



Pacific  
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Communauté  
du Pacifique

# QUALITY ASSURANCE IN HIGHER EDUCATION AND TRAINING IN PACIFIC ISLAND COUNTRIES AND TERRITORIES

## MICRO-QUALIFICATION IN ESTABLISHING AND OPERATING A SMALL SEAFOOD BUSINESS: QUALIFICATION DOCUMENT

Educational Quality and Assessment Programme:  
Pacific Community



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SMALL SEAFOOD BUSINESS:  
QUALIFICATION DOCUMENT

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The Pacific Community  
Suva, Fiji, 2019

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# Introduction

The Educational Quality and Assessment Programme (EQAP), a division of the Pacific Community (SPC), is the agency responsible for measuring and monitoring quality in education in Pacific countries and territories (PICTs). EQAP focuses on two priority areas: facilitating labour and learner mobility, and enhancing educational quality. One of the areas EQAP invests in, to fulfil these objectives is quality assurance in post-secondary education and training. Establishing regional educational standards and benchmarks is crucial if the aspiration of PICT leaders to set up a framework is to be achieved. As a regional quality assurance agency, EQAP has been mandated to perform the functions listed below.

- Quality audit of quality assurance agencies
- Accreditation of institutions and provider qualifications in countries that do not have national quality assurance agencies
- Accreditation of regional qualifications and units of learning
- Quality assurance of providers to deliver regional qualifications and units of learning/ micro-qualifications
- Recognition of foreign qualifications

This year, EQAP has also ventured into the development of micro-qualifications. A micro-qualification is a subset or component of a qualification that is designed to address a specific need for which only certain skill sets are required. Micro-qualifications are created by developing and packaging the learning outcomes. Many organisations, including SPC, develop and deliver short training packages to address gaps in skills and competencies. However, most of this training is neither accredited nor recognised, as there are no pre-defined systems for the development and packaging of such training. The national quality assurance agencies in the region only accredit and recognise full qualifications and do not have any established mechanisms to recognise short training.

With the influx of these training packages that are provided by various organisations in the region, there is a need to appropriately develop them into micro-qualifications and have them recognised. This will add value to the certificates acquired by learners who have been trained and will enhance their employability.

For a micro-qualification to be appropriate for and relevant to the needs of the industry, the industry must be engaged in the development of standards or learning outcomes. The industry experts constitute what is generally referred to as the Industry Advisory Committee (IAC). The IAC provides professional input in the development of standards or learning outcomes that constitute a unit of learning.

This document is a summary of the Micro-Qualification in Establishing and Operating a Small Seafood Business and is called the *Qualification Document*. It outlines the title, level, credit, purpose, outcomes, requirements for the award, credit range, supplementary skills, credit transfer arrangements and other relevant information regarding the award, delivery and accreditation of the micro-qualification. The document should be used with the Unit Standards Booklet for this micro-qualification.

Title / Name of qualification	Micro-Qualification in Establishing and Operating a Small Seafood business		
Level	4	Credits	15
Status	TBC	PQF <sup>1</sup> Ref	TBC
Registration Date	TBC	Next Review Date	TBC
Purpose	<p>The Micro-Qualification in Establishing and Operating a Small Seafood business is a professional qualification for people working in the seafood industry, including aquaculture farmers. It is intended to provide training for people in occupations such as small-scale seafood businesses, entrepreneurs, small and medium enterprises, market vendors, fishers, and seafood sellers (roadside hawkers). This micro-qualification helps learners to improve their record-keeping and financial management, sustain their business successfully and be cognisant of their supply chain, at the same time formally recognising existing practices.</p> <p>The standards of this micro-qualification focus on the fundamentals of establishing and operating a small business, business models and business plans, marketing strategies, basic accounting, records and operational management, legislative requirements for business establishment and ongoing compliance. It will assist people already in business to operate successfully and help entrepreneurs to establish a new business.</p>		
Outcome statement	<p>A holder of the Micro-qualification in Establishing and Operating a Small Seafood business will have acquired the competence, skills and knowledge to describe internal and external marketing environment factors that affect the selected seafood business, analyse marketing environment factors that influence this selected seafood business, formulate strategies that address threats and weaknesses of the selected seafood business, analyse options for a marketing strategy based on identified opportunities and strengths, demonstrate fundamental skills of managing a small seafood business, design a seafood business model canvas, and develop a seafood business plan based on the business model canvas.</p> <p>A holder of this micro-qualification will have some of the key skills that are required to work in small-scale seafood businesses, in small and medium enterprises, or as entrepreneurs, market or roadside vendors and seafood sellers.</p> <p>Having completed this micro-qualification, candidates may wish to pursue further training to improve their recordkeeping, financial management, business management or management of supply chain logistics.</p> <p>It is expected that candidates for this qualification will have basic literacy and numeracy skills.</p>		
Standard Setting Body: Industry Advisory Committee	<ul style="list-style-type: none"> <li>• Ian Freeman – FAME, Pacific Community, Noumea</li> <li>• Cherie Morris – University of the South Pacific, Fiji</li> <li>• Shirleen Bala – University of the South Pacific, Fiji</li> <li>• Apolosi Turaganivalu – Independent Consultant [Fisheries Specialist]</li> <li>• Megan Streeter – Independent Consultant [Fisheries Training]</li> </ul>		
Qualification Developer	Pranil Prabhakar [Professional Officer: Standards and Qualification Development]		
Classification	Agriculture, Environment and Related Studies> Fisheries> Micro-enterprise	Classification Code	180104C

## Requirements for the Award of the Micro-qualification

This micro-qualification will be awarded to learners who have gained all the compulsory unit standards listed below.

### Credit Range

ID	Title	Level	Credit
FIS001	Analyse the marketing environment for a seafood business	4	6
FIS002	Formulate strategies for setting up or improving/expanding a seafood business	4	4
FIS003	Develop a business plan for a small seafood operation	4	5

### Certification

The certificate of attainment MUST display the logo of the Pacific Community (SPC) and the organisation approved to deliver the training and assess these standards.

### Supplementary Skills

In addition to subject-specific knowledge, it is anticipated that people who have undergone this training will have acquired the skills and attributes shown below.

Employability skill	Attributes acquired for this qualification
Communication	Uses appropriate techniques to give clear and accurate information to clients. Relays information and provides feedback to team members. Interprets relevant regulations, definitions, industry standards, safety signs, financial requirements and plans. Demonstrates awareness of individual, social and cultural differences. Uses effective interpersonal skills and communication techniques to provide advice to stakeholders. Uses active listening skills and appropriate techniques to manage and resolve conflict.
Teamwork	Develops effective relationships with clients. Consults with others to determine individual and team roles and responsibilities. Seeks specialist advice and feedback where required. Maintains effective work relationships. Identifies team dynamics and causes of conflict and stress within teams.
Problem solving	Negotiates and resolves conflict between clients and stakeholders. Seeks satisfactory resolution of issues raised by clients. Uses appropriate strategies to identify, mitigate and eliminate risks.
Initiative and enterprise	Analyses own work practices and process outcomes critically. Engages colleagues and shares knowledge. Adapts to new workplace situations.

Planning and organising	<p>Prepares and administers documentation.</p> <p>Collects, organises and collates information.</p> <p>Plans activities within time and cost restraints.</p> <p>Develops risk management plans, personal development plans.</p>
Self-management	<p>Identifies limitations of role, responsibilities and abilities and follows ethical practices, regulatory and organisational requirements, and institution standards.</p> <p>Works without supervision.</p> <p>Uses feedback to improve own performance.</p> <p>Uses personal presentation, manner and language consistent with relevant code of practice.</p> <p>Assesses competing demands for work time and identifies and organises tasks to achieve individual, team and enterprise work priorities.</p>
Learning	<p>Identifies and accesses professional development opportunities.</p> <p>Maintains knowledge of current codes, standards, regulations, practices and updates.</p> <p>Assesses personal strengths and weaknesses against job requirements and other relevant benchmarks to determine personal development priorities and action where necessary.</p>
Technology	<p>Uses information technology to undertake research and complete required documents.</p> <p>Applies general purpose computer software, such as word processing and database packages, as required.</p> <p>Uses the internet to access information relevant to a small business operation.</p>

## Credit Transfer Arrangements

There are currently no credit exemption or transfer arrangements for the attainment of the outcomes of learning for this micro-qualification.

## Legislation

- Commerce Act
- Tax Act
- Trading Act
- Companies Act
- Fisheries Act
- Marine Resources Act
- Environmental Protection Act
- Provincial bylaws
- Work and safety regulations
- National instruments derived from international obligations, e.g. CITES
- Food safety regulations
- Council bylaws
- Aquaculture Act (Aquatic Resources)

## Explanatory notes

### 1. Minimum entry requirements

It is expected that entrants into this micro-qualification will have at least:

- basic literacy and numeracy skills.

### 2. Recognition of current competence

Recognition of current competence acknowledges the skills and knowledge gained from work and experience, or from courses or study undertaken. Assessment of recognition of current competence may be conducted by an approved assessor.

Application for recognition of current competence may be initiated by contacting the training provider.

## Modes of Delivery

The mode of delivery is an important aspect of the teaching-learning process. An institution approved to deliver this micro-qualification may choose a delivery mode at its discretion. However, the institution must ensure that learning activities are designed appropriately to achieve the intended learning outcomes of this micro-qualification. Ideally, the mode of delivery chosen should best support the students' development of knowledge, skills and understanding they are expected to achieve.

## Transition Arrangements

### **Version 1**

This is the first version of a new micro-qualification. Some learners may have completed part of their programme from previous formal training. These learners will not be disadvantaged by the process and will be given the option to apply for formal assessment and get their skills and knowledge certified. Learners who choose to take up this qualification will be given an opportunity to gain credits for the qualification based on their achievement up to the date of enrolment. Some learners may have completed part of their programme from previous formal training. These credit arrangements will go through an approved assessor and will be carried out on a case by case basis.

All new learners will be enrolled in unit standards leading to the award of this qualification.

## Minimum Qualification Requirements of Facilitator/Trainer

A person appointed to facilitate this micro-qualification must have:

- a minimum of Certificate IV Trainer Assessor (TAE); and
- at least two years' experience in operating a seafood business or teaching an equivalent subject .

A diploma in business management is an added advantage.

## Resources Required for Delivery

- Trainer manual
- Practical group and individual exercises
- Student notes
- Multi media
- Whiteboard, pens and eraser
- Flip chart (butcher's paper or newsprint) with markers
- PowerPoint presentations
- Video clips

## Registration of Qualification

The qualification was first registered on the Pacific Qualifications Framework on

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Any appeals or queries in relation to the award of this qualification will first be directed to the training provider. If parties involved are not able to come to a consensus, subsequent communications must be directed to SPC at the address below.

EQAP, Pacific Community (SPC),  
Private Mail Bag, Suva, Fiji  
Phone: (679) 331 5600 | Fax: (679) 337 8598 / 337 8599  
Email: EQAP@spc.int

## Planned Review

The Industry Advisory Committee, whose standards are included in the qualification, and/or providers whose components are included in this qualification may initiate the review of the qualification.

Any person or organisation may also contribute to the review of this qualification by sending feedback to the IAC at the above address.

Next Review	2022
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## Quality Management Systems

Providers intending to deliver this training qualification must seek approval from EQAP. For this, they need to complete the form Approval to Deliver a Micro-qualification, and pay the required application fee.

In countries where there is a national agency, the agency may manage the process on approval to deliver the micro-qualification.

Prior to giving approval to providers to deliver the micro-qualification, EQAP or the national agency will carry out a pre-delivery audit to ascertain if the provider has the required resources, facilities and environment conducive to learning and teaching.

Providers approved to deliver the micro-qualification need to have the micro-qualification delivery and learner assessment processes validated by a qualified independent validator. The cost of the validation process is to be borne by the deliverer.

The certificates of learners who successfully complete the micro-qualification will, in addition to having the logo and seal of the provider, contain a statement about its accreditation with EQAP.



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