



Maldives National Skills Development Authority



National Competency Standard for Food Safety

Standard Code: FNA-02L4-V1-24

Qualification Name: National Certificate IV in Food Safety

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 Food Safety 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	Dr.Hussain Sinan	Director	Ministry of Fisheries and Ocean Resources
02	Ali Amir	Director	Ministry of Agriculture and Animal Welfare
03	Musthafa Abdul Gafoor	Senior Policy Officer	Ministry of Economic Development & Trade
04	Mifrah Naseem	General Manager- Sales and Marketing	MIFCO
05	Dr. Ahmed Riyaz Jauhary	Deputy Director General	Maldives Marine Research Institute / Ministry of Fisheries and Ocean Resources
06	Adnan Ali	Board Director / Advisor	Horizon Fisheries
07	Maizan Ahmed Manik	Chairman	Maizan Electronics
08	Aishath Shazleena	HR Manager	Agro National Corporation Ltd (AgroNat)
09	Shakeeba Ali	Director General	Maldives National Skills Development Authority

National Occupational Standard has been endorsed by:



Dr.Ahmed Riyaz Jauhary

Chairperson

Fisheries and Agriculture Sector Council

Maldives National Skills Development Authority

Umar Zahir Office Building, 5th Floor,
Orchid Ma higon, HulhuMale' , Republic of Maldives.

Date of Endorsement: 30.07.2024

TECHNICAL SUPPORT

#	Name	Designation	Organisation
01			
02			

TECHNICAL PANEL MEMBERS			
#	Name	Designation	Organisation
01	Aminath Lubna		
02	Khaalisa Mohamed	Quality Assurance Coordinator	Maldives Food and Drug Authority
03	Ali Ahmed	Senior Production Manager	Ensis Fisheries
04	Mishaal Ahmed	Head of Quality Control	Maldives Industrial Fisheries Company

VERSION	DEVELOPER	DATE	STANDARD CODE
V1	Maldives Institute of Technology	15/02/2024	FNA-02L4-V1-24

Standard Development Process

The development of the “National Certificate IV in Food Safety” Standard involved a comprehensive study of Food Safety occupations in Maldivian workplaces, with a focus on related 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 Fisheries & Agriculture 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 Fisheries & Agriculture Employment Sector Council, the finalised National Occupational Standard for Food Safety 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 Food Safety program, ensuring its widespread implementation across the country

Description of “Food Safety”

The "National Certificate IV in Food Safety" is a foundational program designed to equip individuals with essential skills in food safety management. Participants gain practical knowledge in food production, processing, and preservation, emphasising safety standards and quality control.

This certification serves as a crucial entry point for professionals in the food industry, providing them with the expertise to ensure compliance with regulations and enhance food safety practices.

Proposed Qualification Titles

Following are the recommended titles by the selected internal expert team of MIT for the National Certificate IV in Food Safety.

1. Nil-

Job opportunities upon completion of “National Certificate IV in Food Safety”

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

1. *Assistant Supervisor (Food Safety and Quality Assurance)*
2. *Assistant Supervisor (Food Production)*

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 within a 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 FOOD SAFETY		
3. Qualification code: FNA-02L4-V1-24		Total Number of Credits: 120
4. Purpose of the qualification The purpose of the National Certificate-4 in Food Safety is to empower individuals with fundamental skills and knowledge essential for thriving in the food industry. This qualification offers a holistic grasp of food production, preservation techniques, and quality assurance practices, enabling learners to excel in entry-level roles and progress in their careers. With a focus on hygiene, sanitation, and regulatory adherence, it cultivates critical thinking and innovative approaches to uphold industry sustainability and competitiveness.		
5. Regulations for the qualification		National Certificate IV in Food Safety 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
6. Schedule of Units		
Unit No.	Unit Title	Code
Common Competencies		
01	Apply occupational health and safety requirements	FNA-01-CM01-V2-24
02	Develop reading, writing and presentation skills	FNA-02-CM04-V1-24
03	Participate in sustainable work practices	FNA-01-CM07-V2-24
04	Enhance customer service experience	FNA-01-CM08-V2-24
05	Apply work ethics and manage diversity in the workplace	FNA-01-CM10-V2-24
06	Respond to emergency situations	FNA-02-CM05-V1-24
Core Competencies		
07	Understand and implement basic food safety principle	FNA-02-CC15-V1-24
08	Understand basic principles of food processing	FNA-02-CC16-V1-24
09	Understand and implement GMP and GHP	FNA-02-CC17-V1-24
10	Understand HACCP-based food safety plan	FNA-02-CC18-V1-24
11	Understand food safety regulations and standard	FNA-02-CC19-V1-24
12	Assist in documenting food processes and supporting procedures	FNA-02-CC20-V1-24
13	Assist in conducting traceability exercise	FNA-02-CC21-V1-24
14	Assist to perform food tests and sampling	FNA-02-CC22-V1-24
15	Assist to conduct food safety audit	FNA-02-CC23-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 related 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	FNA-01-CM01-V2-24	III	04	40	20
02	Develop reading, writing and presentation skills	FNA-02-CM04-V1-24	IV	04	40	20
03	Participate in sustainable work practices	FNA-01-CM07-V2-24	IV	04	40	20
04	Enhance customer service experience	FNA-01-CM08-V2-24	IV	10	100	50
05	Apply work ethics and manage diversity in the workplace	FNA-01-CM10-V2-24	IV	15	150	75
06	Respond to emergency situations	FNA-02-CM05-V1-24	III	05	50	25
07	Understand and implement basic food safety principle	FNA-02-CC15-V1-24	IV	06	60	30
08	Understand basic principles of food processing	FNA-02-CC16-V1-24	IV	10	100	50
09	Understand and implement GMP and GHP	FNA-02-CC17-V1-24	IV	07	70	35
10	Understand HACCP-based food safety plan	FNA-02-CC18-V1-24	IV	06	60	30
11	Understand food safety regulations and standard	FNA-02-CC19-V1-24	IV	06	60	30
12	Assist in documenting food processes and supporting procedures	FNA-02-CC20-V1-24	IV	08	80	40
13	Assist in conducting traceability exercise	FNA-02-CC21-V1-24	IV	10	100	50
14	Assist to perform food tests and sampling	FNA-02-CC22-V1-24	IV	15	150	75
15	Assist to conduct food safety audit	FNA-02-CC23-V1-24	IV	10	100	50
Total				120	1200	600

Packaging of National Qualifications:

National certificate IV in Food Safety 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

Qualification Code: FNA-02L4-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.