



REPUBLIKA E SHQIPËRISË
MINISTRY OF FINANCE AND ECONOMY
NATIONAL AGENCY FOR VOCATIONAL EDUCATION, TRAINING AND QUALIFICATIONS

Tirana, on 29/06/.2020

General Director

Ejvis GISHTI

OPERATIONAL PLAN
NATIONAL AGENCY FOR VOCATIONAL EDUCATION, TRAINING AND QUALIFICATIONS
(2020-2022)*

* Note: This plan may be amended in accordance with special requirements and unforeseen needs, with the approval of the Director of NAVETQ

OPERATIONAL PLAN OF NAVETQ FOR THE PERIOD 2020-2022

Nr.	Priorities	Activities	Deadline	Responsible cooperating institution/s	Indicators
1	Reorganisation of NAVETQ	<ul style="list-style-type: none"> i. Approval of the organizational structure and organization chart ii. Compilation of internal regulatory framework iii. Staff recruitment and hiring process iv. Capacity development in NAVETQ 	2020-2021	MoFE	<ul style="list-style-type: none"> ✓ Consolidated institutional reorganization ✓ Human and financial resources in place
2	Establishment of Sectorial committees (SC)	<ul style="list-style-type: none"> i. Developing the Roadmap for establishing the sectorial committees ii. Completing the legal framework: <ul style="list-style-type: none"> ➤ remuneration of SC members ➤ joint orders to establish SC ➤ other related regulation to support the activity of Technical secretariat in NAVETQ 	Ongoing 2020-2022	MoFE AQF Task Force Line Ministries Social partners	<ul style="list-style-type: none"> ✓ 3 SCs are operational

		<ul style="list-style-type: none"> iii. Identifying the most priority economic sectors for which SC will be established iv. Delimitation of the 3 selected sectors v. Developing methodology for assessing sectorial skills needs vi. Establishing the technical secretariat vii. Procedures for selecting SC members viii. Capacity development for SC members and technical secretariat ix. SC operational 			
3	Users support to implement National Classification of Occupations (NCO)	<ul style="list-style-type: none"> i. Training/guidance of users to make use the occupations/jobs information in the NCO ii. Regional roundtables to support NCO users and to collect information on the future structure of occupations in the labour market. 	Ongoig 2020-2022	MoFE NAES Companies Public institutions Labour offices	<ul style="list-style-type: none"> ✓ Training materials (powerpoint presentations, extracts from NCO adopted in 2017 etc.) ✓ Regional meeting as needed

4	Development and maintenance of the National Catalogue of Vocational Qualifications	<p>i. Market research/surveys for economic sectors</p> <p>ii. Drafting occupational standards</p> <ul style="list-style-type: none"> ✓ Coordinating activities ✓ Selecting working group members ✓ Moderating the meetings ✓ Formatting occupational data in occupational standard template ✓ Publish in the website <p>iii. Drafting descriptions / standards of qualifications</p> <ul style="list-style-type: none"> ✓ Coordinating activities ✓ Selecting working group members ✓ Moderating the meetings ✓ Formatting learning outcomes in qualification standard template ✓ Publish in the website <p>iv. Improving assessment and certification system for vocational qualifications.</p>	Ongoing [†] 2020-2022	MoFE Social partners	<ul style="list-style-type: none"> ✓ Market study report for 3 sectors of the economy ✓ Monitoring reports from visits to regions ✓ 60 occupational standards ✓ 60 vocational qualifications standards of levels 2-5 of the AQF ✓ A model of the assessment standard developed
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[†] The standards behind the vocational qualifications should be revised every 4 years

5	Activities in the framework of AQF Task Force	<ul style="list-style-type: none"> i. Development of the legal framework for the implementation of the AQF completed. ii. Piloting of the first sector committee iii. Drafting of the communication strategy and action plan of the AQF iv. Preliminary drafting of reference report. 	2020-2021	MoFE MoEYS	<ul style="list-style-type: none"> ✓ Legal framework for the implementation of the AQF completed. ✓ 1 piloted sectoral committee ✓ Communication strategy and action plan of AQF drafted. ✓ Reference report drafted.
6	Inclusion of lifelong qualifications in the AQF levels	<ul style="list-style-type: none"> i. Capacity development in NAVETQ for the implementation of procedures ii. Consolidation of application procedures ii. Consolidate levelling exercise and appeal procedures iv. Awareness campaign to relevant stakeholders 	2020-2022	MoFE MoEYS AQF Task Force	<ul style="list-style-type: none"> ✓ Consolidated procedures for inclusion of lifelong qualifications in AQF
7	Development of curricular documents for vocational	<ul style="list-style-type: none"> i. Drafting / revision of Skeleton Curricula of vocational qualifications of 2-5 levels of the AQF. <ul style="list-style-type: none"> ✓ Coordinating activities 	Ongoing [‡] 2020-2022	MoFE	<ul style="list-style-type: none"> ✓ 60 skeleton curricula ✓ 30 programs for unified VT courses ✓ 80 teaching and learning materials

[‡] The process is ongoing to better respond to relevant stakeholders' needs

	<p>education and training</p>	<ul style="list-style-type: none"> ✓ Selecting working group members ✓ Moderating the meetings ✓ Formatting skeleton curricula ✓ Publish in the website <p>ii. Development of Unified Vocational Training (VT) Course Programs.</p> <ul style="list-style-type: none"> ✓ Coordinating activities ✓ Selecting working group members ✓ Moderating the meetings ✓ Formatting course program ✓ Publish in the website <p>iii. Preparation of supporting teaching and learning materials for the implementation of vocational subjects/modules of VE.</p> <ul style="list-style-type: none"> ✓ Coordinating activities ✓ Selecting authors ✓ Moderating the meetings ✓ Formatting content information ✓ Publish in the website 			<ul style="list-style-type: none"> ✓ Annual reports on feedback required
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		iv. Monitoring the implementation of national Skeleton Curricula and VT Course Programs, feedback mechanism and necessary improvements			
8	Activities in the framework of training and guidance of teachers/instructors and principles in VET providers	<p>i. Coordinating and monitoring the implementation of the 24-day training program "Basics of didactics in VET" and other related teacher trainings programs</p> <p>ii. Support the staff of vocational training centers for the implementation of the new curricular model</p> <p>iii. Consultation on the Concept for Continuing Professional Development (CPD) of VET teachers/instructors and Training Standards for VET teachers and instructors</p> <p>iv. Support development unit in all VET providers</p>	2020-2022	MoFE ASCAP VET providers	<ul style="list-style-type: none"> ✓ About 100 teachers / instructors trained each year ✓ Instructions published on the website of AKAFPK ✓ Training programs and training support materials (50 p.A4) ✓ Guidelines for the implementation of vocational training course programs ✓ Consulted concept for CPD in VET and related implementation ✓ Teacher Training standards document in place ✓ Training packages for development unit

					coordinators in VET providers
9	Support activities for formative and summative students assessment in all VET providers	<p>i. Developing orientation programs for vocational qualifications of levels 2-5 of the AQF</p> <ul style="list-style-type: none"> ✓ Coordinating activities ✓ Selecting working group members ✓ Moderating the meetings ✓ Formatting orientation program ✓ Publish in the website <p>ii. Design of orientation programs for unified courses</p> <ul style="list-style-type: none"> ✓ Coordinating activities ✓ Selecting working group members ✓ Moderating the meetings ✓ Formatting orientation programs for unified courses ✓ Publish in the website <p>iii. Preparation of orientation programs for Vocational State Matura Exams</p> <ul style="list-style-type: none"> ✓ Coordinating activities 	Ongoing 2020-2022	MoFE Centre for Educational Services	<ul style="list-style-type: none"> ✓ Orientation programs designed / updated for required vocational qualifications ✓ 30 orientation programs for unified courses ✓ 38 Oriented Programs designed / updated for the Vocational State Matura ✓ Database updated for the “Maruranti” portal ✓ 4200 test units designed ✓ Vocational certificate supplement drafted / updated with the list of competencies and other related information for each vocational qualification ✓ Annual monitoring reports

		<ul style="list-style-type: none"> ✓ Selecting working group members ✓ Moderating the meetings ✓ Formatting document ✓ Publish in the website <p>iv. Update the database in State Matura Portal</p> <p>v. Preparation of 4200 test units for vocational qualifications</p> <p>vi. Preparation/Update of vocational certificate supplement for all vocational qualifications</p> <p>vii. Monitoring visits for the final exams in VET providers</p>			
10	Quality assurance of VET provision	<p>i. Provide support to finalize the self-assessment process</p> <p>ii. Developing the accreditation model</p> <p>iii. Developing roadmap for the implementation of the accreditation</p> <p>iv. Developing manuals for the accreditation</p> <p>v. Development of procedures for accreditation of</p>	2020-2022	MoFE NAES VET providers	<ul style="list-style-type: none"> ✓ Self-assessment reports finalized by all VET providers each year ✓ Accreditation model consulted and in implementation phase ✓ Roadmap for the implementation of the VET providers' accreditation process ✓ Accreditation model of assessment centers for

		<p>assessment centers for recognition of prior learning</p> <p>vi. Coordinating the implementation of the VET providers' self-assessment process</p> <p>vii. Setting up and maintain the portal for Self-assessment and accreditation processes</p>			<p>RPL consulted and piloted</p> <p>✓ Portal set up for monitoring accredited VET providers and assessment centers</p>
11	<p>Implementing project in line with grant agreements in the framework of ERASMUS+ and EASI programs</p>	<p>i. Implementing all the activities in accordance with working packages being EPALE National Support Centre in Albania</p> <p>ii. Establishing the model of Career guidance in the development unit for all Vet providers</p> <p>iii. Support integration of asylum seekers in Albania through training program</p>	<p>2020-2022</p>	<p>MoFE Ministry of Interior Affairs VET providers Universities</p>	<p>✓ Activity plans in accordance to work packages.</p> <p>✓ Mid-term and final reports</p>