

Mature Candidates' route to award NVQ Level 5 (for available NCS) equivalent qualification for Craftsmen with long experience and engaged in supervisory functions

NVQ Circular 01/2019

This circular repeal the previous NVQ Circular 02/2011 issued to award NVQ Level 5 through mature candidate route

1.0 Public Administration Circular 02/2009 specifies National Vocational Qualification (NVQ) Levels for different categories of employment in the public sector. The NVQ Levels 5 and 6 specify the middle level technical employment. It is evident that in the industry, craftsmen with long years of experience who perform supervisory functions in middle level employment and may or may not followed formal training programs at training centers. Such persons with long term experience could be assessed and certified for award of NVQ Level 5 qualifications which may be useful in their work environment. This will facilitate them to be able to place in appropriate salary scales applicable to respective Supervisory/Management positions.

2.0 Having considered the NVQ circular No. 02/2011, following scheme is proposed for certification of NVQ Level 5 qualifications for mature candidates who comply the following requirements.

- i. Candidate must not be less than 30 years of age
- ii. Candidate should have

• Route 1-	a minimum of 10 years' experience including minimum of 3 years supervisory experience in the relevant industry and having NVQ Level 4 certificate in the relevant field
• Route 2-	a minimum of 10 years' experience including minimum of 3 years supervisory experience in the relevant industry and having a Diploma certificate accepted by TVEC in the relevant field.
• Route 3-	a minimum of 12 years' experience including minimum of 3 years supervisory experience in the relevant industry and having Certificate accepted by TVEC in the relevant field.

• Route 4 –	a minimum of 15 years' experience including minimum of 3 years supervisory experience in the relevant industry.
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This relevant experience should be in formal employment with EPF or Pension as a Craftsman / Supervisor and currently performing Supervisory functions.

3.0 i. Candidates who sufficiently meet the eligibility criteria as explained in section 2.0 of the circular can apply for NVQ level 5 with the competency evidence portfolio which consists of following documents which will be the basis for deciding eligibility.

- a. Covering letter
- b. Curriculum Vitae (CV) (Bio-data, Education and professional qualification, Verified work experience/Education/experience profile)
- c. Evidences
 - Appointment letters
 - Promotion letters
 - Service/Service appreciation letters
 - Service awards
 - Sample of products
 - Project reports, assignments carried out
 - A record of work done (Videos and photographs)

ii. The assessment will consist of an interview or a written paper as decided by the committee appointed by Director General, TVEC on the basis of the requirements of process, learning demand and responsibilities of NVQ Level 5 description (Core competencies and Management Skills).

iii. Candidates successful at the examination mentioned in section 3.iii must present themselves for a viva voce for verification of Portfolio of evidences for proof of knowledge and experience in relevant field.

4. Candidates who are successful at the Viva voce and possessing required experience will be issued the NVQ Level 5 qualification valid for the employment purposes, other than

teaching, in the respective specialized field.

5. This route of awarding NVQ Level 5 qualification will be available for the fields for which NCSS are available.

A handwritten signature in black ink, appearing to read 'J.A.D.J. Jayalath', with a stylized flourish at the end.

J.A.D.J. Jayalath

Director General (Actg)