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**TRADE UNION**

Any organisation of employees established in order to substitute, or attempt to substitute, collective bargaining for individual bargaining in the labour market.

**MATERNITY LEAVE**

The working woman has the right to obtain a maternity leave totaling ten weeks with full pay prior to and after delivery provided that the period subsequent to delivery may not be less than 6 weeks .

**PILGRIMAGE LEAVE**

This leave is granted upon prerequisite of the employee served at least 5 consecutive years with the employer . this leave is granted once only during the period of service .

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**ANNUAL LEAVE**

Each employee is entitled to a fourteen days annual leave with full pay of every year of service , the period of the annual leave shall become 21 days if he remains in the service of the same employer for more than five years.

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**SICK LEAVE**

Every employee is intiteled to a fourteen - day - sick leave with full pay per year based on a report from the physician approved by the establishment or from a government physician.

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**WAGE**

All cash or in-kind entitlements of the Employee against his work in addition to all other entitlements of whatever type, provided for by the law, work contract or the bylaw or; it has become the practice to pay except the wages payable for overtime work.

**EMERGENCY PROCEDURES**

Procedures to be followed in the event of an accident, fire, earthquake or other natural or man-made disaster.

**EDUCATIONAL NEEDS**

1. The education needed to meet the demands of an individual, organisation or national economy. .1
2. The specific education which is required to develop the skills , attitudes and knowledge of an individual, group or occupation. .2

**SKILL NEEDS**

The skill or skills needed for different types of activity, job or occupational role, in a specific organisation, sector.

**SAFETY BOOTS**

Working boots to protect the feet

**EMPLOYMENT STATISTICS**

Employment statistics provide data on all public and private firms employing one person or more in various activities, except those employed in the agricultural sector, the armed forces , public security and civil defense . The data includes number of establishment , number of employees and their characteristics and the compensation of employees .

**OCCUPATIONAL STATISTICS**

Statistics which relate to the purposes and functions of work roles.

**TEST**

A test is a specially designed activity through which the knowledge or skills of an individual can be assessed.

Testing process is the process of administering a test, or series of tests.

**POST - TEST**

A test which is conducted at the end of a training programme to ensure the achievement of the training objectives . /

**PRE- TEST**

A test which is conducted at the beginning of a training programme to measure the knowledge and skills that the trainees possess.

**OCCUPATIONAL HYGIENIST**

A specialist in investigating and dealing with conditions in the workplace that could be hazardous to employees' health.

**AUDIOLOGIST**

A person qualified to carry out hearing tests and treat patients with impaired hearing.

**ASSESSMENT TOOL**

A method for the gathering of evidence for assessment, such as a knowledge test or a checklist of practical performance, or a performance test.

**ADMINISTRATION (EDUCATIONAL)**

The executive arm of government responsible for the implementation of education (and, often, training) policy.

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**TOTAL QUALITY MANAGEMENT**

A management system with a focus on customer satisfaction, involving a systematic approach to ensure that products and services always meet defined standards and are subject to continuous improvement.

**HAZARD MANAGEMENT**

Includes identifying hazards to employees at work, assessing hazards, and managing hazards so that people are not harmed.

**HUMAN RESOURCE MANAGEMENT**

Human resource management is an integrated, proactive approach to managing the recruitment, selection, allocation to jobs, appraisal and development of people employed in an organisation.

**PUBLIC ADMINISTRATION**

1. Administration is the executive arm of Government.
2. Administration is the execution of all the tasks required to support decision-making and the implementation of decisions, whoever the decision-maker may be.

.1

.2

**FUMES**

Very small airborne particles, e.g. of metals when they are subjected to high temperatures during welding.

**HARM**

Illness, injury or both.

**COACHING**

1. A role in education and training, in which the coach enables the learner to identify and act to meet specific learning needs;
2. Additional, specialised teaching given to a learner to prepare him for an examination.

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**CAREER COUNSELLING**

The process of assisting and guiding people in their career choices.

**QUESTIONNAIRE,**

A set of questions, either structured or unstructured, together with spaces for responses from those asked.

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**SUSTAINABILITY**

The ability of something (e.g. a policy, a system or an institution) to remain maintained at a certain standard (e.g. quality of education).

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**STRATEGY**

A plan to get something done - specifically to show how a policy will be implemented.

**TEACHING STRATEGIES**

Techniques which are used in teaching to enable teachers to achieve their goals.

**EDUCATION AND TRAINING STRATEGY**

An education and training strategy describes how the goals of education and training policy will be achieved.

**APTITUDE**

Innate or acquired characteristic which is thought to underlie and be conducive to an individual's capacity to learn and attain a level of achievement in a specific field.

**HOUSEHOLD**

A group of people who live together, with shared accommodation and shared domestic expenses.

**FIRST AID**

Initial care of the injured or sick.

**SAFETY SIGNS**

Standard format signs warning of a workplace hazard and/or precautions to be taken.

**LABOUR MARKET SIGNALS**

Labour market signaling uses data drawn from much recourse to provide a more holistic analysis of the dynamics of the labour market.

**MEDICAL SUSPENSION NOTICE**

Notice issued by a departmental medical practitioner suspending an employee from work because of harm suffered, e.g. if poisoned by lead.

**PROHIBITION NOTICE**

Notice issued by an occupational safety and health inspector prohibiting a work activity until the hazard is eliminated.

**CONSTRUCTION WORK**

Work such as building alterations, cleaning, demolition, painting, maintenance, repairs and so on.

**MUSCULOSKELETAL INJURY**

Chronic muscle, tendon, and nerve disorders caused by repetitive exertions, rapid motions, high forces, contact stress, extreme posture, vibration and/or low temperatures.

### **EMPLOYMENT INJURY**

Any injury such as a cut , fracture , sprain, amputation , etc., which results from work - related event or from a single instantaneous exposure in the work environment .

### **WORK INJURY**

The Employee's injury as a result of an accident during the performance of work or due to the work itself. Any accident sustained by the employee while on his way to or return from work, shall be considered as an accident.

### **LOST TIME INJURY**

Any accident in which a worker is unable to work for any period of time.

### **STRIKE**

Refrain working due to collective labour dispute.

### **LEGISLATIVE FRAMEWORK**

The legislative framework sets out the boundaries of law and associated regulations within which society has decided to operate.

### **NATIONAL FRAMEWORK OF COMPETENCE**

A specification of the competence required for different jobs and occupations within a national labour force.

### **RETRAINING**

Retraining enables individuals to improve their existing knowledge and skills or to acquire new ones, whether for their current jobs or occupations, or for new ones.

### **INDUSTRY RESTRUCTURING**

A process of changing the forms of work organization within enterprises and across industry in order to improve productivity, competitiveness, quality and flexibility. This may involve job redesign, new technology, and ongoing training or retraining of workers, and reducing the size of the work force.

### **DISABILITY**

A physical or mental incapacity, either congenital or resulting from an injury or illness etc.

### **RECOGNITION OF VOCATIONAL TRAINING PROVIDERS**

The formal approval of training organisations, products and services operating within the vocational education and training sector .

### **RECOGNITION OF QUALIFICATIONS**

The process by which a qualification is given a formal status within national or trans-national system.

### **ACCREDITATION**

The process by which a course or training program is officially recognized and approved.

### **ACCREDITATION OF QUALIFICATIONS**

The formal process by which a qualification's status within the national VET system is established.

### **SYMPTOMS**

What a patient describes about his condition.

### **FATIGUE**

The temporary inability to respond to a situation because of previous overactivity, mental, emotional or physical.

### **DUSTS**

Solid particles of a substance suspended in air.

### **NON-RESPIRABLE DUSTS**

The particles in these dusts are larger and are removed in the nose and upper airways of the lungs.

### **RESPIRABLE DUSTS**

These are dusts with particles fine enough to penetrate the smallest airways in the lungs.

### **CLOSE DOWN**

Closing the enterprise totally or partially or stop working from the employer's side.

### **MARKET ECONOMY**

A market economy is one in which a substantial proportion of economic decisions are taken by means of the operation of markets.

### **SYNTHETIC MINERAL FIBRES**

A group of materials that include glass fibre, mineral wool and ceramic fibre, used as insulation and as a reinforcing agent.

### **EXAMINATION**

A formal and official test of someone's knowledge or ability in a particular subject.

### **ENTRANCE EXAMINATION**

Entrance examinations judge whether people may gain admission to a certain institution, or organization.

### **ABSORPTION**

A process by which chemicals can enter the body through pores in the skin.

### **SAFE**

Not exposed to a hazard, or free from hazards.

### **PRODUCTION**

Production is the activity or series of activities which is used to make (i.e. produce) a good or service. "The use of resources to make goods or services which have value".

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### **PRODUCTIVITY**

Productivity is measured as the amount of output produced by a given quantity of inputs.

### **LABOUR PRODUCTIVITY**

Labour productivity refers to the relationship between output and the labour time used in generating that output. It is the ratio of output per hour.

### **TRANSITION FROM SCHOOL TO WORK**

The change from full-time education to regular work is the transition from school to work.

### **PATTERNS OF UNEMPLOYMENT**

The distribution of unemployment between regions, localities, previous industry of employment, age group, gender, occupation, qualification - as the case may be.

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### **JOBSEEKER**

A person looking for and available for work.

### **VAPOUR**

The gaseous form of a substance that is normally a liquid or solid, e.g. mercury, organic solvents.

### **PROGRAMME**

The activities and methods needed in order to achieve a set of objectives, organised into a logical sequence over a specified period of time.

### **TRAINING PROGRAMME**

The training activities and methods needed to achieve a set of training objectives, organised into a logical sequence over a specified period of time.

### **OCCUPATIONAL SAFETY AND HEALTH PROGRAMME**

A programme adopting a systematic approach to locating, evaluating and controlling those factors in the work place and environment which are responsible for accidents and their effects.

### **UNEMPLOYMENT**

Someone within the labour force is unemployed if he or she wishes to work but is unable to find employment.

### **YOUTH UNEMPLOYMENT**

The unemployment within the age group 15-24 years.

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### **LONG - TERM UNEMPLOYMENT**

The definition of long term unemployment includes all unemployed persons with continuous periods of unemployment extending for year or longer.

### **INGESTION**

Introduction of a substance to the body through the mouth.

### **TRAINING INFRASTRUCTURE**

The system of institutions and processes through which training is delivered.

### **EDUCATIONAL INFRASTRUCTURE**

The network of institutions which implements educational policies and carries out educational activities.

### **ENVIRONMENT**

Environment is literally the surroundings within which the society, the system or the individual is set.

### **LONGTUDINAL DATA**

Data in which many units are observed over multiple time periods such as collecting data from a particular age group over many years on an annual bases.

**TRAINING IMPACT ( EXPECTED AND REAL )**

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The influence or effect that training is expected to have and the influence it actually has.

**JOB LEAVER**

Unemployed person who quits or terminates his employment voluntarily and immediately began looking for work .

**HEALTH INSURANCE**

Insurance plans that include coverage of medical care , dental care and visual care.

**SKILL TRANSFER**

The process whereby skills are transferred from one occupational context to another.

**DEHYDRATION**

Loss of fluids from the body through sweat while a person is working in a hot environment.

**ENROLMENT**

1. The registration of a person with an education or training institution for the purpose of undertaking a course.
2. The total number of registered participants in an education or training programme.

**OPEN ENTRY**

An admission policy in which there are minimal entry criteria or in which standard selection criteria are relaxed or waived.

**ACCIDENT ALERT**

An information bulletin issued by occupational safety and health unit or officer following an accident, with recommendations on how future accidents of this type could be prevented.

**PACKAGING**

The process of grouping competences in a training package into combinations which represent whole jobs or key functions that is meaningful in the workplace.

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**ACHIEVEMENT**

The attainment of a specified standard of performance.

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**VALIDATION**

A process for confirming the correctness or soundness of information or findings.

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**SKILLS ANALYSIS**

An identification of the skills needed for each job.

**TOPIC ANALYSIS**

The investigation and identification of components of a particular topic in an education or training programme.

/

**TASK ANALYSIS**

The methodology used to define tasks within a function for work role.

/

**FUNCTIONAL ANALYSIS**

The methodology used to define occupational functions, or the purposes/roles served by people at work.

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**LABOUR MARKET ANALYSIS**

Analysis of the characteristics of the labour market in a locality, region or nation.

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**MANPOWER PLANNING**

A systematic means of :

- analysing current manpower numbers and skills.
- creating realistic forecasts of future demand and supply
- planning performance management and Business development.

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**HOUSEKEEPING**

Attention to tidiness and cleanliness in the workplace.

**TRAINING**

The process and methods which aim to equip people with the Skills, attitudes and knowledge needed for employment.

**COMPETENCY-BASED TRAINING**

Training which develops the skills, knowledge and attitudes required to achieve competency standards.

**MANAGEMENT TRAINING**

Training designed to develop and enhance managerial competence.

**BASIC TRAINING**

Training which develops skills relevant to employment, but which has no particular occupational focus.

**PART-TIME TRAINING**

Training which is only undertaken part-time, when the trainee may or may not have another occupation.

**FULL-TIME TRAINING**

When training is undertaken as the sole activity of a learner or trainer.

**UPDATING TRAINING**

Training which aims to enable the person to acquire new or update his skills in his occupation to cope with the new technological developments.

**RESKILLING**

Training which aims to enable the person to acquire additional skills in his occupation , or another related occupation or a new occupation in order to meet the requirements of available job opportunities .

**ORIENTATION TRAINING**

Training which introduces individuals to a subject or institution or workplace.

**PRACTICAL TRAINING**

Training in which learners have opportunities to learn skills through performing real or simulated work tasks.

**IN-SERVICE TRAINING**

Training and professional development of staff, often sponsored by the employer, and usually provided during normal working hours.

**ON-THE-JOB TRAINING**

Training undertaken in the workplace/ workstation as part of the productive work of the learner.

**COMPUTER-BASED TRAINING**

An educational method in which a computer is the primary medium for instruction and learning.

**ENTRY-LEVEL TRAINING**

Training undertaken to aim entry into the workforce or further vocational education and training.

**MULTISKILLING**

Training workers in a number of skills, enabling them to perform a variety of tasks or functions. Multiskilling may be horizontal (broad skilling), vertical (up skilling) or diagonal (contributory skilling).

**CORPORATE TRAINING**

Training programs or services offered by business and industry, either in-house or co-operatively with an educational institution.

**ON-SITE TRAINING**

Training conducted at the work site (e.g. in a training room) but not on the job.

**WORK PLACEMENT**

A period of work with an employer undertaken by VET students in order to satisfy the requirements of a course, with supervision provided by the employer, the training provider or both.

**FORMAL TRAINING**

1. Training in which the role of the learners and the teachers is defined and in which one party has the responsibility for training the other. .1
2. Training that is provided in a training establishment rather than independently or on - the - job. .2

**TEACHING**

1. The act of imparting knowledge and skills. .1
2. The process of enabling people to learn about a subject through the use of different strategies and methods. .2

**SKILLS AUDIT**

An identification of the skills required and held by the workforce.

**EDUCATION**

1. the field of study concerned with theories and methods of teaching. / : .1
2. The gradual process by which a person gains knowledge and understanding through learning. : .2

**REDUNDANCY**

Termination of employment without any fault on the part of the employees concerned, but because of a fall in the employer's need for labour.

**INTERLOCK**

System to prevent a machine from operating unless the guard is in place. /

**NETWORKING**

Networking is the process of maintaining contact and exchanging information between stakeholders.

**SELF-EMPLOYMENT**

Someone who is self-employed has no employer and usually has no or few employees.

**UNSAFE ACT**

A human action which departs from hazard control procedure or practices .

**EMPLOYMENT PERMIT**

The non- Jordanian employee must obtain a work permit from the minister of labour or from whoever delegated prior increment or engagement.

**COURSE DESIGN**

1. The plan for an education or training course so that it meets identified training needs. .1
2. The action of designing an education or training course. .2

**CURRICULUM DESIGN**

The action of planning the construction of a course of training or education.

**OCCUPATIONAL CLASSIFICATION**

A system for classifying and aggregating occupations and job titels to facilitate communication about occupations by supplying national statisticians with a tool to make national occupational data available.

**INFLATION**

A process of continually rising prices , or equivalently , of a continually falling value of money.

### **CONTINUING PROFESSIONAL DEVELOPMENT**

The processes whereby expert workers (professionals) acquire, maintain, update and broaden and deepen their knowledge and practice over the course of their professional careers.

### **ACUTE EXPOSURE**

Exposure resulting from a single dose of a toxic substance with immediate effects on health.

### **NOISE EXPOSURE**

The amount of sound energy a person is exposed to during a typical day.

### **LEARNING**

The process of acquiring and internalising a body of knowledge and/or a repertoire of skills and/or a set of behaviours, either through the experience of work and leisure or through an organised system of institutional learning through teaching and training.

### **SELF-PACED LEARNING**

Learning undertaken at a student's own pace.

### **EXPERIENTIAL LEARNING**

Learning through experience, either in a real situation such as a workplace or in role play.

### **CO-OPERATIVE LEARNING**

A learning method in which students work together in small groups.

### **SELF-MANAGED LEARNING**

When individuals set their own learning objectives and decides how best to achieve them, they can be said to be managing their own learning.

**LIFE-LONG LEARNING**

The process of acquiring knowledge or skills throughout life via education, training, work and general life experiences.

**PRIOR LEARNING**

Skills and knowledge acquired from previous study, work or life experiences.

**OPEN LEARNING**

1. Open learning programmes are those the student can pursue in their own time and at their own pace. .1
2. An approach to learning which gives students flexibility and choice over what, when, at what pace, where, and how they learn, commonly using distance education and the facilities of educational technology. .2

**CONTINUOUS EDUCATION & TRAINING**

Education and training which continues without a Break /

**PRIMARY EDUCATION**

The part of the system of education that provides for young people's first experience of formal learning.

**BASIC EDUCATION**

Basic education starts at the age of six , and lasts for ten years . Basic education aims at equping people with range of knowledge skills, and attitudes to enable them to function in their society . it is compulsory in Jordan .

**COMPULSORY EDUCATION**

Education which individuals are required by law to undertake (i.e 10 years of general education ). ) ( 10

**ADULT EDUCATION**

Education provided for adults, often intended for general education rather than vocational education.

**PART-TIME EDUCATION**

Education which is undertaken on a part-time basis, often when learners are in employment.

**FURTHER EDUCATION**

Post-secondary education, including higher education, adult education, and vocational education and training.

**PRIVATE EDUCATION**

Education that is provided or supported from private rather than government funds, but under the supervision of the government.

**HIGHER EDUCATION**

Tertiary education that is of a higher academic level than secondary education, usually requiring a minimum level of admission and successful completion of secondary education.

**TERTIARY EDUCATION**

The education which follows secondary education or its equivalent, and provides the learner with more advanced knowledge and skills than those gained within the secondary system.

**GENERAL EDUCATION**

1. Common areas which all pupils should know and experience. .1
2. Education which aims to equip people with a broad range of knowledge and skills, usually to enable them to meet their responsibilities as citizens and to enable them to function in their society. .2

**PRACTICAL INSTRUCTION**

Enabling learners to understand how skills are applied and how things (such as equipment) work. ( )

**DISTANCE EDUCATION**

A mode of education in which students enrolled in a course do not attend the institution, but study off-campus and may submit assignments by mail or email. /

**NON-FORMAL EDUCATION**

Organised education and training outside of the formal education system.

**TECHNICAL EDUCATION**

Education which enables learners to acquire and practice the skills required for occupations and jobs at the technician skill level involving the application of science and technology.

**POST-COMPULSORY EDUCATION**

Education which is received by an individual after the minimum legal school leaving age (basic education).

**POST-SECONDARY EDUCATION**

Education that is available to learners after they have completed secondary education.

**OUTCOME-BASED EDUCATION**

An educational system focused and organised around clearly defined outcomes which students are expected to demonstrate upon completion.

**INFORMAL EDUCATION**

The acquisition of knowledge and skills through experience, reading, social contact, etc.

**CONTINUING EDUCATION**

Educational programs for adults, usually at the post-secondary level and offered as part-time or short courses in personal, academic or occupational subject areas.

**VOCATIONAL EDUCATION**

Education designed to develop occupational skills.

**THEORETICAL INSTRUCTION**

Enabling learners to understand and internalise theories, principles and data relevant to a particular subject, or to specific working practices.

**INFORMAL EDUCATION AND TRAINING**

Education and training where there is no clear definition of teacher and learner , or where individuals educate themselves.

**VOCATIONAL EDUCATION AND TRAINING(VET)**

Education and training which aims to equip people with employable or occupational skills.

**INITIAL VOCATIONAL EDUCATION AND TRAINING**

That vocational education and training which is undertaken before or upon first entering an occupation or job.

**COMPENSATION**

- 1. Total salaries and wages paid or to be paid to employees either in cash or in kind .1
- 2. Payment made to a victim by the person or firm who is responsible for the damage which the victim has suffered. .2

**FEEDBACK**

- 1. Information generated by a system which goes back into the system and affects the way the system operates. .1
- 2 The process by which information about progress and outcomes is communicated to learners and others who have a role in helping the learning process. .2

**ABSENCE**

Instances when persons who usually work 48 or more hours per week worked less than 48 hours during the reference week. ( 48 ) ( 48 )

**COLLECTIVE BARGAINING**

A method by which represent atives of employees ( trade unions ) and employers determine the condition of employment through direct negotiations , resulting in a written contract .

**BLOCK RELEASE** /

The release of an employee from the workplace for periods of time, usually of a week or more, in order to undertake related training in an educational institution. The term applies particularly to apprentices and trainees.

**DAY RELEASE**

The release of an employee from the workplace, usually for one day or two per week, in order to undertake related training in an educational institution. The term applies particularly to apprentices. /

**ACCEPTABILITY**

The extent to which something will be received and adopted by people.

**PROGRESSION**

The action of moving from one stage to another or from one skill level to another.

**EDUCATIONAL TECHNOLOGY** ( )

The development, application and evaluation of systems, techniques and aids to improve the process of learning teaching and training.

**STANDARDISATION** /

The action of producing a form or system of training or education that is uniform for a specified target group, or region or nation. /

**EVALUATION**

The process or results of an assessment or appraisal in relation to stated objectives, standards, or criteria; in vocational education and training may be applied to organizations, programs, policies, courses, etc.

**ASSESSMENT**

The process of gathering and judging evidence in order to decide whether a person has achieved a standard or Objective.

**COURSE EVALUATION**

The process of assessing the effectiveness and outcomes of a course of study.

**INTEGRATED ASSESSMENT**

An approach to assessment that covers multiple elements and/or units of competence from relevant competency standards. The integrated approach attempts to combine knowledge, understanding, problem solving, technical skills, attitudes and ethics into an assessment task with the aim of reducing the time spent on testing as well as making assessment more 'authentic'.

**SELF-ASSESSMENT**

A process in which learners or organisations assess their own performance against particular standards or criteria.

**HEALTH ASSESSMENT**

Check of a person's health to determine their fitness for a job, in a specific environment.

**COMPETENCY - BASED ASSESSMENT**

The gathering and judging of evidence in order to decide whether a person has achieved a standard of competence.

**ACCESS AND EQUITY**

A policy or set of strategies to make vocational education and training available to all members of the community, to increase participation and to improve outcomes.

**EQUALITY OF OPPORTUNITY**

The provision of opportunities for people to influence, access and take up learning or opportunities regardless of gender, age, ethnic origin and religion.

**COSTS**

Costs are the value of the inputs used to produce any good or service, measured usually in terms of the money spent on them.

**LABOUR INTENSITY**

Some methods of production of a good or service require more labour in the production process than do others.

**SKILL FORMATION**

The development of skills or competencies which are relevant to the workforce.

**APPRENTICESHIP**

A system of training regulated by law or custom which combines on-the-job training and work experience while in paid employment with formal off-the-job training. The apprentice enters into a contract of training or training agreement with an employer which imposes mutual obligations on both parties.

**APPRENTICE**

A trainee (young person) achieves certain learning outcomes through a mix of work experience and formal education and training in order to enter an occupation.

**FUNDING OF VOCATIONAL EDUCATION & TRAINING**

1. The system through which funds for VET are made available.
2. The amount of money made available for VET.

**SELF-FINANCING**

The act of paying for something yourself, as when individuals pay for all their education and training from their own resources, or when an organisation generates income sufficient to support its activities.

**ECONOMIC COMPETITIVENESS**

The ability to compete in the marketplace. In a market economy, goods and services compete against other goods and services which are partial or perfect substitutes for them.

**ATTRITION**

A reduction in the number of students as a result of dropping out, withdrawing.

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**ALTERNANCE TRAINING**

The system of vocational training which combines formal training with work experience through inplant training.

**INHALATION**

Breathing of air, gases, vapours, dusts or aerosols into the lungs.

**IMPLEMENTATION OF A TRAINING PROGRAMME**

The action of putting a training programme into practice.

**MIXED DELIVERY**

A combination of learning modes to deliver a course or module, such as distance education and face-to-face study in classes, tutorials, practical sessions or workshops.

**FLEXIBLE DELIVERY**

A range of approaches to providing education and training, giving learners greater choice of when, where and how they learn. Flexible delivery may involve distance education, mixed delivery, self-paced learning, self-directed learning, etc.

**ECONOMIC DEVELOPMENT**

Whenever there is a change in the composition or quantity of output, or the way it is produced, such that there is an increase in economic and social welfare.

### **PERSONAL DEVELOPMENT**

This is the process whereby an individual is seen to acquire, use and find new uses for the values, skills and knowledge needed to be a member of society, their social group and their employment situation.

### **HUMAN RESOURCES DEVELOPMENT**

Human resources development comprises investment in human skills which can help faster economic growth, raise productivity, contribute to personal and social development and reduce social inequality.

### **PRE-VOCATIONAL EDUCATION & TRAINING**

Education and training aimed at introducing learners to ideas about work and working life, the kinds of occupations available, the basic skills required and the routes into occupations.

### **VOCATIONAL ORIENTATION**

Information and education provided to enable learners to learn about working life and the variety of choices facing them.

### **IRRITANT**

A chemical causing local irritation or inflammation of the skin or eyes, or irritation of nasal or lung tissues.

### **DEMOGRAPHIC TRENDS**

Demographic trends are continuing, broadly consistent changes in the level or rate of growth of population, in whole or in part, in a given geographical area.

### **VOCATIONAL GUIDANCE**

Advice and direction given to people to enable them to make informed choice about the kind of working life for which they are suited and which matches their aspirations.

**OCCUPATIONAL PROFILE**

The set of functions and the competences required to undertake them, which is associated with specific occupations.

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**SIT/STAND**

A work station that enables the worker to alternate between standing and sitting while performing his / her tasks.

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**SKILLS PASSPORT**

A record of the competencies possessed by a person and recognized through formal assessment.

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**QUALITY OF VOCATIONAL EDUCATION AND TRAINING**

The level of satisfaction with and effectiveness of vocational education and training organisations, their products and services, established through conformity with the requirements set by clients and stakeholders.

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**GUARD**

A screen or cover to prevent access to the dangerous part of a machine.

**ACCIDENT**

An event that causes a person to be harmed, or might have caused any person to be harmed physically or morally.

**EMPLOYMENT ACCIDENT**

Any event which is not previously planned or expected but due to unsafe work conditions or act which lead to work injury for persons or loss in property . It includes transportation from and to the wrkplace.

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**EVENT**

The manner in which the injury or illness was produced or inflicted.

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### **STATUES IN EMPLOYMENT**

Statues in employment distinguishes between three very important and useful categories of the total employed, these are (a ) wage and salaried workers or employees ; (b) self employed workers or employees , and persons working on their own accounts ; and (c) contributing family workers (unpaid family workers ) .

### **MARITAL STATUS**

The civic status of the person classified as single , married , widow , divorced and separated .

### **JUVENILE**

Every person, male or female, who reached the age of seven and not yet eighteen.

### **MOBILITY**

Labour market mobility is the extent to which people move, or are able or willing to move from one job to another.

### **HORIZONTAL MOBILITY**

Horizontal mobility between jobs takes place when a person leaves one Job and starts another one at the same skill level.

### **UPWARD VERTICAL MOBILITY**

Mobility between jobs takes place when a person leaves one job and starts another one at a higher skill level.

### **TURNOVER**

Separation of an employee from an enterprise (voluntary, involuntary, or other ) .

### **SAFETY BELT**

A belt secured around the waist which may include butt or groin straps but which is suitable to arrest a free fall.

### **SEATBELT**

System to restrain a vehicle driver and passengers in their seat in the event of an accident.

**ANTI-FATIGUE MATS**

Mats placed on the floor where worker stand to work. They are designed to reduce musculoskeletal fatigue associated with static standing .

**TEACHING LOAD**

A teacher’s normal number of teaching lessons or class contact hours per week.

**ANNUAL STUDENT CONTACT HOURS**

The total nominal hours (supervised) for the subjects undertaken in a year, used as a measure of total system delivery.

**SOCIAL DIALOGUE**

The process whereby social partners are Exchanging information between one another.

**CONFINED SPACE**

Any area with limited entry and exit points that may lack oxygen; contain a hazardous atmosphere.

**NOT IN THE LABOUR FORCE**

Persons 16+ years of age who are neither employed nor unemployed.

**WORK EXPERIENCE**

Opportunities given to learners to apply what they are learning (or have learned) to real jobs in a real working environment.

**SERVICES**

Services are economic products which are not tangible. They cannot be stored and have no physical embodiment.

**RISK**

A measure of the likelihood of harms occurring.

**SAFETY HELMET**

Headgear designed to protect the wearer’s head.

**NEW INTRANTS**

Unemployed persons who never worked before, and who are entering the labour force for the first time.

**DIPLOMA (CERTIFICATE)**

Formal document indicating successful completion of a programme or a course of study.

**EXTERNAL STUDIES**

See distance education.

**REFRESHER COURSE**

A course which revises or updates previously acquired knowledge and skills.

**BRIDGING COURSE**

A course designed to equip individuals to take up a new subject or course by covering the gap between the students' existing knowledge and skills and the subject or course prerequisites and assumed knowledge.

**SHORT COURSE**

A course of vocational education and training which stands alone and does leads to partial qualification. A statement of attainment may be issued on successful completion.

**EVENING COURSE**

A program of education or training offered in the evening.

**DECIBEL ( DB )**

Unit used to measure noise.

**TRAINING FEES**

A financial payment paid by the trainee to participate in a training programme.

**FORECAST**

A forecast indicates the expected future behaviour of a whole system or of particular variables within it.

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**UPGRADING**

Improving skills, e.g. by further training.

**UPSKILLING**

Training which aims to enable the person to gain new skill in his occupational in order to advance into a higher skill level .

**HEALTH MONITORING**

Regular health checks, of employees who are exposed to significant hazards.

**ENTREPRENEURSHIP**

The ability to create and build something practically from nothing. It is willingness to take calculated risks and then do everything possible .

**ENTREPRENEUR**

An entrepreneur is achievement oriented , hard working , strong leader , risk taker , flexible , enthusiastic , optimistic and independent person .

**NOMINAL HOURS (SUPERVISED)**

The hours of supervised learning or training deemed necessary to cover the educational material in a training program when undertaken in standard classroom or training workshop delivery modes.

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**HOURS OF WORK**

Hours of work is a merger of the time devoted to work. Employees can be classified according to hours of work into three mergers. the first meager relates to employed persons who usually work a "short" number of hours per week ( those whose usual hours of work or below one half of the usual weekly hours that is less than 24 hours).the second relates to persons who usually work "excessive" hours per week (above the usual weekly hours that is more than 48 hours) . the third meager is the average weekly hours , 48 hours .

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**WEEKLY HOURS**

The expected or actual period of employment for the week usually expressed in number of hours .

48

**ORDINARY WORKING HOURS**

The ordinary working hours is eight hours per day provided that the total working hours do not exceed forty eight hours per week over a maximum of six days whereby the time allocated for meals and rest and not to be calculated .

( 48 )

**CURRICULUM HOURS**

The teaching time deemed necessary to cover the content of a course, subject or module when undertaken in standard classroom delivery mode.

**TOXIC**

Poisonous.

**LOGBOOK, TRAINING**

A record kept by a person of the knowledge, skills or competencies attained during on- or off-the-job training.

**ACCIDENT REGISTER**

Book for recording serious and non-serious harm in the workplace.

**EAR PLUG**

A soft disposable plug inserted into the ear to protect from noise.

**SCAFFOLDING**

Temporary framework to support workers carrying out construction work.

**SUSPENDED SCAFFOLD**

A working platform suspended from overhead that can be raised and lowered while in use.

**DANGEROUS GOODS** /

Any of the following categories of substance:

1. Explosives .1
2. Gases: compressed, dissolved or liquefied .2
3. Flammable liquids .3
4. Flammable solids/substances .4
5. Oxidising substances. .5

**MARKET**

A place or institution where buyers and sellers meet in order to exchange goods, services or assets.

**TRAINING MARKET**

The market where training services are exchanged between those who provide them and those who require them.

**LABOUR MARKET**

1. A labour market is the market in which potential workers seek to sell and employers seek to buy labour services. Negotiations in the labour market usually cover both pay and conditions of service. .1
2. The system of relationships between the supply of people available for employment and the available jobs. .2

**OPEN TRAINING MARKET**

A system of open competition among public and private institution in the provision of vocational education and training, giving users greater choice of program and institution.

**POLICY**

The development and/or implementation of a range of activities intended to achieve a specified objective or objectives. And indeed a policy can only be effective if it is accompanied by the power of one kind or another to carry it through.

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**ECONOMIC POLICY**

State policies primarily intended to influence the use of economic resources and the production and allocation of economic outputs.

**EMPLOYMENT POLICY**

The policy which sets out goals for the development and maintenance of employment within an economy.

**EDUCATION AND TRAINING POLICY**

A policy describing how the aims of education and training will be achieved.

**RECRUITMENT POLICY AND PROCEDURES**

Specified policy about how an organization appoints people to fill jobs which become vacant and the procedures which it follows when it does so.

**GUARDRAIL**

A rail or barrier on a working platform to prevent people from falling.

**COMPETENT PERSON**

A person who can consistently demonstrate the skill and knowledge required for the type of work they do.

**SOCIAL PARTNERS**

Tripartite representation of employers, represented by various employers' organisations, and workers, represented by trade Unions, and the government represented by the ministry of labour .

**TRANSPARENCY OF VOCATIONAL EDUCATION AND TRAINING**

The extent to which the relationship and link between different systems of vocational education and training can be clearly identified.

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### **CERTIFICATE**

A certificate is a document which formally records the achievements of an individual.

### **Employer**

Every natural person or corporate body that employs, in any capacity whatsoever, a person or more against wages.

### **EXPORTS**

Domestic goods or services that are sold abroad.

( )

### **HEALTH**

Wellness of body and mind.

### **VALIDITY**

1. The soundness of the interpretation and use of the results of an assessment.
2. The validity of a test is to measure what is designed for.

.1

.2

### **TRAINING PROFILE**

A description of the training required for practicing a job or Occupation.

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### **MATERIAL SAFETY DATA SHEET**

A document describing the properties and uses of a substance, health hazard information, precautions for use , and safe handling information.

### **FUND FOR SUPPORT OF TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING ( TVET )**

Financial resources collected from the employers as a levy and made available to support the development of technical and vocational education and training to better serve the quantitative and qualitative requirements of the employers.

### **QUALITY CONTROL**

The policies and systems used to bring and keep work, materials and technical processes within those limits necessary to produce the required level of performance and reliability.

**NOISE**

Any sound present in a place of work above or less than a specified criteria .  
Voice is measured by decibel unit.

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**TRAINING LEVY**

A levy may be a fixed sum (for example a percentage of payroll costs) payable by employers to create a fund for education and training provision.

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**QUALITY ASSURANCE**

The systems and procedures designed and implemented by an organisation to ensure that its products and services are of a consistent standard and are being Continuously improved.

**PART-TIME STUDENT**

A student who undertakes less than the full-time study program.

( )

**FULL-TIME STUDENT**

A student who has a full-time study load.

**OCCUPATIONAL PHYSICIAN**

A medical practitioner who has a post-graduate qualification in occupational medicine.

**TEACHING AND TRAINING METHODS**

The means used to achieve teaching and training objectives.

/

**PROJECT METHOD**

A strategy which is characterized by the use of specially designed project work to enable learners to achieve specified learning objectives.

/

**FIRE EXTINGUISHER**

Appliance containing powder or foam for extinguishing fires.

**HEAT RASH**

Rash caused when sweat cannot evaporate from the skin.

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### **FIRST AID KIT**

Items required for first aid treatment, which should include a first aid leaflet or manual, sterile adhesive dressings, eye pads, triangular bandages, safety pins, wound dressings, disposable gloves, Resuscitation mask, etc.

### **DEMAND FOR WORKERS**

The total number of employed persons .

### **LABOUR DEMAND**

Labour demand (the demand for labour) is the amount of labour services which employers wish to buy.

### **DEMAND FOR ADDITIONAL WORKERS**

Job opportunities resulting from employment growth and the need to replace workers who leave an occupations.

### **VOLATILE**

Able to pass readily into the vapour state.

### **OCCUPATIONAL FAMILY**

A set of occupations requiring similar nature of skills and competences, even if the work roles are classified to different occupations.

### **WORLD OF WORK**

The totality of organisations, institutions, relationships and activities involved in the production and exchange of goods and services.

### **EMPLOYEE**

Every person, male or female, who performs a job against wages and be a subordinate to the Employer and at his service, This covers the juveniles and those under probation or rehabilitation.

### **PART-TIME WORKER**

A person working less than the normal fulltime working hours.

**FULL - TIME WORKER**

One who usually works 48 hours or more per week .

(48)

**SKILL SHORTAGES**

Identifying how far the need for skilled labour is greater than the supply available.

**LABOUR MISMATCH**

There is mismatch whenever what is demanded does not match what is supplied.

**LABOUR SUPPLY**

The labour supply (supply of labour) includes those already employed and those who seek employment.

**MODERNISATION / REFORM OF VET**

This term is used to describe the goals, policies, strategies and processes needed to re-align national vocational and education (VET) systems to the needs of emerging or re-structured market economies.

**WEEKLY HOLIDAY**

Friday of every week is the employees weekly holiday unless the nature of work requires otherwise.

**CONTRACT OF TRAINING**

A legal agreement between an employer and a apprentice or trainee, which defines the rights and responsibilities of each party.

**WORK CONTRACT**

An explicit or implicit, verbal or written agreement under which the Employee undertakes to work for the Employer under his supervision and Management against wages. The work contract can be for a limited or unlimited period, specific or non-specific work.

**COLLECTIVE WORK CONTRACT**

( )

A written agreement according which the terms and conditions of work between the Employer or the Employers Association from one side, and the group of Employees or their Association from the other side.

**VOCATIONAL TRAINING CONTRACT**

A contract between the trainee and the employer determining the obligations and rights each of the two parts including the training duration , successive stages and the wages payable to the trainee in every stage . the trainee who attained the age of eighteen shall conclude the contract by himself . How ever if he is a juvenile , his guardian or legal custodian shall act for him .

**INDUSTRIAL RELATIONS**

The institutional and rule-fixing processes of the labour market.

**LABOR RELATIONS**

See industrial relations

**TRAINING ALLOWANCE**

A sum of money paid to trainees for participating in training.

**ERGONOMICS**

The study of the relationship between people and their work. Sometimes defined as: "Fitting the task to the person" and "Design for human use".

**WORKERS**

All those who work for a living, whether in paid employment or as self-employed.

( )

**CIVILIAN WORKERS**

The sum of all private and public sector workers. Military and agricultural workers are extended.

**EMPLOYMENT BY SECTOR**

Employment by sector breaks down employed into three broad groupings, the groupings are termed agriculture , industry and services

**EMPLOYMENT IN THE INFORMAL ECONOMY**

Is a measure of employment in the informal economy (previously known as informal sector). There is no agreed upon international definition of the term "informal". Any how there are certain criteria that indicate type of enterprises , number of employees , the absence of legal protection for workers and the absence of social security for workers . The formal economy is distinguished by high ratio of unpaid workers , no levels of wages for those who are wage employed and workers rely upon their manual skills and use simple hand tools , depending on local markets close to productionn (goods and service ) sites .

**UNDEREMPLOYMENT**

This refers to the employed persons of 16+ years of age who desire to obtain a new or additional job, and available for work.

(16)

Such persons should meet the following criteria:

- 1. Current work is insufficient in terms of salary or incentives. .1
- 2. current work does not suit the educational qualifications, and .2
- 3. the hours spent in current work are short. .3

**JOB**

The collection of functions, tasks and responsibilities which comprises the role of a particular worker.

**TEMPORARY WORK**

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The work, completion nature of which requires a limited period.

**WORK**

/

Every mental or physical effort exerted by the Employee against wages whether on permanent, casual, temporary or seasonal basis.

**CASUAL WORK** /

The work required by contingent necessities and completion of which does not require more than three months.

**SEASONAL WORK** /

Work in specific seasons every year and period of which does not exceed six months.

**LEARNING PROCESS**

The way in which learning is achieved and the methods by which learning is organised.

**CLIENT**

A person or organization using a service. In vocational education and training, the client may be a student, apprentice, trainee, employer, enterprise.

**CORROSIVE**

A harmful agent that causes destruction of tissue on contact.

**ELEMENT OF COMPETENCY**

Any of the basic building blocks of a unit of competency which describe the key activities or tasks of the work covered by the unit.

**GLOBALISATION**

1. In economic terms, the process of globalization is that of the increasing interdependence of market on a world-wide scale, facilitated by new forms of information transmission. It is particularly observable in the linkages of financial markets throughout the world. .1
2. In social terms, the process of globalisation is that of the emergence of a global cultural system, involving a growing consciousness of the world as a single place, with growing homogeneity of consumption and cultural Patterns. .2

**CHAMBER (OF COMMERCE/  
INDUSTRY)**

A chamber is an association, usually at local or regional level, of firms involved in the trade / industrial sector . Chambers often serve as representation bodies for the trade/ industrial sector and provide services to the client.

**EMERGENCY EYEWASH**

Face shower for washing particles, dusts or chemical splashes from the eyes.

**COHORT**

A group of people defined by age , that make up a particular study .

**TARGET GROUP**

A group of people that a particular study aims at.

**PROFESSIONAL SKILL LEVEL  
CATEGORY**

Professional workers classified in this categories perform tasks that require high level of mental , technical and managerial skills needed to improve or develop concepts , principles theories and operational methods , or apply the existing knowledge in work and to enable them of following up the implementation phase , and to evaluate process , solving work and worker's problems . Jobs classified in this category require education at the university level .

**SKILLED WORKER SKILL LEVEL  
CATEGORY**

Jobs classified in this category require practical skills and related knowledge the cover a part of an occupation to be able to carry out their functions and tasks upto the skill performance of the labour market. Workers at this level need education and training at the secondary level.

### **CRAFTSMAN SKILL LEVEL CATEGORY**

Jobs classified in this category require practical skills and related knowledge covering the frame of an occupation to enable job holders to carry out their functions and tasks up to labour market performance standards. Workers in this category need training and education equivalent to the completion of secondary education level as a minimum.

### **LIMITED SKILLS WORKER SKILL LEVEL CATEGORY**

Jobs classified in this category require practical skills and related knowledge that cover a narrow part of an occupation, workers in this category usually undertake routine and repetitive tasks require the use of simple hand tools and physical effort. Skills usually acquired through short training and / or work experience.

### **TECHNICIAN SKILL LEVEL CATEGORY**

Technical jobs classified in this category are the jobs that include the application of principles, concepts and the operational methods related to work . Jobs require scientific, technical, practical and supervisory skills needed to understand and the implementation or production steps , follow-up and evaluate process . Technicians represent the link between professionals and workers technician need education at intermediate higher education level (community college level).

### **KEY ACTORS**

The key actors are those among the stakeholders who play an important role in making a particular decision on reaching a particular set of outcomes.

### **EFFECTIVENESS**

Effectiveness measures or indicates the extent to which policy objectives are achieved per unit of input.



**JOB LOOSER**

Unemployed person who loses his last job or had completed a temporary job .

**LUNG FUNCTION TEST**

A test, using a machine, to measure a person's lung capacity and whether it has been affected.

**BLOOD LEAD TEST**

A test to measure the level of lead in a person's blood.

**HEARING TEST**

Test to ascertain if a person has hearing loss caused by exposure to excessive noise.

**JOB VACANCY**

A job opportunity became available for a reason or another , and there is a need to fill it.

**DEVELOPMENT TEAM**

A group of qualified persons which works together to develop Something.

**DISCHARGE**

A separation of an employee from an establishment that is initiated by an employer ; an involuntary separation .

**FLAMMABLE**

Capable of being ignited and burning in air.

**TRAINABILITY**

An individual's ability to learn specific job skills.

**ABILITY**

The capacity to carry out a physical or mental action with or without prior education or training. Ability is a mental and physical characteristic.

**SECTOR**

A sector is a part or a division of the activities in an economy.

### **TRAINING SECTOR**

That part of an economy which concerns itself with the purpose, need for, provision and evaluation of training.

### **PRIVATE SECTOR**

The private sector is all that part of the economy which is not owned by the government.

### **PUBLIC SECTOR**

The public sector is all that part of the economy which is not controlled by individuals, not-forprofit organisations, or privately owned firms. Consequently, it includes government at all levels.

### **POWERED SWINGING STAGE**

A temporary working platform suspended on wire ropes from an overhead structure on a building, to provide access to parts of the building

### **WORKFORCE**

The collection of people who work in an organization.

### **EMPLOYED LABOUR FORCE**

The employed labour force is that part of the labour force which is actually employed at any given time.

### **LABOUR FORCE**

The labour force is the number of people available for work ( employed + unemployed ).

### **QUALITY MEASUREMENT**

The determination of the level and/or amount of quality.

### **VALUE ADDED**

As a good or service moves through the various stages of the production chain, from extraction of the materials used to delivery of the good or service to the final consumer, so some value is added by the activities of the firm which is responsible for each stage.

### **BOATSWAIN'S CHAIR**

A suspended chair used for work at heights, such as painting a building or window cleaning.

### **EFFICIENCY**

Efficiency is a measure of intended output per unit of input.

### **EXTERNAL EFFICIENCY OF TRAINING**

External efficiency is a measure of the validity and relevancy of the prescribed training objective of a training programme in relation to labour market qualitative requirements .

### **INTERNAL EFFICIENCY OF TRAINING**

Internal efficiency is a measure the extent to which the prescribed training/ learning objectives have been met.

### **VET POLICY EFFICIENCY**

The amount of specified, intended VET outputs achieved per unit of expenditure on the VET policy which influenced or procured their provision.

### **KEY COMPETENCY**

Any of several generic skills or competencies considered essential for people to participate effectively in the workforce. Key competencies apply to work generally, rather than being specific to work in a particular occupation or industry.

### **COMPETENCE ( COMPETENCY )**

The ability to undertake a productive activity according to labour market performance standards.

### **PORTABLE COMPETENCY**

A competency that can be transferred from one work context to another.

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### **CURRENT COMPETENCY**

A competency currently possessed by a person. People can lose competence over time, and having been competent in the past may need further training and practice to demonstrate current competency.

### **LABOUR COST**

Labour cost stands for the labour cost per unit of output .

### **TRAINING UNIT COST**

The monetary cost of delivering a defined amount of training, usually one student contact hour.

### **COLLEGE**

An institution which provides education and training for people at post secondary level.

### **RESPIRATOR**

Device to give protection against breathing hazards such as dusts, gases or vapours, poisonous contaminants, or lack of oxygen.

### **SUPPLIED AIR RESPIRATOR**

This supplies clean air from a source outside the contaminated area.

### **AIR PURIFYING RESPIRATOR**

This draws inhaled air through a purifying filter to remove dusts, or certain gases or vapours.

### **DECENTRALISATION**

The process of decentralization delegates the authority for administration to bodies at regional or local level.

### **TRAINING INSTITUTIONS**

Organisations whose role is to provide training.

### **ESTABLISHMENT**

The body that provides services or operates in the production or distribution of commodities.

**EDUCATIONAL INSTITUTION**

Any establishment providing education, including schools, colleges, universities and institutes.

**INDICATOR**

1. A synthetic (processed) and pertinent information considering the domain which is analyzed . ( ) .1

2. An indicator is an observation, or a composite of observations, or a series of observations of a variable or variables which is taken to represent the behavior of a specific phenomenon or serious of phenomena. .2

**CATEGORICAL INDICATOR**

Categorical ( or nominal ) indicator simply shows whether something specific has happened or not .

**PERFORMANCE INDICATOR**

A criterion or measure for monitoring or evaluating the efficiency or effectiveness of a system or service, which may be used to demonstrate accountability and to identify areas for improvement.

**ORDINAL INDICATOR**

An ordinal indicator is often an index number like the relative price index or the index of industrial production. It measures whether one observation is a greater or less than another , without assigning a direct numerical quantity to what is observed .

**CADINAL INDICATOR**

Numerical or quantitative measures such as the number of unemployed, the number employed in a specific fields or the number of graduates from different fields of education and training .

**UNEMPLOYMENT INDICATORS**

The numbers or proportion of the population raw unemployment or of the labour force who are unemployed ( ) . ( )

### SELF-EMPLOYMENT INDICATORS

The numbers or the proportions of the labour force or of the population who are self-employed.

### QUALIFICATION

1. The requirements for an individual to enter, or progress within, an occupation, .1
2. The educational and training experience and attainments which an individual has. .2
3. An official record of achievement which Recognises successful completion of education or training, or satisfactory performance in a test or examination. / .3

### HAZARDOUS SUBSTANCE

Any substance that may be explosive, flammable, able to oxidise, corrosive, toxic or ecotoxic, e.g. fireworks, a gas, an industrial solvent or chemical.

### OXIDISING SUBSTANCE

A substance that may liberate oxygen or cause an oxidizing process and as a result, starts a fire in other materials, or promotes the combustion of other substances.

### TRAINEE

A learner who is undertaking training.

### PREREQUISITE

A requirement for admission to a particular course, e.g. satisfactory completion of a specific subject or course, at least five years in the workforce, etc. ....

### ENTRY REQUIREMENTS

The qualifications, knowledge, skills or experience required for entry to an education or training program. /

### **QUALIFICATIONS REQUIREMENTS**

1. The range and types of qualifications needed to meet the aims of education and training policy. .1
2. The range and type of qualifications an individual needs in order to enter an occupation or a specific work role. .2

### **UNEMPLOYED**

He is any person of 16+ years of age who is without work or job, able to work , is available for work and looking fork. (16)

### **MEAN WAGE**

An average wage. The mean wage of an occupation is calculated by summing the wages of all the employees in that occupation and then deviding the total wages by the number of the employees.

### **OCCUPATIONAL FIELD/AREA**

The entire set of occupations which requires a similar combination of skills or competences.

### **TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COUNCIL**

The council is a tripartite national council to enhance the level of technical and vocational education and training to develop human resource to meet the comprehensive development in Jordan.

### **CONCILIATION BOARD**

A board that assumes the task of mediation in the settlement of collective labour disputes The chairman is appointed by the minister of labour , and two members or more representing employers and employees in equal number where each of the two parties shall name his representatives on the board .

### **SIMULATOR**

A device used especially in training to reproduce the conditions of the working situation, enabling tasks to be learned and practiced safely and economically.

### **ORGANIC SOLVENTS**

A group of liquid petroleum-based products, often used as degreasing agents and thinners e.g. methylated spirits, kerosene.

### **LEARNING CONTENT**

The topics and activities which make up what is learnt by an individual or group of learners.

### **WORK STATION**

The entire work area accessed by a worker when performing a specific or job cycle .

### **LABOUR COURT**

A special court constituted from three regular judges delegated by the judicial council for this purpose upon the requirement of the minister of labour and the presided by the most senior of them in grade. It may convene in the presence of two of its members. If their opinion differs, the third judge shall be invited to participate in the review of the lawsuit and pass decision thereof. The decision is final and unappeasable before any judicial or administrative party.

### **INFORMATION LITERACY**

The ability to identify information need, and then to find, collect, organise, evaluate, and use the information.

### **CLIENT FOCUS**

A strategy in which the needs of clients are the primary focus.

### **HAZARD**

An activity, situation or substance that is an actual or potential cause of harm.

**ERGONOMIC HAZARDS**

Work place conditions that place workers at increased risk of developing a musculoskeletal injury.

**REPRODUCTIVE HAZARD**

A chemical or physical agent that affects the ability of males and females to reproduce normally.

**BIOLOGICAL HAZARD**

Hazards in the workplace that include viruses, fungi, spores and bacteria, all of which can cause illnesses or disease.

**SAFETY HAZARD**

Safety hazard results trauma. It evolves from a situation in which workers may be injured because of electrical, thermal and mechanical conditions .

**HEALTH HAZARD**

Health hazard is a condition in the work place which has the potential to cause illness. Examples of health hazards are high noise levels, dust, vapours and fumes.

**PHYSICAL HAZARD**

A workplace hazard such as noise, vibration, extremes of temperature, manual handling movements, and work at heights.

**CHEMICAL HAZARD**

Any chemical in the workplace that can affect health, including ammonia; corrosive chemicals, e.g. sulphuric acid and others.

**SIGNIFICANT HAZARD**

A hazard that is an actual or potential cause of serious harm.

### **OUTPUT**

1. The result of an economic process, available for sale or use elsewhere. .1
2. "Value added " to the total value of production minus the value of inputs . .2

### **EMERGENCY EXIT**

Exit to be used in the event of an emergency such as fire.

### **OUTPUTS OF VET**

As a consequence of vocational education and training, people acquire more skills, knowledge and understanding than they had before. The outputs of VET may be regarded as the value added by the processes of VET.

### **DURATION (OF EDUCATION & TRAINING)**

The length of time of the whole or part of an education or training programme.

### **VOCATIONAL SCHOOL**

An educational institution that teaches the skills and knowledge required for particular kinds of work.

### **MANAGERS**

The managers in an organisation are those who are responsible for taking the decisions about what the organisation should do and how it should do it.

### **MONITORING**

To monitor a variable, or a policy, or an institution, is to observe (and record) its behaviour over time.

### **MEDICAL AUTHORITY**

The Physicians or the Medical Committee approved by the Minister.

### **OCCUPATIONAL DISEASE**

Any abnormal condition or disorder , other than one resulting from an occupational injury , caused by exposure to factor associated with employment.

### CENTRALIZATION

In a centralised society, legislation and its Administration are carried out at national level. No one at regional or local level has authority to legislate or to administer national legislation without approval from the administration at national level.

/

### FLEXIBILITY

1. The ability to change easily, and to adapt to different circumstances as they occur.
2. Applied to the workforce, the ability to change working practices and skills easily, and to adapt to the changing demands of the work as they occur.

.1

.2

### BENIFITS

Non - wage compensation provided to employees in addition to what is stated in the labour law stated in the work contract.

### TRAINING PROVIDERS

Organisations and individuals whose business is to provide training.

### ACCOUNTABILITY

People or institutions charged with the Authority for undertaking various activities are accountable to those authorized them.

### PATHWAY

A path or sequence of learning or experience that can be followed to attain competency.

### COURSE

A structured and integrated programme of education or training, usually consisting of number of modules (subjects) or shorter programmes, and leading to the award of a qualification.

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### EVENING COURSES

A form of part-time education/ training made available in the evenings, usually because learners are at work during the day.

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**EQUITY**

Fairness, social justice. In vocational education and training, equity policy incorporates measures to improve access to, participation in, and outcomes of vocational education and training for those who may be disadvantaged or have traditionally been under-represented

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**ACCIDENT PREVENTION CONSULTANT**

An occupational safety and health officer who assists employers to develop safety and health management systems.

**ATTAINMENT**

Reaching a particular level, accomplishing goal; (in vocational education and training) successful completion of the requirements of a module or course.

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**ENTRY LEVEL**

The Entry Level is the point at which an individual may join an institution or learning programme, or may commence employment.

**EMPLOYMENT LEVELS AND TRENDS**

The level of employment is simply the number of people who are employed. Employment trends are the direction and amount, often expressed as a percentage rate, in employment over time.

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**SURVEY**

The action of investigating a subject with the aim of presenting a structured description of it.

**HOUSEHOLD SURVEY**

Household surveys are undertaken to provide data on the demographic, social and economic characteristics of the population.

**FIRST AIDER**

Person qualified to give first aid.

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**ECOTOXIC**

Poisonous to the environment.

**PARTICIPATION**

Taking part in an activity, e.g. participation in vocational education or training; labour force participation.

**EMPLOYED**

He / she is any person of 16+ years of age who working in the public sector or in the private sector, against cash or in kind wage or salary . (16)

**WAGE OR SALARY EMPLOYED**

He / she is any person of 16+ years of age who works in the private sector against a monthly based salary or a weekly or daily based wage. (16)

**UNPAID FAMILY - OWNED BUSINESS**

He / she are a person of 16+ years of age works without payment in a business owned by the family or any of its members. (16)

**SELF-EMPLOYED**

He is any person of 16+ years of age who is working in his awned enterprise or doesn't own an enterprise but self employed such as: building painter, plasterer and tile setter. (16)

**MULTIPLE JOB HOLDERS**

Employed persons who during the reference month, either had two or more jobs as a wage or salary work , self-employed or worked as unpaid family worker .

**EQUIVALENCE, EQUIVALENCY**

Equality of value, power, efficacy and importance of skills or qualifications.

**STANDARD**

A standard is the level of achievements thought to be acceptable.

**PERFORMANCE CRITERIA**

The part of a competency standard specifying the required level of performance in terms of a set of outcomes which need to be achieved in order to be deemed competent.

### **ADMISSION CRITERIA**

Requirements, such as educational qualifications, knowledge, skills or experience, for entry to a particular course.

### **COMPETENCE STANDARDS**

Represents a description of the competence units and elements and specifications recognized by a tripartite agency including employer's organizations, trade unions and training institutions.

### **CURRICULUM STANDARDS**

These are measures of the quality of the curriculum. They may be set nationally, or by individual awarding bodies or education and training institutions.

### **EDUCATIONAL STANDARDS**

Those set nationally as measures of the Quality of the educational process and/or as measures of the quality of the education system's outputs.

### **NORM-REFERENCE**

Norm referenced standards are those which specify quality in terms of the relative performance of a population, by determining a level, degree or point (e.g. a pass mark) of satisfactory performance based on the range of performances in that population.

### **CRITERION-REFERENCED STANDARDS,**

Criterion-referenced standards are those which specify the quality to be achieved independently of the population to which the standard applies.

A criterion referenced standard can be achieved by everyone (or no-one) in a population.

### **OCCUPATIONAL STANDARDS**

Occupational standards are measures of the extent to which an individual can meet the demands of performance.

**PERSONAL PROTECTIVE EQUIPMENT**

Any item of equipment used to protect a person from hazards, e.g. safety helmet, safety goggles and safety belt.

**UNEMPLOYMENT RATE**

The number of unemployed persons as a percentage of the labour force.

**DROP OUT RATE**

The percentage of students starting who discontinue a training programme through withdrawal or dropping out .

**ABSENCE RATE**

The ratio of the workers with absence to total full - time wage and salary employment

**PARTICIPATION RATE**

The proportion of a group within the population, which is of working age, and which is also within the labour force, is the participation rate for that group.

**ECONOMIC ACTIVITY RATE**

The proportion of the population in a given area, which is taking part or is trying to take part in economic activity.

**ANNUAL TURNOVER RATE**

The number of total separations for the year divided by the average monthly employment for the year.

**INACTIVITY RATE**

The proportion of the working age population, (16 years and above ) that is not in the labour force (i.e classified as either employed or unemployed).

**STANDARD**

A level or measure of achievement; a statement of performance or outcome criteria.

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**SAFETY SWITCH**

A switch which operates the motor of a machine only while the switch is held in the ON position by the operator.

**LABOUR INSPECTOR**

The person empowered to inspect conditions and standards and the application of the labour, to collect data related to regulation of the labour market , and to promote occupational safety and health measures in the work place .

**HEALTH AND SAFETY INSPECTOR**

The person authorized to inspect occupational safety and health conditions and procedures in workplaces.

**SYLLABUS**

A concise statement of the subject matter of a training or educational programme, or part of it.

**ANTHROPOMETRY**

The study and measurement of human physical dimensions.

**TRAINING PLACES**

The number of places on a training programme available to learners.

**CONTRACTOR**

A person engaged by any person (other than as an employee) to do any work for gain or reward.

**QUALITY STANDARDS**

Quality standards often have two components - a specification of the function of the product or service (its intended use and operation); and its form (the appearance and presentation of the Product or service).

**KEY PERFORMANCE MEASURE**

One of a set of measures used to monitor or evaluate the efficiency or effectiveness of a system, which may be used to demonstrate accountability and to identify areas for improvement.

**ASSESSOR**

A person qualified to carry out assessment.

**PUBLIC EMPLOYMENT OFFICES**

A public office aiming to secure employment for Jordanian workers.

**PRIVATE EMPLOYMENT OFFICES**

A private office seek to find employment opportunities for Jordanian workers in the private sector inside and outside workers .

**PLACE OF WORK**

Any place where a person is working or is to work.

**LABOUR OFFICE**

A labour office is an institution set up by Government to match (bring together) the demand for and the supply of labour in a locality.

**LABEL**

Information on a container that identifies the substance in the container, and includes basic information to allow the safe use of the substance.

**OWNERSHIP**

The right to exclusive use of an asset .

**OCCUPATIONAL HEALTH NURSE**

A registered nurse who specializes in occupational health.

**MANUAL HANDLING**

Any activity requiring a person to lift, lower, pushes, pull, carry, move, hold or restrain an object.

### THE ENTITLED

The beneficiary or beneficiaries from the Employees family stated in the Social Security law in force.

### CERTIFICATION

The formal acknowledgement of successful achievement of a defined set of outcomes.

### EDUCATIONAL GRANTS

Financial assistance which enables an individual to meet all or part of the cost of their education.

### CONCILIATION REPRESENTATIVE

A person or more appointed by the minister of labour to assume the task of mediation in the settlement of collective labour disputes for the area he defines and the period he deems appropriate.

### ENTERPRISE

An organization which brings together natural resources or other materials, labour and capital in order to produce outputs of goods or services.

### SMALL AND MEDIUM ENTERPRISES (SMES)

**MICRO - ENTERPEISE:** An enterprise that employs 1-4 workers.

**Small enterprise:** An enterprise that employs 5-19 workers.

**MEDIUM ENTERPRISE:** An enterprise that employs 20 -99 workers.

4-1	/	.1
19-5	:	.2
99-20	/	.3

### PUBLIC ENTERPRISE

Firms which are within the public sector.

### EMPLOYERS' ASSOCIATIONS / ORGANISATIONS

Employers' associations are intermediary bodies to which firms belong in their capacity as employers and which represent the member firms in dealings with other employers' associations, or government, or trade unions, etc.

**ORGANISATION**

An organisation is a collection of people who join together in some formal association in order to achieve group or individual objectives.

**SYSTEM**

A structured or patterned relationship between any number of elements or units, such that a single entity is formed.

**VOCATIONAL EDUCATION & TRAINING (VET) SYSTEM**

The system of VET includes all the institutions which develop and maintain VET, and the relationships between them.

**ACCESS (TO EDUCATION AND TRAINING)**

The opportunities for individuals, groups of people and enterprises to access VET provision.

**CURRICULUM**

The specifications for a course or subject (module) which describe all the learning experiences a student undergoes, generally including objectives, content, intended learning outcomes, teaching methodology, recommended or prescribed assessment tools.

**CORE CURRICULUM**

That part of the curriculum which is considered essential for all students, and is usually compulsory.

**NATIONAL CURRICULUM**

A standardised curriculum which applies across an education and training system, so that what learners achieve in one institution, or less than one educational regime, can be equated with what others learn elsewhere, so that learners may transfer within the system from one part to another.

**BASIC SKILLS**

1. The skills that allow people to adapt themselves to the demands of a working life. .1
2. The skills that people need in order to function in their society. .2
3. A fundamental skill that is the basic of later learning or is essential for employment. .3

### **KEY SKILLS**

See "Core Skills"

### **TRANSFERABLE SKILLS**

The skills individuals have which are relevant to jobs and occupations other than the ones they currently have, or have recently had.

### **CORE SKILLS**

The skills needed to remain employable, whatever one's occupation.

### **SKILL**

An ability to perform a particular mental or physical activity which may be developed by training or practice.

### **GENERIC SKILL**

A skill which is not specific to work in a particular occupation or industry, but is important for work, education and life generally, e.g. communication skills, mathematical skills, organizational skills, computer literacy, interpersonal competence, and analytical skills.

### **ENTRY-LEVEL SKILL**

A skill required to commence employment in an organization or more generally, to aim entry into the workforce.

### **FUNCTION**

An integrated productive, self contained part or role of the work which could be undertaken independently.

### **OCCUPATION**

The entire jobs at different skill levels which require a similar combination of skills and competences.

### **DEMAND OCCUPATION**

An occupation in which there is an actual or expected shortage of qualified workers.

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**REGULATED PROFESSION**

A profession where entry is formally controlled by certification, and sometimes by further regulation too.

**LOOSE MATERIALS**

Solid material in particle form that is capable of subsiding or flowing in such a manner as to trap or engulf a person, e.g. sand, grain.

**HUMAN RESOURCES**

Those people who already have or which they potentially can bring to their work.

**FACILITATOR (LEARNING)**

A teacher, trainer or other person which increases the ease with which something is learnt, or reduces the barriers to learning which a learner experiences.

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**BIOMECHANICS**

The study of the effects of internal and external forces on the human body in movement and at rest.

**OUTCOME OF EDUCATION / TRAINING**

A result or consequence of participation in, or completion, of an education or training programme, e.g. employment, promotion, higher salary, further study.

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**Collective labour Dispute**

Every dispute that arises between a group of Employees or labour Union on one hand and the Employer or Society on the other hand about the application or interpretation of a collective work contract or pertains to the circumstances and conditions of work.

**PARTICIPATION IN FORMAL EDUCATION**

The percentage rate of students aged 6 and over in the population ages 6-29 years.

( 6 )

( 29- 6 )

**LABOUR FORCE PARTICIPATION RATE**

- 1. The labour force participation rate is a measure of country's working age population ( 16 years and above ) which is economically active. .( 16) .1
- 2. The proportion of a defined group of people who are in the labour force. .2

**EMPLOYMENT RATE**

The quotient rate resulting from dividing the total employed by the relevant labour force which itself is the seem of the employed and the nonemployed.

**EMPLOYMEANT - TO - PUPULATION RATIO**

The percentage of the population of working age ( 16 years and above ) that is employed . / ( 16)

**SUCCESS/GRADUATION RATES**

The percentage of those who start an education or training course who complete it successfully. It is measured over a specified time period. /

**SAFETY GLASSES/GOGGLES**

Glasses or goggles with toughened lenses to protect the eyes from flying particles or objects. /

**QUALITY MANAGEMENT SYSTEM**

A management system designed to ensure that an organisation's products and services always meet or exceed defined quality standards and are subject to Continuous improvement.

**CREDIT SYSTEM**

This is the system whereby learners are able to acquire portions of qualifications over time from a variety of different learning opportunities.

**EMPLOYMENT SYSTEM**

- 1- The employment system includes all the institutions which generate and maintain employment for Jordanian and the relationship between them : -1
- 2- The employment system that deals with non Jordan workers. : -2

**EDUCATION SYSTEM**

1. The system of teaching people , usually in an institution , such as a school or college . .1
2. The system of enabling the people to learn the knowledge skills and attitudes to develop their potential in society. .2

**EDUCATION AND TRAINING SYSTEM**

The pattern of relationships between all the institutions and processes concerned with education and training in a society, or part of it.

**INDUSTRIAL RELATIONS SYSTEM**

The industrial relations system is the set of institutions and the relations between them which are involved in ageing the rules within which the labour market operate .

**STANDARD INDUSTRIAL CLASSIFICATION (SIC) SYSTEM**

The ( SIC ) is used to group establishments into industries , the SIC Division Structure makes it possible to collect and calculate establishment data by broad industrial divisions .

**STANDARD OCCUPATIONAL CLASSIFICATION**

This system is used to classify workers into occupational categories for the purpose of collecting , calculating , and present data related to workers and occupations.

**LOCAL EXHAUST VENTILATION**

System for removing harmful fumes from a worker's breathing zone.

**DUAL SYSTEM**

A system of training which combines formal education and training with work experience.



### **LABOUR MARKET INFORMATION SYSTEM**

The systematic collection, analysis and presentation of information on a regular basis in a local labour

### **SOCIETY OF EMPLOYERS**

The body which represents the Employers.

### **LABOUR SHORTAGES**

Shortages occur when the demand for workers for a particular occupation is greater than the workers who are qualified , available and willing to that job.

### **BASE POINT**

A point in time used as a reference point for comparison with sum latter period.

### **ECONOMIC GROWTH**

An increase in the amount of activity which takes place in the whole or a part of an economy.

### **MODULER TRAINING APPROACH**

A training approach based on actual job and functional analysis . the training content is divided into modular units , each of them is self contained and independent .

The modular units can be grouped to meet the individual and the employment needs

### **OUTCOMES OF POLICY / PROGRAMME**

The extent to which it has met its objectives, together with any other consequences which it has in fact had.

### **QUALITY AND QUANTITY OF SKILLED LABOUR FORCE**

The numbers of skilled workers in the labour market and the level and relevance of the skills they have.

### **AEROSOL**

Airborne particulates in the workplace, including dusts, and fumes.

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### OBJECTIVE

1. Something you are trying to achieve, create or bring about
2. Information based on facts and things that can be assessed by a third party
3. Behaviour which is fair and based on an Assessment which is free from personal bias.

/ .1  
/ .2  
/ .3

### TRIPARTITE BODIES

A tripartite body is an organisation whose council or governing body is made up of representatives of government, employers associations and trade union.

### OCCUPATIONAL STRUCTURE

Statistics describing the numbers and characteristics of those who are qualified for or who are employed in particular occupations.

### TASK

One of a series of activities undertaken to carryout a function.

### IMPORTS

Goods or services sold in the local market that ere produces abroad.

### FACE SHIELD

Transparent shield to protect the face and eyes from flying particles or chemical splashes.

### EAR MUFFS

Devices worn over the ears to protect from noise.

### HEARING PROTECTORS

A device worn or inserted in the ears to reduce a person's noise exposure.

### UNIT OF COMPETENCY

A unit of competency is a statement of a key function or role in a particular job or occupation.

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**MODULE**

1. A unit of education or training which can be completed on its own or as part of a course. Module may also result in the attainment of one unit of competency.
2. A training / teaching unit that includes the knowledge , skills and attitudes required to learn a competence or undertake a function.

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**SELF-CONTAINED BREATHING APPARATUS**

This supplies air from a compressed air bottle worn by the user.

**MODULAR UNIT**

A part of training programme. Following the modular approach, which covers an identifies part / role of the work (function or task).

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**MEDIATION**

The process of acting as an intermediary, Intervening to reach a settlement between parties through negotiation .

**LOCK OUT DEVICE**

A mechanical locking system to prevent a machine being started while repairs are being carried out.

**STANDARDS SETTING**

This is the process of developing and agreeing the standards which should apply.

**JOB OPENING**

A specific position at an enterprise, and there is work available for that position.

**HIRE**

Any addition to an enterprise payroll, including newly hires and rehired employees.