



# **NATIONAL SKILLS QUALIFICATION**

## **LEVEL 3**

**TITLE:**

*GRAPHIC DESIGN*

**YEAR:**

**2024**

# **NATIONAL SKILLS QUALIFICATION**

## **NSQ LEVEL IN *GRAPHIC DESIGN***

### **GENERAL INFORMATION**

#### **QUALIFICATION PURPOSE**

This qualification equips learners with the skills needed for graphic design process, from initial concept development to final output for print and web.

#### **QUALIFICATION OBJECTIVES**

The learner should be able to:-

- i. Maintain safe working practices in the graphic design environment
- ii. Work effectively within graphic design teams
- iii. Convey technical information effectively
- iv. Develop concepts and sketches
- v. Create print-ready designs
- vi. Create designs using Photoshop
- vii. Create designs using CorelDraw
- viii. Develop graphics for web interfaces

### Mandatory Units

Unit No	Reference Number	NOS Title	Credit Value	Guided Learning Hours	Remark
1	ICT/GDS/001/L3	Occupational Health and Safety	1	10	Mandatory
2	ICT/GDS/002/L3	Teamwork	1	10	Mandatory
3	ICT/GDS/003/L3	Communication	1	10	Mandatory
4	ICT/GDS/004/L3	Fundamentals of graphic design	2	20	Mandatory
5	ICT/GDS/005/L3	Concepts and Sketches	2	20	Mandatory
6	ICT/GDS/006/L3	Graphics for Print Products	2	20	Mandatory
7	ICT/GDS/007/L3	Graphics Design with Photoshop	2	20	Mandatory
8	ICT/GDS/008/L3	Graphics Design with CorelDraw	2	20	Mandatory
9	ICT/GDS/009/L3	Graphics for Web Interfaces	2	20	Mandatory
	<b>TOTAL</b>		<b>15</b>	<b>150</b>	

# NATIONAL SKILLS QUALIFICATION

## LEVEL 3: GRAPHIC DESIGN

### **Unit 1:** OCUPATIONAL HEALTH AND SAFETY

**Unit Reference Number:**

**NSQ Level: 3**

**Credit Value: 1**

**Guided Learning Hours: 10**

**Unit Purpose:**

*This unit is designed to equip learners with the knowledge and skills to implement and maintain safe working practices in the IT environment, ensuring personal and team safety while adhering to industry regulations and standards.*

**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. Assignment (ASS), etc.

## UNIT 001: Occupational Health and Safety

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA  The learner can:	Evidence Type				Evidence Ref. Page No.			
<b>LO 1:</b> Understand Workplace Health and Safety Regulations	1.1	Explain key OHS legislation and regulations relevant to Graphic Design sector.								
	1.2	Identify the roles and responsibilities of individuals and organizations in maintaining a safe work environment								
	1.3	Describe the process for reporting health and safety risks and incidents.								
<b>LO 2:</b> Identify Workplace Hazards and Implement Control Measures	2.1	Identify common hazards in Graphic Design work environments								
	2.2	Assess the severity and likelihood of potential hazards in specific IT tasks.								
	2.3	Implement appropriate control measures, such as safe cabling practices, ergonomic workstation setup, and electrical safety protocols.								
<b>LO 3:</b> Apply Emergency Procedures and First Aid in the Workplace	3.1	Demonstrate the correct procedure for responding to workplace emergencies, such as electrical fires or equipment malfunctions.								
	3.2	Perform basic first aid techniques, including treating minor injuries and using first aid equipment								
	3.3	Communicate effectively with emergency services and other relevant personnel during a workplace incident.								
Learner's Signature			Date							
Assessor's Signature			Date							
IQA's Signature			Date							
EQA's Signature			Date							

# NATIONAL SKILLS QUALIFICATION

## LEVEL 3: GRAPHIC DESIGN

### **Unit 002: Teamwork**

**Unit Reference Number:**

**NSQ Level: 3**

**Credit Value: 1**

**Guided Learning Hours: 10**

#### **Unit Purpose:**

*This unit is designed to equip learners' abilities to work effectively within IT teams, fostering collaboration, problem-solving, and the achievement of shared goals.*

#### **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. Assignment (ASS), etc.

## UNIT 002: Teamwork

LEARNING OBJECTIVE (LO)  The learner will:		PERFORMANCE CRITERIA  The learner can:	Evidence Type				Evidence Ref. Page No.			
<b>LO 1:</b> Understand the Roles and Responsibilities within a Team	1.1	Identify the different roles and functions within an Graphic Design team								
	1.2	Describe the key responsibilities and contributions of each team member.								
	1.3	Recognize the importance of each role in achieving the team's objectives.								
<b>LO 2:</b> Foster Positive Working Relationships within a Team	2.1	Demonstrate techniques for effective interpersonal communication and conflict resolution in a team environment.								
	2.2	Show the ability to provide constructive feedback and actively listen to others' contributions								
	2.3	Promote inclusivity and collaboration among team members to ensure participation and engagement from all.								
<b>LO 3:</b> Contribute to Team Problem-Solving and Decision-Making	3.1	Participate in group discussions to identify and analyse Graphic Design related problems.								
	3.2	Suggest innovative solutions and support team decision-making processes.								
	3.3	Evaluate the effectiveness of team decisions and propose improvements where necessary.								
Learner's Signature			Date							
Assessor's Signature			Date							
IQA's Signature			Date							
EQA's Signature			Date							

# NATIONAL SKILLS QUALIFICATION

## LEVEL 3: GRAPHIC DESIGN

### **Unit 003: Communication**

**Unit Reference Number:**

**NSQ Level: 3**

**Credit Value: 1**

**Guided Learning Hours: 10**

#### **Unit Purpose:**

*This unit is designed to equip learners' communication skills, enabling them to convey technical information effectively and collaborate with both technical and non-technical stakeholders.*

#### **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. Assignment (ASS), etc.



## UNIT 003: Communication

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. No.	Page No.
The learner will:		The learner can:			
<b>LO 1: Communicate Technical Information Clearly and Accurately</b>	1.1	Explain Graphic Design concepts, procedures, and solutions in a manner appropriate to the audience, whether technical or non-technical.			
	1.2	Use industry-standard terminology correctly when describing technical processes			
	1.3	Adapt communication methods to suit the context, such as written reports, emails, or verbal presentations.			
<b>LO 2: Utilize Digital Communication Tools Effectively</b>	2.1	Use digital tools for communication, such as email, messaging platforms, and collaboration software (e.g., Slack, Teams).			
	2.2	Adhere to best practices for professional digital communication, including email etiquette and secure file sharing.			
	2.3	Use collaborative tools to share and receive feedback on documents, code, or project updates.			
<b>LO 3: Listen and Respond Appropriately in a Professional Context</b>	3.1	Demonstrate active listening skills during team discussions or client meetings.			
	3.2	Respond to questions, concerns, and feedback clearly and effectively.			
	3.3	Clarify misunderstandings and summarize discussions to ensure mutual understanding.			
Learner's Signature			Date		
Assessor's Signature			Date		
IQA's Signature			Date		
EQA's Signature			Date		

# NATIONAL SKILL QUALIFICATION

## LEVEL 3: GRAPHIC DESIGN

### UNIT 04: FUNDAMENTALS OF GRAPHIC DESIGN

**Unit Reference Number:** ICT/GDS/004/L3

**NSQ Level:** 3

**Credit Value:**2

**Guided Learning Hours:** 20

**Unit Purpose:** *This Unit is designed to acquaint the learner with the fundamental knowledge of Graphic design*

**Unit assessment requirements/ evidence requirements:**

The assessment requirements ensures that learners gain practical knowledge of graphic design and guide them on this path to achieve their desired goals in this field.

***Assessment methods to be used include:***

1. Direct Observation/oral questions (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Assignment (ASS), etc.

*(This depends on the Trade Areas to be assessed)*

## UNIT 04: FUNDAMENTALS OF GRAPHIC DESIGN

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
<b>LO 1:</b> Understand the Fundamental Elements of Graphic Design	1.1	Recognize shapes, lines, color, texture, type, space, and images in various designs.		
	1.2	Use these elements effectively in creating a design		
	1.3	Identify the usage of these elements in existing designs.		
	1.4	Create multiple design variations using different combinations of these elements		
<b>LO 2:</b> Understand Principles of Graphic Design	2.1	Explain balance, contrast, unity, emphasis, movement, and rhythm in designs.		
	2.2	Create balanced and harmonious design.		
	2.3	Identify designs based its principle		
	2.4	Develop designs according to the principles		
<b>LO 3:</b> Develop Skills in Visual Representation	3.1	Identify image-making techniques.		
	3.2	Create visually appealing designs using the elements of design		
	3.3	Develop patterns that enhance the designs		
	3.4	Use contrast to improve the visual impact of designs		
<b>LO 4:</b> Know Typography making	4.1	Explain the basics of typography: - typefaces - font styles.		
	4.2	Use typography to enhance readability and visual appeal.		
	4.3	Assess the effectiveness of typography in existing designs		
	4.4	Develop designs that effectively use typography to communicate messages		

Learner's Signature	Date
Assessor's Signature	Date
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# NATIONAL SKILL QUALIFICATION

## LEVEL 3: GRAPHIC DESIGN

### UNIT 05: CONCEPTS AND SKETCHES

**Unit Reference Number:** ICT/GDS/005/L3

**NSQ Level:** 3

**Credit Value:** 2

**Guided Learning Hours:** 20

**Unit Purpose:** *This Unit is designed to equip learners with knowledge and skills to design concepts and sketches.*

**Unit assessment requirements/ evidence requirements:**

The assessment requirements ensures that learners gain practical knowledge of graphic design and guide them on this path to achieve their desired goals in this field.

*Assessment methods to be used include:*

1. Direct Observation/oral questions (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Assignment (ASS), etc.

*(This depends on the Trade Areas to be assessed)*

## UNIT 05: CONCEPTS AND SKETCHES

LEARNING OBJECTIVE (LO)  The learner will:		PERFORMANCE CRITERIA  The learner can:	Evidence Type				Evidence Ref. No.	Page No.			
<b>LO 1:</b> Understand Client Requirements	1.1	Gather client requirements.									
	1.2	Identify client needs and expectations									
	1.3	Identify the client's objectives and target audience.									
	1.4	Ensure mutual understanding of requirements through feedback sessions.									
<b>LO 2:</b> Generate Initial Concepts	2.1	Develop a range of initial design concepts.									
	2.2	Use rough sketches to visualize ideas.									
	2.3	Compare initial sketches with clients for feedback.									
	2.4	Construct concepts based on client feedback and suggestions									
<b>LO 3:</b> Develop Detailed Sketches	3.1	Develop more refined and detailed sketches from initial concepts									
	3.2	Use principles of design to enhance sketches									
	3.3	Reflect client and peer feedback into sketches.									
	3.4	Review sketches to improve quality.									
<b>LO4:</b> Finalize Design Concepts	4.1	Select the most promising sketches for final development.									
	4.2	Develop polished and detailed final sketches									
	4.3	Present final sketches to the client for approval.									
	4.4	Maintain a record of the design process and decisions made.									

Learner's Signature	Date
Assessor's Signature	Date
IQA's Signature	Date
EQA's Signature	Date

# NATIONAL SKILL QUALIFICATION

## LEVEL 3: GRAPHIC DESIGN

### UNIT 006: GRAPHICS FOR PRINT PRODUCTS

**Unit Reference Number:** ICT/GDS/006/L3

**NSQ Level:** 3

**Credit Value:** 2

**Guided Learning Hours:** 20

**Unit Purpose:** *This Unit is designed to equip learners with knowledge and skills to create print-ready designs*

**Unit assessment requirements/ evidence requirements:**

The assessment requirements ensures that learners gain practical knowledge of graphic design and guide them on this path to achieve their desired goals in this field.

*Assessment methods to be used include:*

1. Direct Observation/oral questions (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Assignment (ASS), etc.

*(This depends on the Trade Areas to be assessed)*

## UNIT 06: GRAPHICS FOR PRINT PRODUCTS

LEARNING OBJECTIVE (LO)  The learner will:		PERFORMANCE CRITERIA  The learner can:	Evidence Type	Evidence Ref. Page No.
<b>LO 1:</b> Understand Print Production Processes	1.1	Identify print production methods: - offset, - digital, - screen printing.		
	1.2	Describe the steps involved in each print production method.		
	1.3	Identify print method based on the project requirements.		
	1.4	Assess the quality of printed materials.		
<b>LO 2:</b> Create Print - Ready Graphics:	2.1	Develop graphics that are suitable for print production.		
	2.2	Use the Colour Mode for accurate colour reproduction: - CMYK, - RGB		
	2.3	Prepare files with appropriate bleeds and margins.		
	2.4	Verify that images and graphics are at the correct resolution for print.		
<b>LO 3:</b> Prepare Files for Printing	3.1	Save files in the correct formats.		
	3.2	export files in the correct formats for printing		
	3.3	Perform preflight checks to ensure files meet print specifications.		
	3.4	Test proofs to Identify errors before final printing.		
	3.4	Collaborate with print service providers to ensure accurate production.		
<b>LO 4:</b> Manage Print Projects	4.1	Develop a production plan that includes timelines and resources.		
	4.2	Manage the budget for print projects		
	4.3	Implement quality control measures throughout the print production process.		

LEARNING OBJECTIVE (LO)  The learner will:		PERFORMANCE CRITERIA  The learner can:	Evidence Type				Evidence Ref. No.	Page No.			
	4.4	Ensure the final printed product meets client expectations and specifications.									

Learner's Signature	Date
Assessor's Signature	Date
IQA's Signature	Date
EQA's Signature	Date



# NATIONAL SKILL QUALIFICATION

## LEVEL 3: GRAPHIC DESIGN

### UNIT 07: GRAPHICS DESIGN WITH PHOTOSHOP

**Unit Reference Number:** ICT/GDS/007/L3

**NSQ Level:** 3

**Credit Value:** 2

**Guided Learning Hours:** 20

**Unit Purpose:** *This Unit is designed to equip learners with knowledge and skills to create designs using photoshop*

**Unit assessment requirements/ evidence requirements:**

The assessment requirements ensures that learners gain practical knowledge of graphic design and guide them on this path to achieve their desired goals in this field.

*Assessment methods to be used include:*

5. Direct Observation/oral questions (DO)
6. Question and Answer (QA)
7. Witness Testimony (WT)
8. Assignment (ASS),
9. Work Product (WP), etc.

*(This depends on the Trade Areas to be assessed)*

## UNIT 07: GRAPHICS DESIGN WITH PHOTOSHOP

LEARNING OBJECTIVE (LO)  The learner will:		PERFORMANCE CRITERIA  The learner can:	Evidence Type				Evidence Ref. Page No.			
<b>LO 1:</b> Understand the Basics of Photoshop	1.1	Demonstrate how to create New Document, Resolution Settings and Preset details								
	1.2	Identify the main tools and panels in Photoshop								
	1.3	Explain the purpose of layers and layer masks								
	1.4	Describe the process of importing and exporting images								
	1.5	Explain the history and evolution of Photoshop								
	1.6	Demonstrate basic photo editing techniques								
<b>LO 2:</b> Master Photoshop Techniques for Design	2.1	Perform basic photo retouching and color correction								
	2.2	Use selection tools to isolate and edit specific parts of an image								
	2.3	Apply filters and effects to enhance images								
	2.4	Create and manipulate layers for complex compositions								
	2.5	Use adjustment layers for non-destructive editing								
<b>LO 3:</b> Create Professional Graphic Designs	3.1	Design and create logos, banners, and other graphic elements								
	3.2	Use typography tools to enhance text in designs								
	3.3	Implement design principles: - balance, - contrast, and - alignment								

LEARNING OBJECTIVE (LO)  The learner will:		PERFORMANCE CRITERIA  The learner can:	Evidence Type					Evidence Ref. Page No.			
	3.4	Combine multiple images and elements into cohesive designs									
	3.5	Refine designs for professional quality									
<b>LO 4:</b> Apply Advanced Photoshop Techniques	4.1	Use advanced masking techniques for intricate edits									
	4.2	Create and apply custom brushes and patterns									
	4.3	Work with 3D tools to create and edit 3D objects									
	4.4	Utilize the pen tool for precise path and shape creation									
	4.5	Integrate Photoshop with other Adobe Creative Cloud applications									
<b>LO 5:</b> Demonstrate Professionalism in Design	5.1	Communicate effectively with clients and team members									
	5.2	Show initiative in learning new techniques and tools									
	5.3	Maintain punctuality and reliability in project timelines									
	5.4	Adhere to ethical standards and best practices									
	5.5	Provide constructive feedback during collaborative projects									

Learner's Signature	Date
Assessor's Signature	Date
IQA's Signature	Date
EQA's Signature	Date

# NATIONAL SKILL QUALIFICATION

## LEVEL 3: GRAPHIC DESIGN

### UNIT 08: GRAPHICS DESIGN WITH COREL DRAW

**Unit Reference Number:** ICT/GDS/008/L3

**NSQ Level:** 3

**Credit Value:** 2

**Guided Learning Hours:** 20

**Unit Purpose:** *This Unit is designed to equip learners with knowledge and skills to create Designs using CorelDraw*

**Unit assessment requirements/ evidence requirements:**

The assessment requirements ensures that learners gain practical knowledge of graphic design and guide them on this path to achieve their desired goals in this field.

*Assessment methods to be used include:*

10. Direct Observation/oral questions (DO)
11. Question and Answer (QA)
12. Witness Testimony (WT)
13. Assignment (ASS),
14. Work product (WP), etc.

*(This depends on the Trade Areas to be assessed)*

## UNIT 08: GRAPHICS DESIGN WITH COREL DRAW

LEARNING OBJECTIVE (LO)  The learner will:		PERFORMANCE CRITERIA  The learner can:	Evidence Type	Evidence Ref. Page No.
<b>LO 1:</b> Understand the Basics of CorelDRAW	1.1	Demonstrate how to create New Document, Resolution Settings and Preset details		
	1.2	Identify the main tools and workspaces in CorelDRAW		
	1.3	Explain the purpose of vector and bitmap graphics		
	1.4	Describe the process of importing and exporting files		
	1.5	Discuss the history and evolution of CorelDRAW		
	1.6	Demonstrate the basic drawing and editing techniques		
<b>LO 2:</b> Master CorelDRAW Techniques for Design	2.1	Create and edit vector graphics and illustrations		
	2.2	Use the Bezier tool to create precise paths and shapes		
	2.3	Apply fills, strokes, and effects to enhance designs		
	2.4	Work with text tools to add and format text in designs		
	2.5	Use layers and grouping to organize complex designs		
<b>LO 3:</b> Create Professional Graphic Designs	3.1	Design and create logos, icons, and other graphic elements		
	3.2	Use typography tools to enhance text in designs		
	3.3	Implement design principles such as balance, contrast, and alignment		
	3.4	Combine multiple elements into cohesive designs		

LEARNING OBJECTIVE (LO)  The learner will:		PERFORMANCE CRITERIA  The learner can:	Evidence Type				Evidence Ref. Page No.			
	3.5	Refine designs for professional quality								
<b>LO 4:</b> Apply Advanced CorelDRAW Techniques	4.1	Use advanced node editing for intricate vector shapes								
	4.2	Apply custom brushes and patterns								
	4.3	Work with transparency and blending modes for complex compositions								
	4.4	Utilize the Shape tool for precise path and shape creation								
	4.5	Integrate CorelDRAW with other design software								
<b>LO 5:</b> Demonstrate Professionalism in Design	5.1	Communicate effectively with clients and team members								
	5.2	Show initiative in learning new techniques and tools								
	5.3	Maintain punctuality and reliability in project timelines								
	5.4	Adhere to ethical standards and best practices								
	5.5	Provide constructive feedback during collaborative projects								

Learner's Signature	Date
Assessor's Signature	Date
IQA's Signature	Date
EQA's Signature	Date

# NATIONAL SKILL QUALIFICATION

## LEVEL 3: GRAPHIC DESIGN

### UNIT 09: GRAPHICS FOR WEB INTERFACES

**Unit Reference Number:** ICT/GDS/009/L3

**NSQ Level:** 3

**Credit Value:** 2

**Guided Learning Hours:** 20

**Unit Purpose:** This Unit is designed to equip the learners with knowledge and skill to create graphics for web interfaces

**Unit assessment requirements/ evidence requirements:**

The assessment requirements ensures that learners gain practical knowledge of graphic design and guide them on this path to achieve their desired goals in this field.

*Assessment methods to be used include:*

1. Direct Observation/oral questions (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Assignment (ASS), etc.

*(This depends on the Trade Areas to be assessed)*

## UNIT 09: DEVELOP GRAPHICS FOR WEB INTERFACES

LEARNING OBJECTIVE (LO)  The learner will:		PERFORMANCE CRITERIA  The learner can:	Evidence Type	Evidence Ref. Page No.
<b>LO 1:</b> Understand Web Design Principles	1.1	Recognize principles such as usability, accessibility, and responsiveness in web design.		
	1.2	Demonstrate how these principles contribute to effective web interfaces.		
	1.3	Evaluate existing web interfaces to identify the use of these principles.		
	1.4	Develop simple web designs that incorporate these principles		
<b>LO 2:</b> Create User-Centred Designs	2.1	Gather user requirements and preferences.		
	2.2	Develop user personas to guide design decisions.		
	2.3	Develop wireframes that reflect user needs and behaviours.		
	2.4	Implement usability testing to refine designs based on user feedback.		
<b>LO 3:</b> Implement Visual Design Elements	3.1	Use visual hierarchy to guide user attention and improve navigation.		
	3.2	Use colour theory to create visually appealing and accessible designs.		
	3.3	Choose appropriate fonts and typography for readability and aesthetics.		
	3.4	Use images and graphics effectively to enhance user experience.		
<b>LO 4:</b> Optimize for Performance and Accessibility	4.1	Assess web graphics are optimized for fast loading times.		
	4.2	Develop interfaces that are accessible to users with disabilities.		
	4.3	Use tools to validate HTML, CSS, and other code for compliance with web standards.		
	4.4	Determine designs are responsive and function well on various devices and screen sizes.		



Learner's Signature	Date
Assessor's Signature	Date
IQA's Signature	Date
EQA's Signature	Date

## LIST OF PARTICIPANTS FOR THE CRITIQUE WORKSHOP

S/N	Full Name	Organization	Address	Email	Telephone
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