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.

A qualification is made up of a series of units of competence. An individual can be awarded with a Statement of Competence for the achievement of a unit of competence within a qualification or the **National Vocational Qualification of Jamaica (NVQ-J)** or the **Caribbean Vocational Qualification (CVQ)** if all units within a qualification are successfully completed.

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.
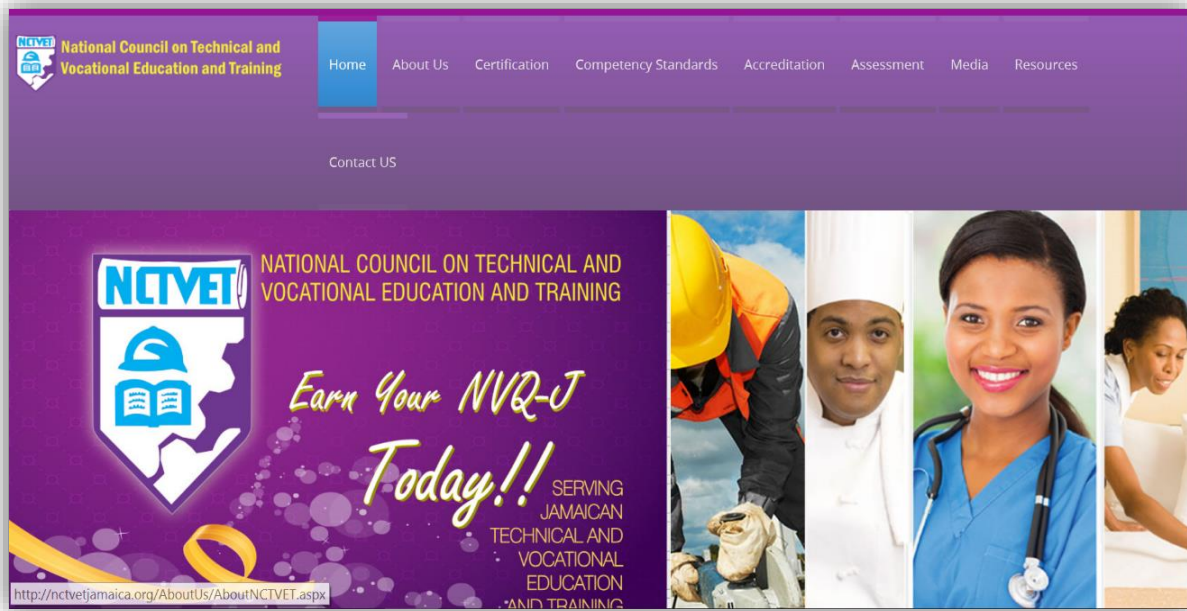
- Above the banner, select Competency Standards from the menu and select Competency Standards from the dropdown list. Select Qualification Plans & Competency Standards.
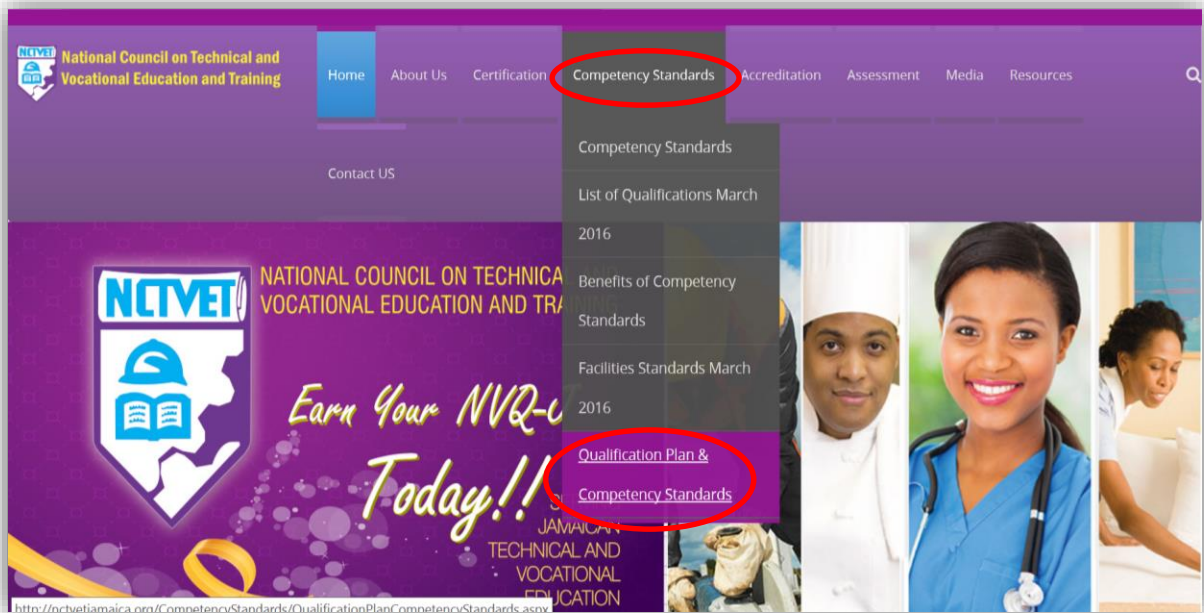
- Searching for a Qualification Plan can be done by the **qualification name** or the **qualification code** or the **latest qualifications**. After entering the search value, click the **'Go'** button.
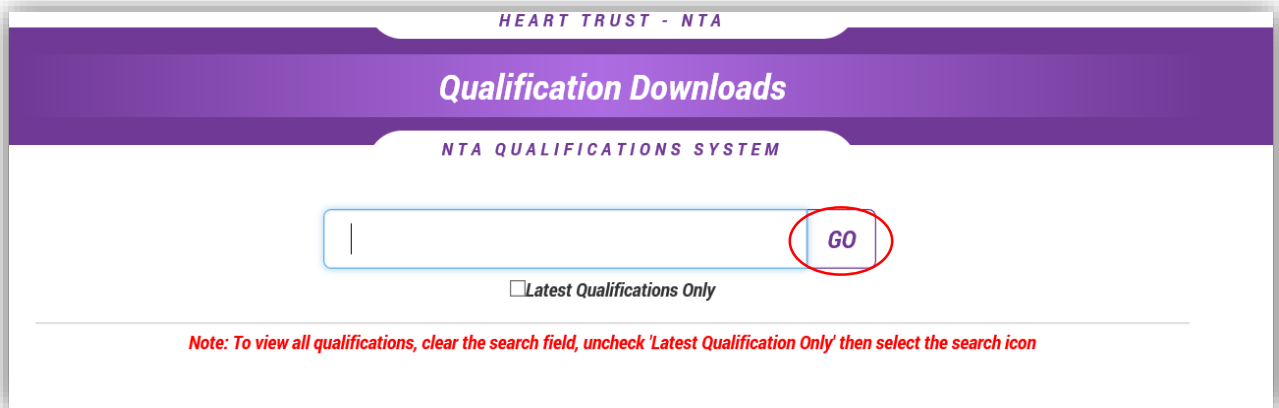
- To select by Qualification Name: Type the full or part of the name of the qualification in the search field. All qualifications starting with such name or letter(s) will be displayed.

- Select the required Qualification Plan and **'login box'** will pop up.
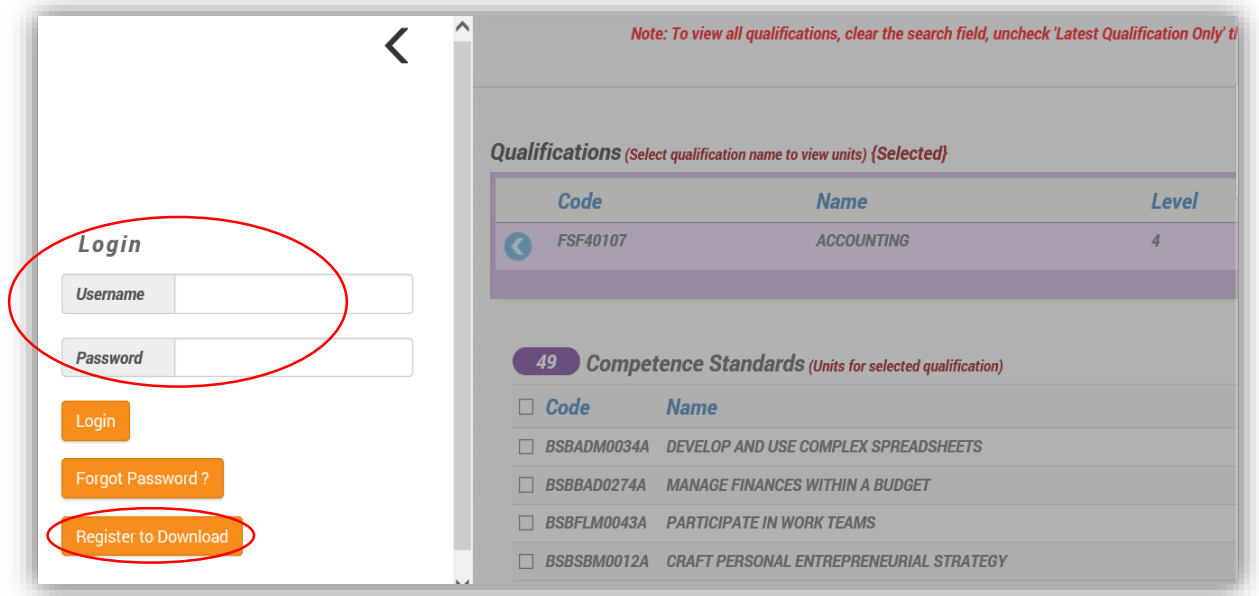
Access Options:
Option 1:

- 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.

- 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.

- 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).

BSBADM0034B: Develop and use complex spreadsheets

Competency Descriptor:

> This unit deals with the skills, knowledge and attitude required to use spreadsheet software to complete business tasks and produce usable complex documents.

Competency Field: Business Administration

ELEMENT OF COMPETENCY	PERFORMANCE CRITERIA
1. Use safe work practices	1.1 Workspace, furniture and equipment are adjusted to suit the ergonomic requirements of the user.
	1.2 Work organisation meets organisational and statutory requirements for computer operation.