



## TERTIARY AND VOCATIONAL EDUCATION COMMISSION

NVQ Circular: 05/2022

### Guidelines on Arranging On-the-job Training (OJT)

On-the-job training (OJT) is considered to be an integral part of Technical and Vocational Education and Training (TVET) system of Sri Lanka. The purpose of making OJT a part of TVET is to support students to acquire job-related experiences at the workplaces before start of their careers in respective occupations. With satisfactory completion of OJT, they are fit to be employed in the industry with successful certification.

As per quality assurance parameters of TVET delivery, registered training institutes which conduct accredited courses are hereby instructed to arrange OJT as specified below.

NVQ level	Type	OJT Requirement
Level 1 - 3	Light Engineering	Optional but highly recommended.
Level 4	or other vocational areas	6 months, at the completion or middle of institutional training.
Level 4	Technical or/and vocational	6 months, at the completion or middle of institutional training or as specified otherwise in relevant NCS.
Level 5	All courses	6 months at the completion of institutional training
Level 5 - 6	Engineering	Option 1: 1 year at the completion of institutional training of level 6. Option 2: 1 year period can be divided and arranged 6 months OJT at the completion of level 5 and remaining 6 months can be provided at completion of level 6.
	Non-engineering	6 months at the completion of institutional training of level 5 or 6. Those who exit the course at level 5 shall undergo OJT for 6 months. Those who directly enroll for level 6 after level 5 qualifications are exempted from OJT requirement. However, additional 3 months or 6 months OJT can be provided at the completion of level 6 as decided by the training institute.
Level 1 - 6	Part-time or Flexible Learning Mode (FLM) courses	Those who already employed in the industry in same occupation/sector, are exempted from OJT requirement. Any candidate undertaking part-time courses while being unemployed or employed in different field/sector, such candidates will have to undergo OJT as specified above.

Students need to maintain daily records of OJT using "Students' Progress Record Books" certified by authorized industry supervisors and employers. Final NVQ assessment shall be scheduled upon completion of OJT as specified above. During final assessments, Assessors need to check the progress record books and ensure that the students have fulfilled OJT requirements as specified

above. Assessors shall not conduct assessment for those students who do not fulfill OJT requirement as specified above table.

In order to accommodate negative impact of Covid-19 during 2020/21 period where industry was not functioning, those students who registered for NVQ Level 1 - 6 courses in 2018, 2019 and 2020 require to undergo OJT at least 50% of required time duration as specified in above table. Those students enrolled in NVQ 1 – 6 courses from 2021 onwards shall fulfill OJT requirements as specified in above table.

This circular is effective from 1<sup>st</sup> November 2022.



**Dr. K. A. Lalithadheera**  
Director General