



## TERTIARY AND VOCATIONAL EDUCATION COMMISSION (TVEC)

### APPLICATION FORM FOR THE REGISTRATION OF NVQ ASSESSORS

#### NVQ Assessor Application Checklist

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The applicants are required to complete and forward the checklist together with the Assessor Application Form.

\* Make the payment as mentioned in the application form, if you fulfill one or more of the under mentioned criteria.

**(Mark “√” in the appropriate box/ s that correspond to your qualifications and experiences)**

1. A bachelor's degree in a relevant field from a recognized university or an equivalent qualification awarded by a recognized professional institution with three (03) years of working experience at a supervisory/ managerial capacity in the relevant occupation.
  
2. A recognized Diploma having the duration of not less than two years full time in a relevant field with five (05) years working experience at the supervisory/ managerial capacity in the relevant occupation.
  
3. Trainers with technician level or higher qualification in the relevant occupation & five (05) years experience in conducting training in the relevant occupation.
  
4. Successful completion of a technician level course conducted by Department of Technical Education & Training, Vocational Training Authority of Sri Lanka, National Apprentice & Industrial Training Authority, National Youth Services Council or a Vocational Training Institute registered under TVEC with eight (08) years working experience in the relevant occupation.

Refer the NVQ Assessor Application Guidelines for the further information.

# APPLICATION FORM FOR THE REGISTRATION OF NVQ ASSESSORS

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NVQ Level 1 – 4

NVQ Level 5/ 6

**(Fill with block letters)**

01. Name with initials : -----

02. Names indicated by initials : -----

03. Designation (Current) : -----

04. Address  
Official : -----  
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Permanent : -----  
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05. Contact Telephone Numbers : Official: Home: Mobile:  
E-mail:

06. National identity card No. :

07. Date of birth : Day  Month  Year

08. Educational Qualifications **(Please begin with the highest qualification. Attach photocopies of certificates)**

Qualification/s	Subjects/Field	Year obtained

09. Professional/Vocational /Technical Qualifications (Please begin with the highest qualification. Attach photocopies of certificates)

Qualification/s	Subjects/Field	Year obtained

10. Industrial and Training Experience: (Attach photocopies of service certificates)

(i). Industrial Experience

Name of the establishment	Designation	Details of the work performed / Responsibilities	Duration (No. of years)

(ii). Training / Teaching Experience: (Attach photocopies of service certificates)

Name of the establishment	Designation	Details of the Training delivered / Responsibilities	Duration (No. of years)

11. Occupation in which you are qualified and competent enough to undertake assessments (see [www.tvec.gov.lk](http://www.tvec.gov.lk) website to find the occupation name (home page⇒English⇒National Competency Standards))

12. Applicant is required to make a payment of Rs 500.00 to the Finance Division, TVEC or deposit 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 (**Attach the original receipt of payment**).

I hereby certify that the particulars mentioned above are true and correct to the best of my knowledge. Also, I am aware that if any information provided is found incorrect, the Tertiary and Vocational Education Commission has the right to cancel my Registration.

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**Date**

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**Signature of the Applicant**

The duly filled application form must be sent along with the necessary attachments to the under mentioned address.

**Director (Assessment Quality Assurance),  
Tertiary and Vocational Education Commission,  
"Nipunatha Piyasa",  
354/2, Elvitigala Mawatha,  
Narahenpita,  
Colombo 05.**

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## **NVQ Assessor Application Guidelines**

Any person either having industry or teaching experience with the necessary academic qualifications is eligible to become as NVQ Assessor. Therefore, anyone who is interested in this respect, can forward the "Assessor Application Form" which is available in the TVEC website [www.tvec.gov.lk](http://www.tvec.gov.lk).

### **Qualification and Experience – NVQ Level 01 - 04 (Any one or more of the followings)**

1. A bachelor's degree in a relevant field from a recognized university or an equivalent qualification awarded by a recognized professional institution with three (03) years of working experience at a supervisory/ managerial capacity in the relevant occupation.  
**Or**
2. A recognized Diploma having the duration of not less than two years full time in a relevant field with five (05) years working experience at the supervisory/ managerial capacity in the relevant occupation.  
**Or**
3. Trainers with technician level or higher qualification in the relevant occupation & five (05) years experience in conducting training in the relevant occupation.  
**Or**
4. Successful completion of a technician level course conducted by Department of Technical Education & Training, Vocational Training Authority of Sri Lanka, National Apprentice & Industrial Training Authority, National Youth Services Council or a Vocational Training Institute registered under TVEC with eight (08) years working experience in the relevant occupation.

**Qualification and Experience – NVQ Level 05/ 06 (Any one or more of the followings)**

1. A bachelor's degree in a relevant field from a recognized university or an equivalent qualification awarded by a recognized professional institution with three years of working experience at the supervisory/ managerial capacity in the relevant occupation.

**Or**

2. A recognized Diploma having the duration of not less than 2 years full time in a relevant field with five years working experience at the supervisory / managerial capacity in the relevant occupation.

**\*\* Considering the number of applications received and the necessity for conducting NVQ assessments, TVEC will decide the occupations and conduct the assessor selection interviews using the expert panels.**

The selected candidates will be trained to conduct competency based assessments for awarding of NVQ qualifications. Those who have successfully completed the training will be registered as NVQ assessors in the TVEC website and they will be required to work on assignment basis as and when required.

Those who have already registered for the other occupations as NVQ assessors must also apply, if they are interested in other occupations.

The applicants who are currently employed in any institution should forward their applications through the Heads of Institution.

For further Information or clarification please contact Assistant Director (AQA), TVEC (Tele: 0117608077).

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