



PERFORMANCE AGREEMENT

BETWEEN

Secretary and Director

**DEPARTMENT OF OCCUPATIONAL STANDARDS
MINISTRY OF LABOUR & HUMAN RESOURCES**

(July 1, 2017 – June 30, 2018)

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Preamble

The Performance Agreement is entered into between the Secretary and Director, Department of Occupational Standards, Ministry of Labour and Human Resources.

The objectives of this Performance Agreement are:

- a) To establish clarity and consensus about annual priorities for the consistent with the 11th Five Year Plan of the Ministry, and Government's other priorities;
- b) To provide an objective and fair basis for evaluating the overall performance of the at the end of the financial year

The Performance Agreement represents an important accountability mechanism for inculcating a performance based culture at all levels of government.

THEREFORE, the parties hereto agree as follows

Section 1: Vision, Mission and Objectives

Vision

A technical and vocational qualifications and quality assurance agency for credible and internationally recognized technical and vocational qualifications.

Mission

The Department shall strive to:

1. Develop and enforce the BVQF;
2. Ensure compliance with provisions of quality assurance framework; and
3. Assure that vocational qualifications are internationally comparable.

Objectives

1. TVET qualifications awarded through Bhutan Vocational Qualification Framework (BVQF);
2. Quality of TVET improved through implementation of Quality Assurance System (QAS);
3. To provide effective and efficient direction and operational services;
4. To implement National Integrity and Anti-Corruption Strategy(NIACS); and
5. To ensure full budget utilization

Section 2: Objectives, Success Indicators & Target

Objective	Weight	Action	Success Indicator	Unit	Weight	Excellent [100%]	Very Good [90%]	Good [80%]	Fair [70%]	Poor [60%]
TVET qualifications awarded through Bhutan Vocational Qualification Framework (BVQF)	46	Certification of Bhutanese skilled workers through RPL	Number of eligible Bhutanese candidates certified through RPL	Number	6	600	550	500	450	400
			Timeline by which RPL Assessment Center is established	Date	5	03/31/2018	04/30/2018	05/31/2018	-	06/30/2018
		Development of Assessment Resources, Training of Assessors and assessment	Number of assessors trained or undergone refresher courses.	Number	5	60	50	45	40	35
			Number of Assessment Resources developed/revised in priority occupations.	Number	5	30	25	20	10	5
			Percentage of National Assessment conducted for accredited courses	Percent	5	100	90	80	70	60
			Number of Test Items Developers trained in Item Banking System	Number	3	20	15	10	-	5
		Coordinate and conduct Skills Competition and implementation of publicity tools	Timeline by which Skills Competition is conducted	Date	6	11/30/2017	12/31/2017	01/31/2018	02/28/2018	03/31/2018
			Participate in the regional/ international Skills Competition	Number	2	1	-	-	-	0
		Development of NCS in priority occupations	Number of National Competency Standards (NCS) developed	Number	5	12	11	10	9	8
			Number of Diploma level NCS Developers trained	Number	4	10	8	6	-	4

Quality of TVET improved through implementation of Quality Assurance System (QAS)	44	Registration of Training Providers	Percentage of Training providers registered	Percent	6	100	90	80	70	60
		Accreditate courses	Percentage of Courses in TTIs and IZCs accredited	Percent	6	40	35	30	25	20
			Percentage of courses in private training providers accredited	Percent	6	40	30	20	10	5
		Implement Quality Management System	Timeline by which ISO certification requirements are completed	Date	5	02/28/2018	03/31/2018	04/30/2018	05/31/2018	06/22/2018
			Number of Registered Training Providers certified for QMS	Number	6	10	8	7	6	5
		Registration of assessors and accreditors	Percentage of Assessors and accreditors registered	Percent	5	80	70	60	50	40
		Registration of trainers	Percentage of Trainers registered	Percent	5	100	80	70	60	50
		Accreditation of Assessment Centers	Percentage of Assessment centers accredited	Percent	5	20	15	12	10	5
To provide effective and efficient direction and operational services	2.5	Disbursement of monthly salary of staff and remittances	Timeline by which Monthly salary of employees are credited into individual accounts	Days	2.5	25th of every month	30th of every month	-	-	After 30th
To implement National Integrity and Anti-Corruption Strategy (NIACS)	2.5	Implement NIACS	Percentage of staff who have done asset declaration on time	Percent	2.5	100	90	80	70	60
To ensure full budget utilization	5	Ensure full budget utilization	Percentage of budget utilized	Percent	5	100	-	-	-	<100

Section 3: Trend values of success indicators

Objective	Action	Success Indicator1	Unit	Actual Values [FY 2013-14]	Actual Values [FY 2014-15]	Target Values [FY 2015-16]	Projected Values [FY 2016-17]	Projected Values [FY 2017-18]
Quality of TVET improved through implementation of Quality Assurance System (QAS)	Accreditate courses	Percentage of courses in private training providers accredited	Percent	20	30	40	40	40
		Percentage of Courses in TTIs and IZCs accredited	Percent	20	25	30	40	40
	Accreditation of Assessment Centers	Percentage of Assessment centers accredited	Percent	0	25	10	15	20
	Implement Quality Management System	Number of Registered Training Providers certified for QMS	Number	0	0	0	0	10
		Timeline by which ISO certification requirements are completed	Date	-	-	-	-	02/28/2018
	Registration of assessors and accreditors	Percentage of Assessors and accreditors registered	Percent	10	40	60	80	80
	Registration of trainers	Percentage of Trainers registered	Percent	20	40	60	80	100
	Registration of Training Providers	Percentage of Training providers registered	Percent	60	100	100	100	100
To ensure full budget utilization	Ensure full budget utilization	Percentage of budget utilized	Percent	-	-	-	-	100
To implement National Integrity and Anti-Corruption Strategy(NIACS)	Implement NIACS	Percentage of staff who have done asset declaration on time	Percent	-	-	100	100	100

To provide effective and efficient direction and operational services	Disbursement of monthly salary of staff and remittances	Timeline by which Monthly salary of employees are credited into individual accounts	Days	-	-	25th of every month	25th of every month	25th of every month
TVET qualifications awarded through Bhutan Vocational Qualification Framework (BVQF)	Certification of Bhutanese skilled workers through RPL	Number of eligible Bhutanese candidates certified through RPL	Number	-	-	200	800	600
		Timeline by which RPL Assessment Center is established	Date	-	-	-	-	03/31/2018
	Coordinate and conduct Skills Competition and implementation of publicity tools	Participate in the regional/ international Skills Competition	Number	-	-	-	-	1
		Timeline by which Skills Competition is conducted	Date	-	-	-	-	11/30/2017
	Development of Assessment Resources, Training of Assessors and assessment	Number of Assessment Resources developed/revised in priority occupations.	Number	5	10	30	30	30
		Number of assessors trained or undergone refresher courses.	Number	40	40	40	55	60
		Number of Test Items Developers trained in Item Banking System	Number	-	-	-	-	20
		Percentage of National Assessment conducted for accredited courses	Percent	100	100	100	100	100
	Development of NCS in priority occupations	Number of Diploma level NCS Developers trained	Number	-	-	-	-	10

TVET qualifications awarded through Bhutan Vocational Qualification Frame	Development of NCS in priority occupations	Number of National Competency Standards (NCS) developed	Number	10	14	12	12	12
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Section 4: Definition of Success Indicators

Success Indicator	Description	Data Collection Methodology	Data Collection Frequency	Data Source
Number of National Competency Standards (NCS) developed	NCS to be developed in priority occupations based on the need of industries and training providers. NCS is the basis for training, assessment and certification of skilled workers in the country.	Administrative Record	Quarterly	TVET QAMIS
Number of eligible Bhutanese candidates certified through RPL	Skilled workers without formal training are assessed and certified through RPL.	Administrative Data	Quarterly	Administrative Record
Number of assessors trained or undergone refresher courses.	Trained and registered Assessors are prerequisite for conducting National Assessment.	Administrative Data	Quarterly	Administrative Record
Number of Assessment Resources developed/revised in priority occupations.	Assessment resources has to be developed/revised based on the developed/revised NCS to conduct National Assessment.	Administrative Data	Quarterly	Administrative Record
Percentage of National Assessment conducted for accredited courses	National Assessments are conducted to award National Vocational Qualifications based on BVQF.	Administrative Data	Quarterly	Administrative Record, DOS
Number of Test Items Developers trained in Item Banking System	To develop Test Item Banking System.	Administrative Data	Quarterly	Administrative Record
Timeline by which Skills Competition is conducted	Skills competition is organized to provide platform for showcasing the competencies of skilled workers.	Administrative Data	Quarterly	Administrative Record
Participate in the regional/ international Skills Competition	Exposure to regional/international skills competition is necessary to develop the capacity of the department to prepare for participation at regional/international level.	Administrative data	Quarterly	Administrative Record

Number of Diploma level NCS Developers trained	To develop the capacity of the staff to develop Diploma level NCS as Diploma level courses are planned to be introduced in the TTIs and Private Training Institutes.	Administrative Data	Quarterly	Administrative Data
Timeline by which RPL Assessment Center is established	To create one RPL assessment center to conduct RPL Assessment	Administrative Data	Quarterly	Administrative Record
Percentage of courses in private training providers accredited	No. of courses accredited / No. of courses leading to national certification (those courses viable for private training providers to take up)	Administrative Record	Monthly	TVET QAMIS
Percentage of Training providers registered	Mandatory for all training providers offering TVET courses to be registered as per the Regulations for Registration of Training Providers 2010.	Administrative Record	Daily	TVET QAMIS
Percentage of Courses in TTIs and IZCs accredited	No. of courses accredited/no. of courses leading to NC x 100	Administrative Record	Monthly	TVET QAMIS
Percentage of Assessors and accreditors registered	Assessors and Accreditors are accredited to ensure the quality of Assessment and Accreditation of TVET Courses. (Calculated by the number of Assessors and Accreditors Registered with DOS / the total number of Assessors and Accreditors trained). Cumulative since all the Assessors and Accreditors should be registered.	Administrative Record	Quarterly	TVET QAMIS
Number of Registered Training Providers certified for QMS	This SI measures the number of Public and Private TVET Providers with certified QMS	Administrative Data	Quarterly	TVET QAMIS
Percentage of Trainers registered	Calculated by the Number of Trainers Registered / No. of TOT certified Trainers	Administrative Record	Monthly	TVET QAMIS

Percentage of Assessment centers accredited	To facilitate the conduct of National Assessment including RPL Assessment. Calculated by the Number of Assessment Centers Accredited / No. of Registered assessment centers	Administrative Record	Quarterly	TVET QAMIS
Timeline by which ISO certification requirements are completed	The department will hire an ISO expert consultant to develop the processes and required documents for ISO certification.	Administrative Data	Quarterly	Administrative Record

Section 5: Requirements from other Departments & Secretariat Divisions

Organisation Name	Relevant Success Indicator	Requirement from the Organisation	Justification for the Requirement	Requirement detail	Impact (If Not Met)
DEPARTMENT OF HUMAN RESOURCES	Number of National Competency Standards (NCS) developed	Submit the list of new courses to be introduced by atleast 6 months in advance for the development of NCS.	NCS is the basis for development of Curriculum.	New courses to be introduced.	The department cannot deliver the NCS in time.
SECRETARIAT	Participate in the regional/international Skills Competition	Mobilise fund for this activity.	Success of this activity will depend on the availability of fund.	Mobilize fund based on the requirement of the department.	This particular activity cannot be implemented.
DEPARTMENT OF HUMAN RESOURCES	Percentage of Courses in TTIs and IZCs accredited	The DHR should expedite the accreditation of courses in the TTIs and IZCs.	The institutes are under the direct administration of DHR.	100% of the courses offered by TTIs and IZCs to be accredited.	The Department will not be able to fulfill 100% accreditation of courses.
DEPARTMENT OF HUMAN RESOURCES	Percentage of Trainers registered	Conduct ToT for Trainers.	ToT is the requirement for Trainer Registration.	Conduct ToT for all trainers from public and private training institutes.	Trainers without ToT certificate cannot be Registered.

Whereas,

I, the Director, Department of Occupational Standards, commit to the Secretary and the Minister, to deliver the results described in this Annual Performance Agreement.

I, the Secretary, commit to the Director, Department of Occupational Standards, to provide necessary support for the delivery of results described in this Annual Performance Agreement.

SIGNED:

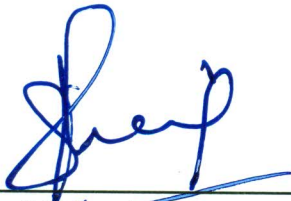


Senam Wangchuk

Secretary

4-8-17

Date



Dorji Tshering

Director

4-8-2017

Date