



තෘතීයික හා වෘත්තීය අධ්‍යාපන කොමිෂන් සභාව
மூன்றாம் நிலைக்கல்வி, தொழிற்கல்வி ஆணைக்குழு
TERTIARY AND VOCATIONAL EDUCATION COMMISSION



සිසුන් සංවර්ධන හා වෘත්තීය පුහුණු අමාත්‍යාංශය
 திறன்கள் அபிவிருத்தி மற்றும் வாழ்க்கைத் தொழில்பயிற்சி அமைச்சு
Ministry of Skills Development and Vocational Training

දිනය
 திகதி
 Date

මගේ අංකය
 எனது எண்
 My No.

ඔබේ අංකය
 உமது எண்
 Your No.

NVQ Circular No. 04/2016

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

NVQ Level 1-4

According to the guidelines given in "Guide for competency based training in Sri Lanka" (issued in 2005) and the "Operational Manual for National Vocational Qualifications in Sri Lanka" (issued in 2005 and revised in 2009 and again in 2016), the TVEC is conducting RPL assessments. TVEC gathered many experiences in RPL assessments and decided to revise guidelines for the same to maintain the fairness, validity and consistency of assessments and confirm conformity with competency based assessment policy.

The guidelines for RPL assessments prepared by TVEC are attached herewith.

Approval of the commission is sought to implement these guidelines.


 W.A.W.C. Premarathne
 Director (Quality Assurance and Assessment Regulation)


 Malkanthi Jayawadena
 Director General

සිසුන් සංවර්ධන හා වෘත්තීය පුහුණු මධ්‍යම, කොළඹ 05. நடுநிலைப் பி.ய.ச, 354 2, எல்விதிகல மாவத்தை, கொழும்பு 05. Nipunatha Piyasa, 354/2, Elvitigala Mawatha, Colombo 5, Sri Lanka



දුරකථන
 தொலைபேசி
 Telephone

ෆැක්ස්
 தொலைநகல்
 Fax

වෙබ් අඩවිය
 இலணைய தளம்
 Web Site

විද්‍යුත් තැපෑල
 மின்னஞ்சல்
 e-mail

"ජාතික වෘත්තීය පුහුණු කමිෂන් සභාවෙන් වෘත්තීය සිසුන් සංවර්ධන" "NVQ" ක්‍රමය ආනුෂ්ඨිතව පවත්වා ගන්නා වෘත්තීය කුසලතා පරීක්ෂණ" "Certified Vocational Competencies through NVQ"

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

NVQ Level 1-4

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.

Procedure for RPL Assessment

All candidates for RPL should apply to an accredited assessment centre. NAITA and VTA and DTET are approved for assessment purposes, but they should ensure that applications are submitted only from accredited centres which are equipped to conduct assessments.

Candidates will be required to pay a fee of Rs. 6500 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 Rs. 15000 will be charged, and for two candidates Rs. 7500 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 Rs. 7500 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 Rs. 18000 will be charged, and for two candidates Rs. 9000 each.

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

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 PA 01 form should be sent to the TVEC within 3 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) Certification of work at a workplace registered for business
- b) A record of work done (a portfolio, photographs, video)
- c) Samples of products
- d) Testimonials

DTET, NAITA and VTA are responsible for deciding on centres where RPL assessment may be conducted. At the 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.

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.

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 1 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 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.

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 be scheduled from 3-30days from validation including Eligibility interview
- 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 AS 01 form shall be handed over to respective Head of Assessment division of NAITA or VTA or DTET and will be forwarded to TVEC thereafter.