



**NATIONAL COMPETENCY STANDARDS
FOR
FOOD PRODUCTION ASSOCIATE
(NC2)**

**Department of Occupational Standards
Ministry of Labour and Human Resources
Thimphu Bhutan
(Revised 2022)**

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FOREWORD

The Department of Occupational Standards of the Ministry of Labour and Human Resources is pleased to present the revised version of National Competency Standards (NCSs) for Food Production Associate. The standards represent the fruits of hard work and invaluable experiences gained by the department since its establishment in the latter half of 2003. The main aim of developing NCS is to set up a well-defined nationally recognized Vocational Qualifications System that will help set a benchmark for the Technical Vocational Education and Training (TVET) System in our country aligned to international best practices.

NCS is one of the base pillars in the Bhutan Vocational Qualifications Framework (BVQF) and is the first step in its implementation. The NCS are developed and revised to ensure that employees or vocational graduates possess and acquire the desired competencies required by industries and employers. In order to ensure this close match in supply and demand of competencies, NCS have been developed and revised in close consultation and partnership with industry experts and validated by the Technical Advisory Committees of the concerned economic sectors.

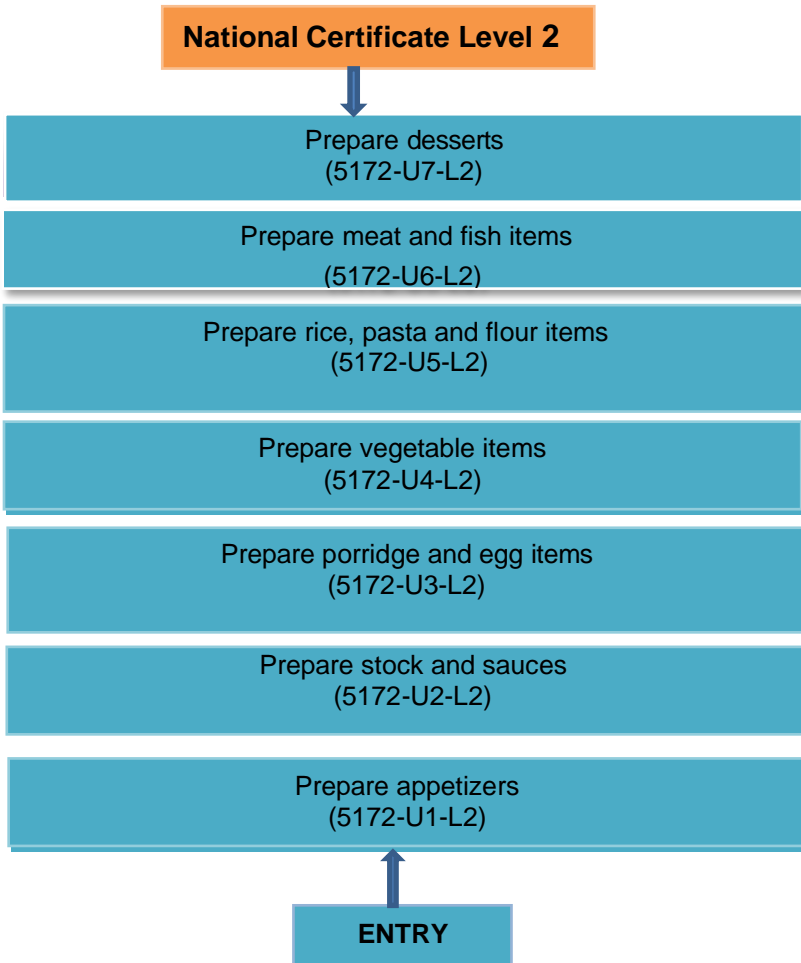
A vocational education and training system based on NCS shall ensure that delivered training is of a high quality and relevant to the needs of the labour market. As a result, future TVET graduates will be better equipped to meet the need and expectations of industries and employers. This positive impact on the employability of TVET graduates will enhance the reputation of vocational education and training and make it attractive to school leavers.

I gratefully acknowledge collaboration and the valuable contributions made by experts from industries during the consultation and validation processes of the standards. I look forward for continued engagement and participation of the industry and employers in the development of a quality assured demand driven TVET system and to build competent and productive national workforce that will contribute to the continued socio-economic progress of our country.

Offtg. Director
Department of Occupational Standards
Ministry of Labour and Human Resources

PACKAGING OF QUALIFICATIONS FOR FOOD PRODUCTION ASSOCIATE

The National Competency Standards for the Food Production Associate comprises of seven units which are clustered into following levels of qualifications.



NATIONAL COMPETENCY STANDARDS FOR FOOD PRODUCTION ASSOCIATE

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Overview of the National Competency Standards

UNIT TITLE	ELEMENTS OF COMPETENCE
Prepare appetizers	<ol style="list-style-type: none"> 1. Prepare starter 2. Prepare soup 3. Prepare salads
Prepare stocks and sauces	<ol style="list-style-type: none"> 1. Prepare stock 2. Prepare five mother sauces
Prepare porridge and egg items	<ol style="list-style-type: none"> 1. Prepare porridge 2. Prepare egg items
Prepare vegetable items	<ol style="list-style-type: none"> 1. Prepare to cook vegetable items 2. Prepare and present vegetable items
Prepare rice, pasta and flour items	<ol style="list-style-type: none"> 1. Prepare rice items 2. Prepare pasta 3. Prepare flour items
Prepare meat and fish items	<ol style="list-style-type: none"> 1. Prepare to cook meat and fish items 2. Prepare meat items 3. Prepare fish items
Prepare desserts	<ol style="list-style-type: none"> 1. Prepare cold dessert 2. Prepare hot dessert

UNIT TITLE: Prepare Appetizers

DESCRIPTOR: This unit covers the competencies required to prepare starters and soup.

CODE: 5172-U1-L2

ELEMENTS OF COMPETENCE	PERFORMANCE CRITERIA
1. Prepare starters	<p>1.1 Select and use tools and equipment as per the requirement.</p> <p>1.2 Select the ingredients as per the job requirement following standard procedures</p> <p>1.3 Pre-prepare the ingredients as per the job requirement following standard procedures.</p> <p>1.4 Cook the ingredients as per job requirement following standard procedures.</p> <p>1.5 Add seasonings to the starters as per the recipe following standard procedures.</p> <p>1.6 Portion and garnish the starters as per the job requirement following standard procedures.</p>
2. Prepare soup	<p>2.1 Select and use tools and equipment as per the job requirement.</p> <p>2.2 Select and pre-prepare the ingredients as per the recipe following standard procedures.</p> <p>2.3 Cook the ingredients as per job requirement following standard procedures.</p> <p>2.4 Add seasonings and taste the soup as per the recipe following standard procedures.</p> <p>2.5 Portion and garnish the soups as per the job requirement following standard procedures.</p>

<p>3. Prepare salads and dressing</p>	<p>3.1 Select and use tools and equipment as per the requirement.</p> <p>3.2 Select and pre-prepare the ingredients as per the recipe following standard procedures.</p> <p>3.3 Cook the ingredients using suitable methods as per job requirement following standard procedures.</p> <p>3.4 Prepare salad dressing following standard procedures.</p> <p>3.5 Mix the salad ingredients with dressing as per the job requirement following standard procedures</p> <p>3.6 Portion and garnish the salad as per the job requirement following standard procedures.</p>
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RANGE STATEMENT

Tools and equipment may include but not limited to:

- Chopping board
- Knives
- Ladles
- Refrigerator

- Grinders
- Slicer
- Stove
- Peeler
- Frying pans
- Deep fryer

Ingredients may include but not limited to:

- Vegetables
- Fruits
- Flour
- Condiments
- Meat
- Sea foods
- Seasoning

Pre-preparing the ingredients may include but not limited to:

- Thaw
- Wash

- Cut
- Marinate

Cooking methods may include but not limited to:

- Boiling
- Steaming
- Frying
- Blanching
- Roasting
- Baking
- Grilling
- Cooling

Starters must include but not limited to:

- Continental
- Indian

Seasonings may include but not limited to:

- Salt
- Pepper

Salad dressing may include but not limited to:

- Olive oil based
- Vinaigrette
- Lemon
- Yogurt based
- Mayonnaise based

Critical aspects

- Demonstrate compliance with safety regulations applicable to work operations at all times.
- Portion and garnish the appetizers as per the job requirement following standard procedures.
- Perform salad dressing following standard procedures

UNDERPINNING KNOWLEDGE	UNDERPINNING SKILLS
<ul style="list-style-type: none">• Ethics and Integrity• OHS regulations• Relevant articles on Food safety regulation• Basic First aid• Personal hygiene and grooming• Shelf life, expiry dates of ingredients and storage• Methods of cooking• Product knowledge• Types of ingredients• Nutritional value• Types of appetizer• Food cost control	<ul style="list-style-type: none">• Team work• Problem Solving• Innovative Thinking• Communication skills• Negotiation• Time management

UNIT TITLE: Prepare Stock and Sauce

DESCRIPTOR: This unit covers the competencies required to prepare stock and mother sauces.

CODE: 5172-U2-L2

ELEMENTS OF COMPETENCE	PERFORMANCE CRITERIA
1. Prepare stock	<ol style="list-style-type: none">1.1 Select and use tools and equipment as per the requirement1.2 Select the ingredients as per the recipe following standard procedure.1.3 Simmer the stock as per the job requirement following a standard procedure.1.4 Check the stock consistency and make minor adjustment if necessary following standard procedures1.5 Strain and store the stock as per the job requirement following standard procedure
2. Prepare mother sauces	<ol style="list-style-type: none">2.1 Select and use tools and equipment as per the job requirement.2.2 Select ingredients as per the recipe following standard procedure.2.3 Emulsify/mix the ingredient as per the job requirement following standard procedure.2.4 Cook the ingredients as per the job requirement following standard procedure.2.5 Check the seasoning and consistency as per the job requirement following standard procedure.2.6 Store the sauce as per the job requirement following standard procedure.

RANGE STATEMENT

Tools & equipment for preparing stock may include but not limited to:

- Bowl
- Container
- Chopping board
- Oven
- Knives
- Refrigerator
- Pan
- Stock pot

Ingredients may include but not limited to:

- Herbs
- Vegetables
- Fish items
- Meat items

Stock may include but not limited to:

- White
- Brown

Tools & equipment for preparing sauces may include but not limited to:

- Whisk
- Bowl
- Pan
- Knife
- Chopping board
- Oven
- Stove
- Ladle

Ingredients may include but not limited to:

- Egg
- Butter
- Stock
- Herbs(fresh and dry)
- Flour
- Vegetables
- Milk

Critical aspect

- Demonstrate compliance with safety regulations applicable to work operations at all times.
- Select right ingredient as per the job requirement
- Simmer the ingredients as per the job requirement following standard procedures.
- Emulsify/mix the ingredient as per the job requirement following

Underpinning Knowledge	Underpinning Skills
<ul style="list-style-type: none">• Ethics and Integrity• Occupation Health and safety (OHS) regulations• Personal Hygiene and grooming• Shelf life• Relevant articles on Food safety regulations• Basic First aid• Cleanliness of work area and equipment• Kitchen functions• Different cooking methods• Different recipes• Expiry dates of ingredients• Classification of sauces• Thickening agents• Food cost control	<ul style="list-style-type: none">• Team work• Problem Solving• Innovative Thinking• Communication skills• Negotiation• Time management

UNIT TITLE: Prepare Egg items and Porridge

DESCRIPTOR: This unit covers the competencies required to prepare egg items and porridge.

CODE: 5121-U3-L2

ELEMENTS OF COMPETENCE	PERFORMANCE CRITERIA
1. Prepare egg items	<ul style="list-style-type: none">1.1 Select and use tools and equipment as per the requirement.1.2 Select the ingredients as per the recipe following standard procedures.1.3 Pre-prepare egg for cooking as per the job requirements following standard procedures.1.4 Cook egg items as per the job requirements following standard procedures.1.5 Portion and garnish the egg items as per the job requirements following standard procedures.
2. Prepare porridge	<ul style="list-style-type: none">2.1 Select and use tools and equipment as per the requirement.2.2 Select and mix the ingredients as per the recipe following standard procedures.2.3 Prepare porridge as per the job requirements following standard procedures.2.4 Portion and present the porridge as per the job requirements following standard procedures.

RANGE STATEMENT

Tools and equipment may include but not limited to:

- Whisk
- Knives
- Bowls
- Spatula
- Refrigerator
- Stove
- Pan

Ingredients may include but not limited to:

- Creams
- Milk
- Cheese
- Oil
- Vinegar
- Salt
- Butter
- Vegetables

Preparing ingredients may include but not limited to:

- Cutting
- Cleaning
- Sorting

Egg items may include but not limited to:

- Poached
- Omelette
- Boiled
- Scrambled
- Sunny side up
- Stuffed

Porridge ingredients may include but not limited to:

- Rice
- Oats
- Corn meal
- Butter
- Salt
- Sugar
- Milk

Critical aspect

- Demonstrate compliance with safety regulations applicable to workoperations at all times.
- Cook egg items as per the job requirements following standardprocedures.
- Select and mix the ingredients as per the recipe following standardprocedures.
- Cook porridge ingredients as per the job requirements followingstandard procedures

UNDERPINNING KNOWLEDGE	UNDERPINNING SKILLS
<ul style="list-style-type: none">• Ethics and Integrity• OHS regulations• Food safety regulation• Food cross contamination• Relevant articles on Food safety regulation• Basic First aid• Personal hygiene and grooming• Shelf life, expiry dates of ingredients and storage• Methods of cooking• Basic nutrition content of different ingredients• Standard recipe	<ul style="list-style-type: none">• Team work• Problem Solving• Innovative Thinking• Communication skills• Negotiation• Time management

UNIT TITLE: Prepare Vegetable items

DESCRIPTOR: This unit covers the competencies required to prepare and present vegetable items.

CODE: 5172-U4-L2

ELEMENTS OF COMPETENCE	PERFORMANCE CRITERIA
1. Prepare vegetables for cooking (mise en place)	1.1 Select and use tools and equipment as per the job requirement following standard procedures. 1.2 Select the ingredients as per the recipe following standard procedures. 1.3 Pre-prepare vegetables for cooking as per the job requirement following standard procedures
2. Prepare & present vegetable items	2.1 Mix vegetables as per the job requirement following standard procedures. 2.2 Cook vegetables as per the job requirement following standard procedures. 2.3 Season the vegetables as per the standard recipe following standard procedures. 2.4 Portion and garnish the vegetable items as per the job requirement following standard procedures.

RANGE STATEMENT

Tools and equipment may include but not limited to:

- Pan
- Colander
- Ladle
- Stove/oven

Ingredients may include but not limited to:

- Salt
- Oil
- Pepper
- Vegetables
- sauce

Pre-preparing vegetable may include but not limited to:

- Sorting
- Assembling
- Cutting
- Cleaning

Cook may include but not limited to;

- Boiling
- Steaming
- Frying
- Blanching
- Roasting
- Baking
- Grilling
- Sautéing

Season may include but not limited to:

- Salt
- Pepper

Critical aspects

- Demonstrate compliance with safety regulations applicable to workoperations at all times.
- Cook vegetable using suitable cooking methods as per the job requirement following standard procedures

UNDERPINNING KNOWLEDGE	UNDERPINNING SKILLS
<ul style="list-style-type: none">• Ethics and Integrity• OHS regulations• Food safety regulation• Food cross contamination• Relevant articles on Food safety regulation• Basic First aid• Personal hygiene and grooming• Shelf life, expiry dates of ingredients and storage• Methods of cooking• Basic nutrition content of different ingredients• Standard recipe• Types of vegetables• Different types of vegetarian dish	<ul style="list-style-type: none">• Team work• Problem Solving• Innovative Thinking• Communication skills• Negotiation• Time management

UNIT TITLE : **Prepare Rice, Pasta and Flour items**

DESCRIPTOR : This unit covers the competencies required to prepare rice, pasta and flour items.

CODE : **5172-U5-L2**

ELEMENTS OF COMPETENCE	PERFORMANCE CRITERIA
1. Prepare rice	1.1 Select and use tools and equipment as per the requirement 1.2 Select types of rice as per the recipe following standard procedures. 1.3 Pre- prepare rice for cooking as per the job requirement following standard procedures. 1.4 Cook the rice as per the job requirement following standard procedures. 1.5 Portion the rice as per the job requirement following standard procedures.
2. Prepare pasta	2.1 Select and use tools and equipment as per the requirement. 2.2 Select types of pasta as per the recipe following standard procedures. 2.3 Prepare ingredients as per the job requirement following standard procedures. 2.4 Cook pasta as per the job requirement following standard procedures 2.5 Portion and garnish the pasta as per the job requirement following standard procedures

<p>3. Prepare flour items</p>	<p>3.1 Select and use tools and equipment as per the requirement.</p> <p>3.2 Select types of flour and quantity as per the recipe following standard procedures.</p> <p>3.3 Prepare flour items as per the job requirement following standard procedures.</p> <p>3.4. Check the texture of the flour items following standard procedures.</p> <p>3.5. Portion and present the flour items as per the job requirement following standard procedures</p>
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<p>RANGE STATEMENT</p>
<p>Tools and equipment may include but not limited to:</p> <ul style="list-style-type: none"> • Pot • Colander • Ladle • Stove

<p>Types of rice may include but not limited to:</p> <ul style="list-style-type: none"> • Red • White • Boiled rice
<p>Pre-prepare rice may include but not limited to:</p> <ul style="list-style-type: none"> • Sorting • Washing • Soaking
<p>Suitable methods may include but not limited to:</p> <ul style="list-style-type: none"> • Boiling • Steaming

Types of pasta may include but not limited to:

- Spaghetti
- Fusilli

Ingredients may include but not limited to:

- Oil
- Salt
- Herbs
- Vegetables
- Meat
- Sauces

Tools and equipment for preparing flour items may include but not limited to:

- Griddle
- Tandoor

Types of flour may include but limited to:

- Refined flour
- Whole wheat flour
- Rice flour
- Semolina
- Corn flour

Ingredients in flour items may include but not limited to:

- Flour
- Leavening agents
- Salt
- Oil
- Sugar
- Egg

Prepare flour items may include but not limited to:

- Baking
- Grilling
- Frying
- Broiling

Flour items may include but not limited to:

- Naan
- Roti
- Bread
- Chappati
- Puri

Critical aspects

- Demonstrate compliance with safety regulations applicable at all times.
- Steam/boil the rice items to the required temperature/texture as per recipe following standard procedures.
- Cook pasta using suitable methods as per the job requirement following standard procedures.
- Mix the ingredients and prepare dough as per the recipe.
- Roll and shape the dough as per the job requirement following standard procedures.

UNDERPINNING KNOWLEDGE	UNDERPINNING SKILLS
<ul style="list-style-type: none"> • Ethics and Integrity • OHS regulations • Food safety regulation • Food cross contamination • Relevant articles on Food safety regulation • Basic First aid • Personal hygiene and grooming • Shelf life, expiry dates of ingredients and storage • Methods of cooking/preparing • Basic nutrition content of different ingredients • Standard recipe • Types of rice • Types of pasta • Types of flours 	<ul style="list-style-type: none"> • Team work • Problem Solving • Innovative Thinking • Communication skills • Negotiation • Time management

UNIT TITLE: Prepare Meat and Fish items

DESCRIPTOR: This unit covers the competencies required to prepare and present meat and fish items.

CODE: 5121-U6-L2

ELEMENTS OF COMPETENCE	PERFORMANCE CRITERIA
1. Prepare to cook meat and fish items (mise en place)	<p>1.1 Select and use tools and equipment as per the requirement.</p> <p>1.2 Select the ingredients as per the recipe following standard procedures.</p> <p>1.3 Pre-prepare meat and fish items for cooking to required shape and sizes as per the job requirements following standard procedures.</p>
2. Prepare meat items	<p>2.1 Mix ingredients as per the job requirement following standard procedures.</p> <p>2.2 Cook meat items as per the job requirement following standard procedures.</p> <p>2.3 Portion and garnish the meat item as per the job requirement following standard procedures.</p>
3. Prepare fish items	<p>3.1 Mix ingredients as per the job requirement following standard procedures.</p> <p>3.2 Cook fish item as per the job requirement following standard procedures</p> <p>3.3 Portion and garnish the fish items as per the job requirement following standard procedures</p>

RANGE STATEMENT

Tools and equipment may include but not limited to:

- Pot
- Combi Oven
- Ladle
- Stove

Ingredients may include but not limited to:

- Salt
- Oil
- Sauce
- Meat
- Herbs
- Spices

Pre-prepare the meat and fish items may include but not limited to:

- Sorting
- Coating
- Marinating
- Stuffing
- De-boning
- Dicing
- Slicing
- Mincing
- Scaling
- Filleting

Cook may include but not limited to;

- Boiling
- Steaming
- Frying
- Blanching
- Roasting
- Baking
- Grilling

Critical Aspects:

- Demonstrate compliance with safety regulations applicable to workoperations at all times.
- Pre-prepare meat and fish items for cooking to required shape and sizes as per the job requirements following standard procedures.
- Cook meat items using suitable methods as per the job requirementfollowing standard procedures.
- Cook fish items using suitable methods as per the job requirementfollowing standard procedures

UNDERPINNING KNOWLEDGE	UNDERPINNING SKILLS
<ul style="list-style-type: none"> • Ethics and Integrity • OHS regulations • Food safety regulation • Food cross contamination • Relevant articles on Food safety regulation • Basic First aid • Personal hygiene and grooming • Shelf life, expiry dates of ingredients and storage • Methods of cooking • Basic nutrition content of different ingredients • Standard recipe • Knowledge on temperature • Types of marinades • Types of meats and fish 	<ul style="list-style-type: none"> • Team work • Problem Solving • Innovative Thinking • Communication skills • Negotiation • Time management.

UNIT TITLE: Prepare Desserts

DESCRIPTOR: This unit covers the competencies required to prepare cold and hot desserts.

CODE: 5121-U7-L2

ELEMENTS OF COMPETENCE	PERFORMANCE CRITERIA
1. Prepare cold dessert	<ul style="list-style-type: none">1.1 Select and use tools and equipment as per the job requirement.1.2 Select and prepare the ingredients as per the recipe following standard procedures.1.3 Mix the ingredients as per the recipe following standard procedures.1.4 Cook the mixture as per the job requirement following standard procedures.1.5 Chill/freeze the dessert to the required temperature following standard procedures.1.6 Portion and garnish the cold dessert as per the job requirement following standard procedures.1.7 Store the cold dessert as per the standard procedures.
2. Prepare hot dessert	<ul style="list-style-type: none">2.1 Select and use tools and equipment as per the job requirement.2.2 Select and prepare the ingredients as per the recipe following standard procedures.2.3 Mix the ingredients as per the recipe following

	<p>standard procedures.</p> <p>2.4 Cook the mixture to required temperature and time as per the standard procedures.</p> <p>2.5 Portion and garnish the hot dessert as per the job requirement following standard procedures.</p> <p>2.6 Store the desserts as per the standard procedures.</p>
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RANGE STATEMENT	
Tools and equipment may include but not limited to:	
<ul style="list-style-type: none"> • Mixer • Whisk • Knives • Moulds • Measuring jugs 	<ul style="list-style-type: none"> • Refrigerator • Stove / oven • Thermometer • Bowls
Ingredients may include but not limited to:	
<ul style="list-style-type: none"> • Flour • Sugar • Yeast • Creams 	<ul style="list-style-type: none"> • Milk • Fruits & nuts • Butter • Syrups
Prepare ingredients may include but not limited to:	
<ul style="list-style-type: none"> • Cutting • Cleaning 	<ul style="list-style-type: none"> • Sorting • Weighing
Cold dessert may include but not limited to:	
<ul style="list-style-type: none"> • Cheese cake • Mousse 	<ul style="list-style-type: none"> • Cream Caramel • Panna cotta
Hot dessert may include but not limited to:	

- Brownie
- Halwa
- Rasmalai
- Gulab Jamun
- Jam roly poly with hot custard
- Rice Pudding

Critical aspects

- Demonstrate compliance with safety regulations applicable to work operations at all times.
- Cook/bake the mixture and chill/freeze to the required temperature following standard procedures.
- Ensure exact scaling of ingredients as per the recipe following standard procedures.

UNDERPINNING KNOWLEDGE	UNDERPINNING SKILLS
<ul style="list-style-type: none"> • Ethics and Integrity • OHS regulations • Food safety regulation • Food cross contamination • Relevant articles on Food safety regulation • Basic First aid • Personal hygiene and grooming • Shelf life, expiry dates of ingredients and storage • Methods of cooking • Basic nutrition content of different ingredients • Standard recipe • Knowledge on temperature • Combination of ingredients • Types of desserts 	<ul style="list-style-type: none"> • Team work • Problem Solving • Innovative Thinking • Communication skills • Negotiation • Time management.

Annexure

A. National Competency Standards (NCS)

The National Competency Standards specify the skill, knowledge and attitudes applied to a particular occupation. Standards also specify the standards or criteria of performance of a competent worker and the various contexts in which work may take place. Standards provide explicit advice to assessors regarding the skill and knowledge to be demonstrated by candidates seeking formal recognition either following training or through work experience.

Purpose of National Competency Standards

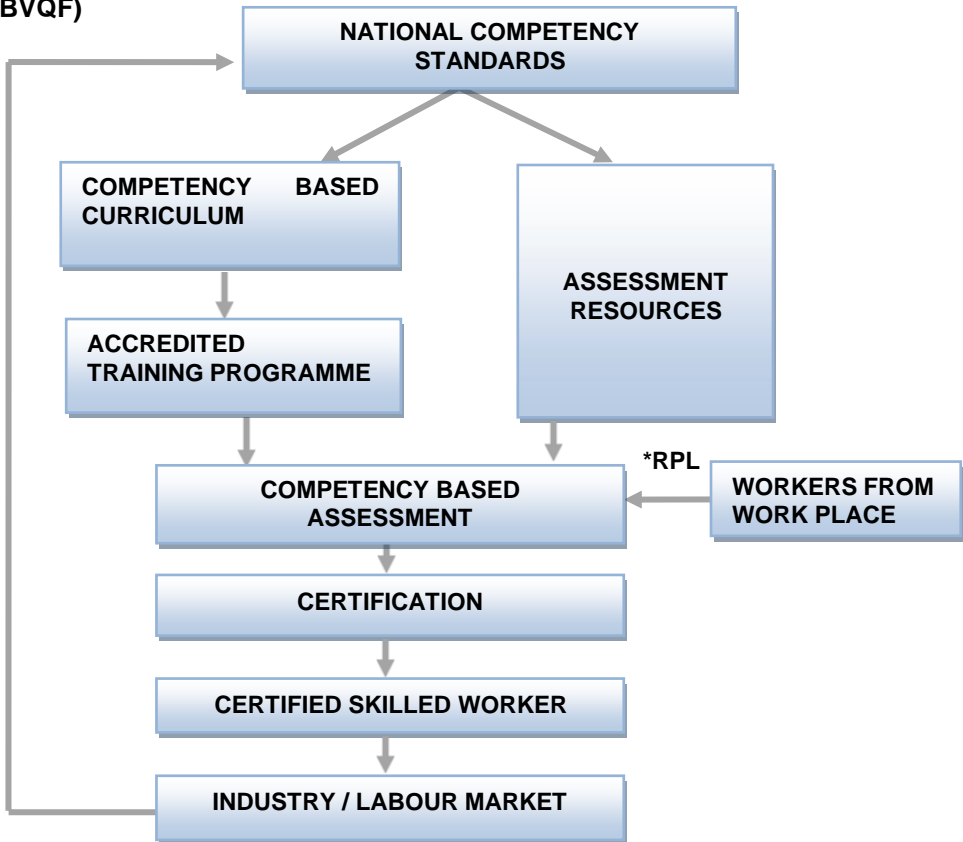
National Competency Standards serve a number of purposes including:

- Providing advice to curriculum developers about the competencies to be included in curriculum.
- Providing specifications to assessment resource developers about the competencies within an occupation to be demonstrated by candidates.
- Providing advice to industry/employers about job functions, which in turn can be used for the development of job descriptions, performance appraisal systems and work flow analysis.

B. Bhutan Vocational Qualifications Framework (BVQF)

Bhutan Vocational Qualifications Framework is an agreed system of Assessing, Certifying and Monitoring nationally recognized qualifications for all learning in the TVET sector against national competency standards, in training institutions, in the workplace, in schools or anywhere where learning takes place.

Components of the Bhutan Vocational Qualifications Framework (BVQF)



* RPL = Recognition of Prior Learning

BVQF Levels

The Bhutan Vocational Qualifications Framework has three levels classified based on the competency of the skilled workers. The three levels are:

- National Certificate Level 3 (NC III)
- National Certificate Level 2 (NC II)
- National Certificate Level 1 (NC I)

BVQF Level Descriptors

The qualification levels are decided based on level descriptors. The detail of the qualification level descriptor is as follows:

National Certificate Level 1 (Semi Skilled)

Carry out processes that:	Learning demand:	Responsibilities which are applied:
<ul style="list-style-type: none">• Are narrow in range.• Are established and familiar.• Offer a clear choice of routine responses.• Involve some prioritizing of tasks from known solutions.	<ul style="list-style-type: none">• Basic operational knowledge and skill.• Utilization of basic available information.• Known solutions to familiar problems.• Little generation of new ideas.	<ul style="list-style-type: none">• In directed activity.• Under general supervision and quality control.• With some responsibility for quantity and quality.• With no responsibility for guiding others.

National Certificate Level 2 (Craftsman)

Carry out processes that:	Learning demand:	Responsibilities which are applied:
<ul style="list-style-type: none"> • Require a range of well-developed skills. • Offer a significant choice of procedures requiring prioritization. • Are employed within a range of familiar context. 	<ul style="list-style-type: none"> • Some relevant theoretical knowledge. • Interpretation of available information. • Discretion and judgments. • A range of known responses to familiar problems 	<ul style="list-style-type: none"> • In directed activity with some autonomy. • Under general supervision and quality checking. • With significant responsibility for the quantity and quality of output. • With some possible responsibility for the output of others.

National Certificate Level 3 (Master craftsman)

Carry out processes that:	Learning demand:	Responsibilities which are applied:
<ul style="list-style-type: none"> • Requires a wide range of technical or scholastic skills. • Offer a considerable choice of procedures requiring prioritization to achieve optimum outcomes. • Are employed in a variety of familiar and unfamiliar contexts. 	<ul style="list-style-type: none"> • A broad knowledge base which incorporates some theoretical concepts. • Analytical interpretation of information. • Informed judgment. • A range of sometimes innovative responses to concrete but often unfamiliar problems. 	<ul style="list-style-type: none"> • In self-directed activity. • Under broad guidance and evaluation. • With complete responsibility for quantity and quality of output. • With possible responsibility for the output of others.

CODING USED FOR NATIONAL COMPETENCY STANDARDS

The coding and classification system developed in Bhutan is logical, easy to use, and also aligned with international best practices. The Bhutanese coding and classification system is based on the International Standard Classification of Occupations, 2008 (ISCO-08) developed by the International Labour Organization (ILO).

The coding of the National competency standards forms the basis of the identification code for the Vocational Education and Training Management Information System (VET – MIS) both in terms of economic sector identification and that of the individual standard.

Coding the individual national competency standards

Coding the individual skills standard has a multiple purpose:

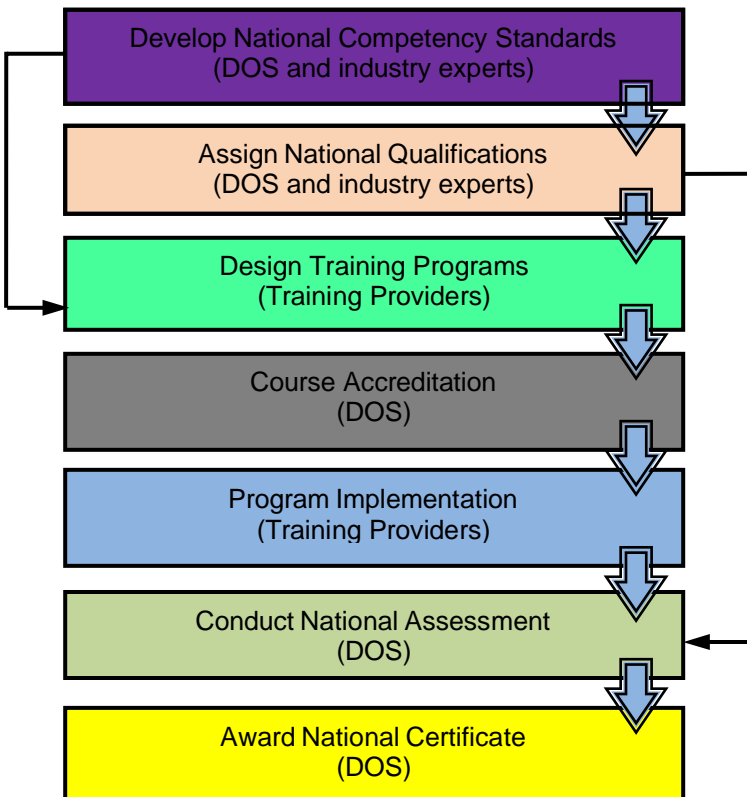
- to identify the level,
- to identify to which module the standard belongs,
- to identify in which order the standard is clustered within that module.

A job can include a number of competencies described in the national competency standards.

However, in order to follow a logical order, only national competency standards related to each other and following a logical sequence in terms of training delivery, from the simple to the complex, are clustered into a module. Some standards are so complex that they need to stand alone.

To illustrate with an example, the ILO assigns the code 5172 to the occupation of Food Production Associate and related trades. Therefore, in Bhutan's context, the occupation Food Production Associate has been assigned the code 5172 in the National Coding System. The first unit is assigned the code U1. Levels are assigned the code L and follow a logical progression from the National Certificate Level 1 (NC I) to the National Certificate Level 3 (NC III). Therefore, the first unit of level one is written as 5172-U1-L2.

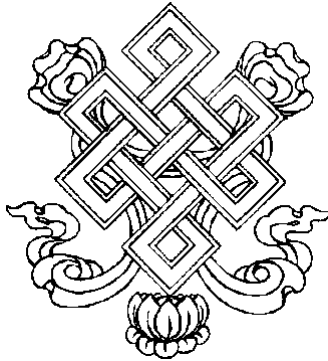
Implementation and operational procedures for National Competency Standards (NCS)



Key:

MoLHR – Ministry of Labour and Human Resources

DOS – Department of Occupational Standards



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