

**Application for the Common Written Examination - July 2018**

**A. For those who have undergone the training at training centers (CBT and EBT):**

1. Name of the Training Center: .....
2. TVEC Registration No.:.....
3. Accreditation Number: .....
4. Address of the Training Center:.....  
.....
5. Telephone No. of the Training Centre: .....
6. Date of Institutional Training Completed: .....
7. E-mail Address of the Training Centre (Compulsory): .....
8. Name and Telephone No. of Coordinating Officer.....  
.....

**Name of the Occupation (course):** .....

No.	Name of the Candidate with Initials (Capital Letters) * <sup>1</sup>	N.I.C No.	Postal Address (Capital Letters) * <sup>2</sup>	District	Medium Expected to be sat for the exam	Training Mode (CBT or EBT)	NVQ Level 3 or 4	Payment Receipt No.

**Note:**

\*1. Example: SILVA A.B

\*2. The admission forms will be sent through e-mail to the e-mail address that you have mentioned above.

**B: For those who are willing to obtain NVQ through RPL mode**

**Name of the Occupation (course):** .....

- The Heads of training centers are supposed to collect the applications from those who are eligible to apply (as per the guidelines of circular No. 02/2013 and No. 02, 03, 04/2016) and submit with the details as per the format given below with the relevant payment proofs affixed to the sheet to reach the Director (Quality Assurance and Assessment Regulation) of the TVEC on or before 07.06.2018

No.	Name of the Candidate with Initials (Capital Letters) * <sup>1</sup>	N.I.C No.	Postal Address (Capital Letters) * <sup>2</sup>	District	Medium Expected to be sat for the exam	Training Mode (RPL)	NVQ Level 3 or 4	Payment Receipt No.

**Note:**

\*1. Example: SILVA A.B.

\*2. The admission forms will be sent to the address that you have mentioned above.

**Summary of Payment (E.g.)**

Name of the Course	No. of the Students	Unit Payment	Total Payment
Beauty Culture	01	500.00	500.00
Hairdressing	02	500.00	1,000.00

**9. Method of Payment:**

By cash to the TVEC office

☐

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

☐

10. Institute: National Apprentice and Industrial Training Authority (NAITA)

☐

Vocational Training Authority of Sri Lanka (VTASL)

☐

Department of Technical Education & Training (DTET)

☐

Other Institution

☐

Note: - Clearly select relevant Institution by marking an 'X' in the appropriate box.

I certify that the applicants listed above have fulfilled the requirements to be eligible for submission of applications and informations submitted on them are true and accurate.

Signature of the Director: ..... Official seal:.....

Name: .....

Date: .....

**Common Instructions:**

1. It is compulsory to send e- mail address of institution.
2. It is compulsory to send name and telephone number of coordinating officer of the institute.
3. Both soft copies and hard copies of the applicants' list should be handed over to TVEC on or before closing date (07<sup>th</sup> June 2018) and send copies to head office of your institute too.
4. The soft copy and the hard copy of the applicants' lists submitted together only accepted.
5. It is compulsory to submit soft copies of applicant's List as per the given format with excel sheet.
6. The application prepared noncompliance with the given format will be rejected without any information.
7. In case of RPL application, the payment should be made with one slip for all the students and the soft copy and the hard copy of that slip should be sent together.

**Director General**

**Tertiary and Vocational Education Commission, "Nipunatha Piyasa",  
354/2, Elvitigala Mawatha Narahenpita, Colombo 05.**

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