

iv) The proof of payment of all fees must be submitted along with the completed application form. (Please contact the NCTVET for the associated fees.) Payment can be lodged at any branch of the National Commercial Bank (NCB) to the account of NCTVET, Account # 211888458 or directly to the NCTVET Information and Records Management Unit.

4. Where an institution selects to adopt an existing approved programme and assessment instrument/strategy, this should be clearly indicated on the application form. Approval must be given for amended or new assessment instrument/strategy. However, the Facilities Audit report must be submitted for the site, along with the application.

Timeline for Programme Review and Approval

Acceptance of application is dependent on the outcome of the programme review. The turnaround time for the review and approval of application is ten (10) working days from the receipt of a completed application. An application is not considered complete, unless all the required documents are submitted in accordance with the Customized Programme Requirements.

Quality Assurance Process

The NCTVET will utilize a range of mechanisms to ensure that the organization meets the criteria for all activities that are associated with achieving and maintaining standards for the delivery of the Customized Programmes:

1. Programmes that are offered for Customized Certification by the NCTVET will be reviewed and approved in accordance with the established programme requirements;
2. A Facilities Audit must be done to determine the suitability of the site to facilitate quality delivery of the training programme;
3. A sampling approach will be adopted to select the programmes that will be visited by the NCTVET to validate the processes used during delivery.

Certification

Certificates can only be issued for programmes that were approved prior to the implementation of the programme. The turnaround time for the release of certificates is ten (10) working days from the receipt of the request for certificates. All certificates will:

1. carry the logos of the NCTVET and the partnering organization(s) and shall bear the signatures of the NCTVET's Registrar, and the designated representatives of the partnering organization(s);
2. bear the participants' names as they were submitted on the application form, unless an amendment is made before the release of the certificates.

Replacement and reprinting of certificates can be facilitated at additional costs (Please contact the NCTVET for the associated fees).

The Council reserves the right to withhold/cancel a certificate, if it is proven at any time that there was any irregularity during the administration of the assessment or breach of the NCTVET policy/procedure or presentation of false information. The certificate remains the property of the Council and may be recalled if the award is revoked or amended.

CUSTOMIZED CERTIFICATION PROGRAMME

For further information, 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

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CUSTOMIZED CERTIFICATION PROGRAMME



The NCTVET

The National Council on Technical and Vocational Education and Training (NCTVET) is the national body authorized to award certificates to individuals who have demonstrated competence in technical and vocational skills required for the workplace.

In its quest to increase access to certifiable, technical and vocational education and training in Jamaica, the NCTVET has developed a number of mechanisms to facilitate the certification of individuals. Individuals who have successfully demonstrated competence in technical and vocational areas, based on nationally/regionally developed standards, are awarded the National Vocational Qualification of Jamaica (NVQ-J), Caribbean Vocational Qualification (CVQ) and Job Certificates. As part of its efforts to rationalize and standardize the certification of technical and vocational education and training, the NCTVET also offers to individuals, through the partnering organizations, the award of Customized Certification.

Customized Certification

The NCTVET's Customized Certificate is awarded in situations where Qualification Plans, including Job Qualification Plans, do not currently exist to meet the needs of a particular organization or industry. However, national, international, industry or company-based standards of performance will be used to assess and certify worker competence. A Customized Certification Programme will be approved by the NCTVET and certification provided in recognition of the successful completion of this customized training programme.

The Customized Programme is not assigned a level but in situations where competency units are used, recognition of such may be sought separately through the authorized Accredited Training Organization (ATO). In such cases, a transcript may be offered. Certification will not be issued with the same name as existing Qualifications.

Customized Programme Requirements

Programmes developed for Customized Certification with the NCTVET must meet the following criteria:

1. The programme must be Competency-Based;
2. Goal, objectives and duration of the programme must be clearly specified;
3. The programme must state the contact time for the practical and theoretical components;
4. The content must clearly specify the practical and theoretical requirements;
5. The assessment component must be clearly outlined and must include the relevant assessment tools and matrices to be used to measure performance;
6. The naming convention used must represent the programme content but must NOT be the same as existing qualifications for NVQ-J, CVQ, Job Certification;
7. Where similar customized programmes have been approved by the NCTVET, such programmes should be adopted for use;
8. The Customized Certificate will bear the signatures of no more than three (3) parties.

The Assessment Process

1. The assessment strategy (e.g. test, portfolio, presentation, project) shall meet NCTVET's test development standards and must be approved by the NCTVET prior to implementation.
2. Assessment instruments used in the Customized Certification programmes must:
 - i) meet acceptable standards of validity and reliability;
 - ii) be administered under conditions approved by the NCTVET;
 - iii) be kept in an environment that ensures security and confidentiality of documents.

Rating Conversion Scale

A Rating Scale of 1 to 5 is used by the NCTVET for all forms of assessment. This is applicable for both theory and practical assessments.

Score {%}	Rating	Descriptor
75 -100	5	Ratings 3 - 5 indicate competency in the areas that were assessed.
60 - 74	4	
45 - 59	3	
30 - 44	2	Ratings at 1 and 2 indicate the need for additional training and practice.
Below 30	1	

Application Process

1. The organization offering the customized programme must be registered with the Ministry of Education Independent Schools Unit or the Registrar of Companies and related local, regional and international bodies.
2. The organization must submit an application for Customized Certification.
3. The following must also be submitted for review and approval prior to implementation of the programme:
 - i) Detailed course content, including course title and contact hours;
 - ii) Assessment strategy/instruments that will be used to evaluate participants' performance at the end of the training;
 - iii) A Facilities Audit report, from a NCTVET trained auditor, which relates to the specific skill area and the site of the proposed training;