



## **Tertiary & Vocational Education Commission**

### **TVE Circular: 11/2023**

**Guidelines to conduct Skills Verification Programme (SVP) as per the signed Agreement between Takamol, Government Owned Company in Kingdom of Saudi Arabia and Tertiary and Vocational Education Commission (TVEC) of Sri Lanka**

#### **Background-**

Tertiary and Vocational Education Commission (TVEC), as the apex body for Technical Vocational Education and Training in the country has introduced National Vocational Qualification (NVQ) Framework in 2005 and up to now more than six hundred thousand of quality assured NVQ certificates were issued and these can be verified online with National identity card number through [www.tvec.gov.lk](http://www.tvec.gov.lk) web site.

TVEC has engaged with Qualification verification initiatives with foreign countries to make avenue for employment those who have National Vocational Qualification certificates. As a milestone of this initiative and with the support of all respective Ministries and institutions, Cabinet approval was obtained, signed the agreement on skills verification program with “Takamol Pvt Ltd” in Kingdom of Saudi Arabia which is a Saudi Government owned company to give recognition for skilled persons with NVQ Certificates.

The agreement was signed on 21.03.2023 and soft launch of the process commenced on 14.06.2023 with the participation of officials from Kingdom of Saudi Arabia.

#### **The List of Occupations**

**Occupations** - Plumber, Electrician, Ref and Air Conditioning Mechanic, Automotive Electrician, Automotive Mechanic, Welding, Machinist, Shuttering Carpenter, Painter, Plasterer, Tiller, Blacksmith – Constructions, Automotive Primary Service, Builder, Carpenter, Car Body Repair, Communication, Mining Technician, Mining Digger Operator, Metal Forming Technician, Metal Processing, Engine Mechanics, Stone Crushers, Mining Digger Operator, Metal Forming Technician, Metal Processing, Engine Mechanics, and Stone Crushers.

Initially, as a pilot programme skills verification programme commenced for Six Occupations and agreed to add more Occupations as per the signed agreement based on the demand for those occupations.

#### **Piloting Six Occupations,**

- Plumber
- Electrician
- Ref and Air Conditioning Mechanic
- Automobile Electrician
- Automobile Technician
- Welder Technician

## Procedures for Skills Verification Programme

### Responsibility – TVEC

#### Process

- Issuing guidelines
- Appoint Test Centers
- Appoint Test Center Manager
- Appoint Assessors to conduct the assessment
- Share Test Pack provided by Qualification Verification Authority of KSA to Test Center Managers
- Overall supervision of the Assessment centers process
- Make Aware the Public on Skills Verification Procedures
- Provide guidance to complete RPL Mode certifications for those who do not have NVQ Certificates
- Handling grievances and complains of Customer

### Responsibility – Test Center Manager and Assessors

#### Process

- Publish Test Schedule
- Verify the Candidate Eligibility
- Charge the cost of Tests as approved by TVEC
- Conduct the Test as per the given instructions
- Complete the process as given instructions by Qualification Verification Authority and TVEC
- If the Candidate presence without NVQ Qualification guide the Candidate, provide RPL application and coordinate with respective RPL authority and inform TVEC with details
- Report the progress and coordination with TVEC as required
- Customer handling and support as necessary

Following Test centers was selected to conduct Skills Verification Test for those who have National Vocational Qualification, NVQ Level 3 or 4..

Institutes	Selected Courses	Contact Details
K- Tech Sri Lanka Korea National Vocational Training Institutes, Base line Road, Orugodawatta, Wallam pitiya, Sri Lanka	1. Welder 2. Electrician 3. Ref and AC (HVAC) 4. Automobile Technician	Center Manager/ Assistant Center Manager Contact +94112072866 Email - koreantech@vtasl.gov.lk Location - <a href="https://maps.app.goo.gl/WWuZoho&lt;br/&gt;wCfDFcTyQ6">https://maps.app.goo.gl/WWuZoho wCfDFcTyQ6</a>
Ceylon German Technical Training Institute, No.582, Galle Road, Mount Lavinia, Sri Lanka	1. Automobile Technician 2. Auto Mobile Electrician 3. Welder 4. Ref and AC (HVAC) 5. Electrician	Center Manager/ Assistant Center Manager Contact +94112605525 Email - cgtti@sltnet.lk , Location - <a href="https://goo.gl/maps/p1FSHA4sYp4&lt;br/&gt;czp9R7">https://goo.gl/maps/p1FSHA4sYp4 czp9R7</a>



Industrial Engineering Training institute, , 581, Galle Road, Katubedda, Moratuwa, Sri Lanka	1. Plumber	Director/ Principal /Center Manager Contact.- +94112647393 Email - atimoratuwa@yahoo.com , <a href="mailto:nvqieti@gmail.com">nvqieti@gmail.com</a> Location <a href="https://goo.gl/maps/LPWGEquUjNR9KaPd8">https://goo.gl/maps/LPWGEquUjNR9KaPd8</a>
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The number of courses and test centers will be increased by respective authorities with the demand and number of skills workers who has NVQ certificates and willing to go Kingdom of Saudi Arabia for employment.

### **Eligibility for Skills Verification**

- National Vocational Qualification (NVQ) Level 3 or Level 4 Certificate in respective Occupation area

### **Skills Verification Assessment Procedure**

The approved Test Centers schedule test sessions by logging to online portal maintained by Qualification Verification Authority in Kingdom of Saudi Arabia as per the Centre Manual provided by the authority.

Link - Visit <https://svp-international.pacc.sa/home>

### **Attachment 1 – Test Center User Guide**

### **Procedure and responsibility of Test Centers**

- Appointed Test Center Manager is responsible for Skills Verification Programme
- Schedule and publish the Test Schedule as per the instructions given by the Center
- Guide and conduct the sessions as per the schedule based on the Test Pack provided by the Skills Verification Authority in KSA.
- Verify the suitability of the Candidate to conduct the Test
- Upload individual Candidate details in to the online portal as required
- Charge Test conducting payment as approved by TVEC and maintains records as necessary.

### **Attachment 2 – Approved Test Cost for Skills verification**

- Conduct the assessment by qualified assessor, nominated by Test Center Manager with TVEC approval
- Complete the Test and upload the results of the Candidate in to the online portal
- Support and Provide evidence of test as necessary
- If a Candidate applied for the test without NVQ Qualification and if he or she full fill requirement for Recognition of Prior Learning assessment, guide him to select respective institute, provide RPL application and guide and coordinate him/ her to obtain NVQ certificate within very short period and make necessary arrangement

*10/1*

him/her to face Skills Verification Test. If RPL Test conducts in the same center complete the Skills Verification Test simultaneously.

### **Procedure and responsibility of Individual Candidate**

- Verify NVQ Certificate on the requested occupation and its updated version (Qualification Code)
- Log into the online portal by using following link and complete the application as per the given instruction by Candidate User Guide.
  - Link - <https://svp-international.pacc.sa/home>
  - Attachment 3 – individual Candidate User Guide
- Book an assessment session by looking at the test schedule published by the Test Centers with their willingness and availability
- Make approved registration fee US Dollar 50 as online payment and obtain booking ticket for Skills Verification Test as per the agreement.(Free of charge during the initial Period)
- Report to the Test Center as per the Test Booking before one hour to commence the test
- Verify NVQ Qualification as instructions given to Test Centers by TVEC
- Make Skill Verification Test material and overhead payments for the test as per the approved test amount by TVEC (Refer Attachment 2)
- Complete the test as instructions provided by the nominated Test Center Manager or Assessor
- Collect evident of completion of the Test
- The Test results Certificate can be downloaded and automatically appear in Kingdom of Saudi Arabia Sri Lankan Embassy to issue Visa for qualified applicants.

### **Help Desk**

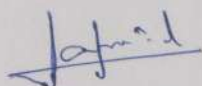
#### **Contact**

Director ( Industry Liaisons Division) TVEC  
Contact Numbers – 0117608040 / 0117608034

### **TVEC overall Responsibility**

Quality assurance of Skills Verification Certifications process and Certificate  
(Coordination/Collaboration / Monitoring)

This circular is effective from the 1<sup>st</sup> of November 2023.



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












# Test Center user guide



## المحتوى

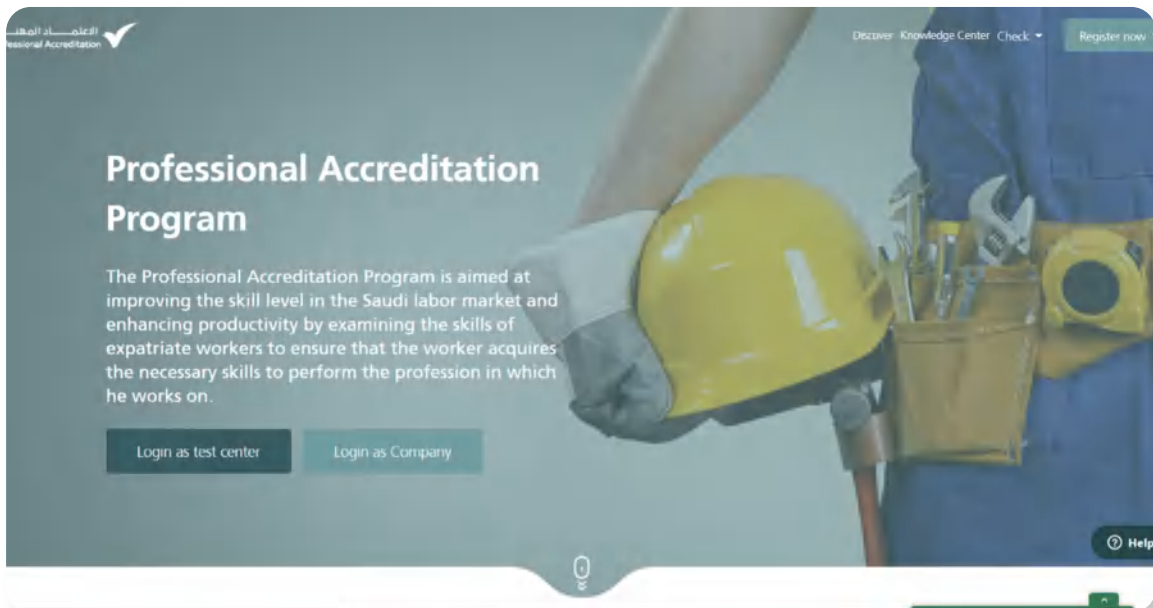
	Service: Register in the Professional Accreditation Portal as a test center .....	3
	Service: Login as test center .....	9
	Service: Add a Exam session .....	11
	Service: Cancel Exam session .....	14
	Service: the details of the sessions .....	16
	Service: start the test .....	18
	Service: Edit test center data .....	20





## Service

Register in the Professional Accreditation Portal as a test center



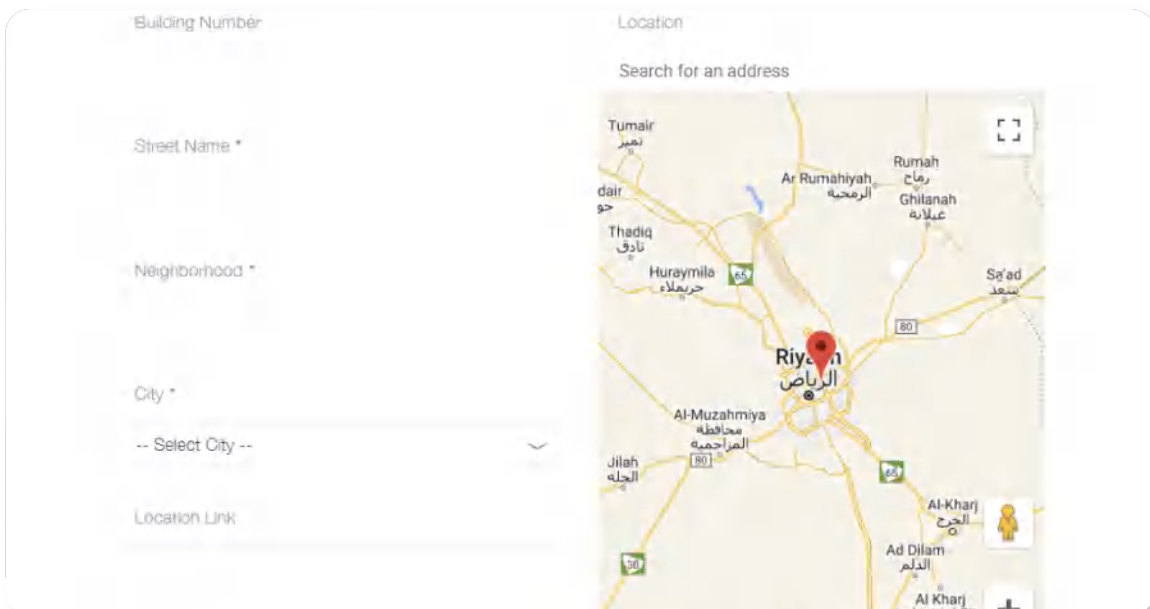
## User

The user chooses to **register** as a **test center**



## System

The system displays the home page of the professional accreditation portal



## User

The user adds the **address** of the test center



## System

The system displays the test center registration page





**DOCUMENTS**

Commercial Record / License \*

Choose File

Allowed file types: JPG, PNG, PDF

Bank account \*

Choose File

Allowed file types: JPG, PNG, PDF

Organizational structure \*

Choose File

Allowed file types: JPG, PNG, PDF

Do you have Zakat Certificate? \*

☐ Yes ☐ No

Do you have GOSI certificate? \*

☐ Yes ☐ No



**User**

The user answers questions about availability of the documents



**System**

The system displays the test center registration page

**CATEGORIES**

Select Category \*

☐ Shuttering Carpenter

☐ Plumbing

☐ Painting

☐ Welding

☐ Automotive Electrician

☐ Automotive Mechanics

☐ Heating Ventilation and Air



**User**

The user adds the categories to be tested in the test center



**System**

The system displays the test center registration page



TT

Terms and Conditions

1. Under the scope of the Skills Verification Program, some occupations that will be advertised through official channels of communication with the Ministry of Labor and Social Development, and the portal of the program
2. The employer must register the test takers to attend for the Skills Verification test through the online portal and pay all outstanding fees prior to the exam date
3. The Skills Verification exam is containing two types of exams theoretical and practical.
4. The theoretical part of the exam's duration is 30 minutes, the test taker can leave upon completion
5. The practical part of the exam's duration is 30 minutes, the test taker can leave upon completion
6. The passing grade for the Skill Verification exam is 67% (The program reserves the right to modify this percentage and to be published in the

☐ I agree on terms and conditions \*

☐ I'm not a robot

reCAPTCHA  
Privacy - Terms



## User

The user agrees to the terms and conditions  
The user clicks on **"Register"**



## System

The system displays the test center registration page



## User

The user clicks on **"Register"**  
The user clicks on **"Activate Account"**



## System

The system displays the test center registration page



المهنة المهنية  
Professional Accreditation

We thank you for your registration in PACC as a test center. You will be contacted by the program team to complete the registration procedures.

With our best wishes for success,,



Activate Account



### User

The user clicks on "**Register**"

The user clicks on "**Activate Account**"



### System

The system confirms the registration process

The system sends an email

المهنة المهنية  
Professional Accreditation

### Set Password

New password

Confirm new password

Set Password

To sign in [Sign In](#)

تكامل  
Takamol



### User

The user clicks on "**Register**"

The user Enters new password and confirms the new password

The user clicks on "**Set Password**"



### System

The system displays the "**Set password**" page





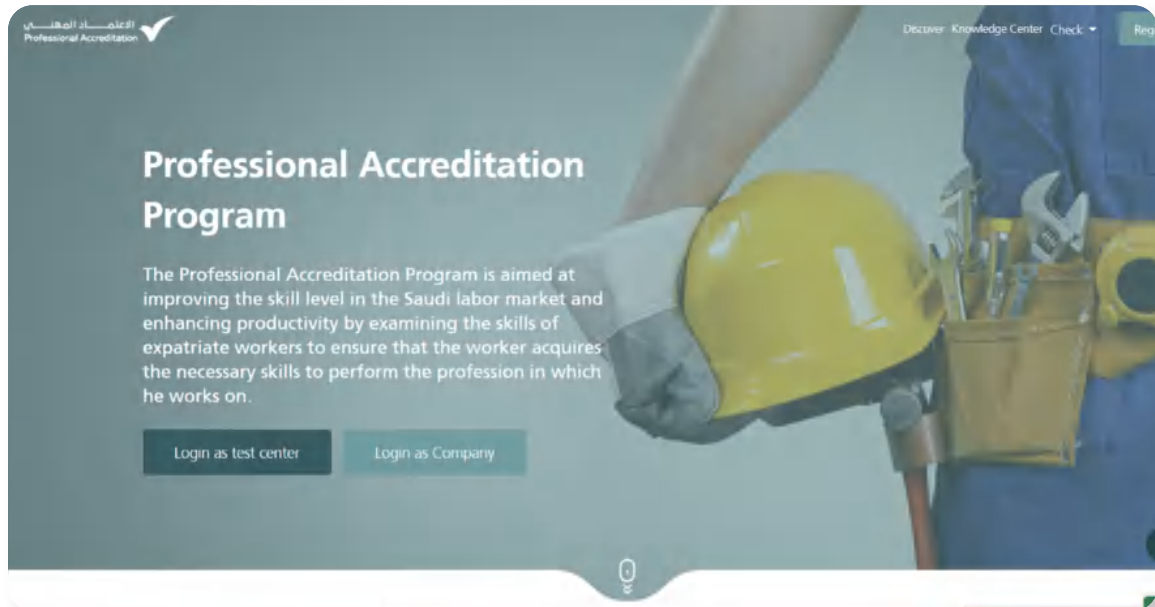
## System

The system displays the home page of the professional accreditation portal with the status of the center



## Service

Login as test center



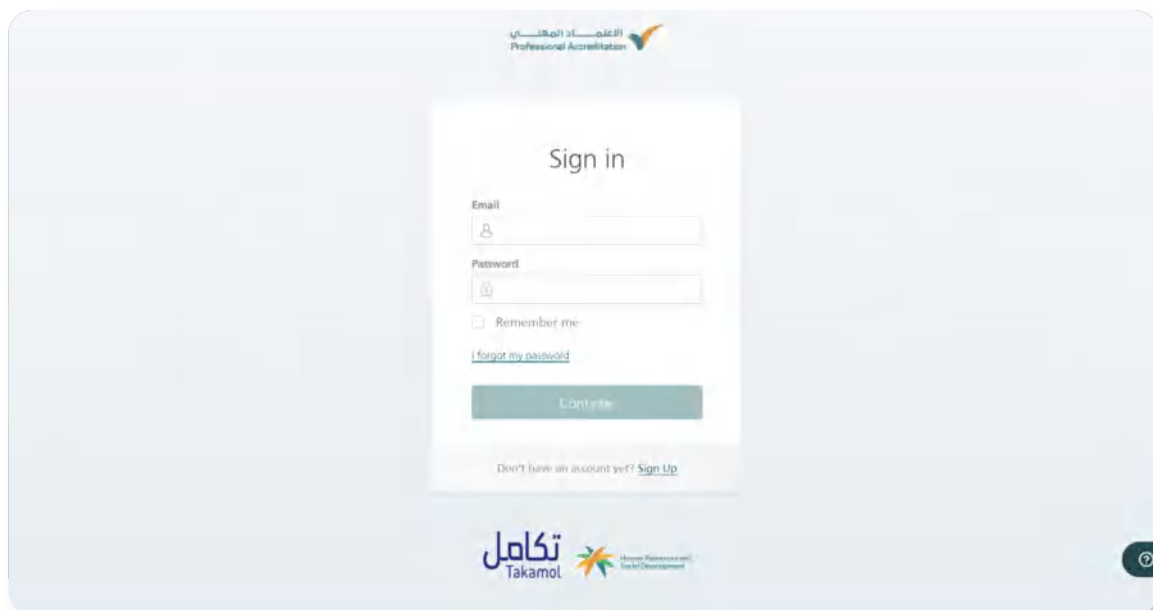
## User

The user chooses to **Login as test center**



## System

The system displays the home page of the professional accreditation portal



## User

The user enters the **Email** and the **password**  
The user clicks "**Continue**"



## System

The system displays the Login page

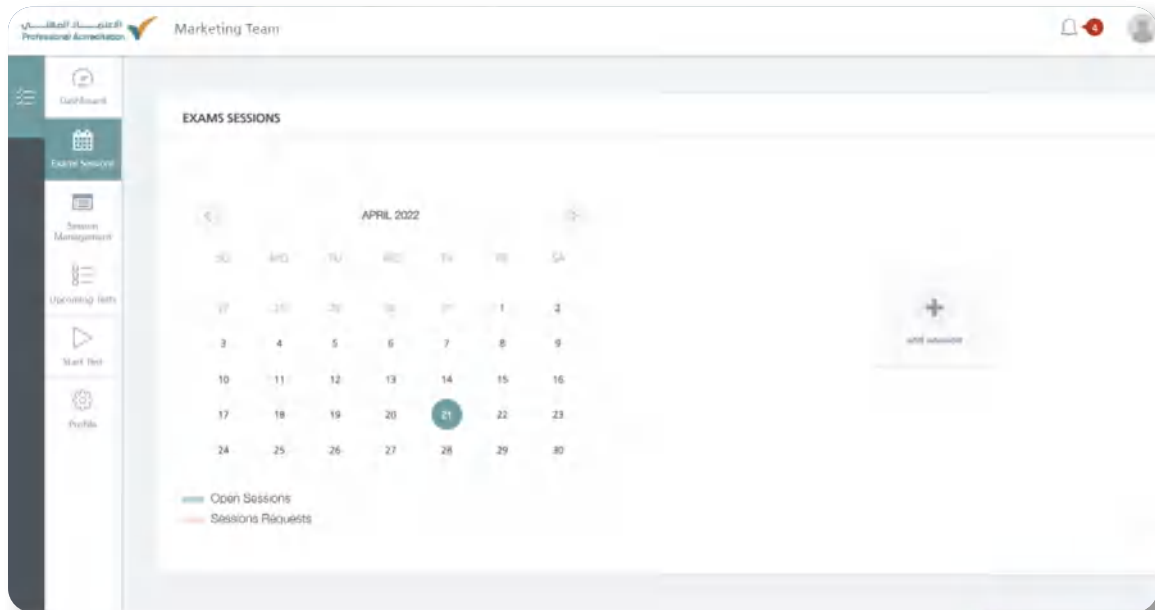
The system displays the home page of the professional accreditation portal for test center





## Service

Add a Exam session



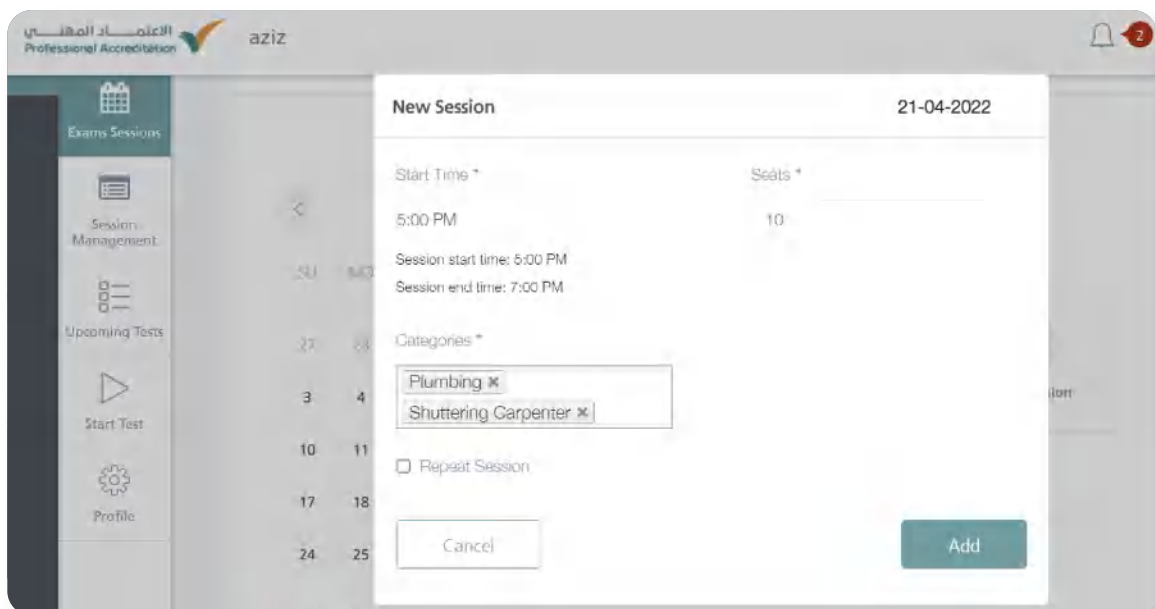
User

The user Enters to the "Exam Sessions" page



System

The system displays the Exam session page



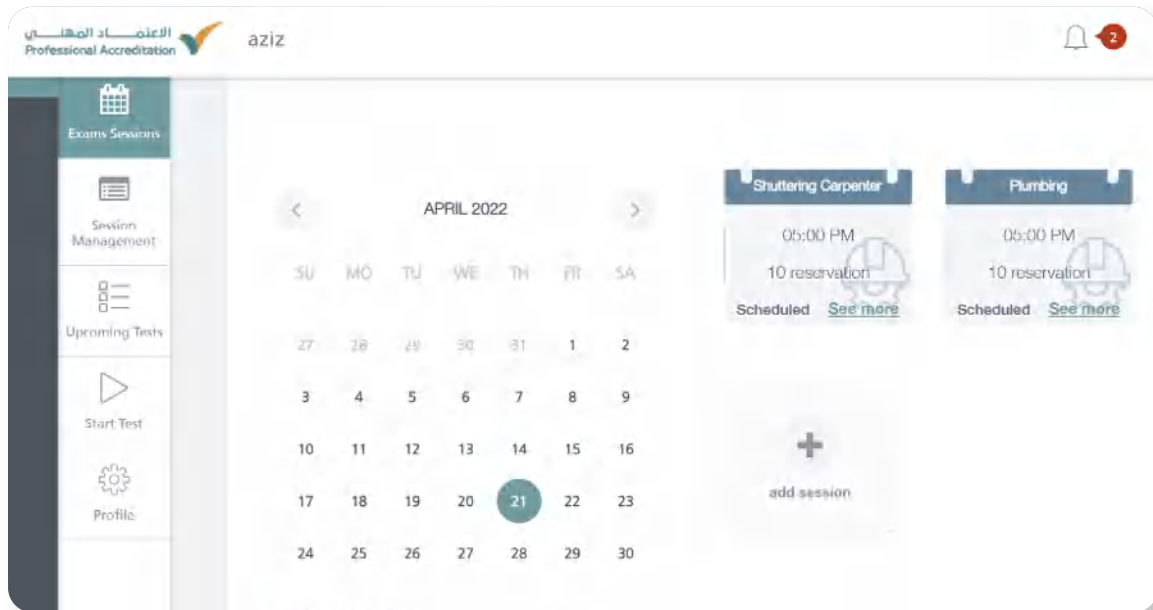
User

The user clicks "Add session"  
The user chooses (session time, session capacity, categories to be tested in the session repeat session yes -no)  
The user clicks "Add"



System

The system displays the Exam session page



## System

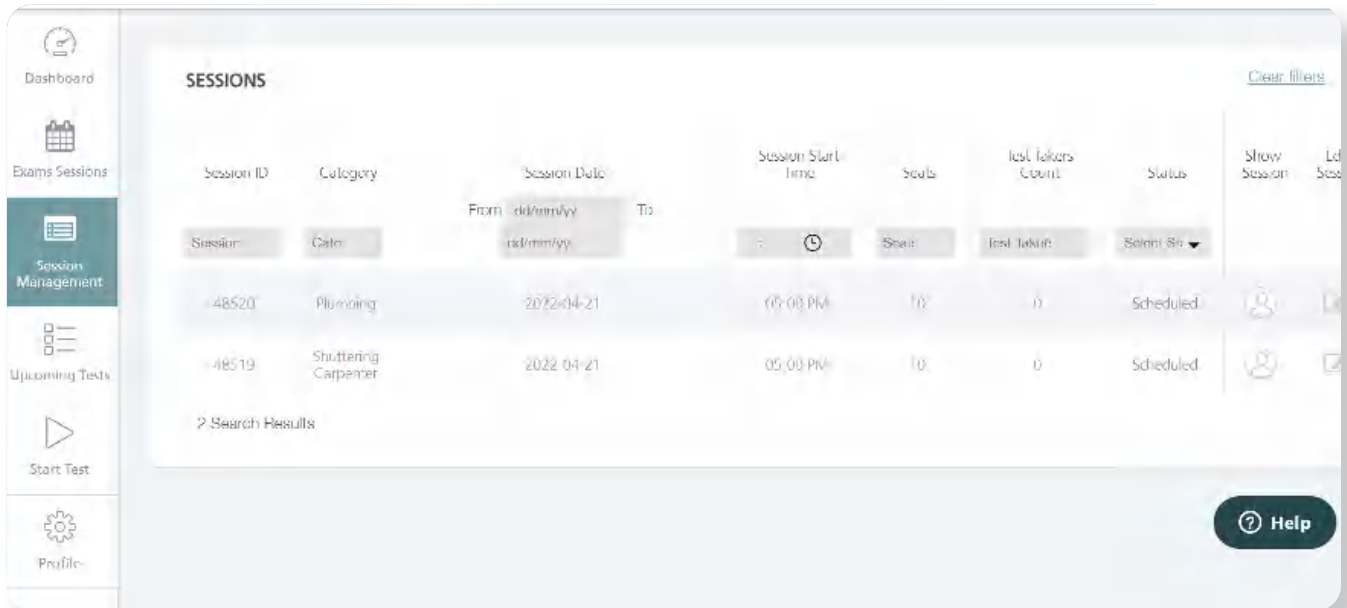
The system adds the Exam session





## Service

Cancel Exam session



## User

The user Enters the **Session Management** page  
Choose the session to be cancelled and press  
**the cancellation mark**

## System

The system displays the **Session Management** page



## Service

the details of the sessions





**Exam Sessions**

**نجار ميانې**  
Scheduled

**Code**: نجار ميانې  
**Session Date**: 2022-04-21  
**Duration**: 05:00 PM - 07:00 PM  
**Seats**: 10  
**Number of Reservations**: 0  
[Repeat Session](#)

[Edit](#)

**TEST TAKERS** [Close filters](#)

Worker name	Identity Number	Verification Code	Occupation	Status	Exam Result	Number of attempts
Worker name	Identity Num	Verification C	Occupation	Select Status	Select Exam R	Number of a

[Help](#)

## User

The user Enters the **Exam Session** page  
Choose the session to be reviewed  
by clicking "see more"

## System

The system displays the **Exam session** page  
the system displays the selected  
**Exam session** details



**Service**  
start the test



The screenshot displays a multi-step registration process for the Professional Accreditation system. At the top, the system's name is written in Arabic and English, accompanied by a logo. Below this, a horizontal progress bar shows five steps: 1. Reservation Info, 2. Test Times info, 3. Exam Type, 4. Terms and conditions, and 5. Test. The first step, 'Reservation Info', is currently active and highlighted. It contains two input fields: 'Enter Identity Number \*' and 'Enter Reservation Number \*'. A 'Next' button is located at the bottom right of the form, and a 'Help' button with a question mark icon is positioned below it.

## User

The user clicks **"Start Test"**  
The user continues filling the info  
until the Exam

**#The test taker to start their test must be  
registered at the same center today**

## System

The system displays the test  
center registration page



## Service

Edit test center data



**User**

The user clicks "**Profile**"



**System**

The system displays the test center information page



**User**

The user enters to "**profile**"

The user clicks "**Add Assessors**"

The user fills the name and Email

The user chooses the Exam type and practical Exam categories

Agree on the terms and conditions

The user clicks "**Send Request**"



**System**

he system displays pop up for the new Assessors





**ADD BRANCH**

English Name \*

Arabic Name \*

Official Contact Number \*

Bank Account holders name \*

Account number IBAN \*

Bank \*

Select Bank

Select Category

- Shuttering Carpenter
- Automotive Electrician
- Electrician
- Plumbing
- Automotive Mechanics
- Painting
- Heating Ventilation and Air Conditioning
- Welding
- Car body Repair

Building Number

Location

[Help](#)

## User

The user enters to **“profile”**  
The user clicks **“Add branch”**  
The user fills out branch data  
The user clicks to **“save branch”**

## System

The system displays the profile page

# Thank you



Human Resources and  
Social Development

الاعتماد المهني  
Professional Accreditation



සමුද්‍රී අරාබියානු රැකියා සඳහා නිපුණතාවය කහවුරු කිරීමේ වැඩසටහන

Cost Estimation per Tasks

Course	Tasks	Material Cost	Assessor Fee	Knowledge Assessment Fee	Administration Fee	Coordination Fee	Stationary Cost	Maintenance Cost	Sub Total	Overheads (20%)	Total	Round Off (Rs)
Welding	1	9,500	2,000	500	300	500	100	500	13,400	2,680	16,080	16,000
Electrician	1	5,000	2,000	500	300	500	100	500	8,900	1,780	10,680	11,000
Ref & AC	1	5,000	2,000	500	300	500	100	500	8,900	1,780	10,680	11,000
Automobile	1	2,000	2,000	500	300	500	100	500	5,900	1,180	7,080	7,000
Auto Elec	1	2,000	2,000	500	300	500	100	500	5,900	1,180	7,080	7,000
Plumbing	1	4,000	2,000	500	300	500	100	500	7,900	1,580	9,480	9,500



# **SVP International**

## Individual user guide



## المحتوى

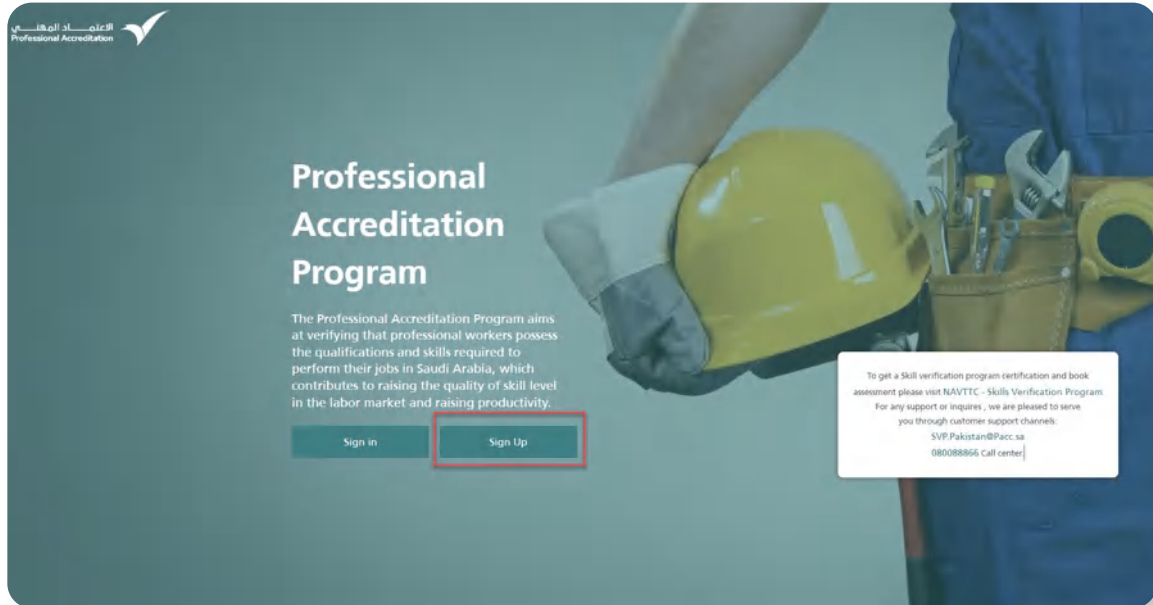
	Sign up .....	3
	Register into SVP.....	5
	Email.....	8
	Sign In.....	10
	Register into SVP.....	12
	Google Authenticator.....	14
	Booking an appointment.....	16
	Booked appointment .....	22
	Logout .....	25







**Sign up**



- 1 Visit <https://svp-international.pacc.sa/home>
- 2 Click on Sign Up



**Register into SVP**



← Back

الاعتماد المهني  
Professional Accreditation

### Register into SVP

First name\*

Enter your first name

Last name\*

Enter your last name

National ID\*

Enter your national ID

Passport number\*

Enter your passport number

Country of residence\*

Choose country

Nationality\*

Choose nationality

Phone number\*

+ - 000 000 0000

Email\*

Enter your email

New password\*

Enter new password

Confirm new password\*

Confirm new password

☐ I acknowledge that all the data entered are correct and under my responsibility

Done Cancel

### 3 Fill out the registration form

- First name
- Last name
- National ID
- Passport number
- Country of residence
- Nationality
- Phone number
- Email
- Password
- Confirm the password



← Back

الاعتماد المهني  
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### Register into SVP

First name\* ①  
Ahmad

Last name\* ①  
Khan

National ID\* ①  
01234567

Passport number\* ①  
AB1234567

Country of residence\* ①  
Pakistan

Nationality\* ①  
Pakistan

Phone number\* ①  
+92 0123456789

Email\* ①  
jabehi4294@jernang.com

New password\* ①  
\*\*\*\*\*

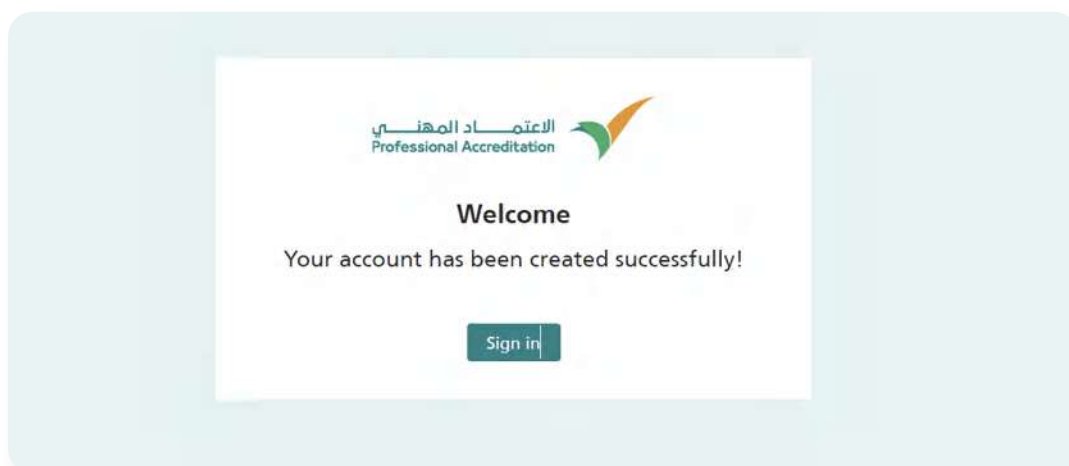
Confirm new password\* ①  
\*\*\*\*\*

☒ I acknowledge that all the data entered are correct and under my responsibility

Done Cancel

**4** Click on Agree to acknowledge that all the data are correct. Then,

**5** Done



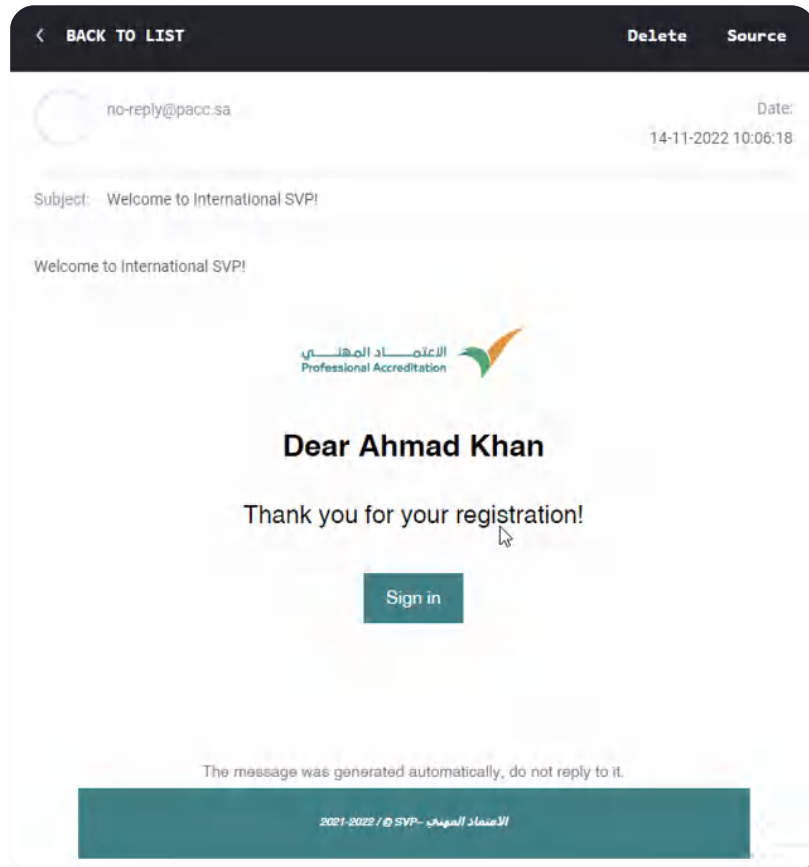
## Welcome to SVP

You have registered successfully



**Email**

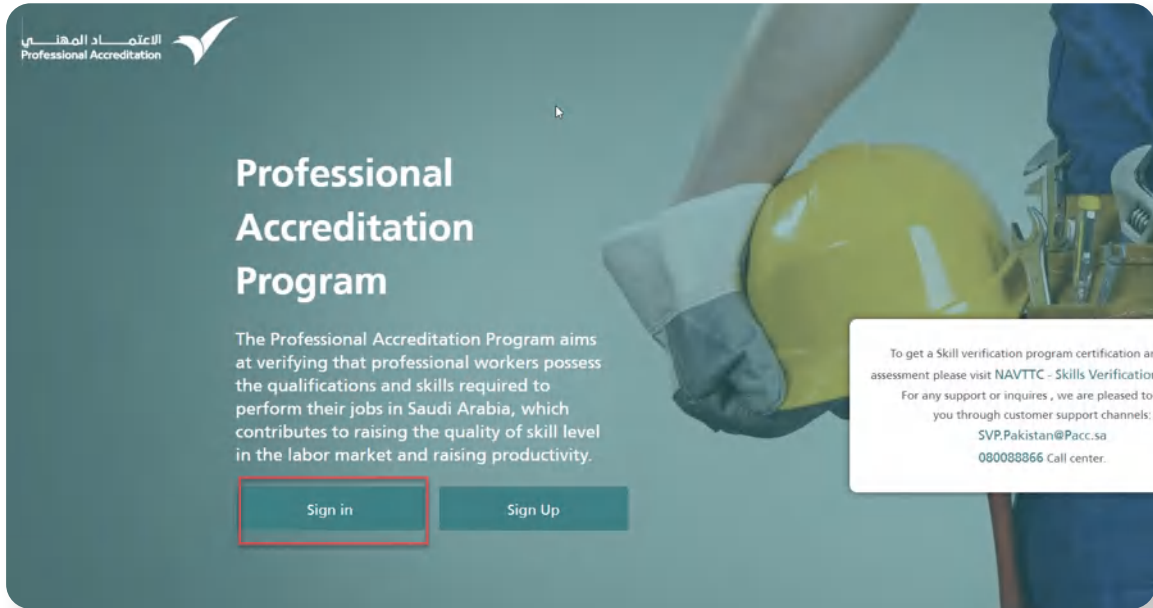




## Confirm the registration



 | **Sign In**



- 1 Visit <https://svp-international.pacc.sa/home>
- 2 Click on Sign In



**Register into SVP**



Professional Accreditation

### Welcome into SVP

Step 1 Step 2

Email

Password

☐ Remember me

Continue

[I forgot my password](#)

**3** Fill out the registered email and password to continue

Professional Accreditation

### Welcome into SVP

Step 1 Step 2

Email

jabehi4294@jernang.com

Password

☐ Remember me

Continue

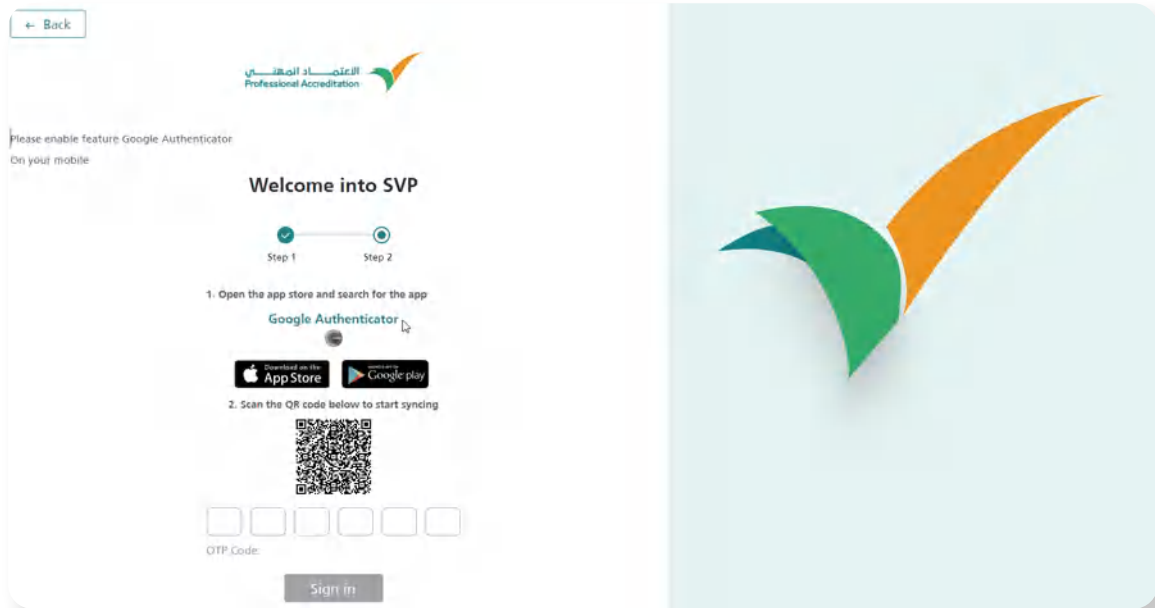
[I forgot my password](#)

**4** Press Continue

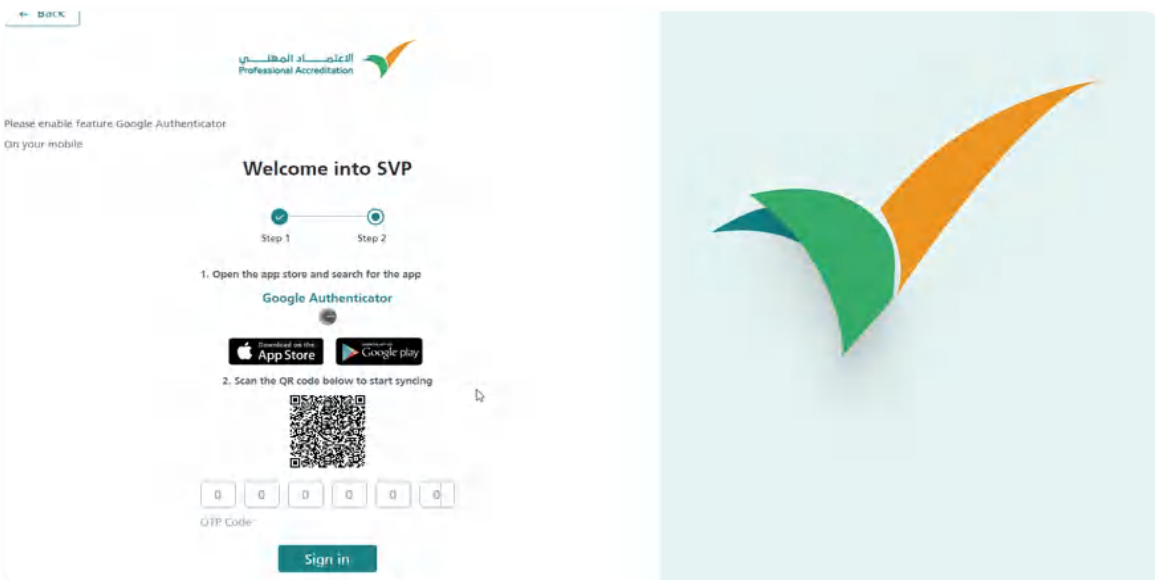


**Google Authenticator**





- 5** For first login you need to download (Google Authenticator) on your mobile  
Then scan the below QR code to start syncing

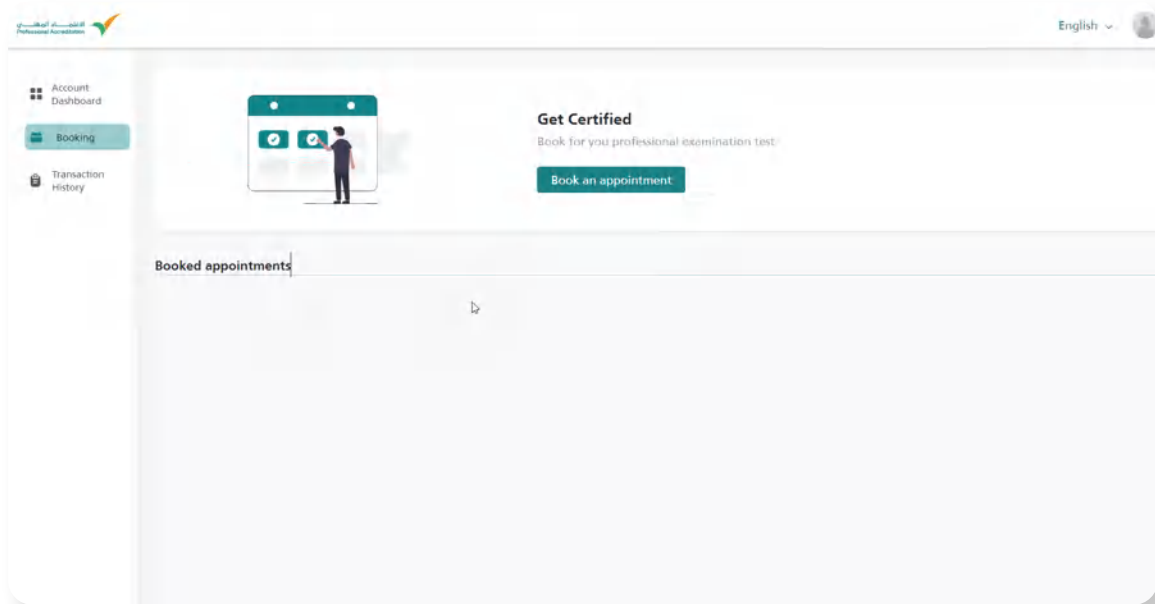


- 6** Enter the shown code in the google authenticator app

- 7** Click in Sign In

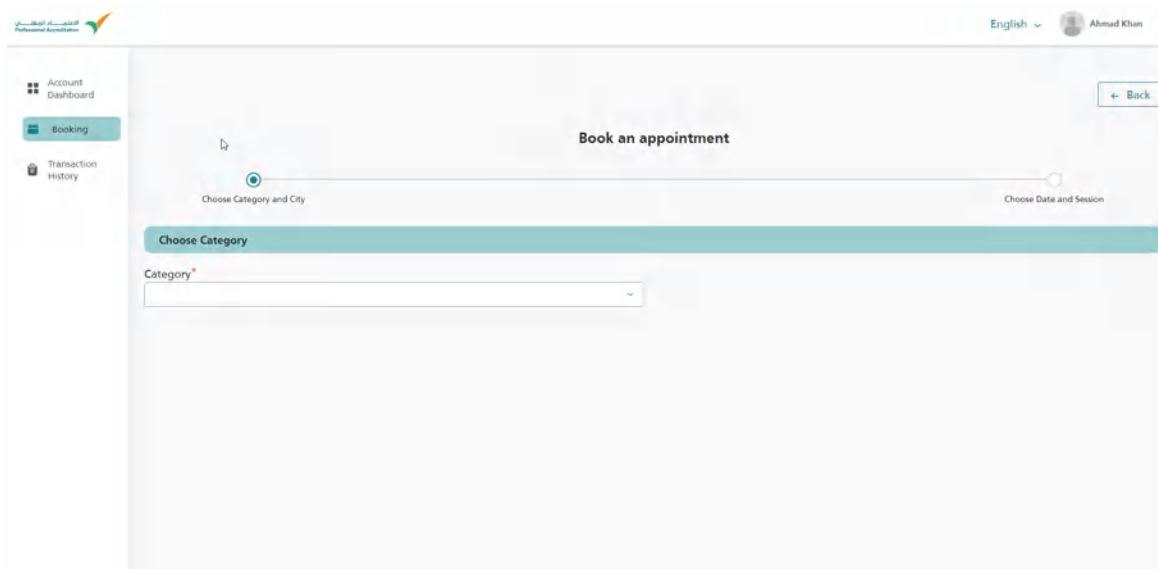


## **Booking an appointment**



You have successfully sign in, you can now book for an exam

**1** From booking menu click in (Book an appointment)



**2** Select the category/trade



Book an appointment

Choose Category and City

Choose Date and Session

Choose Category

Category\*

Electrician

Choose City

City\*

3 After selecting the category, choose the city

Book an appointment

Choose Category and City

Choose Date and Session

Choose Date

November 2022

S	M	T	W	T	F	S
	7	8	9	10	11	12
	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

4 Once city was selected, you will see the calendar with available exam days highlighter on **Green**. Select the date



Book an appointment

Choose Category and City

Choose Date

November 2022

Choose Session Showing selected according to the date and time you selected

Date and Time	Duration	Number of seats	City
29/11/2022 01:00 PM	02:00	10	Islamabad

5 Once the date was selected, you will see a list of available session, Choose on session

Book an appointment

Choose Category and City

Choose Date

November 2022

Choose Session Showing selected according to the date and time you selected

Date and Time	Duration	Number of seats	City
29/11/2022 01:00 PM	02:00	10	Islamabad

6 Click in Next to book this session



Professional Association of Electricians

English

### Summary Page

#### Summary details

Category: Electrician	Date and Time: 29/11/2022 01:00 PM	Duration: 02:00	Number of seats: 10	City: Islamabad
--------------------------	---------------------------------------	--------------------	------------------------	--------------------

☐ I declare that the information entered is correct, and that I have read, understood and agree to the Terms of Use

Next

7 In Summary page, review the booking information

8 Check and agree

Professional Association of Electricians

English

### Summary Page

#### Summary details

Category: Electrician	Date and Time: 29/11/2022 01:00 PM	Duration: 02:00	Number of seats: 10	City: Islamabad
--------------------------	---------------------------------------	--------------------	------------------------	--------------------

☒ I declare that the information entered is correct, and that I have read, understood and agree to the Terms of Use

Next

9 Click in Next



Summary Page

Summary details

Category: Electrician Date and Time: 29/11/2022 01:00 PM Seats: City: Islamabad

☒ I declare that the information entered is correct, and that I have read, understood and agree to the Terms of Use

Next

View booking details on the home page

Ok

10 Ticket will be auto downloaded.  
Please make sure to print it

ELECTRICIAN

International Test  
Center School  
Islamabad

Tuesday 29  
November 2022  
01:00 PM

Ahmad Khan  
01234567

West Wharf  
Dockyard Road  
Karachi

Arrive 15 minutes before  
exam

Provide Passport  
with you

Provide exam ticket  
with you

For support and inquiries, you can contact the unified call center for Professional  
Accreditation at 80004540.

Important notice  
The candidate worker must abide by the safety uniform, for example, but  
not limited to helmet, safety shoes, etc.) to avoid not being allowed to  
enter the test centers.

Human Resources and  
Accreditation

تکامل  
Takamol

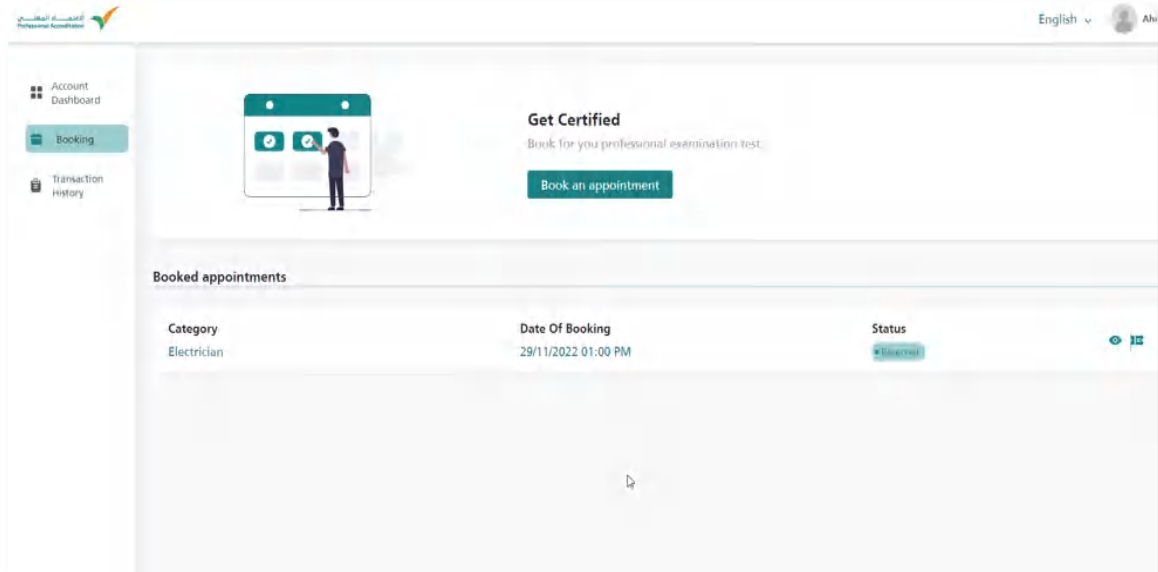
Professional Accreditation

You have successfully book for an exam

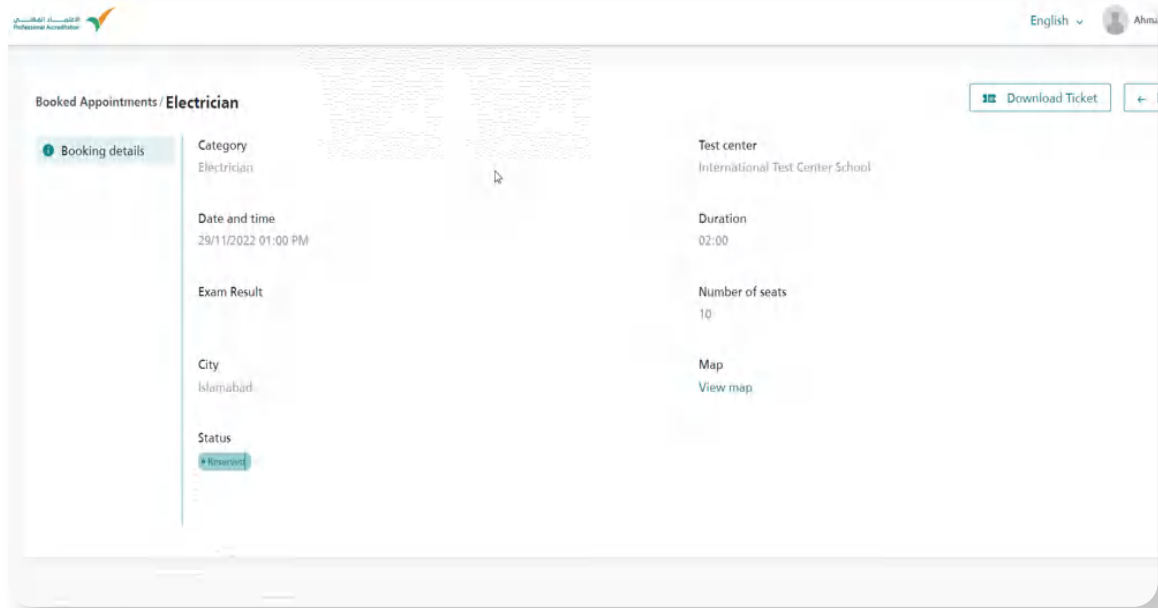




## **Booked appointment**

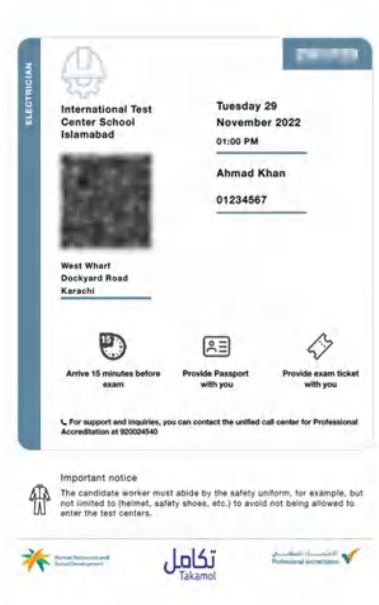


- 1 Click in eye icon to view more details  
You can review all the booked appointment from Booking menu



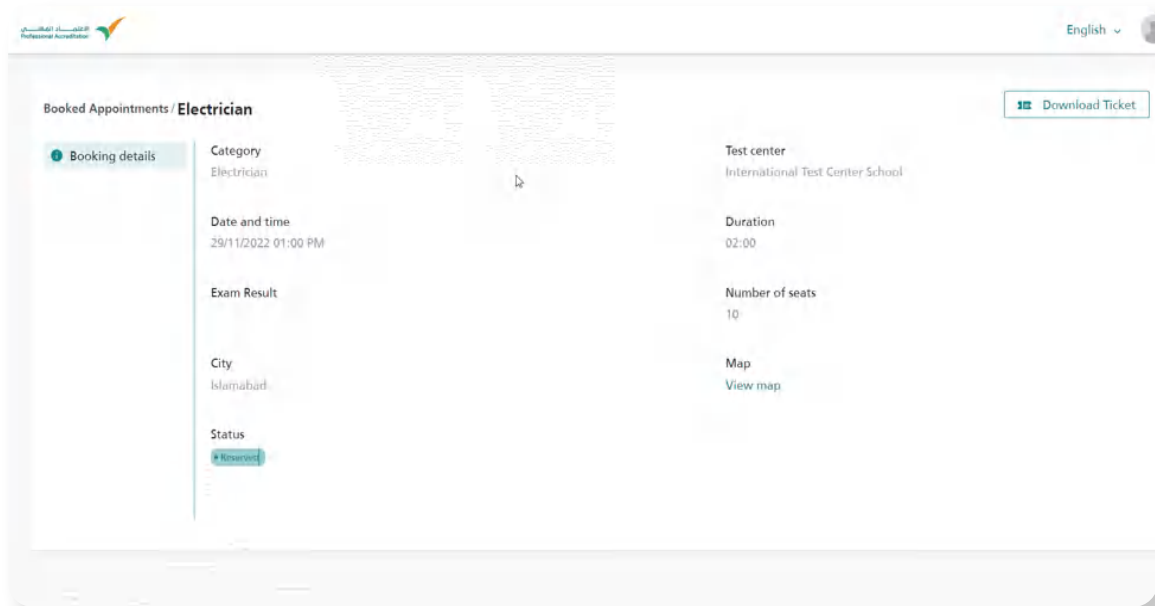
2 You can download the ticket any time by click in Download Ticket

3 View the test center location by click in view map





**Logout**



## Now you can visit the test center in the exam date



Arrive **15** minutes before exam



Provide Passport with you



Provide exam ticket with you

## Important notice

The candidate worker must abide by the safety uniform, for example, but not limited to (helmet, safety shoes, etc.) to avoid not being allowed to enter the test centers.

# Thank you



Human Resources and  
Social Development

الاعتماد المهني  
Professional Accreditation

