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மூன்றாம் நிலைக்கல்வி, தொழிற்கல்வி ஆணைக்குழு
TERTIARY AND VOCATIONAL EDUCATION COMMISSION



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 இளைஞர் அலுவலகம் மற்றும் திறன்கள் அபிவிருத்தி அமைச்சு
 Ministry of Youth Affairs & Skills Development

දිනය
 திகதி
 Date

28/02/2013

මගේ අංකය
 எனது எண்
 My No.

TVEC/4/1/13

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 உமது எண்
 Your No.

NVQ Circular : 02/2013

**Industry Experience Required for Applying NVQ Assessment
 Through Recognition of Prior Learning (RPL)
 [Revision to NVQ Circular 01/2011]**

1.0 NVQ qualifications are based on three parameters.

- Process Complexity of work of the occupation.
- Learning demand of the work
- Responsibility of the work

Therefore, candidates applying for NVQ Assessment through RPL should have responsible work experience.

2.0 NVQ Circular 01/2011 is amended through a discussion at NVQ Steering committee meeting on 11.11.2012 to redefine Responsible work Experience required to apply for NVQ Assessment through Recognition of Prior Learning (RPL) as detailed below. This was further discussed and agreed at a meeting held on 2013/02/28 with NAITA and VTA officers responsible for NVQ assessment.

3.0 Industry Experience Required to apply for NVQ Level 2 & 3 Assessments

Occupational Category	Responsible Work Experience
Occupations with Own Account Workers Only for Construction Craftsmen (Masonry Painting (Building), Plumber, Barbender) Wood Craftsmen (Carpentry), Automobile Tinker, Automobile Painter, Tailor and Electrician (Domestic wiring) (E40S001Q1L3)	Service Certificate for 1 ½ years from Grama Niladhari with attestation from Divisional Secretary (DS)
Other Occupations dominant with formal employment	Formal Employment - Service Certificates for 1 ½ years from employers Self Employment - Business registration for 1 ½ years

When a person in other occupations submits a Grama Niladhari Certificate with attestation from Divisional Secretariat (DS) for his/her experience, assessment could be done by taking one assessor nominated by the Director General or assigned officer of TVEC.

கிழக்கு மையம், 354/2, எலித்திபுத்தை மையம், கොළඹ 05 நிபுணதா பியச, 354/2, எல்விதிகல் மாவத்த, கொழும்பு 05 Nipunatha Piyasa, 354/2, Elvitigala Mawatha, Colombo 05, Sri Lanka



දුරකථන
 தொலைபேசி
 Telephone

011-5849291

ෆැක්ස්
 தொலைநகல்
 Fax

011-2555007

වෙබ් අඩවිය
 இணைய தளம்
 Web Site

www.tvec.gov.lk

විද්‍යුත් තැපෑල
 மின்னஞ்சல்
 e-mail

info@tvec.gov.lk

"ජාතික වෘත්තීය සුදුසුකම් මගින් පිළිගත් වෘත්තීය සිටුහුන්" "NVQ කොටස සාක්ෂිප්‍රතිපත්ති පද්ධතිය" "Certified Vocational Competencies through NVQ"

4.0 Industry Experience required to apply for NVQ Level 4 Assessments

i. Candidates with NVQ Level 2 or 3 Qualifications

2 years experience after obtaining NVQ Level 2 or 3 and following certificates of experience are accepted.

- Formal Employment - Service certificate from the Employer/s
- Self Employment - Business Registration for 2 years
- Informal Employment- Grama Niladhari Certificate signed by DS
- Own Account Workers- Grama Niladhari Certificate signed by DS

{Own Account Worker means Self Employed Person without a business such as Construction Craftsman (Mason)}

ii. Candidates with formal employment direct applying to NVQ Level 4 Assessments

5 Years experience in an employment or self employments and following certificates of experience are accepted.

- Formal Employment with EPF/Pension contribution
 - Service Certificate and pay sheets indicating EPF/Pension contribution
- Self Employment with Business Registration
 - Business registration and documents on current business

iii. Candidates with employment or self employment in informal sector, direct applying to NVQ Level 4 Assessments (This group may not have EPF Contribution and Business Registration)

5 Year experience in an employment or self employments and following certificates of experience are accepted.

- Certificate of experience in an employment or self employment from Grama Niladhari, signed by the Divisional Secretary
- Assessment panel should include an assessor nominated by the Director General or assigned officer of TVEC.

4. Candidates with non-accredited (Non-NVQ) training certificates with TVEC registration

Training Period		Responsible Industry Experience Required for NVQ Level 2 & 3	Responsible Industry Experience Required for NVQ Level 4
Less Than 6 Months	Less than 720 hrs	Not Considered	
6 to 12 Months	720-1440 hrs	1 Year	3 Years
12 to 24 Months	1440-2880 hrs	9 Months	2 Years
24 to 36 Months	2880-3420 hrs	6 Months	1 ½ years

5. Candidates with Apprenticeship under NAITA

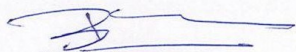
Training Period		Responsible Industry Experience Required for NVQ Level 2 & 3	Responsible Industry Experience Required for NVQ Level 4
Less Than 12 Months	Less than 1440 hrs	Not Considered	
12 Months or More	1440 hrs or more	12 Months	3 Years
24 Months or More	2880 hrs or more	6 Months	2 Years
36 Months or More	More than 36 hrs	6 Months	1 Year

Here apprentices should have well maintained daily diary. Apprenticeship without daily diary will not be recognized at the assessment.

6. Assessment Venue or Site

- i. Training Centre with Accredited training Course relevant to the assessment.
- ii. Industry with business registration on approval by the VTA/ NAITA Director. Assistant Director responsible for NVQ Assessment.

7. This circular is valid from 01/01/2013.



B.H.S. Suraweera
Director General (Acting)
Tertiary and Vocational Education Commission