



TERTIARY AND VOCATIONAL EDUCATION COMMISSION

NVQ Circular 02/2025

Amendment to the NVQ Circular No. 02/2021 (as amended by NVQ Circular No. 06/2023) on Procedure and Conditions for awarding NVQs through RPL Mode (Implementing e-RPL System)

Section 3.1 of the NVQ Circular 02/2021 on Candidates' eligibility - work experience is further amended by this circular by requiring RPL candidates to submit work experience certificates (service confirmation letters) as follows;

Sector	Method of proving work experience	
Formal sector	Permanent and confirmed workers	Temporary/contracted workers
	a. A letter from the employer confirming the years of work experience. b. EPF/ETF records (Only applicable for private sector establishments, statutory boards, NGOs and other state owned enterprises)	a. A letter from the employer confirming the years of continuous work experience. b. A certificate from Grama Niladhari confirming the years of work experience, attested by the Divisional Secretariat (this certificate is not required for public sector)
Own account workers in Informal sector	A certificate from Grama Niladhari confirming the years of work experience, attested by the Divisional Secretariat.	
Self-employed persons with a business registration certificate	a. Valid Business Registration certificate which proves that the applicant has been working/performing in the occupation for the required period. (Business owners or entrepreneurs who only own the business but not perform in the occupation are not eligible to apply in this category) b. A certificate from Grama Niladhari confirming the years of work experience, attested by the Divisional Secretariat.	

All other requirements related to **Candidates' eligibility - work experience** specified in NVQ circular 02/2021 and NVQ Circular 06/2023 remain unchanged.

The Commission, at its meeting held on 11.06.2025 approved the said amendments.

All RPL Assessment Bodies are hereby instructed to obtain work experience certificates (service confirmation letters) from RPL candidates as specified above and upload to the eRPL system and submit to the TVEC for approval.

This circular is effective from 15.06.2025.

Dr. K. A. Lalithadheera
Director General