

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 Technical and Vocational, Education and Training (TVET) Authority as per the requirements of the industry. Figure 1.1 illustrates the 6 steps through the whole process from registration to certification.

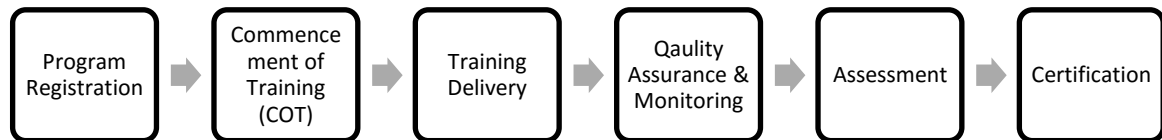


Figure 1.1: 6 Steps of TVET Training Process.

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. School based Training/ Dhasvaaru and Community development trainings programs will be under the category of EBT.

3 PROGRAM REGISTRATION

To be a TVET training provider, each and every training provider whether its institutional or employer based should be registered under TVET Authority. 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

*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 TVETA 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.

4 COMMENCEMENT OF TRAINING (COT)

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

*COT Form is included in Annex 2

5 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 outline)
- Evaluation procedure

6 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 TVET 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 TVET Authority monitoring purpose.
- iii. The training provider should provide TVET Authority with the schedule of internal assessment thereby the monitoring team of TVET Authority 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 TVET Authority for the final assessment of the students/trainees.

7 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 consists 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, TVET Authority 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 TVET Authority for certification.

8 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)