



“IA AO SAMOA”

LE IUNIVESITE AOO O SAMOA (Fa’avaeina 1984) NATIONAL UNIVERSITY OF SAMOA

TERMS OF REFERENCE DEVELOPMENT OF THE EIGHT APPRENTICESHIP PROGRAMMES LEVEL I TO IV

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Background

The National University of Samoa (NUS) intends to offer apprenticeship training programmes for the 8 fields currently covered under the Samoa Apprenticeship Act 2014. It is expected that the new programmes will fully incorporate the relevant Samoa Qualifications and National Competency Standards at Samoa Qualification Framework Levels I-IV.

Objective

The objective of this assignment is to prepare documentation for the programme, course and assessment that will be used by the NUS instructors in each apprenticeship field. The scope of this assignment covers the 8 apprenticeable trades which are Automotive Mechanic, Carpentry & Joinery, Electrical, Electronics, Fitting & Machining, Plumbing & Sheet Metal, Refrigeration & Air Conditioning and Welding & Fabrication. The development process must follow the process outlined in the NUS Policy for Development of New Programmes.

Key Deliverables

The consultant agrees to deliver for each apprenticeship field a consultation draft, Senate draft and a final draft of:

1. The Programme Design Document including Graduate Profile
2. The Course Descriptors
3. Course Outlines
4. Trainers’ Workbook
5. Student Workbook
6. Student Assessment Tasks and Marking/Assessment Rubrics

Requirements

The final documentation as listed in the deliverables must be:

- Set out in the NUS templates
- Aligned with the Samoa Qualifications Framework Levels I-IV
- Aligned with the relevant Samoa Qualifications and National Competency Standards
- Endorsed by the Industry Advisory Panel and other relevant stakeholders e.g. Samoa Apprenticeship Council
- Endorsed by the Academic and Administrative Subcommittees of Senate
- Provided in hard-copy as well as electronic copy

Timeline

This assignment is to be completed by the 30th May 2018, and will not exceed twelve weeks.

Reporting

The Consultant will be responsible to the Vice Chancellor and President of the NUS for performance of duties. The Consultant will work with the Dean of the Faculty of

Applied Science and the respective Head of Department and Programme Coordinator[s] in the implementation of the agreed work plan to achieve the stated milestones.

Copyright

All work produced by the Consultant in performing duties under this TOR is the property of the University; hard copies and e-copies of the work produced must be submitted to the University before processing payment.

Expression of Interest

Expressions of interest are due 4pm Friday 2nd February, and must include:

1. A statement outlining suitability to undertake the consultancy
2. Concept Paper to outline the development approach
3. Draft Work Plan proposing dates and details for each stage of development
4. Curriculum Vitae of all individuals involved with details of 3 referees

Contact Person

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