

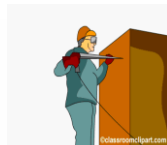


SOP

NVQF RPL



TO Certify Trained TVET Instructional Staff



TRADE TESTING BOARD

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ASSESSMENT OF TVET INSTRUCTIONAL STAFF ON NVQF QUALIFICATIONS

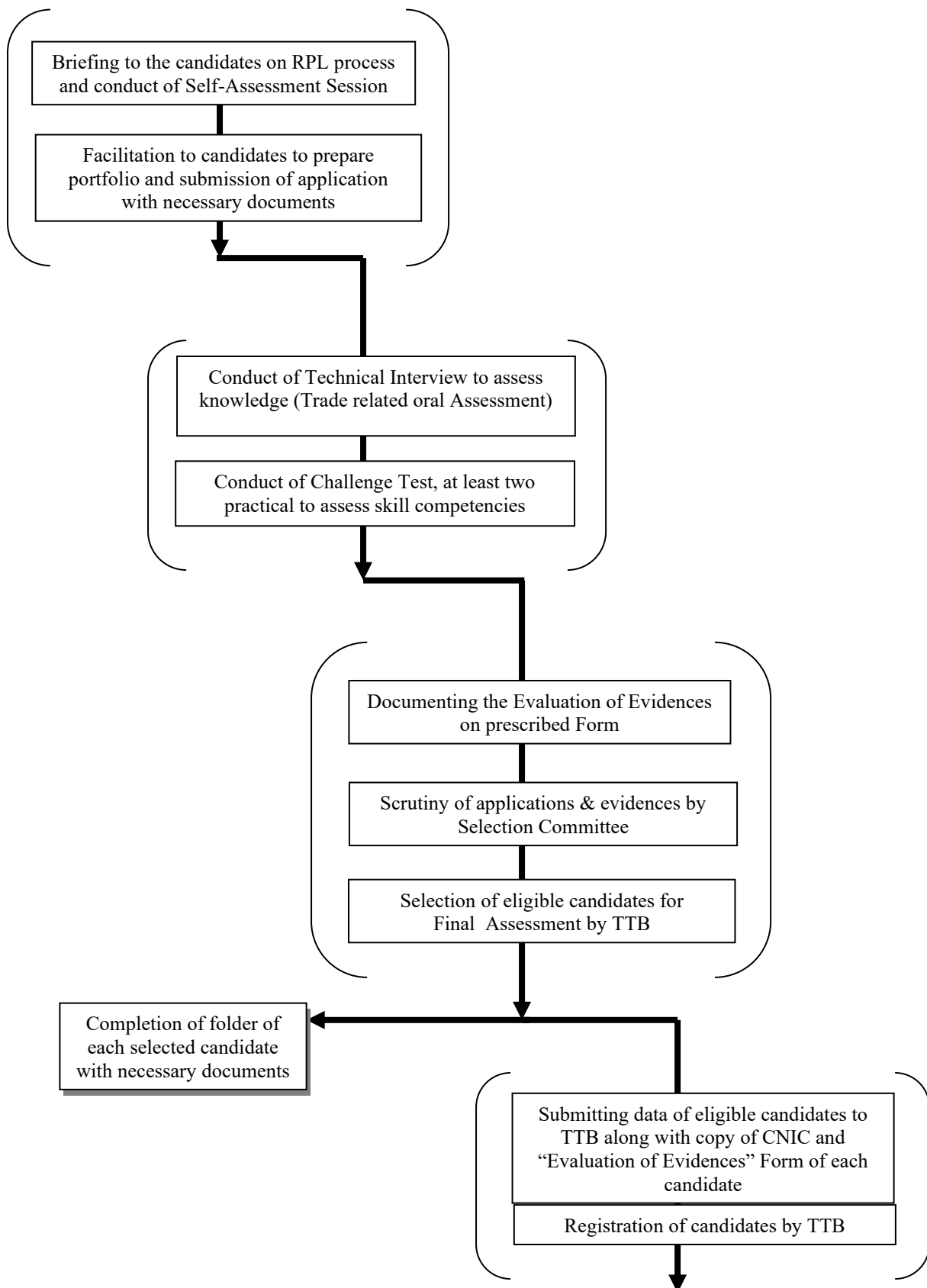
In order to ensure delivery of quality training at institutional level, **TVET SSP** is providing Skill Upgradation Trainings to TVET instructional staff in selected trades. It has been decided to certify trained staff on NVQF Qualifications. To achieve the objective, TVET SSP has collaborated with Trade Testing Board (TTB) Punjab. TTB will assess competencies of trained staff on NVQF Standards and certify them on NVQF Qualification through RPL system.

Recognition of Prior Learning (RPL) is formal recognition of competencies an individual has attained through life experience, regardless of how, when and where the learning occurred.

The candidates, who will be Instructional Staff at training institutions of different Provinces, will be selected by relevant Controlling Body/Authority. Assessment Centre/Venue will be arranged by TVET SSP and **TTB will conduct Final Assessment consist of 4-consecutive days, 5-hours per day**, in order to determine that requisite competencies have been achieved by the candidates as prescribed in NVQF Standards.

This manual has been developed to assist all stake holders involve at different stages in the process, to manage assessment activities efficiently under RPL system.

1. PROCESS FLOW CHART FOR SELECTION OF CANDIDATES



2. SELECTION OF CANDIDATES

The candidates interested to earn NVQF Qualification will apply on Application Form at **Annexure-A**.

RPL Process examines and evaluates the evidences of past learning & experience. The selection of trained Instructional Staff/ candidates will be made on the basis of Academic Qualification, Work Experience, Portfolio, Technical Interview and Challenge Test of at least two practical /skill tests.

The relevant "Controlling Body" will notify "**Selection Committee (s)**" consist of at least 3-members, for the selection of suitable candidates. The Committee will engage instructor of relevant trade as Co-opted member for the conduct of "Technical Interview" and "Challenge Test".

3. RESPONSIBILITIES RELATED TO SELECTION OF CANDIDATES

3.1 The candidates will be briefed about RPL process and requirement of evidences of past learning. The candidates will be informed about the competency standards against which they will be assessed. To facilitate the candidates, a copy of relevant Training Package will be provided to them so that they can make necessary preparation to demonstrate their competencies.

3.2 The candidates will also be facilitated/guided for doing self-assessment against competency standards, preparation of portfolio/ folder which may consist of certificates, reference letters, work samples and other evidences of past learning.

- 3.3 "Technical Interview" and "Challenge Test" of at least two practical/ skill tests should be conducted by relevant Trade Instructors, selected as Co-opted member of Selection Committee. In "Technical Interview", trade related questions will be asked to assess the knowledge and in "Challenge Test" skill competencies of candidate will be assessed.
- 3.4 Evaluation of Evidences will be documented on prescribed form at **Annexure-B**. The form "**Evaluation of Evidences**" must be completed in all respect and must be signed by relevant Trade Instructor and the Head of Selection Committee.
- 3.5 The candidates having at least 70% marks will be declared eligible for Final Assessment. Original form "**Evaluation of Evidences**" of each candidate will be sent to TTB for registration & copy of same will be placed in candidate's folder.
- 3.6 The candidate's folders will be sent to relevant Assessment Centre one day before the conduct of Final Assessment; the same will be checked by External Assessors of TTB before start of Final Assessment.

4. MAINTENANCE OF CANDIDATE'S FOLDER

Each candidate will prepare his/her folder containing all documentary evidences, which will be scrutinized by relevant Selection Committee.

The folder must contain following documents in sequence: -

- i. CV with Photograph and copy of CNIC of candidate;
- ii. Qualification Certificate (If any)

- iii. Work Experience letter(s) in relevant trade;
- iv. Marking sheet of two practical/ Challenge test duly signed by selection committee;
- v. Copy of "Evaluation of Evidences" form duly signed & stamped.

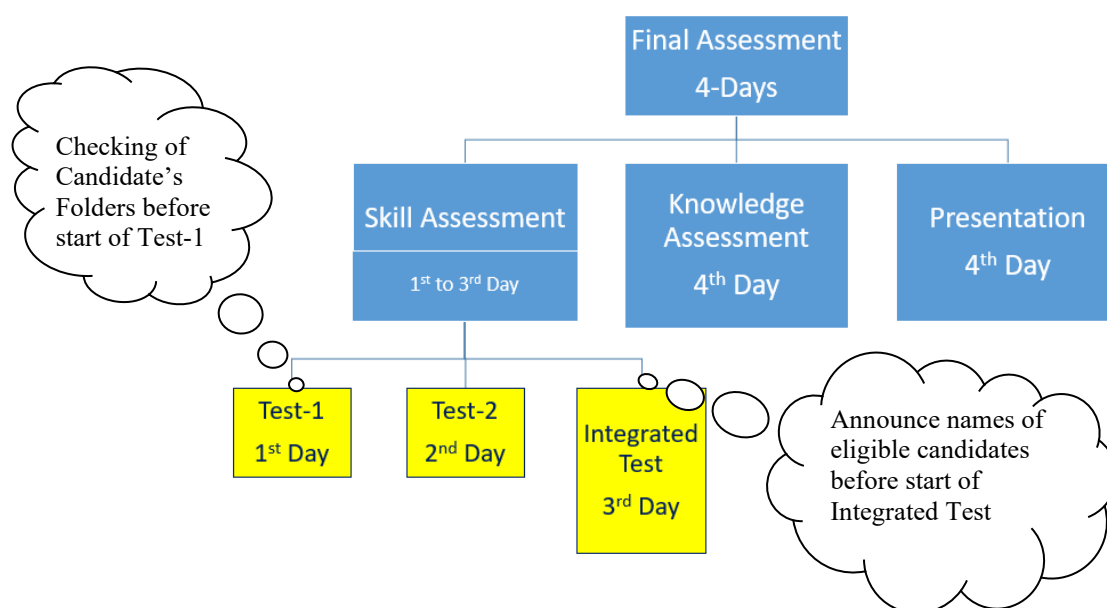
These folders will be presented to External Assessor at the time of Final Assessment for verification purpose. External Assessor is authorized to declare any candidate **"Not Eligible"** for Final Assessment in case any critical discrepancy found in folder of candidate.

5. REGISTRATION WITH TTB PUNJAB

- 5.1 TVET SSP will share data of eligible candidates with TTB on **"Registration Form" at Annexure-C**. The data will be in Excel File, filled in capital letters and soft copy of registration form will be emailed to TTB. Abbreviation should not be used.
- 5.2 Selection Committee or its representative will send hard copy of data of eligible candidates **to TTB on "Registration Form" along with Original Evaluation of Evidences (Annexure-B) and copy of CNIC of each candidate.**
- 5.3 The spellings must be correct on Registration Form. TTB will not be responsible for any mistake/error in data regarding registration of candidate.
- 5.4 On the receipt of registration data of candidates, **TTB will finalize schedule for Final Assessment in consultation with TVET SSP and upon confirmation of the venue/ Assessment Centre by TVET SSP.**

6. FINAL ASSESSMENT OF CANDIDATES

6.1 Process Flowchart



6.2 TVET SSP will select suitable venue for assessment, ensuring that facilities for all candidates i-e equipment, machinery, tools and consumable etc, are available for assessment of all competencies mentioned in Training Package of Qualification.

6.3 The authorized Institute/ training venue, selected by TVET SSP, will act as Assessment Centre on behalf of TTB for RPL-Process.

6.4 Assessment will be carried out 4- consecutive days, 5-hours per day. Local holiday at any location will not affect the scheduled date of Final Assessment. Time of Final Assessment will be from 9.00 a.m to 2.00 p.m daily. Details regarding Nature of Assessment is at **Annexure-D**.

6.5 The candidates will keep **original CNIC** with them during Final Assessment, that may be checked by Verifier of TTB.

6.6 Rating Scale

Rating scale has been given to facilitate the assessors to reach the judgment in objective manner. The judgment will be either "C" or "NYC" without mentioning any rating.

Category	Un-satisfactory	Satisfactory	Good
• Knowledge Test	Less than 60%	60% to 70%	Above 70 %
• Skill Tests	Less than 80%	80% to 90%	Above 90 %
• Observation of Attitude during Skill Test and Presentation	At least Satisfactory performance is essential, as per details on Marking Sheets		

6.7 It is necessary to perform at satisfactory level in Test-1 (1st half modules of curriculum) and Test-2 (2nd half modules of curriculum) separately, to become Eligible for Integrated Test.

6.8 Candidate declared "Not Yet Competent" (NYC) in Test-1 **OR** Test-2 will not be eligible for Integrated Test.

6.9 In order to declare "Competent" **(C)** in Final Assessment, candidate needs to perform at least at **"Satisfactory" level in all three aspects of competency** i.e Knowledge, Skill & Attitude. "Un-Satisfactory" performance in any aspect will be deemed as "Not Yet Competent" (NYC).

6.10 The failed/**NYC** candidates of Test-1 / Test-2 / Integrated Test may appear as supplementary candidates in next session of

assessment scheduled at any location by TTB, through proper channel.

7. RESPONSIBILITIES OF ASSESSMENT CENTRE

- 7.1 The Head of Assessment Centre will be responsible for all arrangements including equipment, machinery, tools and consumable etc, for the smooth conduct of Final Assessment.
- 7.2 The Head of Assessment Centre will receive Assessment Material provided by TTB and hand over the same to External Assessors on the day of Final Assessment.
- 7.3 The Head of Assessment Centre will also receive the folders of registered candidates from relevant Selection Committee(s) and will present the same to External Assessors before start of Final Assessment, for verification purpose.
- 7.4 Finished jobs of candidate's Skill Assessment will remain in safe custody with Assessment Centre for about **6-months** after the conduct of Final Assessment, for verification purpose.

8. RESPONSIBILITIES OF EXTERNAL ASSESSORS DEPUTED BY TTB FOR FINAL ASSESSMENT

- 8.1 Assessors will observe Code of Professional Practice as notified by NAVTTC.
- 8.2 Assessors will reach at Institute/Assessment Centre at least one hour before time to make necessary preparation for Final Assessment.

- 8.3 External Assessors will first check the folders of all candidates, before the start of Test-1, to verify the evidences of evaluation, especially the Challenge Test, to verify their eligibility to appear in Final Assessment. **They are authorized to declare any candidate “Not Eligible” for Final Assessment in the absence of evidences of Challenge Test, or any other critical discrepancy.**
- 8.4 After checking the folders, the candidates declared as Not Eligible, are not allowed to appear in Final Assessment. For such candidates “Not Eligible” will be marked on Attendance Sheet.
- 8.5 **Assessors will not allow** the candidates to keep electronic gadgets such as mobile, laptop etc during Assessment.
- 8.6 Only those candidates will be allowed to enter in Assessment Centre **who have original CNIC with them.** The Inspecting/Monitoring Officer/ Verifier may check CNIC for verification of candidate’s identity during Final Assessment.
- 8.7 In case of **power shut down or machine break down, the Assessor may** give extra time in lieu of the time lost.
- 8.8 The external assessors will also conduct brief **Technical discussion with candidates during Practical and during “Presentation”** to assess their understanding of task and their attitude.

8.9 Assessors will check and mark Test-1 & Test -2 on the same day, in the evening to determine eligibility of candidates for Integrated Test. Assessment should be fair, impartial and without any external influence.

8.10 Following formats / marking sheets will be used to document performance of candidates: -

- **MARKING SHEET FOR SKILL ASSESSMENT (PRACTICAL TASK/ SKILL TEST) is at Annexure- E.**
- **MARKING SHEET FOR OBSERVATION OF ATTITUDE is at Annexure- F.**
- **MARKING SHEET FOR PRESENTATION is at Annexure- G.**

8.11 Only those candidates will be allowed for Integrating Test, who have Satisfactory rating in Test-1 and Test-2 both. Candidate declared “Not Yet Competent” (NYC) in Test-1 OR Test-2 will not be eligible for Integrated Test.

8.12 Assessors will prepare separate Award List for the result of Test-1 and Test-2, duly signed by both Assessors. Assessors will verbally announce Assessment decision/result of **Test- 1 & Test -2, on third day before the start of Integrated Test. Only eligible candidates will be allowed to appear in Integrated Test.**

8.13 The candidates declared NYC in Test-1 or/and Test-2 will be marked as **NYC in T1; OR NYC in T2; OR NYC in Both** on the Award List.

- 8.14 **Both the external assessors are also responsible to mark Skill Assessment and Attitude jointly.** However, the candidates will be divided for checking the candidate's folders and for "Knowledge Assessment". Only relevant assessor will fix signature on marked papers of candidates.
- 8.15 Assessor-1 is responsible for attendance of candidates for all days. Assessors will mark attendance of candidates each day in relevant column of Attendance Sheet. Any cutting on attendance sheet will be verified with signature by Assessor-1
- 8.16 Assessor-2 is responsible to prepare Award List of Integrated Test and send all assessment material i-e marked papers, answer sheets, award lists of all skill tests, attendance sheets of candidates etc to TTB, **within one day after the conduct of Final Assessment, through courier service.** Any cutting on award list will be verified with signature by Assessor-2

9. ROLE OF TRADE TESTING BOARD (TTB)

- 9.1 TTB will tabulate data of selected candidates in examination software, allot the Registration Number to each candidate.
- 9.2 TTB will notify Assessment Panel, consist of two assessors for a group in a trade to conduct Final Assessment jointly. A representative of TTB will also be deputed as verifier at Assessment Centre.
- 9.3 TTB will provide Assessment material i-e copies of Question Papers, Answer Sheets, Attendance Sheets and Award Lists one day before the Final Assessment.

- 9.4 TTB will tabulate the result on the basis of performance evaluated by Assessors in Final Assessment.
- 9.5 A copy of result, duly approved by Chairperson TTB along with Certificates of successful candidates will be provided to TVET SSP within one month after the conduct of Final Assessment.
- 9.6 The marked papers of Final Assessment will be kept in record for 6-months after the conduct of Final Assessment and thereafter will be disposed off.
- 9.7 TTB will take necessary action against the assessor if corrupt practice or misconduct is discovered. Disciplinary action will also be taken against the candidate on account of misconduct or use of unfair means or to exert external pressure on assessor.

10. SERVICE CHARGES OF TTB

- 10.1 TVET SSP will pay service charges to TTB on the rates agreed upon by TTB and TVET SSP.
- 10.2 The service charges are to manage different activities such as Registration, Conduct of Assessment, Certification, Payments of TA/DA to assessors for local duty, Payment of TA/DA to verifier, Question Paper Setting, Marking of Assessment, Inspection and Coordination etc.
- 10.3 TA/DA will be paid to assessors by TVET SSP, in case the assessors have to move outside from their city/ head quarter of duty.

10.4 TTB will charge Correction/ Duplication or Verification of RPL Certificate @ Rs.1000/- per certificate.

10.5 Service charges of TTB will be deposited through draft or on-line payment in the following account: -

The Bank of Punjab,

New Garden Town Branch (0702)

Account Title: Deputy Manager (TT) Development Cell

Account No:5310007168700012

Branch Address: 17-Ali Block, New Garden Town Lahore.

APPLICATION FORM FOR ASSESSMENT THROUGH RPL

NVQF Qualification Applied: _____ Level _____

Previous TTB Registration (If any): _____

1. Name of Candidate: _____

2. Father's Name: _____

3. CNIC No: _____

4. Date of Birth: _____

5. Qualification: _____

6. Postal Address: _____

7. Employed At: _____

8. Designation: _____ 9. Cell No. _____

Photo

I solemnly declare that the information given above is correct and I agree to be assessed against the Approved Competency Standards. I shall abide by procedures, rules & regulations of Trade Testing Board Punjab.

Date: _____

Signature & Thumb Impression of Candidate

FOR OFFICIAL USE:

Name of Assessment Centre: _____

I hereby confirm that above candidate has gone through the selection process and found **Eligible/ Not Eligible** for the assessment through RPL process by TTB.

Date: _____

Signature Head Selection Committee

Evaluation of Evidences for Selection of RPL Candidate

Name of Candidate: _____ Father's Name: _____ Date of Birth: _____ CNIC No. _____ Trade: _____	Signature & Thumb Impression of Candidate
---	--

Sr. No	Criteria	Grading of Evidences (Encircle the Appropriate One)			Marks Obtained
1	Qualification (20- Marks)	Middle	Matric	Higher Secondary	
		5	10	20	
2	Work Experience (10- Marks)	2-years	Up to 5-years	More than 5-years	
		5	7	10	
3	Portfolio (20- Marks)	Reference Letter from Employer	Work Samples	Ref. Letter(s) from Employer(s) And Work Samples	
		10	10	20	
4	Technical Interview (10- Marks)	Less than 60% Correct Answer	Above 70% Correct Answer	100% Correct Answer	
		0	7	10	
5	Challenge Test, Two Practical (40- Marks)	Did not Perform Competencies	Performed Competency in One Test	Performed Competencies in Two Tests	
		0	20	40	
Total Marks= 100					
70 % marks are necessary to declare eligible for Final Assessment					

Prepared By:

Signature : _____

Name of Co-opted Member: _____

Designation: _____ Date: _____

Signature & Stamp
Head Selection Committee

Annexure-C

NVQF RPL REGISTRATION FORM

Name of Organization: _____

Province: _____

NVQF Qualification: _____

Level: _____

Sr. No.	Name of Candidate	Father's Name	CNIC / B-Form No.	Date of Birth (DD/MM/YYYY)	Trade of Candidate
1					
2					
3					

Name of Head Selection Committee: _____

Cell No. : _____

Signature & Stamp: _____

NVQF RPL NATURE OF FINAL ASSESSMENT

Final Assessment will be carried out in 4-days. First three days are allocated for Skill Assessment. On fourth day in the morning Knowledge Assessment will be carried out, there after Presentation Session will be held.

Skill Assessment

1st Day, Test-1 will be conducted from 1st half Modules of curriculum

2nd Day, Test-2 will be conducted from 2nd half Modules of curriculum

3rd Day, Integrated Test will be conducted from whole curriculum adopting integrated & holistic approach.

Time: Five Hours

From 9:00 a.m. to 2:00 p.m.

Nature of Task	Time	Total Marks
Perform practical of various tasks OR Prepare a Job consisting of different skills	5- Hours daily	100 each Test

4th Day, Knowledge Assessment

Time: 90 Minutes

From 9:00 a.m. to 10:30 a.m.

Design of Questions	Parts	No. & Type of Questions	Division of Marks	Total Marks
Check abilities consistent with the level of qualification: Remember / Recall, Comprehension, Application, Analysis, Synthesis, Evaluation	Objective	15- MCQs	15	100
		15- Fill in the Blanks	15	
		10- MCQ with Reasoning	10*3 = 30	
	Subjective	8- Short Questions Answers	8*5 = 40	

4th Day, Presentation: Time: Three Hours, From 11:00 a.m. to 2:00 p.m.

Each candidate will take maximum 10 minutes to present a trade related topic of his/her own choice.

Attitude Assessment

Observation of Attitude will be documented after Technical Discussion during "Skill Assessment" and "Presentation".

Annexure-E

NVQF RPL
MARKING SHEET FOR SKILL ASSESSMENT (PRACTICAL)

Date of Assessment: _____

Name of Institute/ Assessment Centre: _____

CBT Qualification: _____ Level: _____

Name of Candidate: _____ Reg. No. _____

Part - A

No.	Functioning Criteria	Initial Marks (Rating 10-0)	Difficulty Factor	Marks Obtained
1	Function of reverse motor		2	
2	Function of forward motor		3	
Sum A				

Part - B

No.	Quality Criteria	Initial Marks (Rating 10-7-3-0)	Difficulty Factor	Marks Obtained
1	Laying of P.V.C Pipe		1	
2	Fixing of Accessories		3	
3	Tightness of Terminal Screw		2	
4	Dimension 150mm		2	
5	Any Other			
Sum B				
Total A + B				

Reduction Factor = Sum of Factors ÷ 10 = _____

Final Marks = Total Marks Obtained ÷ Reduction Factor	
--	--

1. Name of Assessor-1 : _____ Signature: _____

Designation / Reg. ID: _____ Cell No. _____

2. Name of Assessor-2 : _____ Signature: _____

Designation / Reg. ID: _____ Cell No. _____

Note: Performance Criteria for Functioning and Quality of work will be mentioned for specific task, in line with Competency Standards and Assessment Guide. Difficulty Factor for criteria may range from 1 to 3, i-e easy to difficult.

NVQF RPL
MARKING SHEET FOR OBSERVATION OF ATTITUDE
 DURING SKILL ASSESSMENT & PRESENTATION

Date of Assessment: _____

Name of Institute/ Assessment Centre: _____

CBT Qualification: _____ Level: _____

Name of Candidate: _____ Reg. No. _____

No.	Performance Criteria	Un-Satisfactory	Satisfactory	Good
1	Understanding of Task Requirements			
2	Preparation of Work Station			
3	Sequence of Operation			
4	Handling of Tools & Equipment			
5	Observance of Safety Rules			
6	Cleanliness at Work Station			
7	Dealing with Contingencies			
8	Time Management			
9	Discipline during Assessment			
Overall Rating				

1. Name of Assessor-1 : _____ Signature: _____
 Designation / Reg. ID: _____ Cell No. _____

2. Name of Assessor-2 : _____ Signature: _____
 Designation / Reg. ID: _____ Cell No. _____

Note: "Satisfactory" performance is must to declare Competent. Unsatisfactory performance in two minor criteria may be ignored, under reasonable adjustment.

NVQF RPL MARKING SHEET FOR PRESENTATION

Date of Assessment: _____

Name of Institute/ Assessment Centre: _____

CBT Qualification: _____ Level: _____

Name of Candidate: _____ Reg. No. _____

No.	Performance Criteria	Un-Satisfactory	Satisfactory	Good
1	Design of Presentation			
2	Organization of Information/Material			
3	Relevance of Information/ Contents			
4	Verbal Communication			
5	Body Language & Eye Contact			
6	Confidence & Enthusiasm			
7	Response to Questions			
8	Time Management			
9	Discipline during Assessment			
Overall Rating				

1. Name of Assessor-1 : _____ Signature: _____

Designation / Reg. ID: _____ Cell No. _____

2. Name of Assessor-2 : _____ Signature: _____

Designation / Reg. ID: _____ Cell No. _____

Note:

- “Satisfactory” performance is must to declare Competent. Unsatisfactory performance in two minor criteria may be ignored, under reasonable adjustment.
- Hard copy of presentation will be attached with marking sheet.