



**APPLICATION FOR ACCREDITATION OF TRAINING PROGRAMME/COURSE
NVQ – Level 5 /6**

Office only	ACC/DIP/
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PART A- DETAILS OF COURSE APPLIED FOR ACCREDITATION

(1) Title of course (Currently available)		(3) National Competency Standards Code				T	0	0	
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PART B-PARTICULARS OF THE TRAINING INSTITUTE

(1) Name of Applicant Institute										
(2) Address (As given in TVEC registration certificate) ★Attach the copy of the TVEC Registration/renewed certificate)										
								Postcode(If, known)		
	Telephone(If, available)	Fax(If, available)			e-mail(If, available)					
	(2.1) Registration Date dd / mm /yy	(2.2) TVEC Registration No P			(2.3) Grade (Please tick) A* [] A [] B [] C [] Other:					
	(2) Title of course (According to NCS)	Province [] District [] Divisional Secretary Division []								
(3) Ownership (Please tick)	Government [] State Corporation/ Authority [] Private Sector [] NGO Sector [] Provincial Council [] Other (Please write):									
(4) Quality Management System	4.1 Type of QMS installed (TVEC, ISO9001:2008 etc)									
	4.2 The date QMS has been Installed									
	4.3 Last date of QMS audit conducted									
							Date course commenced dd / mm / yy			

PART C-NATIONAL VOCATIONAL QUALIFICATION (S)

No	(a) Qualification Package	(b) Relevant Units of the National Competency Standard (NCS) codes. (E.g.: 1+3+5+....)	(c) Entry qualification
1	T 0 0 Q L		
2	T 0 0 Q L		

PART D-COURSE DETAILS AND TRAINING DOCUMENTS

(1) Type of Curriculum used for the training delivery (Please tick appropriate answer) *Competency Based Training	(1.1) *CBT Curriculum [] ▶ Please go to PART E & complete 1,2,3
	(1.2) Any other acceptable curriculum [] ▶ Please go to PART E & complete 1,2,3,4 (please attach a summary of the curriculum)

PART E – CURRICULUM AND COURSE DURATION DETAILS-1st Year

Semester 1

(1) Module No	(2) Module Name	(3) Duration (Hrs)		(4) Relevant Nat. Competency Standard (NCS) unit codes
		Notional	Contact	
TOTAL HOURS FOR SEMESTER - I				

Semester 2

TOTAL TIME DURATION		[]	+ []	▶ [] Hrs ▶ [] Months ▶ [] Yrs

PART E – CURRICULUM AND COURSE DURATION DETAILS- 2nd Year

Semester 1				
(1) Module No	(2) Module Name	(3) Duration (Hrs)		(4) Relevant Nat. Competency Standard (NCS) unit codes
		Notional	Contact	
TOTAL HOURS FOR SEMESTER - I				
Semester 2				
TOTAL TIME DURATION		[] + []	▶ [] Hrs ▶ [] Months ▶ [] Yrs	

PART F-IN-PLANT TRAINING DETAILS

(1).Do you arrange in-plant training to the Trainees (Please tick)

Y[] ► Complete F all parts

N[] ► Please go to part G

No	Name and address of the organization(s)	Duration
i		
ii		
iii		
iv		
v		

PART G TRAINING DELIVERY DOCUMENTS (Please tick)

1. Have you prepared a year plan for entire course length Y[] ► please attach a copy N[]
2. Have you prepared a scheme of training / work for entire course length Y[] ► please attach a copy for one module N[]
3. Have you prepared a Lesson plan for entire course length Y[] ► please attach a copy for one module N[]
4. Have you prepared weekly time tables Y[] ► please attach a copy for one week N[]
6. Have you prepared Practical/Lab Sheets Y[] ► please attach one sample copy N[]
5. Are you maintaining a student assessment results Y[] ► please attach one sample copy N[]

PART H (a) TRAINING FACILITIES

1. No. of Class Room(s) [] ► Available floor area for theory class room [] sq.m
2. No. of Work shop(s) [] ► Available floor area for practical class room [] sq.m
3. No. of technical laboratory [] ► Available floor area for practical class room [] sq.m
4. Other(If, please explain):



PART H (b) Details of Machinery & Equipment & available for the course (Please do not attach any photocopy. Write the brief description on the space given below)

No	Name of machineries & equipment	Basic Specifications	Quantity available	
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				

PART H (c) TOOLS(Group of the Tools) eg: Number of sets of wood working tools)

No	Name of the group of tools	Quantity available	
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			

PART H (d) OTHER FACILITIES

i. First aid facilities available Y[] N[]
 ii. Wash room available Y[] N[]
 iii. Lighting/power supply available Y[] N[]
 iv. Safety Measure Y[] N[]

V. Maximum number of trainees admissible to the course at a time []
 VI. Present number of trainee in the course (at the submission of application) []
 VII. Lecturer/Instructor:Trainee ratio for theory class [:]
 vi. Instructor/Facilitator-Trainee ratio for practical class [:]

PART I ACADEMIC STAFF ATTACHED TO THE COURSE (Please attach CVs & copies of certificates pertaining to qualification of the academic staff)

No	Name	Designation	Academic/ Professional Qualification (Maximum qualification)	Industrial Experience (Yrs)	Teaching experience (Yrs)	Subjects/Module taught in the course	Teaching/ Demonstration (Hrs)
1							
2							
3							
4							

If space is not sufficient, attach academic staff details as the above format

PART J (a) STUDENTS' ENTRY REQUIREMENT

1. Students' minimum entry academic/competency qualification:
 2. Age limit : [] Yrs
 3. Other :

PART J (b) STUDENTS SELECTION PROCEDURE (Please tick)

1. An Aptitude/entrance test only Y[] N[]
 2. An Aptitude/entrance and test interview only Y[] N[]
 3. Interview only Y[] N[]
 4. Other :

PART M (a) TVEC, Accreditation Assessment-PAYMENT

Application submission fee Rs100.00

Assessment fee Rs2000.00 (Fees may vary without prior notice)

Method of Payment

Cash [] ► Please write receipt No []

*Money order [] ► Please write ref No. []

Other:

*The accreditation assessment will be made after realization the payment.



PART N-CHECKLIST (This section MUST be completed) (Please tick appropriate answer)			Office use only	
1) Have you duly fill all the cages to the application	Y[]	N[]	Y[]	N[]
2) Have you attached the summary of curriculum (If CBT curriculum is not used)	Y[]	N[]	Y[]	N[]
3) Have you attached the training contract for in-plant training (if applicable)	Y[]	N[]	Y[]	N[]
4) Have you attached a copy of year plan to entire course length	Y[]	N[]	Y[]	N[]
5) Have you attached a copy of Scheme of training /Work for one module	Y[]	N[]	Y[]	N[]
6) Have you attached a copy of Lesson plan for one module	Y[]	N[]	Y[]	N[]
7) Have you attached a weekly time table for one week	Y[]	N[]	Y[]	N[]
8) Have you attached a student assessment checklist (sample copy)	Y[]	N[]	Y[]	N[]
9) Have you attached a detailed sketch of the location of the institute (please indicate distance from your nearest town in the sketch)	Y[]	N[]	Y[]	N[]
10) Have you attached copies of CVs and certificates pertaining to qualifications of academic staff attached to the course	Y[]	N[]	Y[]	N[]
11) Have you enclosed the payment	Y[]	N[]	Y[]	N[]
Failure to follow the above instructions will delay the processing your application				
Note: Please attach the above supporting documents according to order				
DECLARATION		This acknowledgement must be signed by the main applicant		
BY SIGNING THIS APPLICATION:				
I declare that all information provided in or with this application is true and correct.				
I hereby authorise TVEC to make any enquiries it considers necessary or desirable to assist in the processing of my application and/or assessment of Course				
Name of Applicant (Head of Institute)		Official stamp		
Signature of Applicant (Head of Institute)		Official stamp		
Date	dd / mm/ yy			
APPLICATION TO BE SENT TO:		Contact us:		
Director General Tertiary and Vocational Education Commission "Nipunatha Piyasa", 3 rd Floor, 354/2 Elvitigala Mw Narahenpita, Colombo-05. Please mark " Accreditation Application " on top left corner of envelope.		Director(Standards & Accreditation) Tel :011-5349291 Ex:15, 011-2555045/011-2555031/011-5367713 Fax :011-2555007 Email :info@tvec.gov.lk Web :www.tvec.gov.lk		
Office use only				
Desk evaluator's Name:		Signature :		Date : dd /mm /yy
Remarks(lf):				

GUIDELINES FOR FILLING THE APPLICATION:

PART A:

- Applicant is required to write the currently available Title of Course in PART A (1). Eg: Diploma in Technology-Civil
- To fill PART A (2) refer the relevant National competency Standards (NCS)* and write the appropriate title that is appear on the NSS.
Eg: Construction Technology
- To fill PART A (3), which details can be obtained from the front page of the National Competency Standards (NCS)*

PART B:

- Applicant is kindly required to refer the registration certificate issued by the Tertiary and Vocational Education Commission (TVEC) where you can find the details for PART B (2.1), PART B (2.2) and PART B (2.3)

PART C:

- To fill PART C (a) and PART C (b) refer the relevant National competency Standards (NCS)* where you can find qualification package (PART C (a)) and relevant units of National competency Standards (NCS) (PART C (b))
- To fill PART C(c) the training provider has to decide

PART D & PART E

- If you choose PART D (1.1): use relevant matching-sheet* to identify the relevant Module No for PART E (1), Module Name for PART E (2) and Duration(Hrs) for PART E (3) from the CBT curriculum* pack for selected Qualification code s in PART C(b)
- If you choose PART D (1.2) : Use relevant National Skills Standard(NSS)* and compile with your curriculum in relation to meet the Skills and Competency area(Which are mentioned in National competency Standards (NCS)*) and customize the relevant module(s) from your curriculum and write your curriculum; Module No for PART E (1), your curriculum; Module Name for PART E (2) and Duration(Hrs) for PART E (3) and relevant National Skills Standard* Code(NSS) PART E(4).
- (In this option applicant must fill in the section PART E (1),(2),(3)&(4) and stickly advice not to propose to refer to any attachments is in your application. **YOU MUST FILL**)

PART F:

- Part F(2),(3) can be obtained from the relevant National Skills Standards. Please, write down the place of training in F(5).Eg1:Electricity board,Galle

PART G:

- In this section, you must prepare the training delivery documents to entire course length and forward (sample copy) alone with this application only for one module. See all the underline part.

PART H:

- PART H (b) & PART H (c) you must indicate the utilization of tools and equipment for one batch/Group in Hrs to entire course.

PART I:

- PART I academic staff(s) who involved in this particular course must be mentioned.


PART J:

- PART J(a) Student entry requirement to this particular course Eq: G.C.E (O/L) or if, students have no academy qualification please, mention any competent qualification etc..

*Available at

Tertiary and Vocational Education Commission, "Nipunatha Piyasa", 3rd Floor, 354/2 Elvitigala Mw, Narahenpita, Colombo-05.

Tel:011-5349291Ex:15/011-2555045/011-2555031/011-5367713/Fax011-2555007web:www.tvec.gov.lk email:info@tvec.gov.lk

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