



**NATIONAL COMPETENCY STANDARDS  
FOR  
NATURE TOUR GUIDE  
(NC3)**

**TVET QUALITY COUNCIL  
BHUTAN QUALIFICATIONS AND PROFESSIONALS  
CERTIFICATION AUTHORITY  
THIMPHU, BHUTAN: MAY 2023**



## **FOREWORD**

The TVET Quality Council, BQPCA is pleased to present the National Competency Standards (NCS) for Nature Guide, NC3, which is developed in consultation with the field experts and trainers. The main objective of developing National Competency Standards is to set up a well-defined nationally recognized TVET Qualifications that will help in setting a benchmark for the TVET Qualifications in our country aligned to the international best practices.

The standards are developed to ensure that the TVET trainees possess the desired Skills, Knowledge and Attitude required by the industries. In order to ensure the relevancy of the competencies, the standards are developed in close consultation and partnership with industry experts and trainers from training institutes. A training system based on National Competency Standards shall ensure that the training is relevant to the needs of the labour market. As a result, future TVET trainees will be better skilled to meet the needs and expectations of industries and employers. Such a positive impact on the employability of TVET graduates will enhance the reputation of the TVET system and make it attractive to the youths.

While acknowledging the existing level of cooperation and collaboration, the Council earnestly requests employers and training providers to extend the fullest support and cooperation in development and implementation of the National Competency Standards. The ultimate objective is to build a competent and productive national workforce that will contribute to the socio-economic development of our country.

We gratefully acknowledge the valuable contributions made by experts from industries and trainers during the consultation and validation processes of the NCS development. We further look forward to improved industry engagement and active participation of trainers in the development of a quality-assured demand driven TVET system.

Director  
BQPCA

## ACKNOWLEDGEMENT

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**PACKAGING OF QUALIFICATIONS**



## OVERVIEW OF NATIONAL COMPETENCY STANDARDS

Elements of Competence	Performance Criteria
1. Carryout Birding Expedition	1.1 Plan to Provide Birding Expedition Services 1.2 Provide Birding Services 1.3 Perform Post Birding Expedition Activities
2. Provide Nature Photography Services	2.1 Plan to Provide Nature Photography Services 2.2 Provide Nature Photography Services 2.3 Perform Post Nature Photography Activities
3. Carryout Botanical Expedition Services	3.1 Plan to provide Botanical Expedition Services 3.2 Provide Botanical Expedition Services 3.3 Perform Post Botanical Expedition Activities
4. Carryout Butterfly Expedition	4.1 Plan to Provide Butterfly Expedition 4.2 Provide Butterfly Expedition Services 4.3 Perform Post Butterfly Expedition Activities
5. Carryout Mammal Expedition	5.1 Plan to Provide Mammal Expedition Services 5.2 Provide Mammal Expedition Services 5.3 Perform Post Mammal Expedition Activities
6. Provide Fishing Guiding Services	6.1 Plan to Perform Fishing Guiding 6.2 Provide Fishing Guiding Services 6.3 Perform Post Fishing Guiding Activities

<b>UNIT TITLE</b>	<b>Carryout Birding Expedition</b>
<b>DESCRIPTOR</b>	This unit deals with skills, knowledge and attitude required to plan to provide birding expedition services, provide birding services and perform post birding expedition activities to successfully carry out birding expedition
<b>CODE</b>	<b>5113-U1-L3</b>
<b>ELEMENTS OF COMPETENCE</b>	<b>PERFORMANCE CRITERIA</b>
1. Plan to Provide Birding Expedition Services	1.1 Obtain <b>relevant documents</b> as per the job requirement following standard procedures 1.2 Obtain information on birding sites and amenities as per the job requirement following standard procedures 1.3 Obtain <b>gears and equipment</b> as per the job requirement following standard procedure 1.4 Check and ensure gears and equipment are functioning as per job requirement following standard procedures 1.5 Arrange <b>supplies and logistics</b> as per the job requirement
2. Provide Birding Services	2.1 Brief the guest on <b>itinerary and dos &amp; don'ts</b> following standard procedures 2.2 Provide <b>birding services</b> as per the guests' requirement following standard procedures 2.3 Observe the condition of guest and take necessary actions following standard procedures 2.4 Maintain daily species checklist and compile reports following standard procedures 2.5 Set up camps as per the job requirement following standard procedures 2.6 Manage waste following standard procedures 2.7 Provide basic information on <b>other taxa</b> as per the guest requirement following standard procedures
3. Perform Post Birding Activities	3.1 Compile expedition report and documents as per the job requirement following standards procedures 3.2 Obtain feedback from the <b>guests and tour crew</b> following standard procedures 3.3 Prepare tour report following standard procedures 3.4 Handover gears and equipment following standards procedures 3.5 Settle the Accounts following standards procedures 3.6 Follow up on payment as per the job requirement following standard procedures

<b>RANGE STATEMENT</b>	
<b>Relevant documents may include but not limited to:</b>	
<ul style="list-style-type: none"> <li>● Visa and Passport Copy</li> <li>● Itinerary</li> <li>● Route Permit</li> <li>● Park visit Permit</li> </ul>	<ul style="list-style-type: none"> <li>● Any Other Relevant Permits</li> <li>● Medical Certificate</li> <li>● Shopping List</li> <li>● Reference Book</li> </ul>

<ul style="list-style-type: none"> <li>• Photography Permit</li> <li>• Medical Certificates</li> </ul>	<ul style="list-style-type: none"> <li>• Item Checklist</li> <li>• Impress Money</li> </ul>
<b>Gears and equipment may include but not limited to:</b>	
<ul style="list-style-type: none"> <li>• Tent</li> <li>• Sleeping Bag</li> <li>• Sleeping Mat</li> <li>• First Aid Kit</li> <li>• Communication Devices</li> <li>• Camera</li> </ul>	<ul style="list-style-type: none"> <li>• Binoculars</li> <li>• Spotting Scope</li> <li>• Sound Recorder</li> <li>• Necessary gears</li> <li>• Map</li> <li>• GPS unit</li> </ul>
<b>Supplies may include but not limited to:</b>	
<ul style="list-style-type: none"> <li>• Food</li> <li>• Toiletries</li> </ul>	<ul style="list-style-type: none"> <li>• Beverages</li> <li>• Water</li> </ul>
<b>Logistics may include but not limited to:</b>	
<ul style="list-style-type: none"> <li>• Vehicle</li> <li>• Porter</li> <li>• Riding and Pack Pony</li> </ul>	<ul style="list-style-type: none"> <li>• Mule</li> <li>• Local guide</li> <li>• Food and Lodge</li> </ul>
<b>Dos and don'ts may include but not limited to:</b>	
<ul style="list-style-type: none"> <li>• Bird Watching Ethics</li> <li>• Allergic Plants</li> </ul>	<ul style="list-style-type: none"> <li>• Safety practices</li> </ul>
<b>Birding Services may include but not limited to:</b>	
<ul style="list-style-type: none"> <li>• Morphology</li> <li>• Taxonomy</li> </ul>	<ul style="list-style-type: none"> <li>• Behavior</li> <li>• Acoustics</li> </ul>
<b>Other Taxa may include but not limited to:</b>	
<ul style="list-style-type: none"> <li>• Amphibians</li> <li>• Reptiles</li> </ul>	<ul style="list-style-type: none"> <li>• Fishes</li> <li>• Insects</li> </ul>
<b>Tour crew may include but not limited to:</b>	
<ul style="list-style-type: none"> <li>• Cook</li> <li>• Horse contractors</li> <li>• Helper</li> </ul>	<ul style="list-style-type: none"> <li>• Assistant Guide</li> <li>• Drivers</li> </ul>
<b>Critical Aspects</b>	
<ul style="list-style-type: none"> <li>• Provide birding services as per the guest requirement following standard procedures</li> <li>• Manage waste following standard procedures</li> </ul>	



UNDERPINNING KNOWLEDGE	UNDERPINNING SKILLS
<ul style="list-style-type: none"> <li>● Ethics and Integrity</li> <li>● Occupational Health and Safety Regulations</li> <li>● First Aid</li> <li>● Ecology and Ecosystem</li> <li>● Protected Areas</li> <li>● Birds of Bhutan</li> <li>● Taxonomy</li> <li>● Behavior and Acoustics</li> <li>● Birding Ethics</li> <li>● Habitat and Distribution</li> <li>● Photography and Post production</li> <li>● Relevant Rules and Regulations</li> <li>● Risk Emergency</li> <li>● Local Myths And Beliefs</li> <li>● Navigations</li> <li>● Bhutan Geophysical Information (Birding Hotspots)</li> <li>● Traditional Ecological Knowledge (TEK)</li> <li>● Basic Accounting</li> <li>● Report Writing</li> <li>● Waste Management</li> </ul>	<ul style="list-style-type: none"> <li>● Team Work</li> <li>● Communication</li> <li>● Problem Solving</li> <li>● Interpersonal Relationship</li> <li>● Creativity</li> <li>● Time Management</li> </ul>

<b>UNIT TITLE</b>	<b>Provide Nature Photography Services</b>
<b>DESCRIPTION</b>	This unit deals with skills, knowledge and attitude required to plan to provide nature photography services, provide nature photography services and perform post nature photography activities to successfully carry out nature Photography services
<b>CODE</b>	<b>5113-U2-L3</b>
<b>ELEMENTS OF COMPETENCE</b>	<b>PERFORMANCE CRITERIA</b>
1 Plan to Provide Nature Photography Services	1.1 Obtain <b>relevant documents</b> as per the job requirement following standard procedures 1.2 Obtain <b>information on photography sites</b> and amenities as per the job requirement 1.3 Obtain <b>gears and equipment</b> as per the job requirement following standard procedures 1.4 Check and ensure gears and equipment are functioning as per job requirement following standard procedures 1.5 Arrange <b>supplies and logistics</b> as per the job requirement
2 Provide Nature Photography Services	2.1 Brief the guest on itinerary and <b>dos and don'ts</b> following standard procedures 2.2 Check and ensure personal health and dress code of guest following standard procedures 2.3 Provide <b>nature photography services</b> as per the guests' requirement 2.4 Observe the conditions of guest and take necessary actions following standard procedures 2.5 Set up camps as per the job requirement following standard procedures 2.6 Manage waste following standard procedures
3 Perform Post Nature Photography Activities	3.1 Compile expedition report and documents as per the job requirement following standard procedures 3.2 Obtain feedback from the <b>guests and tour crew</b> following standard procedures 3.3 Prepare tour report following standard procedures 3.4 Handover gears and equipment following standards procedures 3.5 Settle the accounts following standards procedures 3.6 Follow up on payment as per the job requirement following standard procedures

<b>RANGE STATEMENT</b>	
<b>Relevant documents may include but not limited to:</b>	
<ul style="list-style-type: none"> <li>● Visa &amp; Passport Copy</li> <li>● Itinerary</li> <li>● Route Permit</li> <li>● Park Visit Permit</li> <li>● Photography Permit</li> <li>● Any Other Relevant Permits</li> </ul>	<ul style="list-style-type: none"> <li>● Medical Certificate</li> <li>● Shopping List</li> <li>● Reference book</li> <li>● Item Checklist</li> <li>● Impress Money</li> </ul>

<b>Information on photography sites may include but not limited to:</b>	
<ul style="list-style-type: none"> <li>• Habitat</li> <li>• Wildlife Hotspots and Trails</li> </ul>	<ul style="list-style-type: none"> <li>• Local Restrictions</li> <li>• Local Culture</li> </ul>
<b>Equipment and gears may include but not limited to:</b>	
<ul style="list-style-type: none"> <li>• Tent</li> <li>• Sleeping Bag</li> <li>• Sleeping Mat</li> <li>• First aid Kit</li> <li>• Communication Devices</li> <li>• Camera</li> </ul>	<ul style="list-style-type: none"> <li>• Binoculars</li> <li>• Spotting Scope</li> <li>• Sound Recorder</li> <li>• Necessary Gears</li> <li>• Map</li> <li>• GPS unit</li> </ul>
<b>Supplies may include but not limited to:</b>	
<ul style="list-style-type: none"> <li>• Food</li> <li>• Toiletries</li> </ul>	<ul style="list-style-type: none"> <li>• Beverages</li> <li>• Water</li> </ul>
<b>Logistics may include but not limited to:</b>	
<ul style="list-style-type: none"> <li>• Vehicle</li> <li>• Porter</li> <li>• Riding and Pack Pony</li> </ul>	<ul style="list-style-type: none"> <li>• Mule</li> <li>• Local Guide</li> <li>• Food and Lodge</li> </ul>
<b>Dos and don'ts may include but not limited to:</b>	
<ul style="list-style-type: none"> <li>• Photography ethics</li> <li>• Restriction in Photography</li> </ul>	<ul style="list-style-type: none"> <li>• Safety Practices</li> </ul>
<b>Nature Photography Services may include but not limited to:</b>	
<ul style="list-style-type: none"> <li>• Cameral Operation</li> <li>• Adjusting Camera</li> </ul>	<ul style="list-style-type: none"> <li>• Taking Photographs</li> <li>• Image Processing</li> </ul>
<b>Tour crew may include but not limited to:</b>	
<ul style="list-style-type: none"> <li>• Cook</li> <li>• Horse contractors</li> <li>• Helper</li> </ul>	<ul style="list-style-type: none"> <li>• Assistant Guide</li> <li>• Drivers</li> </ul>
<b>Critical Aspects</b>	
<ul style="list-style-type: none"> <li>• Obtain information on photography sites as per the job requirement following standard procedures</li> <li>• Provide nature photography services as per the guest requirement following standard procedures</li> </ul>	

UNDERPINNING KNOWLEDGE	UNDERPINNING SKILLS
<ul style="list-style-type: none"> <li>● Ethics and Integrity</li> <li>● Occupational Health and Safety Regulations</li> <li>● First Aid</li> <li>● Environment Laws and Regulations</li> <li>● Protected Areas</li> <li>● Wildlife Behavior</li> <li>● Habitat and Distribution</li> <li>● Biodiversity of Bhutan</li> <li>● Basic Survival Skills</li> <li>● Relevant Rules and Regulations</li> <li>● Photography and Post-production</li> <li>● Emergency Numbers</li> <li>● Local Myths and Beliefs</li> <li>● Navigations</li> <li>● Traditional Ecological Knowledge (TEK)</li> <li>● Types of Cameras</li> <li>● Bhutan Geophysical Information (photography sites)</li> <li>● Basic Accounting</li> <li>● Report Writing</li> <li>● Waste Management</li> </ul>	<ul style="list-style-type: none"> <li>● Team Work</li> <li>● Communication</li> <li>● Problem Solving</li> <li>● Interpersonal Relationship</li> <li>● Creativity</li> <li>● Time Management</li> </ul>

<b>UNIT TITLE</b>	<b>Carryout Botanical Expedition Services</b>
<b>DESCRIPTOR</b>	This unit deals with skills, knowledge and attitude required to plan to provide botanical expedition services, provide botanical expedition services and perform post botanical expedition activities to successfully carry out botanical expedition services
<b>CODE</b>	<b>5113-U3-L3</b>
<b>ELEMENTS OF COMPETENCE</b>	<b>PERFORMANCE CRITERIA</b>
1. Plan to Provide Botanical Expedition Services	<ul style="list-style-type: none"> <li>1.1 Obtain <b>relevant documents</b> as per the job requirement following standard procedures</li> <li>1.2 Obtain <b>information on botanical sites</b> and amenities as per the job requirement</li> <li>1.3 Obtain <b>gears and equipment</b> as per the job requirement following standard procedures</li> <li>1.4 Check and ensure gears and equipment are functioning as per job requirement following standard procedures</li> <li>1.5 Arrange <b>supplies and logistics</b> as per the job requirement</li> </ul>
2. Provide Botanical Expedition Services	<ul style="list-style-type: none"> <li>2.1 Brief the guest on itinerary and <b>dos and don'ts</b> following standard procedures</li> <li>2.2 Check and ensure personal health and dress code of guest following standard procedures</li> <li>2.3 Provide <b>botanical expedition services</b> as per the guests' requirement following standard procedures</li> <li>2.4 Observe the conditions of guest and take necessary actions following standard procedures</li> <li>2.5 Set up camps as per the job requirement following standard procedures</li> <li>2.6 Manage waste following standard procedures</li> <li>2.7 Provide basic information on <b>other taxa</b> as per the guest requirement following standard procedures</li> <li>2.8 Maintain daily species checklist and compile reports following the standard practices</li> </ul>
3. Perform Post Botanical Expedition Activities	<ul style="list-style-type: none"> <li>3.1 Compile expedition report and documents as per the job requirement following standard procedures</li> <li>3.2 Obtain feedback from the <b>guests and tour crew</b> following standard procedures</li> <li>3.3 Prepare tour report following standard procedures</li> <li>3.4 Handover gears and equipment following standard procedures</li> <li>3.5 Settle the accounts following standard procedure</li> <li>3.6 Follow up on payment as per the job requirement following standard procedures</li> </ul>

RANGE STATEMENT	
<b>Guest Documents may include but not limited to:</b>	
<ul style="list-style-type: none"> <li>● Permits</li> <li>● Visa &amp; Passport Copy</li> <li>● Medical Certificate</li> <li>● Route Permit</li> <li>● Park Visit Permit</li> <li>● Itinerary</li> </ul>	<ul style="list-style-type: none"> <li>● Any Other Relevant Permits</li> <li>● Shopping List</li> <li>● Reference Book</li> <li>● Item Checklist</li> <li>● Impress Money</li> </ul>
<b>Dos and don'ts may include but not limited to:</b>	
<ul style="list-style-type: none"> <li>● Allergic plants</li> </ul>	<ul style="list-style-type: none"> <li>● Safety practices</li> </ul>
<b>Equipment/gears may include but not limited to:</b>	
<ul style="list-style-type: none"> <li>● Tent</li> <li>● Sleeping Bag</li> <li>● Sleeping Mat</li> <li>● First Aid Kit</li> <li>● Communication Devices</li> <li>● Camera</li> <li>● Plant tags</li> </ul>	<ul style="list-style-type: none"> <li>● Binoculars</li> <li>● Secateurs</li> <li>● Plant Press</li> <li>● Necessary Gears</li> <li>● Map</li> <li>● GPS Unit</li> </ul>
<b>Information on Botanical sites may include but not limited to:</b>	
<ul style="list-style-type: none"> <li>● Habitat</li> <li>● Botanical Gardens and Hotspots</li> </ul>	<ul style="list-style-type: none"> <li>● Local Restrictions Local Culture</li> </ul>
<b>Supplies may include but not limited to:</b>	
<ul style="list-style-type: none"> <li>● Food</li> <li>● Toiletries</li> </ul>	<ul style="list-style-type: none"> <li>● Beverages</li> <li>● Water</li> </ul>
<b>Logistics may include but not limited to:</b>	
<ul style="list-style-type: none"> <li>● Vehicle</li> <li>● Porter</li> <li>● Riding and pack Pony</li> </ul>	<ul style="list-style-type: none"> <li>● Mule</li> <li>● Local Guide</li> <li>● Food and Lodge</li> </ul>
<b>Other Taxa may include but not limited to:</b>	
<ul style="list-style-type: none"> <li>● Moths</li> <li>● Plants</li> <li>● Birds</li> <li>● Amphibians</li> </ul>	<ul style="list-style-type: none"> <li>● Fishes</li> <li>● Insects</li> <li>● Mammals</li> <li>● Reptiles</li> </ul>
<b>Tour crew may include but not limited to:</b>	
<ul style="list-style-type: none"> <li>● Cook</li> <li>● Horse Contractors</li> <li>● Helper</li> </ul>	<ul style="list-style-type: none"> <li>● Assistant Guide</li> <li>● Drivers</li> </ul>
<b>Critical Aspects</b>	

- Obtain information on four sites as per the job requirement following standard procedures
- Provide botanical expedition services as per the guests' requirement following standard procedures

UNDERPINNING KNOWLEDGE	UNDERPINNING SKILLS
<ul style="list-style-type: none"> <li>● Ethics and Integrity</li> <li>● Occupational Health and Safety Regulations</li> <li>● First Aid</li> <li>● Ecology and Ecosystem</li> <li>● Vegetation Zone and Forest Type</li> <li>● Environment Laws and Regulations</li> <li>● Protected Areas</li> <li>● Taxonomy and Ethnobotany</li> <li>● Morphology</li> <li>● Survival Skills</li> <li>● Relevant Rules and Regulations</li> <li>● Biosecurity</li> <li>● Emergency Numbers</li> <li>● Local Myths and Beliefs</li> <li>● Photography and Post Production</li> <li>● Navigations</li> <li>● Bhutan Geophysical Information (Botanical Sites)</li> <li>● Traditional Ecological Knowledge (TEK)</li> <li>● Basic Accounting</li> <li>● Report Writing</li> <li>● Waste Management</li> </ul>	<ul style="list-style-type: none"> <li>● Team Work</li> <li>● Communication</li> <li>● Problem Solving</li> <li>● Interpersonal Relationship</li> <li>● Creativity</li> <li>● Time Management</li> </ul>

<b>UNIT TITLE</b>	<b>Carryout Butterfly Expedition</b>
<b>DESCRIPTOR</b>	This unit deals with skills, knowledge and attitude required to plan to provide butterfly expedition, provide butterfly expedition services and perform post butterfly expedition activities to successfully carry out butterfly expedition
<b>CODE</b>	<b>5113-U4-L3</b>
<b>ELEMENTS OF COMPETENCE</b>	<b>PERFORMANCE CRITERIA</b>
1. Plan to provide Butterfly Expedition Services	<ul style="list-style-type: none"> <li>1.1 Obtain <b>relevant documents</b> as per the job requirement following standard procedures</li> <li>1.2 Obtain information on butterfly sites and amenities as per the job requirement</li> <li>1.3 Obtain <b>gears and equipment</b> as per the job requirement following standard procedures</li> <li>1.4 Check and ensure gears and equipment are functioning as per job requirement following standard procedures</li> <li>1.5 Arrange <b>supplies and logistics</b> as per the job requirement</li> </ul>
2. Provide Butterfly Expedition Services	<ul style="list-style-type: none"> <li>2.1 Brief the guest on itinerary and <b>dos &amp; don'ts</b> following standard procedures</li> <li>2.2 Check and ensure personal health and dress code of guest following standard procedures</li> <li>2.3 Provide <b>butterfly expedition services</b> as per the guests' requirement following standard procedures</li> <li>2.4 Provide basic <b>information on other taxa</b> as per the guest requirement following standard procedures</li> <li>2.5 Maintain daily species checklist and compile reports following standard practices</li> <li>2.6 Observe the conditions of guest and take necessary actions following standard procedures</li> <li>2.7 Set up camps as per the job requirement following standard procedures</li> <li>2.8 Manage waste following standard procedures</li> </ul>
3. Perform Post Butterfly Expedition Services	<ul style="list-style-type: none"> <li>3.1 Compile expedition report and documents as per the job requirement following standard procedures</li> <li>3.2 Obtain feedback from the <b>guests and tour crew</b> following standard procedures</li> <li>3.3 Prepare tour report following standard procedures</li> <li>3.4 Handover gears and equipment following standards procedures</li> <li>3.5 Settle the Accounts following standard procedures</li> <li>3.6 Follow up on payment as per the job requirement following standard procedures</li> </ul>



<b>RANGE STATEMENT</b>	
<b>Guest Documents may include but not limited to:</b>	
<ul style="list-style-type: none"> <li>● Visa &amp; Passport Copy</li> <li>● Itinerary</li> <li>● Route Permit</li> <li>● Park Visit Permit</li> <li>● Any Other Relevant Permits</li> </ul>	<ul style="list-style-type: none"> <li>● Medical Certificate</li> <li>● Shopping List</li> <li>● Reference Book</li> <li>● Item Checklist</li> <li>● Impress Money</li> </ul>
<b>Equipment/gears may include but not limited to:</b>	
<ul style="list-style-type: none"> <li>● Tent</li> <li>● Sleeping Bag</li> <li>● Sleeping Mat</li> <li>● First Aid Kit</li> <li>● Communication Devices</li> <li>● Camera</li> <li>● Hand Lens (Magnifying Lens)</li> </ul>	<ul style="list-style-type: none"> <li>● Butterfly Cage</li> <li>● Transportation Bag</li> <li>● Binoculars</li> <li>● Sweep Net</li> <li>● Smart Phone</li> <li>● GPS Unit</li> <li>● Necessary Gears</li> </ul>
<b>Information on tour sites may include but not limited to:</b>	
<ul style="list-style-type: none"> <li>● Habitat</li> <li>● Butterfly Hotspots</li> <li>● Weather</li> </ul>	<ul style="list-style-type: none"> <li>● Local Restrictions</li> <li>● Local Culture</li> <li>● Camping sites</li> </ul>
<b>Tour crew may include but not limited to:</b>	
<ul style="list-style-type: none"> <li>● Cook</li> <li>● Horse Contractors</li> <li>● Helper</li> </ul>	<ul style="list-style-type: none"> <li>● Local Guide</li> <li>● Drivers</li> </ul>
<b>Supplies may include but not limited to:</b>	
<ul style="list-style-type: none"> <li>● Food</li> <li>● Toiletries</li> </ul>	<ul style="list-style-type: none"> <li>● Beverages</li> <li>● Water</li> </ul>
<b>Logistics may include but not limited:</b>	
<ul style="list-style-type: none"> <li>● Vehicle</li> <li>● Porter</li> <li>● Riding and pack Pony</li> </ul>	<ul style="list-style-type: none"> <li>● Mule</li> <li>● Local Guide</li> <li>● Food and Lodge</li> </ul>
<b>Dos and don't may include not limited to:</b>	
<ul style="list-style-type: none"> <li>● Ethics</li> <li>● Allergy (Butterfly, Moths, and Plants)</li> </ul>	<ul style="list-style-type: none"> <li>● Safety Practices</li> </ul>
<b>Detailed information on butterfly may include but not limited to:</b>	
<ul style="list-style-type: none"> <li>● Morphology</li> <li>● Taxonomy</li> <li>● Life Cycle</li> </ul>	<ul style="list-style-type: none"> <li>● Behavior</li> <li>● Ecological Roles</li> <li>● Hotspots</li> </ul>
<b>Other Taxa may include but not limited to:</b>	

<ul style="list-style-type: none"> <li>● Moths</li> <li>● Plants</li> <li>● Birds</li> <li>● Amphibians</li> </ul>	<ul style="list-style-type: none"> <li>● Fishes</li> <li>● Insects</li> <li>● Mammals</li> <li>● Reptiles</li> </ul>
<b>Critical Aspects</b>	
<ul style="list-style-type: none"> <li>● Obtain information on butterfly sites as per the job requirement following standard procedures</li> <li>● Provide butterfly expedition services as per the guest requirement following standard procedures</li> </ul>	

UNDERPINNING KNOWLEDGE	UNDERPINNING SKILLS
<ul style="list-style-type: none"> <li>● Ethics and Integrity</li> <li>● Occupational Health and Safety Regulations</li> <li>● First Aid</li> <li>● Ecology and Ecosystem</li> <li>● Protected Areas</li> <li>● Butterflies of Bhutan</li> <li>● Habitat and Distribution</li> <li>● Survival Skills</li> <li>● Relevant Rules and Regulations</li> <li>● Photography and Post Production</li> <li>● Risk and Emergency</li> <li>● Local Myths and Beliefs</li> <li>● Navigations</li> <li>● Traditional Ecological Knowledge (TEK)</li> <li>● Environment Laws and Regulations</li> <li>● Morphology</li> <li>● Taxonomy</li> <li>● Butterfly Behavior</li> <li>● Bhutan Geophysical Information (Butterfly Hotspots)</li> <li>● Basic Accounting</li> <li>● Report Writing</li> <li>● Waste Management</li> </ul>	<ul style="list-style-type: none"> <li>● Team Work</li> <li>● Communication</li> <li>● Problem Solving</li> <li>● Interpersonal Relationship</li> <li>● Creativity</li> <li>● Time Management</li> </ul>

<b>UNIT TITLE</b>	<b>Carryout Mammal Expedition Services</b>
<b>DESCRIPTOR</b>	This unit deals with skills, knowledge and attitude required to provide mammal expedition planning, provide mammal expedition services and carryout post mammal expedition activities to successfully carry out mammal expedition services
<b>CODE</b>	<b>5113-U5-L3</b>
<b>ELEMENTS OF COMPETENCE</b>	<b>PERFORMANCE CRITERIA</b>
1. Plan to Provide Mammal Expedition Services	<p>1.1 Obtain <b>relevant documents</b> as per the job requirement following standard procedures</p> <p>1.2 Obtain <b>information on mammal sites</b> and amenities as per the job requirement</p> <p>1.3 Obtain <b>gears and equipment</b> as per the job requirement following standard procedures</p> <p>1.4 Check and ensure gears and equipment are functioning as per job requirement following standard procedures</p> <p>1.5 Arrange <b>supplies and logistics</b> as per the job requirement</p>
2. Provide Mammal Expedition Services	<p>2.1 Brief the Guest on itinerary and <b>dos and don'ts</b> following standard procedures</p> <p>2.2 Check and ensure personal health and dress code of guest following standard procedures</p> <p>2.3 Provide <b>mammal expedition services</b> as per the guests' requirement following standard procedures</p> <p>2.4 Provide basic <b>information on other taxa</b> as per the guest requirement following standard procedures</p> <p>2.5 Maintain daily species checklist and compile reports following standard practices</p> <p>2.6 Observe the conditions of guest and take necessary actions following standard procedures</p> <p>2.7 Set up camps as per the job requirement following standard procedures</p> <p>2.8 Manage waste following standard procedures</p>
3. Perform Post Mammal Expedition Activities	<p>3.1 Compile expedition report and documents as per the job requirement following standard procedures</p> <p>3.2 Obtain feedback from the <b>guests and tour crew</b> following standard procedures</p> <p>3.3 Prepare tour report following standard procedures</p> <p>3.4 Handover gears and equipment following standard procedures</p> <p>3.5 Settle the accounts following standard procedures</p> <p>3.6 Follow up on payment as per the job requirement following standard procedures</p>

<b>RANGE STATEMENT</b>	
<b>Guest Documents may include but not limited to:</b>	
<ul style="list-style-type: none"> <li>● Visa &amp; Passport Copy</li> <li>● Itinerary</li> <li>● Route Permit</li> <li>● Park visit permit</li> <li>● Any other relevant Permits</li> </ul>	<ul style="list-style-type: none"> <li>● Medical Certificate</li> <li>● Shopping List</li> <li>● Reference Book</li> <li>● Item Checklist</li> <li>● Impress Money</li> </ul>
<b>Information on mammal sites may include but not limited to:</b>	
<ul style="list-style-type: none"> <li>● Habitat</li> <li>● Mammal Hotspot and Trails</li> </ul>	<ul style="list-style-type: none"> <li>● Local Restrictions</li> <li>● Local Culture</li> </ul>
<b>Equipment/gears may include but not limited to:</b>	
<ul style="list-style-type: none"> <li>● Tent</li> <li>● Sleeping Bag</li> <li>● Sleeping Mat</li> <li>● First Aid Kit</li> <li>● Communication Devices</li> <li>● Camera</li> </ul>	<ul style="list-style-type: none"> <li>● Binoculars</li> <li>● Spotting Scope</li> <li>● Sound recorder</li> <li>● Necessary Gears</li> <li>● Map</li> <li>● GPS Unit</li> </ul>
<b>Dos and don'ts may include but not limited to:</b>	
<ul style="list-style-type: none"> <li>● Mammal Watching Ethics</li> <li>● Allergic Plants</li> </ul>	<ul style="list-style-type: none"> <li>● Wildlife Safety Practices</li> <li>● Zoonotic Diseases</li> </ul>
<b>Mammal Expedition services may include but not limited to:</b>	
<ul style="list-style-type: none"> <li>● Morphology</li> <li>● Taxonomy</li> <li>● Behavior</li> <li>● Droppings</li> </ul>	<ul style="list-style-type: none"> <li>● Mammal Tracks</li> <li>● Behavioral Evidence</li> <li>● Bio-acoustics</li> </ul>
<b>Information on other Taxa may include but not limited to:</b>	
<ul style="list-style-type: none"> <li>● Plants</li> <li>● Amphibians</li> <li>● Reptiles</li> </ul>	<ul style="list-style-type: none"> <li>● Fish</li> <li>● Insects</li> </ul>
<b>Supplies may include but not limited to:</b>	
<ul style="list-style-type: none"> <li>● Food</li> <li>● Toiletries</li> </ul>	<ul style="list-style-type: none"> <li>● Beverages</li> <li>● Water</li> </ul>
<b>Logistics may include but not limited to:</b>	
<ul style="list-style-type: none"> <li>● Vehicle</li> <li>● Porter</li> <li>● Riding and Pack Pony</li> </ul>	<ul style="list-style-type: none"> <li>● Mule</li> <li>● Local Guide</li> <li>● Food and Lodge</li> </ul>
<b>Tour crew may include but not limited to:</b>	

<ul style="list-style-type: none"> <li>• Cook</li> <li>• Horse Contractors</li> <li>• Helper</li> </ul>	<ul style="list-style-type: none"> <li>• Local Guide</li> <li>• Drivers</li> </ul>
<b>Critical Aspects</b>	
<ul style="list-style-type: none"> <li>• Obtain information on mammal sites as per the job requirement following standard procedures</li> <li>• Provide mammal expedition services as per the guest requirement following standard procedures</li> </ul>	

<b>UNDERPINNING KNOWLEDGE</b>	<b>UNDERPINNING SKILLS</b>
<ul style="list-style-type: none"> <li>• Ethics and Integrity</li> <li>• Occupational Health and Safety Regulations</li> <li>• First Aid</li> <li>• Ecology and Ecosystem</li> <li>• Mammals of Bhutan</li> <li>• Protected areas</li> <li>• Taxonomy</li> <li>• Mammal Behavior</li> <li>• Mammal Health</li> <li>• Habitat and Distribution</li> <li>• Survival Skills</li> <li>• Relevant Rules and Regulations</li> <li>• Emergency numbers</li> <li>• Local Myths and Beliefs</li> <li>• Traditional Ecological Knowledge (TEK)</li> <li>• Environment Laws and Regulations</li> <li>• Navigations (Map reading, GPS)</li> <li>• Bhutan Geophysical information (mammal hotspots)</li> <li>• Basic accounting</li> <li>• Report writing</li> <li>• Waste management</li> </ul>	<ul style="list-style-type: none"> <li>• Team work</li> <li>• Communication</li> <li>• Problem solving</li> <li>• Interpersonal relationship</li> <li>• Creativity</li> <li>• Time Management</li> </ul>

<b>UNIT TITLE</b>	<b>Provide Fishing Guiding Services</b>
<b>DESCRIPTOR</b>	This unit deals with skills, knowledge and attitude required to provide fishing expedition planning, provide fishing guiding services and perform post fishing expedition services to successfully carry out fishing guiding services
<b>CODE</b>	<b>5113-U6-L3</b>
<b>ELEMENTS OF COMPETENCE</b>	<b>PERFORMANCE CRITERIA</b>
1. Plan to provide Fishing Guide Services	<p>1.1 Obtain <b>relevant documents</b> as per the job requirement following standard procedures</p> <p>1.2 Obtain information on river, fishing sites and amenities as per the job requirement</p> <p>1.3 Obtain <b>gears and equipment</b> as per the job requirement following standards procedures</p> <p>1.4 Check and ensure gears and equipment are functioning as per job requirement following standard procedures</p> <p>1.5 Arrange <b>supplies and logistics</b> as per the job requirement</p>
2. Provide Fishing Guide Services	<p>2.1 Brief the guest on itinerary and dos and don'ts following standard procedures</p> <p>2.2 Check and ensure personal health and dress code of guest as per the standard procedures</p> <p>2.3 Provide <b>fishing guide services</b> as per the guests' requirement following standard procedures</p> <p>2.4 Provide basic <b>information on other taxa</b> as per the guest requirement following standard procedures</p> <p>2.5 Maintain fish data and compile reports as per the standard practices</p> <p>2.6 Observe the conditions of guest and take necessary actions as following standard procedures</p> <p>2.7 Set up camps as per the job requirement following standard procedures</p> <p>2.8 Manage waste following standard procedures</p>
3. Perform Post Fishing Guide activities	<p>3.1 Compile fish guide report and documents as per the job requirement following standards procedures</p> <p>3.2 Obtain feedback from the <b>guests and tour crew</b> following standard procedures</p> <p>3.3 Prepare tour report following standard procedures</p> <p>3.4 Handover gears and equipment following standard procedures</p> <p>3.5 Settle the accounts following standard procedures</p> <p>3.6 Follow up on payment as per the job requirement following standard procedures</p>

RANGE STATEMENT	
<b>Guest Documents may include but not limited to:</b>	
<ul style="list-style-type: none"> <li>● Visa &amp; Passport Copy</li> <li>● Itinerary</li> <li>● Route Permit</li> <li>● Fishing Permit</li> <li>● Any Other Relevant Permits</li> </ul>	<ul style="list-style-type: none"> <li>● Medical Certificate</li> <li>● Shopping List</li> <li>● Reference Book</li> <li>● Item Checklist</li> <li>● Impress Money</li> </ul>
<b>Equipment/gears may include but not limited to:</b>	
<ul style="list-style-type: none"> <li>● Tent</li> <li>● Sleeping Bag</li> <li>● Sleeping Mat</li> <li>● First aid Kit</li> <li>● Communication Devices</li> <li>● Camera</li> <li>● Leaders and Tippets</li> </ul>	<ul style="list-style-type: none"> <li>● Fishing Rod and Spinners</li> <li>● Waders</li> <li>● Fish Net</li> <li>● Lines and Reels</li> <li>● Necessary Gears</li> <li>● Map</li> <li>● GPS unit</li> </ul>
<b>Information on fishing sites may include but not limited to:</b>	
<ul style="list-style-type: none"> <li>● Habitat</li> <li>● Fishing and Spawning Sites</li> </ul>	<ul style="list-style-type: none"> <li>● Local Restrictions</li> <li>● Local Culture</li> </ul>
<b>Supplies may include but not limited to:</b>	
<ul style="list-style-type: none"> <li>● Food</li> <li>● Toiletries</li> </ul>	<ul style="list-style-type: none"> <li>● Beverages</li> <li>● Water</li> </ul>
<b>Logistics may include but not limited to:</b>	
<ul style="list-style-type: none"> <li>● Vehicle</li> <li>● Porter</li> <li>● Riding and pack Pony</li> </ul>	<ul style="list-style-type: none"> <li>● Mule</li> <li>● Local Guide</li> <li>● Food and Lodge</li> </ul>
<b>Information on other Taxa may include but not limited to:</b>	
<ul style="list-style-type: none"> <li>● Plants</li> <li>● Amphibians</li> <li>● Reptiles</li> </ul>	<ul style="list-style-type: none"> <li>● Mammals</li> <li>● Insects</li> </ul>
<b>Tour crew may include but not limited to:</b>	
<ul style="list-style-type: none"> <li>● Cook</li> <li>● Horse Contractors</li> <li>● Helper</li> </ul>	<ul style="list-style-type: none"> <li>● Local Guide</li> <li>● Drivers</li> </ul>
<b>Critical Aspects</b>	
<ul style="list-style-type: none"> <li>● Obtain information on river, fishing sites and amenities as per the job requirement</li> <li>● Provide fishing guide services as per the guests' requirement following standard procedures</li> </ul>	

UNDERPINNING KNOWLEDGE	UNDERPINNING SKILLS
<ul style="list-style-type: none"> <li>● Ethics and Integrity</li> <li>● Occupational Health and Safety Regulations</li> <li>● First Aid</li> <li>● Fish Ecology</li> <li>● Knot tying and Rigging</li> <li>● Environment Laws and Regulations</li> <li>● Fishing Zones</li> <li>● Basic Entomology</li> <li>● Fish Behavior</li> <li>● River Reading</li> <li>● Survival Skills</li> <li>● Relevant Rules and Regulations</li> <li>● Emergency Numbers</li> <li>● Local Myths and Beliefs</li> <li>● Navigations</li> <li>● Traditional Ecological Knowledge (TEK)</li> <li>● Basic Accounting</li> <li>● Report Writing</li> <li>● Waste Management</li> </ul>	<ul style="list-style-type: none"> <li>● Team Work</li> <li>● Communication</li> <li>● Problem Solving</li> <li>● Interpersonal Relationship</li> <li>● Creativity</li> <li>● Time Management</li> </ul>



## ANNEXURE

### 1.1. 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.

### 1.2 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 the 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.

### 1.3 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

### 1.4 Components of the Bhutan Vocational Qualifications Framework (BVQF)



\* RPL = Recognition of Prior Learning

### 1.5 BVQF Levels

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

National Diploma 2 (ND2)

National Diploma1 (ND1)

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

Carry out processes that:	Learning demand:	Responsibilities which are applied:
<p>Are narrow in range. Are established and familiar. Offer a clear choice of routine responses. Involve some prioritizing of tasks from known solutions.</p>	<p>Basic operational knowledge and skill. Utilization of basic available information. Known solutions to familiar problems. Little generation of new ideas.</p>	<p>In directed activity. Under general supervision and quality control. With some responsibility for quantity and quality. With no responsibility for guiding others.</p>

#### National Certificate level 2

Carry out processes that:	Learning demand:	Responsibilities which are applied:
<p>Require a range of well-developed skills. Offer a significant choice of procedures requiring prioritization. Are employed within a range of familiar contexts.</p>	<p>Some relevant theoretical knowledge. Interpretation of available information. Discretion and judgments. A range of known responses to familiar problems</p>	<p>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.</p>

#### National Certificate Level 3

Carry out processes that:	Learning demand:	Responsibilities which are applied:
<p>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.</p>	<p>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.</p>	<p>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.</p>

### National Diploma 1 (ND1)

Carry out processes that:	Learning demand:	Responsibilities which are applied:
Require a wide range of specialized technical or scholastic skills. Involve a wide choice of standard procedures Are employed in a variety of routine & non-routine contexts	A broad knowledge based with substantial depth in some areas Analytical interpretation of wide range of data Determination of appropriate methods & procedures in response to a range of concrete problems with same theoretical elements	Self-directed and sometimes directed activity Under broad general guidelines for functions With full responsibility for the nature, quantity & quality of outcomes With possible responsibility for the achievement of team output

### National Diploma 2 (ND2)

Carry out processes that:	Learning demand:	Responsibilities which are applied:
Require a wide range of technical or scholastic skills. Offer a wide choice of standard and non- standard procedures Are employed in a variety of routine and non- routine contexts	Specialist knowledge with depth in more than one area Analysis reformatting and evaluation of a wide range of information Formulation of appropriate responses to resolve both concrete and abstract problems	In self-directed activity. Under broad guidance and evaluation. With complete responsibility for quantity and quality of output. With possible responsibility for the quality and quantity of output of others

## 1.6 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 Organisation (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.

Implementation and operational procedures for National Competency Standards (NCS)

## 1.7 ASSESSMENT GUIDE

Form of assessments

Continuous assessment together with collected evidence of performance will be used.

Evidence of the performance shall be based on practical demonstration.

Knowledge can be assessed through diagrams, in writing or orally (viva-voce).

Assessment context

Competency may be assessed in the actual workplace or in a simulated workplace setting.

Assessment condition

The candidate shall have access to all required tools, equipment, materials and documents.

Candidates must complete the assessment in the industry accepted time frame.

