

Guidelines for delivering training and conducting assessments on the basic units/ modules

There are a number of basic units/ modules included in the National Competency Standards (NCS) and curricula of each occupation with the intention of making the trainees further competent enough to meet the industrial requirements.

e.g.

1. Practice workplace communication and interpersonal relations
2. Apply occupational literacy and numeracy
3. Work in teams

The owners of the training institutions should make sure that the training delivery for the basic units should be made in accordance with the relevant curriculum and make the trainees aware on the process of gathering evidences on day to day activities.

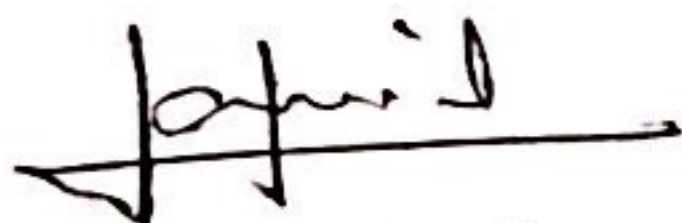
The assessments for these units shall be made based on the evidences that are gathered during the course of the training programme and therefore, the training institutions are required to collect the evidences on the basic units relevant to the course and submit to Assessors during the assessment.

Examples for the evidences that can be collected during the CBT/ EBT/ FLM training programme

1. Photographs/ videos of roll play/ drama sessions
2. List of tools, equipment and resources used by the trainees during day to day work
3. Letter for office bears
4. Collection of manuals/ manufacture guidelines related to the specific trade by the trainee
5. Photographs/ videos/ any other information on educational tours organized for the trainees

Examples for the evidences that can be collected for the RPL assessments

1. Photographs/ videos on customer communications and team building.
2. Letter from industry heads or managers confirming the participation and involvement on unions/ welfare societies
3. Photographs/ videos of technicians involving working with other technicians/ teams and coordination.
4. Description of industry activities



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