



Tertiary & Vocational Education Commission

NVQ Circular: 02/2023

Guidelines to provide Quality-Assured Career Guidance Services

Ministry of Education, Department of Manpower and Employment, institutes under the line Ministry, INGOs, NGOs and a few other organizations are providing Career Guidance Services by targeting School Students, youths and other general public. As per the policy directives given by “National policy on Technical & Vocational Education 2018” on career guidance, Career Guidance Steering Committee was established with the leadership of TVEC, and Commission approval obtained to standardization of Career Guidance Service to provide quality assured service for the service seekers.

Commission approval was obtained to

- Initial Registration of Career Guidance Officers who provide the service at present.
- Develop National Competency Standards & Curriculum- NVQ Level 4 title as “Career Guidance Practitioner”
- Develop National Competency Standards & Curriculum- NVQ Level 5 title as “Career Guidance and Development”
- Develop a Code of Ethics for Career Guidance Practitioner.
- Register Career Guidance Centers
- Issue Identity Cards for Career Guidance Practitioner.

As per Quality assured parameters of Career Guidance Service delivery, Career Guidance Service providing institutes are hereby instructed to provide Career Guidance Service as specified below

| No | Type | Requirements |
|----|------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 01 | Qualification to provide Career Guidance Service | 1.1.TVEC initial registration as Career Guidance Officer 1.2.Obtain NVQ Level 4 Qualification “Career Guidance Practitioner” |
| 02 | Qualification of Career Guidance Centre Manages or Equivalent Supervisory level | 2.1. NVQ Level 5 Qualification “Career Guidance and Development” |
| 03 | Career Guidance Centre Registration (Renewal Basis) as per registration Guidelines approved by the Board of Governors. | 3.1. Career guidance positioning (Center location, coverage & alternatives) 3.2. Career Guidance service providing officer’s qualification <ul style="list-style-type: none">• TVEC initial registration as Career Guidance Officerand• NVQ Level 4 Qualification “Career Guidance Practitioner” 3.3. Infrastructure, common amenities and equipment facilities |

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|----|-----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | 3.4. Career Guidance Service related record maintenance, information & material availability |
| 04 | Issue Identity Cards for Career Guidance Practitioners as approved by the Board of Governors. | 4.1. TVEC initial registration – Career Guidance Officers 4.2. NVQ Level 4 Qualification as “Career Guidance Practitioner” 4.3 Agree to obey the “Code of Ethics for Career Guidance Practitioner” 4.4 Identity Card fee Rs. 2000.00 to be paid with the application. |

This circular is effective from the 1st of March 2023.



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Director General