



## REGISTERED NATIONAL QUALIFICATION

<b>Title:</b>	National Certificate in Work-readiness and Employability Skills Level 3		
<b>Version:</b>	1	<b>Qualification type:</b>	National qualification
<b>TQF level:</b>	3	<b>Credits:</b>	66
<b>TQF Registration code:</b>	QR-03-NQ-001-02-0903-22-01		
<b>Approval date:</b>	12 May 2022	<b>Next review:</b>	12 May 2027
<b>Qualification developer(s):</b>	<ol style="list-style-type: none"> <li>1. Ahopanilolo Technical Institute Ma'ufanga, Tongatapu Tonga</li> <li>2. Pacific Labour Facility Australia Department of Foreign Affairs and Trade Nuku'alofa Tonga</li> <li>3. Pacific Labour Facility Australia Department of Foreign Affairs and Trade Brisbane Australia</li> <li>4. Australia Volunteer Initiative (AVI) to Tonga Australia Department of Foreign Affairs and Trade</li> <li>5. Australia Pacific Training Coalition Nuku'alofa Tonga</li> <li>6. Overseas Employment Division Ministry of Internal Affairs, Tonga</li> </ol>		
<b>Purpose:</b>	<p>The <i>National Certificate in Work Readiness and Employability Skills Level 3 (NCWRESL3)</i> targets school-leavers as well as individuals who have completed other higher qualifications, to ensure they have adequate understanding of the workplace and that they are ready to enter employment in both Tonga and overseas.</p> <p>The NCWRES3 is one of two courses that aim to provide students with foundational employability skills and adequate understanding of the workplace. The other course is the <i>National Certificate in Work Readiness and Employability Skills Level 2 (NCWRES2)</i>. Although these two courses can be taken independent of each other, successful completion of both NCWRES2 and NCWRES3 will automatically qualify candidates for <i>Tonga Labour Mobility Work Ready Pool</i> and</p>		

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	<p>may be eligible for mobilization in Australia under the semi-skilled labour mobility programmes.</p> <p>A graduate of the NCWRESL3 is expected to have sufficient industry knowledge and a range of workplace operational skills, and are able to perform many routine tasks under minimal supervision.</p> <p>This qualification also intends to support the Government of <i>Tonga's Strategic Development Framework 2015 – 2025</i> under its Pillar 2: Social Institutions and Organizational Outcome 2.4 which states “Improved educational and training which encourages life-long learning of both academic and vocational knowledge by all people, so better equipping [them] to make active use of the opportunities in the community, the domestic economy, and overseas”.</p>
<p><b>Rationale</b></p>	<p>Employability skills and work-readiness, including social-cultural awareness and having acceptable conduct standards, in the workplace, are vital for Tonga's national development. Skills training has been identified as an important building block for sustainable development and sector growth particularly for sectors where Tonga has comparative advantage including agriculture, tourism, and fisheries.</p> <p>Labour mobility programmes such as the Australian government's <i>Seasonal Workers Programme (SWP)</i> and <i>Pacific Labour Scheme (PLS)</i> as well as the New Zealand government's <i>Recognized Seasonal Employer (RSE)</i> scheme, as well as the Tonga local industries, are all in demand of work-ready individuals who meet their own requirements.</p>
<p><b>Outcomes Statement</b></p>	<p>Graduates of this qualification will be able to:</p> <ol style="list-style-type: none"> <li>1. Apply health and safety, self-care, and adapting to the workplace environment both in Tonga and overseas;</li> <li>2. Effectively respond to routine and workplace problems;</li> <li>3. Communicate effectively with others at work also read and respond to workplace information;</li> <li>4. Develop self-management and 1atongia1ional skills;</li> <li>5. Budget and manage finance wisely;</li> <li>6. Demonstrate entrepreneurship and business strategy;</li> <li>7. Use appropriate technology safely for communication, banking as well as other work and life purposes;</li> <li>8. Demonstrate interview skills and basic literacy and numeracy;</li> <li>9. Make responsible decisions, both personal and professional;</li> <li>10. Demonstrate acceptable conduct standards through attitude and performance in the workplace (<i>Haasino e ngaahi kavei koula 'i he toóna moui mo e 1atongia 'i he ngaue'anga</i>);</li> </ol>

	<p>11. Set vision and achievable objectives and strategically overcome challenges (<i>Fatu ha visione ngaue mo tulitulifua ki ai pea mohu founa hono talia e ngaahi pole í he fua 2atongia</i>);</p> <p>12. Demonstrate a positive attitude to work based on self-identifying and a thorough awareness of oneself (<i>Ílo'i hoto kita pea vekeveke ke fakahoko e 2atongia ó fakahaái atu í he úlungaanga</i>).</p>																																												
<b>Qualification Components</b>	<p>This qualification consists of the following units of competency:</p> <table border="1" data-bbox="355 517 1517 1451"> <thead> <tr> <th></th> <th>Unit Code</th> <th>Unit Title</th> <th>Credit value</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>NS067-04</td> <td>Demonstrate acceptable conduct standards</td> <td>7</td> </tr> <tr> <td>2</td> <td>NS078-03</td> <td>Use digital technology effectively in the workplace</td> <td>8</td> </tr> <tr> <td>3</td> <td>NS052-02</td> <td>Professionalism in the workplace</td> <td>5</td> </tr> <tr> <td>4</td> <td>NS069-03</td> <td>Teamwork communication</td> <td>7</td> </tr> <tr> <td>5</td> <td>NS071-03</td> <td>Set goals and complete tasks</td> <td>8</td> </tr> <tr> <td>6</td> <td>NS074-03</td> <td>Respond appropriately to routine workplace problems and issues</td> <td>9</td> </tr> <tr> <td>7</td> <td>NS075-02</td> <td>Follow workplace health and safety</td> <td>5</td> </tr> <tr> <td>8</td> <td>NS076-02</td> <td>Manage personal budget and finances</td> <td>7</td> </tr> <tr> <td>9</td> <td>NS077-03</td> <td>Work effectively in the workplace</td> <td>10</td> </tr> <tr> <td colspan="3" style="text-align: right;"><b>TOTAL CREDITS</b></td> <td><b>66</b></td> </tr> </tbody> </table> <p><u>Note:</u></p> <ol style="list-style-type: none"> <li>The above units of competency can be delivered as short courses consisting of one or more units depending on the training needs of an interested training provider;</li> <li>Approval for short course delivery should be sought from TNQAB prior to delivery;</li> <li>Competency gained through short courses delivered in the past three years, can be considered for cross-credit.</li> </ol>		Unit Code	Unit Title	Credit value	1	NS067-04	Demonstrate acceptable conduct standards	7	2	NS078-03	Use digital technology effectively in the workplace	8	3	NS052-02	Professionalism in the workplace	5	4	NS069-03	Teamwork communication	7	5	NS071-03	Set goals and complete tasks	8	6	NS074-03	Respond appropriately to routine workplace problems and issues	9	7	NS075-02	Follow workplace health and safety	5	8	NS076-02	Manage personal budget and finances	7	9	NS077-03	Work effectively in the workplace	10	<b>TOTAL CREDITS</b>			<b>66</b>
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<b>Entry Requirements</b>	<ol style="list-style-type: none"> <li>Must be 18 years or older; PLUS</li> </ol> <p style="text-align: center;"><b>EITHER</b></p> <ol style="list-style-type: none"> <li>Successfully completed <i>National Certificate in Work Readiness and</i></li> </ol>																																												

	<p><i>Employability Skills Level 2 (NCWRESL2) or equivalent:</i></p> <p>OR</p> <p>3. Successful completion of another Level 3 (or higher) qualification approved by the Provider.</p>
<p><b>Learning Assumed to be in Place</b></p>	<p>To study the <i>National Certificate in Work Readiness &amp; Employability Skills Level 3</i>, students are expected to have the following skills on application:</p> <ul style="list-style-type: none"> <li>• Basic literacy including written and spoken English and Tongan;</li> <li>• Basic numeracy and applications of math skills – count, measure (time, distance, volume), use a calculator, basic math operations (add/subtract/multiply/divide),</li> <li>• Tongan culture (including Tongan language, protocol, etc.).</li> <li>• Use basic information and communications technologies such the phone, computer, ATMs</li> </ul>
<p><b>International Comparability</b></p>	<p>This qualification includes Units of competency that are closely aligned, and mapped to, the following accredited units of competency in the Australia Training Package (see TGA <a href="https://training.gov.au/training/details/">https://training.gov.au/training/details/</a>):</p> <ul style="list-style-type: none"> <li>• <i>FSKLRG011 Use routine strategies for work-related learning</i></li> <li>• <i>BSBTWK201 Work effectively with others</i></li> <li>• <i>BSBWHS201 Workplace Health &amp; Safety</i></li> <li>• <i>FSKLRG009 Use strategies to respond to routine workplace problems</i></li> <li>• <i>BSBPEF202 – Plan and apply time management</i></li> <li>• <i>FSKRDG007 Read and respond to simple workplace information</i></li> <li>• <i>FSKOCM007 Interact effectively with others at work</i></li> <li>• <i>FSKRDG010 Read and respond to routine workplace information</i></li> <li>• <i>BSBPEF202 Plan and apply time management</i></li> <li>• <i>FNSFLT211 – Develop and use personal budgets</i></li> <li>• <i>BSBTEC101 Operate digital devices</i></li> <li>• <i>FSKDIG002 Use digital technology for routine and simple workplace tasks</i></li> </ul>
<p><b>Recognition of Prior Learning</b></p>	<p>This national qualification may be achieved in whole or in part through Recognition of Prior Learning (RPL):</p> <ul style="list-style-type: none"> <li>• RPL is granted to specific components of a qualification by means of an RPL examination;</li> <li>• To be considered for RPL credits, candidates must apply through their enrolling training provider;</li> <li>• For each application for RPL, the maximum RPL credit which can be awarded towards this qualification is equivalent to the credit value of the unit to which a RPL credit is sought.</li> <li>• A qualified assessor must undertake assessment for RPL. Evidence of skills and knowledge acquired must be shown before recognition can be given.</li> </ul>

<b>Credit transfer</b>	Components which have been successfully completed as part of another TNQAB-approved training programme (e.g., NS052-02, NS067-04, NS078-03 as components of NCWRES2) will be cross credited. Proof of successful completion must be provided.
<b>Learning Pathways</b>	<p><u>Pathways in:</u></p> <ol style="list-style-type: none"> <li>1. School-leavers who meet the entry requirements;</li> <li>2. Graduates of higher-level qualifications who wish to improve their work-readiness and employability (these include existing civil servants and employees as well as new entrants to the workplace).</li> <li>3. Graduates of the <i>National Certificate in Work Readiness and Employability Skills Level 2</i> (or equivalent).</li> </ol> <p><u>Pathways out:</u></p> <ol style="list-style-type: none"> <li>1. Other higher qualifications to gain technical skills;</li> <li>2. Employment either locally or overseas through labour mobility programmes.</li> </ol>
<b>Support for Qualification</b>	<p>This qualification has gained the support of the following:</p> <ol style="list-style-type: none"> <li>1. Roman Catholic Education, Tonga;</li> <li>2. 'Ahopanilolo Industry Training Advisory Committee (ITAC) for Tourism and Hospitality</li> <li>3. <i>Australia Pacific Training Coalition (APTC)</i></li> <li>4. <i>Pacific Labour Facility</i>, Australia Department of Foreign Affairs and Trade</li> <li>5. Employment Division, Ministry of Internal Affairs, Tonga</li> </ol>
<b>Accreditation Requirements</b>	<ol style="list-style-type: none"> <li>1. A staff responsible for teaching and assessing this unit must have the following qualifications:        EITHER       <ol style="list-style-type: none"> <li>a. <i>Australian Training And Education (TAE) Certificate IV</i></li> </ol>       OR       <ol style="list-style-type: none"> <li>b. A Diploma in Education (secondary or tertiary) or equivalent;</li> </ol>       PLUS        At least 3 years experience working either in Tonga or overseas.     </li> <li>2. Standard recourses such as classroom furniture for staff and students;</li> <li>3. Assessment and moderation plans for all unit components</li> <li>4. Resources required by all unit components</li> <li>5. Relevant printed resources to support teaching and curriculum development;</li> <li>6. Computers and internet access for staff and students.</li> </ol>