



UNIVERSAL BASIC EDUCATION COMMISSION (UBEC)
NO. 7 GWANI STREET, WUSE ZONE 4, ABUJA



BRIEFING MANUAL

**FOR THE CONDUCT OF
NATIONAL PERSONNEL AUDIT (NPA)
OF ALL BASIC EDUCATION INSTITUTIONS
IN NIGERIA**

2022

2022 NATIONAL PERSONNEL AUDIT (NPA)

1.0 INTRODUCTION

The National Personnel Audit (NPA) is a complete enumeration or census of all public and private basic education institutions in Nigeria. It is an activity that is conducted at regular interval in collaboration with all the States and Local Governments in order to obtain credible data for planning.

The UBE Commission has, from the inception of basic education programme, successfully carried out a personnel audit of all public basic education institutions in Nigeria in 2006, 2010 and 2018 respectively. The reports on these audits are already in the public domain (www.ubec.gov.ng).

2.0 OBJECTIVES OF THE 2022 NATIONAL PERSONNEL AUDIT

The objectives of the NPA exercise are among others to:

- i. create a reliable database that can support or inform policies and decisions aimed at improving Basic Education delivery in Nigeria;
- ii. provide regular and periodic report on the state of Basic Education in Nigeria.
- iii. generate data for the purpose of effective planning and implementation of programmes in the sub-sector; and
- iv. feed the acquired data into the National databank for global reporting in line with Nigeria's Education Management Information System (NEMIS) policy.

3.0 SCOPE AND COVERAGE

- the National Personnel Audit shall cover **ALL** Learners and Personnel in public and private basic education institutions (Schools, LGEAs and SUBEBs) in Nigeria;
- all registered or unregistered public and private ECCDE/pre-primary, Primary and Junior Secondary Schools in Nigeria;
- all the 774 LGEAs in the 36 States and FCT will be visited.

4.0 METHODOLOGY

4.1 Data Collection Instruments

The following Instruments would be administered during the exercise:

- a. the Optical Mark Reader (OMR) Form A1 – School Personnel,

- b. the Optical Mark Reader (OMR) Form A2 – SUBEBs/LGEAs,
- c. Form A1 – ECCDE-Pre-primary/ Primary Schools, and
- d. Form A2 – JSS.

4.2 DATE

- i. Training of Field Officers at State level:
 - **Monday, 30th May – Friday 3th June, 2022**
- ii. Main Field Work -
 - Phase I: **Monday, 6th June – Friday, 24th June, 2022**
 - Phase II: **Monday, 4th July – Friday, 22th July, 2022**

5.0 State Level Training

At the State level

- The State Team Leaders and technical officers from UBEC to report to their State of assignments a week prior to the commencement of field work,
- Invite the Education Secretaries in the State to be part of the training activity,
- Carry out the Training of all State participants including the State Technical Team,
- Briefing and deployment of Field officers and Field assistants/Guides to LGEAs of responsibility, and
- Finalize all plans and necessary logistics for the smooth take off of the main field work.

6.0 Specific Responsibilities

- **SUBEBs to:**
 - i. engage all the State Technical Team on Data Update to drive the process,
 - ii. provide adequate coordinating guides from the Board and logistics for the smooth conduct of the activity,
 - iii. inform all the **Education Secretaries** to:
 - a. contact and ensure that the heads of all schools are available to attend to the team,
 - b. liaise with NAPPS LGEA Unit leadership on the coverage of private schools.

- **LGEAs Education Secretaries to:**
 - i. sensitize and mobilize stakeholders,
 - ii. provide security to field officers at the Local Government level,
 - iii. provide logistics support for the movement of Filed Officers from one school to another,
 - iv. assign LGEA personnel as guides,
 - v. interface between field officers and school communities,
- **Heads of both public and private Schools are expected to:**
 - i. report to schools from 8:00 am to attend to the team,
 - ii. prepare and keep school records on:
 - a. learners enrolment by class, age and gender,
 - b. teaching staff by qualification and gender for ECCDE, Primary and JSS,
 - c. non-teaching staff by qualification and gender for ECCDE, Primary and JSS, and
 - d. length of service (Years of experience) for teaching staff;
 - iii. ensure the availability of visitors' note books.
 - a. Receive field officers in their schools,
 - b. Provide required information on their schools,
 - c. Cooperate with field officers to ensure hitch-free exercise, and
 - d. Ensure safety and security of field officers at the school level.

7.0 Specific Responsibilities for the Field Officers

At UBEC Headquarters

- Attend/participate in the training activity,
- Ensure that all field officers have their tablets containing the e-Data software,
- Ensure safe delivery of materials to State of assignment,

At the SUBEBs

- Submit letter of introduction to the Executive Chairman,
- Discuss logistics with him/her,

- Conduct briefing for the State Technical Team, field officers and school guides,
- All UBEC Staff posted to the State must attend the briefing at the SUBEB,
- Assigns Field Officers into teams and Local Government Areas of coverage to them, and
- Collect letter of introduction to LGEAs/Schools from SUBEBs.

At the LGEAs

- Together with the SUBEB Officials/Guides introduce yourselves to the LGEA Education Secretary,
- Discuss logistics and plan your movement to schools together with the LGEA guide,
- In liaison with the Education Secretary, the Field Officer and Assistant/Guide draw up itinerary for the exercise.

At the Schools

- Officer must be in school by 8.00 am,
- Report to the Head teacher/Principal for introduction;
- Obtain and scrutinize questionnaire(s)/forms for completeness; ask questions, where necessary, before collection the instrument.
- Scrutinize the values of enrolment by class and by age as well as teachers by qualifications and years of experience,
- Real-time data capture using the software application,
- Ensure that the right school codes are entered,
- Update your technical officer on daily basis and refer all unresolved issues or challenges to him/her,
- **package personnel form OMR 1 for schools visited for scanning,**
- Sign the visitors' book before leaving the school.

8.0 General Information

- Ensure full involvement of State Technical Team EMIS Officers in both SUBEBs and SMOEs,
- Officers should be security conscious,

- Do not rush to finish the work,
- No officer will be called back to the office until the activity is duly completed,
- If there are new schools, please update,
- The technical officers will monitor and address technical challenges in the course of activity,
- enter the information from the school forms (A1 and A2) into the app,
- collect/retrieve completed form OMR A1 from all school staff, scrutinize forms in the presence of each official to ensure completeness. *Note that All staff in the school are to be physically present for the personnel audit,*
- *Ensure that the school code section is properly shaded. Carefully shade columns under Category of School and Staff Category etc,*
- *The OMR Form is a sensitive document that should not be mutilated, stapled, stained, folded, etc, otherwise, it will be rejected by the scanner,*
- **Ensure that there is no multiple shading on the OMR forms,**
- **Arrange the OMR Forms carefully, beginning with OMR A1 forms for teaching staff before non-teaching staff.**
- **All OMR forms A1 teaching and non-teaching personnel in a schools should be packaged in an envelop and labeled in the following format**
 - i. NAME OF STATE**
 - ii. LGA**
 - iii. SCHOOL CODE**
 - iv. NAME OF SCHOOL**
 - v. NUMBER OF FORMS**
- **OMR form A2 SUBEB/LGA forms should be packaged in an envelop LGA by LGA labeled in the following format**
 - i. NAME OF STATE**
 - ii. LGA**
 - iii. NUMBER OF FORMS**

- **Use HP pencil only on the OMR forms,**
- Sign the visitors' book before leaving school.

Distribution of Instruments

- Materials (forms) will be moved to the States in advance and be distributed to all public and private schools, and
- Leading the team of technical officers from UBEC, each State Team Leader reports to his/her State of assignment one week prior to the commencement of field work to:
 - carry out the Training of all State participants including State Implementation Committee members
 - ensure effective and efficient distribution of all field materials to the LGEAs and schools
 - finalize all plans and necessary logistics for the smooth take off of the main field work
- After the State training, all Education Secretaries, trained as Master Trainers, will report to their respective LGEAs to:
 - replicate the training to all Head teachers/Principals of public and private schools within their jurisdiction using the training manual
 - using the school list provided, distribute school forms A3 and A4 and school personnel forms OMR A1 to Head teachers/Principals of all schools in the LGEA
- After the LGEA training, Headteachers/Principals return to their respective schools to:
 - distribute the form OMR A1 to school officials and guide them on how to fill the form according to instructions received during training as contained in the training manual;
 - ensure the completion of the school level form A3/A4 in addition to filling his/her personnel form OMR A1
- The SUBEB Director Personnel/Administration and Education Secretaries shall

- ensure the distribution and filling of form OMR A2 by all SUBEB/LGEA officials respectively;
- ensure completed forms are well scrutinized before presenting the Officials for audit.

Absentee(s)

- Those with official permission e.g. medical leave

The Headteacher should complete instruments for them with supporting evidence/documents

9.0 REPORTS

(a) Field Officers' Reports

Field Officers are to submit their reports to State Team Leaders.

(b) Team Leaders' Reports

State Team Leaders are to submit their reports to the National Planning Committee in the prescribed format not later than one week after the exercise.

(c) National Report

The National report of the activity will be written by the National Planning Committee in conjunction with ICT and EMIS Staff.

10.0 CONCLUSION

The Executive Secretary and entire UBEC Management wish everyone a successful exercise during the 2022 National Personnel Audit. All the participants are urged to be security conscious throughout the conduct of the exercise.