



Maldives National Skills Development Authority



National Competency Standard for Event Management

Standard Code: SOC-01L3-V2-24

Qualification Name: National Certificate III 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 III 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, Sports and Community Empowerment
02	Mariyam Azza Ali Rauf	Human Resource Manager	WAMCO
03	Fathmath Sauda	Allied Health Professional	Allied Health Council
04	Mariyam Nuzla	General Manager	STO
05	Ali Shareef	Center for Foundation Studies	Villa College
06	Aishath Shifana Wajeeth	Industry Expert	-
07	Hamid Abdul Ghafoor	Industry Expert	-
08	Ibrahim Nafiu	Secretary	Riverine Sports
09	Shakeeba Ali	Director General	Maldives National Skills Development Authority

National Occupational Standard has been endorsed by:

Fathmath Sauda
Chairperson
Social Sector Council

Maldives National Skills Development Authority
Umar Zahir Office Building, 5th Floor,
Orchid Mahigun, 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	Abdulla yazeed	Owner	Ebutiquo Party
02	Rifath Ali	Event Coordinator	Event Maldives
03	Mohamed Faisal	Assistant Lecturer	MNU

VERSION	DEVELOPER	DATE	STANDARD CODE
V2	Maldives Institute of Technology	02.10.2023	SOC-01L3-V2-24

Standard Review Process

To begin with Event Management 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 III 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 focuses on providing individuals with essential competencies necessary for successful event coordination. Participants will gain practical insights into fundamental event planning and execution techniques, emphasising key aspects of organising various types of events.

The certification serves as a starting point for individuals entering the field of event management in the Maldives, offering a solid foundation in the basic skills required to contribute to the planning and execution of diverse events.

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

Following are the changes recommended by the selected Technical Panel and Employment Sector Council of MNSDA for the National Certificate III in Event Management Standard.

1. *Strengthen soft skills and recommended to include common modules used in the current Competency Standards of MNSDA*
2. *Introduce 7 new units and revise 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.*
3. *The following unit no. 11 has been revised by incorporating social and cultural sensitivity while managing conflict.*

Job opportunities upon completion of “National Certificate III in Event Management”

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

1. *Event Assistant*
2. *Event coordinator*
3. *Event Administrator*

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 EVENT MANAGEMENT		
3. Qualification code: SOC-01L3-V2-24		Total Number of Credits: 66
4. Purpose of the qualification This qualification is designed to provide individuals with the foundational knowledge, skills, and competencies needed to work in the field of event management. The holder of this qualification will cultivate a range of hands-on skills pertinent to event management, encompassing vital areas such as event planning, organisation, coordination, and implementation.		
5. Regulations for the qualification		National Certificate III 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+13+14+15+16+17
6. Schedule of Units		
Unit No.	Unit Title	Code
Common Competencies		
01	Develop tourism industry knowledge	SOC-01-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	Respond to emergency situations	SOC-01-CM04-V2-24
05	Provide effective customer care	SOC-01-CM05-V2-24
06	Perform computer operations	SOC-01-CM06-V2-24
Core Competencies		
07	Organise and participate in event meetings	SOC-01-CC01-V2-24
08	Source and use information on the events industry	SOC-01-CC02-V2-24
09	Manage conflict and show social and cultural sensitivity	SOC-01-CC03-V2-24
10	Obtain and manage sponsorship	SOC-01-CC04-V2-24
11	Use a computerised reservations or operations system	SOC-01-CC05-V2-24
12	Administer event registrations	SOC-01-CC06-V2-24
13	Provide event production support	SOC-01-CC07-V2-24
14	Plan in-house events	SOC-01-CC08-V2-24
15	Select event venues and sites	SOC-01-CC09-V2-24
16	Plan conference and event programs	SOC-01-CC10-V2-24

17	Create a promotional display or stand	SOC-01-CC11-V2-24
7. Accreditation requirements	The training provider should have a workshop or similar training facility and 120 hours of industrial training to provide the trainees the hands-on experience related to this qualification	
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	Develop tourism industry knowledge	SOC-01-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	Respond to emergency situations	SOC-01-CM04-V2-24	III	05	50	25
05	Provide effective customer care	SOC-01-CM05-V2-24	III	05	50	25
06	Perform computer operations	SOC-01-CM06-V2-24	III	03	30	15
07	Organise and participate in event meetings	SOC-01-CC01-V2-24	III	03	30	15
08	Source and use information on the events industry	SOC-01-CC02-V2-24	III	03	30	15
09	Manage conflict and show social and cultural sensitivity	SOC-01-CC03-V2-24	III	03	30	15
10	Obtain and manage sponsorship	SOC-01-CC04-V2-24	III	04	40	20
11	Use a computerised reservations or operations system	SOC-01-CC05-V2-24	III	04	40	20
12	Administer event registrations	SOC-01-CC06-V2-24	III	06	60	30
13	Provide event production support	SOC-01-CC07-V2-24	III	04	40	20
14	Plan in-house events	SOC-01-CC08-V2-24	III	05	50	25
15	Select event venues and sites	SOC-01-CC09-V2-24	III	04	40	20
16	Plan conference and event programs	SOC-01-CC10-V2-24	III	04	40	20
17	Create a promotional display or stand	SOC-01-CC11-V2-24	III	04	40	20
Total				66	660	330

Packaging of National Qualifications:

National Certificate III 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+13+14+15+16+17

Qualification Code: SOC-01L3-V2-24

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.