



Maldives National Skills Development Authority



# National Competency Standard for Digital Media, Graphic Designing

Standard Code: ICT-08L4-V1-24

Qualification Name: National Certificate IV in Digital Media, Graphic Designing

## 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 IV in Digital Media, Graphic Designing by the MNSDA, MEERY, and Villa College 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	Organization
01	Adam Iyaz	Director	Ministry of Homeland Security and Technology
02	Hussain Mohamed	IT Manager, IT Infrastructure	National Centre for Information Technology
03	Mariyam Asna Saeed	President	Women in Tech
04	Hassan Ali	Deputy General Manager, ICT	Maldives Water and Sewerage Company
05	Dr. Ali Fawaz Shareef	Deputy Vice Chancellor	Maldives National University
06	Naail Abdul Rahman	ICT Expert	-
07	Arushad Ahmed	ICT Expert	-
08	Dr. Ibrahim Shiyam	ICT Consultant	-
09	Shakeeba Ali	Director General	Maldives National Skills Development Authority
National Occupational Standard has been endorsed by:			
 Naail Abdul Rahman Chairperson ICT Sector Council			
Maldives National Skills Development Authority Umar Zahir Office Building, 5th Floor, Orchidmaa Hingun, Hulhumale', Republic of Maldives.			
Date of Endorsement: 30.09.2024			

TECHNICAL SUPPORT			
#	Name	Designation	Organization
01			
02			

TECHNICAL PANEL MEMBERS			
#	Name	Designation	Organization
01	Saudhullah Rasheed	lecturer	Polytechnic
02	Fathimath Sabena	Digitalization Officer	Maldives State Shipping
03	Mohamed Jailam	Managing Director	Javaab
04	Hassan Fahumy	Digital Marketing	Consultant
05	Aishath Rishqa	Graphic Designer	Maldives Institute of Technology

VERSION	DEVELOPER	DATE	STANDARD CODE
V1	Villa College	31/01/2024	ICT-08L4-V1-24

## Standard Development Process

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## Description of “Digital Media”

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Digital media involve the creation and manipulation of visual content using digital tools. Digital media encompasses a wide range of content that is created, distributed, and consumed in digital formats. This includes text, graphics, audio, video, and interactive elements.

## Consulted experts on preparing the “National Certificate IV in Digital Media, Graphic Designing” standard

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## Job opportunities upon completion of “National Certificate IV in Digital Media, Graphic Designing”

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Upon successful completion of the National Certificate IV in Digital Media, Graphic Designing, students can work in the following jobs.

1. Digital Media Technician
2. Digital Analytics Technician
3. Video Production Technician
4. Animation Technician
5. Multimedia Technician
6. 3D Animation Technician

1. Endorsement Application for Qualification 01		
2. NATIONAL CERTIFICATE IV IN DIGITAL MEDIA, GRAPHIC DESIGNING		
3. Qualification code: ICT-08L4-V1-24		Total Number of Credits: 126
<b>4. Purpose of the qualification</b> This qualification individuals with the skills and knowledge necessary for a career in graphic design within the digital media industry. Learners who complete the units of competencies will be able to work as assistants to digital artists and graphic designers.		
5. Regulations for the qualification		National Certificate IV in the occupation of Digital Media, Graphic Designing 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+19+20+21+22
6. Schedule of Units		
Unit No	Unit Title	Code
Common Competencies		
01	Apply critical thinking to work practices	ICT-04-CM01-V1-24
02	Contribute to cyber security risk management	ICT-04-CM02-V1-24
03	Identify and evaluate emerging technologies and practices	ICT-04-CM03-V1-24
04	Work collaboratively in the ICT industry	ICT-04-CM04-V1-24
05	Apply introductory programming techniques	ICT-04-CM05-V1-24
06	Identify and resolve client ICT problems	ICT-04-CM06-V1-24
Core Competencies		
07	Use simple modelling for animation	ICT-08-CC01-V1-24
08	Use 3-D software interface and toolsets	ICT-08-CC02-V1-24
09	Build graphical user interfaces	ICT-08-CC03-V1-24
10	Design digital user interfaces	ICT-08-CC04-V1-24
11	Develop digital user interfaces	ICT-08-CC05-V1-24
12	Apply innovative thinking and practices in digital environments	ICT-08-CC06-V1-24
13	Create digital visual effects	ICT-08-CC07-V1-24
14	Shoot material for screen productions	ICT-08-CC08-V1-24
15	Edit digital content for fast turnaround	ICT-08-CC09-V1-24
16	Manage media assets	ICT-08-CC10-V1-24
17	Create storyboards	ICT-08-CC11-V1-24
18	Perform basic sound editing	ICT-08-CC12-V1-24
19	Prepare audio assets	ICT-08-CC13-V1-24
20	Create visual design components for digital media	ICT-08-CC14-V1-24
21	Produce interactive animations	ICT-08-CC15-V1-24
22	Produce and edit digital images	ICT-08-CC16-V1-24
7. Accreditation requirements		The training provider should have a computer labs or similar training facility to provide the

	trainees the hands-on experience related to this qualification. Trainees must complete 100 hours of practicals.
<b>8. Recommended sequencing of units</b>	As appearing under the section 06

## Unit Details

Unit No.	Unit Title	Code	Level	No. of credits	Credit Hours	Contact Hours
01	Apply critical thinking to work practices	ICT-04-CM01-V1-24	IV	06	60	20
02	Contribute to cyber security risk management	ICT-04-CM02-V1-24	IV	06	60	20
03	Identify and evaluate emerging technologies and practices	ICT-04-CM03-V1-24	IV	06	60	20
04	Work collaboratively in the ICT industry	ICT-04-CM04-V1-24	IV	06	60	20
05	Apply introductory programming techniques	ICT-04-CM05-V1-24	IV	03	60	10
06	Identify and resolve client ICT problems	ICT-04-CM06-V1-24	IV	03	60	10
07	Use simple modelling for animation	ICT-08-CC01-V1-24	IV	06	60	20
08	Use 3-D software interface and toolsets	ICT-08-CC02-V1-24	IV	06	60	20
09	Build graphical user interfaces	ICT-08-CC03-V1-24	IV	06	60	20
10	Design digital user interfaces	ICT-08-CC04-V1-24	IV	06	60	20
11	Develop digital user interfaces	ICT-08-CC05-V1-24	IV	06	60	20
12	Apply innovative thinking and practices in digital environments	ICT-08-CC06-V1-24	IV	06	60	20
13	Create digital visual effects	ICT-08-CC07-V1-24	IV	06	60	20
14	Shoot material for screen productions	ICT-08-CC08-V1-24	IV	06	60	20
15	Edit digital content for fast turnaround	ICT-08-CC09-V1-24	IV	06	60	20
16	Manage media assets	ICT-08-CC10-V1-24	IV	06	60	20
17	Create storyboards	ICT-08-CC11-V1-24	IV	06	60	20
18	Perform basic sound editing	ICT-08-CC12-V1-24	IV	06	60	20
19	Prepare audio assets	ICT-08-CC13-V1-24	IV	06	60	20
20	Create visual design components for digital media	ICT-08-CC14-V1-24	IV	06	60	20
21	Produce interactive animations	ICT-08-CC15-V1-24	IV	06	60	20
22	Produce and edit digital images	ICT-08-CC16-V1-24	IV	06	60	20
TOTAL				126	1260	420

### Packaging of National Qualifications:

National Certificate IV in Digital Media, Graphic Designing 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+19+20+21+22

Qualification Code: ICT-08L4-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.