

▶ Competency-Based Training (CBT)

An Introductory Manual for Practitioners in Arab States

▶ What is a CBT Approach?

CBT is a **structured training** and assessment approach that allows **individuals to acquire the skills, knowledge, and attitudes** to perform simple or complex tasks to a specified standard.



- 1 The performance of tasks and duties by trainees;
- 2 the conditions in which they are to perform these tasks and duties;
- 3 the standard to which they are to perform.



The competency-based training (CBT) approach to TVET is **highly effective** to ensure that training programmes remain relevant to the labour market.

How to recognize a successful CBT Programme*?



Theoretical and practical training sessions are shaped around the list of agreed knowledge, skills and attitudes.

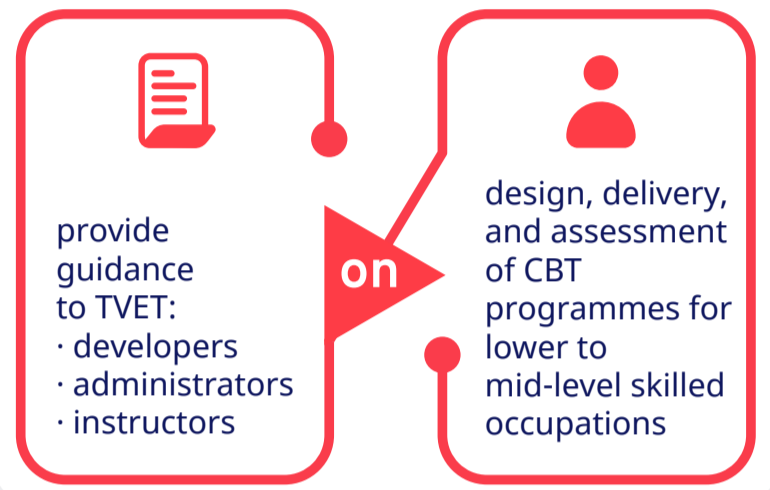


Competencies are derived from an **occupational analysis**.



Completion of a CBT programme is based on the satisfactory mastery of all competencies to the standard of a **real workplace environment**.

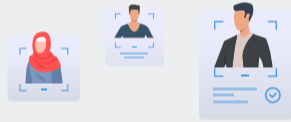
CBT Manual and its objectives?



* A training programme is considered fully competency-based if it has the aforementioned characteristics.

What are the benefits of CBT?

For employers



- ▶ to **facilitate recruitment** by identifying the required competencies and standards.
- ▶ to **design, implement** and **asses training programmes**.
- ▶ to **provide greater flexibility** in assigning work with the competency-based job descriptions, and allow **jobs that require similar competencies to be grouped** together.
- ▶ to **build organizational capacity** and facilitate staff development by identifying the exact skills that require improvement.

For trainees



- ▶ to **support trainees for mastering specific skills** relevant to the labour market.
- ▶ to **identify transferable skills that can be used in different workplaces**, improving employability and easing the transition from training to work, and **mobility in the labour market**.
- ▶ to **facilitate international and regional accreditation** of training programmes.
- ▶ to **offer participants more flexible learning options**. Trainees also may be given the opportunity to self-assess and correct their performance as they develop.

▶ Key Steps in developing a competency-based training

Identifying priority occupations

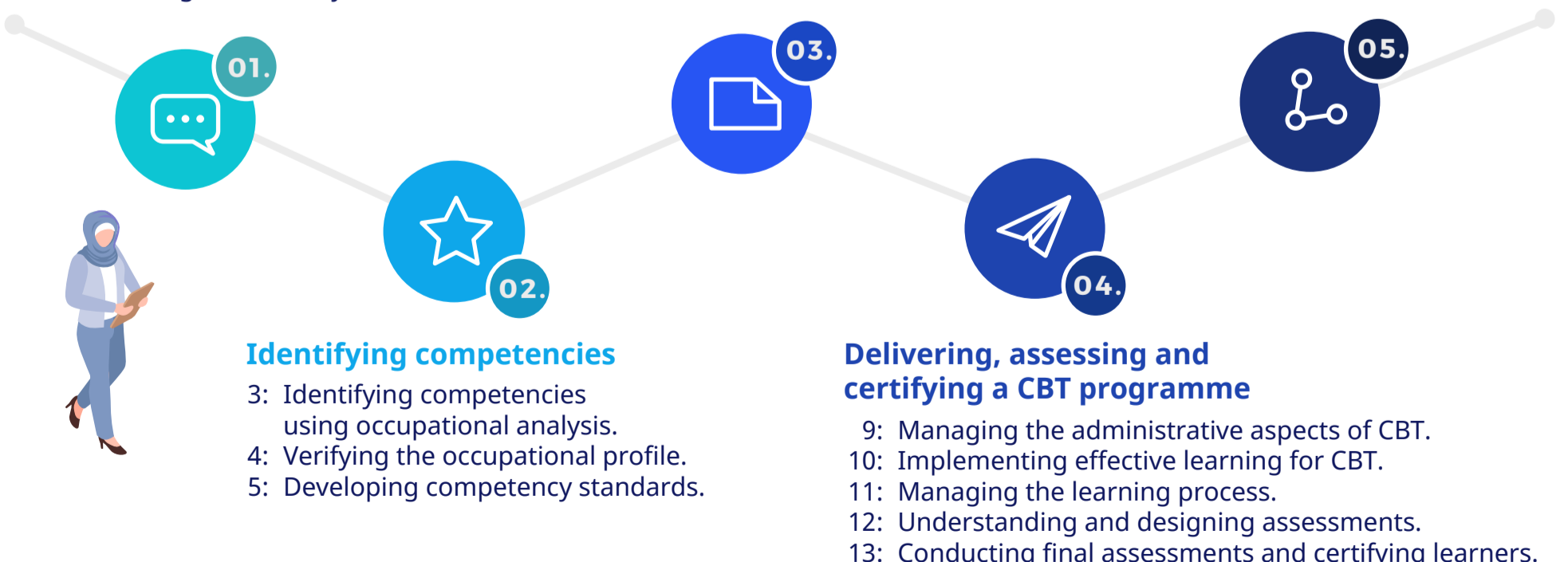
- 1: Skills needs assessment.
- 2: Training needs analysis.

Developing a CBT programme

- 6: Defining the curriculum.
- 7: Developing learning tools.
- 8: Designing CBT for workplace-based learning.

Keeping CBT relevant

- 14: Monitoring and evaluating CBT.
- 15: Conducting a validation study.
- 16: Undertaking graduate tracer studies and satisfaction surveys.



Identifying competencies

- 3: Identifying competencies using occupational analysis.
- 4: Verifying the occupational profile.
- 5: Developing competency standards.

Delivering, assessing and certifying a CBT programme

- 9: Managing the administrative aspects of CBT.
- 10: Implementing effective learning for CBT.
- 11: Managing the learning process.
- 12: Understanding and designing assessments.
- 13: Conducting final assessments and certifying learners.

▶ What we hope?

With this manual, it is hoped that TVET developers and instructors will have grasped the basics of implementing CBT in their institutions, while recognizing the advantages of moving towards a CBT, or more outcome-based, approach to learning.