



GOVERNMENT OF THE PUNJAB
TECHNICAL EDUCATION & VOCATIONAL TRAINING
AUTHORITY **TRADE TESTING BOARD**
45-GARDEN BLOCK, NEW GARDEN TOWN, LAHORE.
Ph. No. (042) 99239782, 99239632, 99238974.



No.TEVTA/TTB/CBA(5)/CVT/2016/

Dated: 09.09.2016.

To

All Principals,
TEVTA Institutions in Punjab.

Subject:- Specific Instructions for Assessment under Cooperative Vocational Training Programme.

Cooperative Vocational Training (CVT) has been introduced under TVET Reform Support Programme. The approach is based on the German "Dual Training System", in which training institute and enterprises / industry share the responsibility for vocational training. GIZ & TEVTA has selected 5-CBT Courses to run as pilot Project under CVT Programme.

Trade Testing Board Punjab has already issued "SOP for Management of Competency Based Assessment". The same SOP will be followed in general for CVT Programme being offered for NVQF Qualification. The following instructions will be specific for CVT Programme :-

1. The blend of institutional training and work place training will be observed as following:-
 - 1-Month Work place learning for orientation purpose.
 - 6-Months Institutional Training
 - 5-Months Work place as "On the Job Training"(OJT).
2. The word "CBT" will be replaced with "CVT", while using all the proformas / formats given in the "SOP for Management of CBA". While sending the data or letter to TTB, the word "CVT" should boldly be written on mail.

3. Schedule for Registration and Assessment of trainees has already been issued for CVT Programme. A copy of the same is attached herewith.
4. Principal will inform TTB, in writing, that briefing of candidates regarding CVT Programme has taken place at the start of batch.
5. During OJT a Log Book of trainee will be maintained by employer, as prescribed by GIZ/TEVTA.
6. The Principal of Institute will inform TTB, within one month after start of batch, regarding shortage of equipment or non-availability of equipment/machinery required for assessment of candidates.
7. Integrated Assessment may be conducted at Institute or at Workplace as decided by TTB.
8. The Instructor of candidates will not participate in Integrated Assessment.
9. One representative of Employer will participate at the time of Integrated Assessment. Employer's Representative will be involved in initial marking of Skill Test. He will also observe the attitude of candidates and mark it on prescribed Marking Sheet.
10. TTB's Representative will act as Coordinator, during Integrated Assessment and in case of any issue, he will consult with TTB. He will be responsible for marking of attendance by trainees. He will also facilitate Employer's Representative.
11. If an Employer's Representative is unable to take part in the assessment, the representative of TTB will act as substitute and will perform additional tasks as entrusted on Employer's Representative.
12. TTB will not pay remuneration to the representative of employers for their participation in Integrated Assessment. They will work in an honorary capacity.

13. RDAT will get issuance of OJT letters from employers in triplicate: one copy for trainee, one copy for RDAT and one copy for TTB.
14. TTB will issue Result on completion of OJT and on the receipt of OJT letters from RDAT. OJT letter must clearly indicate satisfactory performance of trainee for the prescribed period.
15. TTB will issue Certificate of Qualification as prescribed by NAVTTC, for CVT Programme.
16. TTB will keep record of OJT letters (hard & soft copy), to issue Correction, Duplication or Verification of Certificates in future.

Director
Trade Testing Board,
Punjab, TEVTA, Lahore.

CC:

1. All District Managers, TEVTA.
2. All Zonal Managers, TEVTA.
3. General Manager (OPS.), TEVTA. Lahore.
4. General Manager (ACAD), TEVTA, Lahore.
5. Chief Operating Officer, TEVTA, Lahore.



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No.TEVTA/TTB/CBA(5)/CVT/2016/20660

Dated: 17.10.2016.

To

- The Principals,
1. Govt. Tech. Trg. Institute(Women), T/Ship, Lahore.
 2. Govt. App. Trg. Centre, Township, Lahore.
 3. Govt. Tech. Trg. Institute, Mughalpura, Lahore.
 4. Govt. Institute of Leather Technology, Gujranwala.

Subject:- Modification / Addition in Specific Instructions for Assessment under Cooperative Vocational Training Programme.

In continuation of our previous instructions issued vide letter No.TEVTA/TTB/CBA(5)/CVT/2016/20505, dated 09.09.2016.

The sequence of blend for Institutional Training and Workplace Training may be different as per requirement of different Cooperative Vocational Training (CVT) Courses; notified by NAVTTC. In order to cater different requirements following amendment has been made in para 1 of the Instructions referred above, issued by TTB:-

1. The blend of institutional training and work place training will be observed as following:-

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| (i) | 1-Month Work place learning for orientation purpose. 6-Months Institutional Training 5-Months Work place as "On the Job Training"(OJT). |
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OR

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| (ii) | Continuous switching between Institute and Workplace for the number of days per week as specified in CVT Curriculum. |
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