

Tertiary and Vocational Education Commission

NVQ Circular 01/2015

Awarding National Vocational Qualifications (Level 1- 4) for Apprenticeship Training of NAITA

National Vocational Qualifications (NVQ) are awarded to those who followed Competency Based Training (CBT) at accredited training centres or through the Recognition of Prior Learning (RPL). Accreditation ensures the quality and adequate delivery of skills to trainees as per the Competency Based Training (CBT) Curricula. RPL is a process that recognises a learner's current competencies which may have been achieved through means that include any combination of formal or informal training and education, work experience or general life experience.

In contrast to institutional training (CBT), engagement in work and repetitive practice is also an effective way of acquiring skills. It is possible to impart competencies stipulated in National Competency Standards (NCS) with properly structured apprenticeship training, as apprentices are exposed to ample opportunities for repetitive practice in workplaces. This circular explains the mechanism to be adopted in awarding NVQ through apprenticeship mode training.

1. Accreditation of Apprenticeship Training

Similar to the accreditation status awarded to CBT courses conducted by training institutions it is also necessary to maintain similar conditions in apprenticeship training in order to facilitate awarding of NVQ through apprenticeship.

In order to accredit the apprenticeship training programme, following criteria have to be fulfilled within the workplace;

- Required machinery and equipment
- Infrastructure facilities
- Competent supervisors to supervise the apprentices
- Availability of a training schedule
- Maintenance of training records and
- Adequacy of health and safety requirements

NAITA shall provide an 'Workplace Assessment Report' in compliance to the above requirement to the TVEC within two months after the date of first student is enrolled to the workplace under this programme. TVEC evaluate the report based on National Competency Standard (NCS) and CBT curriculum. Acceptance of the report is considered as accreditation of workplace for apprenticeship training. In addition, TVEC shall conduct verification audits in order to ensure the quality of training delivery.

Each trainee should have a training schedule (Training Plan) with coverage of all competencies of a qualification. In case of small workplaces the training schedule may contain only activities and allocated time duration without specific dates.

1.1 Course Duration of Apprenticeship Training and Prerequisites

For effective management of training delivery process, CBT curricula provide course duration and prerequisites. As apprenticeship training occur based on the job availability within the work place, it needs longer duration than structured institutional training (CBT). Therefore, entry qualification and duration for apprenticeship in different occupations shall be decided jointly by NAITA and TVEC. List of occupations with already agreed entry qualification and course duration are given at the end of this circular.

1.2 Continuous Assessment

In order to award NVQ qualifications, it is a compulsory requirement to assure acquaintance of competencies for each module during the training period. Therefore, NAITA has to facilitate conduct of continuous assessments for each module and all apprentices are required to record results of continuous assessment records in the Trainee's Progress Record Book introduced under NVQ Framework. NAITA may prepare a 'Apprentice's Daily Diary' for by amalgamating TVEC Trainee's Progress Record Book and NAITA Daily Diary.

1.3 Knowledge Input

Imparting the knowledge component is a vital aspect in this mechanism as such knowledge component has to be imparted through basic training an/or distance education. Knowledge acquired and assessment details should be recorded in the Trainee's Progress Record Book.

1.4 Monitoring

NAITA shall carry out a proper monitoring to ensure converge of all the modules and continuous assessments as per the training schedule. TVEC officers and TVEC appointed assessors may conduct random assessments depending on the necessity.

2. Final Assessment

Final assessment will be conducted at accredited workplaces or accredited training centres by TVEC appointed assessors after completion of the training period.

2.1 Eligibility for Final Assessment

- Accreditation of the work place
- Original copy of contract of apprenticeship signed with respective employer and registered with NAITA
- Completion of the training period
- Documentary evidences to prove entry qualifications
- Duly completed trainee's progress in Apprentice's Daily Diary
- At least 80% attendance in work place and in instruction classes
- If there is a island wide written examination conducted by TVEC for the specific occupation, candidate shall qualify from that examination.

2.2 Pre-Assessment

Prior to the final assessment a pre-assessment is conducted by an assessor appointed by TVEC

- to check eligibility of candidates as specified in 2.1.
- to provide relevant information to candidates.
- to plan assessment and schedule the date/s of assessment.

Final assessment has to be conducted within 12 days after pre-assessment. However, if a trainee requests a preparation time, assessment date shall be fixed after three (3) days preparation time.

2.3 Final Assessment

Assessments may be done at the same workplace, workplace of same occupation accepted by TVEC or at a relevant accredited training centre

- Assessments is conducted by a panel of two assessors appointed by TVEC
- Assessment is to be carried out as per the requirement of Competency Based Assessments guidelines
- Assessment results are to be handed over to the District office of NAITA.

NAITA may extends the training period according to the existing procedure for those who are not yet competent and repeat assessment will be conducted as mentioned above.

3.0 Occupations Identified to Award NVQ Through Apprenticeship

When an occupation and a qualification is identified by NAITA for implementation under the proposed mechanism, NAITA is required to make aware relevant inspectors and employers (assigned supervisor) of following details.

- NVQ framework
- Qualification package and relevant Competency units
- Curriculum module relevant to competency Units.
- Conducting Continuous Assessment
- Maintaining Trainee's Progress and Apprentice's Daily Diary

When NAITA is ready to implement an occupation for apprenticeship, NAITA and TVEC jointly evaluate the learning content and decide the entry qualification and course duration. Accordingly, occupations identified to award NVQ through apprenticeship up to now (2015.01.01) are listed below.



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Director General

Occupations and course duration Identified to Award NVQ Through Apprenticeship (agreed by NAITA and TVEC as at 2015.01.01)

| | Occupation | Duration | |
|----|--|-------------|-------------|
| | | NVQ Level 3 | NVQ Level 4 |
| 1 | Automobile Air Conditioning Mechanics | 1 Year | 2 Years |
| 2 | Automobile Mechanics | 1 ½ Years | 2 ½ Years |
| 3 | Automobile Electrician | 1 Year | 2 Years |
| 4 | Automobile Tinker | 1 Year | 2 Years |
| 5 | Automobile Painter | 1 Year | 2 Years |
| 6 | Three Wheeler Mechanics | 1 Year | 2 Years |
| 7 | Motorcycle Mechanics | 1 Years | 2 Years |
| 8 | Electrician | 1 ½ Years | 2 ½ Years |
| 9 | Refrigeration and Air Conditioning Mechanics | 1 ½ Years | 2 ½ Years |
| 10 | Household Electrical Appliances Repairer | 1 Year | 2 Years |
| 11 | Welder | 1 Year | 2 Years |
| 12 | Machinist | 1 Year | 2 Years |
| 13 | Offset Litho Machine Operator | 1 ½ Years | 2 ½ Years |
| 14 | Electric Motor Winder | 1 Year | 2 Years |
| 15 | Cook | 1 ½ Years | 2 ½ Years |
| 14 | Room Attendant | 1 Year | - |
| 17 | Waiter / Steward | 1 Year | 1 ½ Years |
| 18 | Baker | 1 Year | 1 ½ Years |
| 19 | Tailor | 1 Year | 2 Years |
| 20 | Sales Representative / Assistant | 1 Year | 1 ½ Years |
| 21 | Supermarket Customer Service Assistant | 1 Year | 1 ½ Years |
| 22 | Receptionist | 1 Year | - |
| 23 | Plant Nursery Development Assistant | 9 Months | 18 Months |
| 24 | Clerk(General) | 6 Months | 1 Year |
| 25 | Nurse Assistant | 1 year | - |