

Manual
On
**Developing, Registering and Reviewing
NVQF Qualifications**

Version 1

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Table of Contents

Abbreviations used

Introduction	1
Processes and Guidelines for Development of NVQF Qualifications	2
Who can request for development of NVQF qualifications?	2
What is the procedure to request for development of NVQF qualifications?	2
What are the steps to process request and give response?	2
What are the steps in qualification development?	3
What are the steps to develop Assessment Package, Curriculum and TLM?	4
Processes and Guidelines for Reviewing NVQF Qualifications	5
What Steps are involved in review of a NVQF qualification?	5
How feedback on the qualification under review will be collected?	5
What Criteria will be used for review of the Qualification?	5
Appendix-1: Qualification Development Form 1 (QDF-1)	7
Appendix-2: Qualification Development Form 2 (QDF-2)	8
Appendix-3: Composition and TORs of DACUM Panel	9
Appendix-4: Roles and Responsibilities of DACUM Facilitator	11
Appendix-5: DACUM Job Analysis Chart	12
Appendix-6: Template for Developing Competency Standards	13
Appendix-7: Qualification Summary Sheet	14
Appendix-8: Approval and Registration of the Qualification Package	16
Appendix-9: Qualification Review Form -1 (QRF-1)	17

Figures

Figure 1: Developing NVQF qualifications	1
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Abbreviations used

AT	Apprenticeship Training
BTEs	Boards of Technical Education
CB	Competency-Based
CBT	Competency-Based Training
CBET	Competency-Based Education and Training
CCIs	Chambers of Commerce and Industries
CQ	Certification of Qualification
CS	Competency Standard
CU_s	Competency Units
DACUM	Developing A Curriculum
EQF	European Qualification Framework
IAGs	Industry Advisory Groups
IBCC	Inter Board Committee of Chairmen
ISCED	International Standard Classification of Education
LDs	Level Descriptors
M&E	Monitoring and Evaluation
NAVTC	National Vocational & Technical Training Commission
NCRC	National Curriculum Review Committee
NOSS	National Occupational Skill Standards
NSS	National Skill Strategy
NSIS	National Skill Information System
NTB	National Training Bureau
NVC	National Vocational Certificate
PNQF	Pakistan National Qualification Framework
PNVQF	Pakistan National Vocational Qualification Framework
PVTC	Punjab Vocational Training Council
QCC	Qualification Curriculum Committee
QR	Qualification Register
QSC	Qualification Standard Committee
QSSC	Qualification Standard Sub-Committee
RCC	Recognition of Current Competencies
RPL	Recognition of Prior Learning
SAARC	South Asian Association for Regional Cooperation
SDA	Skill Development Analysis
SDCs	Skill Development Councils

1 Introduction

This manual describes the processes and provides guidelines for development, registration and review of a National Vocational Qualifications Framework (NVQF) qualifications. NVQF qualifications are coherent packages of competency standards related to defined occupations. They are developed in response to the demands of labour market and national priorities with the involvement of industry at key stages in the development process. The main elements in the development of qualification include; skill demand analysis, developing a curriculum (DACUM) job analysis, and standardisation of competencies. Qualifications are then defined with competency standards, structure, level, time allocation in credit hrs, requirements for progress and achievement, pathways and equivalences. The inter-related processes namely; development of curriculum; development of training & learning material (TLM), and development of assessment packages, then follow (Figure 1). The first three components are thus undertaken in a vertical sequence until the qualification is defined in terms of competency standards, structure, level, time allocation etc. The rest of the two processes; development of assessment package and curriculum may be initiated simultaneously. TLM is developed based on curriculum guidelines.

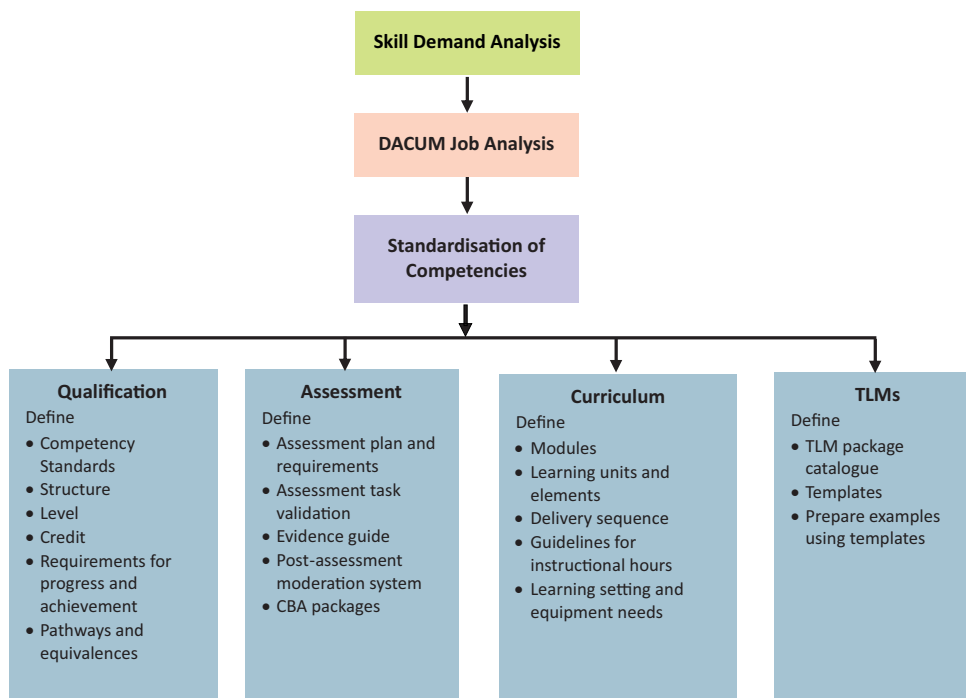


Figure 1: Developing NVQF qualifications

National Vocational and Technical Training Commission (NAVTTTC) will maintain an accurate database of all registered NVQF qualifications, qualifications that are under development and those that are being reviewed and make this data available on the NAVTTTC website.

2 Processes and Guidelines for Development of NVQF Qualifications

Who can request for development of NVQF qualifications?

The following agencies can propose and submit their intent to develop a qualification for inclusion in the NVQF:

- a) Provincial Technical Education and Vocational Training Authorities (Provincial TEVTAs)
- b) National Vocational Technical Training Commission (NAVTTTC) (Which may initiate to develop a qualification for NVQF itself or assign the development to appropriate agencies/ individuals).
- c) Federal and Provincial Ministries and Departments offering vocational training courses in different trades
- d) Government and private vocational training providers/ institutions
- e) Registered Non-Governmental Organizations (NGOs) and International Non-Governmental Organizations (INGOs)
- f) Formally constituted industries/trade associations
- g) Chambers of Commerce and Industries (CCIs)
- h) Punjab Vocational Training Council (PVTC), Lahore
- i) Civil Society Organizations (CSOs) offering vocational courses
- j) Other bodies authorized by NAVTTTC

What is the procedure to request for development of NVQF qualifications?

The above mentioned agencies intending to develop new qualifications will follow the following procedures:

- a) Scan NAVTTTC website for list of qualifications already developed or under development so as to avoid any duplication.
- b) Prepare justification/ rationale / skill demand analysis for development of proposed NVQF qualification supported with relevant data and sufficient evidence gained by establishing contact with local or national industries, industry groups and training institutions and using the labour market information system. This should include information related to the estimated number of jobs available and an estimated projected annual demand for the qualification.
- c) Provide evidence of support from relevant industry and community groups for the proposed qualification development.
- d) Complete Qualification Development Form i.e. QDF-1: Indication of intent to develop a qualification (Appendix-1) either on-line or in hard copy along with above attachments and submit to NAVTTTC for consideration and approval.

What are the steps to process request and give response?

- a) NAVTTTC upon receipt of the qualification development request on the prescribed form QDF-1, checks its information system for:
 - i. Duplication with any existing NVQF qualification;
 - ii. Duplication with any NVQF qualifications already under development, as well as in the pipeline; and
 - iii. Verify the justification/ rationale/ skill demand analysis and documents provided through their LMIS, NSIS and other resources.
- b) NAVTTTC upon its satisfaction, responds to the applicant body and:
 - i. Give its approval to develop the qualification or
 - ii. Indicate missing information/ documents in case information and documentation provided is not complete, for

- further processing the request.
- iii. Convey reasons in case the proposed development of qualification is not approved.
 - c) NAVTTC responds to the applicant body on the prescribed format QDF 2: Acceptance/ Non-Acceptance of intent to develop an NVQF qualification (Appendix-2) within a month time on receipt of the proposal.

What are the steps in qualification development?

The agency approved by NAVTTC to develop the proposed qualification will complete the following steps:

- a) Constitute a Qualification Standard Committee (QSC) in consultations with NAVTTC, respective TEVTA as per proposed membership and TORs notified in NVQF document and submit it to NAVTTC for approval and notification.
- b) The approved/ notified Qualification Standard Committee (QSC) will:
 - i. Undertake labour market analysis to form the basis for job analysis and development of a DACUM chart. The main sources of labor market information are National Skill Information System (NSIS), Labor Force Survey and Statistics of skilled workforce yearly published by the government of Pakistan. Some other modes to collect labor market information and conduct local regional and international market demand analysis may include:
 - Collection of information by launching a survey with structured questionnaire and interviews of the relevant people on sites/ workplaces.
 - Training needs assessment during the on-going training programs through formative and summative evaluation Performa.
 - Official communication and correspondence to get the desired information and analyzing it for future programs.
 - General review of literature and undertaking the situational analysis to seek the trends and needs.
 - Demand established by any Chamber of Commerce & Industry, Trade Association or Employer Association.
 - The labor market information analysis may result in addressing the following queries.
 - Occupation/ qualification title, the number of people, which need to attain that qualification, the most critical areas that need to be addressed in training and duration of training etc.
 - Preparation of job descriptions and job specifications as per demand of the related industry
 - The target population as per market demand and the skills and knowledge they already possess along with further skills and knowledge required.
 - Setting the objectives of training to achieve the qualification.
 - Setting objectives of learning as per workplace demand
 - ii. Undertake DACUM analysis as per following guidelines.
 - The Qualification Standard Committee (QSC) constitutes a DACUM panel comprising of 6 to 8 occupational experts (subject and trade specialists) by seeking nominations from relevant stakeholders such as Trade Associations, Chambers of Commerce and Industry, relevant employers, Labor and Manpower Department, TEVTAs/ PVTC, NAVTTC, IAGs, Public and Private Sector Training Providers, Sector Skills Councils, TTBs, and Employer Federation of Pakistan etc.
 - The DACUM panel is finalized by QSC from amongst the nominees who are technically competent, full time employed in the relevant industry and academic institution, and possess communication skills. Those who possess, experience of curriculum development, job analysis and DACUM processes, analytical skills, positive attitude/professionalism, senior management experience, Knowledge of SA-8000 and ILO conventions and knowledge about current curricula being used in various technical and vocational institutions may be preferred. The proposed TORs of the DACUM Panel are at Appendix-3
 - QSC designates a DACUM Facilitator who is responsible to manage and conduct the whole DACUM process. The characteristics, role and responsibilities of the DACUM Facilitator are given at Appendix-4.

- QSC organizes a 1-2 day workshop where the facilitator brief and moderates the DACUM Panel and they identify the duties and tasks that are performed by a successful worker in the occupation under study, prioritize and sequence them and write them in verb-object-condition form to facilitate QSC in drafting the Competency Standards. The Panel uses the DACUM Job analysis chart given at Appendix-5.
- iii. Develop and finalize Competency Standards (CSs) and Competency Units (CUs) on the basis of major duties and tasks listed in the DACUM chart and develop the full package of the competency standard document including structure, level, time allocation in credit hrs, requirements for progress and achievement, pathways, equivalences and other conditions as per guidelines and template given at Appendix-6.
- iv. Provide summary of the qualification as per prescribed Qualification Summary Document (QSheet) template given at Appendix-7.
- v. Submit the whole qualification package through the respective agency to NAVTTC for approval, notification and registration.

NAVTTC upon receipt of the package will:

- a) Verify the qualification title, NVQF Level and credit value according to the NVQF guidelines for levels and credit using its available resources such as NVQF documents, LMIS, NSIS etc.
- b) Assign the review date – Note the review date of similar qualifications from the same industry/ group/ body should be aligned to allow for consolidation and adjustment in future.
- c) Approve, notify and register the qualification as part of the NVQF (Appendix-8) and upload on the NAVTTC's website.

What are the steps to develop Assessment Package, Curriculum and TLM?

Separate guidelines are provided in manuals on Assessment, Curriculum and TLM. Briefly stating, the following steps will be followed:

- a) The Qualification Standard Committee may coopt experts from relevant assessment bodies/ industries/ registered assessors or may constitute a sub-committee to develop full assessment package as per guidelines provided in the separate manual on “Developing Assessment for NVQF Qualifications”.
- b) Constitute a Qualification Curriculum Committee (QCC) as per membership and TORs notified in the NVQF document to develop curricula as per prescribed guidelines provided in the separate manual on “Curriculum Development for NVQF Qualifications”.
- c) Constitute a TLM Development Committee composed of subject experts, subject specialists, trainers, instructors from the training institutions who possess relevant academic background, teaching experience and excellent writing skills to develop the Training and Learning Material (TLM) as per prescribed guidelines provided in the separate manual on “TLM Development for NVQF Qualifications”.
- d) Send a copy of the developed Curriculum and TLM to NAVTTC for information and record.

3 Processes and Guidelines for Reviewing NVQF Qualifications

All new qualifications developed and registered with NVQF have a specific date of review (minimum review period is after 3 years). An early review may also be initiated on the basis of monitoring and evaluation report that suggests for review of the qualification. The date of review is entered in to the NAVTTC database and is also displayed on the website. As the date of review approaches, the process for review is initiated by NAVTTC. The following are the guidelines for review of a NVQF qualification:

What Steps are involved in review of a NVQF qualification?

NAVTTC notifies a qualification review committee as per composition proposed below:

- Representatives (2 to 3) of qualification developing industry/group/ agency/ institution
 - Representatives (2 to 3) of relevant industries
 - Representatives (1 to 2) of the training providers
 - Representatives (2 to 3) of the relevant assessment/ awarding bodies
 - Secretary (Secretary of the Panel)
- a) The review committee considers the feedback received from all stakeholders and submit its report/ findings to NAVTTC with the following options.
- Where the committee makes no changes to the qualification, the NAVTTC re-notifies the qualification and informs all stakeholders with a new review date;
 - Where some minor changes are made by the committee in the qualification, NAVTTC may approve the minor changes made and re-notify the reviewed qualification along with a new review date.
 - Where major changes are made by the committee in the qualifications due to emerging technologies, occupational trends, or other reasons, NAVTTC allows for major review of the qualification or even considers the qualification as no more valid.
- b) NAVTTC re-register the reviewed qualification on NVQF and inform relevant stakeholders and upload on the NAVTTC's website.

How feedback on the qualification under review will be collected?

The most important part of revision is the feedback from relevant stakeholders that include, the employers, industries, training providers, institutions/ academia, individual students from non-formal/ in-formal sectors. The steps include;

- a) NAVTTC to obtain feedback from all stakeholders on the prescribed form QRF-1: Qualification feedback form (Appendix-9), which will be available on the website and also circulated.
- b) Consolidation of feedback by the designated Secretary of the review committee for the qualification under review for submission to the review committee.

What Criteria will be used for review of the Qualification?

The following criteria may be used to undertake review of the NVQF qualifications.

Criteria	Source
<p>1. Demand Demand for the qualification is sufficient</p> <ul style="list-style-type: none"> a. Uptake <ul style="list-style-type: none"> i. The number of training institutions providing training is satisfactory ii. Achievement rates are satisfactory in meeting demand b. Employers/ Market Demand <ul style="list-style-type: none"> i. Employers are satisfied with the quality of the graduates ii. Employment rating are satisfactory <p>2. Qualification</p> <ul style="list-style-type: none"> a. Relevance <ul style="list-style-type: none"> i. The overall intent of the qualification is still relevant at local, national, regional and international levels. ii. The DACUM chart is still relevant and does not need modification b. Competency <ul style="list-style-type: none"> i. Competency standards are appropriate and reflect currently required skills and tasks ii. Coverage of the skills is appropriate iii. Clarity is sufficient <p>3. NVQF Level</p> <ul style="list-style-type: none"> a. The assigned NVQF level remains appropriate <p>4. Assessments</p> <ul style="list-style-type: none"> a. Assessment requirements are appropriate to the level of the qualification and are sufficient to demonstrate achievement against the competency standards b. Any required assessment sequence is logical and supports the development of competency c. Assessment decisions are being moderated through national moderation systems and achievement appears to be consistent in all pathways <p>5. Curriculum</p> <ul style="list-style-type: none"> a. Curriculum supports the achievement of the required competencies <ul style="list-style-type: none"> i. Learning sequence is appropriate ii. The curriculum is well balanced and timing guidelines are appropriate <p>6. Equivalences</p> <ul style="list-style-type: none"> a. Equivalences with other NVQF qualifications are reasonable, appropriate, facilitate vertical and horizontal movement and do not create unreasonable barriers 	<p>NSIS, Survey of academic Institutions</p> <p>Industry survey (of at least 2-3 industries) and LMIS feedback</p> <p>Industry/ Enterprise polls/ Survey/ Reviews</p> <p>Industry and academic institutions survey/ feedback</p> <p>Indsurtcy/ academic survey</p> <p>Input/ feedback form training providers, assessment bodies through a structured survey</p> <p>Feedback from academic institutions, trainers, industry through a survey</p> <p>NAVTTTC/ TEVTAs/ BTEs/ TTBs feedback. NSIS data</p>

Appendix-1

Qualification Development Form 1 (QDF-1)

Indication of intent to develop a qualification

- 1. Name of the organisation _____
- 2. Type of organisation _____
- 3. Contact details:
 - a. Address of the organisation _____
 - b. Name of contact person _____
 - c. Phone number _____
 - d. Email _____

4. Title of the proposed qualification to be developed as NVQF title format:

5. Description of focus, scope and characteristics of the proposed qualification (A general statement)

6. Justification of the qualification.
- a. Summary of the occupational skill areas that it would cover.

 - b. Evidence of support from relevant industry and community groups for the proposed qualification development.

Date:.....

(Signature of Head/ Authorized Person)

Appendix-2

Qualification Development Form 2 (QDF-2)

Acceptance/Non-Acceptance of intent to develop NVQF qualification

1. Title of the qualification: _____
2. Name and address of the Agency _____
3. Date proposal received in NAVTTC. _____
4. Date proposal reviewed in NAVTTC _____
5. NAVTTC Decision (Check one box) (NAVTTC response will be given within a month time from the date of receipt of proposal)

1. The proposal to develop the qualification is approved.
2. The agency may proceed further to develop the qualification in the light of guidelines and templates provided in this manual.
3. The full qualification package may be submitted by (date).....

- The proposal submitted is incomplete and requires following further information/ documents.
1.
 2.
 3.

The proposal to develop the qualification is not approved on the basis of following reasons.

The proposing agency/ institution/ group may proceed for further in the light of above mentioned decisions.

Date:

Signature

Appendix-3

Composition and TORs of DACUM Panel

The activity:

To carry out job analysis identifying the types of occupations and job profiles within a given sector following agreed procedures leading to development of a comprehensive DACUM chart.

Constitution of DACUM Panel:

The DACUM Panel may be composed of 6 to 8 occupational experts (Subject and trade specialists). Nominations could be sought from the following groups:

- Respective Trade Associations
- Selected Chambers of Commerce and Industry
- Relevant Employers
- Labour and Manpower Departments
- National/ Provincial TVET Bodies (NAVTTTC, TEVTAs/PVTC)
- Public and Private sector training providers
- Sector Skills Councils (SSCs)
- Assessment and Awarding Bodies (Trade Testing Boards, Boards of Technical Education)
- Employers Federation of Pakistan
- Any other relevant group

Selection criteria for DACUM Panel

Essential Criteria

- Technically competent
- Full time employment
- Full time commitment
- Possess communication skills

Recommended Criteria

- Experience of curriculum development, job analysis and DACUM processes (Preferably trained as DACUM Facilitator)
- Analytical skills
- Positive Attitude/Professionalism
- Senior management experience
- Knowledge of SA8000 and ILO conventions
- Certified by certification bodies
- In-depth knowledge about current curricula being used in various technical and vocational institutions

Comprehensive knowledge about curriculum development, e.g. models, approaches, paradigms and cycles

Terms of Reference of DACUM Panel:

- Identify the key job roles and organisational structure for a particular industry within a sector/sub sector
- Write job analysis statements for the duties of the job role
- Identify the required general skills, knowledge, understanding and work behaviour required
- Identify the tools, equipment and materials associated with job roles
- Identify broad health and safety requirements associated with job roles
- Identify trends, for example in technology, materials, market needs
- Use the job analysis statements and other information to prepare a DACUM chart for the job role
- Consult with the relevant Industry Advisory Group to confirm the accuracy of the tasks, duties and other issues listed in the DACUM chart
- Submit the final DACUM chart to QSC for approval
- Monitor and evaluate the process for job analysis/DACUM

Appendix-4

Roles and Responsibilities of DACUM Facilitator

The Facilitator

The facilitator's job is a challenging one that requires a careful blend of knowledge and skill and experience. The facilitator also needs to understand the DACUM process itself and should exhibit the following worker behaviors:

- A professional image and outlook
- A sensitivity for others
- The ability to establish and maintain enthusiasm
- The ability to show empathy
- The ability to display and maintain a positive image
- Patience
- The ability to make decisions

In addition, the facilitator must also possess the following characteristics:

- Skill in job analysis procedures
- The ability to display warmth and establish rapport quickly with participants
- A high degree of sensitivity to both verbal and nonverbal communication
- The ability to motivate and encourage participants
- A willingness to assume and 'act out' the role of process expert while according participants the role of content experts
- An appreciation of the value of small-group process so that participants are allowed to work things through by themselves
- Excellent listening skills and memory, since the facilitator must be able to 'store' many of the participants' contributions in his or her memory and be able to retrieve them as needed
- The ability to obtain consensus from the participants.

Selection Criteria for facilitator

- Basic understanding of DACUM
- Inter personal and communication skills
- Conflict resolution skills

Terms of Reference for Facilitator:

- Assist the group to understand DACUM
- Achieve the objectives without taking a particular position in the discussion
- Motivate all to participate in the workshop
- Produce an agreed DACUM chart for the said occupation

Appendix-5

DACUM Job Analysis Chart

Title of the Qualification: _____

Date of DACUM:	Place & City	
DACUM Panel:		
Name of the Industry/ Institution:		
DACUM Supervisor:	DACUM Facilitator:	DACUM Recorder:

Duties and Tasks: (Use the following table to fill-up the main duties and tasks identified by the DACUM group. They should also be prioritised or sequenced and written in verb-object-condition form to facilitate in drafting the competency standards)

Duties	Tasks			
A	A1	A2	A3	A4
B	B1	B2	B3	B4
C	C1	C2	C3	C4
D	D1	D2	D3	D4

Additional Information (The following information be provided by the Panel)

Worker Traits (Soft Skills)	Suggested duration of formal training, based on Competency Standards	Career Paths (the successful candidates will be employed as)
• • •	•	•

Related Knowledge: _____

List of Tools and Equipment:

• • •	• •
-------------	--------

Appendix-6

Template for Developing Competency Standards

- i. **TITLE PAGE:**
- ii. **TABLE OF CONTENTS:**
 - A. Standard A:
 - B. Standard B
 - C. So on.....

iii. **BRIEF DESCRIPTION OF THE TRADE:** _____

- iv. **SUMMARY OF COMPETENCY STANDARDS** (Use NVQF descriptors to assign level and suggest time in credit hrs for each competency standard as per definitions given in the NVQF document Appendix-4)

Sr#	Competency Standard (Verb -Object-condition/ context Form)	Level	Credit Hrs
1	Standard A		
2	Standard B		

v. **COMPETENCY STANDARDS and RELATED UNITS**

COMPETENCY STANDARD A: _____

Overview: _____

Competency Units	Performance Criteria
A1	
A2	

Knowledge and skills: _____

Critical aspect of evidence: _____

vi. **LIST OF TOOLS AND EQUIPMENT**

Sr#	Description	Quantity

Qualification Summary Sheet

1. Title of the Qualification	Version#	Date	Code

2. NVQF Level

Level	
-------	--

3. Total Credits

--

4. Purpose of the Qualification

--

5. Details of the qualification

Competency Standard	Level	Credit

6. Credit range

	Compulsory	Elective
Level x		
Level y		
Level z		
Minimum Totals		

7. Requirements for accumulation of credit

--

8. Requirements for the award of the Qualification

--

9. Equivalencies, cross credits, pre-requisites

--

1. Transition arrangements for current courses, awards etc

--

2. Version history

Process	Version	Date	Last Day for Assessment
Registration	1		
Revision	2		

3. Standard Setting Body

Name	Contact Details

4. Other standard setting bodies (at the International Level such as ILO) whose standards are included in the qualification

--

5. Certification body (s) / Qualification Awarding Body

Name	Contact Details

6. ISCED Classification

ISCED Classification	
Code	Description

Appendix-8

Approval and Registration of the Qualification Package

1. Title of the Qualification: _____

1. After careful evaluation of the qualification package submitted to NAVTTC, following decision have been made.

Approved/ Not-Approved	Remarks/ Reasons (if not approved)

3. The following approved qualification has been registered in NVQF.

Qualification Title	Code#	Level	Version	Review Date

The concerned agency may proceed for preparation of assessment package, curriculum and related TLM.

Date:

Signature

Appendix-9

Qualification Review Form -1 (QRF-1)

Feedback to Review the Qualification

1. Title of the qualification :
2. Level of the qualification:
3. Review date:
4. Version #:
5. Code #:
6. Name of the Agency:
7. Address and contact :
8. Feedback

Areas of Review	Put tick/ cross (where applicable)	Suggesstion/ Feedback for review of the qualification
1. Skill Demand Analysis		
2. DACUM		
3. Competency Standards		
4. Scope of the Qualification		
5. Credit Hours		
6. NVQF Level		
7. Equivalences		
8. Other Conditions/ requirements/ pre- requisites		
9. Assessment Package		
10. Curriculum		
11. Teaching and Learning Material		
12. Technological Trends or others		

Date:

Signature of Head or authorized person

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