

TERTIARY AND VOCATIONAL EDUCATION COMMISSION

NVQ Circular 02/2025

Amendment to the NVQ Circular No. 02/2021 (as amended by NVQ Circular No. 06/2023) on Procedure and Conditions for awarding NVQs through RPL Mode (Implementing e-RPL System)

Section 3.1 of the NVQ Circular 02/2021 on Candidates' eligibility - work experience is further amended by this circular by requiring RPL candidates to submit work experience certificates (service confirmation letters) as follows;

Sector	Method of proving work experience	
Formal sector	Permanent and confirmed workers	Temporary/contracted workers
	a. A letter from the employer	a. A letter from the employer
	confirming the years of work	confirming the years of continuous
	experience.	work experience.
	b. EPF/ETF records (Only applicable	b. A certificate from Grama Niladhari
	for private sector	confirming the years of work
	establishments, statutory	experience, attested by the Divisional
	boards, NGOs and other state	Secretariat (this certificate is not
	owned enterprises)	required for public sector)
Own account workers in	A certificate from Grama Niladhari confirming the years of work	
Informal sector	experience, attested by the Divisional Secretariat.	
Self-employed persons	a. Valid Business Registration certificate which proves that the applicant has	
with a business	been working/performing in the occupation for the required period.	
registration certificate	(Business owners or entrepreneurs who only own the business but not	
	perform in the occupation are not eligible to apply in this category)	
	b. A certificate from Grama Niladhari confirming the years of work	
	experience, attested by the Divisional Secretariat.	

All other requirements related to **Candidates' eligibility - work experience** specified in NVQ circular 02/2021 and NVQ Circular 06/2023 remain unchanged.

The Commission, at its meeting held on 11.06.2025 approved the said amendments.

All RPL Assessment Bodies are hereby instructed to obtain work experience certificates (service confirmation letters) from RPL candidates as specified above and upload to the eRPL system and submit to the TVEC for approval.

This circular is effective from 15.06.2025.

april

Dr. K. A. Lalithadheera Director General