

CERTIFICATION & COMPETENCY STANDARDS

A qualification is made up of a series of core and elective units of competency, which can range from Levels 1 to 5.

An individual can be awarded with a Statement of Competence for the achievement of a unit of competence within a qualification or an NVQ-J or a CVQ, if all units within a qualification are successfully completed.

WHO BENEFITS FROM COMPETENCY STANDARDS?

Employers

- Assist in evaluating the skill levels of prospective and existing workers
- Serve as a credible basis for valuing labour and negotiating labour agreement
- Clarify work requirements and responsibilities thereby facilitating reduction in industrial conflicts
- Provide employees who have the requisite competencies to give companies competitive advantage in the global market place

Employees

- Make clear the skill levels needed to compete for and maintain jobs
- Identify the qualification path relevant to the areas of work

Schools and Training Providers

- Provide a basis for articulation and accreditation
- Serve as units of measurement to conduct assessments and evaluations
- Aid in Programme Planning
- Can be clustered to form NVQ-J or CVQ

The Nation

- Provide a National Framework of Qualifications based on performance outcomes agreed across industries
- Improve the quality of the labour force with more relevant "skills sets"
- Provide workers who are better able to compete in the global market place

For information on how to access Competency Standards, please contact:-
The Information and Records Management Unit | NCTVET
Gordon Town Road, Kingston 6
Tel: 977-1700-5/977-0588/977-7960, Fax: 977-1115/977-1707
Email: irm_nctvet@heart-nta.org | or visit The National Qualifications Register, www.nqrjamaica.org
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COMPETENCY STANDARDS

GLOBAL STANDARDS FOR THE WORKFORCE 

NCTVET

The National Council on Technical and Vocational Education and Training (NCTVET) is the authorized body empowered to, accredit organizations and programmes and award certification to individuals who have mastered specific units of competence, or who have completed all units to qualify for the National Vocational Qualification of Jamaica (NVQ-J) and Caribbean Vocational Qualification (CVQ).

The NVQ-J and CVQ are based on industry endorsed Competency Standards.

WHAT ARE COMPETENCY STANDARDS?

Competency Standards are industry-determined specifications of performance, which describe the skills, knowledge and attitudes required by a worker in the performance of a particular role in the workplace. They are the building blocks for all activities in a competency-based training and certification system.

Competency Standards:

- Can form the basis for assessment, certification, articulation and accreditation
- Establish the basic linkage between the workplace and the training system
- Can be used for identifying training needs and conducting labour market analyses
- Can be used to develop job descriptions and specifications and recruitment criteria

Competency

Standards define:

- How well a job is to be done
- The work attitudes to be demonstrated
- The outcome to be attained for a particular job

WHO DEVELOPS THE STANDARDS?

The Competency Standards have been developed by *Industry Lead Groups*. These are employers, workers and technical experts who know exactly what competencies are needed to do a job well. These standards are thoroughly evaluated to ensure that they are current, relevant and benchmarked to meet international requirements.

COMPONENTS OF A COMPETENCY STANDARD

A Competency Standard is made up of a unit title, elements, performance criteria, range statements containing evidence guide and key competencies.



Unit Title (Outcomes)

This is the overall performance to be demonstrated.

Elements:

Describe the key activities of the work to be completed to attain the outcome.

Performance Criteria

Measure the quality of performance that must be demonstrated to indicate competence.

Range Statements

Explain the conditions or context to which the performance must be demonstrated. Within the *Range Statements* are:

- *Evidence Guide:*
Gives information on the requirements for assessment to be conducted.
- *Key Competencies:*
Outline the critical employability skills to be demonstrated in the performance of a job.

ASSESSMENT & COMPETENCY STANDARDS

Competency Standards can form the basis on which assessment is conducted. Learners/workers are assessed against the prescribed standards through the use of various evidence collecting methods. Assessment therefore confirms that an individual can perform to the standards expected in the workplace.