



**Maldives National Skills Development Authority**



# **National Competency Standard for Kids Club Training**

**Standard Code: TOU-16L3-V1-25**

**Qualification Name: National Certificate III in Kids Club Training**

## 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 Kids Club Training 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	Aminath Manal Musthafa	Director	Ministry of Tourism
02	Uzma Abdul Latheef	Executive,Investor Services,Invest Maldives	Ministry of Economic Development & Trade
03	Ali Adam	HR Consultant	Maldives Association of Tourism Industry
04	Yazeedh Mohamed Fulhu	Apprenticeship and Talent Acquisition Manager	Four Seasons Resort Maldives
05	Zeenath Solih	Dean	Faculty of Hospitality and Tourism Studies
06	Nafiz Mohamed	Tourism Expert	-
07	Zoona Naseem	Tourism Expert	-
08	Fathmath Sharuma	Manager- Projects	Maldives Integrated Tourism Development Corporation
09	Fathimath Haula	Program Officer	Maldives National Skills Development Authority

**National Occupational Standard has been endorsed by:**



Zeenath Solih  
Chairperson  
Tourism Sector Council

Maldives National Skills Development Authority  
Umar Zahir Office Building, 5th Floor,  
Orchid Ma higun, HulhuMale' , Republic of Maldives.

Date of Endorsement: 17.04.2025

### TECHNICAL SUPPORT

#	Name	Designation	Organisation
01			
02			

TECHNICAL PANEL MEMBERS			
#	Name	Designation	Organisation
01	YOosuf Hasnain	Quality Assurance Manager	Sun shiyam resorts
02	Fazna Shakir	Member	Society for Health Education
03	Mizna Gasim	Owner Part time lecturer	Chimes day care and pre school Polytechnic
04	Aishath Zuhuruban	State Minister	Ministry of Social and Family Development

VERSION	DEVELOPER	DATE	STANDARD CODE
V1	Maldives Institute of Technology	18.12.2024	TOU-16L3-V1-25

## Standard Development Process

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The development of the “National Certificate III in Kids Club Training” Standard involved a comprehensive study of care working occupations in Maldivian workplaces, with a focus on tourism 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 Tourism 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 Tourism Employment Sector Council, the finalised National Occupational Standard for Kids Club Training 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 Kids Club Training program, ensuring its widespread implementation across the country.

## Description of “Kids Club Training”

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The "Kids Club Training" standard is a comprehensive framework designed to cultivate essential skills, centred on providing exceptional support and care to children across diverse environments. This program is meticulously curated to equip individuals with fundamental competencies vital for nurturing and safeguarding the well-being of children. Participants will acquire practical insights into core techniques and practices, emphasising the importance of fostering a nurturing environment, encouraging independence, and proactively addressing child-related concerns.

This certification is a foundational step for professionals entering childcare, offering essential skills for delivering top-tier care and support in educational and community environments.

## Proposed Qualification Titles

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Following are the recommended titles by the selected internal expert team of MIT for the National Certificate III in Kids Club Training.

1. Nil-

## Job opportunities upon completion of “National Certificate III in Kids Club Training”

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Upon successful completion of the National certificate III in Kids Club Training, students can work in related workplace.

## 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 KIDS CLUB TRAINING		
3. Qualification code: TOU-16L3-V1-25		Total Number of Credits: 68
<b>4. Purpose of the qualification</b> This qualification prepares individuals for diverse roles as Kids Club Training by providing essential knowledge and skills. Tailored to emphasise exceptional care and support, it provides learners with practical and theoretical understandings essential for efficiently executing and overseeing care services.		
5. Regulations for the qualification		National Certificate III in Kids Club Training 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
6. Schedule of Units		
Unit No.	Unit Title	Code
Common Competencies		
01	Develop tourism industry knowledge	TOU-02-CM01-V4-24
02	Perform computer operations	TOU-02-CM05-V4-24
03	Understand basic sign language	TOU-16-CM01-V1-25
04	Respond to emergency situations in caregiving	TOU-16-CM02-V1-25
05	Understand self-care	TOU-16-CM03-V1-25
06	Understand and apply legal and ethical principles in care work	TOU-16-CM04-V1-25
Core Competencies		
07	Communicate effectively while providing care for children	TOU-16-CC01-V1-25
08	Recognise the stages of child development	TOU-16-CC02-V1-25
09	Apply behaviour management	TOU-16-CC03-V1-25
10	Provide basic physical care for children	TOU-16-CC04-V1-25
11	Ensure child protection and welfare	TOU-16-CC05-V1-25
12	Understand food and nutrition	TOU-16-CC06-V1-25
13	Develop effective communication with children	TOU-16-CC07-V1-25
14	Organise and facilitate play and learning activities	TOU-16-CC08-V1-25
15	Support special needs and cultural inclusion	TOU-16-CC09-V1-25
16	Manage administration and records	TOU-16-CC10-V1-25
17	Manage and maintain equipment	TOU-16-CC11-V1-25

<b>7. Accreditation requirements</b>	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.
<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	Develop tourism industry knowledge	TOU-02-CM01-V4-24	III	04	40	20
02	Perform computer operations	TOU-02-CM05-V4-24	III	03	30	15
03	Understand basic sign language	TOU-16-CM01-V1-25	III	05	50	25
04	Respond to emergency situations in caregiving	TOU-16-CM02-V1-25	III	05	50	25
05	Understand self-care	TOU-16-CM03-V1-25	III	04	40	20
06	Understand and apply legal and ethical principles in care work	TOU-16-CM04-V1-25	III	03	30	15
07	Communicate effectively while providing care for children	TOU-16-CC01-V1-25	III	04	40	20
08	Recognise the stages of child development	TOU-16-CC02-V1-25	III	05	50	25
09	Apply behaviour management	TOU-16-CC03-V1-25	III	04	40	20
10	Provide basic physical care for children	TOU-16-CC04-V1-25	III	04	40	20
11	Ensure child protection and welfare	TOU-16-CC05-V1-25	III	05	50	25
12	Understand food and nutrition	TOU-16-CC06-V1-25	III	04	40	20
13	Develop effective communication with children	TOU-16-CC07-V1-25	III	03	30	15
14	Organise and facilitate play and learning activities	TOU-16-CC08-V1-25	III	05	50	25
15	Support special needs and cultural inclusion	TOU-16-CC09-V1-25	III	04	40	20
16	Manage administration and records	TOU-16-CC10-V1-25	III	03	30	15
17	Manage and maintain equipment	TOU-16-CC11-V1-25	III	03	30	15
Total				68	680	340

**Packaging of National Qualifications:**

National Certificate III in Kids Club Training 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

Qualification Code: TOU-16L3-V1-25

## 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.