St Kitts and Nevis, National Occupational Classification System (SKN-NOCS 2019)

GOVERNMENT OF ST. KITTS AND NEVIS

ST. KITTS AND NEVIS

NATIONAL OCCUPATIONAL CLASSIFICATION SYSTEM

{SKN-NOCS - 2019}

USER GUIDE

@2019 by the Department of Labour

Published by the Department of Labour
Basseterre
St. Kitts & Nevis

DRAFT - For Field Testing Only

e-mail dol.gov.kn
www.nocs.gov.kn

ISBN

JANUARY 2019

PREFACE

As the economy of St. Kitts and Nevis continuously transforms and evolves to facilitate sustainable growth, development and economic diversification, the need for timely, relevant and accurate labour market information has become increasingly urgent.

Like its neighbouring countries of Barbados, Trinidad and Tobago and Jamaica, this labour-market information and intelligence has become a critical imperative for St. Kitts and Nevis, so as to identify both current and future labour-skills in alignment with existing and emerging occupational areas in the global market place.

The urgent need for this timely accurate and relevant statistical data prompted the recommendation for the development of a National Occupational Classification System to support the work of the Department of Labour in the twin-island Federation of St. Kitts and Nevis. While creating the framework to positively impact the ease of doing business and the management of human capital in the Federation of St. Kitts and Nevis

The St. Kitts and Nevis National Occupational Classification System (SKN-NOCS) has been designed to 'inform decision making in a demand-driven education and training system and contribute to effective planning of the St. Kitts and Nevis labour market. The SKN-NOCS reflects the existing labour market in St. Kitts and Nevis, the emerging trends in the labour market, the investment portfolio and projections, the future of jobs and global labour market trends.[i]

The St. Kitts and Nevis National Occupational Classification System includes a coded list of occupations in alignment with the International Standard Classification of Occupations 2008-(ISCO-2008) and provides a definition for each occupational area identified as well as an alphabetical index for easy reference by users.

The SKN-NOCS is the culmination of the Consultancy to 'Design, Develop and Deliver a National Occupational Classification for St. Kitts and Nevis' and involved consultations to identify respective occupational areas, and their verification and approval as listed in this publication, by the several stakeholders throughout the Federation. The Special features of this Integrated labour market tool improves access to Occupational and Labour Market Information creating a positive impact on The World Bank "ease of doing business index".

TABLE OF CONTENTS

1. INTRODUCTION

The SKN-NOCS classifies workers and jobs into occupational categories for the purpose of collecting, calculating, analysing, or disseminating data. Users of occupational data may include government, investors, program managers, industrial and labor relations practitioners, students considering career training, job seekers, career and employment counselors, educational institutions, and employers wishing to set employees employment terms or to evaluate resources required for a new facility, restructuring or retooling.

The SKN-NOCS classifies workers and jobs into occupational categories for the purpose of collecting, calculating, analysing, or disseminating data. Users of occupational data may include government, investors, program managers, industrial and labor relations practitioners, students considering career training, job seekers, career and employment counselors, educational institutions, and employers wishing to set employees employment terms or to evaluate resources required for a new facility, restructuring or retooling.

The implementation of the SKN-NOCS means that for the first time, all major occupational data sources produced by the Ministry of Labour statistical system provides information that are comparable, greatly improving the usefulness of the data.

The SKN-NOCS is designed to reflect the current occupational structure of St. St. Kitts and Nevis and it classifies all occupations in which work is performed for pay or profit. The SKN-NOCS covers all jobs in the national economy, including occupations in the public, private, and military sectors. Government agencies are strongly encouraged to use this national system to promote a common language for categorising and analysing occupations.

The system classifies all workers into one of several detailed occupations according to their occupational definition and or profile. To facilitate classification, detailed occupations are combined to form broad occupations, minor groups and major groups. Detailed occupations in the SKN-NOCS with similar job duties, and in some cases skills, education and /or training are grouped together.

The St. Kitts and Nevis National Occupational System Classification System (SKN-NOCS) Manual was created for the Department of Labour to help ensure correct occupational matches when creating training materials, job descriptions, qualifications and also providing information on how the occupational analysts classifies occupations into Major Economic Groups, Major Occupational Groups, Minor Occupational Groups, Broad Occupations and Detailed Occupations. This documentation on the classification of occupations reflects ongoing occupational analysis, statistical research and consultation with interested parties and active economic sectors to incorporate information related to economic strategies, national development, the world of work and new occupation reflective of government policies and investment projections in St. Kitts and Nevis.

The SKN-NOCS is the nationally accepted sectorial framework of occupations in the labour market of St. Kitts and Nevis. The design and development activities were part of a collaborative tripartite relationship between Employment, Ministry of Labour in both St. Kitts and Nevis and interested parties. The tripartite approach to the design and development of the SKN-NOCS ensures that the system has a broad support from all ILO constituents. This methodology adopted for the design and development of the SKN-NOCS is in support of Tripartite Consultation which is based on the principle of tripartism which speaks to, dialogue and cooperation between government, employers, and workers in the formulation of standards and policies dealing with labour matters. (International Labour Standards) Convention, 1976 (No. 144).

Main Objectives of the SKN-NOCS
- an accessible, contemporary and relevant system for the reporting, comparison and exchange of statistical, sectorial and administrative information about occupations that can be useful for research as well as for specific decision-making and action oriented activities;
- a useful model for the development of national and regional classification of occupations in support of regional initiatives and to facilitate international communication;
- to facilitate a resilient approach towards the management of human resources, workforce development programmes and investment opportunities.

It is important to note that, although the SKN-NOCS is useful in facilitating the provision of standard information for decision making, strategic planning and critical analysis on occupational issues, SKN-NOCS is not a framework or tool for administrative regulation of occupations. The designations employed and the presentation of descriptive and definitional material in SKN-NOCS do not imply the expression of any opinion whatsoever on the part of the Department of Labour St. Kitts and Nevis, concerning the legal or regulatory status of any occupational group.

Classification Structure

The structure of the SKN-NOCS is based on the structure of the International Standard Classification of Occupations 2008 (ISCO-2008), which provides a system for classifying and aggregating occupational information. The SKN-NOCS classifies occupational information for statistical data and occupational analysis. The occupational data forming the SKN-NOCS is of critical importance for the provision of labour market skills and career intelligence, skills development, occupational fore-sighting, labour and demand analysis and numerous other programmes and services. The SKN-NOCS classification structure provides a standardised framework for organising the world of work in an accessible, manageable understandable and coherent system.

The framework used for the design and development of the SKN-NOCS is based on four (4) main concepts: The concept of occupation, the concept of job, the concept of skill and the concept of the skill level.

- Occupation refers to the kind of work performed in a job. The concept of occupation is defined as a "set of jobs whose main task and duties are characterized by high degree of similarity". A person may be associated with an occupation through the main job currently held, a second job a future job or a job previously held.

- A job is defined in the ISOC-08 as "a set of task and duties performed, or meant to be performed, by one person, including for an employer or in self-employment".

- Skill is defined as the ability to carry out the tasks or duties of a given job. For the purposes of ISCO-08, two dimensions of skill are used to arrange occupations into groups. These are skill level and skill specification.
- Skill level is defined as a function of the complexity and range of tasks and duties to be performed in an occupation.

The SKN-NOCS is a hierarchical classification system which divides the Major Economic Sectors into Major Occupational Groups, Minor Occupational Groups, Broad Occupations and Detailed Occupations. All workers are classified into one of several detailed occupations according to their occupational definition. To facilitate classification, detailed occupations are combined to form broad occupations, minor groups and major groups. Detailed occupations in the SKN-NOCS with similar job duties, and in some cases skills, education and /or training are grouped together.

Major Groups are the broadest grouping of occupations. They represent very general areas of economic activity and are a convenient means of grouping all occupations falling within these wide fields of work.
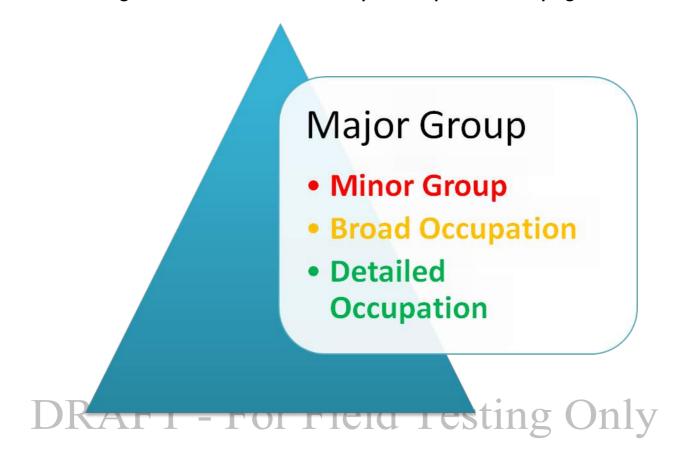
Minor Groups are a breakdown of Major Groups and also a collection of unit Groups. The groupings at this level are still fairly general.

Broad Occupational Groups are the most specific grouping of occupations. They are basic groups of occupations in which the main tasks are similar or have many similar characteristics.

Detailed Occupational Groups thus have occupational homogeneity and there is a closer relationship between occupations in the same group in terms of work performed than to occupations outside the group.

The relationship between the major group, minor group, broad occupational group and detailed occupational groups is hierarchical and divides the Major Economic Sectors into Major Occupational Groups, Minor Occupational Groups, Broad Occupations and Detailed Occupations as shown in Figure 1:

Figure 1. Hierarchical Relationship of Occupational Groupings

Major Group

- **Minor Group**
- **Broad Occupation**
- **Detailed Occupation**

DRAFT - For Field Testing Only

2. OVERVIEW OF SKN-NOCS USER GUIDE

The SKN-NOCS accurately reflects industry requirements and its development followed a structural approach. The methodology used in the design development and implementation, adopted a flexible strategy. The project used a hybrid methodology that included:

- elements of Functional Analysis and DACUM;
- occupational analysis and statistical research
- the use of electronic / digital systems and tools.

The approach used for developing the SKN-NOCS included the following six broad stages:

i. Planning;

ii. Development;

iii. Validation;

iv.   Developmental Testing;

v.   Ratification;

vi.   Updating.

It is worth noting that the *The Guide for Developing Occupational Classification SystemsISOC-08*, was maintained, but adapted to reflect the specific needs of the new SKN-NOCS.

3. DEVELOPMENT PROCESS

In August 2017, the consultants first met with the Occupation Classification Steering Committee (SKN-OCSC) which included representatives from the following agencies:

- Department of Labour St. Kitts;

- Department of Labour Nevis Island Administration

- Department of Statistics

- Human Resource Management Department

- Ministry of Education

- Department of Economic Affairs and Public Sector Investment Planning (PSIP)

- Department of Technology

- Chamber of Industry and Commerce

- Association of Contractors

- Trade Unions

- Representative from the formal and informal economic sector.

To initiate the development process, the consultants conducted workshops and sensitisation sessions with the St. Kitts and Nevis Occupation Classification Steering Committee (SKN-OCSC), and requested comments and input from several sector representatives. The intent was to ensure awareness and buy in while facilitating a tripartite consultative approach to the development process.

The efforts for the development process were directed by the consultants/experts who created a work team comprising of agency staff and a documentation specialist. The work team analysed economic sectors, reviewed statistical data and examined occupations. The

identification of major groups arising from occupational analysis activities facilitated the establishment of work groups who were aggregated and classified as sector councils.

The sector councils were charged with reviewing and validating the occupational classification, evaluating comments from interested parties and providing recommendations to the consultants and his work team. Guided by the Classification principles and consultation, the consultants evaluated the recommendations from the sector councils and workgroup which informed responsiveness of the SKN-NOCS.

In conjunction with the Ministry of Labour, the consultants evaluated and carefully considered the comments received. The favourable recommendations informed the design and the special features of the Electronic Interface for the SKN-NOCS. It also provided the direction for the support system required to sustain and maintain the SKN-NOCS in addition to strategic interventions strengthen the institutional capacity of the Department of Labour as the custodian of the SKN-NOCS.

4. MAINTENANCE AND SUSTAINABILITY

The maintenance and sustainability of the SKN-NOCS is the responsibility of the Ministry of Labour – St. Kitts and Nevis. The roles and responsibilities will be supported by the Department of Labour –DoL, Occupation Steering Committee, the National Occupational Sector Councils and Group of Technical Experts.

Steering Committee/ National Sector Council / Group of Technical Experts

Steering Committee / Sector Councils and a Group of Technical experts is established to oversee the promotion, use, maintenance and sustainability of the SKN-NOCS. The committees consist of Stakeholders, Industry Lead Persons and Technical Experts, who will be ensure that the support required by the SKN-NOCS reside in St. Kitts and Nevis. The Steering Committee, Sector council and Group of Technical Experts consist of stakeholders from the various departments and organisations which include:

- Department of Labour

- Department of Statistics

- Human Resource Management Department

- Ministry of Education

- Department of Economic Affairs and Public Sector Investment Planning (PSIP)

- Department of Technology

- Chamber of Industry and Commerce

- Public and Private sector entities

The operations of the Steering Committee / Sector Councils and The Group of Technical Experts will each be oversea by a team which consists of an Interm-Chairman, Deputy Chairman, Admin Assistant and Documentation Specialist. The initial period of engagement of this coordinating team should not exceed Two (2) years. During this period working activities will include the establishment of the SKN-NOCS as a feature of the Ministry of Labour

National Sector Council - After the initial publication of the NOCS-SKN Manual 2019, under the directions of an established unit within the Ministry of Labour, the Sector Council of St. Kitts and Nevis, consisting of representatives from the Major Occupational Groups function as a standing Committee. The roles and responsibility of the Sector Council are to perform promotional, maintenance and sustainability functions such as assisting the unit established in the Ministry of Labour in the development and recommendation of clarifications of SKN-NOCS definitions, placement of new occupations within the existing structure and internet interface available on the SKN-NOCS Web site http://www.nocs,gov.kn allowing users to access and compare occupational and related labour market information.

National Occupational Classification System -Steering Committee (NOCS-SC) – After the initial publication of the SKN – NOCS Manual 2019, The National Occupation Classification System Steering Committee (NOCS-SC) will continue to carry out the function of maintenance and updating of the system. This committee will consist of fifteen (15) to twenty (20)

representatives from several agencies and stakeholders, whose function will be to ensure that policies and maintenance of the SKN-NOCS are consistent with international standards (ISOC-08). The SKN- NOCS-SC will ensure that revision cycles follow established a schedule to minimize disruption to data providers, producers and users.

National Occupational Classification System – Technical Experts (NOCS-TE) – After the initial publication of the NOCS-SKN Manual 2019, The National Occupation Classification System Technical Experts (OCSC- TE) will continue to provide related technical knowledge and an update on activities within the Occupational Structures. The Technical experts will be assigned to each of the twenty-four (24) Major Groups. Technical Experts are recruited based on expertise and should be current within the occupational area over the last 5 years. Experts assigned to each major group should not exceed 6 representatives from a cross section of the occupation. The experts main function will be to ensure that maintenance of the SKN-NOCS is consistent with the occupational area.

TERMS OF REFERENCE

With support from a **National Occupational Classification System Steering Committee (NOCS-SC)**, **National Occupation and Sector Councils (NOCS - SC)** and a **Grouping of Technical Experts,** the Department of Labour (DoL) will:

- Maintain access the St. Kitts and Nevis National Occupational Classification System (SKN-NOCS) which is internationally comparable;

- Update the occupational profiles to ensure they are reflective of the changing labour market and emerging new occupations;

- Document the strategic interventions as recommended by the for the strengthen of the institutional capacity of the Department of Labour as the custodian of the SKN-NOCS.

- Liaison and maintain strategic networking and linkages with the **National Occupational Classification System Steering Committee (NOCS-SC)**, **National Occupational Classification System - Occupation Sector Councils (NOCS - OSC)** and a **Grouping of Technical Experts**, regarding relevant and pertinent information to be uploaded to the electronic interface and the review of occupational areas as listed on the SKN-NOCS

- Promote the uses and the special features of the SKN-NOCS ensuring ease of doing business across occupations and the engagement of human capital

The Department of Labour will maintain the capacity to support for the maintenance and sustainability of the SKN-NOCS. This will include the facilitation, training and monitoring of the working groups. These groups are:

   i.   National Occupational Classification System Steering Committee (NOCS-SC)

   ii.   National Occupational Classification System – National Occupation Sector Councils (NOSC-OSC).

   iii.   National Occupational Classification System – Technical Exerts (NOCS-TE)

I. **St. Kits and Nevis National Occupational Classification System Steering Committee (SKN-NOCS-SC)**

The maintenance and sustainability of the St Kitts and Nevis National Occupational Classification System SKN-NOCS will require a steering committee to oversee the, maintenance and sustainability of the system and its promotion. The committee will be representative across Aggregation 2 of the Major Group which consists of 6 groups. The committee consist of no more than (12) officers who will be trained to ensure that the competencies required by the SKN-NOCS reside in St. Kitts and Nevis. The Steering Committee will consist of stakeholders from the various departments and organisations which will include: a network of Industry Leaders and National Agencies. The SKN-NOCS System Steering Committee will appoint a member as chairperson.

The SKN-NOCS Steering Committee will:

- monitor the development and the progress of the works and activities related to their department or occupation or sector;

- make recommendations to the Analyst about occupations and classifications existing in the Federation;

- promote the use of The National Occupational Classification System and the ease of obtaining occupational classification and labour market information across the federation;

- help settle certain kinds of disagreements between users and system;

- carry out functions assigned by the Department of Labour;

- review records and the system which may include subsequent reviews/updates of existing occupational records or data;

- support the maintenance and sustainability of the SKN-NOCS.

II. **St. Kitts and Nevis National Occupational Classification System - Occupation Sector Councils (SKN-NOCS-OCS)**

The maintenance and sustainability of the St Kitts and Nevis National Occupational Classification System SKN-NOCS will require National Occupation Sector Councils for each Occupational or Sector Groupings not exceeding nine councils. to be guided by rationalizing the Major Group Aggregation 1. The National Occupation and Sector Councils will appoint a member as presiding officer.

The National Occupation and Sector Councils will:

- make recommendations on

    - occupational and sector groupings

    - major, minor and sub groupings for the occupation and trades

    - classification system structure and interface

    - designation of trades and occupations;

- promote the use of the SKN-NOCS;

- consult with other Occupation and Sector Councils about developments and facilitate corporation between different trades and occupations;

- consult with organisations, associations and individuals who have interest in their trade and with employers and employees in their trade;

- help settle certain kinds of disagreements between users and system;

- carry out functions assigned by the Department of Labour (DoL);

- validate records and the system which may include subsequent reviews/updates of existing occupational records or data;

- support the maintenance and sustainability of the SKN-NOCS.

III. **St. Kitts and Nevis National Occupational Classification System – Technical Experts (SKN-NOCS-TE)**

The analysis, compilation, review and verification of data for the St Kitts and Nevis National Occupational Classification System SKN-NOCS will require technical experts for each Occupational Groupings. An average of 4 experts for each major group is recommended while the selection will be guided by rationalizing the Major Group. The Technical Experts are occupational lead persons and will be engaged by the Department of Labour on a needs basis.

The National Occupation Technical Experts will:

- ensure that maintenance of the SKN-NOCS is consistent with the occupational area.

- make recommendations on

    - designation of trades and occupations;

    - terminology and technical jargon related to the occupation

- promote the use of the SKN-NOCS;

- consult with the Department of Labour about developments and facilitate corporation between different trades and occupations;

- ensure the interest in their occupational group is represented by the SKN-NOCS;;

- help clarify and provide information / data on occupational groupings;

- carry out functions assigned by the Department of Labour;

- validate records and the system which may include subsequent reviews/updates of existing occupational records or data;
- support the maintenance and sustainability of the SKN-NOCS.

5. CLASSIFICATION PRINCIPLES

The ISOC-2008 Classification Principles form the basis on which the SKN-NOCS is structured. The main principles guiding the NCOS are as follows:

- The SKN-NOCS covers all occupations in which work is performed for pay or profit, including work performed in family-operated enterprises by family members who are not directly compensated. It excludes occupations unique to volunteers and foundations.

- Occupations are classified based on work performed and, in some cases, on the skills, education, and/or training needed to perform the work at a competent level.

- Workers primarily engaged in planning and directing are classified in management occupations in Major Group 11-0000. Duties of these workers may include supervision.

- Supervisors of workers in Major Groups 13-0000 through 29-0000 usually have work experience and perform activities similar to those of the workers they supervise, and therefore are classified with the workers they supervise.

- Workers in Major Group 31-0000 Healthcare Support Occupations assist and are usually supervised by workers in Major Group 29-0000 Healthcare Practitioners and Technical Occupations. Therefore, there are no first-line supervisor occupations in Major Group 31-0000.

- Workers in Major Groups 33-0000 through 53-0000 whose primary duty is supervising are classified in the appropriate first-line supervisor category because their work activities are distinct from those of the workers they supervise.

- Apprentices and trainees are classified with the occupations for which they are being trained, while helpers and labourers are classified separately because they are not in training for the occupation they are helping.

- If an occupation is not included as a distinct detailed occupation in the structure, it is classified in an appropriate "All Other," or residual, occupation. "All Other" occupations

are placed in the structure when it is determined that the detailed occupations comprising a broad occupation group do not account for all of the workers in the group. These occupations appear as the last occupation in the group with a code ending in "9" and are identified in their title by having "All Other" appears at the end.

- A worker is assigned to an SKN-NOCS occupation code based on work performed.

- When workers in a single job could be coded in more than one occupation, they are coded in the occupation that requires the highest level of skill. If there is no measurable difference in skill requirements, workers are coded in the occupation in which they spend the most time. Workers whose job is to teach at different levels (e.g., elementary, middle, or secondary) are coded in the occupation corresponding to the highest educational level they teach.

- The St. Kitts and Nevis, Ministry of Labour is charged with collecting and reporting data on total employment in St. Kitts and Nevis across the full spectrum of major occupational groups. Thus, for a detailed occupation to be included in the SKN-NOCS, the Ministry of Labor must be able to collect and report data on that occupation.

- The SKN-NOCS is not a framework or tool for administrative regulation of occupations. The designations employed and the presentation of descriptive and definitional material in SKN-NOCS do not imply the expression of any opinion whatsoever on the part of the Department of Labour St. Kitts and Nevis concerning the legal or regulatory status of any occupational group.

6. SKN-NOCS STRUCTURE AND FORMAT

The occupations in the SKN-NOCS are classified at three levels of aggregation. This is done to suit the needs of various data users: Aggregation Level 1 consists of 23 major groups as listed in Table 1, Level 2 consists of 13 major groups as listed in Table 2 and Level 3 consists of 6 major groups as listed in Table 3.

Table 1 – Major Group Aggregation 1

Codes	Major Occupational Groupings
11-0000	Management Occupations
13-0000	Business and Financial Operations Occupations
15-0000	Computer, Communications, Information Technology and Mathematically Occupations
17-0000	Architecture and Engineering Occupations
19-0000	Life, Physical, and Social Science Occupations
21-0000	Community, Social and Public Service Occupations
23-0000	Legal Occupations
25-0000	Education, Training, and Library Occupations
27-0000	Arts, Design, Entertainment, Recreation, Sports, and Media Occupations
29-0000	Healthcare Practitioners and Technical Occupations
31-0000	Healthcare Support Occupations
33-0000	Protective Service Occupations
35-0000	Food Preparation and Serving Related Occupations
37-0000	Building and Grounds Cleaning and Property Maintenance Occupations
39-0000	Personal Care, Service and Related Trade Occupations
41-0000	Sales and Related Occupations
43-0000	Office and Administrative Support Occupations
45-0000	Agriculture, Agri-Business, Fishing, Environment Management and Landscaping Occupations

47-0000	Construction and Building Systems Occupations
49-0000	Metal Fabrication, Industrial Systems, Installation, Maintenance, Repair Service and Related Trade Occupations
51-0000	Production, Food Processing, Plant and Manufacturing Occupations
53-0000	Transportation, Quarrying and Material Moving Occupations
55-0000	Military Specific Occupations
00-0000	Government and Public Sector Occupations

Table 2 – Major Group Aggregation 2

Major groups from Intermediate aggregation are as follows

Codes	Major Occupational Groupings
11-13	Management, Business, Financial and Professional Occupations
15-19	Computer, Information Technology, Engineering, Science, Technicians and Associate Professional Occupations
21-27	Education, Legal, Community Social & Public Service, Arts, and Media Occupations
29	Healthcare Practitioners and Technical Occupations
31-39	Service and Related Trade Occupations
41	Sales and Related Occupations
43	Office, Clerical and Administrative Support Occupations
45	Agriculture, Agri-Business, Fishing, Environment Management and Landscaping Occupations
47	Construction and Building Systems Occupations
49	Metal Fabrication, Construction, Installation, Maintenance, Repair, Service and Related Trades Occupations
51	Production, Food Processing, Plant and Manufacturing Occupations
53	Transportation, Quarrying and Material Moving Occupations
55	Military Specific Occupations

Further aggregation provides 6 major groupings. Aggregation to 6 major groups is used to form sector councils. These are listed in Table 3 – Major Group Aggregation 3.

Table 3 – Major Group Aggregation 3

Codes	Major Occupational Groupings
11-29	Management, Business, Science, Technical and Associate Professional Occupations
31-39	Service and Related Trade Occupations
41-43	Administrative, Sales and Clerical Occupations
45-49	Natural Resources, Agriculture, Fisheries, Construction, Maintenance Occupations and Related Trades
51- 53	Production, Transportation and Material Moving Occupations
55	Military Specific Occupations

Major groups are broken into minor groups, which in turn are divided into broad occupations. Broad occupations are then divided into one or more detailed occupations. All groups are provided with a format – Figure 2 and code – Figure 3 in keeping with ISOC-08 framework. Information on Occupations forming the National Occupational Classification System is represented in tables. The Occupational Classification Table 4 and the Broad Occupation Description Table 5 provides an overview of the design of the information.

Format -Figure2

11-0000	Management Occupations		
	11-1000	Top Executives	
		11-1010	Chief Executive Officers
			11-1022 Operations Manager

Figure 2 above illustrates the typical format

Coding-Figure3

1- Major group codes end with "0000" (example 11-0000 Management Occupations)

2- Minor groups generally end with "000" (e.g., 11-1000 Top Executives)

3- Broad occupations end with "0" (e.g., 11-1010 Chief Executive Officers).

4- Detailed occupations end with a number other than "0" (e.g., 11-1022 Operations Manager).

Figure 3- illustrates the coding principle

Occupation Classification Table

The Occupational classification table provides a summary of the relationship between the Major Group, Minor Group, Broad Occupations and Detailed Occupations as illustrated below:

Occupation classification Table 4

Major Group	Minor Group	Broad Group	Detailed Occupation	Occupational Groupings
11-0000				**Management Occupations**
	11-1000			**Top Executives**
		11-1010		Chief Executive Officers
			11-1011	Chief Executives
		11-1020		Operations and General Managers
			11-1021	General Managers
			11-1022	Operations Managers
		11-1030		Administrative Managers
			11-1031	Administrative and other Managerial Workers
		11-1040		Legislators
			11-1041	Legislative Officials and Administrators

Occupational Definitions Table

The Occupational definition table provides an overview of the definitions of the Broad

Occupational Group for each Major Group as illustrated below:

Occupation Definition Table 5

Occupational Groupings	Key Definitions of Broad Occupational Group
11-0000 - Management Occupations	Management Occupations are those positions in which the responsibility is to accomplish tasks through the work of others rather than by doing the work yourself. These are usually in every profession and every industry
11-1000 - Top Executives	Top executives devise strategies and policies to ensure that an organization meets its goals, They plan, direct and coordinate operational activities of companies and organisations
11-1010 - Chief Executive Officers	Chief Executive Officers determine and formulate policies and provide overall direction of companies or private and public sector organizations within guidelines set up by a board of directors or similar governing body. Plan, direct, or coordinate operational activities at the highest level of management with the help of subordinate executives and staff managers.
11-1040 – Legislators	Legislators develop, introduce, enact or repeal laws and statutes. Includes only workers in elected positions.

7. SPECIAL FEATURES

The SKN-NOCS special features supports the development of a National Workforce Development System for St. Kitts and Nevis and form the platform from which the intended users can access information related to various situations which may arise from statistical, strategic, economic and systematic decision-making processes. Recent social research shows a renewed interest in detailed characteristics of jobs, labour movement, employment trends, labour laws, skills training and requirements, credentialing, equivalencies of certification and recognition of competencies.

The SKN-NOCS is intend to be a vehicle of change ensuring that users are served by a system which includes local, regional and global labour market information. The characteristics of the system is analysed, reviewed, updated and made accessible to a wide cross section of users and interested parties. The main features of the system are:

> Classification of Occupation
> Career Exploration
> Education and Training
> Major Economic Indicators
> Investment Opportunities
> Labour Laws
> Immigration
> Department of Labour Services
> Publications

The structured National Workforce Development System forming part of the Ministry of Labour framework for the management and sustainability of human resources will be supported by the following pillars:

1. National Occupational Sector Councils, Technical Experts and Interest groups
2. Industry Standards Framework and Occupation Classification System
3. Qualification System

4. Trainers and Experienced TVET practitioners

5. Career Guidance

These five (5) pillars are assured, maintained and sustained by National Legislative and Funding framework for workforce development.

The inclusion of the special features in the SKN-NOCS provides a forum for dialogue about labour market information and issues related to The World Bank "Ease of doing business index". Ongoing research, analysis and updates to the SKN-NOCS will ensure that it continues to reflect occupational changes in the labour market, strategic and national development, currency, human capital management and relevance with global trends.

DRAFT - For Field Testing Only

National Occupations Classification System
Government Of St. Kitts and Nevis

DRAFT - For Field Testing Only

- **HOME**
  - Who We Are
  - About SKN-NOCS
  - What We Offer
  - News and Updates
  - Upcoming Events
  - See Us In Action
  - Resource Centre
- **SKN-NOCS**
  - SKN-NOCS 2018 Manual
  - SKN-NOCS User Guide
    - Background
    - Introduction
    - Overview of SKN-NOCS Guide manual
    - Classification Principle
    - Structure and Format of SKN-NOCS
    - Frequent Question and Answers

- Special Features
  - Economic Projections
  - Foreign Worker Requirement
    - Professional Credentials
    - Permit(s)
    - Licensure
  - CARICOM Worker Requirement
    - Skills Certification
    - Professional Credentials
    - Permit(s)
    - Licensure
  - LMIS
  - GOV-SKN
  - Local Employment
  - Overseas Employment
  - Careers
  - Disputes
  - Social Security
  - Ecclesiastical Affairs
- Contact Us

- HOME
- SKN-NOCS
- Career
- Training
- Employment
- Occupational Safety & Health
- Statistics
- Services & Forms

-
-

SKN-NOCS devadmin 2018-05-10T02:21:32+00:00

St. Kitts and Nevis Occupational Classification

The St. Kitts and Nevis National Occupational Classification System (SKN-NOCS) classifies workers and jobs into occupational categories for the purpose of collecting, calculating, analysing, or disseminating data. Users of occupational data may include government, investors, program managers, industrial and labor relations practitioners, students considering careers, job seekers, career & personal development counselors, employment officers, educational institutions, and employers wishing to set employees employment terms or to evaluate resources required for a new facility, restructuring or retooling.

SKN-NOCS 2018 Manual

DRAFT - For Field Testing Only

Facebook

DRAFT - For Field Testing Only

9. WORK INSTRUCTIONS

Follow Up Activities and Work Instructions

The Department of Labour will be required to conduct activities to ensure the upkeep of the SKN-NOCS. These activities include:

- Coordinating review meetings with the Sector Councils and the National Steering Committees
- Coordinate and schedule a national launch of the SKN-NOCS

The following are a summary of recommended work activities to be pursued so as to support the continued engagement of the DoL team assigned for the design development and implementation of the SKN-NOCS.

A. **Research, Analysis and Technical Support**
- Direct, Manage and coordinate the activities of the NOCS as per ISCO-08 guidelines and the needs of the economic sector occupations and user group across St. Kitts and Nevis – Labour Market Information Systems
- Updating of Occupational Classification System
- Management of Special Features
- Management of Support system
- Management of Quality of the Processes s to include the integration with other systems
- Review, Approve and Uploading of information on the NOCS
- management of the Promotion of the SKN-NOCS and Customer Service activities

B. **Maintain Data**
- Keep data from meetings organised, safe and available.
- Maintain paper files, electronic files, and even databases of occupational groupings.
- Input, organise, and retrieve information from these systems to support the development of the NOCS-SKN and relates activities.
- Provide information to the project team, sector councils stakeholders and interested parties
- Print and collate documents to facilitate the validation process
- Request data from sector council, occupational groupings, update records and compile reports

C. **Manage Documents**
- Edit and review NOCS records and documents created by the experts.
- Perform document control activities to ensure compliance with project requirements.
- Perform functions to ensure the delivery of efficient and effective documentation and clerical support services as required by the NOCS-SKN
- Manage records to support the maintenance and sustainability of the NOCS-
- Prepare document to support training sessions and meetings

- Review and update documents from meetings and field activities

D. Provide Administrative Assistance

- Provide general support for the administrative aspects of the project.
- Perform filing, scanning, faxing, composing correspondences, data entry, preparing mail, and ordering supplies.
- Create database of stakeholders, interested parties and meeting attendees
- Schedule meeting with sector councils and interested parties
- Conduct meetings and interviews away from office
- Travel to companies and workplaces to collect and validate data
- Conduct virtual meeting and collect data via remote media (Internet, Skye, Watts app) as directed by experts
- Make phone, create reports, maintain records, and conduct research as well

The SKN-NOCS Manual contains the listing of the Sector Councils and the National Steering Committees and the Department of Labour can recommend additional persons to participate in the respective working groups throughout their engagement and laision activities to promote and update the SKN-NOCS.

DRAFT - For Field Testing Only

APPENDIX I

LIST OF ACRONYMS

CARICOM	Caribbean Community
DACUM	Developing a Curriculum
DoL	Department of Labour
FAQ	Frequently Asked Questions
GOV	Government
ISCO	International Standard Classification of Occupations
LMIS	Labour Market Information System
MOE	Ministry of Education
MOLSSEA	Ministry of Labour, Social Security and Ecclesiastical Affairs
NOCS	National Occupational Classification System
N-OCSC	National Occupation Classification Steering Committee
OSHA	Occupational Safety and Health Administration
PSIP	Department of Economic Affairs and Public Sector Investment
SKN-NOCS	of St. Kitts and Nevis National Occupational Classification System
NIA	Nevis Island Administration
SCNSSB	St. Christopher and Nevis Social Security Board
SCASPA	St. Christopher Air and Sea Port Authorities
SK-NCHIC	St. Kitts and Nevis Chamber of Industry and Commerce
SKN-LFS	St Kitts and Nevis Labour Force Survey
SK-NTLU	St. Kitts and Nevis Trade and Labour Union
SKN	St. Kitts and Nevis
TVET	Technical Vocational Education and Training

APPENDIX II
REFERENCE

Terms of Reference to Design, Develop and Deliver a National Occupational Classification System for St. Kitts and Nevis

ISCO-08: ILO

DRAFT - For Field Testing Only

[i] Terms of Reference to Design, Develop and Deliver a National Occupational Classification System for St. Kitts and Nevis