

# WHAT IS RPL

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

It is a nationally recognized certificate attesting that the holder of the certificate possesses the skill level attributed to the respective NVQ level

Useful in gaining foreign employment

NVQ level 3 in technical field is equivalent to G.C.E. Ordinary Level and NVQ Level 4 is equivalent to G.C.E. Advanced Level.

Helps to gain salary increments and promotions

Easier to find employment as the competency levels have been determined with the contribution of professionals in the industry and includes competencies in demand. Therefore, it is easier to search for jobs with NVQ certificate.

The system supports the career development of NVQ certificate recipients who are enthusiastic about gaining higher qualifications.

A person who has not passed the G.C.E. Ordinary Level examination can achieve NVQ certifications up to level 7 Degree level.

# 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

or

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 Apprenticeship and Industrial Training Authority or obtain it from the RPL Division of NAITA Head Office or at one of the District Offices of NAITA.

# 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.

**A Justice of Peace should certify all the copies of the certificates submitted as true copy.**

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

(as of 1<sup>st</sup> March 2023)

	<b>Charges</b>	<b>LEVEL 03</b>	<b>LEVEL 04</b>
<b>1</b>	Registration fee (should be deposited to the account no. 174100150021659 in the name of NAITA-NVQ-RPL at the Peoples Bank, Nugegoda Branch)	Rs. 1500/-	Rs. 1500/-
<b>2</b>	Certificate and assessment fees should be deposited to the account no. 078100172266044 in the name of Director General, TVEC at the Peoples Bank, Borella Branch)	Rs. 500/-	Rs. 500/-
<b>3</b>	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/-
<b>4</b>	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/-
<b>5</b>	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 Technician
Automobile Refrigeration 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 Loader /Wheel Front End Loader)
Beautician	Construction Equipment Operator (Motorized Grader)
Bio-Medical Technician	Construction Equipment Operator (Crawler Tractor)
Boiler Operator	Construction Equipment Operator (Excavator Operator)
Book Binder	Construction Equipment Operator (Pump Car)
Bridal Dresser	Construction Equipment Operator (Skid Steer Loader Operator)
Broadcast Journalist	Construction Site Supervisor
Business Associate	Cook
Care Giver	Dairy Farming Assistant
Cashier (Super Market/ General)	
Cake Decorator	
Care Giver	

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

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	Sport Masseur
Plumber	Supermarket Customer Service Assistant
Preschool Teacher (Early Childhood Development)	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 Production)	Tour Guide
Quantity Surveying Assistant	Upholsterer / Upholstery Technician
Radio, TV and Allied Equipment Repairer	Video Editor / Assistant Editor
Receptionist	Waiter/ Steward
Refrigeration & Air Conditioning Technician	Welder
Refrigeration & Air-Conditioning Serviceman	Welder (Manual Metal Arc)
Rigger	Welder (Mig, Mag & Flux Cored Arc Welding)
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&v1=1](https://nvq.gov.lk/Report_Inquires/View_Skills.php?ind=ALL&v1=1)



## Contact NAITA district Offices for more information

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

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