
Development of

National Occupational Standards

for the

Kingdom of Bahrain

5th Arab-German Education and Vocational Training Forum, Berlin

20 November 2013

The Project Aims To

Support the Kingdom of Bahrain's government in its endeavor to reach the goals set in its **“Vision 2030”** which outlines the necessary initiatives to

“provide for future generations of Bahrainis” by increasing the role of the private sector, encouraging entrepreneurship, and laying the foundation for quality “investment in training and education for Bahrainis”.

The Objectives

- 125 new National Occupational Standards (NOS) for skilled work in Bahrain.
- Capacity development (CD) of local personnel and stakeholders
- Develop new policies, revise existing ones, and establish management frameworks necessary for the implementation/application of NOS.

The Project's Owners



مملكة البحرين
وزارة العمل



المجلس الأعلى للتدريب المهني
High Council for
Vocational Training

Strategic Partner



مجلس التنمية الاقتصادية
البحرين
BAHRAIN
ECONOMIC DEVELOPMENT BOARD

The Implementation Partners



المجلس النوعي للتدريب المهني في قطاع الصناعة
Specific Council for vocational Training in Industry



المجلس النوعي للتدريب المهني في قطاع المقاولات الإنشائية
Specific Council for Vocational Training in Construction



المجلس النوعي للتدريب في قطاع تجارة التجزئة
SPECIFIC COUNCIL FOR
TRAINING IN RETAIL



المجلس النوعي للتدريب
في قطاع الضيافة
SPECIFIC COUNCIL FOR
TRAINING IN HOSPITALITY



معهد البحرين للدراسات المصرفية والمالية



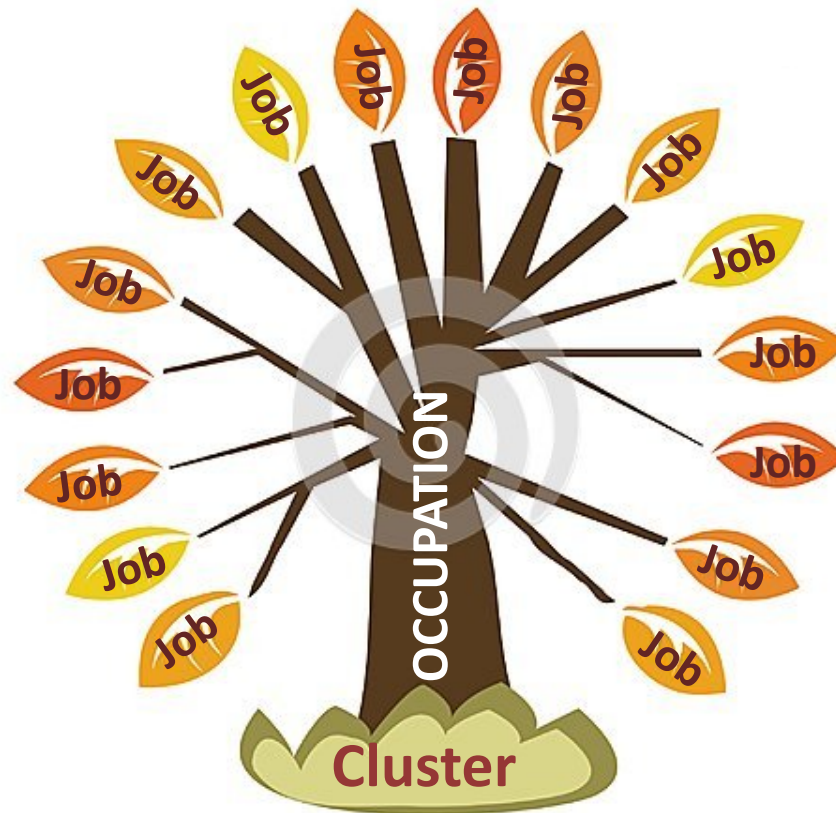
المجلس النوعي للتدريب المهني
في قطاع تقنية المعلومات والاتصالات
ICT SPECIFIC COUNCIL

Definition of NOS

National Occupational Standards (NOS) describe what competencies (skills, knowledge, attitudes) individuals need in order to carry out particular occupational roles or functions.

- ❑ **National:** *They apply to the whole country*
- ❑ **Occupational:** *They define the key functions someone should be able to carry out in an occupational context*
- ❑ **Standards:** *They define minimum competence requirements demanded by employers in Bahrain*

Occupation versus Job



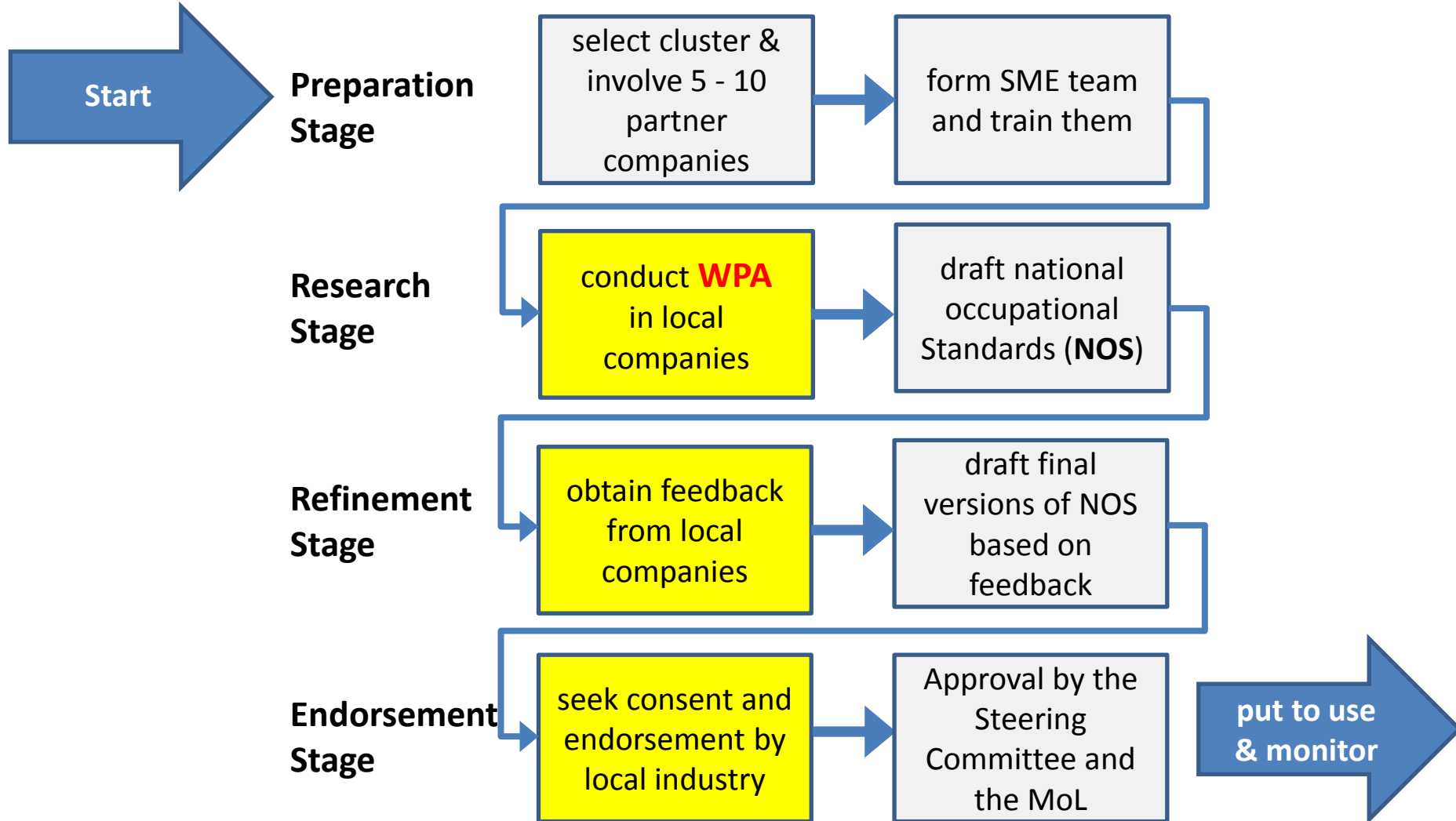
The Approach

Occupational Clusters (10)
1. AC & Refrigeration
2. Automotive Engineering
3. Building Construction
4. Electrical / Electronics Engineering
5. Banking / Finance / Administration
6. Hospitality & Tourism
7. Health & Beauty
8. ICT Services
9. Mechanical Engineering
10. Retail & Sales
11. others

Cluster Administration, Finance, Banking

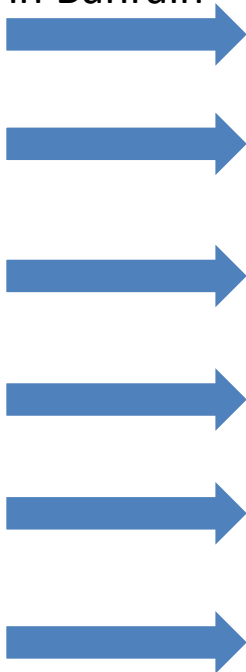
5. Administration Finance Banking	8,50	40,47	Administration	<ol style="list-style-type: none"> 1. Administration Assistant/ Office Clerk 2. Secretary 3. Security and Occupational Safety Clerk 4. Public Relation Clerk 5. Computer Clerk
			Finance	<ol style="list-style-type: none"> 1. Accountant 2. Finance Clerk 3. Insurance Clerk 4. Cashier
			Banking	<ol style="list-style-type: none"> 1. Banking Clerk 2. Bookkeeper 3. Dealer (Foreign Exchange) 4. Bank Teller 5. Money Changer

The Process



Industry Standards

Input from companies in Bahrain



Bahrain - National Occupational Standards

I. Occupational Profile
 Common Job Title: Automotive Technician
 Occupational Standard No. 033-2023
Occupational Level:
 Skillset Identifier
Educational Requirements:
 10 year of general education or higher educational level

1. The Occupation
 Automotive technicians work in planning, maintenance, diagnosis, and repair, equipping and refilling of motor vehicles in the area of automobiles, commercial vehicles, motor cycles, vehicle communication technology. They working on cars with vehicle manufacturers and work on components. Automotive technicians carry out maintenance and repair work both independently and as part of a team, taking into account environmental protection, work safety, health protection and quality assurance, and in a customer oriented manner. They prepare and evaluate information, and plan and document their work. They provide electrical, mechanical, pneumatic and hydraulic systems, accessories, and substitute sensors and malfunctions. They utilize computer-aided information and communication systems for the preparation of their reports.

2. Working Conditions and Personal Characteristics
 Most automotive technicians work a 40-hour, five and half day week. Some evening, weekend or holiday work may be required. The work is sometimes noisy and dirty. There is some risk of injury when working with power tools and exposure to exhaust gas fumes. Automotive technicians may be required to lift heavy weights up to 25 kilograms.
 Automotive technicians need the following characteristics:
 • good hearing,
 • good strength,
 • manual dexterity, and,
 • mechanical aptitude and,
 • interest and ability to keep up to date with changing technology,
 • They should also enjoy doing precision work and working independently.

77 | Page

Bahrain - National Occupational Standards

II. Core Work Processes (CWP)
 The Core Work Processes are presented in the following three steps model:
 A brief outline of the Core Work Process
 A listing of the Core Components
 A listing of the sub-components of the Core Work Process
 Each Core Work Process has basically the potential of standing for itself - generally in the form of describing the qualifications of users in the particular occupation. The core work processes of Automotive Technicians may be outlined as follows:

1. Standard Service
2. Wear and Tear Repair
3. Standard Diagnosis, Diagnostic Procedures, Trouble Shooting and Minor Repairs
4. General Inspection
5. Undercarriage and Suspension Repair
6. Electrical and Electronic Repair
7. Advanced Diagnosis and Repair of Power Units, Component Groups and Elements
8. Repair and Overhauling of Power Units, Gearbox and Automatic Transmission
9. Standard Extensions and Ancillary Installations

Bahrain - National Occupational Standards

Detailing the Core Work Process:

Object of skilled work	Tasks, methods used, experience of skilled work	Requirements in terms of skilled work and technology in use
Preparation of the service, the customer and his/her service order		
Separating of driving safety, operational reliability and handling of the automobile	<ul style="list-style-type: none"> Customer and vehicle Database, identification systems, service diagnostics, service booklets 	<ul style="list-style-type: none"> Transparency of service services Transparency of costs Friendly services
Close basic check of drive shaft, clutch, parking mechanism, transmission, axle drive, etc.	<ul style="list-style-type: none"> Communication with customer, service booklets, Service, Suspension Order Planning, Working in teams 	<ul style="list-style-type: none"> Well planned workflow Efficient cooperation with colleagues
Detailed check of lifting, generator, water, battery, energy management systems, control systems, steering column control and steering system	<ul style="list-style-type: none"> Cooperation with manufacturer Use of service booklets Respective procedures Placement and organization of system 	<ul style="list-style-type: none"> Well organized service provision Efficient order processing Team concept in use
Check of wheel, tires, brakes, suspension and steering system		
Vehicle delivery and maintenance of the work order, the customer and the service vehicle		

82 | Page

Industry Endorsement

Bahrain - National Occupational Standards

I. Occupational Profile
 Common Job Title: Automotive Technician
 Occupational Standard No. 033-2023
Occupational Level:
 Skillset Identifier
Educational Requirements:
 10 year of general education or higher educational level

1. The Occupation
 Automotive technicians work in planning, maintenance, diagnosis, and repair, equipping and refilling of motor vehicles in the area of automobiles, commercial vehicles, motor cycles, vehicle communication technology. They working on cars with vehicle manufacturers and work on components. Automotive technicians carry out maintenance and repair work both independently and as part of a team, taking into account environmental protection, work safety, health protection and quality assurance, and in a customer oriented manner. They prepare and evaluate information, and plan and document their work. They analyze electrical, mechanical, pneumatic and hydraulic systems, accessories, and substitute sensors and malfunctions. They utilize computer-aided information and communication systems for the preparation of their reports.

2. Working Conditions and Personal Characteristics
 Most automotive technicians work a 40-hour, five and half day week. Some evening, weekend or holiday work may be required. The work is sometimes noisy and dirty. There is some risk of injury when working with power tools and exposure to exhaust gas fumes. Automotive technicians may be required to lift heavy weights up to 25 kilograms.
 Automotive technicians need the following characteristics:
 • good hearing,
 • good strength,
 • manual dexterity, and,
 • mechanical aptitude and,
 • interest and ability to keep up to date with changing technology,
 • They should also enjoy doing precision work and working independently.

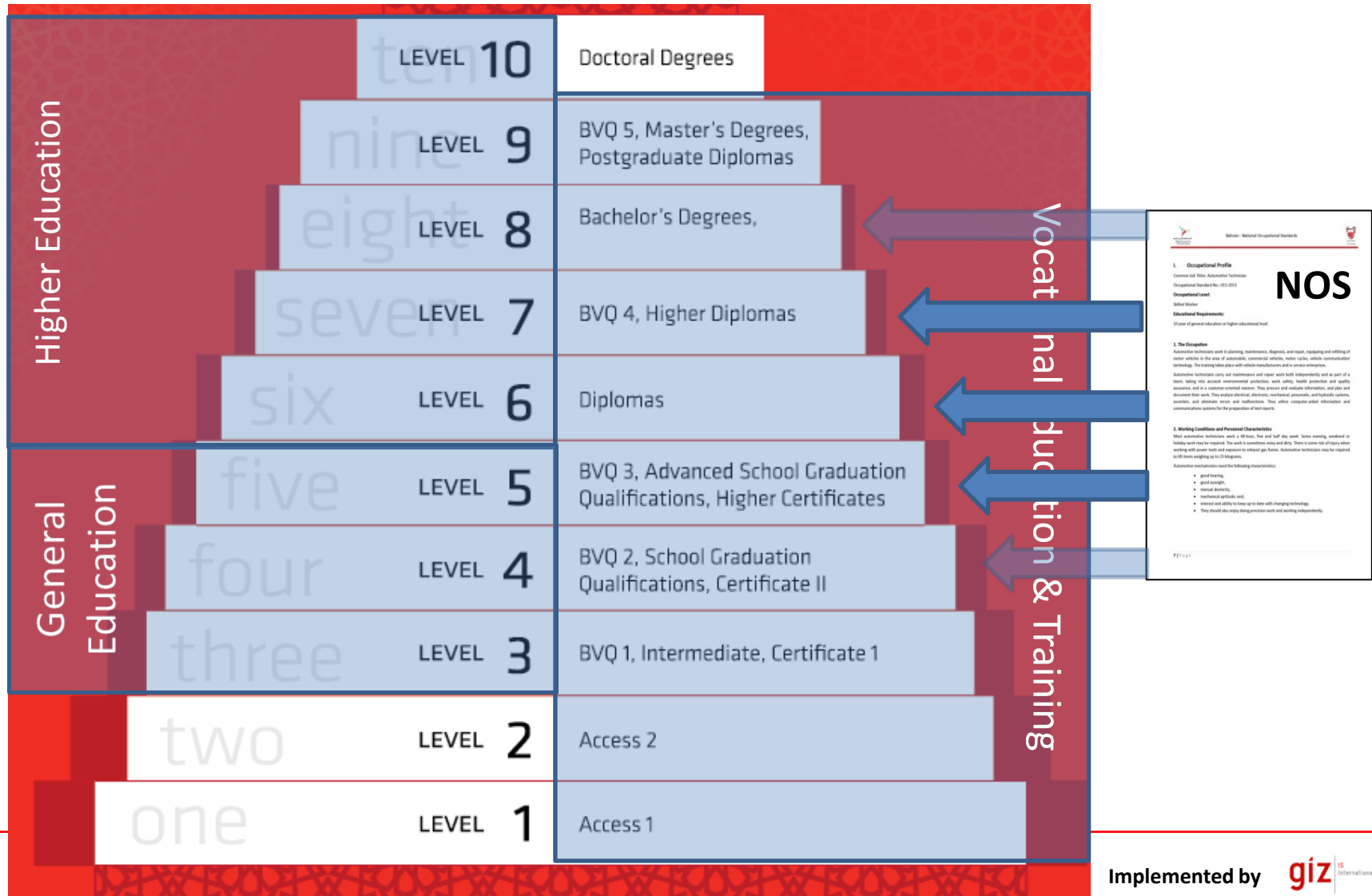
82 | Page

NOS approved by Steering Committee

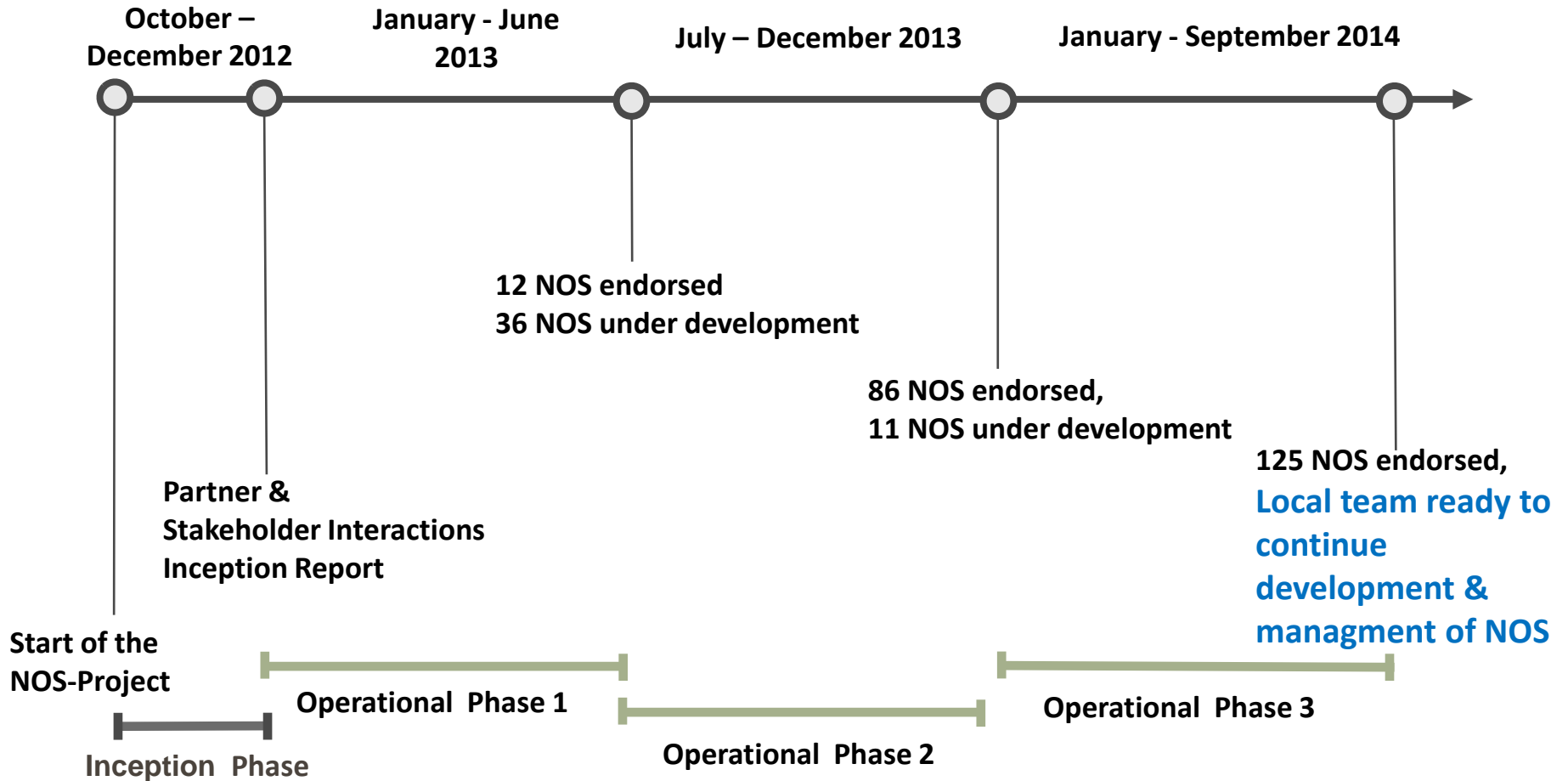
Benefits

- **Development of industry (workplace) related curricula which are inline with industry requirement**
- **Assessment and certification**
- **Mapping of Qualifications based on Occupational Standards (Bahrain Qualification Framework)**
- Vocational Counseling and Guidance
- Train the trainer programs
- HR Management

Bahrain Qualification Framework



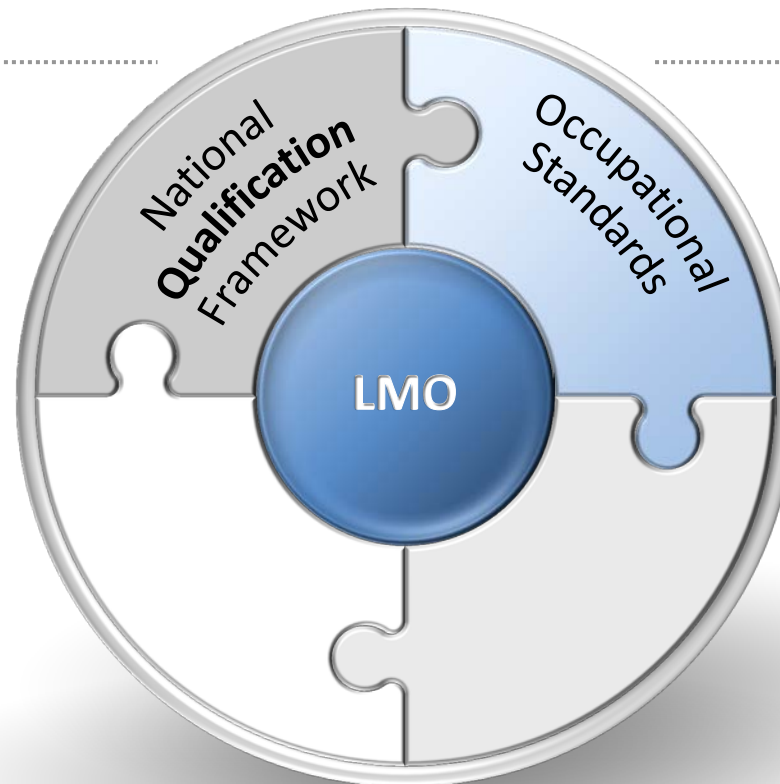
Timeline



Integrated System's Development

10 level Framework
Covering the academic
and the vocational path
with clear link

The National system
starting from schools
and ending at the
sector councils



Made by employers
for employers

Recognize the current
skills and control the
quality of non local
workforce

شكراً جزيلاً

Thank you!