



Establishment of National Authority for Qualifications

Autoritatea Națională pentru Calificări (ANC)

CNFPA

Action Plan

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Introduction

This action plan is designed to set out the steps required by the new Sector Committees to develop the target 15 qualifications in each area as set out in the Project ToR (purpose 1, action R1.1). The five sectors are;

- Mass Media, Publishing and Printing
- Retail trade
- Public Administration and services
- Education and vocational Training, Research and Development and Sports
- Manufacture of Materials for construction (Cement), glass and fine ceramics

The action plan elaborates the qualification areas selected for the development or review and validation in each sector. Each sector area will be looked at individually and selection of qualifications to be developed decided upon. Current and future needs of each sector will be taken into account when choosing the qualifications to be developed.

Meetings and document reviews

The process of developing the action plan was in two stages. Initially meetings with the Sector Committees allowed for discussions on the general process for selecting the qualifications.

Sector Committees are responsible for identifying the need for new qualifications, and the need for amendment or replacement of existing ones. In the framework of the project "Establishing a National Qualifications Authority" the sector committees are asked to select 15 qualifications for their sector which they feel need to be developed or reviewed. The development of the qualifications itself will be done in working groups with sector experts but the selection of what needs to be developed is something the Sector Committees are asked to do.



Process

The Sector Committees were given some guidelines (appendix 1) to assist in their understanding of the processes involved in the selection and development of qualifications. In addition in individual sector committee meeting questions and short presentations from project experts and sector coordinators.

Sector committees were asked to develop outline plans for the identification and development of their qualifications. At the same time they were also asked to identify sector experts to develop the qualification.

The various organisations on the sector committees gave a long list of qualifications as a suggestion for inclusion in the project. The committees reacted favourably when it was suggested that the sectors should focus on priority areas and do those first. The Sector Committees also asked for further clarification which was given as follows: -

The main factors for determining the priority qualifications are: -

- The need for the qualification, is there a severe lack of suitable qualifications in the occupation in question
- What will be the likely take up of the qualification, there must be a significant number of people who will take up the newly developed qualifications
- Importance of occupation, are the occupations in the Romanian national interest

Tasks

Each sector committee has essentially the same set of tasks as follows: -

Tasks	Dates
1. Selection of Qualifications	1st May to 30th June
2. Selection of Sector Experts and TNA	1st May to 30 November
A. Occupational Analysis Development	12 th Dec to 14 th Feb
B. Team Verification	16 th to 21 st February
C. Occupational Standards Development	23 rd February to 21 st March
3. Feedback to experts	23 rd to 28 th March
D. Qualifications writing	1 st April to 10 April
E. Validation	13 th April to 30 th April
4. Updating the NRQ	1 st May to 9 th May
5. Completion report	30 th May

Key

Tasks 1-5 Are done entirely by the Sector Committee

Tasks A-E are completed by the Sector Experts under the supervision of the Sector Committee/NAQ



Plans

- Mass Media, Publishing and Printing

Tasks /dates	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	February	March	April	May
Identification and recruitment of Sector experts and TNA													
Identification and selection of qualifications													
A. Occupational Analysis Development								12 th Dec to 14 th Feb					
B. Team Verification										16 th -21 st			
C. Occupational Standards Development										23 rd Feb to 21 st Mar			
D. Feedback to experts											23 rd to 28th		
E. Qualifications writing												1 st Apr to 10 Apr	
F. Validation													13 th to 30 th April
Completion report													14 May

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Retail trade

Tasks /dates	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	February	March	April	May
Identification and recruitment of Sector experts and TNA													
Identification and selection of qualifications													
A. Occupational Analysis Development								12 th Dec to 14 th Feb					
B. Team Verification										16 th -21 st			
C. Occupational Standards Development											23 rd Feb to 21 st Mar		
D. Feedback to experts												23 rd to 28 th	
E. Qualifications writing													1 st Apr to 10 Apr
F. Validation													13 th to 30 th April
Completion report													14 May



- Public Administration and services

Tasks /dates	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	February	March	April	May
Identification and recruitment of Sector experts and TNA													
Identification and selection of qualifications													
A. Occupational Analysis Development								12 th Dec to 14 th Feb					
B. Team Verification										16 th -21 st			
C. Occupational Standards Development											23 rd Feb to 21 st Mar		
D. Feedback to experts												23 rd to 28 th	
E. Qualifications writing													1 st Apr to 10 Apr
F. Validation													13 th to 30 th April
Completion report													14 May



• Education and vocational Training, Research and Development and Sports

Tasks /dates	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	February	March	April	May
Identification and recruitment of Sector experts and TNA													
Identification and selection of qualifications													
A. Occupational Analysis Development								12 th Dec to 14 th Feb					
B. Team Verification										16 th -21 st			
C. Occupational Standards Development											23 rd Feb to 21 st Mar		
D. Feedback to experts												23 rd to 28 th	
E. Qualifications writing												1 st Apr to 10 Apr	
F. Validation													13 th to 30 th April
Completion report													14 May



Manufacture of Materials for construction (Cement), glass and fine ceramics

Tasks /dates	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	February	March	April	May
Identification and recruitment of Sector experts and TNA													
Identification and selection of qualifications													
A. Occupational Analysis Development								12 th Dec to 14 th Feb					
B. Team Verification										16 th -21 st			
C. Occupational Standards Development											23 rd Feb to 21 st Mar		
D. Feedback to experts												23 rd to 28 th	
E. Qualifications writing													1 st Apr to 10 Apr
F. Validation													13 th to 30 th April
Completion report													14 May



Role of the CNFPA/NQA in Qualification development

In the first instance the role of the CNFPA is seen as an advisory and support role. The staff of the CNFPA and NAQ have a large amount of experience and knowledge for the Sector Committees to draw on. At this early stage of work it is important that the CNFPA staff play a strong role in directing work. The functions of the CNFPA are likely to include:

- Organising periodic assessments of priorities for occupational standards and qualifications development, involving guiding of Sector Committees in a methodical manner
- Giving advice about funding sources (i.e. EU structural fund projects) and about the total budget guidance for development of each sector committee, what would be necessary and feasible to be spent on development activities over this and future planning periods.
- Allocating funds, in consultation with funding partners, to priority areas and sectors;
- Advising Sector Committees on the decisions they need to make about the occupational areas to include in a development exercise and about the structure of the qualifications.
- Selecting Sector Expert teams with Sector Committees, monitoring their progress, ensuring they adhere to the agreed methodological framework, and advising them on technical and organizational aspects;
- Ensuring that there is clarity and public acceptance of the developed qualifications.
- Providing assurance about the future of existing qualifications, and where necessary withdrawing these from the Register at the appropriate time.



Appendix 1

Guidelines for the Selection of qualifications.

Aim: to assist the sector committees to identify and manage the development of 15 qualifications within their sector.

What is a qualification?

A qualification is a coherent standard of skills, knowledge and attitudes (professional competencies) which is needed to be able to undertake activities which are specific for one or more occupations.

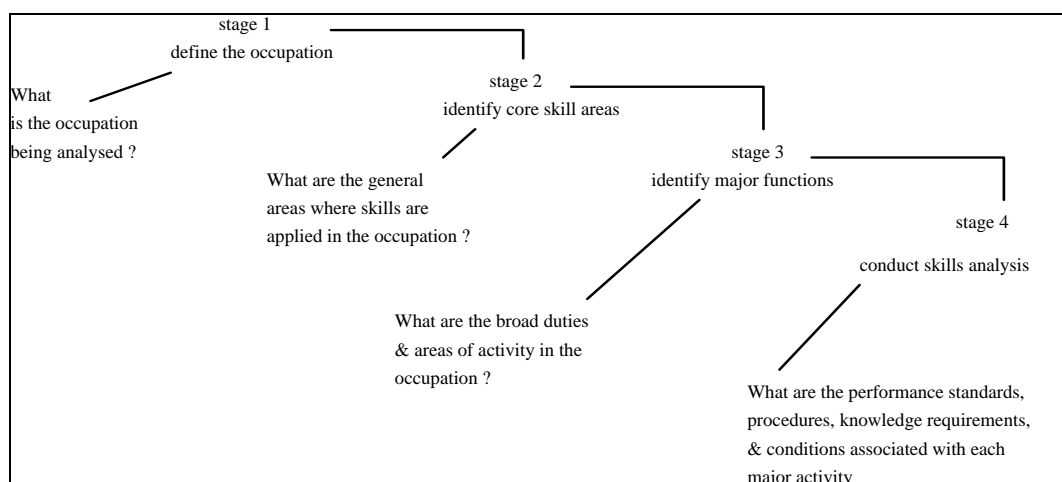
Qualifications are always linked to one or more occupations. Qualifications usually are subdivided in competency units. Some of these competency units are specific to the job and can not be applied in other kinds of jobs, others are valid in the same group of jobs/occupations and some qualifications have a very general character and apply in most jobs.

For Example.

A technician's qualification consist of the following area's of competency:

1. Abilitate Cheie (key skills), which are general and apply in most of the jobs
2. Unitati de competenta tehnice generale,(general technical competency units) which are specific for the area the technician works in
3. Unitati de competenta tehnice specializate,(specific technical competency units) which are specific for the occupation

Qualifications can only be defined in relation to the jobs/occupations they are needed for. This implies that the basis for defining qualifications is made up by occupational standards which are usually obtained through a job analysis/survey in which all the characteristics of the job and the prerequisites in terms of skills and knowledge can be found. Such an analysis may take the following form:



The last stage is the first step in the definition of a qualification.

It is useless to start defining a qualification without relating it to occupations or jobs. The need for qualifications follows from the need for performing specific activities (a job is seen as a set of activities) on the work floor for which certain skills, knowledge and attitudes are needed and not the other way around.

The qualification will be in first instance defined in relation to the occupational analysis and following that a review may be done to define if the qualification is also valid in other occupations in the same group or if it is a general qualification for a variety of occupations.

Definitions

Occupational Standards are descriptions of what a competent worker needs to be able to do in a work activity. The standards usually are subdivided in elements of competence.

Competence is the capacity of a person to undertake the activities required at the workplace at the quality level specified in the occupational standard or in the job description.

Competența reprezintă capacitatea unei persoane de a realiza activitățile cerute la locul de muncă la nivelul calitativ specificat în standardul ocupational sau în fișa postului,

The final version of the EQF defines Competence as:

'competence' means the proven ability to use knowledge, skills and personal, social and/or methodological abilities, in work or study situations and in professional and/or personal development. In the European Qualifications



Framework, competence is described in terms of responsibility and autonomy¹.

Qualification is the ensemble of professional competencies to a person in order to undertake activities specific for one or more occupations.

Calificarea reprezintă ansamblul de competente profesionale necesare unei persoane pentru a desfășura activitățile specifice uneia sau mai multor ocupații

The European Qualification framework defines qualifications as: “‘qualification’ means a formal outcome of an assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards”²

Identifying the need for new qualifications.

Following the above presented concepts one can say that the necessity for the development of new qualifications can only be identified through the identification of the need for new jobs/occupations, or the redefining of jobs or functions because of changes in the work such as the introduction of new techniques, production methods or changes in the organisation of the work-process.

Before identifying the need for new qualifications first the need for new occupational standards, or the revision of old ones needs to be established. Based on that the needed qualifications can be defined.

In the following paragraphs the steps to be taken to define which qualifications the sector committee wants to have developed in the course of 2007.

1. Assessing which occupations are demanded.

The first step is to define what occupations/job are in demand for which the offer of qualified personnel is relatively low. In this analysis the SC should look at the various levels (1-5) of occupational activities.

Since there are no recent labour market surveys for most of the sectors the need for occupations or the revision of existing occupations cannot be established very systematically.

However we assume that within the CS there is a lot of knowledge and experience on recent developments in the labour demand in this sector.

Based on the experience and the intuition of the CS members occupations in demand can be selected.

Furthermore the CS can collect and analyse information from the following sources to check if their assumptions based on experience and intuition are indeed correct.

¹ European Qualifications Framework. 30 October 2006 EU council document 14478/06 EDUC 210 SOC 490 CODEC 1180

² European Qualifications Framework. 30 October 2006 EU council document 14478/06 EDUC 210 SOC 490 CODEC 1180



- information about vacancies Vacancy information should be used with caution as it may reflect high labour turnover rather than long-standing vacancies for which relevant qualifications do not exist
- information from employers and their HR departments through interviews

Based on this needs analysis a first list of occupations in demand can be drawn up. It is hard to say how many occupations this list will have, but we advise to make an initial long list of occupations covering most of the levels in the sector.

2. Check against COR and labour legislation

In this step the occupations of the long list will have to be checked against the requirements of the labour legislation. If the occupation is listed in the COR there will usually be no conflict with labour legislation.

If an occupation is not represented in the COR the CS must decide whether this occupation needs to be developed as a new occupation or whether it should be developed as part of an other already existing occupation.

Outcome:

This check will lead to an improved long list of occupations which are in demand in the sector's labour market. A first subdivision can be made now: between occupations which are in the COR and occupations which are not (yet) in the COR but need to be developed.

3. In search of available information

Each occupation on the long list of occupations which may be eligible now must be checked with the following questions in mind:

- 3.1 Are there occupational standards for this occupation defined. For many occupations this information can be found on <http://so.cnfpa.ro/nc/> . In the Tabel de corespondenta intre standardele ocupational si ocupatile din C.O.R. it can be found if and which occupational standards are defined related to the occupations.
- 3.2 Any occupation for which no standards are yet defined must taken of the long list and be put on a separate list. Before being able to develop qualifications related to these occupations an occupational analysis needs to be made.
- 3.3 Are there already Training standards developed which are related to this occupation ? In the CNFPA/Cosa archives qualifications standards may be found (The CS coordinator can find this out). Some of the information needed in this step can be found through looking at the Standardele de pregatire profesionala , also on <http://so.cnfpa.ro/nc/>
- 3.4 Any occupation which does not have related SPP must be taken of the long list and put on a separate list

Outcome:

The long list is now divided into four lists:

List 1: A list of occupations on which for every selected occupation:

1. The link with the COR and labour legislation is defined
2. The occupational standards are present



3. Qualification standards (or training standards) are linked to the occupation

List 2: A list of occupations on which for every selected occupation:

1. The link with the COR and labour legislation is defined
2. The occupational standards are present
3. No qualifications standards (or training standards) are present

List 3: A list of occupations on which for every selected occupation

1. The link with the COR and labour legislation is defined
2. No occupational standards are present
3. No qualifications standards (or training standards) are present

List 4: A list of occupation on which for every selected occupation

1. There is no link to the COR
2. No occupational standards are present
3. No qualification standards (or training standards) are present

4. Final Selection

The SC now will have to make a selection from the four lists.

We suggest that the Sector Committee selects a maximum of 15 occupations for which qualifications needs to be developed or reviewed. Divided over the three lists in the following order:

List 1: 2 qualifications to be reviewed

List 2. 5 qualifications to be developed

List 3. 6 occupational standards and qualifications to be developed

List 4. 2 new occupations, occupational standards and qualifications to be developed.

The following criteria to select from each of the lists can be used:

List 1: Only those occupations and the linked qualification documents that need, according to the judgment of the sector committee, to be reviewed urgently (that is to say in the course of 2007) must be selected. If there is a need for review is decided on the basis of:

- a. The quality of the qualifications, does it adequately describe what is needed for the occupation or is a refinement necessary
- b. The completeness of the qualification documents: do they adequately reflect the whole gamma of competencies necessary to perform well in the occupation(s) they are linked to and is there a need to describe also the higher levels of qualification linked to this occupation
- c. Changes in the occupational standards or field: is the qualification as described still up to date, measured against the actual practices and technologies in the workplace.

List 2:

Here the following three criteria can be used:



- a. The urgency of the need for qualification development linked to the described occupational standards or SPP is here the main criterion.
- b. Secondly the need for revision of the occupational standard may be taken into account.
- c. A third criterion may be the level of the qualifications to be developed. It is advised to choose qualifications on each of the levels 1-3 and if needed also on the levels 4 and 5³

List 3 and List 4

The only criterion here is the urgency of the need for the development of both occupational standards and qualifications.

Outcome

The outcome of the selection process will be a very brief description of the qualifications the SC wants to have developed for the sector. These qualifications are described as follows:

1. The name of the qualification (if possible a reference to the Nomenclator can be given here)
2. The occupation to which the qualification can/must be linked.
3. The level(s) in which the qualification needs to be developed
4. A reference to the existence of occupational standards, SPP and or qualification documents, as can be seen from the list (1, 2 or 3) the occupation has been placed in

Deadline

To be able to start as soon as possible with the process of developing the qualifications that are needed we ask the SC's to deliver us their selections before the 1st of April. Following that the project may come back to you to discuss the choices you made and if felt necessary to propose to the SC to refine the choices made. From the first of May the process of development with the Sectoral experts can then start.

Support

The SC's will be supported in this process of selection by the SC coordinators of CNFPA for their sector, by the TA of the project Establishing a National Qualifications Authority in Romania (ANC) and by sector specialists to be recruited, on recommendation of the SC, from the budget of the project.

Do not hesitate to call us for any questions regarding this selection process

³ If this is the case a link can be made to the project Improvement of region specific TVET (Europe-aid/121318/D/SV/RO)