



MALDIVES NATIONAL SKILLS DEVELOPMENT AUTHORITY

Male', Maldives

A GUIDE TO CONDUCT COMPETENCY BASED TRAINING PROGRAMS

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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 6 steps through the whole process from registration to certification.

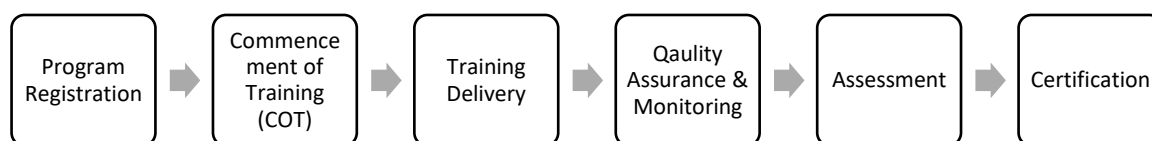


Figure 1.1: 6 Steps of TVET Training Process.

2 TYPES OF TRAINING PROGRAMS

There are 2 major types of trainings, they are Institutional Based Training (IBT) and Employer Based Training (EBT).

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 under the category of EBT are:

- Apprenticeship Programs
- Community Based Trainings
- School Based Trainings / Dhasvaaru

3 PROGRAM DURATION

MNQF Level	Qualifications	Minimum Credit	Minimum Duration	Entry Criteria
1	National Certificate 1	10 Credits	3 weeks full-time	General Entry <ul style="list-style-type: none"> Completion of Basic Education AND Ability to communicate in the language of instruction Alternative Entry <ul style="list-style-type: none"> 16 years of age AND Ability to communicate in the language of instruction
2	National Certificate 2	30 credits	10 weeks full-time	General Entry <ul style="list-style-type: none"> Completion of Basic Education OR Attainment of a Level 1 qualification Alternative Entry <ul style="list-style-type: none"> 16 years of age AND Ability to communicate in the language of instruction
3	National Certificate 3	40 credits	15 weeks full-time	General Entry <ul style="list-style-type: none"> Completion of Basic Education OR Attainment of a Level 2 qualification Alternative Entry <ul style="list-style-type: none"> 18 years of age AND • Ability to communicate in the language of instruction
4	National Advanced Certificate	120 credits of which 90 credits at Level 4	1 year (30 weeks) full-time	General Entry <ul style="list-style-type: none"> Successful completion of Lower Secondary Education OR Attainment of a Level 3 qualification Alternative Entry <ul style="list-style-type: none"> 18 years old and 1 year work experience AND Ability to communicate in the language of instruction
5	National Diploma	120 credits of which 90 credits at Level 5	(1 year (30 weeks) full-time)	General Entry <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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
6	National Advanced Diploma	240 credits of which 90 credits at Level 5 and 90 credits at Level 6	(2 years (60 weeks) full-time)	General Entry <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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

4 PROGRAM REGISTRATION

To be a TVET training provider, each and every training provider whether its institutional or employer based should be registered under MNSDA. To register, the following documents are required to be submitted with filled application form.

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

*Registration form is in annex 1

Requirements for Application:

As per the new procedures effective from 1 September 2018, competency-based training providers are required to register the training programs at MNSDA and seek the permission prior to commence trainings.

Application to register institutional based training programs will be accepted from:

- Institutions that are registered as training providers at the Department of Higher Education

Application to register employer-based training programs will be accepted from:

- Public and private organizations with sufficient facilities to provide competency-based trainings by providing actual work environments.

5 COMMENCEMENT OF TRAINING (COT)

To conduct TVET Programs, the training provider needs to obtain program commencement approval from MNSDA. To obtain program commencement approval the training provider should fill in the designated application form and submit to MNSDA. Selection of students (Entry Criteria) – TVET entry criteria is as according to Maldives National Qualification Framework.

*COT Form is included in Annex 2

6 COMPETENCY BASED TRAINING DELIVERY

The delivery of training should be specific to the content of the training 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 on the following basis:

- Highest Educational Qualification
- Experience in the field of Training

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.

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

- ii. **Demonstration:** tools and equipment's relevant to the training, technology relevant to the curriculum, safety consideration, training log book
- 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 QUALITY ASSURANCE AND MONITORING

Quality Assurance and Monitoring mechanism is setup to help:

- maintain the quality of the training facilities
- ensure that the learning materials are delivered with the same quality to match the requirements of Maldives National Skills Development Authority.
- see if the intended skill or knowledge is acquired by the trainee.

Monitoring and evaluation (M&E) provide a rational basis for planning and implementing quality management for TVET programs. M & E 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 institution or employer-based training after the signing of training contract the training provider should provide details of selected students.
- 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.

- iii. The training provider should provide MNSDA with the schedule of internal assessment thereby the monitoring team of MNSDA shall visit the training site to observe the training.
- iv. At the end of the monitoring trip the monitoring team will create a monitoring report.
- v. After the completion of pre-assessment by the training provider they shall request to MNSDA for the final assessment of the students/trainees.

8 COMPETENCY BASED ASSESSMENT

Competency Based Assessment is the process of collecting evidence and making judgments on the nature and extent of progress towards the performance requirements specified in the National Competency Standards and at an appropriate point, ensuring whether the competency required has been achieved. The Criteria for Assessment is as follows:

- Units of competence
- Elements of competence
- Performance criteria
- Critical aspects of the unit of competence
- Underpinning knowledge
- Underpinning skills

Criterion referenced assessments assume that the assessment decision is based upon a collection of evidence, these evidences consist of a written test, practical test, oral questioning, direct observation, trainees log book, trainer report, supervisor's report, certificates, testimonials, video, photographs, products produced, simulation and role play. A combination of methods needs to be used to gather evidence to reach an assessment decision, and it should facilitate sound, confirmed and right assessments.

External Assessment Process:

Upon submission of Pre-assessment forms requesting to conduct assessment by the training provider, MNSDA shall check for all the necessary supporting documents and will conduct an assessment, these assessments will be done through a qualified External Assessor. Once the assessment is completed, the assessor will send an Assessment Report to MNSDA for certification.

9 FINANCIAL MANAGEMENT

All expenses related to conducting Competency Based Training (CBT) Programs and conducting External Assessments should 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. Payment of fees to External Assessors, Transportation, food and accommodation if they need to travel to other locations.



10 ANNEX

Following Forms are attached to this document.

1. Registration form (annex 1)
2. COT form (annex 2)
3. Pre-assessment form (annex 3)
4. List of competency standards with qualifications (annex 4)





Maldives National Skills Development Authority

PR-2018v6
ANNEX 1

Program Registration Form

Training Provider Details:

Name of the Training Provider:
Contact Person: Contact No.:
Address: Atoll: Island:
E-mail Address:

Program Details

Name of the Training Program:
Project Name (if any):
MNQF Level: Duration: Batch Number:
Commencing Date:

Type of Training: Institutional Based Training
 Employer Based Training

Entry Criteria:
.....
.....
.....

Program Coordinator:

Name: Contact:
ID Card Number:
Highest Qualification:
E-mail Address:

Lecturer(s)/Trainer(s) Details:

(Attach lecturers/trainers Details list as shown below)

#	Full Name	ID Card No.	Contact No.	Full-Time	Part Time	Highest Qualifications	E-mail Address
1							

Training Facilities:

Training Facility (School/Workshop/Seminar Room etc.):
Capacity:
Location:
.....
.....

I declare that all information provided in this form and the document is true and accurate.

Applicants Declaration

Name: Sign:
Designation: Date:

Stamp



FOR OFFICIAL USE

Checklist

#	Items to Submit	Check by TVETA
1	Completed TVETA Program registration form.	
2	Curriculum Vitae of the trainer(s) and program coordinator	
3	National ID Card/work permit card copy of the trainer(s)	
4	Academic certificates of the trainer(s) and the program coordinator	
5	Copy of the Registration certificate of the establishment in a government agency	
6	Training Delivery Plan	

ACCEPTANCE OF APPLICATION

Application GEMS No.:		Date:	
Data Entry Staff & Designation:		Sign:	

DECISION

Program Registration	REGISTERED		NOT REGISTERED	
QA /TVET Authority				
Signature		Date: / /20.....	



Maldives National Skills Development Authority

COT-2018v5
ANNEX 2

Commencement of Training Form (COT)

Program Details:

Name of the Training Programme:

Project Name (if any):

MNQF Level: Duration: Batch Number:

Commencing Date: Type of Training:

- Institutional Based Training
 Employer Based Training

Entry Criteria:

.....
.....
.....

Training Provider Details:

Name of the Training Provider:

Training Provider Registration Number:

Contact:

Address: Atoll: Island:

E-mail Address:

Program Coordinator:

Name: Contact:

Highest Qualification:

ID Card Number:

E-mail Address:

Lecturer(s)/Trainer(s) Details:

(Attach lecturers/trainers Details list as shown below)

#	Full Name	ID Card No.	Contact No.	Full-Time	Part Time	Highest Qualifications	E-mail Address
1							

Trainee(s) Details:

(Attach lecturers/trainers Details list as shown below)

#	Full Name	ID Card No.	Gender	Permanent Address	Date of Birth	Qualification	Contact No.	Student Reg. No.
1								

I declare that all information provided in this form and the document is true and accurate.

Prepared by:

Name: Sign:

Designation: Date:

Program Coordinator:

Name: Sign:

Designation: Date:

Stamp



FOR OFFICIAL USE

Checklist

#	Items to Check	Check by TVETA
1	Completed TVETA Commencement of Training Form	
2	Curriculum Vitae of the trainer(s).	
3	National ID Card/Work Permit Card Copy of the Trainer(s)	
4	Academic Certificates of the Trainer(s)	
5	Training Delivery Plan	
6	List of Trainee(s) including all the details in given format	
7	Copy of the National ID Card of all Trainees	



Pre-Assessment Form

IMPORTANT INFORMATION

*This form should be filled on completion of a Pre-Assessment, signed by the Assessor/s and submitted to the Technical and Vocational Education and Training Authority by e-mail to info@mnsda.gov.mv

Training Provider Details:

Name of the Training Provider:

Training Provider Registration No.:

Name of the Training Program:

Address:

Atoll:

Island:

E-mail Address:

Report on Pre-Assessment

Date of Assessment:/...../.....

1. Information of Candidates

Called for Pre-Assessment			Present for Pre-Assessment		
Boys	Girls	Total	Boys	Girls	Total

2. Facilities Required for the Pre-Assessment

Are Adequate Facilities available at the Centre to Conduct the Assessment?

Yes

No

If the answer is "NO", indicate the arrangements made/ to be made:

Are Tools, Equipment & Material required for the Assessments available?

Yes

No

If the answer is "NO", indicate the arrangements made/ to be made:

3. Assessment

Date(s) and Locations fixed for the Final Assessment

Arrangements made to inform the candidates of the Final Exam

4. Comments of the Assessors (if any)



	Assessor 1	Assessor 2
Name		
Signature		
Date		
5. Declaration		
I certify that the pre-assessment for the candidates were carried out by the Assessors at this Centre. Arrangements required for the final assessments are noted for necessary action.		
Date	Signature	Name and Designation
.....		
.....		
.....		
.....		



Maldives National Skills Development Authority

PR-2018v2
ANNEX 3

DETAILS OF PRE-ASSESSMENTS CARRIED OUT

Training Provider Name:																								Student Signature		
Qualification:																										
Batch No.:																										
Personal Details			Competency Based Units																					Student Signature		
#	Name	NID Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21			
1																										
2																										
3																										
4																										
5																										
6																										
7																										
8																										
9																										
10																										
11																										
12																										
13																										
Number of Trainees Absent																										
Number of Trainees Competent in Units																										

(if the number of students exceed 13, please use additional copy of this page)



MALDIVES NATIONAL SKILLS DEVELOPMENT AUTHORITY

NATIONAL QUALIFICATIONS

#	SECTOR	NATIONAL QUALIFICATION
01	Tourism	National Certificate III in Front Office
02	Tourism	National Certificate IV in Front Office
03	Tourism	National Certificate III in Housekeeping
04	Tourism	National Certificate IV in Housekeeping
05	Tourism	National Certificate III in Laundry Services
06	Tourism	National Certificate III in Food and Beverage Services
07	Tourism	National Certificate IV in Food and Beverage Services
08	Tourism	National Certificate III in Barista
09	Tourism	National Certificate IV in Barista
10	Tourism	National Certificate III in Pastry and Bakery
11	Tourism	National Certificate IV in Pastry and Bakery
12	Tourism	National Certificate III in Commercial Cookery
13	Tourism	National Certificate IV in Commercial Cookery
14	Tourism	National Certificate III in Guesthouse Operations
15	Tourism	National Certificate III in Snorkel Guide
16	Tourism	National Certificate III in Surf Guide
17	Tourism	National Certificate III in Lifeguarding

18	Tourism	National Certificate IV in Life Guarding
19	Tourism	National Certificate III Water Sports Operations
20	Tourism	National Certificate III in Tour Guide
21	Tourism	National Certificate IV in Tour Guide
22	Tourism	National Certificate III in Ticketing and Reservation
23	Tourism	National Certificate IV in Ticketing and Reservation
24	Tourism	National Certificate III in Airport Representative
25	Social	National Certificate III in Event Management
26	Social	National Certificate IV in Event Management
27	Social	National Certificate I in Retail Services
28	Social	National Certificate III in Retail Services
29	Social	National Certificate III in Cashiering
30	Social	National Certificate IV in Cashiering
31	Social	National Certificate III in Pharmacy
32	Social	National Certificate IV in Pharmacy
33	Social	National Certificate III in Photography
34	Social	National Certificate IV in Photography
35	Social	National Certificate III in Art Skills
36	Social	National Certificate IV in Art Skills
37	Social	National Certificate III in Jewelry Design and Manufacturing
38	Social	National Certificate III in Sound Engineering
39	Social	National Certificate IV in Sound Engineering

40	Social	National Certificate III in Fitness Instruction
41	Social	National Certificate III in Sports Coaching
42	Social	National Certificate IV in School Health Officer
43	Social	National Certificate III in Fashion Design and Tailoring
44	Social	National Certificate IV in Fashion Design and Tailoring
45	Social	National Certificate III in Makeup and Beauty Care
46	Social	National Certificate IV in Makeup and Beauty Care
47	Social	National Certificate III in Cake Decoration
48	Social	National Certificate IV in Cake Decoration
49	Social	National Certificate III in School Laboratory Techniques
50	Social	National Certificate IV in School Laboratory Techniques
51	Social	National Certificate III in Phlebotomy
52	Social	National Certificate III in Media Production
54	Social	National Certificate IV in Media Production
55	Social	1 ދިވެހިރާއްޖޭގެ ސަރުކާރުގެ ގެޒެޓްގައި ބަޔާންކޮށްފައިވާ ގޮތުން
56	Social	2 ދިވެހިރާއްޖޭގެ ސަރުކާރުގެ ގެޒެޓްގައި ބަޔާންކޮށްފައިވާ ގޮތުން
57	Social	3 ދިވެހިރާއްޖޭގެ ސަރުކާރުގެ ގެޒެޓްގައި ބަޔާންކޮށްފައިވާ ގޮތުން
58	Social	4 ދިވެހިރާއްޖޭގެ ސަރުކާރުގެ ގެޒެޓްގައި ބަޔާންކޮށްފައިވާ ގޮތުން
59	Social	National Certificate III in Entrepreneurship
60	Social	National Certificate III in Company Administration
61	Social	National Certificate III in Storekeeper
62	Social	National Certificate IV in Storekeeper

63	Construction	National Certificate III in Construction Site Supervision
64	Construction	National Certificate IV in Construction Site Supervision
65	Construction	National Certificate III in Electrical Installation and Maintenance
66	Construction	National Certificate IV in Electrical Installation and Maintenance
67	Construction	National Certificate III in Plumbing
68	Construction	National Certificate IV in Plumbing
69	Construction	National Certificate III in Sewerage System Operation and Maintenance
70	Construction	National Certificate IV in Sewerage System Operation and Maintenance
71	Construction	National Certificate III in Utility Laboratory Technician Services
72	Construction	National Certificate IV in Utility Laboratory Technician Services
73	Construction	National Certificate III in Water Supply System Operation and Maintenance
74	Construction	National Certificate IV Water Supply System Operation and Maintenance
75	Construction	National Certificate III Health and Safety in Construction
76	Construction	National Certificate IV Health and Safety in Construction
77	Construction	National Certificate III in Bar Bending
78	Construction	National Certificate III in Furniture Carpentry
79	Construction	National Certificate III in Shuttering Carpentry
80	Construction	National Certificate III in Masonry Works
81	Construction	National Certificate III in Painting and Decorations
82	Construction	National Certificate III in Welding Techniques
83	Transport	National Certificate III in Heavy Vehicle Operations
84	Transport	National Certificate III in Bus Operations

85	Transport	National Certificate III in Boat Operations
86	Transport	National Certificate I in Automotive Maintenance (Light Vehicle)
87	Transport	National Certificate III in Automotive Maintenance (Light Vehicle)
88	Transport	National Certificate I in Marine Mechanic
89	Transport	National Certificate III in Marine Mechanic
90	Transport	National Certificate IV in Marine Mechanic
91	Transport	National Certificate III in Fiberglass Boat Building
92	Transport	National Certificate III in Refrigeration and Air Conditioning Mechanic (Domestic)
93	Transport	National Certificate IV in Refrigeration and Air Conditioning Mechanic (Industrial)
94	Fisheries and Agriculture	National Certificate III in Sport fishing Guiding
95	Fisheries and Agriculture	National Certificate I in Fish Processing and Quality Control
96	Fisheries and Agriculture	National Certificate II in Fish Processing and Quality Control
97	Fisheries and Agriculture	National Certificate III in Fish Processing and Quality Control
98	Fisheries and Agriculture	National Certificate III in Gardening
99	Fisheries and Agriculture	National Certificate IV in Gardening
100	Fisheries and Agriculture	National Certificate III in Agriculture
101	ICT	National Certificate III in Computer Hardware and Networking
102	ICT	National Certificate IV in Computer Hardware and Networking
103	ICT	National Certificate III in Programming