



The NCTVET

Prospectus





ABOUT US

The National Council on Technical and Vocational Education and Training (NCTVET) was established in 1994 through an amendment of the HEART Act. The organization was armed with the responsibility to work with employers from all sectors to create a workforce that is trained and certified to global standards.

The NCTVET has been tasked with the responsibility to develop standards, accredit programmes, develop assessments and award certificates to individuals who have demonstrated competence in vocational areas.

The NCTVET is guided by a Council, appointed by the Ministry of Education, Youth and Information, which provides advice, guidance and approval of the work that is done.

Mission Statement

To promote quality outcomes in training and provide assessment and certification for TVET in response to labour market requirements and national development.

Vision Statement

A certified workforce towards improved productivity and nation building.

Quality Policy

The NCTVET is committed to continually improving our systems and processes to deliver quality products and services to the satisfaction of our customers.



ISO 9001 Certification

On August 14, 2006, the Quality Management System (QMS) of the NCTVET was approved by ISOQAR to the ISO 9001: 2008 standard. The organization was able to successfully transition its certification to the ISO 9001: 2008 standard. In August 2013, the NCTVET made a bold move in transferring its ISO certification to the National Certification Body of Jamaica (NCBJ).

In May 2018, the NCTVET also successfully transitioned its QMS to the ISO 9001: 2015 standard, way ahead of the transition deadline which was given to all certified organizations.

When the NCTVET initially gained its ISO certification in 2006, it was the only institution of its type in the region to be certified by the international standard-setting body. This was and still is a significant achievement. This noble and honourable accomplishment shows the credibility and authenticity found in the operations of the NCTVET.

ISO 9001: 2015 guarantees that the NCTVET's activities are managed efficiently. It also indicates that the organization is continually improving its processes to meet the requirements of international standards while taking into consideration its customers' needs. As such, the organization is given the stamp of approval to accredit and approve training programmes and develop workplace standards.



SERVICES





ASSESSMENT SERVICES

The NCTVET offers a wide range of assessment options. Assessment and ultimately certification, empowers Jamaicans to be globally competitive. Assessment can be acquired through:

1. An NCTVET Accredited Training Organization (ATO)
2. Directly through the NCTVET
3. An institution whose programme is aligned to the NCTVET Competency Standards and is in partnership with an ATO
4. An organization/institution that has been approved by the NCTVET to conduct assessment services

Assessment services are offered by the NCTVET during any of the following three (3) established cycles: February, June and December.

Assessments can be facilitated in several ways:

- On-the-Job
- Institutional
- Challenge Test
- Prior Learning Assessment & Recognition (PLAR)/Certification of Prior Learning (CPL)

On-the-Job Assessment

As the name suggests or you would have guessed, On-the-Job Assessment is a flexible way of assessing an individual's competencies at the workplace. This method of assessment provides several advantages and remove likely barriers to achieving certification. With this, candidates whose training courses are far away from work, or those who cannot be released from work to attend class, will not have to worry about inaccessibility. In addition, On-the-Job Assessment offers the possibility of assessing competencies that are difficult to access in an institutional setting.


On-the-Job Assessment services are provided by the NCTVET or an Accredited Training Organization (ATO). It is also important to note that the supervisor/manager at the workplace must be aware and make the necessary steps for a candidate to benefit from On-the-Job Assessment.

The Assessment Process

Candidates are assessed against the competencies that have been defined by National Occupational Standards (Competency Standards). The assessment places emphasis on the practical demonstration of the key competencies as performed in the work environment, the theoretical knowledge of the industry determined standards, as well as on the attitudes that are required in the industry work setting. Assessment is conducted by the supervisor/trainer as well as an External Verifier assigned by the NCTVET. Assessment take place by way of Continuous Assessment and External Written Assessment

Institutional Assessment

This type of assessment is done through training sites such as public and private schools or centres. Assessments are offered in clusters. Cluster 1 is offered in Grade 10, and in the case of the Career Advancement Programme (CAP), it is offered in Grade 12. Cluster 2 is offered in the second year, which is Grade 11 or, Grade 13 for CAP. Candidates may also choose to sit both clusters at the end of the training or semester.



Each cluster represents a related group of competencies required for certification.

Candidates are required to do:

- External Written Assessment-based on the underpinning knowledge requirements of competency standards
- External Practical Assessment-Performance test based on tasks represented in the cluster of units
- Continuous Assessment-evaluates the knowledge, skills and attitude during the training programme which may not be easily captured in the final assessments.



CHALLENGE TEST

A Challenge Test/Examination is a summative assessment comprising of written questions and practical tasks based on the competencies outlined in a Qualification Plan/Competency Standards.

In order to properly prepare for the assessment, candidates are required to access or acquire the relevant Competency Standards or curriculum. Any gaps identified during the self-evaluation process must be bridged through training, before attempting to do the assessment.

Requirements of the Challenge Test

For Level 1, candidates are expected to have proof of one (1) year current working experience in the related occupational area.

For Level 2, Level 1 NVQ-J/CVQ certificate of competence is required in the specific occupational area or its equivalent. Another option is to meet the stipulated minimum of two (2) years working experience in the occupational area.

Once the minimum requirements for certification have been met, candidates are awarded the National Vocational Qualification of Jamaica (NVQ-J) or Caribbean Vocational Qualification (CVQ). A Job Certificate can also be awarded if only job specific competencies were assessed during the process.

PRIOR LEARNING ASSESSMENT AND RECOGNITION

Do you have prior knowledge or skills in an area? Do you want to be assessed based on what you know? The Prior Learning Assessment and Recognition (PLAR) might be for you. Prior Learning Assessment and Recognition is an internationally recognized system which allows for the identification, documentation, assessment and recognition of an individual's prior learning experiences. PLAR therefore refers to the knowledge, skills and attitudes that have been acquired over time through direct involvement in a skill or an occupational area. These competencies may result not just from involvement in a formal learning environment (training institutions, workshops, seminars, conferences, and the workplace) but also from informal environments. These informal environments may include self-directed study, research, personal projects and self-employment.

The underpinning assumptions of Prior Learning Assessment are that:

- Significant learning takes place outside of the walls of a classroom
- Adults acquire important knowledge, skills and abilities through various kinds of formal and informal study.

Through the NCTVET's PLAR process, persons may attain the NVQ-J or CVQ. A Job Certificate can also be awarded if only job specific competencies were assessed during the PLAR process.

What are some benefits of PLAR?

PLAR not only has advantages for the individual, but also for training providers and employers.

To the individuals:

- Provides the opportunity for the recognition of lifelong learning through the granting of professional certification at appropriate levels
- Lessens time spent away from work and eliminates the need to 'return to the classroom' for competencies already gained
- Provides the opportunity to have knowledge and skill gaps identified. Once identified, gaps can be addressed by the individual through additional training or exposure to the relevant skill functions.

To the training providers:

- Provides better use of training resources through reduced teaching/training time and resources
- Provides the opportunity to offer affordable and more relevant courses to meet the needs of individuals
- Provides a means to meet the certification requirements of individuals and employees within the workforce

To the Employers:

- Provides opportunity for an increase in the number of certified workers available to employers
- Reduces training costs to employers
- Provides a means for improved productivity and morale

DEVELOPMENT OF 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 are developed by Industry Lead Groups and are evaluated to ensure that these standards are current, relevant and meet international requirements.

What does Competency Standard define?

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

Competency Standards can:

- form the basis for assessment, certification, and accreditation
- establish the basic linkage between the workplace and the training system
- be used to identify training needs and conduct labour market analysis
- be used to develop job descriptions and recruitment criteria

DEVELOPMENT OF FACILITIES STANDARDS

Facilities Standards are used to ensure that the physical facilities and equipment provided for training meet the desired operational requirements and quality. The standards specifications include information on basic physical requirements of the training area, machines, tools, general equipment and supplies that are required to support effective programme implementation and delivery. Operational support requirements such as lighting, ventilation, safety power, lavatory and potable water supply are also specified.

Facilities Standards serve the following purposes:

- Guide facility planners, designers and builders to design facilities, construct buildings for training and install equipment in accordance with established standards that will allow for safe and effective operation of the training area
- Guide administrators in identifying areas of deficiencies and strengths of training areas
- Guide curricula planners and programme facilitators to design learning activities consistent with standards established for physical facilities and equipment



QUALITY ASSURANCE

The NCTVET is committed to continually improving its systems and processes to deliver quality products and services to the satisfaction of our customers.

Both NCTVET and the Accredited Training Organizations (ATOs) are responsible for ensuring the maintenance of quality. The NCTVET conducts periodic Quality Audits to ensure that the ATOs are compliant with the Accreditation Standards.

Quality Assurance Strategies

In order to ensure quality within the TVET system, the following strategies are employed by the NCTVET:

- Development of industry approved Competency Standards
- Implementation of the Standard of Accreditation for organizations who wish to offer training and assessment services. This will determine if institutions are capable of providing training.
- Audit of training organizations and accreditation of programmes
- Development of approved assessment and recording instruments
- Certification and registration of assessors
- Audit of institutions towards Centre Approval status
- External verification of assessments across training organizations facilitating NVQ-J and CVQ certification
- Moderation to ensure assessors are consistently assessing candidates against the prescribed standards as set out in each unit
- Conducting facilities audit

EXTERNAL VERIFICATION

External verification is done under the guidance of a quality assurance body, the NCTVET. Reviewing the assessment activities of the Centre/Organization is the prime responsibility of the External Verifier. This ensures that the quality of assessment and internal verification meet the national standard by functioning as the link between NCTVET, the ATO's and Approved Centres. The verification process is critical in ensuring that assessment activities are continuously monitored, assuring consistency and accuracy in the assessment outcomes.

The process is guided by the awarding or certifying body.

External Verification involves the following activities:

- **Reviewing:** Ensures that the assessment systems, processes and methods are consistently applied as is required by the Certifying Body
- **Advising:** Discussing with users the application of the standards and the use of the assessment instruments
- **Reporting:** Maintaining up-to-date records of visits and attending general meetings of verifiers
- **Communicating:** Conducting visits efficiently, discussing issues appropriately and establishing productive rapport with users

ACCREDITATION

The NCTVET accredits programmes within training institutions and organizations which have demonstrated a level of performance, integrity and quality that is in compliance with the NCTVET Standard of Accreditation. This status gives a level of confidence in the educational community and the wider public, thus giving assurance that the programme or organization has successfully attained the required standard.

Benefits of Accreditation

Accreditation not only benefits the organization, but has a host of advantages for other parties, including the individual learner, staff and the wider public.

For the organization:

- Provides credibility by enhancing image of the organization and its programme offerings
- Allows you to offer assessment services to external entities as an additional revenue stream
- Promotes healthy competition among training entities in the provision of quality training

For the Individual/Learner:

- Assures clients that they are getting value for their money and for the time and effort put into completing a course of study
- Facilitates the transfer of learner credits from one organization to another
- Provides recognition for entry into higher education, profession and business

For the Staff:

Provides an opportunity to participate in organizational improvement activities
Provides professional recognition of staff members by the educational community. This is a result of his/her affiliation with an accredited organization

For the Public:

- Protects the public's interest by verifying the quality of training offered by an institution
- Communities supporting accredited organizations are assured that they are seen more favourable when compared with others in the region and in the nation.



Our Products



The National Council on Technical and Vocational Education and Training (NCTVET)

This certifies that

having attained all the unit competency standards approved by the NCTVET has this day been awarded the

National Vocational Qualification of Jamaica (NVQ)
DATA OPERATIONS

Level 1
July 10, 2007

Barbara
Permanent Secretary
Ministry of Education

0034853

This certificate is invalid without the NCTVET seal

CERTIFICATION

With rapid technological changes and labour market requirements, there is an increased need for the Jamaican workforce to be on par with their international counterparts. The Jamaican workforce therefore needs to be trained, retrained and upgraded to meet the demands of the labour market.

Certification is awarded once the individual has demonstrated the required knowledge, skills, attitudes and competencies necessary for a full qualification within a sector or industry. The NCTVET offers different types of awards to candidates with the NVQ-J being its primary product.

NVQ-J CERTIFICATION

The National Vocational Qualification of Jamaica (NVQ-J) is a Certificate of Competence that is recognized island wide, as well as in CARICOM and Commonwealth States. The award is proof that the recipient has garnered the skills, knowledge and understanding to perform in accordance to industry/workplace requirements. The award is granted based on the assessment of individuals against national Competency Standards. These qualifications are awarded from Levels 1-8

Level 1: Directly Supervised Worker (Entry Level)

Level 2: Supervised Skill Worker

Level 3: Supervisor

Level 4: Middle Manager

Level 5: Manager

Level 6: Specialist

Level 7: Specialist/Multi-disciplined professional

Level 8: Specialist

The NVQ-J can be awarded to:

- High school graduates
- School leavers without graduate certification
- Workers in the labour force
- Re-trenched (displaced) workers seeking new skills to re-enter the workforce
- Self-employed individuals



How to Acquire the NVQ-J

If you plan to acquire the NVQ-J, there is no need to worry about its flexibility or any arduous requirements needed. NVQ-Js are flexible, with no special entry requirements. In addition, there are no time limits and you can work towards your certification in the way that suits you best. Therefore, you work at your own pace, working in stages or doing it all at once. The NVQ-J is awarded based on the successful completion of all units within a Qualification Plan.

You can be certified either:

- On-the-Job
- By registering and training with any approved training entity (Ministry of Education, Technical High Schools, and private institutions)
- By registering and training with an Accredited Training Organization (ATO), or
- Assessment only, if the competencies are already acquired. This is done by applying to the NCTVET or registering with an Accredited Training Organization (ATO if you have already acquired the necessary skills.

You can either be assessed in particular units, clusters of units or in all units within a Qualification Plan.

CVQ CERTIFICATE

The Caribbean Vocational Qualification (CVQ) is a competency-based qualification awarded to candidates who are deemed proficient against regionally approved standards. The award is proof that individuals have demonstrated the necessary knowledge, skills and attitude within the occupation, as set out in the regionally approved occupational standards. This regional certification will assist in facilitating the free movement of skilled labour across the Caribbean region.

How to acquire the CVQ

The Caribbean Vocational Qualification is awarded on the successful completion of all units within a particular qualification.

How to acquire the CVQ

You can be certified either by:

- Training and being assessed at an approved training location (Ministry of Education, Technical High Schools, and private institutions.
- Assessment only, if the competencies are already acquired. This is done by applying to the NCTVET or registering with an Accredited Training Organization (ATO)

The CVQ is recognized in the Caribbean region and beyond.



JOB CERTIFICATE

The Job Certification is a competency-based qualification intended to satisfy the needs of individuals seeking certification in a specific job or task. The award is proof that an individual is competent and has the requisite skills and knowledge to perform the responsibilities that are specific to a particular job function. The award is based on the approved national Competency Standards which have been endorsed by the respective industry lead groups. The award is derived from the National Vocational Qualification of Jamaica (NVQ-J) and can also be used as evidence towards completion of said award, as well as the Caribbean Vocational Qualification (CVQ).

How is the Job Certificate Acquired?

Have you been working for a number of years and have evidence of experience in your field? Individuals who are employed and have a number of verifiable years of working experience can apply for Job Certification. In order to participate in the Job Certification process, the employer may apply to the training institution or training provider offering the programme. Individuals who are interested may apply through Workforce Solutions. Certification is arranged through the NCTVET or any Accredited Training Organization (ATO).

What conditions must be met before the Job Certificate can be accessed?

- An application form must be completed and associated fees for assessment paid as stipulated by NCTVET or the Accredited Training Organization (ATO)
- The standards for the job to be assessed must be made available to the applicant as well as his/her supervisor or trainer
- The assessment methods(s) to be used must be communicated to the applicant and the relevant information supplied. This includes an outline of the steps to be taken in the assessment process.

CUSTOMIZED CERTIFICATES

The NCTVET's Customized Certificate is awarded in situations where nationally approved qualifications do not currently exist to meet the needs of particular organization or industry. 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 certificate is awarded through NCTVET and a partnering organization. The customized programme is not assigned a level.

THE BENEFITS OF CERTIFICATION

- Promotes a certified workforce, thus working towards improved productivity and nation building
- Proves that an individual has attained competence in a specific skill set or job function
- Promotes lifelong learning and achievement
- Facilitates employment and advancement opportunities
- Gives candidates a competitive advantage as certificates are recognized locally, regionally and internationally.



ELECTRONIC CERTIFICATION

Imagine being in control of your own certificates and other academic records, all instantly available in a convenient digital format. This can be done through Block certs, which is a new way to digitally receive and share records. Records are securely kept on a block chain and need a unique identifier to access.

What are blockchain and blockcerts?

Blockcerts are a new type of academic record that individuals own for a lifetime and can easily share with anyone they choose. These records are stored on block chains, which is a specific type of database, and the most secured in the world.

Benefits of Using Block Certs

Provide ownership - Empower recipients with records they own and can have them verified anywhere. Block Certs can be verified instantly- With one simple click, records can be verified by comparing your document's unique digital fingerprint against the version that is stored on the blockchain. Block certs is open source so you no longer have to depend on the original issuers or any software providers they may use to verify your records.

Easily shared - Recipients of block certs can share with anyone they choose. You can share your certificates and academic records on your mobile devices, social networks or with a prospective employer. This will assist with faster enrollment in training institutions or quicker hiring decisions.

Improved Security - Blockcerts are tamper evident and signed by the issuer directly, which can be verified years later without a vendor. Verification includes checking this signature to confirm that a document was really issued by a specific institution or organization on a particular date, thanks to independent timestamping from the blockchain.

Records can be collected across various institutions, forming a lifelong record of learning and achievement- Having all your records from different institutions in one place, make it easier for you to showcase your academic journey. This will help you to build an online portfolio of your lifelong learning and development journey.

Receive certificates faster than paper-based - You will no longer have to wait weeks or even months for an institution to print and distribute your records. With a simple click, your information is accessible and can be shared instantly.


Who is the Service Provider?

NCTVET E-certs will be issued and managed through Hyland Credentials system. Hyland Credentials is the world leader in blockchain-secured digital records that are recipient owned, vendor independent and verifiable anywhere.

What Areas/Programmes will E-Certs be Issued For?

E-Certs will be issued for all skill areas where candidates are issued NVQ-J, CVQ and Job Certificates.

For frequently asked questions on Block certs please visit hyland.com

The background features a large purple circle on the left side and a pattern of light blue diagonal lines across the entire page. The text 'Digital Badging' is centered horizontally, with 'Digital' in white and 'Badging' in purple.

Digital Badging



DIGITAL BADGING

The NCTVET is continually looking for new and improved ways to effectively reach its stakeholders, while advancing technologically to meet global standards. As such, the NCTVET is now offering Digital Badges for some Customized programmes. With this, candidates are now able to view their credentials in a digital mode and share competencies digitally.

What's a Digital Badge?

Badges are visual assets used to communicate a skill, learning achievement, behaviour, competency or credential. They can be verified online and allows you to share your accomplishments with professional and personal networks in one click for maximum visibility and recognition.

The data (information) inside a Digital Badge communicates three (3) things about an individual and their achievement:

- Who did something
- What they did
- Who says they did it

Where are Digital Badges displayed?

The NCTVET's Digital Badges will be issued, displayed and managed through the Credly Acclaim platform. Credly is the end-to-end solution for issuing and managing digital credentials. Credly works with credible organizations, such as the NCTVET, to provide digital credentials to individuals, worldwide. This platform enables you to manage, share and verify your competencies digitally, thus reaching a wider group of persons.

What happens when you are eligible for a badge?

Once NCTVET verifies that you have met the requirements to receive a badge, an email notification will be sent which will prompt you to accept your Digital Badge.

How do you accept your Digital Badge?

Click the accept button and follow the steps to set up a profile. You will be able to use your profile to showcase a wide variety of CV worthy skills, behaviours and competencies in a consistent way. In addition, this will help you to build an online portfolio of your lifelong learning and development journey.

How are achievements shared?

The Credly System makes it easy to share your achievements in a variety of ways. Below, are three (3) key places to share your badges for maximum impact:

1. Your social media profiles
2. Your website or blog
3. Your email signatures

BENEFITS OF DIGITAL BADGING

- Easily manage, share and verify your learning achievements
- Secure verification adds credibility to your achievement
- Labour market insights connect your skills with active job opportunities
- Access promotional offers and learning pathways that are available only to badge earners

For more Frequently Asked Questions regarding the Acclaim platform and Digital Badging please visit: support.youracclaim.com

For more information on which Customized Programmes are being recognized through Digital Badging, please contact the NCTVET at Tel.: (876) 994-3278

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