NATIONAL COMPETENCY STANDARDS
FOR
BAKER
(CERTIFICATE 2)

TOURISM AND HOSPITALITY SECTOR

TECHNICAL & VOCATIONAL EDUCATION AND TRAINING (TVET) QUALITY COUNCIL
BHUTAN QUALIFICATIONS AND PROFESSIONALS CERTIFICATION AUTHORITY
THIMPHU, BHUTAN
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FOREWORD

The TVET Quality Council, BQPCA is pleased to present the National Competency Standards (NCS) for **Baker, BQF Certificate 2,** 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

Date of Validation :25th October 2024
Next date of Revision :24thOctober 2029

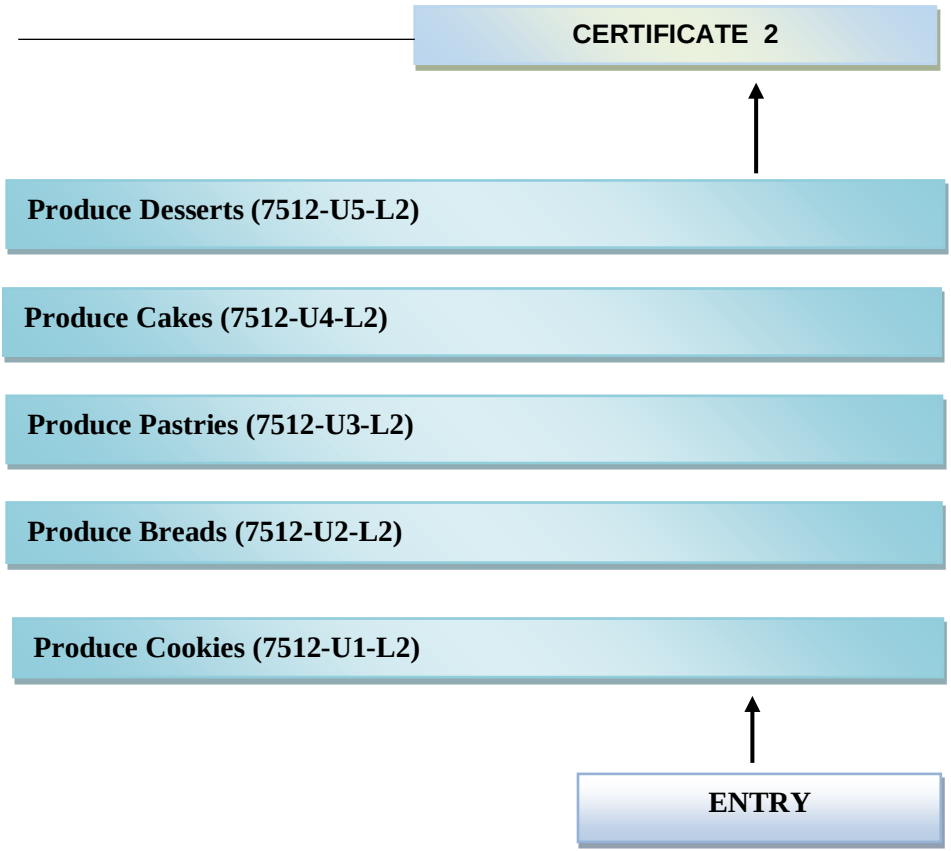
The TVET Quality Council, Bhutan Qualifications and Professionals Certification Authority would like to express our deepest appreciation to the following industry and subject matter experts who have participated in revision and validation of National Competency Standards for Baker:

Industry Experts Involved in Validation of NCS for Baker			
SN	**Name**	**Designation**	**Working Agency**
1	Ugyen Phuntsho	Pastry Chef	Naksel Hotel and Spa
2	Pema Choden	Trainer	WISE
3	Tshering Choden	Freelance	Self employed
4	Karma Lhamo	Trainer	BITH
5	Tandin Tshering	Trainer	NLD
6	Sonam Tshering	Trainer	RITH

Industry Experts Engaged During the Revision of NCS for Baker			
SN	**Name**	**Designation**	**Organization**
1	Dechen Zam	Café Owner	Lama Bakery
2	Karma Chokey	Trainer	NLD
3	Anith Kumar Subba	Baker	Lama Bakery
4	Nima Tenzin	Trainer	BITH
5	Tshering Choden	Freelance	Self employed
6	Arun Raika	Baker	Freelance
7	Dawa Choeden	Baker	Soksom Hotel

Facilitator from the TVET Quality Council, BQPCA		
Prem Kumar Bhattarai	Program Officer	TVET QC, BQPCA

PACKAGING OF QUALIFICATIONS



OVERVIEW OF THE NCS FOR BAKER

Unit Title	Element of Competence
1. Produce Cookies	1.1. Prepare Cookies 1.2. Prepare Biscotti
2. Produce Breads	2.1. Prepare Bread 2.2. Prepare Pizza 2.3. Prepare Burger 2.4. Prepare Donuts 2.5. Prepare Sandwich
3. Produce Pastries	3.1. Prepare Non-laminated Pastry 3.2. Prepare Laminated Pastry 3.3. Prepare Choux Pastry
4. Produce Cakes	4.1. Prepare Cakes 4.2. Prepare Quick Breads 4.3. Prepare Cup Cakes
5. Produce Desserts	5.1. Prepare Cold Dessert 5.2. Prepare Hot Dessert 5.3. Prepare Custard

UNIT TITLE	Produce Cookies
DESCRIPTOR	This unit covers the competencies required to produce cookies and biscotti following standard procedures
CODE	7512-U1-L2
CREDIT	5
ELEMENTS OF COMPETENCE	**PERFORMANCE CRITERIA**
1. Prepare Cookies	1.1 Use ***Personal Protective Equipment (PPE***) as per the job requirement following standard procedure 1.2 Use ***tools and equipment*** as per the job requirement following standard procedures 1.3 Mise-en-place as per the job requirement following standard procedure 1.4 Prepare dough as per the job requirement following standard procedure 1.5 Bake ***cookies*** as per the job requirement following standard procedure 1.6 Apply toppings to cookies as per the job requirement following standard procedure 1.7 Store the cookies as per the job requirement following standard procedure

	1.8 Pack cookies as per the job requirement following standard procedure
2. Prepare Biscotti	2.1 Use tools and equipment as per the job requirement following standard procedure 2.2 Mise-en-place as per the job requirement following standard procedure 2.3 Prepare dough as per the job requirement following standard procedure 2.4 Bake ***biscotti*** as per the job requirement following standard procedure 2.5 Apply toppings to biscotti as per the job requirement following standard procedure 2.6 Store biscotti as per the job requirement following standard procedure 2.7 Pack biscotti as per the job requirement following standard procedure

RANGE STATEMENT	
PPE may include but not limited to:	
• Work Dress • Hand Gloves • Oven Gloves	• Mask • Safety shoes
Tools and Equipment may include but not limited to:	
• Weighing scale • Dough Mixer • Oven • Baking Tray • Spatula • Kitchen knife • Nozzle sets • Pastry brush	• Mould • Measuring Spoon/cup/jug • Mixing Bowl • Hand Whisk • Hand Mixer • Palette Knife • Bread Knife • Piping bag
Cookies may include but not limited to:	
• Butter cookies • Chocolate chip cookies • Peanut butter cookies	• Jam drop cookies • Checker board cookies • Coconut cookies
Biscotti may include but not limited to:	
• Dry Fruits Biscotti • Almond Biscotti	• Peanut Biscotti • Chocolate Biscotti
Critical Aspects	
• Demonstrate compliance with safety regulations applicable to work operations at all times • Demonstrate competencies to bake cookies and biscotti as per the recipe following standard procedures	

UNDERPINNING KNOWLEDGE	UNDERPINNING SKILLS
• Ethics and Integrity • Occupational Health and Safety regulations • Basic first Aid • Grooming • Personal Hygiene • Types of Cookies and Biscotti Types of ingredients • Nutrient contents • Shelf life • Food Regulations • Cost estimation and pricing • 5S Pillars	• Team Work • Communication • Problem Solving • Interpersonal Relationship • Creativity • Innovation • Time Management

UNIT TITLE	Produce Breads
DESCRIPTOR	This unit covers the competencies required to produce different types of breads following standard procedure
CODE	7512-U2-L2
CREDIT	10
ELEMENTS OF COMPETENCE	**PERFORMANCE CRITERIA**
1. Prepare Bread	1.1 Use ***Personal Protective Equipment (PPE***) as per the job requirement following standard procedure 1.2 Use ***tools and equipment*** as per the job requirement following standard procedure 1.3 Mise-en-place as per the job requirement following standard procedure 1.4 Prepare dough as per the job requirement following standard procedure 1.5 Bake ***breads*** as per the job requirement following standard procedure 1.6 De-mould and cool the breads as per the job requirement following standard procedure
2. Prepare Pizza	2.1 Use Personal Protective Equipment (PPE) as per the job requirement following standard procedure

	2.2 Use tools and equipment as per the job requirement following standard procedure 2.3 Mise-en-place as per the job requirement following standard procedure 2.4 Bake ***pizza*** following standard procedure 2.5 Pack pizza as per the job requirement following standard procedure
3. Prepare Burger	3.1 Use Personal Protective Equipment (PPE) as per the job requirement following standard procedure 3.2 Use tools and equipment as per the job requirement following standard procedure 3.3 Mise-en-place as per the job requirement following standard procedures 3.4 Bake burger bun following standard procedure 3.5 Prepare ***stuffings*** as per the job requirement following standard procedure 3.6 Assemble stuffings following standard procedure 3.7 Pack the burger as per the job requirement following standard procedure

4. Prepare Donuts	4.1 Select and use required Personal Protective Equipment (PPE) as per the job requirement following standard procedure 4.2 Select tools and equipment as per the job requirement following standard procedure 4.3 Mise-en-place as per the job requirement following standard procedure 4.4 Prepare dough as per the job requirement following standard procedure 4.5 Prepare ***donuts*** as per the recipe following standard procedure 4.6 Apply toppings to donut as per the job requirement following standard procedure 4.7 Store donut as per the job requirement following standard procedure 4.8 Pack donut as per the job requirement following standard procedure
5. Prepare Sandwich	5.1 Use Personal Protective Equipment (PPE) as per the job requirement following standard procedure 5.2 Use tools and equipment as per the job requirement following standard procedure 5.3 Mise-en-place as per the job requirement following standard procedure

	2.1 Prepare ***sandwich*** following standard procedure 2.2 Pack sandwich as per the job requirement following standard procedure

RANGE STATEMENT	
PPE may include but not limited to:	
• Work dress • Hand Gloves • Safety shoes	• Ear muff • Mask • Chef Cap
Tools and Equipment may include but not limited to:	
• Measuring scale • Dough Mixer • Dough sheeter • Pizza Cutter • Measuring jug/spoon/cup • Packing box • Scrapper	• Container • Bread Slicer • Frying pan • Bread Knife • Pizza Server • Griller
Bread may include but not limited to:	
• White Bread • Oats bread • Hard Roll • Baguette • Burger bun • Brioche • Multi-grain bread • Ciabatta	• Brown Bread • Buckwheat bread • Soft Roll • Sweet bun • Challah Bread • Milk Bread • Rye Bread • Cinnamon roll

Pizza may in include but not limited to:	
• Cheese Pizza • Corn Pizza	• Mushroom Pizza • Meat Pizza
Stuffings may include but not limited to:	
• Veg patty • Sliced tomato • Sliced onion	• Non- veg patty • Sliced cucumber • Sliced cheese
Donuts may include but not limited to:	
• Plain donut • Twist donut • Glazed donut	• Sugar donut • Jam berliner
Sandwich may include but not limited to:	
• Veg sandwich • Grilled sandwich	• Non-veg sandwich
Critical Aspects	
• Demonstrate compliance with safety regulations applicable to work operations at all times • Demonstrate competencies to prepare different types of breads as per the recipe following standard procedure	

UNDERPINNING KNOWLEDGE	UNDERPINNING SKILLS
• Ethics and Integrity • Occupational Health and Safety regulations • Basic first Aid • Grooming	• Team Work • Communication • Problem Solving • Interpersonal Relationship • Creativity

• Personal Hygiene • Temperature • Types of breads • Types of ingredients • Nutrient contents • Shelf life • Food regulations • Storage of products • Yield and Costing • 5S pillars	• Time Management • Innovation

UNIT TITLE	Produce Pastries
DESCRIPTOR	This unit covers the competencies required to produce laminated and non-laminated pastries following standard procedures
CODE	7512-U3-L2
CREDIT	10
ELEMENTS OF COMPETENCE	PERFORMANCE CRITERIA
1. Prepare non-Laminated Pastries	1.1 Use ***Personal Protective Equipment (PPE***) as per the job requirement following standard procedure 1.2 Use ***tools and equipment*** as per the job requirement following standard procedure 1.3 Mise-en-place as per the job requirement following standard procedure 1.4 Prepare dough as per the job requirement following standard procedure 1.5 Bake ***non-laminated pastries*** as per the recipe following standard procedure 1.6 Store non-laminated pastries as per the job requirement following standard procedure 1.7 Pack non-laminated pastries as per the job requirement following standard procedure

2. Prepare Laminated Pastries	2.1 Use required Personal Protective Equipment (PPE) as per the job requirement following standard procedures 2.2 Use tools and equipment as per the job requirement following standard procedures 2.3 Mise-en-place as per the job requirement following standard procedures 2.4 Prepare dough as per the recipe following standard procedures 2.5 Laminate dough as per the job requirement following standard procedures 2.6 Bake ***laminated pastries*** as per the recipe following standard procedure 2.7 Store the product as per the job requirement following standard procedure 2.8 Pack the product as per the job requirement following standard procedure
3. Prepare Choux Pastries	3.1 Use Personal Protective Equipment (PPE) as per the job requirement following standard procedure 3.2 Use tools and equipment as per the job requirement following standard procedure 3.3 Mise-en-place as per the job requirement following standard procedure

	3.4 Prepare ***choux pastry*** as per the recipe following standard procedure 3.5 Apply ***toppings*** as per the job requirement following standard 3.6 Store the choux pastries as per the job requirement following standard procedure 3.7 Pack choux pastries as per the job requirement following standard procedure

RANGE STATEMENT	
PPE may include but not limited to:	
• Work dress • Hand Gloves • Safety shoes	• Ear muff • Mask • Chef Cap Tools
Tools and Equipment may include but not limited to:	
• Measuring scale • Dough Mixer • Oven • Mould • Parchment paper • Proofing machine	• Hand Blenders • Dough sheeter • Container • Baking tray • Cutter
Non-laminated pastries may include but not limited to:	
• Pies • Quiche	• Tarts
Laminated Pastries may include:	

• Croissant • Danish Pastry • Non-veg puff patty • Palmier	• Cream Horn • Veg puff patty • Pain au chocolate • Cheese stick
Choux pastries may include but not limited to:	
• Éclair • Cream Puff • St honore cake	• Churros • Paris Brest
Toppings may include but not limited to:	
• Dark chocolate glaze • Milk chocolate glaze	• White Chocolate glaze • Caramel Sauce
Critical Aspects	
• Demonstrate compliance with safety regulations applicable to work operations at all times • Demonstrate competencies to prepare pastries as per the recipe following standard procedures	

UNDERPINNING KNOWLEDGE	UNDERPINNING SKILLS
• Ethics and Integrity • Occupational Health and Safety regulations • Basic first Aid • Grooming • Personal Hygiene • Temperature • Types of pastries • Types of fillings • Types of ingredients	• Team Work • Communication • Problem Solving • Interpersonal Relationship • Creativity • Time Management • Innovation

• Nutrient contents • Shelf life • Texture • Food regulations • Storage of products • Yield and Costing	

UNIT TITLE	Produce Cakes
DESCRIPTOR	This unit covers the competencies required to produce cakes and quick bread following standard procedures
CODE	7512-U4-L3
CREDIT	7
ELEMENTS OF COMPETENCE	**PERFORMANCE CRITERIA**
1. Prepare Cakes	1.1 Use ***Personal Protective Equipment (PPE)*** as per the job requirement following standard procedure 1.2 Use ***tools and equipment*** as per the job requirement following standard procedure 1.3 Mise-en-place as per the job requirement following standard procedures 1.4 Prepare ***cakes*** as per the recipe following standard procedure 1.5 Apply frosting to cakes as per job requirement following standard procedure 1.6 Store the product as per the job requirement following standard procedure 1.7 Pack/serve the cake as per the job requirement following standard procedure

2. Prepare Quick Bread	2.1 Use Personal Protective Equipment (PPE) as per the job requirement following standard procedure 2.2 Use ***tools and equipment*** as per the job requirement following standard procedure 2.3 Mise-en-place as per the job requirement following standard procedure 2.4 Prepare ***quick breads*** the recipe following standard procedures 2.5 Apply toppings to quick breads as per job requirement following standard procedure 2.6 Store the quick breads as per the job requirement following standard procedure
3. Prepare Cup Cake	3.1 Use ***Personal Protective Equipment (PPE)*** as per the job requirement following standard procedure 3.2 Use tools and equipment as per the job requirement following standard procedure 3.3 Mise-en-place as per the job requirement following standard procedures 3.4 Prepare ***Cupcake*** following standard procedure 3.5 Apply frosting to cupcake as per job requirement following standard procedure

	3.6 Store cupcake as per the job requirement following standard procedure 3.7 Pack/serve the cupcake as per the job requirement following standard procedure

RANGE STATEMENT	
PPE may include but not limited to:	
• Work Dress • Hand Gloves • Safety Shoes	• Mask • Chef Cap
Tools and Equipment may include but not limited to:	
• Measuring scale • Oven • Mould • Parchment Paper • Cake ring • Piping bag	• Hand Blenders • Container • Baking tray • Palette knife • Nozzles • Cake tunnel
Ingredients may include but not limited to:	
• Sugar • Baking Powder • Salt • Essence • Flour • Eggs • Food color	• Milk • Cream • Chocolate • Butter • Fruits • Jam • Fruits fillings
Cakes may include but not limited:	

• Vanilla Cake • Red Velvet • Black Forest • Fondant Cake • Marble Cake • Mud Cake	• Chocolate Cake • Cheese Cake • White Forest • Rainbow Cake • Pound Cake • Carrot Cake
Quick Breads may include but not limited to:	
• Vanilla Muffin • Fruits Muffin • Scones	• Chocolate Muffin • Banana Bread
Cup Cakes may include but not limited to:	
• Vanilla Cup Cake • Chocolate Cup Cake	• Red Velvet Cup Cake • Blue Berry Cup Cake
Critical Aspects	
• Demonstrate compliance with safety regulations applicable to work operations at all time • Demonstrate competencies to produce cakes, quick bread and cup cakes as per the recipe following standard procedure	

UNDERPINNING KNOWLEDGE	UNDERPINNING SKILLS
• Ethics and Integrity • Occupational Health and Safety regulations • Basic first Aid • Grooming • Personal Hygiene • Cake Recipe • Temperature • Types of icing/frosting	• Team Work • Communication • Problem Solving • Interpersonal Relationship • Creativity • Time Management • Innovation

• Types of ingredients • Nutrient contents • Shelf life • Food regulations • Storage of products • Packaging • Yield and Costing • 5S pillars	

UNIT TITLE	Produce Dessert
DESCRIPTOR	This unit covers the competencies required to produce cold dessert, hot dessert and custard following standard procedures
CODE	7512-U5-L3
CREDIT	8
ELEMENTS OF COMPETENCE	PERFORMANCE CRITERIA
1. Prepare Cold Dessert	1.1 Use required ***Personal Protective Equipment (PPE)*** as per the job requirement following standard procedure 1.2 Use ***tools and equipment*** as per the job requirement following standard procedure 1.3 Mise-en-place as per the job requirement following standard procedure 1.4 Prepare ***cold desserts*** as per the recipe following standard procedures 1.5 Apply topping/garnish the cold desserts as per job requirement following standard procedure 1.6 Store the product as per the job requirement following standard procedure

2. Prepare Hot Desserts	2.1 Use required Personal Protective Equipment (PPE***)*** as per the job requirement following standard procedure 2.2 Use tools and equipment as per the job requirement following standard procedure 2.3 Mise-en-place as per the job requirement following standard procedure 2.4 Prepare ***Hot desserts*** as per the recipe following standard procedure 2.5 Apply topping to/garnish the hot cake as per job requirement following standard procedure 2.6 Store the product as per the job requirement following standard procedure
3. Prepare Custard	3.1 Use required Personal Protective Equipment (PPE) as per the job requirement following standard procedure 3.2 Use tools and equipment as per the job requirement following standard procedure 3.3 Mise-en-place as per the job requirement following standard procedure 3.4 Prepare ***custards*** as per the recipe following standard procedures

	3.5 Apply topping to/Garnish custards as per job requirement following standard procedure 3.6 Store the product as per the job requirement following standard procedure

RANGE STATEMENT	
PPE may include but not limited:	
• Work Dress • Hand Gloves • Safety Shoes	• Mask • Chef Cap
Tools and equipment may include but not limited to:	
• Pot • Cylinder • Measuring scale • Oven • Mould • Parchment Paper • Cake ring • Piping bag	• Stove • Hand Blenders • Container • Baking tray • Palette knife • Nozzles • Cake turn table
Cold Desserts may include but not limited to:	
• Ice cream • Panna-cotta • Mousse • Chocolate tart	• Tiramisu • Fruits trifle • Lemon meringue pie
Hot Desserts may include but not limited to:	
• Bread and butter pudding	• Chocolate pudding

• Mississippi mud pie • Molten/Lava cake • Brownie • Apple strudel	• Umali • Coconut and lime tart • Date cake
Custard may include but not limited to:	
• Crème brûlée • Custard tart	• Crème caramel • Baked yoghurt
Critical Aspects	
• Demonstrate compliance with hygiene and safety regulations applicable to work operations at all times • Demonstrate competencies to prepare cold dessert, hot dessert, and custard as per the job requirement following standard procedures	

UNDERPINNING KNOWLEDGE	UNDERPINNING SKILLS
• Ethics and Integrity • Occupational Health and Safety (OHS). • Food safety regulation • Food cross contamination • Shelf life • Workplace sanitation • Combination of ingredients • Personal hygiene • Grooming • Different cooking methods • Basic nutrition content of different ingredients • Menu • Different recipe • Cooking method • Types of rice	• Team Work • Communication • Problem Solving • Interpersonal Relationship • Creativity • Time Management • Innovation

• Types of flours • Types of pasta • Different recipe	

ANNEXURE

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 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.

Bhutan Qualifications Framework (BQF)

Bhutan Qualifications Framework is an integrated national framework that outlines all types of qualification in Bhutan. As an established and nationally accepted instrument, the BQF has been benchmarked against international practices in terms of standards. The BQF aims to recognize all forms of learning systems, including formal, non-formal, and informal learning. It acknowledges technological advancements and recognizes contemporary

modes of delivery. It covers a broad range of education systems including the TVET education.

Implementation of TVET Qualifications

*** RPL = Recognition of Prior Learning**

TVET Qualifications Levels

TVET Qualifications have seven levels as per the BQF as follows:

Bhutan Qualifications Framework 2023

Table 2: Qualification Types and Levels Based on Education Sector.

BQF Level	Community Education	School Education	TVET	Higher Education	Monastic Education
8				Doctoral Degree	*Khewang* ཟབ་སྟངས་དཔང་།
7			Master's Degree Postgraduate Diploma Postgraduate Certificate	Master's Degree Postgraduate Diploma Postgraduate Certificate	*Tsugla Gongma* གསུག་ཡག་གོང་མ།
6			Applied Degree	Bachelor's Degree Bachelor's Degree (Honours) Graduate Diploma Graduate Certificate	*Tsugla Wogma* གསུག་ཡག་འོག་མ།
5			Advanced Diploma	Advanced Diploma	
4			Diploma	Diploma	
3		Bhutan Higher Secondary Education Certificate	Certificate 3		*Dringrim Gongma* འབྲིང་རིམ་གོང་མ།
2		Bhutan Certificate for Secondary Education	Certificate 2		*Dringrim Barma* འབྲིང་རིམ་བར་མ།
1	ALC		Certificate 1		

Level Descriptors

The TVET Qualification levels are set based on the level descriptors, as defined in the BQF. The detail of the qualification level descriptor is as follow

Level	***Knowledge*** ***Knowledge that is:***	***Skills*** ***Demonstrate skills that involve:***	***Values*** ***Demonstrate values that involve:***	***Application*** ***Applied in contexts that involve:***
4	Broad theoretical, technical and operational	Selecting and applying a range of standard processes relevant to varied and sometimes unpredictable tasks Selecting and applying a range of solutions involving formulation of solutions to resolve complex issues Demonstrating a high level of proficiency in English and Dzongkha	Strong level of awareness of self and others; and an appreciation of belief system, role of social norms, and the importance of relationship building Application of ethical norms and legal rules in decision-making; and comprehending the correlation between values and behavior Commitment to own profession and quality of work	Stable tasks with predictable changes Broad guidance with some self-direction that requires sound judgement Taking some responsibility for planning and coordination with others
3	Theoretical with some technical and operational processes	Applying a range of standard processes to known but varied tasks	Sound level of self-awareness and beliefs; and ability to	Stable tasks with some aspects of change

		Selecting and applying a range of solutions to familiar and unfamiliar problems Communicating effectively and clearly, both oral and written, in both English and Dzongkha	apply social norms and build relationships Application of a set of ethical norms Commitment to own field of interest and apply self-management of learning and performance	General guidance and supervision that require discretion and judgement Adapting to own behaviour to work with others
2	Basic, factual and conceptual	Applying standard processes relevant to carry out known tasks Applying a set of known solutions to solve simple and straightforward issues Using simple and direct exchange of information on familiar and routine matters Developing basic proficiency in Dzongkha and English	Some level of self-awareness and beliefs, and appreciation of social norms; and significance of relationships Awareness of ethical norms, and openness to different activities Developing own knowledge and skills	Structured and stable tasks General support and Supervision that require some discretion and judgement Collaboration with others to achieve goals
1	Foundational, every day and general	Applying operational literacy, numeracy skills required to carry out simple tasks	Basic awareness of self, beliefs, and social norms; and	Highly structured tasks with close

		Applying simple solutions to solve simple and straightforward everyday issues Communicating using everyday expressions and simple phrases in Dzongkha and English	understand the significance of relationships Basic awareness of fundamental ethical norms, basic civil rights, and responsibilities Willingness to understand tasks and motivated to implement them successfully	support and supervision Minimal Discretion and judgement Readiness to work together and share knowledge with 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 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

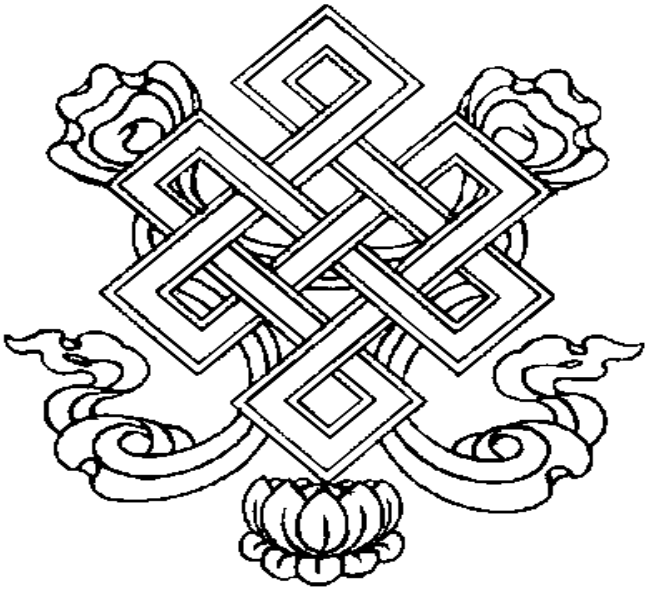
Coding the individual skills standard has a multiple purpose:

- 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.



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