		
Position -		
Signature -		
Name of Centre		
Date		

Declaration to be signed by the NSQ Certified Centre Manager

I confirm that I am the named point of Accountability for the Quality Assurance, Management and Compliance with Regulatory Requirements and related Instructions/Criteria issued by NIOB for the Qualifications for which we are requesting Approval.

I confirm that this Organisation:

1. Has the necessary level of financial, technical and staffing resources and systems necessary to support the delivery of NSQs for the Construction sector.
2. Will use buildings/facilities for assessment purposes that provide access for all candidates in accordance with the relevant Regulations/legislation
3. Will use staff and/or associates who have the necessary competence in the subject matter of the qualifications, assessment procedures and languages used for assessment
4. Will ensure that candidates have provided valid proof of identity and are eligible to study in Nigeria
5. Has the systems in place to ensure consistency of:
 - a. The standards and the security of assessments and assessment records
 - b. The tracking of learner progress and transmission of assessment outcomes
 - c. The recording of accumulation and transfer of credits and exemptions
6. Has policies and practice that support equality of opportunity
7. Will provide NIOB and/or the regulatory authorities with access to premises, people and records
8. Will co-operate with NIOB monitoring activities
9. Will support candidates in the event of centre closure
10. Will adhere to NIOB Instructions for conducting assessments and verifications.
11. Has systems, where appropriate, for candidates appealing against internal assessment decisions
12. Has quality assurance and management processes that apply across all satellite locations
13. Will adhere to NIOB Terms and Conditions and Copyright
14. Has arrangements in place to:
 - a. Obtain on behalf of its learners, a unique learner number (ULN) and a learner record
 - b. Use the record of the learner's previous achievements in the learner record to ensure that opportunities for credit transfer and exemption are maximised, where learner consent is given
15. Where a partnership arrangement exists *the respective roles and responsibilities are documented and made available to NIOB.*

I confirm that all information supplied by or on behalf of the Applicant to NIOB in connection with this application is true, complete and accurate and that I am authorised to make this application to be registered as training and assessment centre with NIOB.

I have read and agree to NIOBs' and/or NBTE's NSQ Code of Practice, guidelines, role, and responsibilities.

I understand and accept that NIOB retains to itself the interpretation of the conditions of the centre's registration as an assessment centre in any dispute and reserves the right to withdraw approval in the event of failure to comply with these conditions.

Signature of NSQ Centre
Mnager

*Affix Official Stamp or Seal.

Name in BLOCK CAPITALS

Job title
Date

APPENDIX A

NIOB CRITERIA FOR CENTRE APPROVAL (1A)

Complete this Appendix if you are applying for Approval to offer verifiable Qualifications for the first time with NIOB as Awarding Body.

Criteria	Please indicate (☐) when supporting evidence will be Provided	
	Included with this form	At evaluation visit
Resource Review		
There are sufficient competent and qualified assessors and internal quality assurance personnel.		
Staff development is provided for assessors and internal quality assurance personnel in line with identified needs.		
Resources are made available in line with identified needs required for qualification achievement.		
Equipment and accommodation used for the purposes of assessment comply with the requirements of relevant health and safety acts.		
Learner Support Review		
Information, advice and guidance about the qualification and assessment, including the appeals procedure, are provided to learners.		
Learner's development needs are matched against the requirements of the qualification and assessment planning is regularly reviewed.		
Access to assessment is encouraged through the use of a range of valid assessment methods and particular assessment requirements of learners are identified and met where possible.		
Unit certification is made available to learners.		
Assessment Review		
Internal quality assurance procedures are documented and meet NIOB requirements.		
Assessment decisions are adequately sampled to ensure the required standards are met.		
Records of internal quality assurance activities meet NIOB requirements and ensure valid, reliable and consistent assessment.		
The internal quality assurance process is reviewed against NIOB requirements for internal quality assurance and improvements are implemented accordingly.		
Assessment is conducted by appropriately qualified and occupationally expert assessors.		
Internal quality assurance is conducted by appropriately qualified and experienced staff.		
Actions identified during external verification visits are disseminated to appropriate staff and addressed accordingly.		

**APPENDIX A – NIOB A&CQAB CRITERIA FOR CENTRE APPROVAL –
1A continued**

Criteria	Please indicate (☐) when supporting evidence will be provided	
	Included with this form	At evaluation visit
Internal Quality Assurance Review		
The centre’s policies in relation to NIOB A&CQAB’s verified qualifications are supported by senior management and understood by the assessor and internal quality assurance personnel team.		
The centre’s policies, including access and fair assessment policy and practice, are complied with.		
The roles and responsibilities of the assessors and internal quality assurance personnel across all assessment sites are defined and understood.		
There is effective communication within the assessor and internal quality assurance personnel team and with NIOB		
NIOB A&CB is notified of any changes that may affect the centre’s ability to meet NIOB requirements.		
Assessors and internal quality assurance personnel have sufficient time, resources and authority to perform their roles and responsibilities effectively.		
Learner information and details of achievements are complete and accurate, and retained and transmitted in line with NIOB A&CQAB’s requirements.		
Queries about the qualification specification, assessment guidance or related NIOB A&CQAB material are resolved.		
Information and recording systems enable learners’ achievements to be monitored and reviewed in relation to diversity and equality.		
Requests from NIOB A&CQAB are complied with for access to premises, people and records for the purpose of monitoring activities.		
Centre’s achievements, and learner, employer and other feedback are used to evaluate the quality and effectiveness of qualification provision.		

Please return the completed form and any attachments to:
The Project Manager
Artisans and Craftsmen Qualifications Awarding Board,
APDC Capital Estate, Abuja.

Once your application is reviewed you will be notified on the status of your application and, if the centre approval is considered, a resource inspection visit will either be arranged or otherwise, next actions communicated.