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

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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/2017/03

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

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 conduct NVQ assessment for 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 applying - Minimum 23 years



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Industry Experience

Industry experience (relevant) required for applying 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 and following certificates of experience are accepted.

- Formal Employment - Service certificate from the employers for 2 or 3 years
- Self-Employment - Business Registration for 3 years for who are having Level 2 and 2 years for who are having Level 3
- 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 applying for NVQ Level 4 assessments with formal employment Certificates

4 years experience in an employment or self-employment/s 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 - Construction craftsman (Mason), Painter (Building), Plumber, Barbender, Wood Craftsman (Carpentry), Tiler, Automobile Tinker, Automobile Painter, Tailor, Electrician (Domestic wiring)-Qualification E40S001Q1L3, Cook)

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

- Certificate of experience in an 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 having non- NVQ training certificates issued by TVEC registered Institute

Training Period		Industry Experience Required for NVQ Level 4
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 having 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 having overseas work experience

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

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

2. Grading System

Candidates 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.

In addition detail assessment scales, as used in written tests, shall be incorporated into certificate.

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

3. Assessment Process

All candidates for RPL will apply to any NAITA, VTA and DTET vocational training centre/ technical college. These institutions should conduct the assessment in the accredited centres or institutes/ industries recommended by the Director (Training/ Assessment) at NAITA or VTA or DTET which are equipped to conduct assessments.

Candidates will be required to pay a fee of Rs. 6500 (minimum) in total. Of this, Rs. 500 is payable by the institution to TVEC for certification and monitoring. The remainder is credited to the centre for expenses, including an application fee of Rs. 1500 which should cover validation of evidence and the eligibility interview. In the event of individual candidates requiring assessment in haste, a fee of minimum Rs. 15000 (minimum) will be charged, and for two candidates minimum Rs. 7500 (minimum) each.

Candidates who have NVQ Level 3 will be expected to indicate 2 years relevant work experience after obtaining NVQ Level 3 to apply for NVQ Level 4 through RPL. Candidates without NVQ Level 3 applying direct for NVQ Level 4 should have 5 years relevant experience. Candidates will be required to pay a fee of minimum Rs. 7500 (minimum) in total. Of this, Rs. 500 is payable by the institution to TVEC for certification and monitoring. The remainder is credited to the centre for expenses, including an application fee of Rs. 1500 which should cover validation of evidence and the interview. In the event of individual candidates requiring assessment in haste, a fee of minimum Rs. 18000 (minimum) will be charged, and for two candidates minimum Rs. 9000 (minimum) each.

Urgent applications may be made direct to relevant institute, which will arrange for validation and assessment at an accredited centre.

3.1 Certification of Eligibility

In addition the centre should interview the candidate before Assessment to check on eligibility, and confirm when forwarding the application for formal appointment of an in-house Instructor/ Trainer or in absence of Instructor/ Trainer one of the two Assessors assign for the assessment 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.

The assessment centre is 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 by Assessor 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.

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.

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. When applications for knowledge assessment are called, institutions conducting RPL (NAITA/VTA/DTET) are responsible for submission of copy of the application of the candidates to TVEC.

If the candidate requires an NVQ qualification urgently, Institution should arrange to assess his/her knowledge with the approval of the Director General of the TVEC 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

- Assessment is to be done in the decided training centre or work place on decided date.
- Assessment shall be conducted by a panel of two licensed/registered assessors of registered for relevant level by TVEC
- Final assessment shall be scheduled from 3-30days from validation including Eligibility interview
- Assessment shall be organized by training institute according to the assessment plan including all facilities such as required machineries, tools and equipment, required documents etc.
- Assessment results using III/15/06/01 and III/15/07/01 form shall be forwarded to TVEC.

3.4 Repeat Assessment

If candidate not competent in all required units for having NVQ certificate, the training institute will issue a letter of **Record of Achievement** for competent units to him/her. After that when he/ she will apply for repeat assessment they have to forward copy of **Record of Achievement letter** with application and then they have to assess only repeat units for awarding NVQ certificate.

This circular is valid from 24th March 2017.



Malkanthi Jayawadena

Director General