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மூன்றாம் நிலைக்கல்வி, தொழிற்கல்வி ஆணைக்குழு
TERTIARY AND VOCATIONAL EDUCATION COMMISSION



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திறன்கள் அபிவிருத்தி மற்றும் வாழ்க்கைத் தொழில்பயிற்சி அமைச்சு
Ministry of Skills Development and Vocational Training

දිනය
திகதி
Date

24/03/2017

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எனது எண்
My No.

TVEC/15

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உமது எண்
Your No.

NVQ Circular No. NVQ/2017/04

Guidelines on NVQ Assessment for Recognition of Prior Learning (RPL) for
Candidates

NVQ Level 2-4

Background

RPL facilitates the assessment of already experienced employees in the industry and awards NVQs for those who are successful at the assessment. At present Assessment for RPL is conducted only up to NVQ level 4.

According to legislation, NAITA, VTA and DTET have the mandate to recommend candidates for assessment to obtain NVQ qualification through RPL.

1. Basic Requirements

1.1 NVQ Level 2 and 3

Age

Minimum 18 years

Industry Experience

Candidate having one and half years relevant industry experience can apply for NVQ level 2 and 3.

1.2 NVQ Level 4

Age

With NVQ Level 2 and 3 certificates - Minimum 20 years for level 3 and 21 years for Level 2

Direct applicants - Minimum 23 years

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"ජාතික වෘත්තීය සුදුසුකම් මගින් පිළිගත් වෘත්තීය සිසුන්ගේ" "NVQ" කළාක "සාක්ෂිප්පත්" වාට්ටුකෘත්තොද්ධි "தேர்ச்சிகள்" "Certified Vocational Competencies through NVQ"

Industry Experience

Industry experience (relevant) required for applying for NVQ Level 4 assessments

i. Candidate with NVQ Level 2 or 3 qualifications

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

- Formal Employment - Service certificate from the employers for 2 or 3 years as prescribed
- Self-Employment - Business Registration for 3 years for who are having Level 2 and 2 years for who are having Level 3 as prescribed
- Informal Employment - Grama Niladhari Certificate signed by DS
- Own account worker - Grama Niladhari Certificate signed by DS

(Own Account worker means self-employed person without a business: Eg: construction craftsman (Mason), Painter (Building), Plumber, Bar bender, Wood Craftsman (Carpentry), Tiler, Automobile Tinker, Automobile Painter, Tailor, Electrician (Domestic wiring)-Qualification E40S001Q1L3, Cook)

ii. Direct applicants for NVQ Level 4 assessments with formal employment Certificates

4 years experience in an employment or self-employment/s and following certificates of experience are accepted.

- Formal Employment with EPF/ Pension contribution
 - Service certificate and pay sheet indicating EPF/ Pension contribution
- Self Employment with business registration
 - Business registration and documents on current business

iii. Direct applying Candidate with employment or self-employments in informal sector, (This group may not have EPF contribution and Business Registration – Eg: Construction craftsman (Mason), Painter (Building), Plumber, Barbender, Wood Craftsman (Carpentry), Tiler, Scaffolder, Automobile Tinker, Automobile Painter, Tailor, Electrician (Domestic wiring)-Qualification E40S001Q1L3, Cook)

4 years experience in employment or self-employment/s and following certificates of experience are accepted.

- Certificate of experience in employment or self-employment from Grama Niladhari, signed by the divisional secretary of the relevant area where candidate was employed

Note: Assessment panel should include an assessor nominated by the Director General or assigned officer by TVEC.

- iv. Candidate with non- NVQ training certificates with TVEC registration

Training Period		Responsible Industry Experience Required for NVQ Level 2 & 3
6 to 12 months	720-1440 hrs.	3 years
12 to 24 months	1440-2880 hrs.	2 years
24 to 36 months	2880-3420 hrs.	1 year

- v. Candidate with Apprenticeship certificate under NAITA

Training Period		Responsible Industry Experience Required for NVQ Level 2 & 3
12 to 24 months	1440-2880 hrs.	3 years
24 to 36 months	2880-3420 hrs.	2 years
36 months or more	3420 hrs. or more	1 year

- vi. Candidate with work experience at overseas

4 years experience

Following documents shall be forwarded as proof documents

- experience certificate (if in two or more countries all separate documents)
- passport with visa pages (if in two or more countries all separate documents)

- vii. Candidates who followed the Technical subjects in school can face for NVQ level 3 assessments in relevant occupation. Minimum age to face for assessment is 18 years

2. Grading System

With reaching the competence category of "passed", will be judged as sufficiently competent and candidate will be certified with the aspired NVQ qualification. The verdict "failed" means "not yet competent", and the NVQ certificate or diploma will not be awarded at the time of assessment.

Even more sophisticated assessment scales, e. g. used in written tests, shall be incorporated into that five-category scale, according to the following transfer scheme:

- 0-39 points : fail
- 40-54 points : pass
- 55 - 69 points : merit
- 70 and above : distinction

3. Assessment Process

NAITA, VTA and DTET will be appointed you as an Assessor to conduct assessment for RPL candidates. You have to decide pre assessment date with the relevant organization.

3.1 Certification of Eligibility

You as Assessor should interview the candidate before Assessment to check on eligibility, and confirm that it is satisfied that the evidence is genuine. A copy of this confirmation following the Eligibility Interview using III/15/04/01 and III/15/05/01 forms should be sent to the TVEC within 7 working days.

You are required to validate the applications by checking on evidence that there has in fact been prior learning or work experience. This is done through one or more of the following if available;

- a) Verified work experience
- b) A record of work done (a portfolio, photographs, video)
- c) Samples of products
- d) If candidate has own business certificate of business registration
- e) Testimonials
- f) Evidence of successful completion of training courses.
- g) Project reports, assignments carried out.

DTET, NAITA and VTA are responsible for deciding on centres where RPL assessment may be conducted. At the eligibility interview the candidate will be advised regarding;

- the qualification package and relevant competency units
 - his/her eligible NVQ level of qualification
 - preparation for further evidence required for final assessment
 - any other relevant information required.
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- Verification of the evidence provided by the candidate, experiences and their sufficiency should be carried out as per the relevant NVQ circulars issued by TVEC. The interviewer should also gather information necessary to plan the final assessment and schedule the date of assessment. Final assessment shall be scheduled from 3-30days from Eligibility interview

3.2 Knowledge Assessment

As applicable for NVQ level 1-4 knowledge assessment shall be done by a written test with a multiple choice question or short answer paper of 30 min. to 2 hour duration as per NVQ Level (Min. 30 min. for Level 1 and 2 hr. for Level 4) and minimum pass marks shall be 40%.

In case, if candidate has **difficulty in reading or writing or has any disability**, assessor or person appointed by assessor may read out the multiple choice questions and orally question the candidate or take any appropriate method depend on the disability of candidate and mark the candidate's answers on the answer script on his/her behalf.

There will be an island-wide examination conducted by TVEC/DTET according to the examination schedule prepared by Examination Board or as and when required. You have to check the results of candidate from the approved marks list issued by TVEC. If the candidate requires an NVQ qualification urgently, Institution ask you to assess his/her knowledge as follows

- The paper may be set by a member of the Moderator panel and moderated by Moderator panel of the TVEC or DTET
OR
- One of the appointed assessors sets the paper. He/she has to obtain questions from the question bank maintained at TVEC or DTET, if available.

3.3 Final assessment

- If assessment is to be done in the work place, assessors are required to check the NAITA/VTA /DTET approval for the workplace and attach the relevant document confirming it with the assessment results
- Assessment shall be conducted based upon assessment resources of relevant National Competency Standard(NCS)
- Assessment shall be conducted by a panel of two licensed/registered assessors of registered for relevant level by TVEC
- Final assessment shall conduct 3-30days from date of Eligibility interview conducted
- Assessment results, feedback on positive and negative aspects of performance and recommendations for further training and learning required in case of "Not Yet Competent" are communicated in writing to candidates

- Assessment results using III/15/06/01 and III/15/07/01 form shall be handed over to respective Head of Assessment division of NAITA or VTA or DTET.

This circular is valid from 24th March 2017.



Malkanthi Jayawadena

Director General