



Maldives National Skills Development Authority



National Competency Standard for Event Management

Standard Code: SOC-01L4-V2-24

Qualification Name: National Certificate IV in Event Management

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 Event Management 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	Mirza 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	Industry Expert	-
07	Hamid Abdul Ghafoor	Industry Expert	-
08	Shiuna Khalid	Programme Officer	Ministry of Sports, Fitness and Recreation
09	Mariyam Nizama	Director	Maldives National Skills Development Authority

National Occupational Standard has been endorsed by:



Hamid Abdul Ghafoor
Acting Chairperson
Social Sector Council

Maldives National Skills Development Authority
Umar Zahir Office Building, 5th Floor,
Orchidmaa Hingun, Hulhumale', Republic of Maldives.

Date of Endorsement: 26.10.2023

Date of Revision:

TECHNICAL SUPPORT

#	Name	Designation	Organisation
01			
02			

TECHNICAL PANEL MEMBERS			
#	Name	Designation	Organisation
01	Abdullha Yazeed	Owner	E-butiquo Party
02	Rifath Ali	Event Coordinator	Event Maldives
03	Mohamed Faisal	Assistant Lecturer	Maldives National University

VERSION	DEVELOPER	DATE	STANDARD CODE
V2	Maldives Institute of Technology	25.09.2023	SOC-01L4-V2-24

Standard Review Process

To begin with Event Management Services occupation competencies were profiled through study of the occupations across the Maldivian workplaces aligned to the principles of "Functional Analysis", a methodology used for reviewing Competency Standards. Referred occupational profiling process compared existing competency units incorporated within the National Competency Standard of Level-4 in Event Management program.

Draft Review of the occupational standard is then compiled and submitted to the Technical Panel (TP) organised by the Maldives National Skills Development Authority (MNSDA). The Draft Standard is then edited based on comments from TP members under the direct observation of MNSDA. With series of reviewing and editings, TP approved standard is then tabled at Employment Sector Council (ESC) meeting for endorsement.

All the Standards of MNSDA are endorsed from the ESC before being published on its website.

Description of “Event Management”

Event Management is designed to equip individuals with the sophisticated competencies essential for orchestrating successful events. Participants will delve into intricate event planning and execution techniques, mastering the nuances of coordinating diverse aspects of events.

This certification serves as a platform for professionals seeking to enhance their expertise in event management, offering advanced skills and knowledge crucial for orchestrating seamless and memorable event.

Recommended changes to the existing National Certificate IV in Event Management Standard

Following are the changes recommended by the selected internal expert team of MIT for the National Certificate IV in Event Management Standard

1. *Strengthen soft skills and recommended to include common modules used in the current Competency Standards of MNSDA*
2. *Introduced 2 new units and revised existing units to align with industry standards aiming to enhance skills, align with best practices, and prepare Trainees for a comprehensive range of tasks in Event Management.*

Job opportunities upon completion of “National Certificate-3 in Electrical Installation and Maintenance”

Upon successful completion of the National Certificate IV in Event Management, students can work in the following jobs.

1. *Event Coordinator*

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 IV IN EVENT MANAGEMENT		
3. Qualification code: SOC-01L4-V2-24		Total Number of Credits: 120
4. Purpose of the qualification The purpose of the is to equip individuals with the necessary skills, knowledge, and competencies to excel in the Event Management industry. This qualification aims to prepare learners for various roles within this sector by providing them with a comprehensive understanding of Event Management processes, reservation systems, customer service, and industry-specific practices.		
5. Regulations for the qualification		National Certificate IV in the occupation of Event Management will be awarded to those who are competent in units 1+2+3+4+5+6+7+8+9+10+11+12
6. Schedule of Units		
Unit No.	Unit Title	Code
Common Competencies		
01	Participate in sustainable work practices	SOC-01-CM07-V2-24
02	Apply work ethics and manage diversity in the workplace	SOC-01-CM08-V2-24
03	Enhance customer service experience	SOC-01-CM09-V2-24
04	Lead and manage people	SOC-01-CM10-V2-24
Core Competencies		
05	Plan and develop event proposals and bids	SOC-01-CC12-V2-24
06	Prepare quotations	SOC-01-CC13-V2-24
07	Manage finances within a budget and prepare financial report	SOC-01-CC14-V2-24
08	Incorporate creative and technical needs into management process	SOC-01-CC15-V2-24
09	Apply creative and technical production	SOC-01-CC16-V2-24
10	Investigate and design online event	SOC-01-CC17-V2-24
11	Manage event production components	SOC-01-CC18-V2-24
12	Manage and monitor work operations	SOC-01-CC19-V2-24
7. Accreditation requirements		The training provider should have made arrangements to ensure students are provided with adequate theory and practicals for them to develop all the required knowledge and skills stipulated in the National Competency Standard.
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	Participate in sustainable work practices	SOC-01-CM07-V2-24	IV	04	40	20
02	Apply work ethics and manage diversity in the workplace	SOC-01-CM08-V2-24	IV	15	150	75
03	Enhance customer service experience	SOC-01-CM09-V2-24	IV	10	100	50
04	Lead and manage people	SOC-01-CM10-V2-24	IV	10	100	50
05	Plan and develop event proposals and bids	SOC-01-CC12-V2-24	IV	10	100	50
06	Prepare quotations	SOC-01-CC13-V2-24	IV	06	60	30
07	Manage finances within a budget and prepare financial report	SOC-01-CC14-V2-24	IV	10	100	50
08	Incorporate creative and technical needs into management process	SOC-01-CC15-V2-24	IV	10	100	50
09	Apply creative and technical production	SOC-01-CC16-V2-24	IV	10	100	50
10	Investigate and design online event	SOC-01-CC17-V2-24	IV	10	100	50
11	Manage event production components	SOC-01-CC18-V2-24	IV	15	150	50
12	Manage and monitor work operations	SOC-01-CC19-V2-24	IV	10	100	50
Total				120	1200	600

Packaging of National Qualifications:

National Certificate IV in Event Management will be awarded to those who are competent in units 1+2+3+4+5+6+7+8+9+10+11+12

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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.