

DIRECTORATE OF INDUSTRIAL TRAINING (DIT)
MINISTRY OF EDUCATION AND SPORTS
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Document No: DIT/AC/OP/001

Effective Date: Jan/2021
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Document Title: Assessment and Certification procedure

Issue No: 01

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1. Scope

This procedure describes the assessment and certification of BTJET candidates

2. Purpose

To describe the processes involved in the assessment and certification of BTJET candidates. This covers the accreditation of assessment centres, accrediting assessors, developing assessment instruments, and assessing candidates in CBA format

3. Terms and Definitions

- ATP: Assessment and Training packages
- A& C: Assessment and certification department of DIT
- BTJET: Business, Technical, Vocational Education and Training
- "The Act": The BTJET Act, 2008
- QS: Qualification Standards department of DIT
- CBA: Competence based Assessment

4. Responsibility

The department head for Assessment and certification department is responsible for implementing this procedure.

5. Reference documents

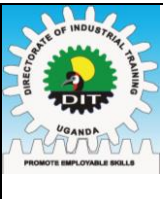
- BTJET Act 2008
- UVQF framework
- Quality assurance procedures Manual DIT/OP/001
- Policy on Fees structure DIT/POL/001

6. Mandate for Assessment and certification

With reference to the BTJET Act 2008 and in relation with the BTJET strategic plan 2012/2022 and the DIT strategic plan, the Assessment and Certification Department (A&C) has the mandate to execute the following:

- Conducting inspection and accrediting registered training institutions/enterprises as UVQF assessment centres in the country;
- Development, expansion and improvement of the purposeful application of Uganda Vocational Qualifications defined by the UVQF descriptors
- Accrediting registered instructors/technical teachers and renowned skilled practitioners in the world of work as UVQF assessors and test item developers.
- Conducting assessment in alignment with the defined occupational competences prescribed in the Assessment and Training Package (ATP) and awarding the Uganda Vocational Qualifications up to UVQF Level 5

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- Promoting entrepreneurial values and skills in competence based education and training as an integral part of the UVQF

7. Accreditation of Assessment centres

7.1. Pre-requisites for Assessment centres

Before a centre is accredited by DIT; the following parameters are a requisite for a centre to qualify for inspection and subsequent accreditation as an assessment centre.

- a) The institution must be registered with BTVET department or UGAPRIVI as a licensed BTVET training provider.
- b) For the enterprise, it must be registered with the registrar of companies and has a valid operational license.

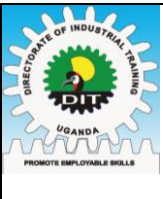
The registration certificate in both cases above is a basis for qualifying an applicant centre to be inspected for accreditation as an assessment centre.

- c) The institution/enterprise should be in possession of a fulfilling environment for assessment of candidates. Besides the general infrastructure, the centre should have adequately equipped production shops to support assessment exercise in the relevant occupation. And these comprises of desirable machinery, equipment, tools and materials (as per ATP specifications and number of candidates); either available at centre or proof that the centre can access them through collaborative partnership with industrial establishment and networking with centres within its proximity.
- d) The accredited centre is obliged to have capacity of qualified human resource to implement the assessment guidelines.

7.2. Accreditation process

- a) Interested centres and companies apply for accreditation directly to DIT using the online application form or the hard copy form, **DIT/AC/F001**, available at the DIT reception. The filled form is submitted to the department of Assessment and certification together with evidence of payment of the application fees as per the fees policy.
- b) The assessment and certification department validates the form for completeness; and schedules the assessment of the centre seeking inspection. This is captured by the schedule form **DIT/AC/F002**. Details of the inspection are shared with the centre to be inspected for preparation.
- c) The inspection team visits the assessment centre as the per inspection schedule **DIT/AC/F002**. Centre inspection is carried out as per the Inspection Instrument developed and maintained by the A&C department.
- d) The information captured by the inspection instrument is reviewed by the A& C department; which then recommends the centre to the Assessment and certifications committee of the ITC.

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- e) Upon confirmation for suitability, the committee then forwards the centre details to the main ITC for approval.
- f) Upon approval by the ,main ITC, the A&C department representative informs the centre on the status of their accreditation application; and if successful, the centre is tasked to make payments of the mandated accreditation fees as stated in the fees policy, **DIT/POL/001**
- g) The director, A&C finally invites the successful centre to conclude an accreditation contract (including reporting obligations and ethical values) which is followed by issuing the UVQF assessment registration certificate indicating centre number and specified duration in any of the following formats;
 - UVQF/0001 (for full occupational assessments leading to the award of national certificates and diplomas.
 - MAC/0001 (for the partial qualification award in the form of either a modular transcript or a Worker's PAS).
- h) Upon award of the accreditation certificate, the accredited centres register **DIT/AC/R001** is updated and maintained as a Data bank maintained by the A&C department.

7.3. Renewal of accreditation certificate

- a) Certification/accreditation of assessment centres shall last for a period as confirmed by the council and as stipulated in the quality assurance procedures manual.
- b) Upon expiry, the centre head shall fill the application form **DIT/AC/F001**, indicating it's for permit extension and as well attach a copy of the previous certificate.
- c) The procedure is continued as stated in subsection 7.2, above; specifically the procedure described in paragraphs *b to h*.
- d) The inspections for re-certification/ accreditation extension shall be un-communicated, but within a period of six months from the date of applying for re-certification
- e) Upon successful accreditation, the accredited centre register **DIT/AC/R001** is updated
- f) Centres that fail to apply for re-certification must notify the Directorate in writing within twelve (12) Months from the month of expiry.
- g) Failure to apply for re-certification, without a written notice shall lead to exclusion from the accredited centre register **DIT/AC/R001**.

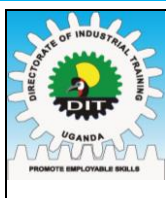
8. Certification of assessors

8.1. Pre-requisites for Assessors

Prior to the accreditation of the assessors, the following pre-requisites must be validated

- a) The instructor/Supervisor/Entrepreneur should be in possession of formal vocational/technical qualification in the occupational area of assessor accreditation.
- b) The qualification preferably should be at least one level higher than the level of the candidate with proven industrial experience of not less than 3 years in active occupation practice.

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- c) The individual should have participated successfully in assessor training offered by DIT and should be conversant with communication skills.

8.2. Procedure for recruiting assessors

Assessors are recruited through any of the following means:

- Cross referencing the database of individuals that participated in the development of ATPs, under the department of Qualifications Standards
- Executing a call for referrals from heads of training institutions for that particular occupation
- Executing a call for direct applicants seeking to become assessors

Selected assessors are required to fill the application form **DIT/AC/F004**.

8.3. Assessor Training and certification

- Prior to certification, the A&C department reviews the applicants seeking certification, and successful assessors are called for a scheduled training workshop.
- Successful trainees are billed for certificate fees as stipulated by the Fees policy **DIT/POL/001**.
- Certified assessors are then awarded the assessor certificate valid for a period defined by the ITC
- The successful assessors are awarded certificates denoting the UVQF levels for which they are certified to invigilate/assess.
- The certified assessor is required to enter into signature of an “ethical agreement” as a commitment to integrity requirements of undertaking the assignment and availability for deployment whenever the need arises.
- The register of certified assessors register **DIT/AC/R002** is updated and maintained as a data bank controlled by the A&C department system

9. Assessment and certification of CBA Candidates

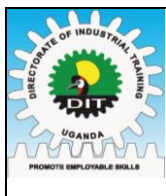
Assessment is defined as the gathering of evidence and judging to decide whether an individual has obtained the ability to perform a task to the stipulated assessment standards

9.1. Pre-requisites for Assessment of candidates

For candidates to be assessed by DIT, through CBA as mandated by the BTVET act, the candidates must realise the following criteria

- Candidates must have attained the training in that particular occupation in accordance with the pertinent ATP developed by the QS department
- Candidates must be attached to an accredited assessment centre, with a reference number as per the Accredited Assessment Centre register **DIT/AC/R001**

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- c) Candidates must have proof of payment of assessment fees as stipulated in the DIT fees policy **DIT/POL/001**

9.2. Procedure for development of Test instruments

- a) Test instruments are developed by assessors specialised in particular occupations as per the certified assessor register **DIT/AC/R002**
- b) The A&C department selects the assessors to participate in the instrument development
- c) The selected assessors are trained to position them as test item developers
- d) The first draft of Test item instruments are developed by the team of developers, under the guidance of the A&C department
- e) Another team of developers is called upon to moderate the draft test instrument and suggest improvements
- f) The sector committee compiles the developed assessment instrument which is submitted to the department head A&C for approval and archiving into the A&C Data bank. The test item register **DIT/AC/R003** is updated, as a Data bank maintained by A&C department.

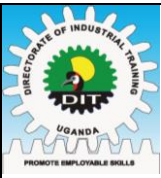
9.3. Registration procedure for Assessment

- a) Candidates fill the application form **DIT/AC/F005** or **DIT/AC/F006** based on the UVQF descriptor of the training attained. The application forms can be accessed online; but also, hard copies are available at the A&C department office of DIT
- b) Duly filled application form is submitted either physically to A&C department, or through the online submission via the DIT website. Application forms to be submitted must be attached with evidence of payment of the set assessment fees as per the DIT fees policy
- c) The forms submitted are reviews for completeness, including verifying the evidence of fees payment. The candidates or the assessment centre is informed on the status on the application to affirm whether the form has been accepted or rejected. For rejected forms, the centre or candidate is advised on the required corrections.
- d) Upon approval for completeness, a temporary assessment date is set based on the annual assessment plan and on the centre date of convenience indicated in the application form. The centre and the candidate is then alerted to prepare for the assessment.

9.4. Procedure for competence based assessment

- a) Upon confirming the date of assessment, the A&C department invites a select of prior certified assessor, verifiers, and regional coordinators for a scheduled briefing and, if deemed necessary, a refresher workshop in preparation for the assessment.
- b) The applicable assessment instrument for that particular occupation is retrieved from the data bank in preparation for the assessment
- c) Test instruments are then distributed to the regional coordination centres at least two days to the assessment
- d) Assessors, verifiers and regional coordinators are deployed in preparation to the assessment. The centre representative is reminded about the date of assessment.

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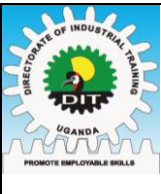
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- e) The regional coordinator distribute the assessment instruments to the assessment centres to be received by the centre representative, the assessor, and a representative from the candidates under assessment.
 - f) The assessor executes the assessment and compiles the assessor report **DIT/AC/F007**
 - g) The centre representative provides feedback on the entire assessment process through the assessment centre report **DIT/AC/F008**
 - h) The centres are checked by verifiers as a quality assurance protocol. Verifiers are required to accomplish and submit the verification report form **DIT/AC/F009**
 - i) The result scripts together with the assessor report and assessment centre report is transported to the regional coordination centres, and finally to DIT for marking and compiling results
- 9.5. Certification of CBA candidates
- a) Upon a successful assessment result scripts are submitted to the A&C department for marking and compiling results.
 - b) Marking of scripts is done by assessors referenced in the assessor register.
 - c) Results are computed and compiled ready for launch.
 - d) After the launch, results are availed to the centre heads for the different assessment centres.
 - e) Transcripts and certificates are prepares and signed ready to be issued.

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i) Records

Ref.	Document Title	Responsibility
DIT/AC/F001	Centre application form	Assessment Centre head
DIT/AC/F002	Centre Inspection Schedule	A&C Department
DIT/AC/F003	Centre Inspection Report	Lead Inspector
DIT/AC/F004	Assessor Application Form	Assessors
DIT/AC/F005	Modular assessment application	Assessment centre head
DIT/AC/F006	Occupational assessment application	Assessment centre head
DIT/AC/F007	Assessor report	Assessor
DIT/AC/F008	Assessment centre report	Assessment centre heads
DIT/AC/F009	Verifier Report form	Verifiers
DIT/AC/R001	Accredited centres register	A&C Department
DIT/AC/R002	Assessor Register	A&C Department
DIT/AC/R003	Test Item Register	A&C Department

j) Revision Details

Date	Section/ Paragraph	Details of the Change

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