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මුன்றාම நிலைக்கல்வி, தொழிற்கல்வி ஆணைக்குழு  
TERTIARY AND VOCATIONAL EDUCATION COMMISSION

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இளைஞர் அಭிவிருத்தி மற்றும் திறன்கள் அமைச்சு  
Ministry of Youth Affairs & Skills Development



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திகதி  
Date

19/04/2012

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எனது எண்  
My No.

TVEC/08/34

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உமது எண்  
Your No.

**NVQ circular 4/2012**

**Implementation of NVQ Level 5 & 6 Programmes**

Criteria for different aspects for implementation of NVQ 5 & 6 Programmes are given below,

**1. Objectives of NVQ level 5 & 6 Programmes**

- ◆ NVQ Level 5 - Train medium level Technical Supervisors
- ◆ NVQ Level 6 - Train medium level Technical Managers

**2. Development of National Competency Standards**

NCS for diploma programmes are developed for broader industry sector or technology areas and it defines following competencies.

- ◆ Core Technical Competency units
- ◆ Elective Technical Competency Units
- ◆ Employability Competency Units – common for all technology areas

**3. Development of Qualification**

- ◆ NVQ Level 5 qualification would be developed only if there is a job for NVQ Level 5 competencies. E.g. Drafting Technology has only NVQ level 5
- ◆ NVQ Level 6 qualification would be developed only if there is a job for NVQ Level 6 competencies (some technology areas do not have exit at NVQ level 5. E.g. Bio Medical Equipment Technology and Telecommunication Technology)

**4. Credit System**

Competency Level	Credit Values	
	NVQ Level 5 National Diploma	NVQ Level 6 National Diploma
Level 3 and 4	20 ( Maximum )	20 ( Maximum )
Level 5	40 ( Minimum )	50 ( Maximum )
Level 6		50 ( Minimum )
Total	60 ( Minimum )	120 ( Minimum )

## 5. Employability Competencies

All NVQ Level 5 Diploma qualifications shall include following Employability Competency Units

- ◆ Manage Work Place Information EMP 01 - 03 credits
- ◆ Manage Work Place Communication EMP 02 - 02 credits
- ◆ Plan work to be performed at the work place EMP 03 - 03 credits

All NVQ Level 6 Diploma qualifications shall include following Employability Competency Units

- ◆ Solve Problems & Make decisions EMP 04 - 02 credits
- ◆ Provide Leadership and facilitate work Teams EMP 05 - 02 credits
- ◆ Facilitate establishment and maintenance of learning culture at workplace EMP 06 - 02 credits

## 6. Entry Qualifications

Accepted norms for Cognitive (theory) and hands on skills (practical) content and applications of different qualification levels are given below,

Level	Cognitive (theory)	hand on skills (practical)
Level 1 – 4 Certificates	20%	80%
Level 5 – 6 Diploma	50%	50%
Level 7 Degree	80%	20%

According to above table, NVQ 5 & 6 diplomates should have both cognitive and hands on skills of equal levels. But 60 credits (1500 hrs) are not sufficient to give both these skills and NVQ 5 & 6 programmes are mainly focused on cognitive skills. Therefore, entry to NVQ 5 & 6 courses is expected to have pre-requisite of hands on skills. Therefore, entry qualification for NVQ 5 & 6 programmes is,

- ◆ Relevant NVQ Level 3 or 4 qualification
- ◆ Cognitive skills sufficient to follow the course. There is an admission test to evaluate the cognitive skills and linguistic skills in order to screen applicants. In case of a low level cognitive skills, bridging modules shall be conducted to develop students' capability to follow the course.
- ◆ In case of direct entry of school leavers into the diploma programmes, NVQ 3 or 4 qualifications shall be built into respective diploma programmes. Summative assessments of NVQ 3 or 4 programmes could be held concurrently with the summative assessment of NVQ 5 & 6 units.



**7. Medium of Instruction**

NVQs are demand driven qualifications based on industry needs. Therefore it has been decided to conduct NVQ diploma programmes in English Medium only.

**8. On the Job Training**

OJT for NVQ level 5 shall be 3 months duration and for NVQ level 6 shall be 3 months. However, this duration is applicable only for the students who underwent a 3 month OJT at their NVQ level 3/4 programmes, otherwise the OJT shall be 6 months for level 5 & 6 each.

**9. Assessments**

9.1 NVQ level 5 & 6 assessment has two types

- ◆ Continuous assessment as formative assessment which is vital to get qualify to appear for summative (final) assessment. Continuous assessments shall be conducted by the trainers
- ◆ Summative (final) assessment
  - a. Written Examination  
Training institutions are required to prepare examination papers and hold examinations based on accepted norms. Question papers are required to be moderated from the TVEC. Course coordinators shall make requests to moderate question papers of semester end examinations from TVEC, atleast a month ahead of the due date of such examinations
  - b. Competency Based Assessments on evidence and a viva-voce

9.2 Assessors

Summative assessments shall be conducted by certified NVQ level 5 & 6 assessors (who are in the respective disciplines) registered by the TVEC

**10. Certification**

NVQ diploma certificates are issued to candidates those who successful at the assessments and semester end examinations. Certificates are issued by the TVEC after dissemination of overall results to the TVEC by training provider.


**11. Quality Assurance**

TVEC monitors on following quality assurance activities of the training providers,

- a) Center registration
- b) Course accreditation
- c) Installation of QMS that in par with ISO 9001:2008 or QMS guidelines of TVEC

12. NVQ Level 5 & 6 programmes developed and ready for implementation

Title	Qualification awarded	Level 5 Credit (min.)	Level 6 Credit (min.)
Automobile Technology	NVQ level 5/6	65	130
Bio Medical Equipment Technology	NVQ level 6 only	-	121/124
Construction Technology	NVQ level 5/6	61	122
Farm Machinery Technology	NVQ level 5/6	61	120
Food Technology	NVQ level 5/6	60	125
Information & Communication Technology	NVQ level 5/6	66	126
Jewellery Design & Manufacturing Technology	NVQ level 5/6	60/61	120
Mechatronic Technology	NVQ level 5/6	60	120
Ref & Air Conditioning Technology	NVQ level 5/6	62	122
Welding Technology	NVQ level 5/6	62	122
Production Technology	NVQ level 5/6	60	120
Quantity Surveying	NVQ level 5/6	60	120
Drafting Technology	NVQ level 5 only	65/72/60/60	-
Telecommunication Technology	NVQ level 6 only	-	121

  
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