

Competency Based Assessment for Award of National Vocational Qualifications from Level 1 to 4

Procedures for Competency Based Assessment for award of NVQ level 1 to 4 qualifications are given below.

1. Prerequisite to apply for Competency Based Assessments

Training centers applying for Competency Based Assessments should have fulfilled following prerequisites.

- Training centre should have TVEC registration and period of registration should not have been expired.
- Course for which assessments would be requested should have TVEC accreditation and period of accreditation should not have been expired.

Prerequisite and document to be submitted for applying to NVQ assessment through Recognition of prior learning are given in NVQ circular 02/2013

2. Preparation of trainees for assessment

- Trainees should have completed Institutional training.
- Trainees in Level 4 courses should have undergone 6 months on the job training where Trainees should have maintained daily diary to record training activities with the certification of the supervisor.
- Arrange other evidences if available to produce at assessment.
- Up to NVQ Level 3, assessment should be conducted within one month after completion of training.
- For NVQ Level 4, assessment should be conducted after on the Job Training.

3. Request to appoint Assessors

- It is necessary to get Assessors nominated for assessment of trainees in accredited training centers and for RPL assessments.
- Request to appoint assessors should be sent to TVEC two months before completion of training programme with following information
- Full name of trainees / Student
- NIC Number
- Qualification Name and code
- Result of Knowledge Examination if examination conducted

Candidates of Accredited Training courses	<ul style="list-style-type: none"> • Date of training to be completed • Validity period of TVEC Registration up to (date) • Validity period of course accreditation up to (date)
Candidates for RPL Assessment	<ul style="list-style-type: none"> • Period of Experience • Places of experience • Period of EPF/Pension

4. Written Examination prior to assessment

When TVEC call applications for written examination on knowledge assessment, accredited training centers are required to submit applications as per notification. Trainees would be entitled sit the written examination after completion of Institutional training. NVQ assessment divisions of NAITA and VTA are required forward the applications of RPL candidates to the TVEC.

If the on line facilities are available, the student can complete the written exam through on line system at the nearest center.

5. Nomination of Assessors

When TVEC receive request to appoint assessors with all information requested in section 3, having verified the accuracy of information, TVEC nominates two assessors from the Registered Assessors' database. Copies of Appointment letters will be send to requesting training centre with copy to Director (Head of Assessment) of the head office of the Training centers. A copy of the appointment letters will be forwarded to Director (Administration) of TVEC too.

6. Place of assessment

All competency based assessment for award of NVQs should be conducted in accredited training centre relevant to the occupation. RPL Assessment could be conducted in a workplace in the industry with relevant facilities under following conditions.

- Assessor prepare list of equipment and facilities at the pre-assessment
- Obtain the approval from Head of assessment of NAITA and VTA.

7. Pre-assessment

After receiving Nomination of assessors, head of training centre or head of RPL assessment could select one assessor to conduct pre-assessment and decide the date and time of pre-assessment with mutually agreement of the head of training centre or assessment and assessor. Selected assessor is required to inform other assessor about the pre-assessment arrangement.

At the pre-assessment, Assessor is required to check following factors in relation to suitability of candidate for assessment.

- Identity of the candidates.
- Whether all the candidates of training centre have completed curricula relevant to the qualification with relevant course works and continuous assessments. Any trainee who does not produce duly completed continuous assessment record book (Progress Record Book) at the pre-assessment would not be entitled for assessment. In case of RPL assessment, candidates should have experience as per NVQ **circular 02/2013** – Industry Experience Required for Applying NVQ Assessment Through Recognition of Prior Learning. NAITA / VTA will verify the experience of the applicant.
- Assessor is required to check and make sure availability of equipment and raw material for the assessment as per the assessment plan.
- Assessor is required to explain the content of competencies included in the qualification to candidates.
- Assessors is required to set date for assessment in consultation with Head of training/ assessment, other assessor and trainee while giving minimum of 3 days preparatory/ study period for candidates.
- At the end of pre-assessment, the assessor is required to duly fill the “PA 01” form and get it signed by the Head of Training / assessment. Copies of PA 01 form should be sent to the following officers.
 - ✓ Original to be handed over to head of training centre/ assessment and explain him/her about details of scheduled assessment with special arrangement required.
 - ✓ other assessor
 - ✓ Fax a copy to Deputy Director (NVQ) (Fax number 0112555007) and get verified receipt of the form (Telephone 011 2555046)

8. Final Assessment

Head of Training centre / assessment is responsible to organize assessment centre as requested at pre-assessment and availability of candidates for the assessment.

Final assessment should be conducted by both assessors. Assessors are required to maintain professional ethics as explained in code of ethics for assessors published by TVEC. Assessors are required to duly fill Assessment book and AS 01 form during the assessment and hand them over to Head of Training centre / assessment within 4 days after assessment. Both assessors are required to sign the documents and certify the accuracy of details.

In case, written test is held for knowledge assessment, take 50 % as pass marks.

9. Submission of Assessment results to Commission

After receiving assessment results (Assessment Record Book and AS 01 form), Head of Training / Assessment of the institutes is required to fill Form No III/08/1/1 and send to Director (Administration) of TVEC for certificate printing. This information could be sent to TVEC;

- ✓ On line if facilities are established; and
- ✓ By hand or by post.

The Director (Administration) will send a acknowledgement in a form of receipt when the documents are received.

However, sender is required to get receipt verified by giving telephone call to Director (Administration) of TVEC (Tel No 011 2555029)

10. Payment for Assessments

Assessor Payments for conducting assessments in accredited training courses of NAITA, VTA, DTET and NYC are paid by TVEC. Assessor payments for RPL assessment are paid by NAITA and VTA as it may be relevant. Assessor payments for assessment in accredited training courses of private and NGO training centres are paid by respective training centres.

Rate of Payments for Pre-Assessment

- Travelling cost by bus as enforced by establishment code.
- Subsistence as enforced by establishment code.

Officers of public sector and statutory bodies are required to submit rate of subsistence certified by Head or Director (Administration) of the institution with the claim form. Assessors of private sector institutions and retired officers will be paid Rs 500/ per day subject to rules and regulations of establishment code.

Rate of Payment for Final Assessment

- Subsistence and bus fare as paid for pre-assessments.
- Rs 2000/ per day per assessor if assessment is conducted on a week day
- Rs 3000/ per day per assessor if assessment is conducted in week end or on a holiday.

11. Submission of Assessor claims

Assessors are required to submit their claims to Deputy Director (NVQ) of TVEC individually in following forms.

- Travelling and subsistence in General 177 form.
- Assessor payments in General 35 form
- Certified Rate of subsistence as explained in Section 10.
- Certificate from Head of Training centre / assessment on handing over of dully filled Assessment Record books and AS 01 forms.

Having checked the documents, TVEC will make the payment within one month after receiving the duly filled claim forms.

12. Issue of Certificates

Assessment results are required to be submitted with following details.

- Online submission of Assessment Results of accredited courses by NAITA, VTA, DTET , NYSC and NYC
 - Duly filled form (iii)/08/1/1 Hard Copy
 - Assessment Record Book should be available at relevant Head Office
- Online submission of RPL Assessment Results by NAITA and VTA
 - Duly filled form (iii)/8/1/1 Hard Copy
 - Assessment Record books

Online /Manual submission of Assessment Results of accredited courses by private/NGO training centers and Training centers belong to public sector but not come under the Ministry of Youth Affairs and Skills Development.

- - Soft copy (CD) of assessment results in case of manual submission
 - Duly filled form (iii)/8/1/1 Hard Copy
 - Assessment Record books

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