



# **RPL**

## **Application Submission Guide**

**TVEC**

**Assessment Quality Assurance Division  
Tertiary and Vocational Education Commission**

# 1.0 Introduction

Based on the provisions granted under the Tertiary and Vocational Education Act no. 20 of 1990 and its amendment (Act no. 50 of 1999), Tertiary and Vocational Education Commission (TVEC) has been established as the regulatory body for the Technical and Vocational Education and Training (TVET) sector of the country. The Commission mandated to establish and maintain.

With the introduction of National Vocational Qualification (NVQ) Framework in the year 2005, TVEC awards NVQ certificates through the following modes.

- Competency Based Training (CBT)
- Recognition of Prior Learning (RPL)
- Enterprise Based Training (EBT)

In addition, TVEC has started to issue Record of Achievement (RoA) national certificates to the successful candidates of Flexible Learning Mode (FLM) of training. Now those who work in industry can follow modular based short term courses and obtain "Nano Qualifications" through this mode of learning.

Recognition of Prior Learning (RPL) is a process that recognizes a learner's current competencies which may have been achieved through means that include any combination of formal or informal training and education, work experience or general life experience.

With the intention of delivering NVQ qualifications for a substantial number of customers within a short period including returnee migrant workers and those who are intending to migrate to foreign countries, TVEC has digitalized the existing RPL application processing system to assess the candidates' skill levels and the transformation has widened the applications to a number of institutions (e-RPL system implementers) which is now called Electronic RPL System (e-RPL System).

Right from the beginning, a large number of Sri Lankan citizens seeking foreign employments migrated to various countries without recognized qualifications and in the host countries, they gain skills, knowledge and technical knowhow during the course of their employments. They have been playing a vital role in contributing to the GDP of the country from their foreign remittances.

Since the qualifications of returnee migrant workers have not been recognized, they found difficulties to obtain employments and in addition, they come across with a lot of challenges to obtain bank loans to initiate self-employments and even for their remigrations.

In this context, a user friendly e-RPL guide has developed to provide comprehensive information to the target group to direct them regarding the procedures and available facilities from the point of registration until the certification in the RPL processing system.

## 2.0 Persons involved and their qualifications



### 2.1 Minimum Age

The minimum age requirements for the NVQ Level 03 and Level 04 are as follows;

- NVQ Level 02 and 03 - 18 Years
- NVQ Level 04 - 21 Years

### 2.2 Candidates' Eligibility

Candidates need to be currently engaged in the occupation in which he or she can obtain NVQ through RPL mode and those who had engaged in an occupation before one year (but currently not) shall not be eligible to apply for NVQs through RPL.

### 2.3 Industry/ Work Experience

The work experiences required for the NVQ Level 03 and Level 04 are as follows.

#### NVQ Level 02 and 03

1. Own Account Workers - Service Certificate from Grama Niladari for 1 1/2 years of Work Experience

2. Employed in formal sector - Service Certificate from employer for 11/2 years of Work Experience
3. Self-employed persons with Business Registration (BR) - BR certificate with 1 1/2 years of Work Experience. (BR certificate shall be older than 11/2 years)

### **NVQ Level 04**

1. Persons with NVQ Level 02/ 03 – 02 years of work experience after obtaining Level 02/ 03 and pass in Knowledge Assessment (KA), if applicable
2. Direct Application - 04 years of work experience certified by employer or Grama Niladara and pass in KA, if applicable

The persons with non NVQ Certificates from TVEC registered training centres/ NAITA apprentice Training, work experience is reduced based on the duration of the training as given below.

Training Period	Period required for NVQ Level 02 and 03	Period required for NVQ Level 04
6 - 12 Months	1 Year	3 Years
12 - 24 Months	09 Months	2 Years
24 - 36 Months	06 Months	1 1/2 Years

### **2.4 Eligibility for Migrant Workers**

Migrant workers should submit the following evidences relevant to their work experiences and pass in KA if applicable.

- Passport and certified copies
- VISA pages or work permit copies
- Work experience certified by overseas employers



## 3.0 Preparing portfolio

Assessments are conducted based on the evidences and general guidelines of the NVQ framework. In general, 16 evidences are utilized by the NVQ Assessors to assess the competencies of the trainees.

Therefore, the applicants are required to develop evidence portfolios by including appropriate documentary evidences to the period of work experience and finally it will be assessed by NVQ assessors to determine the level of competence of applicant. You can create your evidence portfolio in the following way.

1. Curriculum Vitae (CV)  
(Please create your CV including bio data, education & professional qualifications, work experiences and other qualifications)
2. Education / Vocational Certificates (Please attach the copies of original certificate)
  - 2.1 Education Certificates
  - 2.2 Vocational Certificates

### 3. Services (Please attach the copies of original certificate)

If applicant is in the public/ private sector or self / foreign employed:

3.1 Appointment Letters

3.2 Service Letters

3.3 Promotional Letters

Only for foreign employed:

3.4 Copy of passport information page and employment visa

3.5 Service certificates of the foreign country attested by the relevant authority

If applicant is self-employee:

3.1 Business Registration (BR)

3.2 The records of business transactions as a proof of entrepreneurial experience

### 4. Awards / Recognitions (Please attaché copies of original certificate)

4.1 Service Appreciations Letters

4.2 Service Awards

### 5. Volunteer work (Please attach the copies of evidences/ appreciation letters)

6. Records on work carried out/ projects/ assignments relevant to each unit of the occupation you have applied for (the relevant National Competency Standards can be viewed in the TVEC website [www.tvec.gov.lk](http://www.tvec.gov.lk)). For an example, if we take the caregiver NVQ Level 04 occupation,


No.	Units	Code No.	Compulsory/Optional
1.	Maintain the relationship with the client	N85S010U01	Compulsory
2.	Attend domestic affairs of the client	N85S010U02	Compulsory
3.	Prepare living area of the client	N85S010U03	Compulsory
4.	Maintain personal hygiene and appearance of the client	N85S010U04	Compulsory
5.	Maintain nutrition of the client	N85S010U05	Compulsory
6.	Provide drug treatment	N85S010U06	Compulsory
7.	Check and record vital signs	N85S010U07	Compulsory
8.	Care of an elderly person	N85S010U08	Compulsory
9.	Care of postnatal mother & new born	N85S010U09	Compulsory
10.	Care of an infant/ toddler	N85S010U10	Compulsory
11.	Care of the child	N85S010U11	Compulsory
12.	Care of a client with special needs	N85S010U12	Compulsory

### Qualification for National Vocational Qualifications (NVQ)

Qualification Package	Description	Package Level	Units for Package
N85S010Q1L3	Care Giver	L3	U01 + U02 + U03 + U04 + U05
N85S010Q2L4	Care Giver (Elderly Care)	L4	U01 + U02 + U03 + U04 + U05 + U06 + U07 + U08
N85S010Q3L4	Care Giver (Maternal and child care)	L4	U01 + U02 + U03 + U04 + U05 + U06 + U07 + U09 + U10 + U11
N85S010Q4L4	Care Giver (Client with special needs)	L4	U01 + U02 + U03 + U04 + U05 + U06 + U07 + U12
N85S010Q5L4	Care Giver	L4	U01 + U02 + U03 + U04 + U05 + U06 + U07 + U08 + U09 + U10 + U11 + U12



## 4.0 E-RPL IMPLEMENTERS



Institute	Occupations for which e-RPL applications can be submitted	Contact Telephone No.	Email address
National Apprentice and Industrial Training Authority (NAITA)	All occupations	011 288 8782	info@naita.gov.lk
Vocational Training Authority (VTA)	All occupations	011 727 0270	cgjp@vtas.gov.lk
Department of Technical Education and Training (DTET)	All occupations	011 242 1580	info@dtet.gov.lk

<b>Institute</b>	<b>Occupations for which e-RPL applications can be submitted</b>	<b>Contact Telephone No.</b>	<b>Email address</b>
<b>Sri Lanka Institute of Tourism and Hotel Management (SLITHM)</b>	Hotel and tourism sector occupations	011 238 2213	info@slithm.edu.lk
<b>Ocean University of Sri Lanka (OCUSL)</b>	Fisheries and aquatic related occupations	0114 346 979	admin@ocu.ac.lk
<b>National Institute of Plantation Management (NIPM)</b>	Plantation sector occupations	011 277 0232	info@nipm.gov.lk
<b>National Water Supply and Drainage Board (NWSDB)</b>	Plumbing related occupations	011 222 4888	nwsdbch@slt.net.lk

- The contact details and addresses in terms of the implementing agencies can be obtained from the TVEC website.



## 5.0 GAP FILLING MODULES/COURSES

Based on the request received from the e-RPL applicants, the assessment body shall organize the gap filling or bridging programme and they will charge a reasonable fee in this regard.

## 6.0 APPLICATION SUBMISSION FACILITY

The online application submission facility has been established and the applications can be submitted by local and foreign applicants from their residences through visiting to the websites of the e-RPL implementers and the e-RPL implementer will contact the applicant after receiving application for the further action.





**TERTIARY AND VOCATIONAL EDUCATION COMMISSION**

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