



Maldives National Skills Development Authority



National Competency Standard for Company Administration

Standard Code: SOC25SQ2L418

Qualification Name: National Certificate IV in Company Administration

Technical Panel members		
Name	Designation	Company
Ali Ahmed	Sales and Marketing Manager	Island Beverages Maldives Pvt Ltd
Aishath Reesha	HR and Project Manager	Maris Construction
Hassan Adil	HR Officer	Amin Construction
Developer		
Name	Designation	Organization
TVET Authority	-	Ministry of Education

KEY FOR CODING

Coding Competency Standards and Related Materials

Industry Sector as per ESC (Three letters)	Construction Sector (CON) Fisheries and Agriculture Sector (FNA) Transport sector (TRN) Tourism Sector (TOU) Social Sector (SOC) Foundation (FOU)
Competency Standard	S
Occupation with in an industry Sector	Two digits 01-99
Unit	U
Common Competency	1
Core Competency	2
Optional/ Elective Competency	3
Assessment Resources Materials	A
Learning Resources Materials	L
Curricula	C
Qualification	Q1, Q2 etc
MNQF level of Qualification	L1, L2 etc
Version Number	V1, V2 etc
Year of endorsement of standard, qualification	By two digits Example- 07

1. Endorsement Application for Qualification 01		
2. NATIONAL CERTIFICATE IV IN COMPANY ADMINISTRATION		
3. Qualification code: SOC07SQ2L418	Total Number of Credits: 130	
4. Purpose of the qualification		
The holders of this qualification are expected to work as an Administrative Officers, mainly in an office and will be working under the supervision of an Office Administrator		
5. Regulations for the qualification	National Certificate IV in Company Administration 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+18+19+20+21+22+23	
6. Schedule of Units		
Unit No.	Unit Title	Code
01.	Observe personal and workplace hygiene practices	SOC03S1U01V1
02.	Practice health, safety and security practices	SOC03S1U02V1
03.	Provide effective customer care	SOC03S1U03V1
04.	Practice effective workplace communication	SOC03S1U04V1
05.	Perform computer operations	SOC03S1U05V1
06.	Organise schedules	SOC25S1U01V1
07.	Maintain financial records	SOC25S1U02V1
08.	Process payroll	SOC25S1U03V1
09.	Organise workplace information	SOC25S1U04V1
10.	Maintain business resources	SOC25S1U05V1
11.	Support the recruitment, selection and induction of staff	SOC25S1U06V1
12.	Supervise an established records system to ensure its integrity	SOC25S2U01V1
13.	Organize and provide information in response to requests	SOC25S2U02V1
14.	Provide advice in order to meet current and anticipated client requirements	SOC25S2U03V1
15.	Apply knowledge of employee’s and employer’s rights and responsibilities to workplace environment	SOC25S2U04V1

16.	Plan meetings to enable the stated objectives of the meetings to be met	SOC25S2U05V1
17.	Produce complex documents	SOC25S2U06V1
18.	Identify and use new and existing technology to meet the needs of the	SOC25S2U08V1
19.	enterprise	SOC25S2U09V1
20.	Plan business trip and associated itineraries	SOC25S2U11V1
21.	Produce reports as required for cash flow forecasts and budgetary purposes	SOC25S2U12V1
22.	Supervise the team to ensure team goals are achieved	SOC25S2U13V1
23.	Plan and promote a Training Program	SOC25S2U14V1
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 120 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.	Observe personal and workplace hygiene practices	SOC03S1U01V1	III	3	30	15
02.	Practice health, safety and security practices	SOC03S1U02V1	III	3	30	15
03.	Provide effective customer care	SOC03S1U03V1	III	3	30	15
04.	Practice effective workplace communication	SOC03S1U04V1	III	3	30	15
05.	Perform computer operations	SOC03S1U05V1	III	5	50	25
06.	Organise schedules	SOC25S1U01V1	III	3	30	15
07.	Maintain financial records	SOC25S1U02V1	III	5	50	25
08.	Process payroll	SOC25S1U03V1	III	5	50	25
09.	Organise workplace information	SOC25S1U04V1	III	5	50	25
10.	Maintain business resources	SOC25S1U05V1	III	5	50	25
11.	Support the recruitment, selection and induction of staff	SOC25S1U06V1	IV	8	80	40
12.	Supervise an established records system to ensure its integrity	SOC25S2U01V1	IV	6	60	30
13.	Organize and provide information in response to requests	SOC25S2U02V1	IV	6	60	30
14.	Provide advice in order to meet current and anticipated client requirements	SOC25S2U03V1	IV	6	60	30
15.	Apply knowledge of employee's and employer's rights and responsibilities to workplace environment	SOC25S2U04V1	IV	10	100	50
16.	Plan meetings to enable the stated objectives of the meetings to be met	SOC25S2U05V1	IV	6	60	30
17.	Produce complex documents	SOC25S2U06V1	IV	10	100	50
18.	Identify and use new and existing technology to meet the needs of the	SOC25S2U08V1	IV	6	60	30
19.	enterprise	SOC25S2U09V1	IV	6	60	30
20.	Plan business trip and associated itineraries	SOC25S2U11V1	IV	10	100	50

21.	Produce reports as required for cash flow forecasts and budgetary purposes	SOC25S2U12V1	IV	6	60	30
22.	Supervise the team to ensure team goals are achieved	SOC25S2U13V1	IV	5	50	25
23.	Plan and promote a Training Program	SOC25S2U14V1	IV	5	50	25
Total				130	1300	650

Packaging of National Qualifications:

National Certificate IV in Company Administration 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+18+19+20+21+22+23

Qualification Code: SOC25SQ2L418

Competency Standard for

Company Administration

1.	Observe personal and workplace hygiene practices
2.	Practice health, safety and security practices
3.	Provide effective customer care
4.	Practice effective workplace communication
5.	Perform computer operations
6.	Organise schedules
7.	Maintain financial records
8.	Process payroll
9.	Organise workplace information
10.	Maintain business resources
11.	Support the recruitment, selection and induction of staff
12.	Supervise an established records system to ensure its integrity
13.	Organize and provide information in response to requests
14.	Provide advice in order to meet current and anticipated client requirements
15.	Apply knowledge of employee's and employer's rights and responsibilities to workplace environment
16.	Plan meetings to enable the stated objectives of the meetings to be met
17.	Produce complex documents
18.	Identify and use new and existing technology to meet the needs of the enterprise
19.	Plan business trip and associated itineraries
20.	Produce reports as required for cash flow forecasts and budgetary purposes
21.	Supervise the team to ensure team goals are achieved
22.	Plan and promote a Training Program
23.	Review training

Description of a Company Administration

Administrative Officer in the Maldivian context is a service provider in the field of Office Administration in the social and the private sector. The personnel who complete the Company Administration standard is expected to work under the supervision of a Manager or any other person who is a professional of the field that could provide the required guidance and supervision. The Administrative Officer shall provide customer oriented and friendly service at the required level in Maldives.

Competency Standard Development Process

The competencies were determined based on the analysis of the tasks expected to be performed by a staff working in the Administrative Department in the private sector in the Maldives. The task analysis was based on the existing documents prepared among the experts in the industry and on the advice of the experts in the field of Company Administration training in Maldives. Competency standards used for similar type of training in other countries were also examined. Extensive referencing was done from the training packages available at training.gov.au.

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.