



TERTIARY AND VOCATIONAL EDUCATION COMMISSION

NVQ Circular 01/2021

Mature Candidates' route to award NVQ Level 5 equivalent qualification (for available NCSs) for Craftsmen/Trainers with long years of experience

This circular repeal the previous NVQ Circular 01/2019 issued to award NVQ Level 5 through Mature Candidate Route

1.0 Public Administration Circular 02/2009 specifies National Vocational Qualification (NVQ) Levels for different categories of employment in the public sector. The NVQ Level 5 and 6 specify the middle level technical employment. It is evident that in the industry, craftsmen with long years of experience who perform supervisory functions in middle level employment could be assessed and certified for award of NVQ Level 5 equivalent qualification which may be useful in their employment. This will facilitate them to be able to place in appropriate salary scale applicable to respective supervisory/ management position. This is an alternative path for obtaining NVQ Level 5 equivalent qualification through their maturity /experience in the relevant sectors and also in the relevant sub sectors which job opportunities available in the job Market. Such personnel can be assessed and certified with a NVQ Level 5 equivalent qualification to perform supervisory functions restricted to the relevant sector or sub sector. This scheme is only valid for the employability purposes.

2.0 Following scheme is proposed for certification of NVQ level 5 qualifications for Mature Candidate who comply the following requirements.

- i. Candidate must not be less than 35 years of age
- ii. Candidate should have

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| Route 1 | A minimum of 10 years' experience including minimum of 3 years supervisory experience in the relevant industry and having NVQ Level 4 qualification or NCT or NCIT certificate in the relevant field |
| 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 |

This relevant experience should be in formal employment with EPF or pension or Craftsman or Supervisor who is currently performing Supervisory functions.

3.0 Procedure

- i. Candidates who sufficiently meet the eligibility criteria as explained in section 2.0 of the circular can apply for NVQ level 5 equivalence qualifications.
- ii. The Committee appointed by Director General (DG), TVEC evaluates the applications and ensure about the eligibility of the candidates according to the relevant NVQ Circular.
- iii. The assessment will consist of practical assessment or viva-voce or knowledge assessment (written paper/s) or combination as decided by the above committee on the basis of the requirements of the process, learning demand and responsibilities of NVQ Level 5 descriptors (Core competencies and Management competencies).
- iv. Candidates who successful at the knowledge Assessment / practical assessment mention in the section 3.0 must present themselves for a viva - voce interview for verification of portfolio of evidences for proof of knowledge and experiences in the relevant field.

- v. Applicant should present their original certificates and evidence portfolio which consist of following documents. (Please follow the standard format published on the TVEC web site)
- a. Curriculum Vitae (CV)
 - b. Education / Vocational Certificates
 - c. Appointment Letters, Service Letters, Promotional Letters
 - d. If applicant is foreign employee
 - I. Copy of passport information page and employment visa
 - II. Work certificates of the foreign country attested by the relevant authority
 - e. If applicant is self employee
 - I. Business Registration (BR)
 - II. Minimum of three employees registered with ETF/EPF for three years or records of business transactions as a proof of entrepreneurial experience
 - f. Awards / Recognitions
 - g. Volunteer work (Please attaché copies of evidences / appreciation Letters)
 - h. Record on Work Carried Out / Projects / Assignments according to the Units of the relevant NCS.
- vi. Fees for the Knowledge Assessment / practical assessment and viva voce interview decided by the TVEC and it will be calculated according to the number of applicants and the total cost of the said knowledge assessment / practical assessment.
- vii. Each interview panel should be comprised of three members appointed by the DG including subject expertise from the industry relevant to the sector/sub sector, TVET expertise and executive officer from TVEC.
- 4.0 TVEC will issue the NVQ Level 5 equivalent qualification to the candidates who are successful at the said Knowledge assessment/practical assessment and Viva voce interview and this qualification is only valid for the purpose of employment.

5.0 This route of awarding NVQ Level 5 equivalent qualification will be available only for the fields for which NCSs are available. Effective date of the certificate should be the date that TVEC conducted the viva - voce interview for the candidate.

6.0 Applicants who are not competent in the first viva voce interview he /she has to gain more knowledge and experiences for at least 6 months to face for the second viva voce interview after the first interview.

7.0 Based on the results of the knowledge assessment / examination, applicant can face viva voce interviews within 2 years period of time from the examination date until he/she competent from the viva voce interviews to obtain NVQ Level 5 equivalence qualification.

8.0 This route of awarding NVQ Level 5 equivalent qualification will be available until 31st December 2029 and thereafter, award of equivalent qualification through mature candidate route will be curtailed appropriately.

This circular is effective from 17th February 2021



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Director General