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| **Day** | **Date** | **Activity** | **Facilitator** |
| 1 | **Tues 27th Oct 2020**  (9:00 am – 9:30 am) | **Welcome**   * National Qualifications and Registration on Tonga Qualification Framework (TQF) | TNQAB CEO Dr. ‘Opeti Pulotu |
| 9:30 am – 10:00 am | **Introduction to SE Qualification Project**   * Project background and update | Developer (PCREEE, DoE) |
| 10:00 am – 10:15 am | Morning tea |  |
| 10:15 am – 11:15 am | **The qualification(s):**   * Relevant details of adapted RQ in SE * Relevant details of TNQ | Developer (Darlen) |
| 11:15 am – 11:30 am | **TQF-Registration and Accreditation** | Vilimaka |
| 11:30 am – 11:45 am | **Roles of the Registration Panel:**   * Validation of qualification units of competency * Evaluation of qualification * Reporting |  |
| 11:45 am – 12:30 pm | **Functional Analysis** | Vilimaka |
| 12:30 pm – 1:30 pm Lunch | | Vilimaka |
| 1:30 pm – 2:30pm | **Tonga Qualifications Framework (TQF) – level descriptors** | Vilimaka |
| 2:30 pm – 3:15 pm | **Qualification Characteristics** |  |
| 3:15 pm – 3:30 pm Afternoon Break | | Vilimaka |
| 3:30 pm – 4:15 pm | **Qualification descriptor** *Tonga National Certificate in SE Level 1* | Vilimaka |
| 4:15 pm – 4:30 pm | **Panel meeting re responsibilities for remaining days** | Panel members |
| 2 | **Wed 28th Oct 2020**  9am – 12:30pm | **Validation of units of competency:**   * 1. *NS039-01 Apply appropriate workplace communication skills*   2. *NS040-01* *Apply Workplace Health and Safety Procedures* | Vilimaka |
| 12: 30pm – 1:30 pm | Lunch |  |
| 1:30 pm – 4:30 pm | **Validation of units of competency:**   * 1. *NS041-02 Participate in a Team towards an Objective*   2. *NS042-02 Collect, Present and Apply Workplace Information* | Vilimaka |
| 3 | **Thurs 29th Oct 2020** 9am – 12:30pm | **Validation of units of competency:**   * 1. *NS043-01 Select Basic Tools, Equipment and Materials used in Renewable Energy Technology (RET) and Energy Efficiency (EE)*   2. *NS044-01*  *Describe and explain energy sources* | Vilimaka |
| 12: 30pm – 1:30 pm | Lunch |  |
| 1:30 pm – 4:30 pm | **Validation of units of competency:**   * 1. *NS045-01 Promoting sustainable energy practices in the Pacific Island communities;*   2. *NS046-01*  *Perform workplace calculations for the energy sector* | Vilimaka |
| 4 | **Friday 30th Oct 2020**  9am – 12:30pm | **Evaluation of Qualification**   * Completion of reports | Vilimaka |
| 12:30 pm – 1:30 pm | Lunch |  |
|  | * Completion of reports * Submission of reports |  |

**WORK PLAN (Draft)  
NATIONAL QUALIFICATIONS IN SUSTAINABLE ENERGY   
TQF-REGISTRATION PANEL TRAINING AND QUALIFICATION EVALUATION**