



Maldives National Skills Development Authority



National Competency Standard for Inventory Management

Standard Code: SOC-02L3-V2-24

Qualification Name: National Certificate III in Inventory 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 Inventory 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	Ahmed Thalhath	Director General	Ministry of Construction and Infrastructure
02	Zeeniya Ahmed Hameed	Permanent Secretary	Minister of Housing, Land and Urban Development
03	Adnan Haleem	Secretary General	Maldives National Association of Construction Industry
04	Mohamed Rasheed	Director	Housing Development Corporation
05	Mohamed Waheed	Lecturer	Maldives Polytechnic
06	Hussain Shiyam	Civil Engineer	Civil Engineers Association
07	Ibrahim Shareef Hassan	Training Expert	-
08	Mohamed Yoosuf	Professional Member	Architects Association of Maldives
09	Shakeeba Ali	Director General	Maldives National Skills Development Authority

National Occupational Standard has been endorsed by:



Adnan Haleem

Chair person

Construction Sector Council

Maldives National Skills Development Authority

Umar Zahir Office Building, 5th Floor,

OrchidMaa Hingun, Hulhumale', Republic of Maldives.

Date of Endorsement: 19.10.2023

TECHNICAL SUPPORT

#	Name	Designation	Organisation
01			
02			

TECHNICAL PANEL MEMBERS			
#	Name	Designation	Organisation
01	Sanaullah Shakeeb	Engineer	Maldives Airports Company Limited
02	Ali Nafaah Mohamed	Assistant Engineer	STELCO
03	Yaiesh Musthafa	Engineer	Utility Regulatory Authority
04	Nahid Mohamed	Lecturer/Technician	Polytechnic/DJA
05			
06			
07			
08			
09			

VERSION	DEVELOPER	DATE	STANDARD CODE
V2		19.10.2023	SOC-02L3-V2-24

Standard Review Process

To begin with Inventory 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 Inventory 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 “Inventory Management”

Inventory Management focuses on providing individuals with essential competencies necessary for effective inventory control. Participants will gain practical insights into basic inventory management techniques, emphasising the importance of maintaining accurate stock levels and streamlining operational processes.

The certification acts as a starting point for individuals entering the inventory management field in the Maldives, offering a solid foundation in the fundamental skills needed to contribute to efficient and organised inventory systems.

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

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

1. *Strengthen soft skills and recommended to include common modules used in the current Competency Standards of MNSDA*
2. *Following new units is included to keep the Standard aligned with current industry needs, fill skill gaps, meet evolving standards, enhance employability, promote innovation, accommodate specialisations, and respond to stakeholder feedback.*
 - *Perform computer operations and familiarise with software*
 - *Apply inventory management*
 - *Categorise goods and materials*
 - *Facilitate procurement and supplier management*
 - *Participate in inventory auditing and quality control techniques*
 - *Perform distribution and logistics management*
 - *Apply teamwork and communication in inventory management*

Job opportunities upon completion of National Certificate III in Inventory Management

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

1. *Inventory Clerk*
2. *Warehouse Assistant*
3. *Stock Control Coordinator*
4. *Supply Chain Assistant*
5. *Inventory Control Assistant*
6. *Procurement Assistant*

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 INVENTORY MANAGEMENT		
3. Qualification code: SOC-02L3-V2-24		Total Number of Credits: 50
4. Purpose of the qualification This qualification aims to develop professionals who can efficiently handle inventory control, procurement, storage, and distribution processes. The holders of this qualification will be prepared to contribute to cost-effective operations, minimise stock wastage, ensure accurate record-keeping, and enhance overall supply chain efficiency through proficient inventory management practices. In addition, the qualification is to equip individuals with the knowledge and skills necessary to effectively manage and optimise inventory within various business contexts.		
5. Regulations for the qualification		National Certificate III in the occupation of Inventory Management will be awarded to those who are competent in units 1+2+3+4+5+6+7+8+9+10+11
6. Schedule of Units		
Unit No.	Unit Title	Code
Common Competencies		
01	Apply occupational health and safety requirements	SOC-02-CM01-V2-24
02	Apply work ethics and optimise professionalism	SOC-01-CM02-V2-24
03	Provide first aid	SOC-02-CM02-V2-24
04	Respond to fire	SOC-02-CM03-V2-24
Core Competencies		
05	Perform computer operations and familiarise with software	SOC-02-CC01-V2-24
06	Apply inventory management	SOC-02-CC02-V2-24
07	Categorise goods and materials	SOC-02-CC03-V2-24
08	Facilitate procurement and supplier management	SOC-02-CC04-V2-24
09	Participate in inventory auditing and quality control techniques	SOC-02-CC05-V2-24
10	Perform distribution and logistics management	SOC-02-CC06-V2-24
11	Apply teamwork and communication in inventory management	SOC-02-CC07-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
1	Apply occupational health and safety requirements	SOC-02-CM01-V2-24	III	04	40	20
2	Apply work ethics and optimise professionalism	SOC-01-CM02-V2-24	III	03	30	15
3	Provide first aid	SOC-02-CM02-V2-24	III	05	50	25
4	Respond to fire	SOC-02-CM03-V2-24	III	03	30	15
5	Perform computer operations and familiarise with software	SOC-02-CC01-V2-24	III	06	60	30
6	Apply inventory management	SOC-02-CC02-V2-24	III	06	60	30
7	Categorise goods and materials	SOC-02-CC03-V2-24	III	06	60	30
8	Facilitate procurement and supplier management	SOC-02-CC04-V2-24	III	03	30	15
9	Participate in inventory auditing and quality control techniques	SOC-02-CC05-V2-24	III	04	40	20
10	Perform distribution and logistics management	SOC-02-CC06-V2-24	III	05	50	25
11	Apply teamwork and communication in inventory management	SOC-02-CC07-V2-24	III	05	50	25
Total				50	500	250

Packaging of National Qualifications:

National certificate III in Inventory Management will be awarded to those who are competent in units 1+2+3+4+5+6+7+8+9+10+11

Qualification Code: SOC-02L3-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.