



Maldives National Skills Development Authority



National Competency Standard for Procurement and Logistic Operations

Standard Code: SOC-12L3-V1-24

Qualification Name: National Certificate III in Procurement and Logistic Operations

FOREWORD

The pivotal role of the Maldives National Skills Development Authority (MNSDA) in meticulously implementing and expanding Technical and Vocational Education & Training (TVET) exemplifies the steadfast commitment of the Maldives to build a skilled and resilient workforce. This commitment is evident from the strategic formulation of National Standards and the establishment of a comprehensive framework for training and certification.

Under the Higher Education and Training Act 7/2021, the MNSDA assumes an instrumental role, reflecting the government's unwavering dedication to streamlining TVET policies and procedures. This includes the establishment of a robust system for accrediting and registering both Institution Based Training (IBT) and Employer Based Training (EBT) providers. The MNSDA's active involvement in conducting the National Apprenticeship Program (NAP), National Trade Testing and Certification (NTTC), and the issuance of National Certificates reflects a comprehensive approach to ensure elevated quality standards and competency within the workforce.

The National Competency Standards (NCS) revised through the Maldives Enhancing Employability and Resilience of Youth (MEERY) project accentuates the commitment to updating and sustaining contemporary skill sets aligned precisely with industry demands. Deliberate efforts to revise existing NCS, coupled with the development of curriculum, teaching materials, resource books, and logbooks, attest to our dedication to ensuring the ongoing relevance and currency of the TVET system in the Maldives.

The active engagement of Technical Panels and Employment Sector Councils in the NCS development and approval process, coupled with alignment to the Maldives National Qualification Framework (MNQF) and accreditation by the Maldives Qualifications Authority (MQA), certifies that the TVET system not only remains highly responsive but also ensures the quality standards demanded by industries. This approach enables the system to effectively meet the diverse needs of industries and adapt to the evolving economic landscape.

The collaborative development of the National Certificate III in Procurement and Logistic Operations by the MNSDA, MEERY, and the Maldives Institute of Technology exemplifies the practical implementation of TVET initiatives. This training package represents a critical stride towards addressing the requisite skills while fostering opportunities to integrate sustainable economic development within the TVET framework.



Dr. Zahra Mohamed

Chief Executive Officer

Maldives National Skills Development Authority

| EMPLOYMENT SECTOR COUNCILS | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------------------------------|-----------------------------------------------------|
| # | Name | Designation | Organisation |
| 01 | Saudath Afeef | Director | Ministry of Youth Empowerment, Information and Arts |
| 02 | Miruza Mohamed | Deputy Director General | Ministry of Climate Change, Environment and Energy |
| 03 | Alfeen Adnan Ismail | Allied Health Council Member | Maldives Allied Health Council |
| 04 | Abdul Wahid Mohamed | Director | FENAKA Corporation Limited |
| 05 | Ali Shareef | Director | Villa College / Centre for Foundation Studies |
| 06 | Salma Hassan | Maldives Nursing & Midwifery Council | Salma Hassan |
| 07 | Hamid Abdul Ghafoor | Technical Director | Hamid Abdul Ghafoor |
| 08 | Shiuna Khalid | Assistant Director | Ministry of Sports Fitness and Recreation |
| 09 | Fathimath Haula | Program Officer | Maldives National Skills Development Authority |
| National Occupational Standard has been endorsed by: | | | |
| <p>Hamid Abdul Ghafoor Chairperson Social Sector Council</p> | | | |
| <p>Maldives National Skills Development Authority Umar Zahir Office Building, 5th Floor, Orchid Ma higun, HulhuMale', Republic of Maldives.</p> | | | |
| <p>Date of Endorsement: 23/06/2024</p> | | | |

| TECHNICAL SUPPORT | | | |
|-------------------|------|-------------|--------------|
| # | Name | Designation | Organisation |
| 01 | | | |
| 02 | | | |

| TECHNICAL PANEL MEMBERS | | | |
|-------------------------|-------------------------------|-------------------------------------------------|----------------------------------|
| # | Name | Designation | Organisation |
| 01 | Mariyam Shahidha | Director General | Finance Ministry |
| 02 | Hamdhana Abdul Rahman Hussain | Sales Manager, STO peoples choice and Supermart | State Trading Organisation |
| 03 | Fathimath Najatha | Manager in Administration and Finance | Maldives Institute of Technology |
| 04 | | | |
| 05 | | | |
| 06 | | | |
| 07 | | | |
| 08 | | | |
| 09 | | | |

| VERSION | DEVELOPER | DATE | STANDARD CODE |
|---------|----------------------------------|------------|----------------|
| V1 | Maldives Institute of Technology | 21/01/2024 | SOC-12L3-V1-24 |

Standard Development Process

The development of the “National Certificate III in Procurement and Logistic Operations” Standard involved a comprehensive study of Procurement and Logistic Operations occupations in Maldivian workplaces, with a focus on Maldives enterprises. Job descriptions and international occupational trends were analysed to draft an initial Occupational Standard. This draft will undergo further refinement through a Technical Panel (TP) from Maldivian workplaces, ensuring incorporation of competencies and edits. The TP will provide technical input, suggesting changes to the standard, until a final draft is agreed upon. The approved Final Draft will then be submitted to the Employment Sector Council for endorsement and validation. A brief report detailing the compilation process will accompany the Standard for the Council's review, and any recommended changes will be addressed before final endorsement.

With the endorsement from the Employment Sector Council, the finalised National Occupational Standard for Procurement and Logistic Operations will be submitted to the Maldives Qualification Authority (MQA) for final approval. Upon receiving MQA approval, the standard will be officially published on the Maldives National Skills Development Authority (MNSDA) website. This publication will enable training providers in the Maldives to utilise the standard for delivering the Procurement and Logistic Operations program, ensuring its widespread implementation across the country

Description of “Procurement and Logistic Operations”

The "Procurement and Logistic Operations" standard is a foundational guideline crafted to enhance essential skills, with a primary focus on procurement, logistics, and supply chain management across diverse industries. This program is dedicated to equipping individuals with fundamental competencies crucial for efficient operations and effective control processes specific to procurement and logistics. Participants will gain practical insights into core techniques and practices, emphasising the significance of streamlining processes and preventing operational hazards at crucial stages.

The certification serves as an entry point for professionals venturing into the application of procurement and logistics principles, providing a robust foundation in the fundamental skills necessary for implementing and managing efficient procurement and logistic systems. This standard is particularly valuable for individuals aiming to establish proficiency in ensuring smooth and quality-driven supply chain operations within their respective industries.

Proposed Qualification Titles

Following are the recommended titles by the selected internal expert team of MIT for the National Certificate III in Procurement and Logistic Operations.

1. Nil-

Job opportunities upon completion of “National Certificate III in Procurement and Logistic Operations”

Upon successful completion of the National Certificate III in Procurement and Logistic Operations, Students can work in procurement and logistics related fields.

KEY FOR CODING

Coding Competency Standards and Related Materials

| DESCRIPTION | REPRESENTED BY |
|---------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Industry Sector as per ESC (Three letters) | Construction Sector (CON) Fisheries and Agriculture (FNA) Information, Communication and Technology (ICT) Transport Sector (TRN) Tourism Sector(TOU) Social Sector (SOC) Foundation (FOU) |
| Standard Number - Occupation with in an industry sector | Two digits 01-99 |
| Common Competency | CM |
| Core Competency | CC |
| Unit Number - Occupation with in an Standard | Three digits 01-99 |
| MNQF level of qualification | L1, L2, L3, L4 etc. |
| Version Number | V1, V2 etc. |
| Separator | - |
| Year of Last Review of standard, qualification | Two digits responding to the year of last review, example 23 for the year 2023 |
| Qualification Code | Refers to Standard code in cover page |

| 1. Endorsement Application for Qualification 01 | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2. NATIONAL CERTIFICATE III IN PROCUREMENT AND LOGISTIC OPERATIONS | | |
| 3. Qualification code: SOC-12L3-V1-24 | | Total Number of Credits: 74 |
| 4. Purpose of the qualification This standard is designed to help students understand the supply chain structures and logistical capabilities of a firm. The design of a logistics system is critical to the supply chain management. Supply chain management is the processes, assets and flows of material and information required to satisfy customer's demands. This course will also cover general management skills in communication, creation of business documents and development of team and leadership skills. | | |
| 5. Regulations for the qualification | | National Certificate III in the occupation of Procurement and Logistic Operations will be awarded to those who are competent in units 1+2+3+4+5+6+7+8+9+10+11+12+13+14+15+16+17+18 |
| 6. Schedule of Units | | |
| Unit No. | Unit Title | Code |
| Common Competencies | | |
| 01 | Apply occupational health and safety requirements | SOC-02-CM01-V2-24 |
| 02 | Apply work ethics and optimise professionalism | SOC-01-CM02-V2-24 |
| 03 | Practice effective workplace communication | SOC-01-CM03-V2-24 |
| 04 | Provide effective customer care | SOC-01-CM05-V2-24 |
| 05 | Perform computer operations | SOC-01-CM06-V2-24 |
| 06 | Respond to emergency situations | SOC-01-CM04-V2-24 |
| Core Competencies | | |
| 07 | Apply knowledge of logistics and supply chain management | SOC-12-CC01-V1-24 |
| 08 | Purchase goods and services | SOC-12-CC02-V1-24 |
| 09 | Prepare workplace documents | SOC-12-CC03-V1-24 |
| 10 | Organise freight invoicing and payment | SOC-12-CC04-V1-24 |
| 11 | Organise warehouse records operation | SOC-12-CC05-V1-24 |
| 12 | Maintain container, cargo and freight records | SOC-12-CC06-V1-24 |
| 13 | Control and receive stock | SOC-12-CC07-V1-24 |
| 14 | Use inventory systems to organise stock control | SOC-12-CC08-V1-24 |
| 15 | Identify products and store to specifications | SOC-12-CC09-V1-24 |

| | | |
|-------------------------------------------|--------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 16 | Organise dispatch and receival operations | SOC-12-CC10-V1-24 |
| 17 | Shift materials safely using manual handling methods | SOC-12-CC11-V1-24 |
| 18 | Estimate, calculate mass, area and quantify dimensions | SOC-12-CC12-V1-24 |
| 7. Accreditation requirements | | The training provider should have a workshop or similar training facility to provide the trainees the hands-on experience related to this qualification and 120 hours of industrial experience. |
| 8. Recommended sequencing of units | | As appearing under the section 06 |

Unit Details

| Unit No. | Unit Title | Code | Level | No. of credits | Credit hours | Contact hours |
|----------|----------------------------------------------------------|-------------------|-------|----------------|--------------|---------------|
| 01 | Apply occupational health and safety requirements | SOC-02-CM01-V2-24 | III | 04 | 40 | 20 |
| 02 | Apply work ethics and optimise professionalism | SOC-01-CM02-V2-24 | III | 03 | 30 | 15 |
| 03 | Practice effective workplace communication | SOC-01-CM03-V2-24 | III | 03 | 30 | 15 |
| 04 | Provide effective customer care | SOC-01-CM05-V2-24 | III | 05 | 50 | 25 |
| 05 | Perform computer operations | SOC-01-CM06-V2-24 | III | 03 | 30 | 15 |
| 06 | Respond to emergency situations | SOC-01-CM04-V2-24 | III | 05 | 50 | 25 |
| 07 | Apply knowledge of logistics and supply chain management | SOC-12-CC01-V1-24 | III | 05 | 50 | 25 |
| 08 | Purchase goods and services | SOC-12-CC02-V1-24 | III | 05 | 50 | 25 |
| 09 | Prepare workplace documents | SOC-12-CC03-V1-24 | III | 04 | 40 | 20 |
| 10 | Organise freight invoicing and payment | SOC-12-CC04-V1-24 | III | 04 | 40 | 20 |
| 11 | Organise warehouse records operation | SOC-12-CC05-V1-24 | III | 03 | 30 | 15 |
| 12 | Maintain container, cargo and freight records | SOC-12-CC06-V1-24 | III | 04 | 40 | 20 |
| 13 | Control and receive stock | SOC-12-CC07-V1-24 | III | 05 | 50 | 25 |
| 14 | Use inventory systems to organise stock control | SOC-12-CC08-V1-24 | III | 05 | 50 | 25 |
| 15 | Identify products and store to specifications | SOC-12-CC09-V1-24 | III | 04 | 40 | 20 |
| 16 | Organise dispatch and receival operations | SOC-12-CC10-V1-24 | III | 04 | 40 | 20 |
| 17 | Shift materials safely using manual handling methods | SOC-12-CC11-V1-24 | III | 04 | 40 | 20 |
| 18 | Estimate, calculate mass, area and quantify dimensions | SOC-12-CC12-V1-24 | III | 04 | 40 | 20 |
| Total | | | | 74 | 740 | 370 |

Packaging of National Qualifications:

National Certificate III in Procurement and Logistic Operations will be awarded to those who are competent in units 1+2+3+4+5+6+7+8+9+10+11+12+13+14+15+16+17+18

Qualification Code: SOC-12L3-V1-24

COMPETENCY BASED ASSESSMENT

The final assessment of the National Competency-Based Programmes conducted by the Maldives National Skills Development Authority (MNSDA) is a competency-based assessment.

The Competency-Based Assessment ensures that the students' performance meets the requirements specified in the National Competency Standards (NCS). This assessment approach is designed to verify that graduates are job-ready and meet established occupational competency requirements within their respective fields.

Eligibility for Final Assessment

To be eligible for the final Competency-Based Assessment, students must fulfil the following conditions:

- achieve a **minimum of 80%** attendance
- deemed competent in each of the units of the programme in the pre-assessment

Competency-Based Assessment Process

Upon submission of the Pre-assessment report by the training provider, MNSDA will check for all the necessary supporting documents and conduct Competency-Based Assessment through a National Assessor registered with MNSDA. It is important to note that any trainer involved in the training process is **not permitted** to conduct the assessment to maintain impartiality and integrity of the process.

The final Competency-Based Assessment conducted by MNSDA includes both:

- **Theory:** Evaluating students' knowledge and understanding of key theoretical aspects of the competency.
- **Practical:** Assessing hands-on skills and application of knowledge in real-world or simulated environments.

Once the assessment is completed, the National Assessor will send the Competency-Based Assessment Report to MNSDA.

Competency Status Requirement

For certification to be granted, the student must be officially declared "**Competent**" in each of the units of the programme by the National Assessor.

Conclusion

Competency-Based Assessment is a critical component in ensuring the quality and credibility of technical and vocational skills-based training. By adhering to the outlined procedure, MNSDA upholds the standards required to certify students who are fully prepared to meet industry demands.