

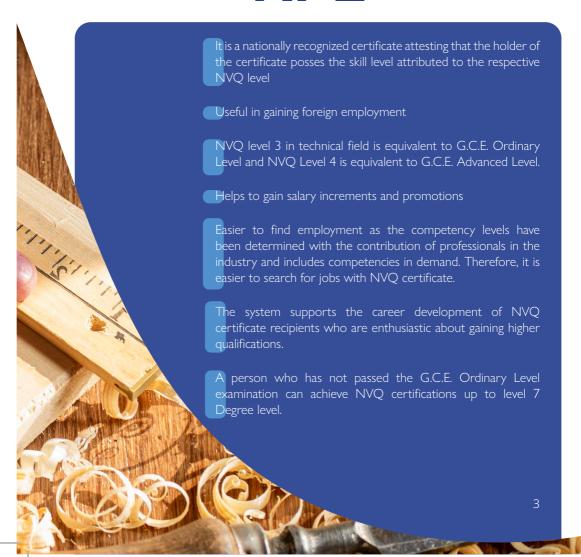
Persons employed in the formal and informal sectors, as well as those who are self-employed with industry related work experience can obtain National Vocational Qualifications (NVQ) through Recognition of Prior Learning (RPL) process.

Experienced workers with knowledge, skill and talent can get their prior learning recognized by receiving a nationally recognized certificate. RPL enables you to get your skill assessed based on National Vocational Qualification levels.

RPL helps persons with work experience but have not followed or completed a formal technical or educational courses to acquire NVQ.



# Advantages of an NVQ Certificate through RPL



# What do you need to get an NVQ certification through RPL

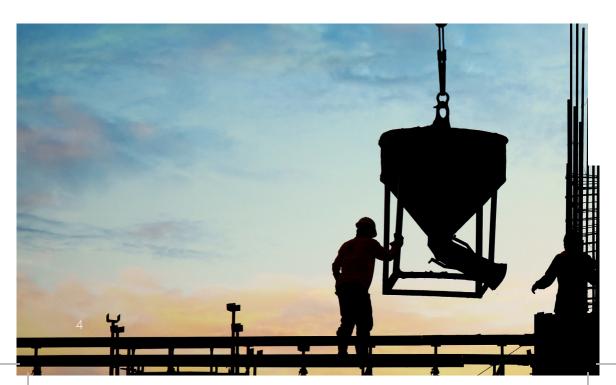
#### NVQ Level 2/3

Anyone with one and half years of or more industry related work experience in a particular vocation can apply

or

Anyone with a business registration certification exceeding one and half years or more with a Grama Niladhari certificate to confirm running of the business in the vocation applied for.

# Applicants should be 18 years of age at the time of applying for NVQ 2/3 certificate through RPL



#### **NVQ Level 4**

Anyone with four years or more of industry related work experience in a particular vocation they apply for

or

Anyone with a business registration certification exceeding four years or more with a Grama Niladhari certificate to confirm running of the business in the vocation applied for

Of

NVQ Level 3 certificate, 2 years of industry experience in the vocation

or

Anyone who has completed a full-time course at an institute registered under the Tertiary and Vocational Education Commission and including the following work experience.

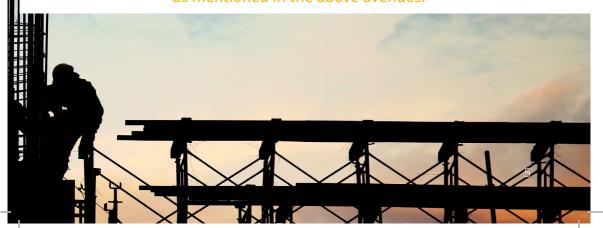
Course duration with 6-12 months - One year of experience

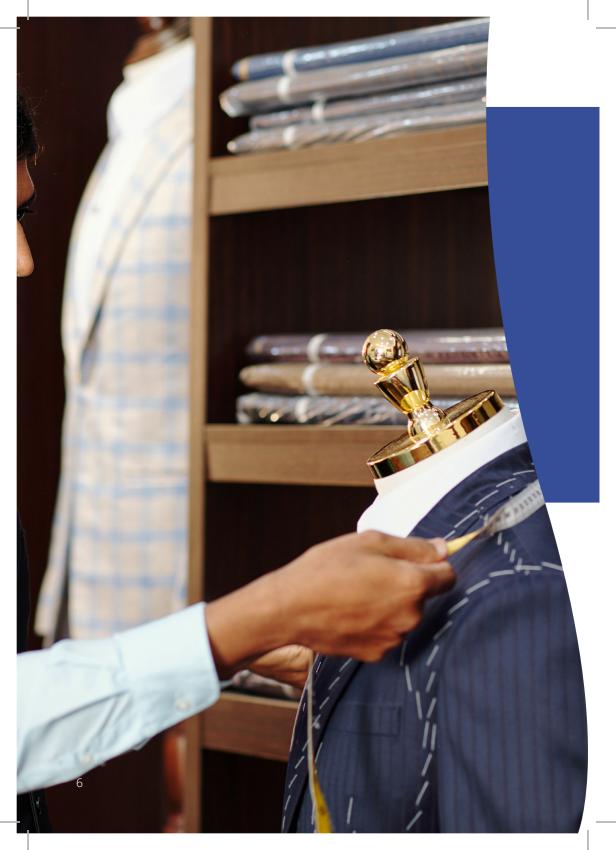
Course duration with 12-14 months - Nine months of experience

Course duration with 24-36 months - Six months of experience

## Applicants should be 21 years of age at the time of applying for NVQ certificate through RPL

You can register for NVQ-RPL if you possess industry experience as mentioned in the above avenues.





# How to Apply for NVQ through RPL

Applicants who possess the required qualifications to receive NVQ certification can download the application from the official website of the National Apprentice and Industrial Training Authority or obtain it from the RPL Division of NAITA Head Office or at one of the District Offices of NAITA.



### What are the required documents to get

# NVQ

certificate through

# **RPL**

- 1. Certified copy of the national identity card
- 2. Certified copy of the service certificate(s)

Those who worked in a **formal employment sector** should produce a formal service letter which clearly states the service period.

Those who worked in the **private sector** should produce a formal service letter with EPF statement.

Those who worked in the **public sector** should produce a formal service letter.



Those who **run own business** should produce their business registration certificate with a certificate from the Grama Niladhari confirming that the business is operational and that the applicant is engaging in the respective vocation (specific time periods should be mentioned)

If you are producing service certificates from the **experience** gained abroad, copies of the passport and relevant visas should be produced.

#### 3. Original bank receipts

Payments as per columns 1 and 2 of the following table should be made. Payments as per columns 1,2, and 3 should be made to receive NVQ Level 4 qualification which involves theoretical examination.



# What is the cost involved in receiving NVQ certification through RPL

(as of 1st March 2023)

|   | Charges  | LEVEL<br>03 | LEVEL<br>04 |
|---|--|-------------|-------------|
| 1 | Registration fee<br>(should be deposited to the account no.<br>174100150021659 in the name of NAITA-NVQ-<br>RPL at the Peoples Bank, Nugegoda Branch)  | Rs. 1500/-  | Rs. 1500/-  |
| 2 | Certificate and assessment fees<br>should be deposited to the account no.<br>078100172266044 in the name of Director<br>General, TVEC at the Peoples Bank, Borella Branch)   | Rs. 500/-   | Rs. 500/-   |
| 3 | Theoretical Examination fee - (Beautician, Hair Dresser, Planning Technician, Refrigerator and Air Conditioning Technician, Preschool Teacher, Motor Mechanic, Electrician, IT Technician, Nursing Assistant, Baker, Chef, Quantity Surveying Assistant, Construction Supervisor) should be deposited to the account no. 078100172266044 in the name of TVEC |             | Rs. 500/-   |
| 4 | Final assessment fee - (should be deposited to the account no. 174100150021659 in the name of NAITA-NVQ-RPL at the Peoples Bank, Nugegoda Branch)  | Rs. 7000/-  | Rs. 8000/-  |
| 5 | Center fee and material costs for the final assessment - should be paid to the respective examination center   | Rs. 4000/-  | Rs. 8000/-  |

N.B. : The center fee may change with fluctuations in the market price of the materials.



# What are the vocations being assessed for NVQ through RPL

#### **Competency Standards**

| Aluminium Fabricator                      | Cashier (Super Market/ General)                              |  |
|---|--|--|
| Aquaculture Technician                    | Child Care giver   |  |
| Aquarium Keeper                           | Cinnamon Factory Operations                                  |  |
| Assistant Field Officer (Tea)             | Cinnamon Field Operations                                    |  |
| Automobile Air Conditioning Technician    | Clerk (General)  |  |
| Automobile Electrician                    | Commis (Pastry & Bakery)                                     |  |
| Automobile Mechanic/Automobile Technician | Computer Applications Assistant                              |  |
| Automobile Painter                        | Computer Hardware and Network Techni-                        |  |
| Automobile Refrigeration                  | cian   |  |
| and Air Conditioning Technician           | Computer Hardware Technician                                 |  |
| Automobile Tinker                         | Computer Network Technician                                  |  |
| BakerBar                                  | Construction Craftsman (Masonry)                             |  |
| Bender Bartender                          | Construction Equipment Operator                              |  |
| Batik Artist                              | Construction Equipment Operator (Backhoe                     |  |
| Beautician                                | Loader /Wheel Front End Loader)                              |  |
| Bio-Medical Technician                    | Construction Equipment Operator (Motorized Grader)           |  |
| Boiler Operator                           | Construction Equipment Operator (Crawler                     |  |
| Book Binder                               | Tractor)   |  |
| Bridal Dresser                            | Construction Equipment Operator (Excavator Operator)         |  |
| Broadcast Journalist                      | Construction Equipment Operator (Pump                        |  |
| Business Associate                        | Car)   |  |
| Care Giver                                | Construction Equipment Operator (Skid Steer Loader Operator) |  |
| Cashier (Super Market/ General)           | Construction Site Supervisor                                 |  |
| Cake Decorator                            | Cook   |  |
| Care Giver                                | Dairy Farming Assistant                                      |  |

| Dancer                             | Industrial Sewing Machine Mechanic                                 |  |
|------------------------------------|--|--|
| Dental Surgery Nurse Assistant     | Industrial Sewing Machine Operator (Team Member–Sewing)            |  |
| Diesel Engine Mechanic             | Information and Communication Technology Technician                |  |
| Diesel Pump Mechanic               |  |  |
| Domestic Plumber                   | Jewellery Maker  |  |
| Draughts person                    | Jewellery Stone Setter   |  |
| Dress Maker/ Tailor (Ladies)       | Journalist (Print Media)   |  |
| Driver                             | Laboratory Assistant   |  |
| Dry Cleaning and Laundry Processor | Laboratory Attendant / Laboratory Technician (Construction Sector) |  |
| Electric Motor Winder              | Latex Based Products Manufacturing Tech-                           |  |
| Electrician                        | nician   |  |
| Field Assistant (Agriculture)      | Leather Product Craftsman  |  |
| Field Officer (Rubber)             | Machine Operator (Beverage Industry)                               |  |
| Field Officer (Tea)                | Machinist  |  |
| Fireman                            | Make-Up Artist   |  |
| First Aider                        | Medical Laboratory Assistant                                       |  |
| Fitter (General)                   | Medical Receptionist   |  |
| Food & Beverage                    | Mobile Phone Repair Technician (Please refer G52S003 NCS)          |  |
| Footwear Technician                | Mobile Phone Repairing Craftsman                                   |  |
| Graphic Designer                   | Motorcycle Technician  |  |
| Guest Relation Officer             | Municipal Solid Waste Operation Assistant                          |  |
| Hair Dresser                       | Municipal Solid Waste Work   |  |
| Handloom Craftsman                 | Motorcycle Technician  |  |
| Heavy Vehicle Operator             | Nurse Assistant  |  |
| Housekeeping Supervisor            | Municipal Solid Waste Work Supervisor                              |  |
| Hydraulic Technician               | Municipal Solid Waste Operation Assistant                          |  |
| ICT Application Assistant          | Offset Machine Operator  |  |
| (Please refer K72S003 NCS)         | Optician (Ophthalmic/Technician)                                   |  |
| Industrial Electronic Technician   | Painter (Building)   |  |
| <u></u>                            |  |  |

| Pharmacy Technician                             | Security Officer                              |  |
|---|---|--|
| Phlebotomist                                    | Solar Photovoltaic Systems Installer/Solar    |  |
| Photographer                                    | Photovoltaic Systems Technician               |  |
| Physical Fitness Trainer                        | Spa and Leisure Tourism Operations Assistant  |  |
| Plant Nursery Development Assistant             |   |  |
| Plumber   | Sport Masseur                                 |  |
| Preschool Teacher (Early Childhood Devel-       | Supermarket Customer Service Assistant        |  |
| opment)   | Survey Field Assistant                        |  |
| Presenter                                       | Tailor  |  |
| Production Supervisor (Sewing)                  | Telecommunication Technician                  |  |
| Professional Cookery                            | Three Wheeler Mechanic                        |  |
| Professional Cookery (Please refer H55S003 NCS) | Tiler   |  |
| Quality Assurance Supervisor (Apparel           | Tour Guide                                    |  |
| Production)                                     | Upholsterer / Upholstery Technician           |  |
| Quantity Surveying Assistant                    | Video Editor / Assistant Editor               |  |
| Radio, TV and Allied Equipment Repairer         | Waiter/ Steward                               |  |
| Receptionist                                    | Welder  |  |
| Refrigeration & Air Conditioning Technician     | Welder (Manual Metal Arc)                     |  |
| Refrigeration & Air-Conditioning Serviceman     | Welder (Mig, Mag & Flux Cored<br>Arc Welding) |  |
| Rigger  |   |  |
| Room Attendant                                  | Welder (Tungsten Inert Gas Welding)           |  |
| Sales Representative                            | Wood Craftsman (Building)                     |  |
| Secretary (Secretarial Practices)               | Wood Craftsman (Furniture)                    |  |

For complete competency list please click the link: https://nvq.gov.lk/Report\_Inquires/View\_Skills.php?ind=ALL&lvl1=1



#### Contact NAITA district Offices for more information

| Ampara       | No. 762, Samapura Road, Ampara<br>067 2229357                                   |
|--------------|---|
| Anuradhapura | Airport Road, Anuradhapura<br>025 2223178                                       |
| Badulla      | No. 4/10, Malwatta Road, Badulupitiya, Badulla<br>055 2230644   055 2225700     |
| Batticaloa   | No. 294, Nochchimune, New Kalmunai Road, Batticaloa<br>065 2228130              |
| Colombo      | No. 242, Hevlock Road, Colombo 05<br>011 2597672   011 2587258                  |
| Galle        | No. 395, Vakwella Road, Julgaha, Galle<br>091 2235628                           |
| Gampaha      | No. 61/5, Old Minuwangoda Road, Gampaha<br>033 2232874                          |
| Hambantota   | No. 81, 2nd Floor, Thissa Road, Tangalle<br>047 2241512                         |
| Jaffna       | No. 44, Somasundaram Avenue, Chundikkuli, Jaffna<br>021 2222383                 |
| Kalutara     | Galle Road, Beruwala<br>034 2279710   |
| Kandy        | No. 108/2 B, Thiwankabodhi Road, Kandy<br>081 2201918                           |
| Kegalle      | S.W.R.D Bandaranayake Mawatha, Ballapana,<br>Galigamuwa, Kegalle<br>035 2284931 |
| Kilinochchi  | A9 Road, Anadapuram, Kilinochchi<br>021 2285615                                 |
| Kurunegala   | Negombo Road, Malkaduwawa, Kurunegala<br>037 2223789                            |
| Matara       | No. 27 A, Open University Road, Noope, Matara<br>041 2226958                    |
| Mannar       | No. 127/18 A, Moor Street, 3rd Zone,<br>Esplanade Road, Mannar 023 2223404      |
| Matale       | No. 11, Pansala Road, Mandandawela, Matale<br>066 2223173                       |

| Moneragala   | Old Kachcheriya Complex, Moneragala<br>055 2276504  |
|--------------|---|
| Mullaitivu   | Mankulam Road, Mulliyawalai, Mullaitivu<br>021 2061012  |
| Nuwara Eliya | No. 116, Kovil Road, Hawaeliya, Nuwara Eliya<br>052 2223702   |
| Polonnaruwa  | No. 04, New Town, Polonnaruwa<br>027 2223023  |
| Puttalam     | Molwatta, Medagama Road, Madampe<br>032 2248250   |
| Ratnapura    | School Road, New Town, Ratnapura<br>045 2228667   |
| Trincomalee  | No. 103/7, Post Office Road, Trincomalee<br>026 2226569   |
| Vavuniyawa   | Park Road, Vavuniya<br>024 2224679  |
| Head Office  | 971, ශී ජයවර්ධනපුර මාවත, වැලිකඩ, රාජගිරිය.<br>971, ஶ്ರீ ஜயவர்த்தனபுர மாவத்தை, வெலிட, இராஜகிரிய.<br>971, Sri Jayawardhanapura Mawatha, Welikada, Rajagiriya.<br>0112 888 782 - 5 |