



Maldives National Skills Development Authority



National Competency Standard for Inventory Management

Standard Code: SOC14S17V1

**Qualification Name: National Certificate III in Inventory Management
Qualification Code: SOC14SQ1L317**

PREFACE

Technical and Vocational Education and Training (TVET) Authority was established with the vision to develop a TVET system in the Maldives that is demand driven, accessible, beneficiary financed and quality assured, to meet the needs of society for stability and economic growth, the needs of Enterprise for a skilled and reliable workforce, the need of young people for decent jobs and the needs of workers for continuous mastery of new technology.

TVET system in the Maldives flourished with the Employment Skills Training Project (ESTP) funded by ADB with the objective of increasing the number of Maldivians, actively participating in the labor force, employed and self-employed. The Project supported expansion of demand driven employment-oriented skills training in priority occupations and to improve the capacity to develop and deliver Competency Based Skill Training (CBST). The project supported delivery of CBST programs to satisfy employer demand-driven needs. The National Competency Standards (NCS) provide the base for this training. Currently CBST is offered for five key sectors in the Maldives: Tourism, Fisheries and Agriculture, Transport, Construction and the Social sectors. These sectors are included as priority sectors that play a vital role in the continued economic growth of the country.

The NCS are developed in consultation with Employment Sector Councils representing employers. They are designed using a consensus format endorsed by the Maldives Qualifications Authority (MQA) to maintain uniformity of approach and the consistency of content amongst occupations. This single format also simplifies benchmarking the NCS against relevant regional and international standards. NCS specify the standards of performance of a competent worker and the various contexts in which the work may take place. NCS also describes the knowledge, skills and attitudes required in a particular occupation. They provide explicit advice to assessors and employers regarding the knowledge, skills and attitudes to be demonstrated by the candidates seeking formal recognition for the competency acquired following training or through work experience. By sharing this information, all participants in the training process have the same understanding of the training required and the standard to be reached for certification. Certification also becomes portable and can be recognized by other employers and in other countries with similar standards. NCS are the foundation for the implementation of the TVET system in Maldives. They ensure that all skills, regardless of where or how they were developed can be assessed and recognized. They also form the foundation for certifying skills in the Maldives National Qualification Framework (MNQF).

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 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 III IN INVENTORY MANAGEMENT****3. Qualification code:**

SOC14SQ1L317

Total Number of Credits :45**4. Purpose of the qualification**

The holders of the level three qualifications are expected to possess all the relevant knowledge and skills to work as a store keeper in related field or Industry. Referred store keepers will be qualified to maintain department's storeroom which includes stocking of operational materials and supplies, inventory control and records, purchasing, and related duties required.

5. Regulations for the qualification

National Certificate III in the Inventory Management will be awarded to those who are competent in unit 1+2+3+4+5+6+7+8+9+10+11+12+13

6. Schedule of Units

Unit Title	Unit Title	Code
1	Practice good work ethics	SOC14S1U01V1
2	Personal and workplace hygiene	SOC14S1U02V1
3	Apply safe working practices	SOC14S1U03V1
4	Workplace communication	SOC14S1U04V1
5	Workplace policies and procedures	SOC14S1U05V1
6	Introduction to store keeping	SOC14S1U06V1
7	Receiving materials	SOC14S1U07V1
8	Arranging materials	SOC14S1U08V1
9	Preservation of materials	SOC14S1U09V1
10	Recording	SOC14S1U10V1
11	Issue of materials	SOC14S1U11V1
12	Issue of purchasing requisition	SOC14S1U12V1
13	supervision	SOC14S1U13V1

7. Accreditation requirements

The training provider should place trainees in relevant industry or sector to provide the trainees the hands-on experience exposure related to this qualification.

8. Recommended sequencing of units

As appearing under the section 06

Endorsement Application for Qualification 02

2. NATIONAL CERTIFICATE IV IN INVENTORY MANAGEMENT

3. Qualification code:
SOC14SQ2L417

Total Number of Credits :165

4. Purpose of the qualification

The holders of the level four qualifications are expected to possess all the relevant knowledge and skills to work as a store manager in related field or Industry. Referred store manager will be qualified to manage people, process and system, in order to ensure goods are received and dispatched appropriately and productivity targets are met.

5. Regulations for the qualification

National Certificate IV in the Inventory Management will be awarded to those who are competent in unit
1+2+3+4+5+6+14+15+16+17+18+19+20

6. Schedule of Units

Unit Title	Unit Title	Code
1	Practice good work ethics	SOC14S1U01V1
2	Personal and workplace hygiene	SOC14S1U02V1
3	Apply safe working practices	SOC14S1U03V1
4	Workplace communication	SOC14S1U04V1
5	Workplace policies and procedures	SOC14S1U05V1
6	Introduction to store keeping	SOC14S1U06V1
7	Receiving materials	SOC14S1U07V1
8	Arranging materials	SOC14S1U08V1
9	Preservation of materials	SOC14S1U09V1
10	Recording	SOC14S1U10V1
11	Issue of materials	SOC14S1U11V1
12	Issue of purchasing requisition	SOC14S1U12V1
13	supervision	SOC14S1U13V1
14	Prepare workplace documents	SOC14S2U01V1
15	Monitor store operations	SOC14S2U02V1

16	Setup layout and ensure efficient space utilization	SOC14S2U03V1
17	Inventory control	SOC14S2U04V1
18	Lead a team or group	SOC14S2U05V1
19	Facilitate people management	SOC14S2U06V1
20	Recruit, select, orient, coach and motivate	SOC14S2U07V1
7. Accreditation requirements	The training provider should place trainees in relevant industry or sector to provide the trainees the hands-on experience exposure related to this qualification.	
8. Recommended sequencing of units	As appearing under the section 06	

UNITS DETAILS

Unit No.	Unit Title	Code	Level	No of credits
1	Practice good work ethics	SOC14S1U01V1	3	3
2	Personal and workplace hygiene	SOC14S1U02V1	3	3
3	Apply safe working practices	SOC14S1U03V1	3	3
4	Effective Workplace communication	SOC14S1U04V1	3	3
5	Workplace policies and procedures	SOC14S1U05V1	3	3
6	Overview of store keeping	SOC14S1U06V1	3	3
7	Receiving materials	SOC14S1U07V1	3	3
8	Arranging materials	SOC14S1U08V1	3	3
9	Preservation of materials	SOC14S1U09V1	3	3
10	Recording	SOC14S1U10V1	3	3
11	Issue of materials	SOC14S1U11V1	3	3
12	Issue of purchasing requisition	SOC14S1U12V1	3	6
13	supervision	SOC14S1U13V1	3	6
14	Prepare workplace documents	SOC14S2U01V1	4	18
15	Monitor store operations	SOC14S2U02V1	4	15
16	Setup layout and ensure efficient space utilization	SOC14S2U03V1	4	15
17	Inventory control	SOC14S2U04V1	4	21
18	Lead a team or group	SOC14S2U05V1	4	15
19	Facilitate people management	SOC14S2U06V1	4	15
20	Recruit, select, orient, coach and motivate	SOC14S2U07V1	4	21

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+12+13

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National Certificate IV in Inventory Management 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

Qualification Code: SOC14SQ2L417

Competency Standard for

INVENTORY MANAGEMENT

Unit No	Unit Title
1	Practice good work ethics
2	Personal and workplace hygiene
3	Apply safe working practices
4	Effective Workplace communication
5	Workplace policies and procedures
6	Overview of store keeping
7	Receiving materials
8	Arranging materials
9	Preservation of materials
10	Recording
11	Issue of materials
12	Issue of purchasing requisition
13	supervision
14	Prepare workplace documents
15	Monitor store operations
16	Setup layout and ensure efficient space utilization
17	Inventory control
18	Lead a team or group
19	Facilitate people management
20	Recruit, select, orient, coach and motivate

BRIEF DESCRIPTION OF THE CURRENT AND FUTURE CONDITIONS IN THE SECTOR:

Maldives is a fast-paced country aimed to improve its different sectors. Similarly, there is an equal importance given to advance the small-scale businesses. The introduction of Small and Medium Enterprises (SME) in Maldives is one of the milestones achieved by the country to assist small-scale businesses. The introduction of SME has created a great need for trained locals to work at stores in different levels.

However, the human resources required to deliver this vital service is limited. Therefore, the industry is in a great need to develop a workforce ample to cater the needs in SME as Store keeper.

DESCRIPTION OF THE WORK AND WORKING CONDITIONS:

Store Keeping is a highly demanded area to be developed in Maldives with the introduction of SME. Training in this sector needs to be adapted in line with the modern advancements in order to realize and encourage a competent and up-to-date profession. Programs of recruitment, education and training need to be developed to attract young people in the sector and maintain the necessary skills.

This Course will provide theoretical knowledge to persons with specified practical skill to gain employment in business related fields. Moreover, they will be able to monitor and control store operational activities within the industry or related field.

On completion of the course, the graduates will have developed the skill and knowledge to govern the store and effectively carryout store activities.