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National Skills Test Centre Accreditation Guide

National Skill Testing Board (NSTB)/National Vocational Qualification Authority (NVQA) Nepal


January 2018



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The development of the National Skills Test Centre Accreditation Guide would not have been possible if not for sharing decades of experience of skills testing in Nepal by formerly what was known as the Skills Testing Authority and today the National Skill Testing Board. An initial note of thanks to the Council for Technical Education and Vocational Training (CTEVT) and the task catalysts of the National Skill Testing Board (NSTB) team headed by the Mr. Yam Bhandari Director, Mr. Tailendra Acharya Deputy Director and Test Management Unit Head, Mr. Upendra Pokharel Senior Skill Testing Officer and Marketing/Monitoring Unit Head, Mr. Jaya Krishna Paudel Senior Skill Testing Officer and Test Item Development Unit Head, Mr. Ganga Gurung Skill Testing Officer, Test Item Development Unit, Ms. Nishi Shrestha Skill Testing Officer, Certification Unit, Ms. Pasupati Batas Administration Officer, Marketing and Monitoring Unit and Mr. Arjun Devkota Skill Testing Officer, Certification Unit.

The commitment and comprehensive approach to systemic change taken by the NVQS Project headed by Mr. Devi Prasad Dahal Team leader, and Mr Nir Bahadur Jirel Deputy Team Leader has been a challenge of no easy feat. The implementing organisation represented by these gentlemen Swisscontact Nepal and the donor Swiss Agency for Development Cooperation SDC for its mandate to fund the NVQS project to develop the Technical Vocational Education and Training (TVET) Sector to be in par with the regional and international standards and at the same time contributing to better livelihood, poverty alleviation and economic development in Nepal.

History can only move forward when courageous moves are made by people and organisations to make the world a better place.

*Jayandra Seneviratne
Consultant*

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List of Acronyms

ADB	Asian Development Bank
CTEVT	Council for Technical Education and Vocational Training
CU	Certification Unit
INGO	International Non-Governmental Organisation
NGO	Non-Governmental Organisation
NOSS	National Occupational Skill Standard
NSTB	National Skill Testing Board
NSTC	National Skill Testing Centre
NVQ	National Vocational Qualification
NVQA	National Vocational Qualification Authority
NVQS	Nepal Vocational Qualifications System
RPL	Recognition of Prior Learning
SDC	Swiss Agency for Development and Cooperation
SSC	Sector Skills Committee
TEC	Technical Committee
TIDU	Test Item Development Unit
TMU	Test Management Unit
TVET	Technical Vocational Education and Training
VET	Vocational Education and Training

1 INTRODUCTION

The Technical Vocational Education and Training (TVET) sector in Nepal is headed by the Council for Technical Education and Vocational Training (CTEVT). All relevant testing and quality assurance lies under the purview of the National Skill Testing Board (NSTB), which is in the future envisaged to be the National Vocational Qualification Authority (NVQA). The implementation of a Nepal Vocational Qualifications System (NVQS) project (hereafter referred as NVQS project) for the development of the TVET sector led by the CTEVT is implemented by NSTB/CTEVT together with Swisscontact, with the funding assistance from the Swiss Agency for Development and Cooperation (SDC).

NSTB (NVQA) encourages industries/organisations aspiring to operate as National Skill Test Centres to invest in awareness, knowledge and skills development in occupational skills tests of formal vocational training and Recognition of Prior Learning (RPL). Industries in most cases have the required infrastructure, materials and tools to conduct skill tests with relevance to the occupation. With the foreseen decentralization of NSTB (NVQA) operations and the need to improve the quality of skill test in the 7 provinces of the country, and the ADB assistance in the education sector that is to support the government's major initiative for fiscal years 2017 to 2023 to substantially improve the quality and efficiency of, and expand equitable access to, education across the country to build much stronger human capital¹.

Vocational education and training (VET) enables students to gain a recognised national vocational qualification (NVQ) for all types of employment, and specific skills to help them in the workplace. The providers of VET include public and private sector institutes, community organisations, Non-Governmental Organisations, industry skill centres, and commercial and enterprise training providers. The VET sector is crucial to the Nepali economy; both for the development of the national workforce and as a major skilled labour export industry.


The test centre accreditation document draws the initial conceptual outline of a quality skill assessment centre from Nepal Vocational Qualifications System (NVQS) Project CTEVT/NSTB – Swisscontact² and other regional practices on accrediting skill test centres in TVET sector. Developing the national skill test centre accreditation guideline is towards building a comprehensive, nationally and internationally inclusive and credible TVET accreditation system. Setting up of accredited National Skill Test Centres become a vital component in the development of a National Vocational Qualification System within the National Vocational Qualification Framework, to award qualifications at all levels.

1.1 The purpose

The purpose of this assignment is to develop a standard of accrediting skill test centres to ensure a common quality standard for conducting of occupational assessment across all sectors and ensuring the quality assurance. The guideline document provides the required information to skill testing centres seeking accreditation for conducting screening, pre-assessment (eligibility),

¹ Asian Development Bank Member Fact Sheet – Nepal 2016

² 170922: Draft_Devi P. Dahal, TL, NVQS

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assessment (skill test), maintaining and updating records in liaison with the NSTB (NVQA). The document will also assist and guide the NVQA to monitor the activities of accredited NSTCs.

The NSTC accreditation guidelines were developed through a series of consultative discussions with the NSTB headed by Director, Mr. Yam Bhandari. Other consultative departments were the Head of the Test Management Unit, Senior Skill Testing Officers and the Head of the Marketing and Monitoring Unit, Head of the Test Item Development Unit, Test Item Development Unit, Certification Unit, and Administration Officers. The consultative discussions were held from the 11 to 21 December 2017. The first chapter brings in the overall introduction to the National Skill Test Centre accreditation, with the second chapter elaborating on each element of the National Skill Test Centre accreditation criteria and finally the third chapter brings in key recommendations.

1.2 Background


The rapid change in skill composition has been observed among Nepalese migrant workers and local labour force in recent years. The proportion of unskilled migrant workers has decreased by 17 per cent during 2004 to 2014, whereas the corresponding figures of skilled and semi-skilled workers has increased by 13 and 5 percentage respectively in the same period of time³. Nepalese foreign employment professionals have received increasing demand of certified skilled workers in recent years. This creates the pressure to increase the supply of skilled and certified workers accordingly. However, the capacity of training and certification institutes in Nepal is not in the position to fulfil the demand. Skills training and certification always augments the potentials, enhances productivity thus widens the economic horizons of not only the individuals but also the nation in totality.

An assessment system with quality and relevance must possess a structured, controlled and methodical process. Quality skill assessment is the key to ensure that a candidate has the competence to perform a given task to industry standards. Furthermore, the skill assessment process must be designed to ensure that assessment decisions made in relation to any number of individuals, by any number of assessors, in multiple situations are - consistent, fair, valid and reliable.

Since, the mid of 2003/04 to date, different donors have supported TVET projects that have been implemented in the country aiming to promote the employment of Nepalese youth to improve their livelihood, poverty alleviation and contribute to a stable economy. With the demand of having to provide skill testing and certification to large numbers, NSTB is faced with an avalanche of skill testing interests and demands. To meet the donor driven demand, NSTB focuses on the number of skill assessments at training locations with minimum facilities, which are called test centres. As in most cases, the need for quantity questions the quality of tests being done. The quality deterioration is not the responsibility of only the test venue (facilities), but other factors such as the availability of qualified and trained assessors, their integrity and unwanted influences from training providers are contributors.

The vital aspect to a quality skill test is the Assessor. Having the right assessor from the respective occupation and the right assessment skills, knowledge and attitude is undoubtedly

³ Global Demand Assessment for Nepalese Skilled Workforce (July 2015) CTEVT Research and Information Div

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directly proportional to the quality of the assessment. An assessment system incorporates the machinery, tools, materials, processes, documentation, persons and other resources. Hence, an individual being assessed for his/her entire job career depends on the quality of a skill assessment centre he/she has assessed and certified.

The NSTB currently has recognised 110 skill test centres for regular skill test within the country. The centres have not followed a formal documented assessment procedure to be accredited as skill test centres. NSTB has been conducting 369,668 skill tests and 282,550 have passed, during the fiscal year 2062/2063 (2005/2006) to 2073/2074 (2016/2017). The regular tests are conducted in 76 testing centres in 50 districts.

The appointment of skill test centre is based on an assessment by NSTB team visiting the centre. Based on the findings of this visit and on adjudication that the centre has the required minimum resources to conduct a skill test, the centre is accepted as test

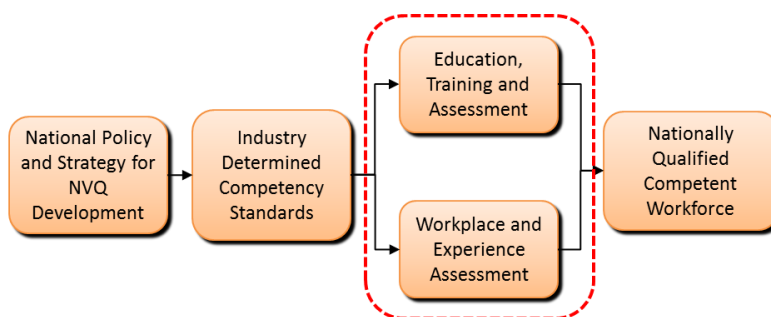


Figure 1: Strategy for Technical and Vocational Education and Training in Nepal

centre for a period of two years. Certificates issued on skill tests conducted at these centres will carry the name of the skill test centre. The approval/acceptance process of such skill test centres has not followed documented structured criteria for the assessment and acceptance. In addition, NSTB uses the facilities of other business/industry sites where particular occupations can be assessed; these sites are used solely for the purpose of skill tests and come under the purview of NSTB for the skill test. Certificates issued for skill tests carried out at such industry sites carry the name of NSTB as the testing venue. The **Figure 1** shows the Strategy for Technical and Vocational Education and Training in Nepal and the two places of assessment, 1) the education and training (training centre) and 2) workplace (industry sites).

The intention of this document is to streamline and put in place a formal procedure guide to assess and accredit National Skill Test Centre (NSTC), to able to conduct skill tests in an efficient and effective manner not compromising the quality of skill tests. The products and services of which can be documented and reviewed for research and development in the future of vocational skill testing and certification in the TVET sector in Nepal.

2 Accreditation of a National Skill Test Centre (NSTC)

The accreditation of a National Skill Test Centre (NSTC) is assessed by looking at two main areas: 1) the organisational and 2) the operational areas as shown in **Figure 2**. Both areas are assessed against criteria in the interest of testing of occupational skills for the Technical Vocational Education and Training (TVET) sector.

Any institute/organisation/industries/enterprise wanting to apply to be accredited as a National Skill Test Centre (NSTC) must accept and abide by the regulations set by the National Skill Testing Board (NSTB)/National Vocational Qualification Authority (NVQA) of Nepal under the Council for Technical Education and Vocational Training (CTEVT). A NSTC must ensure it complies with the conditions of its accreditation throughout the period of its accreditation. The guideline for such accreditation is spelled out in this chapter.



Figure 2: Organisational and Operational Criteria

A NSTC should comply with any other conditions that NSTB/NVQA may impose (NSTCs are notified in writing of any conditions, or changes to conditions, imposed on their accreditation).


2.1 Eligibility and Legality of a NSTC

The legality of a training institute to be accredited by NSTB/NVQA is based on its acceptance by the Council for Technical Education and Vocational Training (CTEVT) by the issuance of a letter of affiliation. A training institution applying for accreditation as a National Skill Test Centre must first have a letter of affiliation from the CTEVT. A private sector institute to obtain the letter of affiliation is required to be registered as a private business or a Non-Governmental Organisation (NGO) and be assessed and approved by the CTEVT. **Appendix 1** shows CTEVT Guidelines for Obtaining Letter of Affiliation.

A government institute, training centre operating under the purview of CTEVT does not require a certificate of affiliation and can be eligible for accreditation if it fulfils the rest of the criteria.

A training institute or a work site that conducts assessment of skills learnt at a training venue or through prior learning/experience can be a centre considered to be accredited by NSTB (NVQA) to conduct assessment (skill test). An organisation that provides work based training employing skilled workers (if to operate as an accredited assessment centre), must have the required capacity to train human resource for the particular occupation and have the capacity to conduct an assessment using the recognition of prior learning (RPL).

- Eligibility and Legality
- Governance and Management
- Infrastructure
- Safety Security and Accessibility
- Sustainability
- Availability of Competent Human Resource
- Experience in Skill Testing
- Availability of Tools/Equipment
- Costing/fees
- Test Administration and Certification
- Record Keeping
- Suspension, Cancellation & Appeals
- Marketing

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An industry site can provide services solely as an approved National Skill Test Centre (NSTC) having an appropriate business registration and fulfilling the requirements of the National Authority, e. g. National Vocational Qualification Authority (NVQA).

In short, a quality assessment centre can be from among the well-equipped, accessible, environment friendly, authorised and accredited places, may it be of a training centre, work place, industry/business, or an organisation. Most important indicators for a quality assessment centre are – authorised/accredited, fully resourced (human and materials), safe/secured, reliable and accessible.

- Eligibility and Legality
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2.2 Governance and Management

NSTB (NVQA) looks in to the governance of an organisation to ascertain the structure, functions, processes, and organizational traditions that have been put in place within the context of a skill testing program’s authorizing environment “to ensure that the [program] is run in such a way that it achieves its objectives in an effective and transparent manner (accountability to stakeholders and users). Furthermore, NVQA considers management of the day-to-day operation of its programs within the context of the strategies, policies, processes, and procedures that have been established by the governing body. Whereas governance is concerned with “doing the right thing,” management is concerned with “doing things right”.


Governance refers to supervision and decision-making related to strategic direction of the organisation, such as financial planning, and bylaws and setting of core policies that outline the organization's purpose, values, and structure. Governance provides guidelines for management. An example will be the Board of Directors that our elected as the governing body that vote certain governance decisions, such as changes to the bylaws.

Management refers to the routine decisions and administrative work related to the daily operations of the organization based on organisations operational structure. Management decisions should support and implement goals and values defined by the Board of Directors. In some organisations, all members participate in the management and said to have a more flat operational structure and called collectives. In other organisations, one or more specialized managers make operational decisions having a tall operational structure and decision makers are referred to as the Administration Committee (ADCOM).

The boundary between governance and management is not hard and fast. In particular, both the maturity and the size of the program influence the dividing line and the degree of separation between the program’s governance and management structures. Less mature programs may take time to establish formal governance mechanisms.

2.3 Infrastructure

The required infrastructure to conduct an assessment is stipulated by the Test Item Development Unit (TIDU) and National Occupational Skill Standard (NOSS) of the NSTB (NVQA). A NSTC must have facilities, including space to assess a minimum of 10 participants, meeting the requirements specified by TIDU and NOSS. The NSTC provides a list of Training/Assessment

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Facilities available at the centre. In the event the building is rented or leased, the applicant must furnish a copy of the rent/lease agreement, which must cover the period of two years.

Furthermore, the NSTC should have facilities that can be accessed by the differently abled people and gender segregated toilets with adequate supply of water, changing rooms and so on. Additional provision of residential facilities for girls and differently abled people would be the added criteria to be a well-equipped NSTC.

2.4 Safety Security and Accessibility

The institute must have a safety and security policy in operation. An emergency management and evacuation plan, where there are signs that are clearly placed for those using the facility including staff. The NSTC must ensure unhindered access to work stations by participants and assessors. Depending on the occupation being assessed, the NSTC fulfils the safety criteria stated in the respective NOSS.

2.5 Sustainability

The long-term plan of the organisation is also considered. This includes the vision and mission to achieve the desired impact, leadership and staff capacity building plans, technology investments and operational plans of proactive management, especially in terms of operation as a NSTC. The assessment also reviews the financial sustainability; how the organisation manages training and assessment in terms of cost management; its plans and intensions mentioned on how it intends to cater to assessment costs; and whether the NSTC has plans for public-private-partnerships and/or project interventions. However, the unavailability of sufficient funds to conduct skill tests is not a deterrent for NSTB (NVQA) in accrediting the NSTC, but having such a strategy is an added advantage for the NSTC to be a sustainable market leader in skill tests and open doors to donors and projects seeking for sustainable development opportunities.

The cost of skill tests remains a vital aspect of sustainability. Hence, a NSTC should take all possible measures to conduct skill tests in a cost effective and sustainable manner. Refer to the section on costing/fees for further explanation of costs of skill tests.

2.6 Availability of Competent Human Resource

The NSTC shall allocate human resource to prepare candidates for the assessment. The NSTC shall have a trained person to conduct the preliminary eligibility of a candidate to face the required NVQ occupational assessment. The pre-assessment from the NSTC shall reduce the preliminary work of NSTB (NVQA), giving focus of assessors to be involved in the assessment and reducing costs of assessors having to conduct pre-assessments.

NSTB (NVQA) will allocate trained and certified assessors for the assessment. Assessors from each sector/occupation should be appointed by the regulatory body NSTB (NVQA). Assessors should be trained in the full assessment processes, certified and licensed. Validity of Assessors' license should be of 2 or 3 years and assessors should have their license renewed prior to the



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date of expiry, by participating in a review and updating test and interview by the regulatory body NSTB (NVQA).

2.7 Experience in Skill Testing

Experience in conducting skill test will be added advantage for a NSTC to ensure a smooth and professional handling of skill tests, supporting the assessors. However, experience will not be a deterrent for granting accreditation as a NSTC.

2.8 Availability of Tools/Equipment

The NSTC must meet the requirement of tools, equipment and machinery (if required) stipulated by the TIDU and NOSS for the assessment of the particular occupation/s skill level/s. The details of tools, equipment and machinery required will be stated by the TIDU and NOSS. The details of machinery and equipment available to be used in skill tests should be listed in the application and available at the time of skill tests. In the event special equipment is needed and the NSTC do not possess/own such equipment, the centre should have a written agreement with a service provider of the required equipment to be available during the skill tests.

2.9 Costing and Skill Assessment Fees

A NSTC has to comply with the fees allocated by the NSTB (NVQA) for regular skill tests. NSTB (NVQA) will apply fees and charges to certain regulatory activities to recover the cost of performing those activities under regular assessment. As mentioned under sustainability, NSTB (NVQA) will re-structure the candidate assessment fees to cover NSTC costs, assessment material, and assessor, including an administration fee for NSTB (NVQA) services. The costing for sponsored skill test may vary depending on the needs of the sponsor, in which case the NSTB (NVQA)/NSTC will have the flexibility in deciding on the charges to cover costs of the skill test, maintaining transparency and accountability to the funder and communicate facts and figures.


An accredited assessment centre must endeavour to coordinate group assessments (skills wise) to reduce costs, at the same time not causing delays to candidates. The NSTB (NVQA)/NSTC should also have the option to provide provisions for a fast track process of assessment if a candidate wishes to obtain such services and is agreeable to meet the costs incurred in such a process.

NSTB (NVQA) in further development will re-structure the candidate assessment fees to cover NSTC costs, assessment material, and assessor, including an administration fee for NSTB (NVQA) services.

2.10 Test Administration and Certification (NVQ)

The NSTC must have the capability to follow NSTB/NVQA test management guideline given in the NSTB (NVQA) Quality Assurance Manual. The NSTB/NVQA Test Management Unit process is shown in **Figure 3**, all NSTCs should follow the specified process unless otherwise instructed by NSTB (NVQA).



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The NSTC must have the capacity to collect applications, verify applications (pre-assessment preparation) issue admission card, in consultation with NSTB/NVQA, conduct skills test and update results on-line. The pre-assessment preparation needs to be done by an assigned and trained assessment centre manager ensuring the candidate meets the requirements to be eligible for assessment. Once the NSTC manager is satisfied that an assessment can be conducted, the application is made for the skills test to be carried out at the NSTC, in accordance with the Test Management Unit (TMU) procedures outlined in the NSTB (NVQA) Quality Assurance Manual.

Test items and procedures for the specific assessment will be allocated by the TMU of the NSTB (NVQA). The NSTC will use appropriate facilities to administer all relevant test items. On the completion of the skill test, update the NSTB (NVQA) with the test results through an online updating process. In parallel the draft results are prepared and submitted (signed) to NSTB by the NTSC manager and Assessors.

The awarding of certificates will be done by NSTB (NVQA), once the test results and assessor authenticity are verified with the draft result sheets signed and submitted by NSTC manager and the Assessors. However, final authority of signatory in the certificate will remain at NSTB/NVQA head office. Nevertheless, the NSTB (NVQA) holds the right to issue certificates and is to look at possibilities to provide a level of autonomy at the provincial NSTB (NVQA) offices.

The four guiding principles of competency-based assessment are validity, reliability, fairness and flexibility.

1. An assessment process is said to be **valid** when the assessment measures only the skills, knowledge and attitudes identified in the NOSS.
2. An assessment process is **reliable** when there is consistency in results between assessors. That is, when two or more assessors give the same result based upon the same evidence.
3. **Fairness** refers to the transparency of the assessment system. Candidates shall be aware of how they shall be assessed, i.e. the assessment process and criteria given by the national competency standards to which they will be assessed against.
4. **Flexibility** refers to reasonable adjustments in the administration of the assessment process.

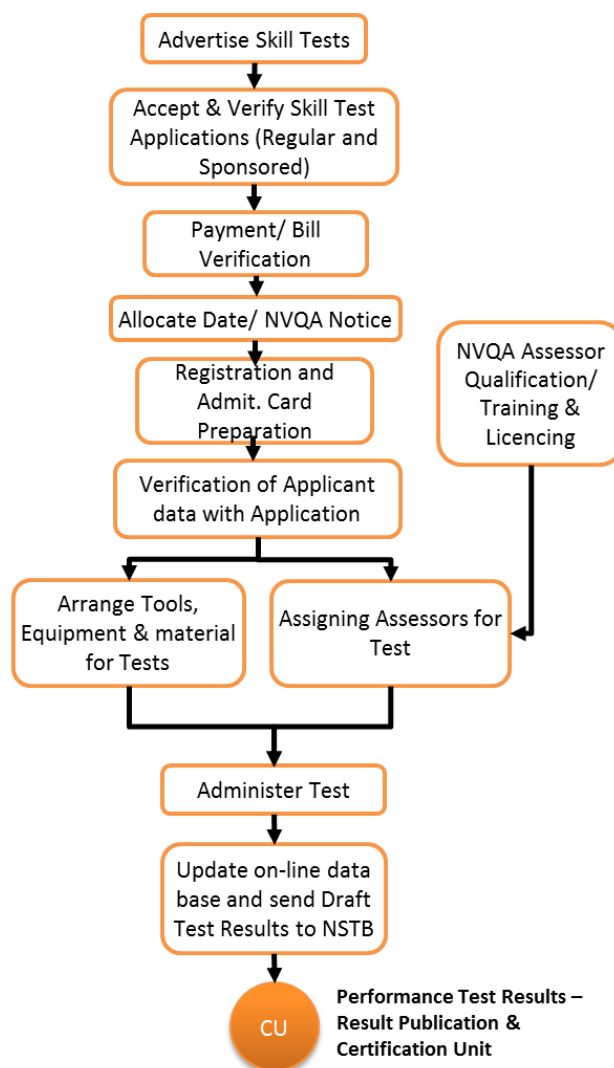



Figure 3: Test Management Unit Operational Process

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2.11 Record Keeping

The NSTC will maintain secured records of all skill test results conducted at the centre and provide access to the regulatory body (NVQA) for periodic and random audits. The records will be maintained in hard copies signed by assessors and soft copies will be ready to be uploaded to a national database maintain by NSTB (NVQA).

2.12 Suspension, Cancellation and Appeals

The NSTB (NVQA) has the right to suspend or cancel the accreditation of a NSTC when it finds that the centre has violated trust and deviated from the laid down procedure, such as:

- There are irregularities reported and verified by NSTB (NVQA) such as bribery, corruption, questionable quality assessments and internal evaluations conducted etc.
- The use of depleted tools and equipment that is not suitable for trade testing.
- Poor record keeping and reporting to NSTB (NVQA) on skill tests conducted.
- Poor internal evaluations conducted with ineffective reporting to NSTB (NVQA).
- The recommendations of an internal or external evaluator contracted by NSTB (NVQA).
- Not complying with timelines and corrective action required, identified during monitoring and evaluation by NSTB (NVQA).

The NSTB (NVQA) will issue a letter to inform the NSTC of the suspension instructing the NSTC to discontinue the skill test with immediate effect.

The candidates arranged prior to the suspension of the centre will be re-scheduled at a different NSTC at the cost of the suspended NSTC.

The NSTB (NVQA) may reinstate the accreditation status of a NSTC once the centre investigation has been completed and the NSTC has been cleared of misconduct or corrective action has been taken to the satisfaction of NSTB (NVQA).

Following a visit from NSTB (NVQA) representative, a centre may be required to undertake remedial actions to deal with recommendations. Usually the centre will be given a date by which corrective action must be taken. In extreme cases, the centre may be required to suspend some or all assessment activities until the issues are rectified. A NSTC may appeal against such decisions.

Centres that wish to appeal should contact the accrediting authority (NVQA) who will advise them how to proceed. Essentially, the centre will be required to put in writing their reasons for appeal. If necessary these will be forwarded to be considered by NVQA panel. The Appeal Panel decisions will be given in writing to the Centre Manager and is final.

In the event an accreditation to operate as a NSTC is withdrawn by NVQA, the NSTC must return the certificate of accreditation to NVQA within 10 days of the day the withdrawal takes effect.

- Eligibility and Legality
- Governance and Management
- Infrastructure
- Safety Security and Accessibility
- Sustainability
- Availability of Competent Human Resource
- Experience in Skill Testing
- Availability of Tools/Equipment
- Costing/fees
- Test Administration and Certification
- Record Keeping**
- Suspension, Cancellation & Appeals**
- Marketing


The centre must provide copies of skill test records to NVQA within 30 days of the day the withdrawal takes effect.

2.13 Marketing

The National Skill Test Centre (NSTC) is encouraged to create awareness and promote the National Vocational Qualification System and the NVQ framework that enables an individual to obtain a national vocational qualification for a given occupation.

The marketing of training and assessment should not mislead customers. The fact that the National Skill Test Centre (NSTC) has the accreditation to conduct assessment must not mislead customers to take up their courses in view of having the facility to conduct skill tests. Students and employers need clear, accurate and readily accessible information to make informed choices about the training and assessment that will best meet their needs.

A NSTC must have a written brochure/leaflet in simple language (Nepali and English) explaining the NVQ opportunities, skill assessment procedures that leads to national vocational qualification.

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3 Recommendations

The **Figure 4** shows the overall system where NSTB (NVQA) is the apex body with its functional units over the National Skill Test Centres.

It is recommended that a province has 5-7 NSTCs during the initial commencement with a vision to have 45 – 50 NSTCs overall in Nepal. Each province should cover 24 sectors.

The NSTC will have the authority to: collect applications, verify applications (pre-assessment preparation) issue admission card, Assessor/manager deputation, conduct skills test and upload results on-line. Monitoring and evaluation will be done by NSTB at central and provincial level.

NSTB (NVQA) holds the authority for result publication and certification. The draft result preparation will be done by the NSTC & Assessor team. The verification and certificating awarding will be done by NSTB (NVQA).

An industry/organisation that desires to conduct RPL assessments can apply to the NSTB (NVQA) with appropriate evidence of human resource, policies and procedures as well as the necessary infrastructure and resources stipulated in this document. The organisation must specify the scope of the RPL assessments when making the application to the NVQA.

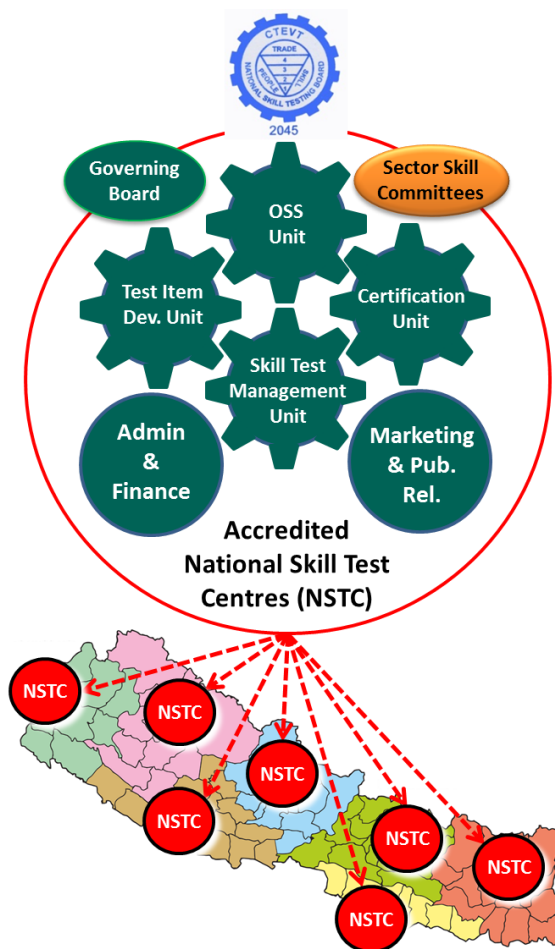



Figure 4: Overall System - NSTB (NVQA) and NSTCs

NSTB/ (NVQA) encourage and support industry/organisations that require training and development in implementing RPL. An organisation wanting to be a NSTC can request NSTB (NVQA) for appropriate guidance in policy, principles and procedures. RPL implementing organisations are encouraged to offer staff development programs in assessment of recognition of prior learning. The program may contain the following:

- Analysis of skills, knowledge, attitudes and values.
- Matching skills, knowledge, attitudes and values to the criteria of specific competencies.
- Gathering and preparing relevant evidence.
- Identifying appropriate assessment methods.
- Assessing the application from candidate.
- Identifying further training needs.
- Educational or career planning.

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4 References

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CTEVT (2015) Global Demand Assessment for Nepalese Skilled Workforce (July 2015)

ICDL (2012) Test Centre Approval Guidelines & Application, ICDL Sri Lanka

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RSA (2013) Criteria and Guidelines for the Accreditation of Trade Test Centres, Department of Higher Education, Republic of South Africa (April 2013).

TVEC (2009) National Vocational Qualifications Framework of Sri Lanka, Operations Manual

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5 Appendix 1 – Accreditation Process Overview

A training institute, business/industry site aspiring to be an accredited national skill test centre (NSTC) must first make an application to NSTB (NVQA). (A specimen of the application to be used is provided in **Appendix 4**). The guide to completing the application is provided in **Appendix 5 – Guide to Applicants**.

The application is reviewed by NSTB (NVQA) to ensure that the applicant fulfils the basic organisational criteria and have filled-in the occupations to be assessed and the operational requirements for conducting skill tests. Details of requirements for particular occupation/s skill tests should be provided by the TIDU and NOSS of NSTB (NVQA).

The NSTB (NVQA) will then do a centre assessment visit to verify and assess the practical status of the centre, verifying the availability of tools, equipment and machinery requirements as per TIDU and NOSS.

Based on the application verification and the centre assessment visit the NSTB (NVQA) will approve and recommend the centre to be accredited as a NSTC.

If the centre lacks the required standard, NSTB (NVQA) will inform the centre of its recommendations to be fulfilled for a re-assessed. The first re-assessment will be done free of charge once the centre informs NSTB (NVQA) of the compliance to the recommendations.

When a centre has been approved by NSTB (NVQA) the checklist approval (**Appendix 3**) is forwarded together with the application to the respective Sector Skills Committee (SSC) for final review and endorsement. In cases where SSC have not been established, NSTB (NVQA) will appoint a Technical Committee or a professional body for review and endorsement. If the SSC, Technical committee or professional body has concerns, it may raise its concerns at this stage for verification by NSTB (NVQA), who may require the applicant to comply as recommendations.

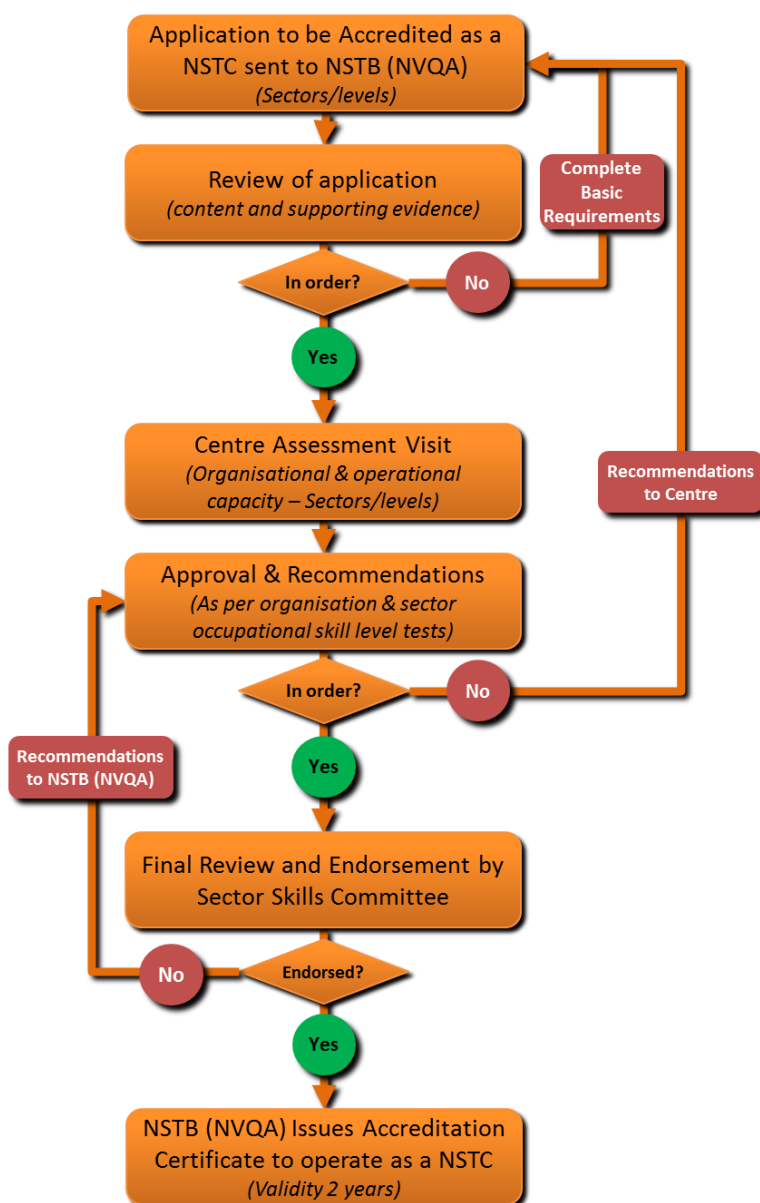




Figure 5: Accreditation Process Overview

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Once the SSC/Technical Committee or professional body has reviewed and endorsed the centre application and the checklist, NSTB (NVQA) issues the accreditation certificate to the centre to operate for a period of two years as a NSTC.

During the two years of operation the NSTB (NVQA) has the right to suspend or cancel the accreditation of the centre, if it finds that centre has violated any of the conditions described in section 2.12 - Suspension, Cancellation and Appeals.

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6 Appendix 2 – CTEVT Affiliation Requirement

Basic requirements for a training centre applying for CTEVT affiliation.

Council for Technical Education and Vocational Training (CTEVT)

Application form for Technical Short Course Program

Institute Name

Name and Address of Institute

Contact Person

Legal Status

Description of Training Facilities

- Infrastructure
- Building
- Hostel facilities (if available)

Instructional and Administrative staff

Management committee

Promoters

Budget

Expenditures

Other requirements for proposal:

- Purpose/objectives of the program
- Program sponsor donor (if any)
- Description of need met by training program
- How and when were the need assessed/identified
- Target population
- Number of graduates per year anticipated
- Length of program
- Description of tools/equipment
- Description of books/journals in library
- Description of teaching learning material
- Description of curriculum
- Master plan including budget
- Recommendation letter from local authority


Proposed Programs:

Bill No...

Signature...

Date...

Office Stamp

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7 Appendix 3 – Accreditation Checklist (*Separate Document*)

Please see separate document...

8 Appendix 4 – Accreditation Application (*Separate Document*)


Please see separate document...

9 Appendix 5 – Guide to Applicants (*Separate Document*)

Please see separate document...

10 Appendix 6 – NSTC Accreditation Certificate Sample (*Separate Document*)

Please see separate document...

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