

Covid Relief Package for the Vocational Training System

Considering the prevailing Covid situation in the country, TVEC introduced a **Covid Relief Package** to conduct activities in the training institutes continuously and carry out regular supply of competent persons to the job market during the pandemic situation providing some concessions with regard to the under mentioned key activities

1. Training delivery
2. On the Job Training
3. Assessment
4. Certification

The package is effective for the period of Covid situation in the country and the training providers are requested to adhere strictly with the following guidelines wherever it is applicable.

1. Training Delivery

The training institutes can complete theory part of the course through online and related practical part can demonstrate through online as relevant and applicable

The training institutes can conduct relevant practical part as small groups with effective training schedule after opening the country in new-normal situation. Institute should be consulted Registration, Accreditation and QMS division, TVEC for preparing training schedule.

2. On the Job Training

NVQ Level 04, 05 and 06

It is required to complete at least 03 months OJT period for the trainees to undergo NVQ Assessments or viva-voce where the duration of working at an organization or other ways in weekdays or weekends continuously or part time. Institute should consult-Registration, Accreditation and QMS division, TVEC to decide duration and the way of implementing.

3. Assessment

NVQ Level 03 and 04

- The trainees are required to complete entire theoretical components and at least 60% of the practical components of a particular course concerned in order to become eligible for NVQ assessments. Institute need to consult Registration, Accreditation and QMS division.
- TVEC conducts the knowledge assessments for 13 selected occupations prior to the final assessments and the trainees who are undergoing training on those occupations should be qualified in the knowledge assessments in order to become eligible for the final assessments.
- It is required to complete at least 03 months OJT period for the trainees to undergo NVQ Assessments where the duration of working at an organization or other ways in weekdays or weekends continuously or part time.
- The pre-assessment can be conducted through online or in-person and the relevant instructor from the training center should produce the required in-class evidences during the course of pre-assessment to the NVQ assessor.
- Further, once the pre-assessment is completed, training center is required to send an image of completed PA-01 form to TVEC (chathuri@tvec.gov.lk) for the monitoring purpose.
- The final assessment is required to be conducted in-person only.

NVQ Level 05 and 06

Semester End Examinations (organized and conducted by TVEC at present)

- TVEC will call the applications for the semester end examinations in due course.
- The training centers are required to apply through online portal as usual.
- TVEC will finalize and circulate the exam timetables to the training centers.
- The question papers will be prepared by TVEC and send through email to the training centers with strict confidentiality.
- The training centers will be allowed to conduct semester-end examinations for their students and they can appoint staff members for the exam duties without having any relationship with the students.
- The list of staff members who will be assigned for the exam duties should be sent to TVEC in advance.

- Training centers should complete the first marking using external markers; however, they are required to send the details of first markers to TVEC in advance.
- The answer scripts should be submitted to TVEC for second marking.

** Note: The TVEC organize and conduct all the activities related to semester end examinations for the private training providers.*

Viva-voce

- The viva-voce can be conducted through online or in-person for the trainees who have qualified in all modules pertinent to the semester I and II and required OJT period.
- In case of conducting online viva-voce, the relevant links should be forwarded by the training institute to TVEC (chathuri@tvec.gov.lk) well in advance for monitoring purpose.

4. Certification

NVQ Level 03, 04, 05 and 06

Training centers are granted permission to issue their own certificates to the trainees who have completed theory component or/and institutional training if required.

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