

**Application for the Request of NVQ Level 5 Equivalence for the Vocational Qualification  
through Mature Candidate Route**

*Please refer the NVQ Circular 01/2019 and instructions (See next page) before filling this application*

Requested field of NVQ Level 5					
1.a. Name (as appeared in the certificate) 1.b. Name in full					
2. NIC No:					
3. Postal Address:					
4. Contact Details:					
I. Telephone (residence):	II. Mobile	III. E-mail			
5. Date of Birth	6. Age				
<b>7. Educational and Vocational Qualifications</b>					
	Name of the Institute	Degree/Diploma /Certificate	Course Followed	From	To
i.					
ii.					
iii.					
iv.					
v.					
vi.					

**8. Working Experience :(write your experience present to past)**

	Name of the Organization	Designation	From	To	Level of Job Functions (Craft / Supervisory / Managerial)
Present					
Past					
i					
ii					
iii					
iV					

I do here by certify that the above particular given by me are true and accurate to the best of my knowle

.....  
Date

.....  
Applicant's Signature

**Authentication of the signature of Applicant**

Full name of the applicant:

Signature:

Date:

I certify that Mr./Mrs./Miss .....is known to me personally and he / she placed his / her signature here in my presence, on .....

Signature of the attester:

(Attester shall be member of the professional organization which has a membership of OPA (Organization of Professional Associations))

Name in full:

Address:

Stamp:

*Note: Please note that incomplete application or application with false information will be rejected and inform to your correspondence address within 14 working days from the date of receipt of this application stating the reason for the rejection.*

## Instructions to Apply for the NVQ Level 5 Equivalence for the Vocational Qualification through Mature Candidate Route

1.

This application is only valid for the applicants those who apply for the equivalence qualification through the Mature Candidates' route as per the circulars issued by the TVEC (refer the NVQ Circular 01/2019 in the web site [www.tvec.gov.lk](http://www.tvec.gov.lk)).

2.

Eligibility

Candidate must **not be less than 30 years** of age and should be qualified with

Route 1	A minimum of 10 years' experience including minimum of 3 years supervisory experience in the relevant industry and having NVQ Level 4 certificate or NCT,NCIT in the relevant field or above qualifications
Route 2	A minimum of 10 years' experience including minimum of 3 years supervisory experience in the relevant industry and having a Diploma certificate (with the duration more than 6 months) accepted by TVEC in the relevant field
Route 3	A minimum of 12 years' experience including minimum of 3 years supervisory experience in the relevant industry and having a certificate (with the duration more than 6 months) accepted by TVEC in the relevant field
Route 4	A minimum of 15 years' experience including minimum of 3 years supervisory experience in the relevant industry

3.

Applicants are required to submit the evidence mentioned in **03.i.c in NVQ Circular 01/2019** with the application. Application without relevant document not considered.

4.

(I) Applicant should be an employee in the public / private sector or self / foreign employed. If applicant is not working at present, not working period should be Three months for local employed and one year for foreign employed.

(II) If applicant is Self Employee:

- a) Applicants are required to provide copy of Business Registration (BR).
- b) Applicant should have minimum of three employees registered with ETF/EPF for three years

5. All candidates are required to prepare an evidence portfolio (report on work carried out and skill acquired, Educational and Vocational Qualifications, Appointment letters, Promotion letters, service letters, service appreciation letters, service awards (if any )and samples of products(if any)) and need to hand over with the completed application. **Evidence portfolio and application should be certified by a member of the professional organization which has a membership of OPA (Organization of Professional Associations)**

6. Details of the interview will be sent to candidates through an email or a short-message (SMS).

7. Selections would be based on a knowledge assessment and by a structured interview conducted by an expert panel appointed by Director General TVEC.

Application to be sent to: Director General  
Tertiary and Vocational Education Commission  
“Nipunatha Piyasa”, 03rd Floor,  
354/2, Elvitigala Mawatha, Colombo 05.

Please mark **“Request of NVQ Level 5 Equivalence for the Vocational Qualification through Mature Candidate Route”** on the top left corner of the envelope.