



Tertiary and Vocational Education Commission

NVQ Circular No. 2017/05

Procedure for obtaining NVQ level 5&6 certificate for External candidates

There are employed persons in the industry who are fully or partially competent at competencies in NVQ level 5 & 6 in relevant sectors. In order to facilitate them to qualify at NVQ level 5 & 6 assessments, TVEC has developed the following procedure to assess their competencies and award NVQ level 5 & 6 certificates.

Eligibility test for registration

Eligibility test is conducted to recognize their prior leaning and evaluate their sufficiency of cognitive and psycho – motor skills to appear for the NVQ level 5&6 assessment.

Eligibility criteria to apply for NVQ level 5 and 6 assessments

- Candidates employed in relevant occupations with 8 years experience in the trade with managerial or supervisory levels for **3 years and having NVQ Level 3 (if there s no NVQ Level 4 qualification) or 4 certificate** are eligible to apply for registration as external candidates of NVQ level 5 & 6 programmes, if they are employed in following categories of organizations
 - Employed in a formal sector organization with entitlement for retirement benefits
 - Self –employed with business registration
- Each candidate should submit detailed report on his/her experience at supervisory and managerial levels in relevant occupations with attestation by two non-related referees holding senior positions in public, NGO or private sector organizations.
A panel of NVQ level 5&6 assessors will evaluate the sufficiency of cognitive and psycho-motor skills of the candidate to appear for NVQ level 5 & 6 assessment conducted in English medium. If the evaluation is positive, but there is course work or tutorials which the candidate had not covered through work experience and which there was no opportunity to cover in the work place, the panel will specify additional learning that should be completed at a training centre.
- The candidate will be permitted then to register with a Training Institute which conduct the relevant course for specified course works and tutorials in NVQ level 5 & 6 courses, and may then enter for semester end examinations and summative assessments after payment of relevant course fees, as specified.
- Eligibility test shall be conducted by panel of assessors as follows.
 - Explain the qualification package, relevant competencies and formative assessment procedure with marking scheme
 - Deciding on the eligibility after verification of the evidence of the candidate, and the sufficiency experiences should be carried out as per the relevant NVQ circulars issued by TVEC

- Identify and inform the candidate on his/her eligible level of qualification and the areas he/she has to improve
- Inform the documents to be prepared and practicals have to be completed to be eligible to sit semester end examination
- Assessor should check following evidence
 - Supervisor's reports
 - Certificates
 - Testimonials
 - Video
 - Photographs
 - Products produced etc.

And provide any other relevant information to candidates.

- Gather information necessary to plan the final assessment and schedule the date of assessment

Procedure to appear for Semester end examination

- The candidate must maintain the student's Record Book on relevant course works. On successful completion of course works and tutorials, candidate will be eligible to appear for the semester end examinations
- Candidates are required to appear for the same semester end examinations conducted for internal students by Department of Technical Education and Training (DTET).
- On successful completion of the semester examinations, candidates are permitted to appear for the summative assessments

Procedure to appear at summative assessment

- Assessments shall be conducted by a panel of two licensed/ registered assessors appointed by TVEC
- Assessment results, feedback on positive and negative aspects of performance and recommendation for further training and learning required in case of "Not Yet Competent" shall be communicated in writing to candidates
- Assessment results shall be handed over to Head of training centre and TVEC specified in guidelines on "Transfer on Assessment results to TVEC for Certification"

NOTE: You can download application form " Level 5 Application" from TVEC website.

Malkanthi Jayawardena

Malkanthi Jayawardena

Director General