



المقاييس السعودية للمهارات
Saudi Skills **Standards**

Glossary of Terms

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Accreditation	The process during which certification of authenticity, credibility or authority is established – usually with an awarding organization
Achievement rate	The number of students who have achieved a qualification based on those who have been retained on the program – usually expressed as a percentage
Additional learning support	Extra support provided to students to help them learn – this may be in the form of a person to help them write, to help them stay focused or resources to help them learn, for example colored paper or overlays
Assessment	Checking of learning and progress against a set of performance or knowledge criterion. Can be formative (on-going throughout a student’s program to show progress) or summative (at the end of learning)
Assessors	Staff involved in making decisions about the standard of a student’s work
Attrition rate	The number of students who leave the program before the planned end date compared with the number who started – usually expressed as a percentage
Awarding organization	An organization which provides qualifications and certification for training programs
Cancellation	The action of cancelling a planned review (refer to the review cancellation policy)
Certification	The confirmation of the achievement of knowledge or skills – usually presented in written format in the form of a certificate issued by an awarding organization
Co-operative training	A period of training, during which students carry out meaningful and realistic work in the chosen vocational area. Also referred to as work placement, work experience or on the job training (OJT)
CoE	College of Excellence
College	An organization providing education and training to students



Competence	Sufficiency of knowledge and skills that enable students/trainees to perform in a wide variety of situations.
Deferral	Where it has been decided that the start date of a review can be delayed by more than five working days.
Employer	A person or an organization which hires employees
Formative assessment	On-going assessment of a students' knowledge and skills to enable the monitoring of the progress students make
Individual Progress Reviews	Often called ILP's (Individual Learning Plans) It is a personalized document that is developed with students to chart their progress towards their goals during the academic year.
Improvement Plan	A plan which clearly identifies areas to be developed, how they development will take place, who is responsible, the desired impact and timeframe for completion
Information and Communication Technology (ICT)	The integration of telecommunication, computers and storage devices to enable users to access, store and manipulate information
Information and Learning Technology (ILT)	The methods of using technology to enhance learning
Initial assessment	The checking of students' skills and knowledge before they start a program. Usually covers the assessment of English, mathematics and ICT skills.
Institutional Review (IR)	The review of training organizations carried out on behalf of Saudi Skills Standards using the Institutional Review Framework
Institutional Review Framework	The framework setting out the principles that apply to the reviews of the quality of technical and vocational training, the structure of the review process and the key aspects that reviewers use to form their judgments
Instructor	A person who teaches the skills needed to be able to do something – usually qualified and experienced in the topic but may not be a qualified teacher
Lead Reviewer	A person leading a team of reviewers during a review.
Licensed Training Organization	An organization licensed by TVTC
Majority	More than half



Managing authority	An organization with responsibility for managing a number of education and training organizations
Mentor	A reviewer having responsibility during the review to support a trainee reviewer (shadow reviewer).
Minority	Less than half
NCEPA	National Center for Evaluation and Professional Accreditation
OJT – On the job training	On the job training, see also work experience, work placement, co-operative training
Partners	Organizations which work together to provide learning, training or support opportunities for students
Pass rate	The number of students who successfully achieve their main learning aim and qualifications compared with the number who were retained on the course- usually expressed as a percentage.
Progression	The rate at which students move from one level of training to another
Provider	A training organization providing learning and training opportunities to students
Recruitment	The process during which students or staff are given information (and may progress to the next stage of selection) to help them make decisions about training programs or employment opportunities
Retention rate	The number of students who remain on program compared with the number who started – usually expressed as a percentage
Review	The systematic evaluation and judgment of training organizations using the Institutional Review Framework
Reviewer	A person having responsibility from Saudi Skills Standards to carry out reviews of training organizations
Risk Assessment	The measurement of risk attached to a task, a process of evaluating the potential risks that may be involved in a projected activity or undertaking.
Saudi Skills Standards (SSS)	The SSS is the authorized organization by NCEPA/TVTC with responsibility for setting and maintaining standards in education and training throughout the Kingdom of Saudi Arabia.
Saudization	The number of Saudi nationals who are employed in the college according to agreed targets.



Schemes of Work	A plan that shows what will be taught in the classroom over a defined period of time. Sometimes known as a pacing schedule or training plan. It usually contains activities, teaching and learning methodologies and assessment strategies.
Self-assessment	The process followed by organizations to make judgments about their performance, identifying their strengths and areas for development.
Shadow Reviewer	A person training to become a reviewer and attending the review as an observer
Staff	People employed in an organization.
Stakeholders	Anyone who is involved in the welfare and success of the college and its students.
Strategic Partnerships	Training Organizations providing specific vocational training to their staff
Student	A person who is studying at the college or training organization
Sub- contractor	An organization appointed to carry out training, learning, assessment and support on behalf of the college or training organization. Often carries out specialized training.
Sub-contracted provision	Learning programs provided by a sub-contractor.
Success rate	The number of students who successfully achieve their main learning aim and qualifications compared with the number who started the course- usually expressed as a percentage.
Sustainable employment	A job which a person has been in for at least 3 months and is likely to be retained (i.e. not temporary employment)
Teachers	A person who teaches the skills needed to be able to do something. Usually qualified with a Bachelor or Master's Degree in Education combined with a vocational subject where appropriate
Trainee	A person who is learning at a college or training provider – often referred to as a student
Trainee Reviewer	A person who is being trained to become a reviewer
Training organization	An overarching organization that governances a wider range of colleges/institutions
Training provider	A college/institution that is responsible for the delivery and operation of training programs
TVTC	Technical and Vocational Training Corporation



Virtual Learning Environment (VLE)	An online resource for students and staff used to access learning materials
Work experience	A period of training during which students carry out meaningful and realistic work in their chosen vocational area with an external employer or within a real work environment at the training organization or college (see also co-operative training and work placement)
Work placement	A period of training during which students carry out meaningful and realistic work in their chosen vocational area with an external employer or within a real work environment at the training organization or college (see also co-operative training and work experience)