



Vanuatu National Training Council

Vanuatu Qualifications Framework

DRAFT November 2004

Introduction

The Vanuatu National Training Council was established as part of the Government's response to the Comprehensive Reform Program and the Prioritised Action Agenda, to develop and strengthen the Technical and Vocational Education and Training sector in Vanuatu. The VNTC's statutory powers and actions are determined by the *Vanuatu National Training Council Act of 1999*.

The work of the VNTC is directed by a Board of 8 members drawn from a wide range of stakeholders, and is accountable to the Minister of Youth Development and Training. Members include representatives from the Ministry of Education, the Ministry of Labour, the Vanuatu Chamber of Commerce and Industry, the Vanuatu National Council of Women, formal and non-formal training providers and associations.

The VNTC is the peak body in Vanuatu for accreditation of courses and registration of providers to deliver courses within the TVET system. The VNTC supports the government's TVET Master plan to develop skills for a self-reliant, productive and proud Vanuatu by:

- *Safeguarding the standards of TVET qualifications*
- *Ensuring TVET qualifications work for Vanuatu's economic future*
- *Providing training options that help all people in Vanuatu to achieve their career and personal ambitions*

The Vanuatu Qualifications Framework and the Vanuatu Quality Training Standards are the two main tools used by the VNTC to ensure the integrity of TVET qualifications and the quality of the courses delivered by registered providers.

The VQF sets out the policy framework that defines all qualifications recognised nationally in technical and vocational education and training within Vanuatu. This guide lists the title and educational level of each TVET qualification, and the requirements for the issuing of qualifications and Statements of Achievement.

The VQF sets the standards for training providers to follow when developing new courses or accrediting existing courses.

Vanuatu Qualification Framework – levels and pathways

VQF level	TVET Qualification	Apprenticeship	Trade testing
VQF 8	Advanced Diploma		
VQF 7	Diploma		Advanced
VQF 6	Higher Vocational Certificate III (yr 14)	Employment-based training over 2 years, with institutional assessment	Intermediate level
VQF 5	Higher Vocational Certificate II (yr 13)	Institution-based training	
VQF 4	Higher Vocational Certificate I (yr 12)	Institution-based training	Entry level
VQF 3	Vocational Foundation Certificate (yr 11)		
VQF 2	Vanuatu Community Certificate - Level 2		
VQF 1	Vanuatu Community Certificate - Level 1		

Short courses:

there are many existing short courses that, while not meeting the requirements for any qualification, may earn credits towards a particular qualification. The VNTC can assist providers to align their courses with the appropriate qualification, or to further develop a course so that it meets the qualification requirements.

Bridging courses:

some courses may have pre-requisites such as languages, maths or other requirements. Bridging courses will be available to help students achieve the required skill levels for entry to the course of their choice.

Distinguishing features of each qualification:

	Vocational Foundation Certificate	Higher Vocational Certificate I	Higher Vocational Certificate II	Higher Vocational Certificate III	Diploma	Advanced Diploma
Component:	The outcomes enable an individual with this qualification to:	The outcomes enable an individual with this qualification to:	The outcomes enable an individual with this qualification to:	The outcomes enable an individual with this qualification to:	The outcomes enable an individual with this qualification to:	The outcomes enable an individual with this qualification to:
Knowledge	demonstrate knowledge by recall in a narrow range of areas	demonstrate basic operational knowledge in a moderate range of areas	demonstrate some relevant theoretical knowledge	demonstrate understanding of a broad knowledge base incorporating some theoretical concepts	demonstrate understanding of a broad knowledge base incorporating theoretical concepts with substantial depth in some areas	demonstrate understanding of specialised knowledge with depth in some areas
Skills	demonstrate basic practical skills such as the use of relevant tools	apply a defined range of skills	apply a range of well developed skills			
Application of knowledge		apply known solutions to a limited range of predictable problems	apply known solutions to a variety of predictable problems	apply solutions to a defined range of unpredictable problems	analyse and plan approaches to technical problems or management requirements	analyse, diagnose, design and execute judgements across a broad range of technical or management functions
Performance level	perform a sequence of routine tasks given clear direction	perform a range of tasks where choice between a limited range of options is required	perform processes that require a range of well developed skills where some discretion and judgement is required	identify and apply skill and knowledge areas to a wide variety of contexts with depth in some areas	transfer and apply theoretical concepts and/or technical or creative skills to a range of situations	demonstrate a command of wide-ranging, highly specialised technical, creative or conceptual skills
Information skills	receive and pass on messages/ information	assess and record information from varied sources	interpret available information, using discretion and judgement	identify, analyse and evaluate information from a variety of sources	evaluate information using it to forecast for planning or research purposes	generate ideas through the analysis of information and concepts at an abstract level
Level of responsibility		take limited responsibility for own outputs in work and learning	take responsibility for own outputs in work and learning	take responsibility for own outputs in relation to specified quality standards	take responsibility for own outputs in relation to broad quantity and quality parameters	demonstrate accountability for personal outputs within broad parameters
Supervision of others			take limited responsibility for the output of others	take limited responsibility for the quantity and quality of the output of others	take limited responsibility for the achievement of group outcomes	demonstrate accountability for group outcomes within broad parameters

Qualification requirements

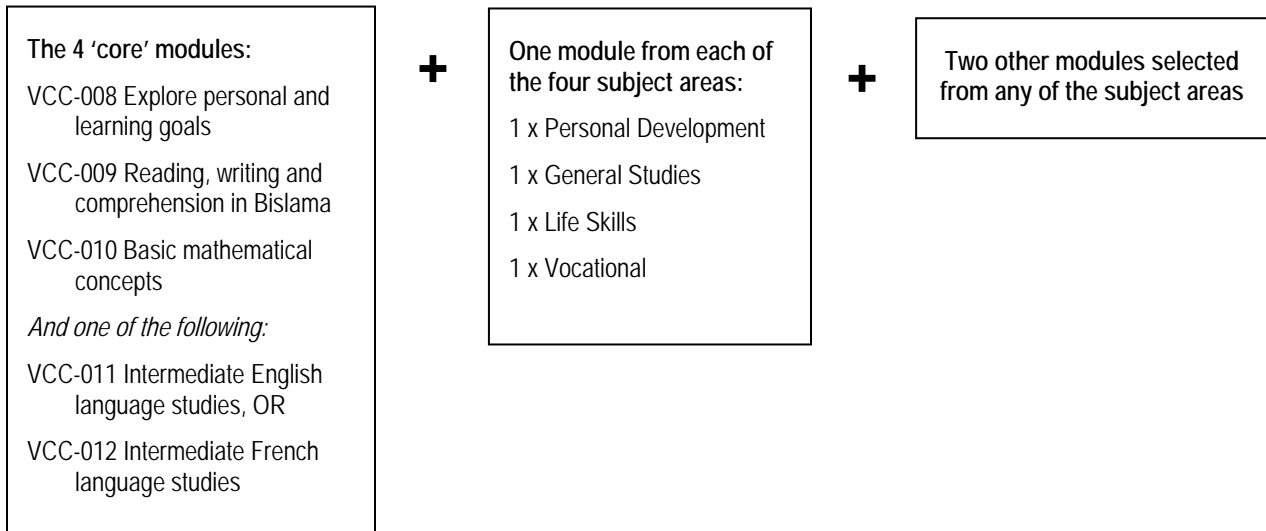
VQF level:	One (VQF 1)
Name of qualification:	Vanuatu Community Certificate level 1 (VCC-1)
Knowledge and skills descriptor:	Basic level literacy, numeracy and practical life skills
Requirements for the qualification:	<p><i>To be awarded the full Certificate a student must complete the 5 compulsory modules, or demonstrate competence in the module learning outcomes:</i></p> <p>VCC-001 Functional communication & numeracy in local language & Bislama VCC-002 Personal and community health VCC-003 Personal development VCC-004 Community studies VCC-005 Community and life skills</p> <p>Students completing less than the required number of modules will receive a Statement of Achievement.</p>
Duration:	The qualification has a nominal length of 300 hours. This is an estimate of how long an average student would take to complete all the modules, including class time, practice time and assessment. The duration of the course in weeks will depend upon the timetabling arrangements of the provider.
Pre-requisites:	Open entry with no restrictions due to age or previous education level. (Tuition is in Bislama and local language)
Pathways:	<p>On successful completion of the course, students will have the skills to contribute effectively to community life or to go on to further study.</p> <p>Students who want to progress to the VCC level 2 will need to demonstrate basic literacy in either English or French, or complete a bridging module:</p> <p>VCC-006 Basic literacy in English as first language, OR VCC-007 Basic literacy in French as first language</p>
Provider requirements:	<p>i. Registration: To deliver this qualification or any module from this qualification, providers must be registered with the Vanuatu National Training Council (VNTC). To gain registration, providers must meet the requirements of the Vanuatu Quality Training Standards (VQTS).</p> <p>ii. Trainers: Trainers must have completed a recognised Community Trainer Level I course or higher qualification.</p> <p>iii. Facilities: Providers must be able to access any special physical facilities, equipment and tools necessary to effectively deliver the course.</p> <p>iv. Resources: Students and trainers must have access to appropriate learning and teaching materials, as listed in the VCC-1 curriculum outline.</p>

VQF level:	Two (VQF 2)
Name of qualification:	Vanuatu Community Certificate level 2 (VCC-2)
Knowledge and skills descriptor:	<p>General and practical life skills to enable participation in:</p> <ul style="list-style-type: none"> • further education and/or training • self employment or paid employment • work within the community
Requirements for the qualification:	<p><i>To be awarded the full Certificate a student must complete a total of 10 modules.</i> The provider or student can select the modules they want from the VCC-2 list, or a provider can develop a new module to meet an identified need. Any new module must first be approved by the VNTC.</p> <p>The 10 modules must be made up of:</p> <ol style="list-style-type: none"> i. The 4 compulsory ‘core’ modules: <ul style="list-style-type: none"> VCC-008 Explore personal and learning goals VCC-009 Reading, writing and comprehension in Bislama VCC-010 Basic mathematical concepts <p>And one of the following:</p> <ul style="list-style-type: none"> VCC-011 Intermediate English language studies, OR VCC-012 Intermediate French language studies ii. One module from each of the four subject areas: <ul style="list-style-type: none"> 1 module from the Personal Development list, and 1 module from the General Studies list, and 1 module from the Life Skills list, and 1 module from the Vocational list iii. The remaining two modules can be selected from any of the subject areas <p>Students completing less than the required number of modules will receive a Statement of Achievement.</p>
Duration:	The qualification has a nominal length of 600 hours. This is an estimate of how long an average student would take to complete all the modules, including class time, practice time and assessment. The duration of the course in weeks will depend upon the timetabling arrangements of the provider.
Pre-requisites:	<p>There are no restrictions due to previous education level, however students must be at least 15 years of age and able to demonstrate basic literacy in the language of tuition (either English or French). If their language skills are not up to standard the student must complete a bridging module:</p> <ul style="list-style-type: none"> VCC-006 Basic literacy in English as first language, OR VCC-007 Basic literacy in French as first language.

<p>Pathways:</p>	<p>On successful completion of the course, students will have the skills to contribute effectively to community life, or start their own business, or to go on to further study.</p> <p>Students who want to progress to the Vocational Foundation Certificate should check any pre-requisite requirements for the course in which they are interested, and take this into account when selecting their VCC-2 modules.</p>
<p>Provider requirements:</p>	<ul style="list-style-type: none"> i. Registration: To deliver this qualification or any module from this qualification, providers must be registered with the Vanuatu National Training Council (VNTC). To gain registration, providers must meet the requirements of the Vanuatu Quality Training Standards (VQTS). ii. Trainers: Trainers must have completed a recognised Community Trainer Level II course or higher qualification. Trainers delivering practical and vocational modules also need skills in the area they are teaching. iii. Facilities: Providers must be able to access any special physical facilities, equipment and tools necessary to effectively deliver the course. iv. Resources: Students and trainers must have access to appropriate learning and teaching materials, as listed in the VCC-2 curriculum outline.

Requirements for VCC-2 qualification:

This qualification requires the completion of 10 modules:

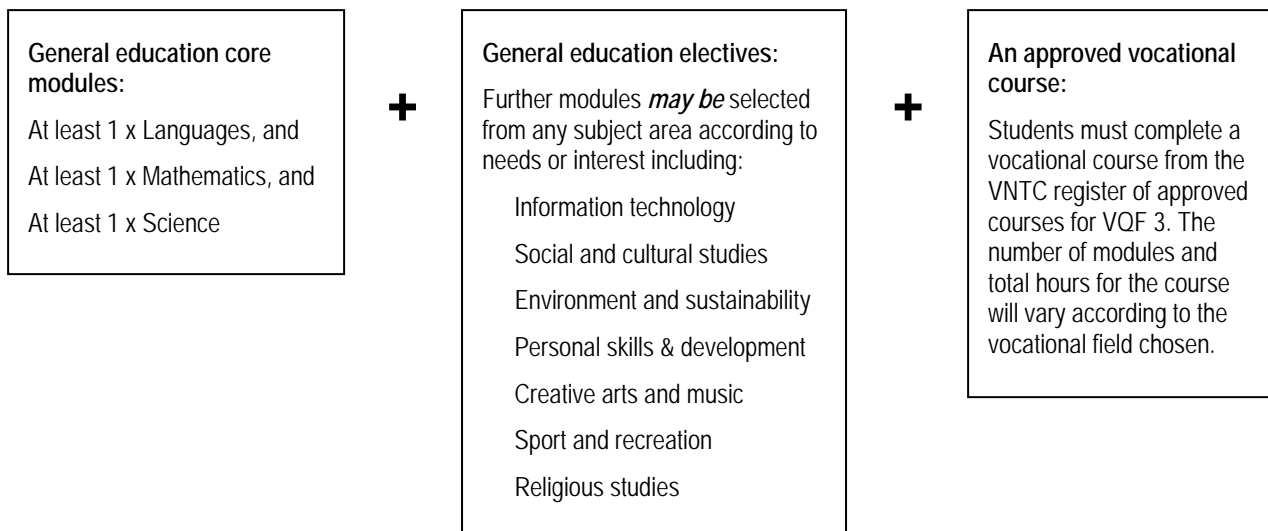


VQF level:	Three (VQF 3)
Name of qualification:	Vocational Foundation Certificate (VFC)
Knowledge and skills descriptor:	<ul style="list-style-type: none"> breadth, depth and complexity of knowledge and skills would prepare a person to perform a defined range of activities most of which may be routine and predictable applications may include a variety of employment-related skills including preparatory access and participation skills, broad-based induction skills and/or specific workplace skills. They may also include participation in a work team or work group.
Requirements for qualification:	<p><i>To be awarded the full Certificate a student must complete a combination of general education and vocational modules that total at least 600 hours.</i> The provider or student can select the vocational course they want to do from the VNTC register of courses, or a provider can develop a new course to suit an identified need. Any new course must first be approved by the VNTC.</p> <p>When selecting modules for the VFC, the following rules apply:</p> <ol style="list-style-type: none"> i. General education core modules: Students must complete at least one module from each subject area: <ul style="list-style-type: none"> At least 1 module from the Languages list, and At least 1 module from the Mathematics list, and At least 1 module from the Science list ii. General education elective modules: Further general education modules may be selected from any elective subject area according to needs or interest. The modules selected should not duplicate any modules from the chosen vocational course. The elective subject areas include: <ul style="list-style-type: none"> Information technology Social and cultural studies Environment and sustainability studies Personal skills and development Creative arts and music Sport and recreation Religious studies iii. An approved vocational course Students must complete a vocational course from the VNTC register of approved courses for VQF 3. The number of modules and total hours for the course will vary according to the vocational field chosen. The vocational course must have a work placement or community project component. <p>Students completing less than the requirements for the full certificate will receive a Statement of Achievement.</p>

Pre-requisites:	Some general education modules and vocational courses may have pre-requisites. Students should check any language, maths or other requirements with the provider before enrolling. Bridging courses may be available to help students to achieve the required skill levels.
Pathways:	On successful completion of the course, students will have the skills to contribute effectively to community life, or start their own business, or seek employment, or to go on to further study. Students who want to progress to the Higher Vocational Certificate I should check any pre-requisite requirements for the course in which they are interested, and take this into account when selecting their VFC modules.
Provider requirements:	<ul style="list-style-type: none"> i. Registration: To deliver this qualification or any module from this qualification, providers must be registered with the Vanuatu National Training Council (VNTC). To gain registration, providers must meet the requirements of the Vanuatu Quality Training Standards (VQTS). ii. Trainers: Trainers must have completed a recognised Vocational Training and Assessment course or higher qualification, and also be skilled in the vocational area that they will be teaching. iii. Facilities: Providers must be able to access any special physical facilities, equipment and tools necessary to effectively deliver the course. iv. Resources: Students and trainers must have access to appropriate learning and teaching materials, as listed in the VFC curriculum outline.

Requirements for the VFC qualification:

A student must complete a combination of general education and vocational modules that total at least 600 hours.



VQF level:	Four (VQF 4)
Name of qualification:	Higher Vocational Certificate I (HVC-I)
Knowledge and skills descriptor:	<ul style="list-style-type: none"> • performance of a prescribed range of functions involving known routines and procedures and some accountability for the quality of outcomes • breadth, depth and complexity of knowledge and skills would prepare a person to perform a range of varied activities or knowledge applications where there is a clearly defined range of contexts in which the choice of actions required is usually clear and there is limited complexity in the range of options to be applied • applications may include some complex or non-routine activities involving individual responsibility or autonomy and/or collaboration with others through members of a group or team.
Requirements for qualification:	<p><i>To be awarded the full Certificate a student must complete all the requirements of the selected vocational course.</i> The provider or student can select the vocational course they want to do from the VNTC register of courses, or a provider can develop a new course to suit an identified need. Any new course must first be approved by the VNTC.</p> <p>i. An approved vocational course</p> <p>Students must complete a vocational course from the VNTC register of approved courses for VQF 4. The number of modules and total hours for the course will vary according to the vocational field chosen. The vocational course must have a work placement component, and may or may not include further studies in languages, maths or science.</p> <p>Students completing less than the course requirements will receive a Statement of Achievement.</p>
Pre-requisites:	Some vocational courses may have pre-requisites or entry tests. Students should check any language, maths or other requirements with the provider before enrolling. Bridging courses may be available to help students to achieve the required skill levels.
Pathways:	<p>On successful completion of the course, students will have the skills to contribute effectively to community life, or start their own business, or seek employment, or to go on to further study.</p> <p>Students who want to progress to the Higher Vocational Certificate II should check any pre-requisite requirements for the course in which they are interested, and take this into account when selecting their HVC-I modules.</p>

<p>Provider requirements:</p>	<ul style="list-style-type: none"> i. Registration: To deliver this qualification or any module from this qualification, providers must be registered with the Vanuatu National Training Council (VNTC). To gain registration, providers must meet the requirements of the Vanuatu Quality Training Standards (VQTS). ii. Trainers: Trainers must have completed a recognised Vocational Training and Assessment course or higher qualification, and also be skilled in the vocational area that they will be teaching. iii. Facilities: Providers must be able to access any special physical facilities, equipment and tools necessary to effectively deliver the course. iv. Resources: Students and trainers must have access to appropriate learning and teaching materials, as listed in the curriculum outline.
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VQF level:	Five (VQF 5)
Name of qualification:	Higher Vocational Certificate II (HVC-II)
Knowledge and skills descriptor:	<ul style="list-style-type: none"> • performance in a defined range of skilled operations, usually within a range of broader related activities involving known routines, methods and procedures, where some discretion and judgement is required in the selection of equipment, services or contingency measures and within known time constraints, • breadth, depth and complexity of knowledge and competencies would cover selecting, adapting and transferring skills and knowledge to new environments and providing technical advice and some leadership in resolution of specific problems. This would be applied across a range of roles in a variety of contexts with some complexity in the extent and choice of options available, and • applications may include some responsibility for others. Participation in teams including group or team coordination may be involved.
Requirements for qualification:	<p><i>To be awarded the full Certificate a student must complete all the requirements of the selected vocational course.</i> The provider or student can select the vocational course they want to do from the VNTC register of courses, or a provider can develop a new course to suit an identified need. Any new course must first be approved by the VNTC.</p> <p>i. An approved vocational course</p> <p>Students must complete a vocational course from the VNTC register of approved courses for VQF 5. The number of modules and total hours for the course will vary according to the vocational field chosen. The vocational course must have a work placement component, and may or may not include further studies in languages, maths or science.</p> <p>Students completing less than the course requirements will receive a Statement of Achievement.</p>
Pre-requisites:	Some vocational courses may have pre-requisites or entry tests. Students should check any language, maths or other requirements with the provider before enrolling. Bridging courses may be available to help students to achieve the required skill levels.
Pathways:	<p>On successful completion of the course, students will have the skills to contribute effectively to community life, or start their own business, or seek employment, or to go on to further study.</p> <p>Students who want to progress to the Higher Vocational Certificate III should check any pre-requisite requirements for the course in which they are interested, and take this into account when selecting their HVC-II modules.</p>

<p>Provider requirements:</p>	<ul style="list-style-type: none"> i. Registration: To deliver this qualification or any module from this qualification, providers must be registered with the Vanuatu National Training Council (VNTC). To gain registration, providers must meet the requirements of the Vanuatu Quality Training Standards (VQTS). i. Trainers: Trainers must have completed a recognised Vocational Training and Assessment course or higher qualification, and also be skilled in the vocational area that they will be teaching. ii. Facilities: Providers must be able to access any special physical facilities, equipment and tools necessary to effectively deliver the course. iii. Resources: Students and trainers must have access to appropriate learning and teaching materials, as listed in the curriculum outline.
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VQF level:	Six (VQF 6)
Name of qualification:	Higher Vocational Certificate III (HVC-III)
Knowledge and skills descriptor:	<ul style="list-style-type: none"> • performance of a broad range of skilled applications, including requirements to evaluate and analyse current practices, develop new criteria and procedures for performing current practices and provision of some leadership and guidance to others in the application and planning of the skills • breadth, depth and complexity of knowledge and competencies would cover a broad range of varied activities or application in a wider variety of contexts most of which are complex and non-routine. Leadership and guidance are involved when organising activities of self and others as well as contributing to technical solutions of a non-routine or contingency nature • applications involve responsibility for, and limited organisation of, others.
Requirements for qualification:	<p><i>To be awarded the full Certificate a student must complete all the requirements of the selected vocational course.</i> The provider or student can select the vocational course they want to do from the VNTC register of courses, or a provider can develop a new course to suit an identified need. Any new course must first be approved by the VNTC.</p> <p>i. An approved vocational course</p> <p>Students must complete a vocational course from the VNTC register of approved courses for VQF 6. The number of modules and total hours for the course will vary according to the vocational field chosen. The vocational course must have a work placement component, and may or may not include further studies in languages, maths or science.</p> <p>Students completing less than the course requirements will receive a Statement of Achievement.</p>
Pre-requisites:	Some vocational courses may have pre-requisites or entry tests. Students should check any language, maths or other requirements with the provider before enrolling. Bridging courses may be available to help students to achieve the required skill levels.
Pathways:	<p>On successful completion of the course, students will have the skills to contribute effectively to community life, or start their own business, or seek employment, or to go on to further study.</p> <p>Students who want to progress to the Diploma should check any pre-requisite requirements for the course in which they are interested, and take this into account when selecting their HVC-III modules.</p>

<p>Provider requirements:</p>	<ul style="list-style-type: none"> i. Registration: To deliver this qualification or any module from this qualification, providers must be registered with the Vanuatu National Training Council (VNTC). To gain registration, providers must meet the requirements of the Vanuatu Quality Training Standards (VQTS). ii. Trainers: Trainers must have completed a recognised Vocational Training and Assessment course or higher qualification, and also be skilled in the vocational area that they will be teaching. iii. Facilities: Providers must be able to access any special physical facilities, equipment and tools necessary to effectively deliver the course. iv. Resources: Students and trainers must have access to appropriate learning and teaching materials, as listed in the curriculum outline.
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VQF level:	Seven (VQF 7)
Name of qualification:	Diploma
Knowledge and skills descriptor:	<ul style="list-style-type: none"> the self-directed application of knowledge and skills, with substantial depth in some areas where judgement is required in planning and selecting appropriate equipment, services and techniques for self and others breadth, depth and complexity covering planning and initiation of alternative approaches to skills or knowledge applications across a broad range of technical and/or management requirements, evaluation and coordination applications involve participation in development of strategic initiatives, as well as personal responsibility and autonomy in performing complex technical operations or organising others. It may include participation in teams including teams concerned with planning and evaluation functions. Group or team coordination may be involved.
Requirements for qualification:	<p><i>To be awarded the full Diploma, a student must complete all the requirements of the selected course.</i> The provider or student can select the course they want to do from the VNTC register of courses, or a provider can develop a new course to suit an identified need. Any new course must first be approved by the VNTC.</p> <p>i. An approved Diploma course</p> <p>Students must complete a Diploma course from the VNTC register of approved courses for VQF 7. The requirements for the course will vary according to the field chosen.</p> <p>Students completing less than the course requirements will receive a Statement of Achievement.</p>
Pre-requisites:	Some Diploma courses may have pre-requisites or entry tests. Students should check any language, maths or other requirements with the provider before enrolling. Bridging courses may be available to help students to achieve the required skill levels.
Pathways:	<p>On successful completion of the course, students will have the skills to contribute effectively to the formal economy, or start their own business, or seek employment, or to go on to further study.</p> <p>Students who want to progress to the Advanced Diploma should check any pre-requisite requirements for the course in which they are interested, and take this into account when selecting their Diploma.</p>

<p>Provider requirements:</p>	<ul style="list-style-type: none"> i. Registration: To deliver this qualification or any module from this qualification, providers must be registered with the Vanuatu National Training Council (VNTC). To gain registration, providers must meet the requirements of the Vanuatu Quality Training Standards (VQTS). ii. Trainers: Trainers must have completed a recognised Diploma in Vocational Training and Assessment or higher qualification, and also be skilled in the vocational area that they will be teaching. iii. Facilities: Providers must be able to access any special physical facilities, equipment and tools necessary to effectively deliver the course. iv. Resources: Students and trainers must have access to appropriate learning and teaching materials, as listed in the curriculum outline.
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VQF level:	Eight (VQF 8)
Name of qualification:	Advanced Diploma
Knowledge and skills descriptor:	<ul style="list-style-type: none"> • the application of a significant range of fundamental principles and complex techniques across a wide and often unpredictable variety of contexts in relation to either varied or highly specific functions. Contribution to the development of a broad plan, budget or strategy is involved and accountability and responsibility for self and others in achieving the outcomes is involved. • breadth, depth and complexity involving analysis, diagnosis, design, planning, execution and evaluation across a broad range of technical and/or management functions including development of new criteria or applications or knowledge or procedures • applications involve significant judgement in planning, design, technical or leadership/guidance functions related to products, services, operations or procedures.
Requirements for qualification:	<p><i>To be awarded the full Advanced Diploma, a student must complete all the requirements of the selected course.</i> The provider or student can select the course they want to do from the VNTC register of courses, or a provider can develop a new course to suit an identified need. Any new course must first be approved by the VNTC.</p> <p>i. An approved Diploma course</p> <p>Students must complete an Advanced Diploma course from the VNTC register of approved courses for VQF 8. The requirements for the course will vary according to the field chosen.</p> <p>Students completing less than the course requirements will receive a Statement of Achievement.</p>
Pre-requisites:	Some vocational courses may have pre-requisites or entry tests. Students should check any language, maths or other requirements with the provider before enrolling. Bridging courses may be available to help students to achieve the required skill levels.
Pathways:	<p>On successful completion of the course, students will have the skills to contribute effectively to the formal economy, or start their own business, or seek employment, or to go on to further study.</p> <p>Students who want to progress to Higher Education should check any pre-requisite requirements for the course in which they are interested, and take this into account when selecting their Advanced Diploma course.</p>

<p>Provider requirements:</p>	<ul style="list-style-type: none"> i. Registration: To deliver this qualification or any module from this qualification, providers must be registered with the Vanuatu National Training Council (VNTC). To gain registration, providers must meet the requirements of the Vanuatu Quality Training Standards (VQTS). ii. Trainers: Trainers must have completed a recognised Diploma in Vocational Training and Assessment or higher qualification, and also be skilled in the vocational area that they will be teaching. iii. Facilities: Providers must be able to access any special physical facilities, equipment and tools necessary to effectively deliver the course. iv. Resources: Students and trainers must have access to appropriate learning and teaching materials, as listed in the curriculum outline.
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