



**NATIONAL COMPETENCY STANDARD &
COMPETENCY BASED TRAINING CURRICULUM
FOR
COMMUNITY LED OUTREACH WORKER (HIV AND STI)**

(Competency Standard Code: N85S039)

**Facilitated by
The Family Planning Association of Sri Lanka**



**Developed and Validated by;
National Apprentice & Industrial Training Authority
971, Sri Jayawardenepura Mawatha,
Welikada, Rajagiriya.**



**Endorsed by;
Tertiary & Vocational Education Commission
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Ministry of Education, Higher Education and Vocational Education

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PREFACE

National Competency Standards (NCS) and curricula are essential elements for the implementation of a unified Technical and Vocational Education & Training System for Sri Lanka and forms the basis for the National Vocational Qualifications Framework of Sri Lanka, which provides for the award of nationally and internationally recognized qualifications. The National Competency Standards are developed in consultation with the industry and are designed using a nationally agreed specific format to maintain uniformity and consistency of standards amongst occupations.

The NCSs and curricula specify the standards of performance of a competent worker and the various contexts in which work may take place. NCS describes the knowledge, skills and attitudes required in a particular occupation and signals what students must be able to do in employment and can ideally serve as a link between education and training and the needs of the labour market. NCS and curricula together provide explicit advice to assessors and employers regarding the knowledge, skills and attitudes to be demonstrated by the candidates seeking formal recognition for the competencies acquired either following training or through work experience.

National Competency Standards focus on that is expected of a worker in the workplace rather than on the learning process.

- NCSs stress upon the ability to transfer and apply knowledge and skills to new situations and environments.
- In NCS and curricula the emphases is upon outcomes and upon the application of knowledge and skills, not just the specification of knowledge and skills.
- NCS and curricula are concerned with what people are able to do and the ability to do a task in a range of contexts.
- NCS and curricula include all aspects of workplace performance and not only narrow task skills.

NCS especially can serve a number of purposes including;

- Providing advice to curriculum developers about the knowledge, skills and attitude to be included in the curriculum.
- Providing specifications to Competency Based Assessors about the knowledge, skills and attitudes to be demonstrated by candidates.
- Providing advice to industry about job functions, which in turn can be used for the development of job descriptions, performance appraisal systems and work flow analysis.

The lead organization for the development of NCS and curricula is the National Apprentice & Industrial Training Authority. The standards so developed are endorsed by the Tertiary & Vocational Education Commission as National Document.

There is a requirement to review the standards and curricula within the prescribed period as appropriate as and when required, with the assistance of relevant industry groups and incorporate the changes in the National Competency Standards and Curricula.

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**NATIONAL COMPETENCY STANDARD & COMPETENCY BASED TRAINING
CURRICULUM
FOR
COMMUNITY LED OUTREACH WORKER (HIV AND STI)
(Competency Standards Code: N85S039)**

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Occupation Outlook

Occupational Definition

Community Led Outreach Worker (HIV and STI) is the person who implements and/ or oversees outreach programs aimed at reducing the spread of HIV and STI among the targeted communities conducting community-based activities such as education, distributing health commodities, community-based testing and linking to services, collaborate with healthcare providers, and relevant organizations to promote safe practices, and improve overall public health outcomes.

Responsibilities

1. Prepare action plan to implement Key Population (KP) intervention
2. Implement and monitor KP intervention plan
3. Conduct risk profiling and micro planning (hot spot mapping)
4. Maintain inventory and health commodities
5. Perform administrative and financial activities of the KP programmes
6. Maintain Prevention Information Management System
7. Coordinate stakeholders
8. Train outreach team (MSM, TG, FSW, BB, PWID)
9. Organize prevention education, testing programmes

Career and Employment Opportunities

Trainees who have completed this competency level, in Community-led Outreach Worker (HIV and STI) can gain employment as Outreach Coordinator, Outreach worker, peer educator and continue into higher NVQ levels in a variety of areas related to Healthcare Industry as follows, but are not limited to:

- Key Population Programme Coordinator
- Key Population Programme Manager
- Programme/Project Coordinator

NATIONAL COMPETENCY STANDARD
FOR THE OCCUPATION OF
COMMUNITY LED OUTREACH WORKER (HIV AND STI)

	List of Competency Units	Unit Code No.	Level	Page no:
1.	Prepare action plan for Key Population intervention	N85S039U01	4	02-03
2.	Implement Key Population intervention plan	N85S039U02	4	04-05
3.	Conduct risk profiling and micro planning	N85S039U03	3	06-07
4.	Maintain inventory and health commodities	N85S039U04	3	08-09
5.	Perform administrative, human relations and financial activities	N85S039U05	4	10-11
6.	Train outreach team	N85S039U06	4	12-13
7.	Conduct education programmes	N85S039U07	4	14-16
8.	Practice workplace communication and interpersonal relations	N85S039BU01	Basic	17-18
9.	Apply occupational literacy and numeracy	N85S039BU02	Basic	19-20
10.	Work in teams	N85S039BU03	Basic	21-22
11.	Practice occupational health and safety measures	N85S039BU04	Basic	23-25

Packaging for National Vocational Qualifications (NVQ)

- National Certificate at NVQ Level 3 in the occupation of **Community Led Outreach worker (HIV and STI)** will be awarded to those who are competent in units U03 + U04 + BU01 + BU02 + BU03 + BU04 - N85S039Q1L3
- National Certificate at NVQ Level 4 in the occupation of **Community Led Outreach Worker (HIV and STI)** will be awarded to those who are competent in units U01 + U02 + U03 + U04 + U05 + U06 + U07 + BU01 + BU02 + BU03 + BU04 – N85S039Q2L4

Unit Title:	Prepare action plan for Key Population intervention
Unit Descriptor:	This unit covers the competencies required to develop an action plan for implementing targeted interventions addressing the needs of Key Population.
Unit Code:	N85S039U01
Elements of Competence	Performance Criteria
1. Set individual targets	1.1 Annual and monthly targets received from the higher authority and interpreted as per Standard Organizational Procedures (SOP) 1.2 Outreach team selected according to targets and hot spot mapping 1.3 Recruitment of the selected outreach team coordinated as per SOP 1.4 Individual targets assigned to outreach team as per SOP
2. Review progress	2.1 Information collected from the outreach team and verified as per SOP 2.2 Records updated as per SOP 2.3 Targets to be achieved in the coming month selected considering the shortcomings of the previous month/s 2.4 Monthly progress review report prepared and submitted as per SOP
3. Prepare monthly advance programme	3.1 Activities of the Key Population (KP) intervention listed out as per the monthly progress to be achieved in the coming month 3.2 Monthly advance programme compiled and submitted for approvals as per SOP 3.3 Approved monthly advance programme shared with outreach team as per SOP

Range Statement:

Work connected to this unit may take place in the field and community service centers/ government health clinics. Work related to this unit may be performed individually or as a member of team.

Elaboration of Terms in Performance Criteria

- **Information** in PC 2.1 may include; client registration forms, community-based service provider calendar/daily record form, testing record forms, condom and lubricant distribution records.
- **Records** in PC 2.2 may include; progress calculators, calendar summary, stock registries, etc...
- **Activities** in PC 3.1 may include; organize training, distribute commodities, conduct field visits, supervise outreach workers.

Critical aspects

The assessment must confirm that the candidate is able to;

- Select outreach teams with capacity to achieve monthly targets
- Verify the validity of the collected information

The following tools, equipment & material are included within this unit.

Tools and equipment	Materials
<ul style="list-style-type: none"> • Computer with internet facility • Communication equipment • Printer • White board • Multimedia with screen • Software packages 	<ul style="list-style-type: none"> • Stationery • Standard forms and formats

The following documents / References/ Standards may be used for this unit:

- Standard Organizational Procedures
- National Guidelines published by National STD / AIDS Control Programme (NSACP)

Underpinning Knowledge and Skills

Underpinning Knowledge	Underpinning Skills
<ul style="list-style-type: none"> • Key population • KP intervention procedures • Hot spot mapping • STD, HIV, hepatitis and prevention, testing and linking services • Preparation of action plan • Professionalism and work ethics 	<ul style="list-style-type: none"> • Language literacy • Analytical • Planning • Communication and convincing • Leadership • Teamwork • Computer literacy • Decision making • Record keeping

Worker behavior/Attitudes

Attitudes/Behavior
<ul style="list-style-type: none"> • Adaptability • Non-judgmental attitude • Team worker • Empathy • Confidentiality • Patience • Tolerance

Unit Title:	Implement Key Population intervention plan
Unit Descriptor:	This unit covers the competencies required to implement and monitor intervention plans targeting key populations ensuring effective delivery, stakeholder engagement and compliance with health and community standards.
Unit Code:	N85S039U02
Elements of Competence	Performance Criteria
1. Implement monthly advance programme	<p>1.1 Activities of the monthly advance programme scheduled accordingly</p> <p>1.2 Resources arranged as per the schedule of the monthly advance programme</p>
2. Review programme progress	<p>2.1 Progress meetings conducted to review the progress and records maintained as per Standard Organizational Procedures (SOP)</p> <p>2.2 Verification visits conducted to verify the performance of the outreach team as per monthly advance programme</p> <p>2.3 Received records checked and verified with existing information</p> <p>2.4 Distribution and usage of supplies and commodities checked and verified</p> <p>2.5 If deviations found in verification, corrective actions taken under instructions of the superior</p> <p>2.6 Required actions taken to rectify the deviations of records</p> <p>2.7 Programme progress reported as per SOP</p>

Range Statement:

Work connected to this unit may take place in the field and community service centers/ government health clinics. Work related to this unit may be performed individually or as a member of team.

Elaboration of Terms in Performance Criteria

- **Activities** in PC 1.1 may include; organize training, distribute commodities, conduct field visits, supervise outreach team.
- **Resources** in PC 1.2 may include; forms and formats, condoms, lubricants, test kits, transportation, logistic arrangements, etc.
- **Actions** in PC 2.6 may include; daily update PIMS, reallocate targets, provide close supervision to identified individuals, demonstrate use of condoms and test kits.

Critical aspects

The assessment must confirm that the candidate is able to;

- Conduct verification visits randomly and periodically
- Check that the activities are align with the Key Population (KP) intervention plan

The following tools, equipment & material are included within this unit.

Tools and equipment	Materials
<ul style="list-style-type: none"> • Computer with internet facility • Communication equipment • Printer • White board • Multimedia with screen • Software packages 	<ul style="list-style-type: none"> • Stationery • Standard forms and formats

The following documents /References/Standards may be used for this unit:

- Testing guidelines and SOP
- KP intervention guideline
- Universal precautions guidelines

Underpinning Knowledge and Skills

Underpinning Knowledge	Underpinning Skills
<ul style="list-style-type: none"> • Key population and behaviors • KP intervention plan • KP intervention procedures • Hot spot mapping • HIV, STI & Hepatitis <ul style="list-style-type: none"> ○ Mode of transmission ○ Symptoms ○ Testing and treatment ○ Prevention ○ Harm reduction services ○ Services availability • Standard forms and formats • Prevention Information Management System (PIMS) • Population sizes • Disease prevalence • Relevant Geographical area • Universal precautions guidelines 	<ul style="list-style-type: none"> • Language literacy • Analytical • Planning • Communication and convincing • Leadership • Teamwork • Decision making • Problem solving • Use of computers and related software • Use of social media • Record keeping

Worker behavior/Attitudes

Attitudes/Behavior
<ul style="list-style-type: none"> • Adaptability • Non-judgmental attitude • Team worker • Empathy • Confidentiality • Patience • Tolerance

Unit Title:	Conduct risk profiling and micro planning
Unit Descriptor:	This unit covers the competencies required to assess the behaviour of key population and prepare detailed plans to address specific needs of them using data analysis.
Unit Code:	N85S039U03
Elements of Competence	Performance Criteria
1. Perform risk profiling	1.1 Client database prepared referring client registration forms 1.2 Behaviours of key population observed to identify individual risks and vulnerabilities 1.3 Client database analysed and risk assessment carried out according to observations
2. Perform Micro planning	2.1 Individualized services delivered according to risk assessment 2.2 Delivered services followed up continuously and adjusted as per the requirement 2.3 Prevention Information Management System (PIMS) and calendar records updated and reports generated as per Standard Organizational Procedures (SOP)

Range Statement:

Work connected to this unit may take place in the field and community service centers/ government health clinics. Work related to this unit may be performed individually or as a member of team.

Elaboration of Terms in Performance Criteria

- **Individualized services in PC 2.1** may include: inconsistent condom use - PrEP initiation, harm reduction services for people who inject drugs, continuous periodic screening, providing health commodities

Critical aspects

The assessment must confirm that the candidate is able to;

- Assess high risk locations and behaviour
- Select individuals with risk and attend to services timely

The following tools, equipment & material are included within this unit.

Tools and equipment	Materials
<ul style="list-style-type: none"> • Computer with internet facility • Communication equipment • Printer • White board • Multimedia with screen • Software packages 	<ul style="list-style-type: none"> • Stationery

The following documents /References/Standards may be used for this unit:

- Completed client registration forms
- PIMS Summary sheet

- Risk profiling and micro planning guidelines
- Area maps

Underpinning Knowledge and Skills

Underpinning Knowledge	Underpinning Skills
<ul style="list-style-type: none"> • Key population • Risk behaviors <ul style="list-style-type: none"> ○ Biological ○ Environmental • Risks leading to diseases • Risk assessment techniques • HIV, STI & Hepatitis <ul style="list-style-type: none"> ○ Mode of transmission ○ Symptoms ○ Testing and treatment ○ Prevention ○ Harm reduction services ○ Services availability • Geographical locations • Computer literacy • Health commodities 	<ul style="list-style-type: none"> • Literacy and numeracy • Communication • Interpersonal • Interpretation • Analytical • Handling digital devices • Critical thinking

Worker behavior/Attitudes

Attitudes/Behavior
<ul style="list-style-type: none"> • Adaptability • Non-judgmental attitude • Team worker • Empathy • Confidentiality • Patience • Tolerance

Unit Title:	Maintain inventory and health commodities
Unit Descriptor:	This unit covers the competencies required to maintain stock levels, handle, store, and monitor health commodities to ensure quality, safety, and accurate inventory records.
Unit Code:	N85S039U04
Elements of Competence	Performance Criteria
1. Estimate health commodities	1.1 Individual estimates from outreach team collected as per Standard Organizational Procedures (SOP) 1.2 Current stock level of health commodities and inventory items checked and recorded as per SOP 1.3 Annual estimate prepared based on the collected individual estimates and the current stock level
2. Maintain stock	2.1 Required commodities and inventory items requested from relevant authority as per SOP 2.2 Obtained commodities and inventory items stored according to the recommended storing guidelines 2.3 Commodities and inventory items issued in required amounts as per SOP 2.4 Stock levels updated and recorded as per SOP

Range Statement:

Work connected to this unit may take place in the field and community service centers/ government health clinics. Work related to this unit may be performed individually or as a member of team.

Elaboration of Terms in Performance Criteria

- **Health commodities in PC 1.2** may include: condoms, lubricants, test kits, Pre and Post Exposure Prophylaxis (PrEP, PEP), Hepatitis C medication, syringes, needles and other injecting equipment, etc.
- **Inventory items in PC 1.2** may include: stationery, dildos, standard forms and formats, office furniture, digital devices, Education materials, etc.

Critical aspects

The assessment must confirm that the candidate is able to;

- Verify the requested health commodities and inventory items
- Maintain a buffer stock

The following tools, equipment & material are included within this unit.

Tools and equipment	Materials
<ul style="list-style-type: none"> • Computer with internet facility • Communication devices • Software packages • Storage facility • Office furniture • Digital devices • Dildos 	<ul style="list-style-type: none"> • Stationery • Standard forms and formats • Health commodities • Education materials

The following documents /References/Standards may be used for this unit:

- Inventory registers
- Storing guidelines
- Standard Operating Procedures

Underpinning Knowledge and Skills

Underpinning Knowledge	Underpinning Skills
<ul style="list-style-type: none">• Storing guidelines and methods• Inventory valuation methods (FIFO, LIFO, etc.)• Estimates preparation• Inventory Management• Forecasting methods• Stock verification	<ul style="list-style-type: none">• Literacy and numeracy• Forecasting skills• Handling digital devices• Record keeping• Communication skills

Worker behavior/Attitudes

Attitudes/Behavior
<ul style="list-style-type: none">• Adaptability• Non-judgmental attitude• Team worker• Empathy• Confidentiality• Patience• Tolerance

Unit Title:	Perform administrative, human relations and financial activities
Unit Descriptor:	This unit covers the competencies required to perform administrative, human relations and financial tasks supporting effective planning, implementation, and reporting of key population programmes.
Unit Code:	N85S039U05
Elements of Competence	Performance Criteria
1. Perform administrative activities	1.1 Attendance and movement registers of Outreach team checked and recorded as per Standard Organizational Procedures (SOP) 1.2 Performance of Outreach team checked and verified using relevant forms and calendars 1.3 Interventions to manage internal and external matters while performing the entitled job, carried out, as and when required, as per SOP 1.4 Required administrative records and reports prepared and submitted to relevant authority as per SOP
2. Perform financial activities	2.1 Salary and wages calculated based on attendance, performance records as per SOP 2.2 Salary and wages requests forwarded to relevant authority as per SOP 2.3 Fund requests for community center operations forwarded to relevant authority as per SOP 2.4 Confirmation for salary payments forwarded to relevant authority as per SOP 2.5 Required financial records and reports prepared and submitted to relevant authority as per SOP
3. Coordinate stakeholders	3.1 Stakeholder contact lists maintained as per SOP 3.2 Stakeholder meetings arranged as and when required 3.3 Stakeholders made aware on Key Population (KP) programmes and stakeholder's cooperation ensured according to the requirement 3.4 Relevant records updated and maintained as per SOP

Range Statement:

Work connected to this unit may take place in the field and community service centers/ government health clinics. Work related to this unit may be performed individually or as a member of team.

Elaboration of Terms in Performance Criteria

N/A

Critical aspects

The assessment must confirm that the candidate is able to;

- Adhere to programme timelines and standard practices
- Ensure the accuracy of salary and wages calculations

The following tools, equipment & material are included within this unit.

Tools and equipment	Materials
<ul style="list-style-type: none"> • Computer with internet facility • Communication devices • Software packages 	<ul style="list-style-type: none"> • Stationery • Standard forms and formats • Contact lists

The following documents /References/Standards may be used for this unit:

- SOP
- Terms of Reference (TOR)
- Relevant standard registers
- Shop and office act and its amendments

Underpinning Knowledge and Skills

Underpinning Knowledge	Underpinning Skills
<ul style="list-style-type: none"> • KP programmes and processes • Salary and wages calculation • Shop and office act • Finance systems • Attendance registers/pay rolls • Stakeholders of KP programmes 	<ul style="list-style-type: none"> • Literacy and numeracy • Handling digital devices • Interpersonal • Communication • Staff handling • Coordination

Worker behavior/Attitudes

Attitudes/Behavior
<ul style="list-style-type: none"> • Adaptability • Non-judgmental attitude • Consistency • Honesty • Accountability • Teamwork • Empathy • Confidentiality • Patience • Tolerance

Unit Title:	Train outreach team
Unit Descriptor:	This unit covers the competencies required to plan, deliver, and evaluate training sessions for outreach team to enhance their performance in community-based programs.
Unit Code:	N85S039U06
Elements of Competence	Performance Criteria
1. Analyze the training gap	1.1 Training requirement identified through monitoring outreach team 1.2 Training method selected according to the identified training requirement 1.3 Plan for training session/s prepared as per requirement
2. Deliver training	2.1 Time frame selected and training scheduled as per the requirement 2.2 Required resources collected and organized as per requirement 2.3 Training completion report prepared and submitted to the higher authority 2.4 Field practice sessions organized after the training as per requirement
3. Review learning effectiveness	3.1 Individual performance assessed as per Standard Organizational Procedures (SOP) 3.2 Feedback obtained from the trainees and recorded as per SOP 3.3 Further training requirements identified and informed, if found

Range Statement:

Work connected to this unit may take place in the field and community service centers/ government health clinics. Work related to this unit may be performed individually or as a member of team.

Elaboration of Terms in Performance Criteria

N/A

Critical aspects

The assessment must confirm that the candidate is able to;

- Ensure the achievement of training session/s
- Assess individual performance

The following tools, equipment & materials are included within this unit.

Tools and equipment	Materials
<ul style="list-style-type: none"> • Computer with internet facility • Communication devices • Software packages (Word processing, spreadsheets, etc) • Data management tool • Mobile and web-based applications 	<ul style="list-style-type: none"> • Stationery • Standard forms and formats

The following documents /References/Standards may be used for this unit:

- Key Population (KP) Process Manual
- KP Technical Guideline

Underpinning Knowledge and Skills

Underpinning Knowledge	Underpinning Skills
<ul style="list-style-type: none">• Learner profile identification• Training gap identification• Training program design• Training delivery methods• Feedback evaluation methods• Participatory training methods	<ul style="list-style-type: none">• Literacy and numeracy• Presentation• Leadership• Interpersonal• Team work• Planning & organizing• Communication• Staff handling• Coordination• Adult training• Handling digital devices• Use of computer

Worker behavior/Attitudes

Attitudes/Behavior
<ul style="list-style-type: none">• Adaptability• Non-judgmental attitude• Team worker• Empathy• Confidentiality• Patience• Tolerance

Unit Title:	Conduct education programmes
Unit Descriptor:	This unit covers the competencies required to conduct education programmes on prevention and testing for key population and communities ensuring occupational health and safety.
Unit Code:	N85S039U07
Elements of Competence	Performance Criteria
1. Prepare for programmes	1.1 Requirement and the target group selected as per the annual plan and the hot spot mapping 1.2 Date, time and venue selected as per the requirement 1.3 Scope of the programme identified and recorded as per the requirement 1.4 Permissions and approvals obtained from relevant authorities as per the guidelines 1.5 Required logistics and other arrangements identified and check list prepared as required 1.6 Relevant resource persons identified and informed as per the guidelines
2. Verify arrangements	2.1 Logistics and other arrangements checked and confirmed as per the checklist 2.2 Availability of resource persons checked and confirmed
3. Execute the programme	3.1 Pre preparation activities carried out as per occupational health and safety guidelines 3.2 Session conducted or assistance provided as necessary 3.3 Key Population (KP) services provided as per the intended programme 3.4 Client informed, consent obtained and tested as per Standard Organizational Procedures (SOP) 3.5 Relevant documents recorded and submitted as per the requirement and guidelines 3.6 Waste disposed as per health, safety and environmental guidelines 3.7 Client informed about testing results and the post-test supporting services provided to key population as per the SOP

Range Statement:

Work connected to this unit may take place in the field and community service centers/ government health clinics. Work related to this unit may be performed individually or as a member of team.

Elaboration of Terms in Performance Criteria

- **Other arrangements** in PC 1.5 may include technical support, Information Education & Communication material, etc.
- **Key Population (KP) services** in PC 3.3 may include awareness, testing, condom demonstration, prevention commodities distribution, etc.

- **Relevant documents** in PC 3.5 may include elaboration: attendance sheets, registration forms, referral forms, payment sheets, testing record books, etc.

Critical aspects

The assessment must confirm that the candidate is able to;

- Follow occupational health and safety guidelines
- Maintain privacy and confidentiality of test results
- Follow correct testing procedures

The following tools, equipment & material are included within this unit.

Tools and equipment	Materials
<ul style="list-style-type: none"> • Computer with internet facility • Communication devices • Software packages • Projector and Daylight Screen • Printer • Flip charts • Sharp bins • Personal Protective Equipment (PPE) 	<ul style="list-style-type: none"> • Stationery • Standard forms and formats • Information Education & Communication material • Prevention commodities • Test kits and testing materials (cotton, Alcohol swabs, gloves) • Garbage bags

The following documents /References/Standards may be used for this unit:

- Standard Organizational Procedures
- KP Guidelines

Underpinning Knowledge and Skills

Underpinning Knowledge	Underpinning Skills
<ul style="list-style-type: none"> • Key population • Risk behaviors <ul style="list-style-type: none"> ○ Biological ○ Environmental • Risks leading to diseases • Risk assessment techniques • HIV, STI & Hepatitis <ul style="list-style-type: none"> ○ Mode of transmission ○ Symptoms ○ Testing and treatment ○ Prevention ○ Harm reduction services ○ Services availability • Geographical locations • Testing procedure • Computer literacy • Health commodities • Universal precautions for health safety 	<ul style="list-style-type: none"> • Communication skills • Interpersonal skills • Organizing skills • Leadership skills • Handling digital devices • Presentation skills • Use of PPE • Contingency handling

Worker behavior/Attitudes

Attitudes/Behavior
<ul style="list-style-type: none">• Adaptability• Non-judgmental attitude• Team worker• Empathy• Confidentiality• Patience• Tolerance

Unit Title:	Practice workplace communication and interpersonal relations
Unit Descriptor:	This unit covers the competencies required to co-operate with others, interact effectively and deal with information within the workplace.
Unit Code:	N85S039BU01
Element	Performance Criteria
1. Co-operate with others in performing work	1.1 Work performed in co-operation with others in a friendly & courteous manner 1.2 Verbal and non-verbal communication used appropriately 1.3 Ideas, opinions and interactions shared & respected appropriately 1.4 Work performed in co-operation with the <i>relevant parties</i>
2. Work with people of diverse backgrounds	2.1 People of a variety of backgrounds accepted without prejudice 2.2 Key populations with a variety of sexual identities and gender orientation accepted without discrimination 2.3 Respect for cultural, ethnic and gender differences practised appropriately
3. Obtain record and convey workplace information	3.1 Effective questioning, active listening reading and speaking skills used to gather information 3.2 Information and ideas transferred without distortion 3.3 Work place interaction conducted in a courteous manner 3.4 Approved work instructions obtained and followed in appropriate manner 3.5 Collected information recorded and maintained confidentiality for easy reference 3.6 Summary sheets prepared and shared with the relevant stakeholders
4. Fill work related documents	4.1 Work related forms and formats identified appropriately 4.2 Range of forms and formats relating to work filled, appropriately 4.3 Reporting requirements to supervisor completed accurately in accordance with guidelines and timelines

Range statement

The performance of activities included in this unit may take place in workplace. Communication will include verbal, non-verbal, written, printed and electronic forms. It applies to individuals, groups and co-workers as well as others.

Elaboration of Terms in Performance Criteria

- *Relevant parties* in PC 1.4 may include; Non-Government Organization Management, Outreach coordinators, Other Outreach Workers and Peer Educators, National STD AIDS Control Programme/STD Clinic Consultants, Doctors and relevant staff, any other relevant stakeholders and etc.

Critical Aspects:

The assessment must confirm that the candidate is able to;

- Obtaining accurate information from STD clinic/Key Populations/superior/co-workers
- Accurate recording of information
- Conveying information to relevant parties accurately

The following tools, equipment & material are included within this unit.

Tools/ instruments and equipment	Materials
<ul style="list-style-type: none"> • Pens/pencils/rulers/calculator • Paper/notebooks • Computers • Communication devices 	<ul style="list-style-type: none"> • Charts • Graphics • Memos • Colanders • Formats & Forms (Time Record sheets, Quality record sheets and material order sheets)

The following documents /References/Standards may be used for this unit:

- Standard Organizational Procedures and accepted ethical standards and norms
- Relevant KP SOPs and guidelines

Underpinning Knowledge and Skills

Underpinning Knowledge	Underpinning Skills
<ul style="list-style-type: none"> • Safety symbols & procedures • Mother tongue in both spoken and written form • Basic English relevant to workplace and type of work • Organization's rules, regulations and procedures • General norms of polite conduct • Forms of address (appropriate to clients and persons in different positions, sexual orientation and gender identities) • Introduction to customs and practices of different ethnic and religious groups • Telephone etiquette • Gender and sexual issues • Updates on HIV AIDS, STI, Hepatitis testing treatment and prevention 	<ul style="list-style-type: none"> • Speak clearly and express varied ideas • Write clearly and legibly • Read and understand simple English relevant to the workplace • Use of the telephone • Use of devices and social media platforms

Unit Title:	Apply occupational literacy and numeracy
Unit Descriptor:	This unit covers the competencies required to apply literacy and numeracy to participate effectively in activities in the workplace.
Unit Code:	N85S039BU02
Elements	Performance Criteria
1. Employ basic mathematics to complete work tasks and solve problems	<p>1.1 Computation skills demonstrated using whole numbers, fractions, decimals and percentages manually and with digital devices</p> <p>1.2 Key concepts and principles of basic mathematics applied to understand and solve project calculations</p>
2. Communicate ideas in writing	<p>2.1 Adequate vocabulary maintained for everyday tasks according to nature of work</p> <p>2.2 Written material produced to convey intended message in familiar work context</p> <p>2.3 Appropriate units, codes and symbols selected according to purpose of written material</p>
3. Read range of written materials	<p>3.1 Adequate vocabulary maintained to read range of written materials according to job requirements</p> <p>3.2 Appropriate units, codes and symbols interpreted for the purpose of reading</p> <p>3.3 Information gained from text integrated with own knowledge in order to create meaning</p>

Range/Context:

Activities included in this unit may take place in workplace, and will include but not be limited to reading SOPs, Guidelines, reports, instruction sheets, technical manuals and other types of written material in the mother tongue as well as in simple English, writing in the mother tongue and in simple English sentences, and performing simple work-related calculations employing basic mathematical operations.

Critical Aspects:

The assessment must confirm that the candidate is able to;

- Interpret written material accurately
- Convey ideas clearly and correctly in writing
- Adopt appropriate method in mathematical calculations

The following tools, equipment & material are included within this unit.

Tools/ instruments and equipment	Materials
<ul style="list-style-type: none"> • Pens/pencils • Paper/notebooks • Calculator 	<ul style="list-style-type: none"> • Charts • Manuals • Memos • Formats & Forms (Time Record sheets, Quality record sheets and material)

	order sheets) <ul style="list-style-type: none"> • Accepted rules of grammar and syntax • Fundamental principles of mathematics
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The following documents /References/Standards may be used for this unit:

- Standard Operating Procedures

Underpinning Knowledge, Skills

Underpinning Knowledge	Underpinning Skills
<ul style="list-style-type: none"> • Grammar, spelling and syntax in mother tongue • Basic English grammar, spelling and syntax • Mathematical representation of physical quantities • Basic Mathematical operations • Adequate technical vocabulary in English • Principles of basic of Geometry • Basic knowledge of new trends in Key Population outreach programme 	<ul style="list-style-type: none"> • Write clearly, legibly and correctly in mother tongue • Read and understand simple English relevant to the workplace • Write simple sentences in English • Perform simple calculations • Draw simple geometrical maps

Unit Title:	Work in teams
Unit Descriptor:	This unit covers the competencies required to work collaboratively and in cooperation with others, and identify roles and responsibilities of members of the team.
Unit Code:	N85S039BU03
Element	Performance Criteria
1.Understand team role and scope	<p>1.1 Formal and informal teams and their roles and limitations identified in workplace</p> <p>1.2 Responsibilities, characteristics and relationship of team members explained to accomplish team goals</p>
2.Participate as a team member	<p>2.1 Different forms of communication used with team members to contribute to team objectives</p> <p>2.2 Appropriate contribution (participation) made to the team to meet team goals</p> <p>2.3 Safety of team members ensured when performed work operations appropriately</p> <p>2.4 Different viewpoints and ideas respected as required to meet team goals</p> <p>2.5 Collective decisions accepted as required to meet team goals</p>
3. Maintain productive group relations	<p>3.1 Individual's role and responsibility within the team clearly identified</p> <p>3.2 Other's roles and responsibilities identified and understood</p> <p>3.3 Harmonious relations maintained and respected within the team and with others</p>

Range/Context:

The performance of activities included in this unit may take place in workplace and will include but not be limited to identifying individual's and other's roles and responsibilities within the team and maintaining harmonious relations.

Critical Aspects:

The assessment must confirm that the candidate is able to;

- Achieve team goals and individual goals
- Follow designated work plan for the job
- Respect to other's ideas

The following tools, equipment & material are included within this unit.

Tools/ instruments and equipment	Materials
<ul style="list-style-type: none"> • Depending on the job assigned to the team for the purpose of assessing this unit, required tools, equipment and material will be provided. 	<ul style="list-style-type: none"> • Work plans • Manuals • Handbooks and guidelines • General rules and norms guiding team behavior

The following documents /References/Standards may be used for this unit:

N/A

Underpinning Knowledge and Skills

Underpinning Knowledge	Underpinning Skills
<ul style="list-style-type: none">• Simple concepts of team behaviour• Elementary group dynamics• Introduction to social and demographic structures	<ul style="list-style-type: none">• Work effectively and comfortably as a member of a team• Communication• Interpersonal• Leadership

Unit Title:	Practice occupational health and safety procedures
Unit Descriptor:	This unit covers the competencies required to identify and follow safety and emergency procedures in the workplace, including those to be followed when using workplace tools, power tools, fixed equipment, and chemicals, as well as the individual's responsibility for safety and emergency response in the event of an accident or incident
Unit Code:	N85S039BU04
Element	Performance Criteria
1. Identify and follow workplace safety procedures	<p>1.1 Workplace procedure relating to personal safety identified and followed as per Standard Operating Procedures (SOP)</p> <p>1.2 Unsafe situations and hazards/risks identified and reported according to SOP</p> <p>1.3 Equipment breakdowns identified and reported according to SOP</p> <p>1.4 Fire hazards identified, different fire protection equipment and material and their methods of use identified as required for different types of fires</p> <p>1.5 Manual handling procedures and ergonomic parameters identified and followed</p> <p>1.6 Health and Safety awareness programmes participated</p> <p>1.7 Personal Protective Equipment worn as specified in the Occupational Safety and Health guidelines</p> <p>1.8 First aid procedures performed as and when required</p>
2. Identify and follow workplace emergency procedures	<p>2.1 Electrical, and biological hazards recognized, identified and reported promptly</p> <p>2.2 Workplace emergency procedures regarding illness and accidents identified and followed</p> <p>2.3 Safety warning alarms and workplace evacuation procedures, emergency protection area and fire exits identified and followed</p> <p>2.4 Relevant persons identified for contacting in the event of an incident, accident or sickness of self, co-workers, staff, clients and others</p> <p>2.5 Accident and incident documentation requirements followed workplace procedures</p>
3. Adhere to good environmental practices	<p>3.1 Environmental pollution issues prevented to minimize the pollution created to the environment</p> <p>3.2 Waste disposal and segmentation procedures followed as per SOP</p> <p>3.3 Energy saving practices followed as required</p>

Range/Context:

Activities included in this unit may take place in a work place, and will include but not be limited to identifying potential hazards, taking effective preventive action to control or minimise such hazards, using personal protective equipment, using fire extinguishers and maintaining records of safety related activities.

Elaboration of Terms in Performance Criteria

- **Workplace procedures** in PC 1.1 may include procedures for:
 - Selecting and using Personal Protective Equipment (PPE)

- Identifying hazards
 - Emergency, fire and accident
 - Hand washing
- **Unsafe situations** in PC 1.2 may include conflicts, violence and harassment situation, sexual and gender-based violence, aggression from individuals under the influence of drugs and alcohol, trafficking, cyber violence, exposure to infectious diseases, and etc.
 - **First aid procedures** in PC 1.9 may include but not be limited to treatment of minor cuts, bruises and burns, applying bandages and tourniquets.
 - **Relevant persons** in PC 2.4 may include: those holding a current recognized qualification in any of the following:
 - First aid, PEP
 - Cardiopulmonary resuscitation
 - Fire warden and workplace evacuation
 - Occupational or work health and safety representative

Critical Aspects:

The assessment must confirm that the candidate is able to;

- Identify potential hazards
- Adhere to safety procedures
- Handle sharps and needles safely

The following tools, equipment & material are included within this unit.

Tools/ instruments and equipment	Materials
<ul style="list-style-type: none"> ● Safety signs and symbols ● Posters ● Goggles ● Gloves ● First aid box with essential items ● Sharp bins ● Fire protective equipment 	<ul style="list-style-type: none"> ● Posters

The following documents /References/Standards may be used for this unit:

- Health & safety procedure manual
- Organisation’s health & safety procedure manual
- Health & safety procedure manual
- SOPs

Underpinning Knowledge and Skills

Underpinning Knowledge	Underpinning Skills
<ul style="list-style-type: none"> ● Basic aspects of relevant Occupational Health and Safety (OHS) ● OHS legislation ● Occupational Health and Safety ● Roles of workplace personal safety 	<ul style="list-style-type: none"> ● Interpret information ● Communication skills ● Recognize potential workplace and occupational hazards ● Planning and organizing skills

<ul style="list-style-type: none">• OHS symbols and signs• Dangers of using electrical tools around water• Electrical Hazards• Emergency procedures• Waste disposal procedures• First aid	<ul style="list-style-type: none">• Self-management skills to• Segregate waste
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**COMPETENCY BASED TRAINING CURRICULUM
FOR
COMMUNITY-LED OUTREACH WORKER (HIV and STI)
NVQ Level 4**

List Of Curriculum Modules		Module Code No.	Duration		Page No
			Theory	Practical	
1.	Human body and reproductive health	N85S039M01	36	12	30
2.	Sex, gender and gender expressions	N85S039M02	48	12	31
3.	Laws and legislation	N85S039M03	60	12	32
4.	HIV and Sexually Transmitted Infections	N85S039M04	30	18	33
5.	Social behavior change communication	N85S039M05	18	18	34
6.	Risk profiling and micro planning	N85S039M06	18	24	35
7.	Community-led services and monitoring	N85S039M07	60	90	36-37
8.	Education programmes for prevention of HIV and Sexually Transmitted Infections	N85S039M08	18	30	38
9.	Action plan development and implementation	N85S039M09	18	18	39
10.	Inventory management for outreach workers	N85S039M10	18	18	40
11.	Administrative, human resources and financial activities of the Key Population programmes	N85S039M11	42	30	41-42
12.	Communication skills for workplace	N85S039BM01	03	09	43
13.	Occupational literacy and numeracy	N85S039BM02	18	42	44
14.	Teamwork	N85S039BM03	03	06	45
15.	Occupational safety, health and environmental aspects	N85S039BM04	03	18	46
			393	357	
Total			750		

Competency Profile

Community-led Outreach Worker (HIV and STI)

COMPETENCY AREAS

←————— COMPETENCIES —————→

A. Prepare action plan for Key Population (KP) intervention	A1. Establish measurable targets	A2. List out activities	A3. Prioritize activities	A4. Select outreach methods	A5. Allocate resources
	A6. Set timelines	A7. Assign roles and responsibilities	A8. Compile advance programme	A9. Obtain approvals	
B. Implement KP intervention plan	B1. Arrange required resources	B2. Execute activities of the advanced programme	B3. Perform continuous mentoring	B4. Monitor programme progress	B5. Collect feedbacks
	B6. Overcome barriers	B7. Adjust intervention plan	B8. Report programme progress		
C. Conduct risk profiling and micro planning (hot spot mapping)	C1. Gather information on risk factors and needs	C2. Assess individuals at high risks	C3. Prioritize groups for targeted outreach and intervention	C4. Prepare micro plans for prioritized groups	C5. Disseminate information
D. Perform community-led services	D1. Condom demonstration and micro skill	D2. Water based Lubricant use	D3. HIV testing by rapid diagnostic testing	D4. HIV testing by HIV self-testing	D5. Other testing (Syphilis, Hepatitis B, C)
	D6. Demonstration of safer drug use, safer injection and harm reduction	D7. Needle syringe services	D8. Community based Hepatitis prevention and treatment programmes	D9. Online platform training (PIMS)	D10. Support to case management activities
E. Maintain inventory and stocks of health commodities	E1. Maintain stock levels	E2. Order inventory items	E3. Order health commodities	E4. Issue inventory items and health commodities	E5. Maintain records
F. Perform human, resources, administrative and financial activities	F1. Prepare activity schedules	F2. Handle workforce	F3. Maintain files, registers and progress charts	F4. Record financial transactions	F5. Generate and submit reports on financial activities
G. Train outreach Team	G1. Prepare training plan	G2. Gather resources	G3. Conduct training sessions	G4. Evaluate training effectiveness	G5. Maintain records for further improvements
H. Conduct education, programmes	H1. Coordinate with stakeholders	H2. Coordinate field visits	H3. Coordinate prevention and testing programmes	H4. Coordinate community based direct observed treatment programmes	H5. Coordinate mobile clinic services and community PrEP clinics

Programme Structure

Competency Area		Module		Competencies	Time	
		No.	Title		Institutional	
					Theory	Practical
Basic (Technical) Modules		M01	Human body and reproductive health		36	12
		M02	Sex, gender and gender expressions		48	12
		M03	Laws and legislation		60	12
		M05	HIV and Sexually Transmitted Infections		30	18
		M06	Social Behavior Change Communication		18	18
A	Prepare action plan for Key Population intervention	M09	Action Plan Development and Implementation	A01, A02, A03, A04, A05, A06, A07, A08, A09	18	18
B	Implement Key Population intervention plan			B01, B02, B03, B04, B05, B06, B07, B08		
C	Conduct risk profiling and micro planning	M06	Risk profiling and micro planning	C01, C02, C03, C04, C05	18	24
D	Perform community-led services	M07	Community-Led Services and Monitoring	D01, D02, D03, D04, D05, D06, D07, D08, D09, D10	60	90
E	Maintain inventory and stocks of health commodities	M10	Inventory management for outreach workers	E01, E02, E03, E04, E05	18	18
F	Perform administrative, human relation, and financial activities	M11	Administrative human resources, and financial activities of the Key Population programmes	F01, F02, F03, F04, F05	42	30
G	Train outreach Team			G01, G02, G03, G04, G05		
H	Conduct prevention education, testing and treatment programmes	M08	Education Programmes for prevention of HIV and Sexually Transmitted Infections	H01, H02, H03, H04, H05	18	30
Basic Modules		BM01	Communication skills for workplace		03	09
		BM02	Language literacy		18	42
		BM03	Teamwork		03	06
		BM04	Occupational safety, health and environmental aspects		03	18

Mapping Table

Qualification	Relevant Units	Relevant Modules	Relevant Tasks
N85S039Q1L3	U03 U04	M01 M02 M03 M04 M05 M06 M10	C01 C02 C03 C04 C05 E01 E02 E03 E04 E05
N85S039Q2L4	U01 U02 U03 U04 U5 U06 U07	M01 M02 M03 M04 M05 M06 M07 M08 M08 M09 M10 M11	A01 A02 A03 A04 A05 A06 A07 A08 A09 B01 B02 B03 B04 B05 B06 B07 B08 C01 C02 C03 C04 C05 D01 D02 D03 D04 D05 D06 D07 D08 D09 D10 E01 E02 E03 E04 E05 F01 F02 F03 F04 F05 G01 G02 G03 G04 G05 H01 H02 H03 H04 H05

Module Title	Human body and reproductive health
Module Code	N85S039M01
Module Type	Basic (Technical) Module
Duration (Hrs.)	48 Hours (Theory – 36, Practical – 12)
Learning Outcomes	After completion of this module the trainee will be able to: <ul style="list-style-type: none"> • Explain components and functions of the male and female reproductive systems • Explain sexual disfunctions and deviations
Learning Content	<p>Theory:</p> <ul style="list-style-type: none"> • Introduction to human body <ul style="list-style-type: none"> ○ Systems of human body and their functions ○ Coordination among systems as a whole body ○ Method of controlling human body systems through brain • Parts of human reproductive system <ul style="list-style-type: none"> ○ Male reproductive system and its function ○ Female reproductive system and its function ○ Changes during adolescence ○ Mensuration and menstrual hygiene • Human behaviour and linkages to body and brain • Reproduction <ul style="list-style-type: none"> ○ Pregnancy and child birth ○ Abortion and legal aspects ○ Sub fertility • Family planning • Sexual disfunctions and deviations <ul style="list-style-type: none"> ○ Male sexual disfunctions ○ Female sexual disfunctions ○ Sexual deviations <p>Practical:</p> <ul style="list-style-type: none"> • Prepare a presentation on male and female reproductive systems and their functions and present the content • Study sexual behaviours and present differences.
Teaching-Learning Activities	<ul style="list-style-type: none"> • Assignments • Illustrated talk • Demonstrations • Role play & Drama • Group discussions
Forms of Assessment	Formative Assessment + Summative Assessment

Module Title	Sex, gender and gender expressions
Module Code	N85S039M02
Module Type	Basic (Technical) Module
Duration (Hrs.)	60 Hours (Theory – 48, Practical – 12)
Learning Outcomes	<p>After completion of this module the trainee will be able to:</p> <ul style="list-style-type: none"> • Differentiate between sex and gender • Explain sex, sexual orientation and gender identities • Explain human sexuality and sexual behaviours
Learning Content	<p>Theory:</p> <ul style="list-style-type: none"> • Introduction to, <ul style="list-style-type: none"> ○ Sex ○ Gender ○ Sexual orientation ○ Gender identity ○ Gender expressions • LGBTIQ+ spectrum • Trans health and services • Sexual and gender-based violence, sexual exploitation and abuse • Sexual rights • Sexual behaviours and sexual health and hygiene • Key populations and vulnerability to HIV, STI and Hepatitis <ul style="list-style-type: none"> ○ Definitions ○ Behaviours ○ Risks <p>Practical:</p> <ul style="list-style-type: none"> • Prepare a brief report on “Effect of sexual behaviours towards vulnerability of HIV, STI and Hepatitis” • List out the Key Population services and institutes in Sri Lanka • Explain the risk behaviours for the given cases
Teaching-Learning Activities	<ul style="list-style-type: none"> • Assignments • Illustrated talk • Demonstrations • Role play & Drama
Forms of Assessment	Formative Assessment + Summative Assessment

Module Title	Laws and legislation
Module Code	N85S039M03
Module Type	Basic (Technical) Module
Duration (Hrs.)	72 Hours (Theory – 60, Practical – 12)
Learning Outcomes	<p>After completion of this module the trainee will be able to:</p> <ul style="list-style-type: none"> • Define stigma and discrimination • Describe national laws affecting Key Populations (KP) in Sri Lanka • Explain the process for obtaining a Gender Recognition Certificate • Recognize the importance of human rights in protecting KPs and promoting equitable access to services
Learning Content	<p>Theory:</p> <ul style="list-style-type: none"> • Stigma and discrimination <ul style="list-style-type: none"> ○ Definitions of stigma and discrimination ○ Types of stigma (enacted, perceived, internalized) ○ Harmful effects of stigma ○ Discrimination <ul style="list-style-type: none"> ▪ Diseases ▪ Behavior ○ Dealing with stigma and discrimination • Ethics related to Key Populations (Organizational policies) • Introduction to Laws related to Key Populations <ul style="list-style-type: none"> ○ Article 365, 365 A, 399 of the Sri Lankan Penal code ○ Relevant sections of Vagrants ordinance of 1842 and it's amendments ○ Section No. 02 of Brothel ordinance of 1889 and it's amendments ○ National Dangerous Drug Act • Human Rights • Gender Recognition Certificate (GRC) <ul style="list-style-type: none"> ○ Procedure ○ Relevant documentation ○ Relevant circulars ○ Service location <p>Practical:</p> <ul style="list-style-type: none"> • Prepare a presentation on the procedure of obtaining gender recognition certificate and present it • Case Study: Analyze given real/ hypothetical cases of stigma/ discrimination (e.g., HIV-positive person denied services) and propose solutions
Teaching-Learning Activities	<ul style="list-style-type: none"> • Assignments • Illustrated talk • Demonstrations • Role play & Drama
Forms of Assessment	Formative Assessment + Summative Assessment

Module Title	HIV and Sexually Transmitted Infections
Module Code	N85S039M04
Module Type	Basic (Technical) Module
Duration (Hrs.)	48 Hours (Theory – 30, Practical – 18)
Learning Outcomes	After completion of this module the trainee will be able to: <ul style="list-style-type: none"> • Explain the role of outreach in reducing diseases • Explain transmission of different infections
Learning Content	<p>Theory:</p> <ul style="list-style-type: none"> • Introduction to current situation of HIV and Sexually Transmitted Infections (STIs) • Common types and the symptoms of STIs <ul style="list-style-type: none"> ○ HIV/ AIDS ○ Syphilis ○ Gonorrhoea ○ Chlamydia ○ Hepatitis (A, B, C, D, E) ○ Herpes ○ Genital Warts ○ Epidemic diseases (M-pox, CoVID, etc.) • Mode of transmission <ul style="list-style-type: none"> ○ Sexual transmission ○ Blood transmission ○ Mother-to-child transmission (MTCT) ○ Occupational exposure • HIV Prevention Strategies <ul style="list-style-type: none"> ○ Condoms ○ PrEP (Pre-Exposure Prophylaxis) ○ PEP (Post-Exposure Prophylaxis) ○ Needle-syringe programs (NSP) ○ Harm reduction ○ ART for HIV-positive people • Adverse consequences • Safe behaviours and control of diseases <p>Practical:</p> <ul style="list-style-type: none"> • Assignment: Write a report on “The Impact of Late Diagnosis of STIs” selecting one STI and addressing health consequences and advantages of early detection. • Draw posters, social media posts, or pamphlets on STI awareness and prevention strategies. • Group work: Make presentation on Sexually Transmitted Infections using presentation software and present it.
Teaching-Learning Activities	<ul style="list-style-type: none"> • Assignments • Illustrated talk • Demonstrations • Role play & Drama
Forms of Assessment	Formative Assessment + Summative Assessment

Module Title	Social behavior change communication
Module Code	N85S039M05
Module Type	Basic (Technical) Module
Duration (Hrs.)	36 Hours (Theory – 18, Practical – 18)
Learning Outcomes	<p>After completion of this module the trainee will be able to:</p> <ul style="list-style-type: none"> • Explain the goals of Behavior Change Communication • Identify barriers to behavior change among key populations • Apply Behavior Change Communication approaches • Promote community engagement approaches
Learning Content	<p>Theory:</p> <ul style="list-style-type: none"> • Behaviour change models <ul style="list-style-type: none"> ○ Cognitive Behaviour Model ○ Health Belief Model • Behavior Change/ Modifications Communication (BCC) goals in Key Population interventions <ul style="list-style-type: none"> ○ Reducing high-risk behaviours ○ Increasing access and demand for health commodities and services ○ Improving health-seeking behaviours ○ Promote mental health and well-being ○ Encourage adherence to treatment • Barriers to Behavior change among Key Populations <ul style="list-style-type: none"> ○ Lack of proper knowledge ○ Poor attitudes and perception ○ Lack of soft skills ○ Lack of supportive environment • BCC approaches for Key Populations <ul style="list-style-type: none"> ○ Community outreach and Peer education ○ One-on-one counselling ○ Community awareness ○ Provision of community-based services <ul style="list-style-type: none"> ▪ Drop-in-centers ○ Community mobilization <p>Practical:</p> <ul style="list-style-type: none"> • Make a group presentation on behavioral change plan to increase the use of condoms for Key Population • Role play on peer education to overcome barriers of BCC
Teaching-Learning Activities	<ul style="list-style-type: none"> • Assignments • Illustrated talk • Demonstrations • Role play & Drama
Forms of Assessment	Formative Assessment + Summative Assessment

Module Title	Risk profiling and micro planning
Module Code	N85S039M06
Module Type	Core Module
Duration (Hrs.)	42 Hours (Theory – 18, Practical – 24)
Learning Outcomes	<p>After completion of this module the trainee will be able to:</p> <ul style="list-style-type: none"> • Define what risk profiling is and explain its purpose in outreach work • Recognize the different types of risks • Carryout risk profiling and micro-planning
Learning Content	<p>Theory:</p> <ul style="list-style-type: none"> • Introduction to risk profiling and micro planning <ul style="list-style-type: none"> ○ Definition and objectives ○ Importance in targeted interventions • Risk and vulnerability <ul style="list-style-type: none"> ○ Differentiating between risk and vulnerability ○ Types of risk: behavioral, biological, structural • Identification of high-risk population <ul style="list-style-type: none"> ○ Hotspot mapping ○ Real-time mapping • Area mapping and geographical locations • Hotspot size estimation <ul style="list-style-type: none"> ○ Methods of data collection ○ Analysis of data ○ Updating area map • Digital mapping • Data collection methods <ul style="list-style-type: none"> ○ Type of data to be collected ○ Checklists, surveys, or risk assessment forms ○ Observation and informal interviews <p>Practical:</p> <ul style="list-style-type: none"> • Map out fictional or real areas (e.g., high-risk zones, service access points) on a chart paper or digital map. • Prepare an area map for an identified key population • Develop a weekly plan with visit dates, times, and resources needed for a given scenario (e.g., 100 clients, 5 hotspots, limited time)
Teaching-Learning Activities	<ul style="list-style-type: none"> • Assignments • Illustrated talk • Demonstrations • Role play & Drama
Forms of Assessment	Formative Assessment + Summative Assessment

Module Title	Community-led services and monitoring
Module Code	N85S039M07
Module Type	Core module
Duration (Hrs.)	150 Hours (Theory – 60, Practical – 90)
Learning Outcomes	<p>After completion of this module the trainee will be able to:</p> <ul style="list-style-type: none"> • Describe available services for Key Populations • Perform outreach techniques • Analyze feedback from community-led monitoring activities • Perform testing approaches • Perform condom micro skill • Perform lubricant usage • Apply harm reduction approaches • Link Key Population individuals to essential services • Define the concept and objectives of community-led monitoring
Learning Content	<p>Theory:</p> <ul style="list-style-type: none"> • STD Prevention approaches <ul style="list-style-type: none"> ○ General prevention <ul style="list-style-type: none"> ▪ Education and awareness ○ Risk level of each KP group <ul style="list-style-type: none"> ▪ Chem sex ▪ Drug use ○ Customized prevention approaches <ul style="list-style-type: none"> ▪ Differences in each group ○ Promotion of health commodities ○ Harm reduction approaches ○ Point of care testing and other testing approaches <ul style="list-style-type: none"> ▪ Testing services ▪ Pre and post-test counselling ○ Pre and post exposure prophylaxis ○ Community based treatment and available approaches • Identification of clients/ outreach techniques <ul style="list-style-type: none"> ○ Up-side down pyramid ○ Traffic light system ○ Snow ball techniques ○ Chain referral ○ Peer -to- peer approach • Virtual outreach <ul style="list-style-type: none"> ○ Virtual profile ○ Virtual mapping ○ Virtual services ○ Use of social media platforms • Services <ul style="list-style-type: none"> ○ Services availability ○ Group specific services monitoring by communities <ul style="list-style-type: none"> ▪ Availability

	<ul style="list-style-type: none"> ▪ Acceptability ▪ Affordability ▪ Quality <ul style="list-style-type: none"> • Service delivery <ul style="list-style-type: none"> ○ Education ○ Prevention ○ Testing ○ Case management ○ Monitoring and following up ○ Linking for further services • Monitoring of service delivery • Community-led monitoring <ul style="list-style-type: none"> ○ Objective ○ Community Led Monitoring procedure ○ Feedback and responses ○ Reporting and monitoring of serious incidents
	<p>Practical:</p> <ul style="list-style-type: none"> • Practice of testing approaches <ul style="list-style-type: none"> ○ Pre-preparation ○ Rapid diagnostic testing ○ Self-testing ○ Post testing procedures ○ Interpreting reports • Practice Condom micro skill • Practice on lubricant usage • Prepare a virtual map after creating a virtual profile • Practice on harm reduction approaches <ul style="list-style-type: none"> ○ Safe use of needle-syringe • Case study on Community based treatment Prepare a feedback form regarding service delivery • Role play on instructing how to fill the prepared feedback form
Teaching-Learning Activities	<ul style="list-style-type: none"> • Assignments • Illustrated talk • Demonstrations • Role play & Drama
Forms of Assessment	Formative Assessment + Summative Assessment

Module Title	Education Programmes for prevention of HIV and Sexually Transmitted Infections
Module Code	N85S039M08
Module Type	Core module
Duration (Hrs.)	48 Hours (Theory – 18, Practical – 30)
Learning Outcomes	After completion of this module the trainee will be able to: <ul style="list-style-type: none"> • Create awareness materials such as posters, presentations, or campaigns • Organize awareness campaigns or events • Conduct education programmes
Learning Content	<p>Theory:</p> <ul style="list-style-type: none"> • Introduction to education programmes • Types of education programmes <ul style="list-style-type: none"> ○ Prevention programmes ○ Testing programmes ○ Community-based treatment programmes ○ Mobile clinic services ○ Community PrEP clinics • Organization of education programmes <ul style="list-style-type: none"> ○ Need assessment to conduct education programmes ○ Identification of target group and stakeholders ○ Selection of programme date, venue and duration ○ Approvals ○ Delivery mode ○ Resource persons ○ Learning materials ○ Feedback • Assessment of education programmes <p>Practical:</p> <ul style="list-style-type: none"> • Role play (Conduct preventive education programmes) • Make a leaflet / poster regarding prevention of STI • Conduct education programmes
Teaching-Learning Activities	<ul style="list-style-type: none"> • Assignments • Illustrated talk • Demonstrations • Role play & Drama
Forms of Assessment	Formative Assessment + Summative Assessment

Module Title	Action plan development and implementation
Module Code	N85S039M09
Module Type	Core module
Duration (Hrs.)	36 Hours (Theory – 18, Practical – 18)
Learning Outcomes	<p>After completion of this module the trainee will be able to:</p> <ul style="list-style-type: none"> • Prepare action plans • Identify and prioritize target groups based on community needs • Enter data into Prevention Information Management System accurately • Analyze data to identify trends and gaps in interventions and generate standard reports
Learning Content	<p>Theory:</p> <ul style="list-style-type: none"> • Action Plan <ul style="list-style-type: none"> ○ Target group identification ○ Goal setting ○ Activity planning ○ Resource planning • Prevention Information Management System (PIMS) <ul style="list-style-type: none"> ○ Objective ○ Functions (data verification, data entry, analysis, etc.) ○ Reports generation • Forms and formats of each procedure of each category <ul style="list-style-type: none"> ○ Attendance sheets, registration forms, referral forms, payment sheets, testing record books, etc • Reporting frequencies • National and international reporting <ul style="list-style-type: none"> ○ Objective ○ Importance • Key monitoring indicators <ul style="list-style-type: none"> ○ Process indicators <ul style="list-style-type: none"> ▪ Number of people reached ▪ Number of sessions held ○ Output indicators <ul style="list-style-type: none"> ▪ Knowledge gained ▪ Materials distributed ○ Impact indicators • Evaluation <ul style="list-style-type: none"> ○ Effectiveness ○ Efficiency ○ impact <p>Practical:</p> <ul style="list-style-type: none"> • Prepare a detailed report, <ul style="list-style-type: none"> ○ Study two reports generated from PIMS ○ Benchmark them against the action plan and suggest the improvements or changes
Teaching-Learning Activities	<ul style="list-style-type: none"> • Assignments • Illustrated talk • Demonstrations
Forms of Assessment	Formative Assessment + Summative Assessment

Module Title	Inventory management for outreach workers
Module Code	N85S039M10
Module Type	Core module
Duration (Hrs.)	36 Hours (Theory – 18, Practical – 18)
Learning Outcomes	<p>After completion of this module the trainee will be able to:</p> <ul style="list-style-type: none"> • Explain key inventory management activities • Perform safe storing practices • Monitor inventory levels • Prepare and maintain stock management documentation
Learning Content	<p>Theory:</p> <ul style="list-style-type: none"> • Common inventory items <ul style="list-style-type: none"> ○ Prevention commodities ○ IEC materials ○ Health commodities ○ Stationery ○ Equipment • Inventory management activities <ul style="list-style-type: none"> ○ Stock control ○ Reordering levels ○ FIFO method ○ Safe storing practices ○ Accountability • Stock management documentation <ul style="list-style-type: none"> ○ Stock registers ○ Delivery note ○ Good Receiving Note (GRN) ○ Item Distribution log ○ Stock management form ○ Field diary • Maintaining fixed assets <p>Practical:</p> <ul style="list-style-type: none"> • Calculate balance stock of inventory items for a given scenario • Write a report by suggesting improvements for inventory management practices in outreach work
Teaching-Learning Activities	<ul style="list-style-type: none"> • Assignments • Illustrated talk • Demonstrations • Role play & Drama
Forms of Assessment	Formative Assessment + Summative Assessment

Module Title	Administrative, human resources and financial activities of the Key Population programmes
Module Code	N85S039M11
Module Type	Core module
Duration (Hrs.)	72 Hours (Theory – 42, Practical – 30)
Learning Outcomes	<p>After completion of this module the trainee will be able to:</p> <ul style="list-style-type: none"> • Perform record-keeping and documentation practices • Manage petty cash and track expenses • Prepare financial documents • Support recruitment, onboarding, and training processes • Prepare training plan • Deliver training sessions • Evaluate training effectiveness
Learning Content	<p>Theory:</p> <ul style="list-style-type: none"> • Administrative activities <ul style="list-style-type: none"> ○ Record-keeping ○ Reporting ○ Coordination ○ Documentation ○ Communication • Financial activities <ul style="list-style-type: none"> ○ Managing petty cash ○ Reporting expenses ○ Salary request and settlements <ul style="list-style-type: none"> ▪ Bank reconciliation ○ Wages, salary and allowances calculations ○ Maintain financial records <ul style="list-style-type: none"> ▪ Vouches ▪ Invoices • HR activities <ul style="list-style-type: none"> ○ Recording attendance ○ Recruiting ○ Training ○ Supervising ○ Capacity building • Training and Development <ul style="list-style-type: none"> ○ Training needs assessment ○ Training plan preparation ○ Resources arrangement ○ Conduction of training sessions ○ Monitor participation and engagement ○ Evaluate training effectiveness ○ Documentation and reporting ○ Continuous improvement

	<p>Practical:</p> <ul style="list-style-type: none"> • Prepare a simple expense claim for a given task • Prepare a training need analysis for identified target group • Record given petty cash transactions • Present 5–10-minute micro-training • Prepare training session plan including topic, objectives, methods, materials and timing • Interview one or two peers to assess training needs and write a short summary.
Teaching-Learning Activities	<ul style="list-style-type: none"> • Assignments • Illustrated talk • Demonstrations • Role play & Drama
Forms of Assessment	Formative Assessment + Summative Assessment

Module Title	Communication skills for workplace
Module Code	N85S039BM01
Module Type	Basic module
Duration (Hrs.)	12 Hours (Theory – 03, Practical – 09)
Learning Outcomes	After completion of this module the trainee will be able to: <ul style="list-style-type: none"> • Communicate ideas and information at the workplace effectively
Learning Content	<p>Theory:</p> <ul style="list-style-type: none"> • Basic communication skills <ul style="list-style-type: none"> ○ Interpersonal communication skills ○ Verbal and non-verbal communication ○ Listening skills ○ Visual communication • Telephone etiquettes • Presentation skills • Safety symbols & procedures • Basic English relevant to workplace and type of work • Organization’s rules, regulations and procedures • General norms of polite conduct • Forms of Different manner of address appropriately to clients, superior and subordinates and persons in different positions • Customs and practices of different ethnic and religious groups • Gender issues relevant to the communications • Trends in related technology • Friendliness through a friendly tone, a personal question, or simply a smile, encourage coworkers to engage in open and honest communication • Respect – convey respect for others and their ideas <p>Practical:</p> <ul style="list-style-type: none"> • Role plays and dramas • Assignments 01 - Provide opportunities to trainees to present learned content • Assignments 02 – Prepare list of 250 – 300 technical / vocational terms in English used in relevant industry during the course period
Teaching-Learning Activities	<ul style="list-style-type: none"> • Assignments • Illustrated talk • Demonstrations • Role play & Drama
Forms of Assessment	Formative Assessment + Summative Assessment

Module Title	Occupational literacy and numeracy
Module Code	N85S039BM02
Module Type	Core module
Duration (Hrs.)	60 Hours (Theory – 18, Practical - 42)
Learning Outcomes	<p>After completion of this module the trainee will be able to:</p> <ul style="list-style-type: none"> • Use English language • Apply basic functions in spreadsheet software • Prepare presentations using presentation software • perform basic arithmetic operations in the workplace when and where required
Learning Content	<p>Theory:</p> <ul style="list-style-type: none"> • Listening skills development <ul style="list-style-type: none"> ○ Basic spoken English in outreach contexts ○ Listening for key information (time, place, services, needs) • Speaking skills development <ul style="list-style-type: none"> ○ Explaining outreach services to community members • Reading skills development <ul style="list-style-type: none"> ○ Reading simple IEC materials, posters, and pamphlets ○ Vocabulary-building through short texts • Writing skills development <ul style="list-style-type: none"> ○ Writing short sentences ○ Writing simple outreach reports • Basic functions of spreadsheets • Prepare presentations • Arithmetic operations <p>Practical:</p> <ul style="list-style-type: none"> • Practice role plays on different situations (eg: telephone conversations and real-life situations) • Practice to write service-related documents (eg: requests, letters) • Organize English Day programme and performance days • Generate balance stock sheets using spreadsheets • Prepare presentation for HIV/STI awareness using presentation software (10 slides).
Teaching-Learning Activities	<ul style="list-style-type: none"> • Assignments • Illustrated talk • Demonstrations • Role play & Drama
Forms of Assessment	Formative Assessment + Summative Assessment

Module Title	Team Work
Module Code	N85S039BM03
Module Type	Basic Module
Duration (Hrs)	09 Hours (Theory – 03, Practical – 06)
Learning Outcomes	<p>At the end of this module student should be able to;</p> <ul style="list-style-type: none"> • Contribute positively to the work in team environment • Work effectively with others in a socially diverse environment • Respect and understand the views of others • Give, receive and act upon feedback • Identify and describe own roles and roles of others
Learning Content	<p>Theory:</p> <ul style="list-style-type: none"> • Simple concepts of team behaviour • Elementary group dynamics • Basic knowledge in social and demographic structures <p>Practical</p> <ul style="list-style-type: none"> • Identify and establish team purpose, team member’s roles and responsibilities. • Coach and motivate team. • Assignment 01- Form a group for setting up a mobile testing or awareness camp and give the feedback on group effort • Assignment 02- Arrange sports activities / social events
Teaching-Learning Activities	<ul style="list-style-type: none"> • Assignments • Lecturers • Role plays • Case studies • Team building activities • Coaching and mentoring
Forms of Assessment	Formative Assessment + Summative Assessment

Module Title	Occupational safety, health and environmental aspects
Module Code	N85S039BM04
Module Type	Basic Module
Duration (Hrs)	21 Hours (Theory – 03, Practical – 18)
Learning Outcomes	<p>After completion of this module the trainee will be able to: describe importance of safety</p> <ul style="list-style-type: none"> • Use Personal Protective Equipment (PPE) • Arrange the place to minimize health risk • Give first aid • Recognize and apply environmental aspects
Learning Content	<p>Theory</p> <ul style="list-style-type: none"> • Importance of safety and general precautions • Uses of universal precautions • Personal Protective Equipment (PPE) • Safety signs - for danger, warning, caution & personal safety message • Safe handling of, Fire extinguishers used for Different types of fire • Energy Conservation methods • Types of waste materials • Environmental rules and regulations on disposal of waste into environment • Standard treatment and disposal methods of waste • First aid • Accidental needle prick management • Safety measures for social threats <p>Practical</p> <ul style="list-style-type: none"> • Demonstration on first aid and fire safety • Use personal Protective Equipment (PPE) • Arrange the place of work to minimize the health risks • Arrange the place of work in order to make it possible to work in the most ergonomic way • Give first aid • Use of fire extinguishers • List energy saving tips • Collect details of waste in outreach work and prepare a brief report with proposal of appropriate disposing methods of them
Teaching-Learning Activities	<ul style="list-style-type: none"> • Illustrated talk • Use video clips • Demonstrations • Assignments
Forms of Assessment	Formative Assessment + Summative Assessment

Assessment Guide:

Forms of assessment

Assessment shall be based on evidence collected through workplace performance or a combination of evidence collected through training and work place performance.

Assessment context

This unit may be assessed on the job, off the job or a combination of on and off the job. The unit may be assessed individually.

Assessment conditions

The candidate will have access to:

- all tools, equipment, material and documentation required.

The candidate will be permitted to refer the following documents:

- health and safety regulations
- company specification sheets
- manufacturer's instructional brochures and manuals

The candidate will be required to:

- orally or by other methods of communication, answer questions asked by the assessor.
- identify superiors and clients who can be approached for the collection of competency evidence where appropriate.
- present evidence of credit for any off-job training related to this unit.

Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria and that he/she possess the required underpinning knowledge.

Special notes

During assessment, the candidate will;

- demonstrate safe work practices at all times
- communicate information about processes, events or tasks being undertaken to ensure a safe and efficient working environment.
- perform all tasks in accordance with standard operating procedures.
- perform all tasks to specifications
- take responsibility for the accuracy of his/her own work
- use accepted methods for calculation.

Tasks involved will be completed within reasonable time frames relating to typical workplace activities.

Resources required for assessment

These include material, tools and equipment listed within this unit

Tools, equipment and material required for the training programme

(Approximately 15 students)

No.	Item	Quantity
1.	Communication equipment	As required
2.	Computer with internet facility	03
3.	Dildo	01
4.	Flip chart stand	01
5.	Multimedia with screen	01
6.	Printer	01
7.	Projector and Daylight Screen	01
8.	Sharp bins	02
9.	Software packages	As required
10.	Storage facility	As required
11.	White board	01
	<p>Materials</p> <ul style="list-style-type: none"> • Information Education & Communication material • Prevention commodities • Standard forms and formats • Stationery • Test kits and testing materials <ul style="list-style-type: none"> ○ Cotton ○ Alcohol swabs ○ Gloves • Garbage bags • Sanitizer • Contact lists • Lubricants • Condoms 	

NATIONAL COMPETENCY STANDARD & COMPETENCY BASED TRAINING CURRICULUM For COMMUNITY-LED OUTREACH WORKER (HIV and STI) NVQ Level 03 and 04 (Competency Standards Code: N85S039)	
NATIONAL CERTIFICATE LEVEL 03 and 04 IN THE OCCUPATION OF COMMUNITY-LED OUTREACH WORKER (HIV and STI)	
1. Endorsement Date:	2. Date of Review
3. Purpose of the Qualification	To certify that the holder of this qualification has acquired the competencies contained in the units listed in section 6 below.
4. Regulations for the Qualification/s	The holder should have been assessed by a licensed assessor and found competent in the units listed in section 6 and certified by the TVEC To apply qualifications through Recognition of Prior Learning (RPL), candidate should forward applications with the recommendation of Director, National STD, AIDS Control Programme (NSACP)
5. Qualification Codes & Packages	<ul style="list-style-type: none"> • U03 + U04 + BU01 + BU02 + BU03 + BU04 - N85S039Q1L3 • U01 + U02 + U03 + U04 + U05 + U06 + U07 + BU01 + BU02 + BU03 + BU04 – N85S039Q2L4
6. Prerequisites	<p>For NVQ Level 03 Qualification Completion of at least Grade 8 education</p> <p>For NVQ Level 04 Qualification NVQ Level 03 qualification of Outreach Workers or Sat for the G.C.E. O/L (Ordinary Level) examination</p>
7. Accreditation Requirement	The qualifications shall be offered in compliance with the accreditation requirements of the TVEC as stipulated in the National Vocational Qualifications framework of Sri Lanka.
8. Certification	TVEC shall certify the qualifications in terms of the regulation at section 6 above.
9. Transition arrangements	The competency-based assessments shall be undertaken by the registered assessors until TVEC arranges to issue licenses to the assessors
10. Requirement of conducting Knowledge Assessment	Not required
11. Contact for Comments	Chairman, National Apprentice & Industrial Training Authority, 971, Sri Jayewardenepura Mawatha, Welikada, Rajagiriya. Director General, Tertiary & Vocational Education Commission, 354/2, Nipunatha Piyasa, Elvitigala Mawatha, Colombo 05.