



**NATIONAL BOARD FOR TECHNICAL EDUCATION,
KADUNA**

**STANDARDS AND CRITERIA FOR APPROVAL OF
PROGRAMMES IN VOCATIONAL ENTERPRISE
INSTITUTIONS (VEIs) & INNOVATION
ENTERPRISE INSTITUTIONS (IEIs)
PROGRAMMES**

2007

1.0 INTRODUCTION

Vocational Enterprise Institutions (VEIs) and Innovation Enterprise Institutions (IEIs) are institutions recently approved by the Federal Government to provide an alternative route to higher education, as part of the on-going reform of the Technical and Vocational Education sector. They are private institutions which will offer competency based-skills in vocational, technical or professional education and training at post-basic and post-secondary levels to equip the youth as well as working adults with vocational skills and knowledge to meet the increasing demand for skilled manpower in the various sectors of the nation's economy.

Nigeria's ability to realize the 2020 vision of becoming one of the twenty largest economies in the world by the year 2020 is hugely dependent on the capacity to transform its youthful population into highly skilled and competent citizens capable of fully addressing the needs of the growing economy and competing favourably in the global arena. A large part of the responsibility for preparing such citizens rests on higher education institutions, but which are constrained by several challenges including:

- lack of capacity to accommodate increasing number of applicants;
- low participation of the private sector in skills training and development; and
- mismatch between the training provided and needs of employers;

These challenges pose serious threats to the attainment of the 2020 vision. To address these and many other challenges Government has approved establishment of the private sector-led Vocational Enterprise Institutions (VEIs) and Innovation Enterprise Institutions (IEIs) with the major aim of widening access to Technical and Vocational Education and Training (TVET) to serve the needs of the industry and self-empowerment of the nation's citizens. This initiative, it is hoped, will bring on board training providers with relevant labour market expertise, resources and diversity of perspectives to skills development. Collaboration between Government and private sector is a powerful way to ensure that the Federal Ministry of Education (FME) and its agencies remain responsive to the national and global economic challenges of the 21st Century

Target Groups

The VEIs and IEIs are expected to provide credible alternative forms of education that will cater for the needs of:

- School leavers who wish to acquire demonstrable practical skills to secure employment or generate employment
- Persons seeking for career paths that do not need university degrees
- Persons who have not studied for some time and desire to do so
- Persons without time for full time study but want to enhance their skills
- Persons wishing to go into self-employment
- University graduates seeking employable skills and
- Adults seeking opportunities to re-skill themselves

Objectives and Scope

The VEIs and IEIs are designed to widen access to vocational education and offer credible alternative to higher education, through the provision of relevant industry-specific employable skills. Citizens are expected to find within this sub-sector an avenue for acquiring competence-based skills that are driven by demands from the industry and employers. They are designed to be principally private sector operated and readily responsive to the demands of the economy.

As presently conceived, the institutions have focus on technical knowledge and skills that are relevant but not restricted to the following specific industries:

- Information & Communication Technology (ICT)
- Oil & Gas Technology
- Agriculture
- Welding & Fabrication
- Fashion & Clothing Technology

- Hospitality & Tourism
- Film & TV production
- Creative Arts
- Construction & Engineering
- Paralegal Studies
- Telecommunications
- Manufacturing
- Professional Development
- Banking & Finance

The VEIs and IEIs are envisaged to fulfil the following specific objectives:

- i. Increase access to education at Post-Basic levels for all ages thus addressing the 'JAMB bottleneck' by increasing options and absorbing more youth into Higher Education (HE), who may have otherwise been unable to secure admissions.
- ii. Be principally private sector driven, and readily responsive to labour market demands.
- iii. Provide the necessary link between education, science, technology, innovation and the labour market.
- iv. Use 21st Century technology to deliver up-to-date curricula and skills relevant to the needs of employers in the labour market.
- v. Seek to develop learners' capacity to think creatively, critically and transform knowledge and skills into wealth and a broader economic base.
- vi. Train and ensure that students understand how their expertise fits into a framework for improving the society and fulfilling national goals.

- vii. Economically empower the individual and community through poverty alleviation programmes by increasing employability.
- viii. Set new standards in design and delivery of competency and skills based Education and Training.
- ix. Contribute technology, capital, industry expertise in TVET – through participation in curriculum development, training, networks, qualified staff and access to production equipment and know how.
- x. Provide job opportunities through established linkages to industries and recruitment agencies

2.0 PROGRAMMES AND QUALIFICATIONS

The Vocational Enterprise Institutions (VEIs) will admit candidates with a minimum of basic education certificate (i.e. post Junior Secondary School) and cover multidisciplinary areas that will prepare learners for jobs in most industries, including, but not limited to those listed under ***Objectives and Scope*** above.

The Innovation Enterprise Institutions (IEIs) on the other hand will admit students with a minimum of 5 credits at senior secondary certificate (SSSC, NTC, NBC) and are expected to train them to think creatively, critically and transform knowledge into wealth and broader economic base. They may proceed after this to the polytechnics or universities for higher education.

It is envisaged that the VEIs and IEIs will be linked to a large number of business enterprises and industries for internship and recruitment. They are expected to be included in the JAMB brochure with effect from 2007/2008 Session.

The VEIs will run three year modular programmes, where each year of study could be terminal and shall have a cogent and flexible structure and content that would equip the trainee with a practicable working skill and the possibility to exit at that level. The qualifications obtainable at these levels will be called **The National Vocational Certificate (NVC)** Part 1, Part 2 and Final for each set of modules. The certificates

obtained at Part I, Part II and Final may be used directly for employment. The NVC Final may also proceed after this to the next level which is the Innovation Enterprise Institutions.

The IEIs, on the other hand, will run diploma programmes full time (2 years) or part-time (3 years). The curricula will be in modules of employable skills. The qualifications given by the IEIs will be termed **The National Innovation Diploma (NID)**.

Approval for the establishment of VEIs and IEIs will be given by the Honourable Minister of Education, on the advice of the National Board for Technical Education (NBTE).

3.0 CRITERIA FOR APPROVAL TO MOUNT A NEW PROGRAMME

Any institution that wants to offer any programme shall apply to the Board for resources inspection.

During a programme approval visit, the following items shall be inspected and assessed against the NBTE's laid down national minimum standards for the programme:

Establishment of the Institution

The private Vocational and Innovation Enterprise Institutions should have been properly established following approval by the Honourable Minister of Education in accordance with the provisions of Education (National Minimum Standards and Establishment of Institutions) (Amendment) Decree 9 of 1993. There should be evidence that the institution is operating in accordance with the Guidelines for Establishing and Operating VEIs and IEIs.

4.0 ACADEMIC MATTERS

4.1 Goal and Objectives

The goal and objectives of the programme shall not be in conflict with those listed in line with the national philosophy and objectives of Post-basic (VEIs) and Post Secondary (IEIs) Technical Education

as contained in the National Policy on Education, and the education (National Minimum Standards and Establishment of Institutions) Decree 16 of 1985.

4.2 Curriculum

There shall be a curriculum for the proposed programme. This should be drawn up in course units or modules with the contents written in behavioural objectives. The contents should not be less than the minimum contained in the NBTE approved Minimum Guide Curriculum and Course Specifications for the programme. Institutions will be expected to enrich the curriculum in their major area of focus.

In case of a programme which does not have NBTE minimum curriculum guide, the Institution should develop a proposed curriculum and course specification for the Board's consideration.

The Curriculum and Course Specifications must be in line with the Board's minimum guide and should include:-

- i. Goal and objectives
- ii. Entry requirements into the programme
- iii. Detailed course Specifications
- iv. Grading System
- v. Programme duration
- vi. methods of Assessment

4.3 Academic Regulations

Academic regulation shall exist and shall contain rules and regulations governing: the terminal and final examinations, including the grading systems, penalties for examination malpractices, requirements for withdrawal/repeat and probation, conditions for graduation, 75% mandatory class attendance etc.

4.4 Grading System

1.4.1 The grading systems for both VEIs and IEIs programmes shall be as follows:

Table 1.0: 5 Points Grading

EXAMINATION SCORE	LETTER GRADING	GRADE POINT	CLASS OF CERTIFICATE
80 and above	A	4.50 - 5.00	Distinction
60 – 79	B	3.50 - 4.49	Upper Credit
50 – 59	C	2.50 - 3.49	Lower Credit
40 – 49	D	2.00 - 2.49	Pass
0 – 39	F	0.00 - 1.99	Fail

4.5 Programme Duration

NID programmes shall last for a minimum of two years and maximum of four years. A total number of 1800 contact hours should be covered in any case before graduation.

NVC programmes shall last a minimum of three years and a maximum of six years. A total of 2700 contact hours must be covered in any case before the NVC Final is attained.

Institutions are at liberty to award modular certificates at the end of a semester of 450 hours for IEIs and at the end of a term of 300 hours for VEIs. While the NVC I and II are awarded after the completion of a full 3 and 6 terms respectively.

4.6 Method of Assessment/Evaluation

There shall be available, a concrete proposal on how the students of the programme(s) shall be assessed/ evaluated.

The assessment/evaluation shall cover areas of theory, practical and industrial training.

4.7 Industrial Training

The trainees/students for both NVCs and NIDs shall have 480 hours industrial training per year. These hours can be staggered

or taken in block. This is outside the practical experiences embedded in the curriculum.

Facilities for this industrial training should be within the same locality and possibly the same vicinity with the institution.

The training facilities should be functional, relevant and of acceptable industrial standard.

The industrial training shall be done by daily log book recording and the report shall be endorsed on daily bases by the industry-based supervisor.

Every student must have an industry-based supervisor

4.8 Appointment of External Assessor(s)

External Assessors shall be appointed to moderate the terminal and final examinations as follows:-

- a) VEIs shall require one external assessor from the relevant industry to assess the students' Industrial and Practical works and grade accordingly.
- b) IEIs shall require two external assessors, one from relevant industry to assess the Industrial and Practical training of students and the other shall come from similar Institution to assess the student academic performance.

4.9 Projects

Final project(s) shall be carried out as follows:-

- a) Students enrolled in VEIs shall carryout supervised project comprising physical production only.
- b) Students enrolled in IEIs shall carryout projects comprising physical production and supported by technical write-up.

5.0 PHYSICAL RESOURCES

Adequate physical facilities shall be available for teaching the entire programme before the programme is approved to commence.

Each facility shall be provided for one class stream of 30 – 35. In case of multiple streams the facilities should be provided in multiples of the streams. Tidiness and orderliness of physical facilities is considered part of the training. The following must be in place before training commences:

5.1 Classrooms

- i. Classrooms should be provided to accommodate a stream of 30 – 35 each.
- ii. Expanded classrooms or theatres where necessary for larger audiences should be provided with audio- visual facilities.
- iii. Classrooms should be furnished with permanent benches and other furniture, and must be properly ventilated, well lit and neatly kept.
- iv. Makeshift lecture location may be provided within the training industry.

5.2 Laboratories

- i. Basic science laboratories where applicable must be available to enable the trainee learn the basics of the professional courses.
- ii. Such laboratories should be for streams of 30 – 35. They must be:
 - A Provided with permanent furniture.
 - B Adequately provided with water and electricity and should be properly lighted and ventilated and provided with adequate safety facilities.

The minimum list of tools, equipment and instruments needed to equip such laboratories is contained in the guide syllabi. It is also available from the Board on request.

5.3 Workshops

Basic workshops where applicable, should be available to prepare students for the professional courses and industrial training. Such basic workshops may include metal and wood workshops. The workshops should be able to accommodate 20 – 25 students at a time. Workshops should be provided with permanent furniture and should be adequately equipped, ventilated, well lit and be provided with adequate security. Where the institution is part of a production industry, such basic training workshops should be provided within the industry.

The minimum list of equipment and tools needed in such basic workshops is also contained in the curriculum and guide specifications and is also available from the Board on request.

5.4 Studios

Such studios will include:

Audio visual facilities

Typing studio

Computer Studio

Drawing studio etc

Where applicable these should be permanently furnished to sit a class stream of 15 – 30 students each.

5.5 Training Industry

Since IEI and VEI programmes are industry based, a functional productive industry should be available in the locality and preferably in the vicinity of the institution to provide the industrial training.

All students in IEIs are expected to spend a minimum of 480 hours a year in the relevant industry. A reliable and legally binding memorandum of understanding (M.O.U.) must exist between the institution and the training industry to guarantee the trainee unhindered access to agreed facilities of the industry.

- ii) This memorandum of understanding should be a legal document and should be made available to the visiting team during the approval visit.
- iii) The memorandum of understanding must include supervision of students at work by staff

of the industry and must also include grading of daily log book activities of students by staff of the industry.

5.6 Farm and Field Facilities

For programmes in agriculture all the field facilities should be provided in the institutions' commercial farm. For agriculture and programmes requiring field facilities, teaching facilities shall in addition to the laboratories and workshops described above provide for commercial and experimental farms, green houses, nurseries, orchards, museum, fish ponds, smoking kilns, net loft, etc, depending on the type of programme for which approval is being sought. Field facilities such as surveying and irrigation equipment etc, should also be available for the proposed programme as appropriate.

The minimum list of field facilities for each programme is contained in the guide syllabus and is available from the Board on request.

5.7 Library

The Institution's library should be able to accommodate a minimum of one third of the reader population at a time. Every library should be equipped with internet connectivity and related ICT facilities. The library should be provided with proper and permanent furniture and should be adequately lit, ventilated and staffed.

5.8 Staff office

Staff offices should be available for all permanent teaching staff of the programme. A maximum of two lecturers may share a room. Senior lecturers should have individual offices. A staff common room shall be available for part-time/visiting lecturers. Every office should be equipped with appropriate furniture and I.C.T. facilities.

5.9 Programme/Departmental Office

There should be a programme/departmental office for academic and administrative record keeping. This should be manned by relevant staff.

6.0 STAFFING

6.1 Four categories of staff are required to service the programmes in an IEI or VEI institution. These are;

- Teaching Staff
- Service Staff
- Technical and
- Administrative Staff

6.2 Teaching Staff

Teaching staff will teach the theoretical component and supervise practicals in the programme. They should be resident in the department.

Any course that runs a 2 hours/day and above per semester (total of 150 hours) must be serviced by a permanently employed teaching staff.

Courses of less than 150 hours per semester may be serviced by part time lecturers. Such lecturers must be signed on for a minimum of one semester to ensure that they do not abandon the courses half way.

An IEI programme is expected to have a minimum of two lecturers and two instructors while a VEI course should be serviced by a minimum of three (3) instructors.

6.3 Teaching Qualifications

For IEIs a lecturer should possess a minimum of a good HND/honours degree or equivalent professional qualification and a minimum of 4 years cognate experience. For the VEIs teaching staff should have a minimum of HND or equivalent professional qualification and a minimum of 3 years cognate experience.

6.4 Service Staff

These are staffs that teach non-professional courses. They may not be resident in the department

Service staff should possess similar qualifications as the professional staff.

6.5 Technical Staff

These are staff whose duty is to assist the students in the practicals in the workshops. For IEIs all the laboratories, workshops, studios and auxiliary facilities should be fully staffed with technicians/technologists who must possess ND/HND or equivalent qualifications and a minimum of three years cognate experience, two of which must be in the relevant industry.

For VEIs all the laboratories, workshops and auxiliary facilities should be fully staffed with technicians who must possess ANTC or ND and Workshop Assistants who must possess a minimum of Labour Trade Test II and a minimum of three years experience two of which must be in the relevant industry.

6.6 Programme Coordinators

For the IEIs and VEIs should be competent staff who will provide academic and administrative leadership for the programme. He should have technical and academic qualifications a minimum of 6 years cognate experience, 3 of which must be in the relevant industry.

6.7 Other Administrative Staff

Programmes should have complement of administrative staff to ensure good record keeping.

8.0 REVIEW OF STANDARDS AND CRITERIA

This document is expected to be periodically reviewed by the Board in the light of new developments.