

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

The sections of NVQ circular No. 02/2021 - **Procedure and Conditions for awarding NVQs through RPL mode (Implementing e-RPL System)** mentioned below are amended by this NVQ circular with effect from 28<sup>th</sup> June 2023, as approved by the Commission.

**1.0 Section 3.1.1, 3.1.2 and 3.1.4 of NVQ circular No. 02/2021**

In addition to the eligibility criteria specified in above sections, the candidates are required to fulfill the below requirements, as applicable.

- 1.1 In addition to the occupations where Knowledge Assessment is conducted by TVEC, the candidates seeking NVQ level 4 in Caregiver occupation require to pass in Knowledge Assessment before the final assessment.
- 1.2 In case, the name of the occupation applied by the applicant is not directly related with his or her job title, the applicant shall submit the certified copy of the list of duties along with the service letter.
- 1.3 The migrant workers shall submit the original service certificates signed by the overseas employers.
- 1.4 Those candidates who work in formal sector intending to obtain NVQs through RPL mode shall submit an Evidence Portfolio prepared based on Units of Competencies specified in the qualification package of the relevant National Competency Standard. Evidence portfolio shall display the work engagement in the time period required for level 3 or 4 specified in NVQ Circular 02/2021, in terms of photos, testimonials, appreciation letters etc. It shall be duly certified by the head of the firm or an officer nominated by him or her and needs to be submitted to the Assessors at the pre-assessment.

Other eligibility requirements of section 3.1.1 and 3.1.2 of NVQ Circular 02/2021 remain unchanged.

**2.0 Section No. 3.1.3 of NVQ circular No. 02/2021 is amended by inserting following section**

All candidates need to currently engaged/ employed in the occupation in which he/ she seek NVQs through RPL. Assessors assess candidates' current competencies where they check and verify evidences thereof during the assessment. However, due to the disturbances caused by Covid-19 and economic recession in the World, those migrant workers who had not engaged in his/her occupation in immediate last 03 years (from the date of application) can submit applications to obtain NVQs through RPL.

### **3.0 Section No. 4.1 of NVQ circular No. 02/2021**

3.1 The assessment bodies need to organize pre-preparatory or gap filling programs for the candidates, if a competency gap is identified during the pre-assessment. The candidates who attended such program need to submit gap filling course completion certificate to the Assessors at the final assessment.

3.2 Those candidates who are found not able to meet competency requirements of a qualification package of a particular national competency standard, shall be asked to visit a training centre and obtain national record of achievement for the units of competencies in which he/she is found competent, through Flexible Learning Mode of the NVQ system.

Other requirements of section 4.1 of NVQ Circular 02/2021 remain unchanged.

### **4.0 RPL Assessment fee Structure**

#### **4.1 Categories of processing**

The candidates can submit their applications under following categories.

- Normal processing
- Urgent processing

The fees charged for RPL assessments in above two categories are vary and is amended as shown in Annexure 1 of this Circular.

#### **4.2 Service level and conditions**

Following conditions are applied for charging of above fees specified in Annexure 1;

- In the normal processing, the assessments shall be carried out for a group of five (05) applicants and the above payment shall be charged equally from each candidate.
- In the urgent processing, the assessments shall be carried out based on the request made by of a group of less than five (05) applicants. The assessment shall be conducted within 14 working days and the above payment shall be charged equally from each candidate.
- The materials those are required to conduct the assessment should be supplied by the candidate/s.
- In case, the materials that are required to conduct the assessment are supplied by the assessment body, additional fee of 15% is allowed to charge from the candidate as given in the Annexure 1.



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

Annexure 1: RPL assessment fee structure

No	Category	Payment to TVEC & Implementing Agency without Material Cost & Assessment Centre Fee (it has been included the following payments)							Payment charged per candidate (Round off Figure)	Additional Margin is 15% allowed only to charge for the purchase of material, if necessary	Maximum Payment can be charged per Candidate	Remarks	
		Registration Fee	Knowledge Assessment	Assessor Payment Pre-assessment (Including Travelling)	Assessor Payment Final assessment (Including Travelling)	Coordinating & Supervising Fee	Certificate & Monitoring Fee	Assessment Centre Fee					
1	Normal	1,500.00 X 5 = 7,500.00	500.00 X 5 = 2,500.00	4,000.00 + 2,000.00 = 6,000.00	20,000.00 + 8,000.00 = 28,000.00	(1,000.00 + 1,000.00) X 2 = 4,000.00	2,500.00	5,000.00 + 5,000.00 = 10,000.00	60,500/5 = 12,100.00	12,000.00	1,800.00	13,800.00	The calculation has been made for a two day assessment
2	Urgent	1,500.00	500.00	4,000.00 + 2,000.00 = 6,000.00	10,000.00 + 8,000.00 = 18,000.00	(2,000.00 + 1,000.00) X 1 = 3,000.00	500.00	5,000.00	34,500.00	35,000.00	5,250.00	40,250.00	The calculation has been made for a one day assessment