

# Tertiary and Vocational Education Commission

## General Guidelines

### for Submission of NVQ Assessment Details by Registered Private/NGO Training Institutions

Training institutes in the private/NGO sector that conduct accredited courses are hereby advised to follow under-mentioned guideline as and when they submit details of assessments/ assessment results to the TVEC.

#### 1.0 Manual submission:

- 1.1 Submit duly filled III/E/05/01 form to reach the Director (Standards & Accreditation) of the TVEC within 1 month of commencement of the course. The training centres belong to Bureau of Foreign Employment should submit the form within 5 working days of commencement of the course.
- 1.2 Make a request for appointment of assessors for competency based assessment to the Deputy Director (NVQ) 2 months before the end of the course. The training centres belong to Bureau of Foreign Employment should make the request 2 weeks before completion of the course.
- 1.3 Organize pre assessment and conduct pre assessment with the support of the appointed assessors. No students shall be assessed who are not included in the III/E/05/01 form sent to the TVEC.
- 1.4 Conduct assessment and complete III/08/01/01 form as appropriately on completion of the assessment
- 1.5 Check Assessment Record Books, III/08/01/01 form, III/E/05/01 form, pre assessment forms, final assessment forms and other documents for parity and accuracy.
- 1.6 Send assessment results of students to reach the Deputy Director (Certificates) of the TVEC along with Assessment Record Books, III/08/01/01 form, copy of Assessor appointment letter, and pre assessment forms as appropriately.

#### 2.0 Online submission:

- 2.1 Enter student details to the online system in the TVEC website as appropriately using the password issued by the TVEC. Entering of students details to the online system will be curtailed by system itself as the course completes its first month.
- 2.2 Make a request for appointment of assessors for competency based assessment to the Deputy Director (NVQ) 2 months before the end of the course. The training centres belong to Bureau of Foreign Employment should make the request 2 weeks before completion of the course.
- 2.3 Organize pre assessment and conduct pre assessment with the support of the appointed assessors
- 2.4 Conduct assessment and complete III/08/01/01 form as appropriately on completion of the assessment.
- 2.5 Check Assessment Record Books, III/08/01/01 form, pre assessment forms, final assessment forms and other documents for parity and accuracy.
- 2.6 Enter assessment results to online database as appropriately.
- 2.7 Check and approve entered data by an authorized person (usually the owner of the institute) by using password issued by the TVEC and authorize to be sent to the TVEC.
- 2.8 Send assessment results of students along with Assessment Record Books, III/08/01/01 form, copy of Assessor appointment letter and pre assessment forms to reach the Deputy Director (Certificates) of the TVEC as appropriately.