



GENERAL FRAMEWORK FOR NVQ-J LEVELS

National Council on Technical and Vocational Education and Training

LEVEL 1: Directly Supervised Worker

Knowledge and understanding: basic general knowledge and skills to carry out simple tasks and roles relating to the immediate environment, where there is a clearly defined range of contexts in which the choice of actions required is usually clear and there is limited complexity in the range of options to be applied

Application and Practice: Uses basic, practical skills to perform repetitive predictable tasks

Autonomy and Responsibility: Follows simple instructions and completes repetitive basic tasks in familiar contexts

Life Skills: self-awareness, respects self, others and the environment; communicate personal choice effectively, recognizes non-verbal signals of others persons 'emotional state; makes simple choices with guidance.

LEVEL 2: Supervised Skilled Worker

Knowledge and Understanding: Basic factual knowledge of a field of work or study; basic cognitive and practical skills required; use relevant information in order to carry out tasks.

Application and Practice: Applies the depth and complexity of the underpinning knowledge to a number of areas; follows instructions and completes a range of well-defined tasks; uses relevant tools to perform routine tasks with clear instructions; applies a range of skills and known solutions in a limited range of predictable problems,

Autonomy and Responsibility: Functions in structured contexts, in a limited range of roles under direction and with limited autonomy; Achieves outcomes within time constraints; Solves routine problems with direct supervision; Demonstrates the ability to schedule tasks and accesses a range of learning resources; Takes responsibility for self and has the ability to work in a group

Life Skills: Expresses self effectively verbally and non-verbally; Responds to written, spoken or visual messages in a manner that ensures effective communication; Uses communication technology in a socially appropriate manner; Makes and promotes healthy lifestyle choices; Has a sense of identity and displays positive social behaviour; expresses emotions appropriately; makes morally appropriate choices; collaborates positively and demonstrates tolerance when interacting with others; assumes some sense of responsibility for shaping one's life; respects self, others persons in authority and the environment; recognises ethical and professional behaviour

LEVEL 3: Supervisor

Knowledge and Understanding: Understands theoretical knowledge and information; related to complex procedures in a specific field of work or study; access and evaluates information independently

Application and Practice: applies knowledge in a range of complex activities demonstrating comprehension of relevant theories, concepts and principles; analyses information and makes reasoned judgements; selects from a considerable choice of procedures and employs a range of responses to well defined but often unfamiliar and unpredictable problems; carries out complex tasks systematically in a variety of familiar, unfamiliar and unpredictable contexts using a range of technical or learning skills

Autonomy and Responsibility: Acts in familiar and unfamiliar contexts with considerable responsibility and autonomy, Engages in self-directed activity with guidance and limited evaluation, Takes responsibility for output; Assumes responsibility for quality and quantity of the output of others in a defined context, Negotiates positions and builds consensus while maintaining personal integrity in a defined context;

Life Skills: Communicates clearly, concisely and correctly in the written, spoken and visual form that fulfils the purpose and meets the needs of the audience. Responds appropriately to written, spoken, or visual messages in a manner that ensures effective communication. Anticipates consequences as related to choices and problems. Makes morally appropriate choices and can justify and defend choices. Exercises a degree of discretion and judgement about possible actions.



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LEVEL 4: Middle Manager

Knowledge and Understanding: Understands and analyses broad theoretical, practical and technical knowledge related to a field of work. Demonstrates an appreciation of the body of knowledge that constitutes a discipline or sector. Possess an awareness of the dynamic nature of knowledge and understanding. Analyses the reliability and validity of different sources of information.

Application and Practice: Applies knowledge, skills and understanding in a range of professional skills, techniques, practices and/or materials associated with the subject/discipline/sector, some of which are advance and/or complex. Carries out lines of enquiry, development or investigation into professional level problems and issues. Transfers and applies theoretical concepts and/or technical or creative skills to a range of contexts. Adapts routine practices within accepted standards. Follows instructions and undertakes defined theoretical, complex and technical tasks

Autonomy and Responsibility: Exercises substantial personal autonomy in a range of varied and specific contexts involving creative and non-routine activities. Exercises autonomy and initiative in some activities at a professional level in practice or in a subject or discipline. Exercise managerial responsibility for the work of others within a defined structure. Manages resources within defined areas of work. Assumes design, management and administrative responsibilities and contributions when carrying out and evaluating tasks. Works under guidance with others to acquire an understanding of current professional practice. Manages, under guidance, ethical and professional issues in accordance with current professional and or ethical codes or practices.

Life Skills: Communicates clearly, concisely and correctly within the requirements of the environment and context. Responds to written, spoken or visual messages in a manner that ensures effective communication. Demonstrates ethics in professional practice and decision - making. Empathizes and makes informed decisions. Makes independent choices and solves routine problems independently. Uses communication technology in a socially appropriate manner. Demonstrate tolerance and temperance when interacting with others. Practices and promotes healthy lifestyle choice.

LEVEL 5: Manager

Knowledge and Understanding: Comprehensive, specialized, factual and theoretical knowledge; analyses, reformats and evaluates a wide range of information. Generates ideas through the analysis of information and concepts at an abstract level. Formulates appropriate responses to resolve well- defined and abstract problems. Understands concepts, principles, theories, and researches solutions to abstract problems.

Application and Practice: Utilizes diagnostic and creative skills in a range of technical, professional or management functions that include a degree of unpredictability and/or specialization; Commands wide-ranging specialized technical, creative and/or conceptual skills Demonstrates operational capacity and management skills with creativity; Applies a range of standard and specialized research and/or equivalent instruments and techniques of enquiry; Plans and executes a significant project of research, investigation or development and demonstrates originality and/or creativity in application

Autonomy and responsibility: Exercises substantial autonomy and initiative in professional and equivalent activities Takes responsibility for own work and/or significant responsibility for the work of others and for a range of resources Works in a peer relationship with specialist practitioners; Demonstrates leadership and/or initiative and makes an identifiable contribution to change and development and/or new thinking. Functions in ways, which draws on critical reflection of own, and others' roles and responsibilities; Manages complex ethical and professional issues and make informed judgments on issues not addressed by current professional and/or ethical codes or practices; Takes significant or supervisory responsibility and accepts accountability for the use of diagnostic and creative skills in a range of functions in a wide variety of contexts

Life Skills: Communicates accurately and reliably, orally and in writing, to non-specialist audiences using structured and coherent arguments; Uses multiple thinking strategies, such as critical thinking, divergent thinking, problem solving, and decision making, to determine a course of action; Acts ethically and professionally in decision-making. Takes action, based on confidence in mastery.

Makes a well-reasoned case supported by evidence and knowledge to explain conclusions and to solve problems. Guides and supports others in making decisions; Analyses the outcomes of decisions made to inform future actions; Makes decisions that reflect sensitivity to issues of diversity; Anticipates problems and initiate preventative actions; Uses communication technology in a socially appropriate manner; Negotiates positions and builds consensus while maintaining personal integrity; Makes and defends morally appropriate choices



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LEVEL 6: Specialist

Knowledge and Understanding: Advance knowledge, theory, concepts and methods pertaining to body of learning or sector; some at the current boundaries of the field(s) (cutting edge).

Application and Practice: Demonstrates mastery of a complex and specialised area of skills and tools; uses and modifies advanced skills and tools to conduct closely guided research, professional or advanced technical activity. Exercises appropriate judgement in a number of complex planning, design, technical and/or management functions related to products, services, operations or processes, including resourcing. Demonstrates innovative theoretical and practical responses to work or study contexts

Autonomy and Responsibility: Uses advanced skills to conduct research, or advanced technical or professional activity, accepting accountability for all related decision making. Transfers and applies diagnostic and creative skills in a range of contexts. Acts effectively under guidance in a peer relationship with qualified practitioners; leads multiple, complex and heterogeneous groups. Functions in a wide and often unpredictable variety of professional level contexts. Learns to manage learning tasks independently, professionally and ethically. Expresses a comprehensive, internalised, personal world view manifesting solidarity with others

Life Skills: Communicates information, arguments and analysis accurately and reliably, orally and in writing, to specialist and non-specialist audience. Uses emotional awareness to inform decisions in multicultural situations. Assigns responsibilities and tasks based on decisions. Engages in stress reducing activity.

LEVEL 7: Specialist /Multi-disciplined Professional

Knowledge and Understanding: involves a systematic understanding of highly specialized knowledge in a field of learning which informs decisions. awareness of crucial issues and the ability to deliver new insights based on the forefront of an area of learning; possesses in-depth specialized or multi-disciplinary theoretical and practical knowledge, which is the foundation for original research that deals with social and ethical issues.

Application and Practices: the mastery of knowledge and skills, adjustment to changes in the business environment and motivates people to perform at a high standard. The selection from complex and high level skills across an area of learning, which may contribute to social and ethical issues.

Autonomy and Responsibility includes managing and transforming work or study context that are complex, unpredictable and require new strategic direction. Takes responsibility and supervises the work of individuals, teams and groups; Self-evaluates and takes responsibility for continuing academic/professional development. Scrutinizes and reflects on social norms and relationships and acts to change them; Makes decisions that will impact organizations and others and uses knowledge of relevant laws and conventions, experience and related empirical data to arrive at conclusions

Life Skills: Communicates issues and conclusions clearly to specialist and non-specialist audiences. Uses communication technology in a socially appropriate manner and optimizes technology to collaborate with others; Develops creative solutions and original responses to solve problems and issues and accepts responsibility for decisions made; Deals with very complex and or new issues and makes informed judgments in the absence of complete or consistent data; Creates environment conducive to free interaction and expression; Promotes and builds consensus while maintaining personal integrity; Uses emotional awareness to inform decisions in multicultural situations Resolves conflicts positively and confidently

LEVEL 8: Specialist

Knowledge and Understanding: involves understanding of highly specialized body of experience in work or study, which governs the area of learning. To extend or redefines what currently exists in knowledge and practices. Combines practice, theory and scholarship to change what exist socially, ethically and in the global dimension.

Application and Practice: involves demonstrating mastery in a significant range of the principal skills, techniques, tools, practices and materials. communicates effectively complex and ambiguous ideas and conclusion clearly; treats with issues in technology, social and cultural areas. A expertise in critical evaluations and analysis with incomplete or limited information to solve problems in new or unfamiliar environments and to produce original research.

Autonomy and Responsibility- self –directed and shows authority in specialized field of work and analyses several factors, before making decision; supervises the work of others and assign tasks; involves making informed judgement; rewards high performance and is a motivator

Life Skills - Uses complex communication skills to result in productivity of organization. uses technology and social media to interface with different audience;- Creates atmosphere, which facilitates free interaction and builds consensus