

The National Council on Technical and Vocational Education and Training

**A Guide to Accessing the
NCTVET Competency Standards
on
The NTA Qualifications System (NQS)**



Competency Standards

Overview

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:

1. Building blocks for all activities in a competency-based training and certification system
2. Used as the basis for assessment, certification, articulation and accreditation
3. Clustered to form National Vocational Qualification of Jamaica (NVQ-J)/Caribbean Vocational Qualification (CVQ)
4. Used to establish the basic linkage between the workplace and the training system
5. Used for identifying training needs and conducting labour market analyses
6. Seen as the most effective way of closing the skills gap, developing the workforce of the future and promoting lifelong learning

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

Benefits of Competency Standards

To the Employer

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

To the Employee

1. Make clear the skill levels needed to compete for and maintain jobs
2. Identify the qualification path relevant to the areas of work
3. Improve employability and skills transferability
4. Enable past work experience and skills to count towards achieving the NVQ-J/CVQ (recognition of prior learning)

To Schools and Training Providers

1. Provide a basis for articulation and accreditation
2. Serve as units of measurement to conduct assessments and evaluations
3. Aid in programme planning
4. Can be clustered to form a training programme

To the Nation

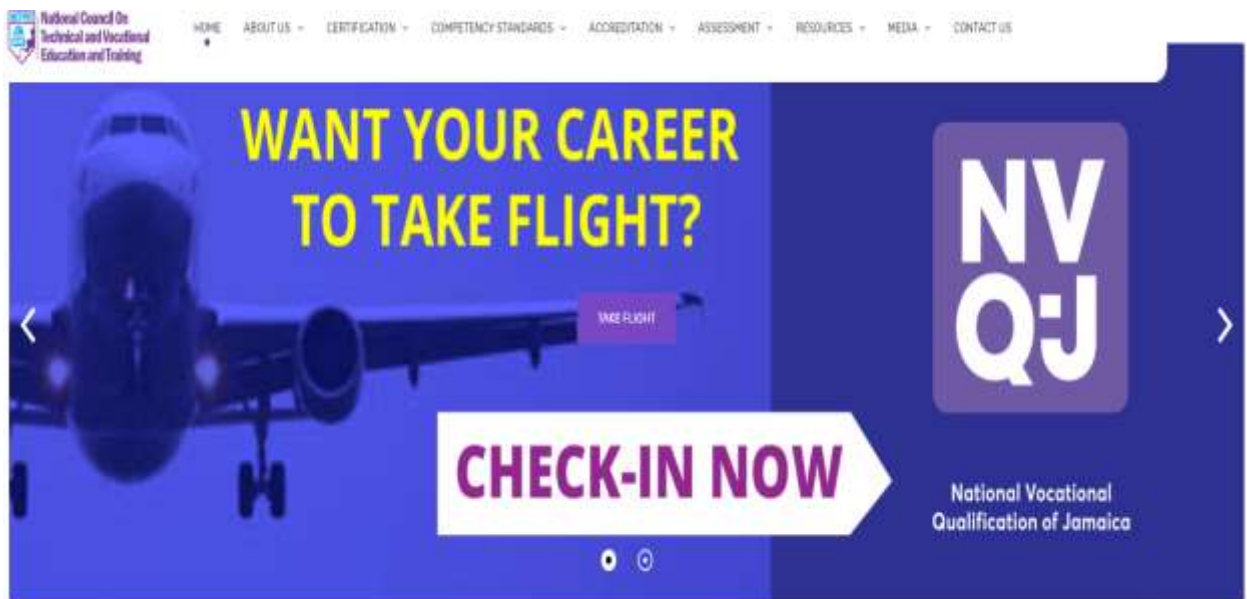
1. Provide National Framework of Qualifications (NQF) based on performance outcomes agreed across industries
2. Improve the quality of the labour force with more relevant “skills sets”
3. Provide workers who are better able to compete in the global market place

Competency Standards are accessible through the NCTVET Website located at:

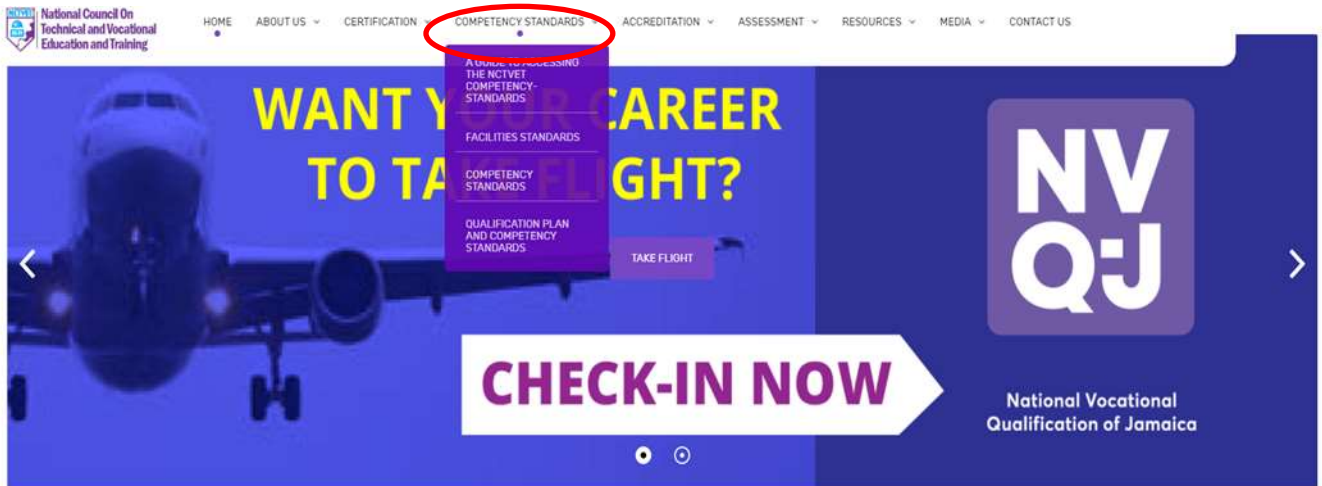
www.nctvetjamaica.org

Accessing the Competency Standards

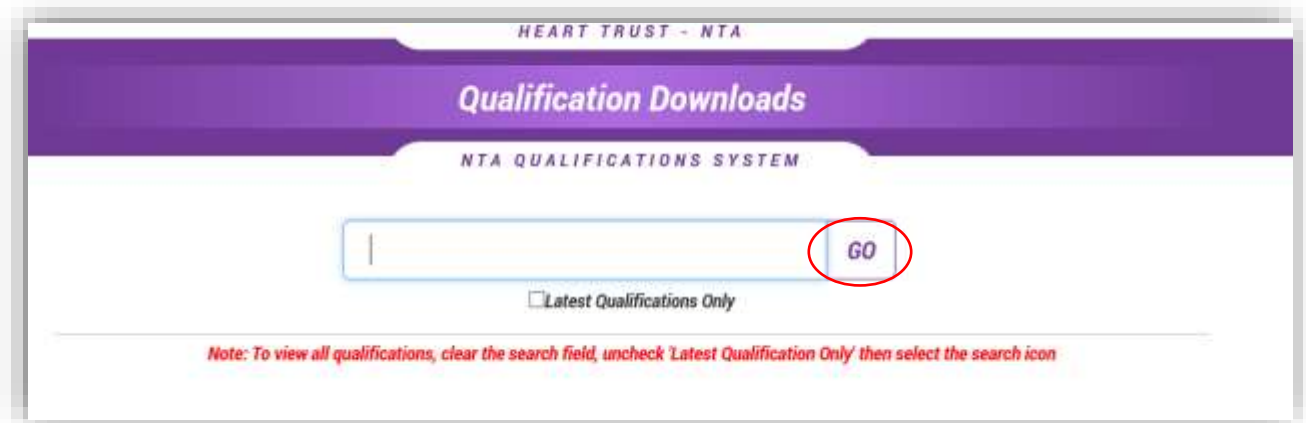
- In the address bar of the browser add the URL <http://nctvetjamaica.org>, the NCVET Website Home Page below will be displayed. For best result, use the following browsers: Chrome, Firefox, or Edge.



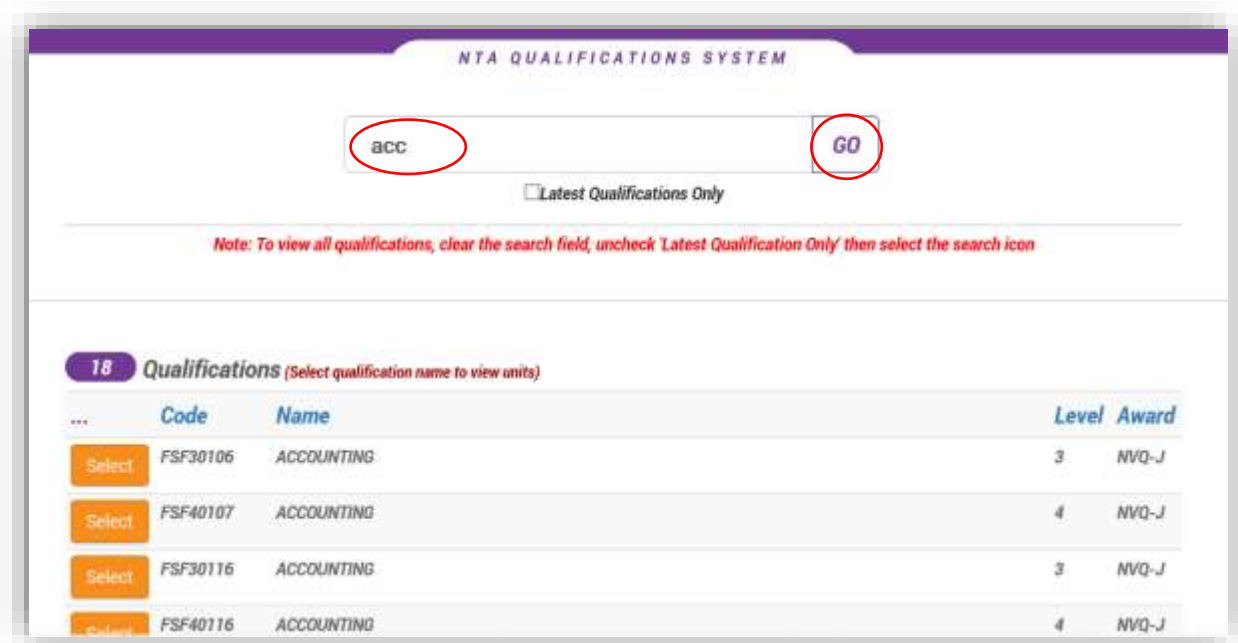
- Above the banner, select Competency Standards from the menu and select Competency Standards from the dropdown list. Select Qualification Plans & Competency Standards.



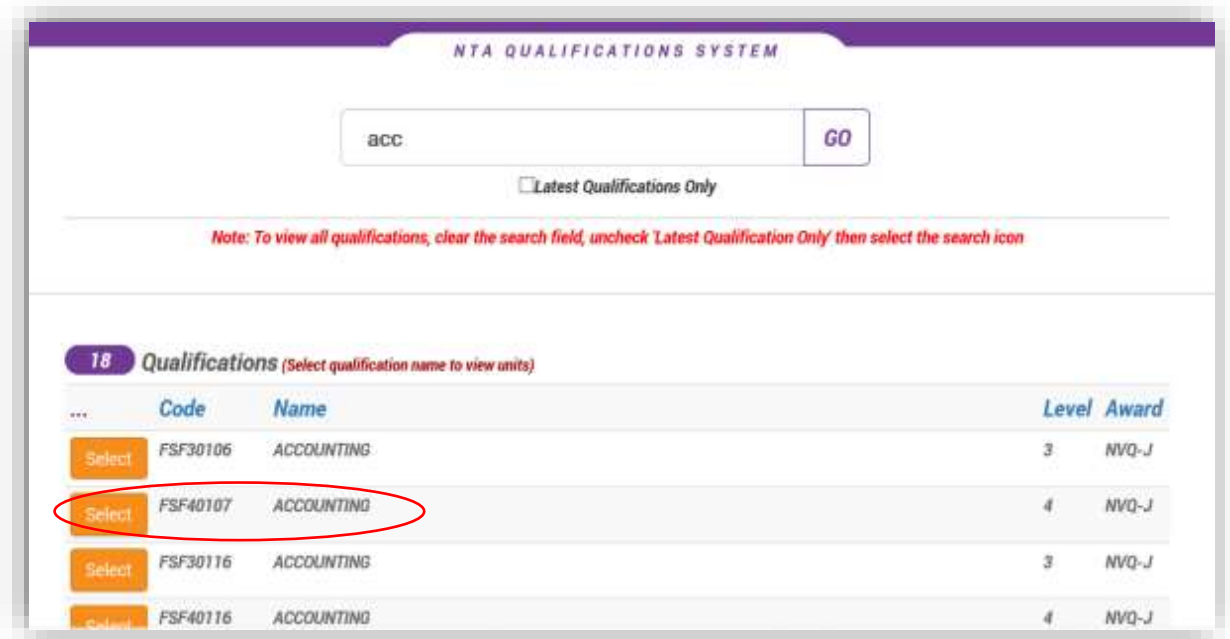
- Searching for a Qualification Plan can be done by the **qualification name** or the **qualification code** or the **latest qualifications**. After entering the search value, click the 'Go' button.

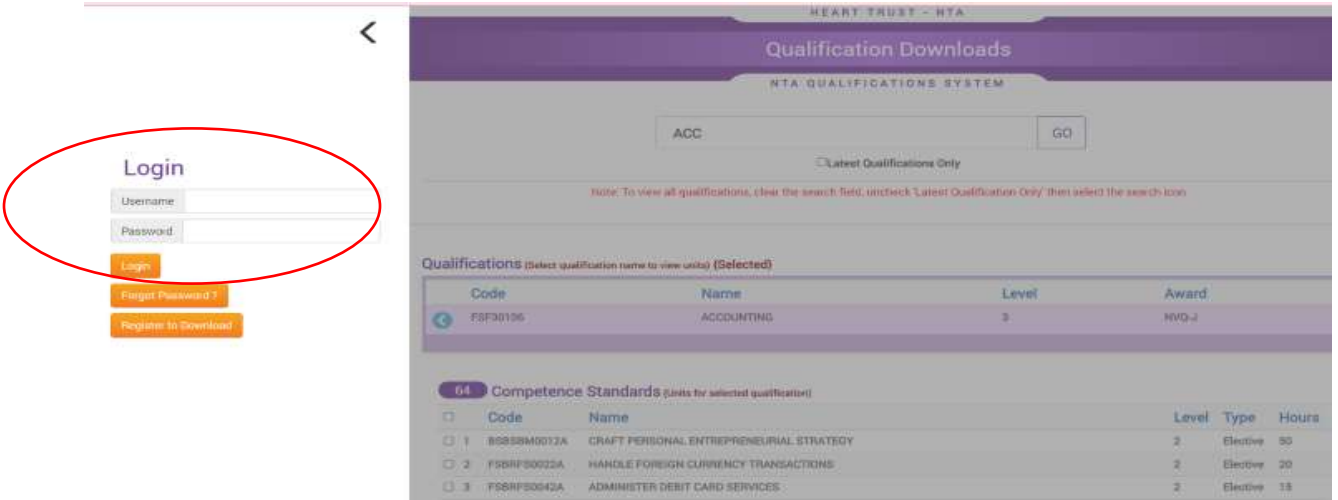


- To select by Qualification Name: Type the full or part of the name of the qualification in the search field. All qualifications starting with such name or letter(s) will be displayed.



- Select the required Qualification Plan and 'login box' will pop up.





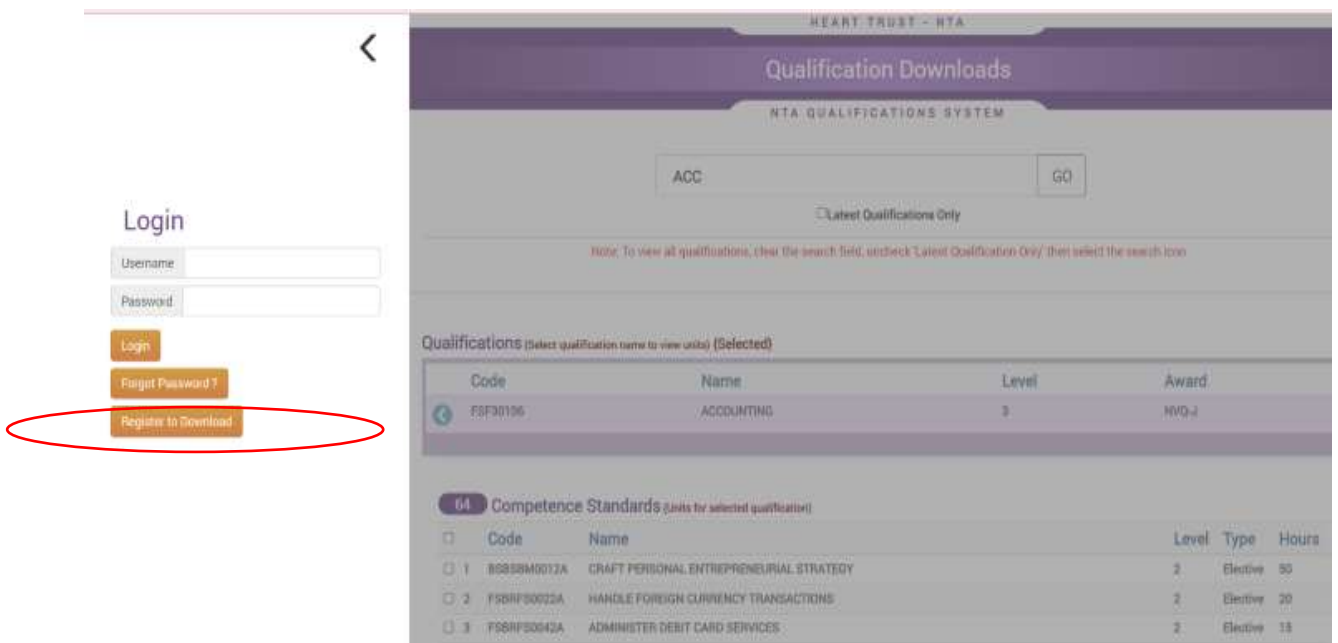
Access Options:

Option 1:

- **Internal Users:** Log in using HEART Trust assigned network username and password. The competency units for the selected Qualification Plan will be displayed as shown on Page 8.

Option 2:

- **External Users:** Users must register on their first attempt to download and view the Competency Standards. Select '**Register to Download**' button and follow the instructions given.



Create User Account

TRN

First Name

Last Name

Qualifications (Select qualification name to view units) (Selected)

Code	Name	Level
FSF40107	ACCOUNTING	4

49 Competence Standards (Units for selected qualification)

<input type="checkbox"/> Code	Name
<input type="checkbox"/> BSBADM0034A	DEVELOP AND USE COMPLEX SPREADSHEETS
<input type="checkbox"/> BSBBAD0274A	MANAGE FINANCES WITHIN A BUDGET
<input type="checkbox"/> BSBFLM0043A	PARTICIPATE IN WORK TEAMS

- Enter your Taxpayer Registration Number (TRN), First Name and Last Name in the required fields and click **'Validate TRN'** button.
- On the next screen, complete the additional fields e.g. email address, password, secret question and secret answer. Select **'Create Account'** button. Then click **'Back to Login'** button.
- Log in using the newly created Username and Password. Click **'Login'** button to view selected Qualification Plan. For example: **Accounting Level 4**. A list of all the competencies that must be achieved to attain the qualification will be displayed.

Note: To view all qualifications, clear the search field, uncheck 'Latest Qualification Only' then select the search icon

Qualifications (Select qualification name to view units) (Selected)

Code	Name	Level	Award
PSF40107	ACCOUNTING	4	NVQ-J

49 Competence Standards (Units for selected qualification)

<input type="checkbox"/>	Code	Name	Level	Type	Hours	
<input type="checkbox"/>	1	BSSBADM0034A	DEVELOP AND USE COMPLEX SPREADSHEETS	4	Elective	20
<input checked="" type="checkbox"/>	2	BSSBA00274A	MANAGE FINANCES WITHIN A BUDGET	4	Core	30
<input type="checkbox"/>	3	BSSFLM0043A	PARTICIPATE IN WORK TEAMS	3	Elective	20
<input type="checkbox"/>	4	BSSSBM0012A	CRAFT PERSONAL ENTREPRENEURIAL STRATEGY	2	Elective	50
<input type="checkbox"/>	5	BSSRE00142A	MAINTAIN STOCK CONTROL	2	Core	20
<input type="checkbox"/>	6	BSSRE00153A	ORDER STOCK	3	Core	18
<input type="checkbox"/>	7	CSECD0004A	COMMUNICATE INFORMATION RELATING TO WORK ACTIVITIES	4	Core	20

[Certified Assessors & units](#) [View Qualification Plan](#) [View Facilities Standards](#) [View Selected Competencies as PDF](#)

NFA Qualifications System | Copyright © National Training Agency | Version

- Select unit(s) for download and click '**View Selected Competencies as PDF**'. A PDF version of the requested competency document(s) will appear (as shown below).

**BSBICT0013A: Produce spreadsheets**

Competency Descriptor:

This unit describes the performance outcomes, skills and knowledge required to develop spreadsheets through the use of spreadsheet software. This unit applies to individuals employed in a range of environments who require skills in the creation of spreadsheets that encompass formatting, formulae and charts.

Competency Field: Information and Communications Technology

ELEMENT OF COMPETENCY	PERFORMANCE CRITERIA
1. Select and prepare resources	1.1 Adhere to ergonomic, work organisation and occupational health and safety requirements 1.2 Use energy and resource conservation techniques to minimise wastage 1.3 Identify spreadsheet task requirements in relation to data entry, storage, output and presentation
2. Plan spreadsheet design	2.1 Design spreadsheet to suits the purpose, audience and information requirements of the task 2.2 Design spreadsheet to enhance readability and appearance, and meet organisational and task requirements for style and layout