



***NATIONAL SKILLS QUALIFICATIONS/ NATIONAL OCCUPATIONAL
STANDARD***

(NSQ/NOS)

IN

RICE PROCESSING

LEVEL 1

SEPTEMBER 2025

NATIONAL SKILLS QUALIFICATION

GENERAL INFORMATION

OVERVIEW

This qualification is designed for individuals who are interested in pursuing a career in **Rice processing** for the award of National Skills Qualifications (NSQ)/National Occupational Standards (NOS). It is aimed at producing technicians in **Rice processing** NSQ Level 1 with the competencies necessary to support in **Rice processing**. This qualification is subject to review as and when the need arises.

QUALIFICATION PURPOSE

This qualification is targeted at developing competence in **Rice processing**. This is focused on knowledge, practical skills, communication skills, health and safety, team work and workplace experience.

QUALIFICATION REQUIREMENTS

All Candidates must:

- a. Be at least (16) years of age
- b. Be medically fit
- c. Be mentally fit (Mental alertness)
- d. Have achieved all the Safety and Health mandatory units in the qualification
- e. Be a Nigerian citizen
- f. Other nationals (International passport, residence permit)
- g. Be vetted

QUALIFICATION OBJECTIVES

To achieve this qualification, the learner should have the following competencies:

1. Adhere to health and safety precaution and avoidance of environmental hazards associated with working on a rice
2. Communicate effectively in a rice processing environment
3. Develop team spirit and positive working relationship with colleagues.
4. Practice rice processing
5. Use rice processing tools, machineries and equipment for quality improvement.
6. Parboil Paddy rice targeting those employable at mills to improve rice quality.
7. Carry out standard operational procedures in paddy rice processing.
8. Carry out packaging and storage of paddy and milled rice.
9. Understand rice milling output and the use of rice milling by-product.

UNIT ASSESSMENT/EVIDENCE REQUIREMENTS:

Assessment must be carried out in real workplace environment in which learning and human development is carried out. ***Simulation is not allowed*** in this unit and level.

Assessment Methods to be Used Include:

1. Direct Observation (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Personal statement (PS) or Reflective Practice (RP)
5. Assignment (ASS)

NATIONAL BOARD FOR TECHNICAL EDUCATION

**NATIONAL SKILLS QUALIFICATION
LEVEL 1: RICE PROCESSING**

Mandatory Units

S/No /Unit No	Reference Number	NOS Title	Credit Value	Guided Learning Hours
1	AGP/RCP/001/L1	Safety in Rice Processing Environment	3	30
2	AGP/RCP/002/L1	Communicate Effectively in Rice Milling and Trade	3	30
3	AGP/RCP/003/L1	Teamwork	2	20
4	AGP/RCP/004/L1	Fundamentals of Rice Processing	4	40
5	AGP/RCP/005/L1	Rice processing tools, Equipment and Machinery identification and usage	4	40
6	AGP/RCP/006/L1	Rice Parboiling and Milling	4	40
7	AGP/RCP/007/L1	Packaging and stacking of processed Rice	3	30
TOTAL			23	230

GENERAL GUIDE

Unit title	Provides a clear explanation of the content of the unit.
Unit number	The unique number assigned to the unit
Unit reference	The unique reference number given to each unit at qualification approval by NBTE
Unit level	Denotes the level of the unit within the Nigerian Skills Qualification framework NSQF.
Unit credit value	The value that has been given to the unit based on the expected learning time for an average learner. 1 credit = 10 learning hours
Unit aim	Provides a brief outline of the unit content.
Learning outcome	A statement of what a learner will know, understand or be able to do, as a result of a process of learning.
Assessment criteria	A description of the requirements a learner must achieve to demonstrate that a learning outcome has been met.
Unit assessment guidance	Any additional guidance provided to support the assessment of the unit.
Unit guided learning hours	The average number of hours of supervised or directed study time or assessment required to achieve a qualification or unit of a qualification.

Unit 001: SAFETY IN RICE PROCESSING ENVIRONMENT

Unit Reference Number: AGP/RCP/001/L1

NSQ Level: 1

Credit Value: 2

Guided Learning Hours: 20 hours

Unit Purpose: This unit is designed to equip learner with the knowledge and skills on the adherence to health and safety precaution and avoidance of environmental hazards associated with rice processing.

Unit assessment requirements/ evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Personal statement/Learning Journal (PS/LJ)
3. Questions and Answers (QA)
4. Witness Testimony (WT)
5. Assignment (ASS)
6. Work Products (WP)

(This depends on the Trade Areas to be assessed)

Unit 001: Safety in Rice Processing Environment

[illegible]

LEARNING OUTCOME(LO)		PERFORMANCE CRITERIA	Evidence Type		Evidence Ref. Page No.
The learner will:		The learner can:			
LO 6: <i>Know how to Comply with Standards of Lifting, Loading/ Offloading and Stacking Materials in Rice Processing Facilities</i>	6.1	Identify lifting and stacking techniques			
	6.2	Demonstrate lifting techniques in loading and offloading of materials without mechanical assistance			
	6.3	Demonstrate correct lifting and loading techniques with mechanical assistance			
	6.4	Stack materials correctly			

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQAM Signature (if sampled):	Date:
EQAM Signature (if sampled):	Date:

Unit 002: COMMUNICATION IN RICE MILLING AND TRADE

Unit Reference Number: AGP/RCP/002/L1

NSQ Level: 1

Credit Value: 3

Guided Learning Hours: 30 hours

Unit Purpose: This unit is designed to equip learners with knowledge and skills about simple communication techniques in rice milling and trade.

Unit assessment requirements/evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out. *Simulation is not allowed* in this unit and level.

Assessment methods to be used include:

1. Direct Observation/oral questions (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Personal statement (PS) or Reflective Practice (RP)
5. Work Product (WP)
6. Recognition of Prior Learning (RPL)
7. Other methods (O t), Assignments, Case Study, Essay, Project, etc.

(This depends on the Trade Areas to be assessed)

Unit 002: Communication in Rice Milling and Trade

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type				Evidence Ref. Page No.			
LO 1: <i>Know the use of a Non-Complex Communication System in a Work Environment</i>	1.1	Use a verbal means to pass on necessary Information								
	1.2	Use non-verbal means to convey necessary information e.g. body language, signs								
	1.3	Interpret symbols and signs appropriately								
	1.4	Speak in a respectful manner								
	1.5	Use respectful body language								
	1.6	Interpret verbal communication								
LO 2: <i>Know how to Source Information in a Work Environment</i>	2.1	Identify the source of information in the work environment								
	2.2	Relate effectively with the source of information								
	2.3	Use the different information flow systems in a work environment								
	2.4	Use information gathered to avoid challenges in a work situation								
	2.5	Report findings appropriately in accordance with laid down procedures in the work environment i.e. Cards, Flip Chart								
	2.6	Use simple communication gadgets like mobile phones and table phones								
LO 3: <i>Know how to Apply Various Means of Communication Equipment in the Environment</i>	3.1	Locate various communication equipment in the work environment								
	3.2	Use effectively the various communication equipment in a work environment								

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA	Evidence Type					Evidence Ref. Page No.			
	3.3	Pass information effectively to the right Personnel									
	3.4	Obey instructions in line with ethics of the work environment									

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQAM Signature (if sampled):	Date:
EQAM Signature (if sampled):	Date:

UNIT 003: TEAMWORK

Unit Reference Number: AGR/RCP/003/L1

NSQ Level: 1

Credit Value: 2

Guided Learning Hour: 20 hours

Unit Purpose: This unit is designed to provide learners with the knowledge and skills required to develop team spirit and positive working relationship with co-workers.

Unit Assessment Requirements/ Evidence Requirements

1. Direct Observation (DO)
2. Personal statement/Learning Journal (PS/LJ)
3. Questions and Answers (QA)
4. Witness Testimony (WT)
5. Assignment (ASS)
6. Work Products (WP)

(This depends on the Trade Areas to be assessed)

Unit 003: Teamwork

LO (Learning Outcome) Performance criteria: -			Evidence Type				Evidence Ref Page Number			
LO 1: <i>Know Good Working Relationship with Co- Workers</i>	1.1	Define teamwork								
	1.2	List the importance of teamwork								
	1.3	List the qualities of a team player								
LO 2: <i>Know how to take Responsibility Within the Team</i>	2.1	List own roles and responsibilities within a team.								
	2.2	Perform tasks in line with the team rules and regulations.								
	2.3	work well in a group.								
LO 3: <i>Know how to Comply with Rule of Organization</i>	3.1	Explain code of conduct in work environment								
	3.2	Use organizational code of practice								
	3.3	Work in line with organizational standard.								

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQAM Signature (if sampled):	Date:
EQAM Signature (if sampled):	Date:

UNIT 004: FUNDAMENTALS OF RICE PROCESSING

Unit Reference Number: AGP/RCP/004/L1

NSQ Level: 1

Credit Value: 4

Guided Learning Hours: 40 hours

Unit Purpose: This unit is designed to equip learner with knowledge and skills on fundamentals of rice processing targeting value addition.

Unit assessment requirements/evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out. *Simulation is not allowed* in this unit and level.

Assessment methods to be used include:

1. Direct Observation/oral questions (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Personal statement (PS) or Reflective Practice (RP)
5. Work Product (WP)
6. Recognition of Prior Learning (RPL)
7. Other methods (O t), Assignments, Case Study, Essay, Project, etc.

(This depends on the Trade Areas to be assessed)

UNIT 04: FUNDAMENTALS OF RICE PROCESSING

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA	Evidence Type				Evidence Ref. Page No.			
The learner will:										
LO 1: <i>Know Value Chain Principles in Rice Processing</i>	1.1	Explain value chain								
	1.2	Explain the stages in Rice processing value chain								
	1.3	Identify the key players in Rice processing value chain								
	1.4	Identify the steps involved in Rice milling (processing paddy into edible)								
	1.5	Explain the roles of the key players in Rice processing value chain								
	1.6	Explain the relationship between key players in Rice processing value chain								
LO 2: <i>Know how to Differentiate the Major Rice Varieties</i>	2.1	State the different varieties of Paddy								
	2.2	Describe paddy Rice processing								
	2.3	Identify traditional and modern Rice milling								
	2.4	Differentiate between traditional & Modern systems of Rice milling								
	2.5	State the characteristics of long and short grains paddy Rice varieties								
LO 3: <i>Know Rice Winnowing</i>	3.1	State the methods of winnowing paddy Rice								
	3.2	Explain the manual method of winnowing.								
	3.3	Explain the mechanized method of Winnowing								
	3.4	Carryout winnowing of paddy rice using manual method								
	3.5	Carryout winnowing of paddy rice using motorized method								
	3.6	State the advantages and disadvantages of the methods of winnowing								
LO 4: <i>Know Drying of Paddy Rice</i>	4.1	State the methods of drying paddy Rice								
	4.2	Describe the methods of drying paddy Rice								
	4.3	Carryout drying of paddy Rice after Winnowing								
	4.4	Explain the methods of testing paddy Dryness								
	4.5	Carryout paddy Rice dryness testing using the methods								
LO 5: <i>Know Post-Harvest Loss and Control</i>	5.1	Identify the possible areas of post-harvest losses								
	5.2	State the method for reducing or controlling post-harvest losses								
	5.3	Describe the method for reducing post-								

		harvest losses.										
	5.4	Demonstrate the methods of reducing post-harvest loss										
	5.5	Identify proper means for minimizing post-harvest losses										

Learners Signature:	Date:
Assessors Signature:	Date:
IQAM Signature (if sampled)	Date:
EQAM Signature (if sampled)	Date:

UNIT 005: RICE PROCESSING TOOLS, EQUIPMENT AND MACHINERY IDENTIFICATION AND USAGE

Unit Reference Number: AGP/RCP/005/L1

NSQ Level: 2

Credit Value: 4

Guided Learning Hours: 40 hours

Unit Purpose: This unit is designed to equip learner with knowledge and skills to identify rice processing tools, equipment, machinery and their usage in Rice processing.

Unit assessment requirements/evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Simulation is not allowed in this unit and level.

Assessment methods to be used include:

1. Direct Observation/oral questions (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Personal statement (PS) or Reflective Practice (RP)
5. Work Product (WP)
6. Recognition of Prior Learning (RPL)
7. Other methods (O t), Assignments, Case Study, Essay, Project, Etc.

(This depends on the Trade Areas to be assessed)

Unit 005: Rice Processing Tools, Equipment and Machinery Identification and Usage

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA	Evidence Type				Evidence Ref. Page No.			
The learner will:										
LO 1: <i>Know rice processing machines</i>	1.1	State Rice processing machines and Equipment								
	1.2	Identify Rice processing machines and Equipment								
	1.3	Explain the operation of Rice winnowing machines and equipment								
	1.4	Explain the operation of Rice milling machines								
	1.5	Explain the operation of Rice de-stoning machines								
	1.6	Describe the use of Rice processing machines								
LO 2: <i>Know Handling of Rice Processing Tools and Equipment</i>	2.1	State rice processing tools and equipment								
	2.2	Identify tools and equipment used in Rice processing								
	2.3	Explain the uses of the tools and equipment used in Rice processing								
	2.4	Handle tools and equipment in Rice Pre-Cleaning								
	2.5	Handle tools and equipment in Rice Winnowing								
LO 3: <i>Know Rice Milling Machinery</i>	3.1	Identify basic Rice milling machinery								
	3.2	Explain the operation of basic Rice milling machinery								
	3.3	Demonstrate the operation of Rice milling machinery								
LO 4: <i>Know the use of Rice De-Husking Machinery</i>	4.1	Identify basic Rice de-husking machinery								
	4.2	Explain the operation of basic Rice de-husking machinery								
	4.3	Demonstrate the operation of Rice de-husking machinery								
LO 5: <i>Know the use of Rice De-Stoning Machinery</i>	5.1	Identify basic Rice de-stoning machinery								
	5.2	Explain the operation of basic Rice de-stoning machinery								
	5.3	Demonstrate the operation of rice de-stoning machinery								
LO 6:	6.1	Identify basic Rice polishing machinery								

Know the use of Rice polishing machinery	6.2	Explain the operation of basic Rice polishing machinery									
	6.3	Demonstrate the operation of Rice polishing machinery									
	6.4	Explain the general maintenance operations of Rice processing machines									

Learners Signature:	Date:
Assessors Signature:	Date:
IQAM Signature (if sampled)	Date:
EQAM Signature (if sampled)	Date:

UNIT 006: RICE PARBOILING AND MILLING

Unit Reference Number: AGP/RCP/006/L1

NSQ Level: 1

Credit Value: 4

Guided Learning Hours: 40 hours

Unit Purpose: This unit is designed to equip learner with knowledge and skills to carryout Rice parboiling and milling to improve rice quality.

Unit assessment requirements/evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out. *Simulation is not allowed* in this unit and level.

Assessment methods to be used include:

1. Direct Observation/oral questions (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Personal statement (PS) or Reflective Practice (RP)
5. Work Product (WP)
6. Recognition of Prior Learning (RPL)
7. Other methods (O t), Assignments, Case Study, Essay, Project, etc.

(This depends on the Trade Areas to be assessed)

Unit 006: Rice Parboiling and Milling

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type				Evidence Ref. Page No.			
The learner will:										
LO 1: <i>Know Paddy Rice Pre-Cleaning</i>	1.1	Wash paddy Rice								
	1.2	Separate paddy Rice from impurities								
	1.3	Remove cleaned paddy from the water								
	1.4	Drain water from paddy Rice								
LO 2: <i>Know how to Soak Paddy Rice</i>	2.1	Identify the right temperature for soaking								
	2.2	Identify the timing for soaking paddy Rice								
	2.3	Explain the time /temperature relationship to soaking paddy Rice								
	2.4	Soak paddy Rice at the appropriate time/temperature								
LO 3: <i>Know how to Perform Rice Parboiling</i>	3.1	Identify par-boiling equipment								
	3.2	Explain the manual methods of parboiling paddy Rice								
	3.3	Carry out the modern methods of parboiling paddy Rice								
	3.4	Demonstrate the use of parboiling equipment to carry out parboiling of paddy Rice								
	3.5	Demonstrate the use of manual method to carry out parboiling of paddy Rice								
LO 4: <i>Know Rice Milling</i>	4.1	Identify rice milling equipment								
	4.2	Explain the manual methods of paddy Rice milling								
	4.3	Explain the modern methods of paddy Rice milling								
	4.4	Demonstrate the use of Rice milling equipment								
	4.5	Demonstrate the use of manual method of paddy Rice milling								

Learners Signature:	Date:
Assessors Signature:	Date:
IQAM Signature (if sampled)	Date:
EQAM Signature (if sampled)	Date:

UNIT 007:

Unit reference number: AGP/RCP/007/L1

NSQ level: **1**

Credit value: 3

Guided learning hours: 30 hours

Unit Purpose: This unit is designed to equip learner with knowledge and skills required in filling, labelling and stacking processed rice bags properly for storage or transport.

Unit assessment requirements/evidence requirements

The unit requires the various assessment materials below;

1. Questioning
2. Direct Observation of the learner's performance
3. Recognition of Prior Learning and experience
4. Authentic statement/Witness testimony
5. Personal statement/reflective account.
6. Product of the learners work.
7. Assignment

(This depends on the Trade Areas to be assessed)

Unit 007: Packaging and Stacking of Processed

LO (Learning outcome)		Performance criteria:-	Evidence Type				Evidence Ref Page number			
LO 1: <i>Know packaging operations</i>	1.1	Define packaging								
	1.2	State the types of packaging materials								
	1.3	Clean/ fumigate packaging area, tools, and surfaces								
	1.4	Place slacks/bags for filling								
LO 2: <i>Know how to Measure and Fill Processed Rice Accurately</i>										
	2.1	Discuss the manual filling method								
	2.2	List the items used in 2.1								
	2.3	Fill bags or containers to the required weight or level								
	2.4	Define overfilling or underfilling								
	2.5	List the effects of overfilling								
	2.6	List the effects of underfilling								
LO 3 <i>Know Seal and Label Packages</i>										
	3.1	State the tools used for sealing processed rice packing materials								
	3.2	State the advantages of bag sealing in processed rice production								
	3.3	Explain the importance of packaged labelling in processed rice production								
	3.5	Define the following in packaging of processed rice production: <ul style="list-style-type: none"> • Production date • Best before • Batch number 								

LO 4 Know Stacking Processed Rice Packages	4.1	Explain the importance of spacing in storage										
	4.2	Define Palleting										
	4.3	Explain the importance of palleting in storage										
	4.4	Arrange sealed processed Rice bags on pallets or shelves to avoid collapsing										
	4.5	Stack bags in rows with balanced weight and stable alignment										
	4.6	Leave space for air circulation and easy access										

Learners Signature:	Date:
Assessors Signature:	Date:
IQAM Signature (if sampled)	Date:
EQAM Signature (if sampled)	Date:



***NATIONAL SKILLS QUALIFICATIONS/ NATIONAL OCCUPATIONAL
STANDARD***

(NSQ/NOS)

IN

RICE PROCESSING

LEVEL 2

SEPTEMBER 2025

NATIONAL SKILLS QUALIFICATION

GENERAL INFORMATION

OVERVIEW

This qualification is designed for individuals who are interested in pursuing a career in **RICE PROCESSING** for the award of National Skills Qualifications (NSQ)/National Occupational Standards (NOS). It is aimed at producing technicians in **RICE PROCESSING** NSQ Level 2 with the competencies necessary to support in **RICE PROCESSING**

This qualification is subject to review as and when the need arises.

QUALIFICATION PURPOSE

This qualification is targeted at developing competence in **RICE PROCESSING**. This focuses on knowledge, practical skills, communication skills, health and safety, team work and workplace experience.

QUALIFICATION REQUIREMENTS

All Candidates must:

- h. Be at least (17) years of age
- i. Be medically fit
- j. Be mentally fit (Mental alertness)
- k. Have achieved all the Safety and Health mandatory units in the qualification
- l. Be a Nigerian citizen
- m. Other nationals (International passport, residence permit)
- n. Be vetted

QUALIFICATION OBJECTIVES

To achieve this qualification, the learner should have the following competencies:

1. Adhere to health and safety precaution and avoidance of environmental hazards associated with working on a rice processing environment.
2. Communicate in rice processing environment
3. Develop team spirit and positive working relationship with colleagues.
4. practice rice processing
5. Use rice processing tools, machineries and equipment for quality improvement.
6. parboiling Paddy rice to improve rice quality.
7. Observe standard operational procedures in paddy rice processing.
8. Package and store of paddy and milled rice.
9. Understand rice milling output and the use of rice milling by-product.

UNIT ASSESSMENT/EVIDENCE REQUIREMENTS:

Assessment must be carried out in real workplace environment in which learning and human development is carried out. Simulation is allowed in this unit and level.

Assessment Methods to be Used Include:

1. Direct Observation (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Personal statement (PS) or Reflective Practice (RP)
5. Assignment (ASS)

(This depends on the Trade Areas to be assessed)

**NATIONAL OCCUPATIONAL STANDARD
LEVEL 2 IN RICE PROCESSING**

Mandatory Units

S/No /Unit No	Reference Number	NOS Title	Credit Value	Guided Learning Hours
1	AGP/RCP/001/L2	Safety in Rice processing environment	3	30
2	AGP/RCP/002/L2	Communicate Effectively in Rice processing environment	3	30
3	AGP/RCP/003/L2	Teamwork	2	20
4	AGP/RCP/004/L2	Practice of Rice processing	4	40
5	AGP/RCP/005/L2	Rice processing tools, equipment and machinery	4	40
6	AGP/RCP/006/L2	Rice Parboiling and Milling	4	40
7	AGP/RCP/007/L2	Quality practices in Paddy Rice processing	3	30
8	AGP/RCP/008/L2	Packaging and storage of paddy and milled Rice	3	30
9	AGP/RCP/009/L2	Rice Milling output and Bye product	4	40
TOTAL			30	300

GENERAL GUIDE

Unit title	Provides a clear explanation of the content of the unit.
Unit number	The unique number assigned to the unit
Unit reference	The unique reference number given to each unit at qualification approval by NBTE
Unit level	Denotes the level of the unit within the National Skill Qualification framework NSQF.
Unit credit value	The value that has been given to the unit based on the expected learning time for an average learner. 1 credit = 10 learning hours
Unit aim	Provides a brief outline of the unit content.
Learning outcome	A statement of what a learner will know, understand or be able to do, as a result of a process of learning.
Assessment criteria	A description of the requirements a learner must achieve to demonstrate that a learning outcome has been met.
Unit assessment guidance	Any additional guidance provided to support the assessment of the unit.
Unit guided learning hours	The average number of hours of supervised or directed study time or assessment required to achieve a qualification or unit of a qualification.

NATIONAL SKILLS QUALIFICATION

LEVEL 2 RICE PROCESSING

UNIT 001: SAFETY IN RICE ENVIRONMENT PROCESSING ENVIRONMENT

Unit Reference Number: AGP/RCP/001/L2

NSQ Level: 2

Credit Value: 3

Guided Learning Hours: 30 hours

Unit Purpose: This unit is on the adherence to health and safety precaution and avoidance of environmental hazards associated with working on a Rice processing environment.

Unit assessment requirements/evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out. *Simulation is not allowed* in this unit and level.

Assessment methods to be used include:

1. Direct Observation/oral questions (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Personal statement (PS) or Reflective Practice (RP)
5. Work Product (WP)
6. Recognition of Prior Learning (RPL)
7. Other methods (O t), assignments, case study, essay, project, etc.

(This depends on the Trade Areas to be assessed)

Unit 001: Safety in Rice Processing environment

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA	Evidence Type				Evidence Ref. Page No.			
The learner will:		The learner can:								
LO 1: <i>Know how to Work Safely in a Rice Processing Environment</i>	1.1	Explain safe work practices as obtained along the rice processing value chain								
	1.2	Identify safety signs and symbols on rice processing								
	1.3	Provide correctly, the safety signs and symbols								
	1.4	Demonstrate safe work practices and instructions on rice processing								
	1.5	Operate in accordance with health and safety practices								
LO 2: <i>Know how to Comply with Safety Standards on Rice Processing Environment</i>	2.1	Identify work environment hazards								
	2.2	State types of hazards and risks associated with rice processing								
	2.3	State safety standards on rice farms and processing facilities								
	2.4	Use safety tools, materials and equipment in rice processing facilities								
LO 3: <i>Know how to Apply Personal Protective Equipment (PPE) in Rice Processing Facilities</i>	3.1	Identify the types of PPEs required for Rice processing plants								
	3.2	Select appropriate PPE for Rice processing plants								
	3.3	Demonstrate the use of PPE								
	3.4	Maintain PPE before or after use								
LO 4: <i>Know how to Respond to Accidents/Injury in Rice Processing Plants</i>	4.1	Locate first aid facility								
	4.2	Use basic dressing materials								
	4.3	Respond to supervisor given instructions								
	4.4	Report incidences of accident/injury to the appropriate supervisor								
LO 5: <i>Know how to Apply Safe Work Habits and Clean Work Environment in Rice Processing Plants</i>	5.1	Use safe access and exit routes in the work environment								
	5.2	Identify appropriate working tools, materials and equipment								
	5.3	Use tools and equipment safely in accordance with the supervisor's instructions								
	5.4	Return all tools, equipment and unused materials for appropriate storage								
	5.5	Carry out general housekeeping of work environment								

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA	Evidence Type		Evidence Ref. Page No.
The learner will:		The learner can:			
	5.6	Dispose all waste appropriately to designated waste facilities			
LO 6: <i>Know how to Comply with Standards of Lifting, Loading/ Offloading and Stacking of Materials in Rice Processing Facilities</i>	6.1	Identify lifting and stacking techniques			
	6.2	Demonstrate lifting techniques in loading and offloading materials without assistance			
	6.3	Demonstrate correct lifting and loading techniques with mechanical assistance			
	6.4	Stack materials correctly			

Learners Signature:	Date:
Assessors Signature:	Date:
IQAM Signature (if sampled)	Date:
EQAM Signature (if sampled)	Date:

UNIT 002: COMMUNICATE EFFECTIVELY IN RICE PROCESSING ENVIRONMENT

Unit Reference Number: AGR/RCP/002/L2

NSQ Level: 2

Credit Value: 3

Guided Learning Hours: 30 hours

Unit Purpose: This unit is designed to equip learner with the knowledge and skills about simple communication techniques in rice processing environment

Unit assessment requirements/evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out. *Simulation is not allowed* in this unit and level.

Assessment methods to be used include:

1. Direct Observation/oral questions (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Personal statement (PS) or Reflective Practice (RP)
5. Work Product (WP)
6. Recognition of Prior Learning (RPL)
7. Other methods (O t), Assignments, Case Study, Essay, Project, etc.

(This depends on the Trade Areas to be assessed)

Unit 002: Communicate Effectively in Rice Processing Environment

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type				Evidence Ref. Page No.			
LO 1: <i>Know how to use a Non-Complex Communication System in a Work Environment</i>	1.1	Use a verbal means to pass on necessary information								
	1.2	Use non-verbal means to convey necessary information e.g. body language, signs								
	1.3	Interpret symbols and signs appropriately								
LO 2: <i>Know how to Source Information on a Work Environment</i>	2.1	Identify the source of information in the work environment								
	2.2	Relate effectively with the source of information								
	2.3	Use the different information flow systems in a work environment								
	2.4	Use information gathered to avoid challenges in a work situation								
	2.5	Report findings appropriately in accordance with laid down procedures in the work environment i.e. Cards, Flip Chart								
	2.6	Use simple communication gadgets like mobile phones and table phones								
LO 3: <i>Know how to Apply Various Means of Communication in a Work Environment</i>	3.1	Locate the various communication equipment in the work environment								
	3.2	Use effectively the various communication equipment in a work environment								
	3.3	Pass information effectively to the right personnel								
	3.4	Obey instructions in line with ethics of the work environment								

Learners Signature: Assessors Signature: IQAM Signature (if sampled) EQAM Signature (if sampled)	Date: Date: Date: Date:
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UNIT 003:	TEAMWORK
Unit Reference Number:	AGR/RCP/003/L2
NSQ Level:	2
Credit Value:	2
Guided Learning Hours:	20 hours

Unit Purpose: The purpose for this unit is to impact into the learner the necessary skills, knowledge and understanding required to develop team spirit and positive working relationship with colleagues.

Unit Assessment requirement

Assessment of this unit must be at a real practical work environment, simulation is not allowed unless where indicated.

Unit assessment requirements/evidence requirements

1. Observation
2. Work Product
3. Professional Discussion
4. Question and Answer

(This depends on the Trade Areas to be assessed)

Unit 003: Teamwork

LO (Learning outcome)	Performance criteria:-	Evidence Type	Evidence Ref Page number
LO 1: <i>Know Positive Working Relationship with Colleagues</i>	1.1 Identify the need for developing positive working relationships with colleagues		
	1.2 Recognize the importance of relating with other people in a way that makes them feel valued and respected		
	1.3 Assist team members when required.		
	1.4 Report to the appropriate personnel when request for assistance fall outside area of responsibility.		
	1.5 Communicate information to colleagues about individual work that may affect teamwork.		
LO 2: <i>Know how to Take Responsibility Within the Team</i>			
	2.1 Recognize own role and responsibilities within a team		
	2.2 Perform individual tasks in line with the team's rules and regulations.		
	2.3 Participate effectively in teamwork.		
LO 3: <i>Know how to Comply with Policy of Organization</i>			
	3.1 Explain organizational code of conduct		
	3.2 Work in line with organizational standard		
	3.3 Use organizational code of practice		
	3.4 Adhere strictly to instructions given by the Management		

Learners Signature:	Date:
Assessors Signature:	Date:
IQAM Signature (if sampled).	Date:
EQAM Signature (if sampled).	Date:

UNIT 004: **PRACTICE OF RICE PROCESSING**

Unit Reference Number: AGP/RCP/004/L2

NSQ Level: 2

Credit Value: 4

Guided Learning Hours: 40 hours

Unit Purpose: This unit is designed to equip learner with knowledge and skills to practice Rice processing

Unit assessment requirements/evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out. *Simulation is not allowed* in this unit and level.

Assessment methods to be used include:

1. Direct Observation/oral questions (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Personal statement (PS) or Reflective Practice (RP)
5. Work Product (WP)
6. Recognition of Prior Learning (RPL)
7. Other methods (O t), Assignments, Case Study, Essay, Project, etc.

(This depends on the Trade Areas to be assessed)

Unit 004: Practice of Rice Processing

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type				Evidence Ref. Page No.			
The learner will:										
LO 1: <i>Know Value Chain Principles in Rice Processing</i>	1.1	Describe paddy Rice processing value								
	1.2	Illustrate the stages in the paddy Rice processing value chain								
	1.3	Identify the functions of key players in the paddy Rice processing value chain								
	1.4	Identify the mode of operations of the key players in the paddy Rice processing value chain								
	1.5	Identify the relationships of the key players in the paddy rice processing value chain								
LO 2: <i>Know the Different Major Rice Varieties in use by Farmers</i>	2.1	State the different varieties of Paddy Rice								
	2.2	Describe paddy Rice processing methods								
	2.3	State the characteristics of long and short grains paddy Rice varieties								
	2.4	Identify the different varieties of Paddy Rice								
LO 3: <i>Know how to Winnow Paddy Rice using Various Methods</i>	3.1	State the methods of winnowing paddy Rice								
	3.2	Describe the traditional method of Winnowing								
	3.3	Describe the manual method of winnowing								
	3.4	Describe the mechanized method of winnowing								
	3.5	Carryout winnowing of paddy Rice using traditional method								
	3.6	Carryout winnowing of paddy Rice using manual method								
	3.7	Carryout winnowing of paddy Rice using motorized method								
	3.8	State the advantages and disadvantages of the methods								
LO 4: <i>Know Drying of Paddy Rice</i>	4.1	State the method of drying paddy Rice								
	4.2	Describe the methods of drying paddy Rice								
	4.3	Carryout drying of paddy Rice after winnowing								
	4.4	Describe the methods for testing paddy dryness								
	4.5	Carryout paddy Rice dryness testing using the methods								

LO 5: <i>Know how to Control Post-Harvest Loss</i>	5.1	Identify the possible areas of postharvest losses									
	5.2	State the ways of reducing or controlling post-harvest losses									
	5.3	Describe the methods for reducing post-harvest losses.									
	5.4	Demonstrate the methods of reducing post-harvest loss									
	5.5	Identify means for minimizing post-harvest losses									

Learners Signature:	Date:
Assessors Signature:	Date:
IQAM Signature (if sampled).	Date:
EQAM Signature (if sampled).	Date:

UNIT 005: RICE PROCESSING TOOLS, EQUIPMENT AND MACHINERY

Unit Reference Number: AGP/RCP/005/L2

NSQ Level: 2

Credit Value: 4

Guided Learning Hours: 40 hours

Unit Purpose: This unit is designed to equip learner with knowledge and skills to apply Rice processing tools, machineries and equipment for quality improvement.

Unit assessment requirements/evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out. *Simulation is not allowed* in this unit and level.

Assessment methods to be used include:

1. Direct Observation/oral questions (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Personal statement (PS) or Reflective Practice (RP)
5. Work Product (WP)
6. Recognition of Prior Learning (RPL)
7. Other methods (O t), Assignments, Case Study, Essay, Project, Etc.

(This depends on the Trade Areas to be assessed)

Unit 005: Rice Processing Tools, Equipment and Machinery

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:				
LO 1: <i>Know Rice Processing Machines</i>	1.1	Describe Rice processing machine and Equipment		
	1.2	Identify rice processing machine and equipment		
	1.3	Illustrate the operation of Rice harvesting machine and equipment		
	1.4	Illustrate the operation of Rice winnowing machinery and equipment		
	1.5	Illustrate the operation of Rice milling machine		
	1.6	Illustrate the operation of Rice de-stoning machine		
	1.7	Describe the use of rice processing machines		
LO 2: <i>Know how to Operate Rice Processing Tools and Equipment</i>	2.1	Illustrate Rice processing tools and equipment		
	2.2	Identify tools and equipment used in Rice processing		
	2.3	Use tools and equipment in Rice Pre-cleaning		
	2.4	Use tools and equipment in Rice winnowing		
LO 3: <i>Know Basic Operations of Rice Milling Machine</i>	3.1	Identify basic Rice milling machine		
	3.2	Describe the operation of basic Rice milling machine		
	3.3	Operate basic Rice milling machine		
LO 3: <i>Know how to Perform Basic Operations on Rice De-Husking</i>	4.1	Identify basic Rice de- husking machine		
	4.2	Describe the operation of basic Rice de-husking machine		
	4.3	Operate basic Rice de- husking machine		
LO 4: <i>Know how to Carry Out Basic Operations on Rice De-Stoning Machine</i>	4.1	Identify basic Rice de-stoning machine		
	4.2	Describe the operation of basic Rice de-stoning machine		
	4.3	Operate basic Rice de-stoning machine		

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type					Evidence Ref. Page No.				
The learner will:												
<i>LO 5:</i> <i>Know the Basic Operations of Rice Polishing Machine</i>	5.1	Identify basic rice polishing machine										
	5.2	Describe the operation of basic rice polishing machine										
	5.3	Operate basic Rice polishing machine										
	5.4	Explain general maintenance operations of rice processing machines										

Learners Signature:	Date:
Assessors Signature:	Date:
IQAM Signature (if sampled).	Date:
EQAM Signature (if sampled).	Date:

UNIT 006: RICE PARBOILING AND MILLING

Unit Reference Number: AGP/RCP/006/L2

NOS Level: 2

Credit Value: 4

Guided Learning Hours: 40 hours

Unit Purpose: This unit is designed to equip learner with knowledge and skills in Paddy Rice parboiling process targeting those employable at mills to improve rice quality.

Unit assessment requirements/evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out. *Simulation is not allowed* in this unit and level.

Assessment methods to be used include:

1. Direct Observation/oral questions (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Personal statement (PS) or Reflective Practice (RP)
5. Work Product (WP)
6. Recognition of Prior Learning (RPL)
7. Other methods (O t), Assignments, Case Study, Essay, Project, etc.

(This depends on the Trade Areas to be assessed)

Unit 006: Rice Parboiling and Milling

LEARNING OUTCOME(LO)		PERFORMANCE CRITERIA	Evidence Type		Evidence Ref. Page No.
The learner will:					
LO 1: <i>Know how to Perform Paddy Rice Pre-cleaning</i>	1.1	Perform washing of paddy Rice			
	1.2	Segregate paddy Rice from other impurities			
	1.3	Remove cleaned paddy from the water			
	1.4	Drain water from paddy rice			
LO 2: <i>Know how to Soak Paddy Rice</i>	2.1	Apply the right temperature for soaking			
	2.2	Set the duration for soaking paddy Rice			
	2.3	Describe the duration & temperature relationship to soaking paddy Rice			
	2.4	Soak paddy Rice at the appropriate duration/temperature			
LO 3: <i>Know how to Perform Paddy Rice Parboiling</i>	3.1	Identify paddy Rice parboiling equipment			
	3.2	Carryout the traditional methods of parboiling paddy Rice			
	3.3	Carryout the modern methods of parboiling paddy rice			
	3.4	Explain automated method of parboiling paddy Rice			
	3.5	Demonstrate the use of parboiling equipment to carry out parboiling of paddy Rice			
	3.6	Demonstrate the use of traditional method to carry out parboiling of paddy Rice			
LO 4: <i>Know Paddy Rice Milling</i>	4.1	List paddy rice milling equipment			
	4.2	Explain the traditional methods of paddy Rice milling			
	4.3	Explain the modern methods of paddy Rice milling			
	4.4	Explain the automated method of paddy Rice milling			
	4.5	State the use of Rice milling equipment			
	4.6	Demonstrate the use of traditional method of paddy Rice milling			

Learners Signature:

Date:

Assessors Signature:

Date:

IQAM Signature (if sampled).

Date:

EQAM Signature (if sampled).

Date:

UNIT 007: QUALITY PRACTICES IN PADDY RICE PROCESSING

Unit Reference Number: AGP/RCP /007/L2

NSQ Level: 2

Credit Value: 3

Guided Learning Hours: 30 hours

Unit Purpose: This unit is designed to equip learner with knowledge and skills of standard operational procedures in paddy rice processing.

Unit assessment requirements/evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out. *Simulation is not allowed* in this unit and level.

Assessment methods to be used include:

1. Direct Observation/oral questions (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Personal statement (PS) or Reflective Practice (RP)
5. Work Product (WP)
6. Recognition of Prior Learning (RPL)
7. Other methods (O t), Assignments, Case Study, Essay, Project, etc.

(This depends on the Trade Areas to be assessed)

Unit 007: Quality Practices in Paddy Rice Processing

LEARNING OUTCOME(LO)		PERFORMANCE CRITERIA	Evidence Type		Evidence Ref. Page No.
The learner will:					
LO 1: <i>Know Activities of paddy Rice quality inspection</i>	1.1	Know paddy rice inspection methods			
	1.2	Identify rice inspection tools			
	1.3	Explain rice inspection methods			
	1.4	Describe rice inspection tools			
	1.5	Carry out rice inspection activity			
LO 2: <i>Know how to Comply with Paddy Rice Quality Control Measures</i>	2.1	Explain rice quality control measures			
	2.2	Identify paddy Rice quality control points			
	2.3	Carry out Rice quality control activity			
	2.4	State Standard Organization of Nigeria (SON) rice paddy grading standard			
	2.5	State SON milled rice grading standard			
	2.6	State NAFDAC rice paddy grading standard			
	2.7	State NAFDAC milled rice grading standard			
LO 3: <i>Know Paddy Rice Quality Assurance Measures</i>	3.1	Explain quality assurance in rice paddy			
	3.2	Explain quality assurance in milled rice			
	3.3	Identify methods for carrying out rice quality assurance			
	3.4	Explain rice quality assurance methods			
	3.5	Demonstrate quality assurance in a rice mill			

Learners Signature:	Date:
Assessors Signature:	Date:
IQAM Signature (if sampled).	Date:
EQAM Signature (if sampled).	Date:

Unit 008: Packaging and Storage of Paddy and Milled Rice

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type				Evidence Ref. Page No.			
The learner will:										
LO 1: <i>Know Packaging</i>	1.1	Define packaging								
	1.2	Define packaging materials								
	1.3	Define rice packaging materials								
	1.4	List types of rice packaging materials								
	1.5	Identify bag sizes and weights								
	1.6	Identify ideal weight methods								
LO 2: <i>Know Bagging and Weighing</i>	2.1	Define Bagging								
	2.2	Define weighing								
	2.3	Identify methods of rice filling								
	2.4	Describe rice filling procedure and weighing								
	2.5	Identify sealing methods of rice packaging material								
	2.6	Define labelling								
LO 3: <i>Know Storage and Storage Area Maintenance</i>	3.1	Define storage								
	3.2	Describe types of storage								
	3.3	Define storage area								
	3.4	Prepare storage area								
	3.5	Explain appropriate moisture content for storage								
	3.6	Identify the instruments used in measuring moisture content for storage								
	3.7	Define weevil and weevil control								
	3.8	Describe the ways of controlling weevils in rice factory								

LO 4: <i>Know Inventory and Stacking</i>	4.1	Define inventory									
	4.2	State advantages of inventory									
	4.3	State disadvantages of inventory									
	4.4	Explain First-in First Out (FIFO) procedure									
	4.5	Define stacking									
	4.6	State advantages of stacking									
	4.7	State disadvantages of stacking									
	4.8	Describe Stacking parameters									

Learners Signature:	Date:
Assessors Signature:	Date:
IQAM Signature (if sampled).	Date:
EQAM Signature (if sampled).	Date:

UNIT 009: RICE MILLING OUTPUT AND BY-PRODUCTS

Unit Reference Number: AGP/RCP/009/L2

NSQ Level: 2

Credit Value: 4

Guided Learning Hours: 40 hours

Unit Purpose: This unit is designed to equip learner with knowledge and skills to understand Rice milling output and the use of Rice milling by-product.

Unit assessment requirements/evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

1. Direct Observation/oral questions (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Personal statement (PS) or Reflective Practice (RP)
5. Work Product (WP)
6. Recognition of Prior Learning (RPL)
7. Other methods (O t), Assignments, Case Study, Essay, Project, etc.

(This depends on the Trade Areas to be assessed)

Unit 009: Rice milling Output and By-Products

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type				Evidence Ref. Page No.			
The learner will:										
LO 1: <i>Know Paddy Rice Anatomy</i>	1.1	Define Paddy Rice anatomy								
	1.2	Illustrate Rice anatomy								
	1.3	Explain the benefit of Rice anatomy								
	1.4	Describe the physical appearance of mature paddy Rice								
LO 2: <i>Know Rice Milling Output</i>	2.1	Define Rice milling Output								
	2.2	List the different outputs of Rice milling								
	2.3	Explain the percentages of each output								
	2.4	Categorize the various output of Rice milling								
	2.5	State the stages of milling that produce each output								
LO 3: <i>Know By-products of Rice Milling</i>	3.1	Explain by-products of Rice milling								
	3.2	State the by-products of Rice milling								
	3.3	Describe the various by-products of Rice milling								
	3.4	Explain the use of various by-products of Rice milling.								
	3.5	Describe how you can make money from the various by-products								
	3.6	Define Rice husk products								
	3.7	Describe Rice husk product								
	3.8	State the use of Rice husk product								

Learners Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

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