



**The National Council on Technical and Vocational  
Education and Training (NCTVET)**

**GUIDELINES FOR CUSTOMIZED CERTIFICATION  
PROGRAMME**

# **GUIDELINES FOR CUSTOMIZED CERTIFICATION PROGRAMME**

The National Council on TVET recognizes the need for constant and continuous training and certification of individuals to provide the competency-based qualifications needed to mobilize the workforce. In its quest to increase access to certifiable, technical and vocational education and training in Jamaica, the NCTVET has developed a number of mechanisms to facilitate the certification of individuals.

The NCTVET Customized Certificate is awarded in situations where nationally approved qualifications do not currently exist to meet the needs of particular organization or industry. However, national, international, industry or company-based standards of performance may be used to assess and certify worker competence. A Customized Certification Programme may be approved by the NCTVET and certificate provided in recognition of the successful completion of this customized training programme. The customized programme is not assigned a level.

In keeping with the philosophy of competency-based education, all programmes submitted for customized certification must have a practical component that evaluates the participants' performance and a theoretical component that validates knowledge acquisition. Competency units from existing qualification plans may be used to develop a customized programme. Certification will not be issued with the same name as existing Competency Standards or qualifications.

## Application Process

1. The organization offering the customized programme must be registered with the Ministry of Education Independent Schools Unit or the Registrar of Companies and related local, regional and international bodies.
2. The organization must submit an application for Customized Certification on the required form. The programme for which the certification is intended, must be reviewed and approved by NCTVET prior to implementation. The following must be submitted for review and approval:
  - i) Completed application form
  - ii) Detailed course content including course title and contact hours
  - iii) Assessment strategy/instruments that will be used to evaluate participants' performance at the end of the training
  - iv) A current facilities audit report from a trained auditor which relates to the skill area and the site of the proposed training
  - v) The requisite application fees (see NCTVET Fees structure)

### **Acceptance of application is dependent on the outcome of the review**

3. Where an institution selects to adopt an existing approved programme, this should be indicated on the application form. The facilities audit report must be submitted for the site, along with the application.

## Assessment Process

1. The assessment strategy (e.g. test, portfolio, presentation, project) for training must be clearly outlined in the programme and shall meet NCTVET test development standards and must be approved prior to implementation.
2. Assessment instruments used in the Customized Certification programme must:
  - i) meet acceptable standards of validity and reliability
  - ii) be administered under conditions approved by the NCTVET

- iii) be kept in an environment that ensures security and confidentiality of documents

## **Timeline for Programme Review and Approval**

The turnaround time for the review and approval of application is ten (10) working days from the receipt of a completed application. An application is not complete unless all the required documents are submitted in accordance with the customized programme requirements.

The turnaround time for the release of certificates is ten (10) working days from receipt of request. Certificates can only be issued for programmes that were approved based on the application process outlined.

## **Customized Programme Requirements**

Programmes developed for customized certification with the NCTVET must meet the following criteria:

- i) The programme must be competency based
- ii) Goal, objectives and duration of the programme must be clearly specified
- iii) The content must clearly specify the practical and theoretical requirements
- iv) The programme must state the contact time for the practical and theoretical components
- v) The assessment component must be clearly outlined and must include the relevant assessment tools and matrices to be used to measure performance
- vi) The naming convention used must represent the programme content but must NOT be the same as existing qualifications (NVQ-J, CVQ, Job Certification)
- vii) Where similar customized programme have been approved by the NCTVET, such programmes should be adopted for use.
- viii) The customized certificate will bear the logos and signatures of no more than

three (3) parties. The names, position and electronic signatures of the representatives must be submitted.

## Rating Conversion Scale

A rating scale of **1** to **5** is used for all forms of assessment. This is applicable for **both theory and practical** assessments.

Score {%}	Rating
75-100	5
60-74	4
45-59	3
30-44	2
Below 30	1

Ratings above **3** indicate competency in the areas that were assessed.

Ratings of 1 and 2 indicate the need for additional training and practice. Training intervention should be contextual and accomplished prior to reassessment.

### Key to Results

- ✓ *WA - Written Assessment*
- ✓ *PA - Practical Assessment*

## Quality Assurance Process

The NCTVET will utilize a range of mechanisms to ensure that the organization meets the criteria for all activities associated with achieving and maintaining standards for the delivery of customized programmes.

- i) Programmes that are offered for customized certification by NCTVET will be reviewed and approved in accordance with the established programme requirements.
- ii) A facilities audit must be done to determine the quality of the resources being used in the training programme. The audit must be conducted by trained Quality Auditors prior to submission of the application to the NCTVET.
- iii) A sampling approach will be adopted to select the programmes that will be visited by NCTVET to validate the processes used during delivery.

## **Certification**

The NCTVET recognizes the need to ensure that all certified programmes meet the stated requirements for competence in the area. As such:

1. The certificates will carry the logos of the NCTVET and the partnering organization(s) and shall bear the signatures of the Registrar, NCTVET and the designated representatives of the partnering organization(s).
2. The Council reserves the right to withhold/cancel a certificate, if it is proven at any time that there was any irregularity during the administration of the assessment or breach of the NCTVET's policy, procedure or presentation of false information. The certificate remains the property of the Council and may be recalled if the award is revoked or amended.
3. The participants' names will appear on all NCTVET documents including the Customized Certificate, as they were submitted on the application form, unless an amendment is made before the issuance of the certificates. A fee will be charged for any changes to be made due to participant's error.
4. Replacement and reprinting of Certificates will be done at additional cost.
5. The proof of payment of all fees must be submitted along with the completed application form. Payment can be lodged at any branch of the National Commercial Bank (NCB) to the account of NCTVET, Account # 211888458 or directly to the NCTVET Information and Records Management Unit.

**For further information, contact:**

**The Information and Records Management Unit**

**NCTVET**

**The National TVET Centre**

**Gordon Town Road**

**Kingston 6**

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