Maldives National Skills Development Authority

A GUIDE TO CONDUCT

COMPETENCY BASED TRAINING PROGRAMS

Updated on: 05th May 2025

Contents

1 INTRODUCTION

Purpose of this guide is to provide information to training providers on how to register, commence, deliver and monitor training programs conducted based on the National Competency Standards developed by the Maldives National Skills Development Authority (MNSDA) as per the requirements of the industry. Figure 1.1 illustrates the steps through the whole process from registration to certification.

Figure 1.1: 6 Steps of Technical Vocational Education and Training (TVET) Process.

2 TYPES OF TRAINING PROGRAMS

There are 3 major types of trainings, they are Institutional Based Training (IBT), Employer Based Training (EBT) and National Trade Testing and Certification (NTTC).

Institutional Based Training (IBT): This refers to technical colleges or similar institutions in which students who continue in a certificate or diploma program on a full-time basis. The term also refers to part time learning in which learners come to the institution in the evening or weekends.

Employer Based Training (EBT): This refers to organized learning by employees that takes place in the workplace. It includes both mastery of skills under the direction of a worker/trainer and classroom training in the employer's premise or elsewhere. Training programs currently under the category of EBT are:

- National Apprenticeship Programs

National Trade Testing and Certification (NTTC): This program is intended for individuals who have gained at least five years of experience in a skills trade. The experience from employers or designated government agencies.

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3 PROGRAM DURATION & ENTRY CRIETERIA BASED ON MNQF

3.1 Table 1.1

Qualifications	Equivalent to MNQF Level	Minimum Credit	Minimum Duration	Entry Criteria
National Certificate 1	1	10 Credits	3 weeks full-time	**General Entry** • Completion of Basic Education AND • Ability to communicate in the language of instruction **Alternative Entry** • 16 years of age AND • Ability to communicate in the language of instruction
National Certificate 2	2	30 credits	10 weeks full-time	**General Entry** • Completion of Basic Education OR • Attainment of a Level 1 qualification **Alternative Entry** • 16 years of age AND • Ability to communicate in the language of instruction
National Certificate 3	3	40 credits	15 weeks full-time	**General Entry** • Completion of Basic Education OR • Attainment of a Level 2 qualification **Alternative Entry** • 18 years of age AND • Ability to communicate in the language of instruction
National Advanced Certificate	4	120 credits of which 90 credits at Level 4	1 year (30 weeks) full-time)	**General Entry** • Successful completion of Lower Secondary Education OR • Attainment of a Level 3 qualification **Alternative Entry** • 18 years old and 1-year work experience AND • Ability to communicate in the language of instruction
National Diploma	5	120 credits of which 90 credits at Level 5	(1 year (30 weeks) full-time)	**General Entry** • Successful completion of Higher Secondary Education OR • Attainment of a Level 4 qualification in a related field OR • Attainment of a Level 4 Foundation Study Program approved for the specific Diploma program.

				Alternative Entry • Completion of a Level 4 qualification (unrelated), and successful completion of an MQA approved University Preparation Program* OR • 20 years old, completion of secondary school, 2 years of relevant work experience, and successful completion of an MQA approved University Preparation Program
National Advanced Diploma	6	240 credits of which 90 credits at Level 5 and 90 credits at Level 6	(2 years (60 weeks) full-time)	**General Entry** • Successful completion of Higher Secondary Education OR • Attainment of a Level 4 qualification in a related field OR • Attainment of a Level 4 Foundation Study Program approved for the specific Diploma program. **Alternative Entry** • Completion of a Level 4 qualification (unrelated), and successful completion of an MQA approved University Preparation Program* OR • 20 years old, completion of secondary school, 2 years of relevant work experience, and successful completion of an MQA approved University Preparation Program

Note: Information taken from Entry Criteria for MNQF Qualifications V2.2 2017

4   PROGRAM REGISTRATION

To be a TVET training provider, each and every training provider should be registered under MNSDA. To register the programs available in MNSDA, the following documents are required to be submitted with filled application form via email (registration@mnsda.gov.mv).

1. Completed program registration application form by the Training Provider.
2. Copy of the registration certificate of the establishment in a government agency.
3. Curriculum vitae of the program coordinator
4. Curriculum vitae of the trainers / lecturers
5. Training Delivery Plan

The National Competency Standard and any other supporting documents required for the programs will be provided by MNSDA upon program registration.

*Program Registration form is in annex 1

5   COMMENCEMENT OF TRAINING (COT)

To conduct TVET Programs, the training provider needs to obtain program commencement approval from MNSDA by completing the program registration. To obtain program

commencement approval the training provider should fill in the designated application form and submit to MNSDA via email (assessment@mnsda.gov.mv). Selection of students (Entry Criteria) –TVET programs entry criteria is as according to Maldives National Qualification Framework.

*COT Form is included in Annex 2

Admission requirements:

i. Academic requirements:

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- Language requirement: Dhivehi / English

ii. Experience-related requirements:

All the experience related decision making needs to be aligned with MNSDA requirements and guidelines and be confirming to MQA guidelines and regulations.

iii. Policy on providing advance standing:

While providing advance standing related decision making needs to be aligned with MNSDA requirements and guidelines and be confirming to MQA guidelines and regulations.

iv. Methods of verifying the validity of prior learning to grant advanced credits:

While verifying the validity of prior learning to grant advance standing needs to be aligned with MNSDA requirements and guidelines and be confirming to MQA guidelines and regulations. Participants who are enrolling in National Trade Testing and Certification (NTTC) should meet the criteria mentioned in the Higher Education Act. A minimum of five years of experience in the same field is required.

v.   Maximum credits to be granted advanced standing:

While providing maximum credits and granting advanced standing, all decisions to be aligned to aligned with MNSDA requirements and guidelines and be confirming to MQA guidelines and regulations.

6   COMPETENCY BASED TRAINING DELIVERY

The delivery of training should be specific to the content of the National Competency Standard. Training delivery should be guided by the 7 basic principles of competency-based TVET programs.

1. Learning is modular in its structure;
2. Training delivery is individualized and self-paced;
3. Training is based on work that must be performed;
4. Training materials are directly related to the competency standards;
5. Assessment is based in the collection of evidence of the performance of work to the industry required standard;
6. Program is based both on-the-job and off-the-job training components;
7. Training allows multiple entry and exit;
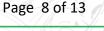
Selection of trainers:

- The selection of trainer for the program shall be evaluated based on "National Competency Standard thakah thamreenudhey faraaiythah registry kurumaai programme registry kurumuge Usoolu"

Preparation of training schedule:

- Training coordinator is responsible for preparation of training schedules including dates, time, and facilitate training aids and other resources as may be required for the different modules of training programs and needs to ensure that the training is continued according to the prepared schedule.

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The conduction of training:

The delivery of training shall take place based on classroom/online training, demonstration, workplace learning, reporting and logging.

    i.   **Classroom/online training**: attendance, subject outline, program material, PowerPoint presentations, video simulations, log book, work ethics and security. Online training is only applicable for theory content of the National Competency Standard.

    ii.   **Demonstration:** tools and equipment's relevant to the training, technology relevant to the curriculum, safety consideration, training log book. 80% of the programme content to be delivered by face-face.

    iii.   **Workplace learning:** supervision under a competent mentor, maintain a log, attendance, immediate supervisor to fill up the evaluation form and communicate with the placement coordinator of the institute/company.

    iv.   **Communication and reporting:**
- Attendance records
- Reporting procedure (lecturer to report coordinator, communication between mentor- coordinator- lecturer and students
- Student (trainer, program coordinator, complaints procedure (inform during orientation)
- Inform about formal projects and assessments (incorporate in subject out line)
- Evaluation procedure

7 STUDENT WITHDRAWAL

This section is to provide general information about policies and consequences of student withdrawal.

i.   **Policy on the withdrawal of a student:**
Students who are absent for the first week of the course, or for shorter courses during the first or second day of the course, will be notified of their absence. A student who has been absent for 80% of the duration of the course may be automatically disenrolled from the programme without any notification.

ii.   **Policy on voluntary withdrawal and tuition fee reimbursement:**
Students are also allowed to withdraw from an enrolled course formally by requesting to withdraw from the course and subsequent approval from the respective institute.

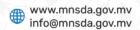# 8 QUALITY ASSURANCE AND MONITORING

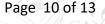Quality Assurance and Monitoring mechanism is setup to:

- Maintain the quality of the training facilities
- Ensure that the learning materials are delivered with the same quality to match the requirements of National Competency Standard provided by MNSDA.
- Ensure if the intended skill or knowledge is acquired by the trainee.

Monitoring and evaluation provide a rational basis for planning and implementing quality management for TVET programs. Monitoring and Evaluation is the key to an effective measurement of the entire system and an indispensable tool of ensuring quality improvement. For the purpose of monitoring the following procedures are followed:

i. Before the commencement of TVET training programs either institute based or employer-based training after the signing of training contract the training provider should provide details of selected students via COT form.

ii. The training provider should have an assigned training supervisor and trainer whereby they have daily log sheet for each student for MNSDA monitoring purpose. Logbooks are provided to training provider by MNSDA.

iii. The training provider should provide MNSDA with the schedule of internal assessment thereby the monitoring team of MNSDA own a right to visit the training site/competency-based assessment to observe the training.

iv. After the completion of pre-assessment by the training provider shall submit the pre-assessment report to MNSDA for competency-based assessment.

v. Upon submission of Pre-Assessment Report MNSDA is responsible to schedule competency-based assessment within 07 working days according to the availability of the National Assessors.

9 COMPETENCY BASED ASSESSMENT

The final assessment of the National Competency-Based Programmes conducted by the Maldives National Skills Development Authority (MNSDA) is a competency-based assessment.

The Competency-Based Assessment ensures that the students' performance meets the requirements specified in the National Competency Standards (NCS). This assessment approach is designed to verify that graduates are job-ready and meet established occupational competency requirements within their respective fields.

Eligibility for Final Assessment

To be eligible for the final Competency-Based Assessment, students must fulfil the following conditions:

- achieve a minimum of 80% attendance
- deemed competent in each of the units of the programme in the pre-assessment

Competency-Based Assessment Process

Upon submission of the Pre-assessment report by the training provider, MNSDA will check for all the necessary supporting documents and conduct Competency-Based Assessment through a National Assessor registered with MNSDA. It is important to note that any trainer involved in the training process is not permitted to conduct the assessment to maintain impartiality and integrity of the process.
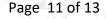
The final Competency-Based Assessment conducted by MNSDA includes both:

- Theory: Evaluating students' knowledge and understanding of key theoretical aspects of the competency.
- Practical: Assessing hands-on skills and application of knowledge in real-world or simulated environments.

Once the assessment is completed, the National Assessor will send the Competency-Based Assessment Report to MNSDA.

Competency Status Requirement

For certification to be granted, the student must be officially declared "Competent" in each of the units of the programme by the National Assessor.
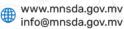
Conclusion

Competency-Based Assessment is a critical component in ensuring the quality and credibility of technical and vocational skills-based training. By adhering to the outlined procedure, MNSDA upholds the standards required to certify students who are fully prepared to meet industry demands.

10 FINANCIAL MANAGEMENT

1. Payments for National Assessors for both theory and practical component of competency-based assessment conducted will be fully covered by MNSDA.

2. All expenses related to conducting the trainings shall be covered by the training provider. This includes (but not limited to) expenses related to administrative, logistic and operational cost of running training facilities, salaries for staff, rent. Transportation, food and accommodation for the National Assessors if required to travel out of Male' City the cost shall be provided by the training provider.

11 ANNEX

Following Forms are attached to this document.

1. Program Registration form (annex 1)
2. COT form (annex 2)
3. Pre-assessment Report (annex 3)
4. List of qualifications (annex 4)