



Calling Applications for Knowledge Assessment
National Vocational Qualification (NVQ Level 4) - January 2019

The Tertiary and Vocational Education Commission (TVEC) invites applications to conduct the knowledge assessment during 3rd week of January 2019 to assess occupational knowledge (Timetable published in www.tvec.gov.lk website) for those who completed institutional training programs in NVQ Level 4 in following occupations.

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| (i) Beautician | (viii) Refrigeration and Air-conditioning Mechanic |
| (ii) Hairdresser | (ix) Automobile Mechanic |
| (iii) ICT Technician | (x) Electrician |
| (iv) Pre-school Teacher | (xi) Baker |
| (v) Draftsperson | (xii) Assistant Quantity Surveyor |
| (vi) Nurse Assistant | (xiii) Construction Site Supervisor |
| (vii) Cook | |

1.0 Who can apply?

- Those who have completed institutional training (CBT) or Enterprise based Training (EBT) at TVEC registered public or private training institutions in NVQ Level 4 by the end of 2018 in above occupations.
- Those who were not able to be successful at the written assessment held earlier.
- Those who are willing to obtain NVQ through Recognition of Prior learning (RPL) mode shall send applications through NAITA, VTA or DTET.

2.0 How to apply?

Duly completed Hardcopy and Softcopy (CD in MS- Excel) of the applications prepared as per the specimen given below should be sent through the respective training centers to reach the Director (Q&A) of the TVEC. Those who are willing to obtain NVQ through RPL should send their applications either through the National Apprentice and Industrial Training Authority (NAITA), the Vocational Training Authority (VTA) or Department of Technical Education & Training (DTET). All applications should reach the TVEC on or before 25th December 2018. Training institutes may upload candidates' details to the TVEC website www.tvec.gov.lk as well.

3.0 How to pay assessment fee?

A payment of Rs. 500/= should be made per course per applicant with the application forms. Candidates should not make individual payments to the banks or TVEC. They have to pay the fee to the institution and then the institution has to make the payment to the TVEC office or can be deposited to A/C No. 078-1001-72266044 at any branch of the People's Bank in favor of Director General, Tertiary and Vocational Education Commission. The payment receipt should be affixed to the application.

Application for knowledge assessment -January 2019

1.0 Institutional Details

- (i) Name of the training center :
- (ii) TVEC Registration No. :
- (iii) Accreditation Number :
- (iv) Address of the Training Center :
- (v) Telephone No :
- (vi) Date of Institutional Training Completed :
- (vii) E-mail address :
- (viii) Name of the Coordinating Officer :
- (ix) Telephone no. of the Coordinating Officer :

2.0 For those who have undergone training at training centers (CBT and EBT) – Please attach separate sheets for each course:

Name of the Occupation/course:

No.	Name of the Candidate with Initials (Capital Letters) ¹	N.I.C No.	Postal Address (Capital Letters) ²	Medium of the exam ³	Training Mode (CBT or EBT)	Payment Receipt No.

It is compulsory to submit both soft copy and hard copy in MS- Excel sheet.

Note: 1. Example: SILVA A.B

2. Admission forms will be sent to address given in this column.

3. Medium cannot be changed at the assessment center.

3.0 For those who are willing to obtain NVQ through RPL mode

- (a) NAITA, VTA and DTET are supposed to collect the applications from those who are eligible to apply (as per the guidelines of NVQ circular No. 02/2013, No. 04/2016 and 02,03/2017) and submit with the details as per the format given below with the relevant payment proofs affixed to the sheet to reach the Director (Q&A) of the TVEC.

Name of the Occupation:

No.	District	Name of the Candidate with Initials (Capital Letters) ¹	N.I.C No.	Postal Address (Capital Letters) ²	Medium of the exam ³	Payment Receipt No.

It is compulsory to submit both soft copy and hard copy in MS- Excel sheet.

Note: 1. Example: SILVA A.B

2. Admission forms will be sent to address given in this column.

3. Medium cannot be changed at the assessment center.

4.0 Summary of Payment

Payment should be done as per the format given below.

Name of the Course	No. of the Students	Unit Payment	Total Payment
Total			

5.0 Method of Payment: (Please mark 'X' in the appropriate box)

By cash to the TVEC office

By a deposit to the TVEC account in the People’s Bank

6.0 Institute: (Please mark 'X' in the appropriate box)

Through National Apprentice and Industrial Training Authority (NAITA)

Through Vocational Training Authority of Sri Lanka (VTASL)

Through Department of Technical Education & Training (DTET)

Through Other Institution

I certify that the applicants listed above have fulfilled the requirements to be eligible for awarding of National Vocational Qualifications. Information of them submitted herewith are true and accurate.

Signature of the Director :

Name :

Date :

Official seal:

7.0 Instructions for sending applications;

- (i) It is compulsory to send e- mail address of institution, name and the telephone number of coordinating officer of the institute.
- (ii) Both soft copy (in MS-Excel format) and hard copy of the applicants list should be handed over to TVEC on or before the closing date with copies to your head office.
- (iii) Special assessment can be arranged for differently-abled candidates and therefore, kindly do not include them in this assessment.
- (iv) Matters related to web uploading can be clarified with Mrs. Samanmalee (0714422421), Mrs. Chathuri (0763493294)

Note: The applications should be complied with the specimen format given above. Incomplete and unclear applications will be rejected without notification.

Director General
Tertiary and Vocational Education Commission
“Nipunatha Piyasa”
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