

**Annexure III: Checklist**

1. **Completed qualification file** with all columns filled in. (Please note: Awarding bodies may refer to the Guidance Qualification File available on the NSDA website for detailed instructions how to fill the Qualification File)
2. **Curriculum** indicating the details of topics to be covered, lesson plans, detailed list of equipment required, teachers'/trainers' qualifications etc.
3. **Map all job roles/occupations** addressed by the qualification within the occupational map identified by the respective Sector Skill Councils.
4. **Industry Validations** indicating the industry's endorsement of the standards/outcomes indicated in the qualification. This may be in the form of:
  - a. Letters, emails or other communications from industry players.
  - b. Feedback forms filled by industry players
  - c. Employment records/placement details of candidates trained in the qualifications.
  - d. Any other evidence showcasing consultations with industry, local or national.
5. **Evidence of Need** (if not indicated in the Qualification File) in the form of reports, surveys, enrolment details and any other documentation supporting the qualification.

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