

DIRECTORATE OF INDUSTRIAL TRAINING (DIT)
MINISTRY OF EDUCATION AND SPORTS
P.O Box 20050, Kampala, Uganda
TEL: 0414259412/0414251256

Document No: DIT/QS-OP-001

Effective Date: Jan/2021

Document Title: Qualification standard Development procedure

Issue No: 01

Rev. No: 0

1. Scope

This procedure covers the development of Qualification standards; including occupation profile, training modules and Assessments Instruments. Furthermore, this procedure provides guidelines for compiling and distributing Occupational standards, training modules and assessment instruments in form of assessment and training packages (ATPs)

2. Purpose

The purpose of this procedure is to define the process of developing and distributing qualification standards in form of Assessment and Training packages for occupations covered by UVQF.

3. Terms and Definitions

- ATP: Assessment and Training packages
- A& C: Assessment and certification department of DIT
- BTVET: Business, Technical, Vocational Education and Training
- “The Act”: The BTVET Act, 2008
- QS: Qualification Standards department of DIT

4. Responsibility

The department head for Qualification Standards department is responsible for implementing this procedure

5. Process Description

5.1. Initiation stage

This is the first step of developing ATPs.

At this stage, the department of Qualification standards collects data concerning the need for a particular occupation standard through any of the following means;

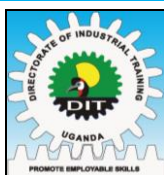
- Benchmarking with other stakeholders
- Information from customers
- Information from the general public through Labour market scan
- Information from NGOs and other organisations
- Information from key industrial players

Upon receiving the information, the QS departments initiates and files the ATP development request form **DIT/QS/F001**

5.2. Application Review

The department of Qualification standards reviews the request forms on an annual basis to establish the demand for the standards from various stake holders. Through the review meetings, the standards requests are aligned in order of priority, and the cost requirements

| | | | |
|------------|--------------|---------------|---------------|
| Written by | Reviewed by | Approved by | Approval date |
| QMS Leader | Director, QS | Director, DIT | Jan.2021 |



DIRECTORATE OF INDUSTRIAL TRAINING (DIT)
MINISTRY OF EDUCATION AND SPORTS
P.O Box 20050, Kampala, Uganda
TEL: 0414259412/0414251256

Document No: DIT/QS-OP-001

Effective Date: Jan/2021

Document Title: Qualification standard Development procedure

Issue No: 01

Rev. No: 0

for the development process. The result of the department review is a list of approved requests to be developed into standards.

5.3. Recruitment of Practitioners

Based on the occupations approved by the department review, Field practitioners are recruited through any of the following:

- Referrals from other occupants
- Head hunting by the QS staff
- Referrals from the private sector

The result of this phase is a list of field practitioners with experience and expertise on the occupation under consideration

5.4. First Stakeholders' Workshop

At this stage, the head of QS calls for a workshop to be attended by various stake holders including, but not limited to, practitioners, Employers, traders, regulators, civil society, and other party. The purpose of this first stakeholders' workshop is to develop a detailed definition of occupation under consideration. This workshop shall provide a definition of the occupation by giving it a name, levels of expertise, and the Job Organisation chart for the occupation.

5.5. Occupation profiling

Having defined the occupation, the profile of the occupation is developed by a quorum of twelve field practitioners. The profile developed entails the duties and tasks for that particular occupation. The quorum also develops a draft of Training modules relevant for that particular occupation.

5.6. Training of trainers

The practitioners recruited during the third phase of the process are trained on how to train occupants in relation to the developed profile.

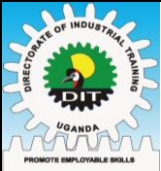
5.7. Assessment standard development

Assessment standards for the occupation are developed by QS department, basing on the occupation profile developed.

5.8. Second stakeholders' Workshop

Having developed the key components of the ATP, the stakeholders is called for the second workshop with a purpose of critiquing the developed material and provide adjustments where necessary. The second meeting should have half of the previous attendance replaced to minimise bias and human error.

| | | | |
|------------|--------------|---------------|---------------|
| Written by | Reviewed by | Approved by | Approval date |
| QMS Leader | Director, QS | Director, DIT | Jan.2021 |



DIRECTORATE OF INDUSTRIAL TRAINING (DIT)
MINISTRY OF EDUCATION AND SPORTS
P.O Box 20050, Kampala, Uganda
TEL: 0414259412/0414251256

Document No: DIT/QS-OP-001

Effective Date: Jan/2021

Document Title: Qualification standard Development procedure

Issue No: 01

Rev. No: 0

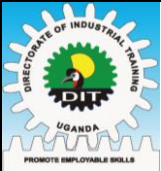
5.9. ATP Approval

Upon review, the ATP is awarded a reference number and forwarded to the sector committee for approval. The ATP is recorded in ATP register ***DIT/QS/R001*** and made available to the public.

6. The Distribution and use of ATPs

Information missing

| | | | |
|------------|--------------|---------------|---------------|
| Written by | Reviewed by | Approved by | Approval date |
| QMS Leader | Director, QS | Director, DIT | Jan.2021 |



DIRECTORATE OF INDUSTRIAL TRAINING (DIT)
MINISTRY OF EDUCATION AND SPORTS
P.O Box 20050, Kampala, Uganda
TEL: 0414259412/0414251256

Document No: DIT/QS-OP-001

Effective Date: Jan/2021

Document Title: Qualification standard Development procedure

Issue No: 01

Rev. No: 0

7. Reference Documents

| Ref. | Document Title | Location |
|-------------|-----------------------|----------|
| DIT/QS/F001 | Standard request form | QS |
| DIT/QS/R001 | ATP register | QS |
| DIT/ID/001 | DIT Profile | PRO |
| | | |

8. Revision Details

| Date | Section/ Paragraph | Details of the Change |
|------|--------------------|-----------------------|
| | | |
| | | |
| | | |
| | | |

| | | | |
|------------|--------------|---------------|---------------|
| Written by | Reviewed by | Approved by | Approval date |
| QMS Leader | Director, QS | Director, DIT | Jan.2021 |