

Format for the Evidence Portfolio

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Topic	Page No
1. Curriculum Vitae (CV) (Please create your CV including Bio Data, Education & Professional Qualifications, Work Experiences, and Other Qualifications)	
2. Education / Vocational Certificates (Please attaché copies of original certificate)	
2.1 Education Certificate	
2.2 Vocational Certificate	
3. Services (Please attaché copies of original certificate)	
<u>If applicant is in the public / private sector or self / foreign employed</u>	
3.1 Appointment Letters	
3.2 Service Letters	
3.3 Promotional Letters	
<u>Only for foreign employed</u>	
3.4 Copy of passport information page and employment visa	
3.5 Work certificates of the foreign country attested by the relevant authority	
<u>If applicant is Self Employee:</u>	
3.1 Business Registration (BR).	
3.2 minimum of three employees registered with ETF/EPF for three years or records of business transactions as a proof of entrepreneurial experience	
4. Awards / Recognitions (Please attaché copies of original certificate)	
4.1 Service Appreciations Letters	
4.2 Service Awards	

5. Volunteer work (Please attaché copies of evidences / appreciation Letters)

6. Record on Work Carried Out / Projects / Assignments

6.1 Unit 1 (Please here mention Unit Code and Unit Name)

6.2 Unit 2

6.3 Unit 3

6.4 Unit 4

6.5 Unit 5

Etc.....

Note:

- Please select the relevant National Competency Standard (NCS) of NVQ Level 5 according to your sector
- Please make report and keep records on projects/assignments/ work carried out by you according to the each compulsory units
- If you have any evidences /photographs to show ,attached those under relevant NCS units
- You should follow this content to prepare the evidence portfolio and content page should attach as the first page of the portfolio including relevant page numbers
- You can request relevant NCS from TVEC
- Evidence Portfolio should be certified by a member of the professional organization who has a membership of OPA(Organization of Professional Association)