



TERTIARY AND VOCATIONAL EDUCATION COMMISSION

NVQ Circular 02/2021

Procedure and Conditions for awarding NVQs through RPL mode (Implementing e-RPL System)

The purpose of this circular is to streamline the process of awarding National Vocational Qualifications (NVQs) through Recognition of Prior Learning (RPL) mode and to improve current pace of processing of RPL applications. The circular sets guidelines and criteria that the assessment bodies should follow in processing RPL applications for awarding of National Vocational Qualifications. An ICT-driven digital RPL processing system titled **e-RPL system** has been introduced to process RPL applications in uniform and consistent manner.

This circular repeals the earlier NVQ Circulars 2013/02, 2016/04 and 2017/03 in this regard.

1.0 Mandate of the TVEC:

TVEC is empowered to award NVQs by its objectives as set out in the Tertiary and Vocational Education Act No. 20 of 1990 as specified below.

“The development of a nationally recognized systems for granting of tertiary education awards and vocational education awards including certificates, and other academic distinctions”

This circular outlines the process of awarding NVQs in the e-RPL system through Recognition of Prior Learning (RPL) to industry employees by recognizing their competencies acquired through work experience.

2.0 Need of processing increasing number of RPL applications:

The NVQ framework of Sri Lanka has provisions to award of NVQ Level 1-4 craft level certificates through RPL mode. According to the Labour Force Survey 2019, the country has 1,307,767 Craft and Related Trade workers and 1,375,540 Skilled Agricultural, Forestry and Fishery workers of whom only about 20% has skills certification. According to the ***“Vistas of prosperity and Splendor”***, the development policy statement of the Government, 90 percent of those uncertified craft level workforce need to be certificated. Nevertheless from 2004 to 2019, only 77,000 NVQ certificates through RPL have been issued. Therefore, current pace of processing needs acceleration to be able to achieve the vision of the Government.

The e-RPL system is expected to increase number and pace of applications processing so that an increasing number of candidates could obtain NVQs through RPL mode.

3.0 NVQ qualification parameters:

NVQs are based on 3 parameters i.e

- i. Process complexity of the work of the occupation
- ii. Learning demand of the work
- iii. Responsibility of the work

Therefore, the candidates applying for NVQs through RPL mode should have responsible work experience in the occupation applied for.

3.1 Candidates' eligibility – work experience:

Candidates' eligibility for RPL assessment shall be determined based on following conditions.

3.1.1 Work/industry experience required to apply for NVQ level 2 and 3 assessments:

	Employment Category	Experience requirement
i.	Own account workers in all occupations in informal sector ("Own account workers" mean self-employed persons without business registration certificate)	Service certificate from Grama Niladari for 1 ½ years of work experience
ii.	Workers employed in formal sector in all occupations	Service certificate from employers for 1 ½ years of work experience
iii.	Self-employed persons with a business registration certificate	Business registration certificate with 1 ½ years of own experience of work engagement. (Business owners or entrepreneurs who only own the business but not perform in the occupation are not eligible to apply in this category)

3.1.2 Work/industry experience required to apply for NVQ level 4 assessments:

Candidate Category	Experience requirement
Candidates with NVQ level 2 and 3 qualifications	2 years of work experience after obtaining NVQ level 2 or 3 qualifications. Work experience shall be certified by either of following ways as the case

	may be;		
	Own account workers	Grama certificate	Niladari
	Formal sector employed persons	Service certificate from employers	
	Self-employed persons	Business registration certificate for 2 years	
	Informal sector employed persons	Grama certificate	Niladari
	Pass in knowledge assessment (where applicable) conducted nationally by the TVEC		
Candidates from formal sector direct applying for NVQ level 4 (without NVQ level 2 or 3 qualifications)	4 years of work experience certified by the employer		
	Pass in knowledge assessment (where applicable) conducted nationally by the TVEC		
Candidates from informal sector direct applying for NVQ level 4 (without NVQ level 2 or 3 qualifications)	4 years of work experience certified by Grama Niladari		
	Pass in knowledge assessment (where applicable) conducted nationally by the TVEC		
Candidates with Non-NVQ training certificates with TVEC registration or apprenticeship training under the NAITA	Training period		Work experience required for NVQ level 2 and 3
	Less than 6 months	Less than 720 hrs.	Not eligible
	6-12 months	720-1440 hrs.	1 year
	12-24 months	1440-2880 hrs.	3 years
	24-36 months	2880-3420 hrs.	2 years
	24-36 months	2880-3420 hrs.	6 months
			1 ½ years

3.1.3 Assessment of Current Competencies:

The candidates need to currently engaged/employed in the occupation in which he/she seeks NVQs through RPL. Assessors assess candidates' current competencies where they check and verify evidences thereof during the assessment. Therefore, those who had engaged in an occupation 01 year before (but currently not) shall not be eligible to submit applications to obtain NVQs through RPL.

3.1.4 Migrant workers:

Returning migrant workers, those who wish to get their competencies assessed and obtain NVQs, can do so at any centre whom the authority is granted to assess RPL applications relevant to the occupations/trades approved by the TVEC. Such applicants shall submit following evidences relevant to their work experience.

- a. Passport and certified copies thereof
- b. VISA pages or work permit copies
- c. Work experience certified by overseas employers

Work experience requirements specified under section 3.1.1 and 3.1.2 applies commonly for RPL assessment of migrant workers for NVQ level 1 – 4.

3.1.5 Minimum age:

RPL candidates must be older than following age at the time of application for each NVQ.

For NVQ level 2 & 3	–	18 years
For NVQ level 4	–	21 years

3.2 Assessment Centre:

All RPL assessments shall be conducted only at either of following institutes/ industry places.

- i. Training institutes with accredited course in the relevant occupation/trade with a P Number (Eg. P01/0000) issued by the TVEC
- ii. Industry places registered through NAITA with a E Number (Eg. E01/00000) issued by the TVEC
- iii. RPL assessment centre with a “A Number” (Eg. A01/00000) issued by the TVEC

Online NVQ system WILL NOT allow uploading results of assessments done outside of above 3 categories of places.

4.0 Automated Assessment Scheduling System (AASS) linked with e-RPL system:

The institutes which process RPL applications (Assessment Body) shall use the AASS for the purpose of assigning assessors for assessment of RPL candidates for the purpose of awarding NVQs. The assessment bodies shall use the Digital RPL Application Processing System titled “e-RPL System” linked with the AASS for processing of RPL applications. The TVEC will issue login UserIDs and Passwords for the assessment bodies to access the e-RPL System for processing of RPL applications and subsequent use of the online NVQ system for uploading of assessment results.

Batch entry has to be done in the AASS on the basis of individual or group-wise assessments as specified in section 5.0 below.

4.1 Filling of Competency Gaps:

The assessment bodies shall organize and deliver short-term training for gap filling and skills upgrading, if necessary, for the RPL candidates to upgrade their current competencies to be in par with relevant National Competency Standards. This short term training should be completed at least 10 days before the assessment to facilitate them to do self-study for minimum 10 days to enable their long term memory to capture the new learning. (Knowledge and skills learned without repetitive practice which may stay in the short term memory will fade away soon after the assessment.)

The assessment bodies may charge a reasonable fee appropriately to cover-up the training fee and material cost, if any.

5.0 RPL Assessment fee:

All assessment bodies shall charge a common RPL assessment fee calculated as shown in Annexure 1 attached hereto. Assessments can be arranged to a maximum up to 10 candidates per batch in case candidates appear for the assessment as a group (multiples of 10-member per group shall be done). Individual assessment can also be done and a fee can be levied as shown in Annexure 1. If a group of candidates from a workplace willing to appear for RPL assessment, it shall be organized as 10-member groups and be charged accordingly. No other fees can be charged other than fees specified in Annexure 1 from the RPL candidates during the assessment process.

Assessment fees as specified in Annexure 1 shall be levied from the candidates by the assessment body. The payments by the assessment bodies to the TVEC shall be made by Cheques drawn in favor of the Director General of the TVEC. Charging any other fees is prohibited in relation to NVQ assessments.

5.1 Submission of Applications:

RPL candidates may opt to submit applications based on their convenience. Candidates are expected to submit evidences of experience as per the circular and the assessment body upload scanned images of such evidences to the e-RPL system for processing. Candidates shall pay the assessment fee to the assessment body as requested. Assessment bodies may prepare RPL applications as per a common format issued by the TVEC (Please ref. Annexure 2). Assessment body shall return the documentary evidences to the candidate by the time the NVQ certificate is issued to the successful candidate at the end of the process.

5.2 Waiting time for assessment and certification:

The assessment body shall submit the documentary evidences for TVECs approval through the e-RPL system within 2 weeks time of receiving the application. The assessment body shall organize the assessment for an eligible candidate in 2 weeks time of receiving the approval from the TVEC. Upon completion of the assessment, the results shall be uploaded to the online NVQ system in 1 week time by the assessment body. The TVEC shall issue the NVQ certificate in 1 week time of uploading of accurate assessment results to the online NVQ system.

5.3 Use of outside places for assessment:

In case the assessment body uses an outside place with a P Number, E Number or A Number as the assessment centre, RPL centre fee specified above shall be paid to such assessment centre by the assessment body by a cheque drawn in favour of such centre. Centers which are NOT registered under either category above, are NOT eligible to conduct NVQ assessments.

6.0 Candidates with Disabilities:

When a candidate with a disability, applies for NVQs through RPL mode, the assessment body shall be guided by the *NVQ Circular No. 2020/01 - Reasonable Adjustments in NVQ Assessment for Candidates with Disabilities*, in processing the RPL application of such candidate.

7.0 Issuing temporary certificates:

Issuing temporary certificates or letters until the NVQ certificate is issued shall not be done by any Assessment Body. Instead, assessment results shall be processed within the stipulated time and handover the proper NVQ certificate to the candidate with his documents submitted with the application.

8.0 Application tracking facility:

Candidates may track the application status using online e-RPL portal in TVEC web site (www.tvec.gov.lk) by entering their NIC number.

9.0 Repeal of previous Circulars on RPL:

This circular repeals the NVQ circular No. 2013/02, 2016/04 and 2017/03 issued by the Tertiary and Vocational Education Commission earlier in this regard.

This circular is valid with effect from 15.07. 2021.



Dr. K. A. Lalithadheera
Director General

Annexure 1

Charge /Fee	1 candidate	2 candidates per batch	3 candidates per batch	4 candidates per batch	5 candidates per batch	6 candidates per batch	7 candidates per batch	8 candidates per batch	9 candidates per batch	10 candidates per batch
TVEC charges:										
Certificate and monitoring fee	500.00	1,000.00	1,500.00	2,000.00	2,500.00	3,000.00	3,500.00	4,000.00	4,500.00	5,000.00
RPL centre charges:										
Application fee	1,500.00	3,000.00	4,500.00	6,000.00	7,500.00	9,000.00	10,500.00	12,000.00	13,500.00	15,000.00
RPL centre fee (includes material cost)	7,500.00	10,000.00	12,500.00	15,000.00	20,000.00	22,500.00	22,500.00	25,000.00	30,000.00	35,000.00
Assessors fee for 2 Assessors (Assume 1 panel assess up to 6 candidates per day) - Including pre-assessment fee	11,000.00	11,000.00	11,000.00	11,000.00	11,000.00	11,000.00	20,000.00	20,000.00	20,000.00	20,000.00
Support staff allowance	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00
RPL fee per candidate	25,000.00	14,750.00	11,333.00	9,625.00	9,100.00	8,333.33	8,714.28	8,187.50	8,055.55	7,950.00
Round off fee per candidate	25,000.00	15,000.00	11,500.00	10,000.00	9,500.00	9,500.00	9,500.00	8,500.00	8,500.00	8,000.00

Note: If assessment requires more than 1 day, the assessors' fee increases accordingly.

Number of candidates per assessment batch shall not exceed 10 candidates.

An additional fee of Rs. 500.00 is charged for occupations/trades where knowledge assessment applicable.



Assessment Body Name

Address

**Application for Obtaining National Vocational Qualifications (NVQs)
through Recognition of Prior Learning (RPL) Mode**

1. Name with initials :
(to be printed in NVQ certificate)
2. Full Name :
(as shown in the NIC)
3. Citizenship : Sri Lankan ☐ Other ☐
- 3.1 If other, the country of Nationality:
- 3.2. NIC No. :
(Passport No. for foreigners)
- 3.3 Are you a returning migrant employee: Yes ☐ No ☐
4. Personal address :
.....
.....
.....
5. Contact email address :
6. Contact Telephone Nos. : Mobile: Home:
7. NVQ level and occupation seeking to appear for assessment:
- NVQ level : ☐ Occupation:

For NVQ level 4 occupations where Knowledge Assessment (KA) applies, the candidate must have been passed such KA before submission of the application.

8. Whether you have any disability: Yes ☐ No ☐
9. If "yes", type of disability: Hearing ☐ Vision ☐ Mobility ☐ Cognitive ☐
Self-care ☐ Communication and other ☐

I enclose herewith the evidence related to my occupational experience and I certify that all the information included here and the evidences submitted herewith are true and authentic.

Date:

Applicant signature:.....