PROCEDURE OF THE ASSESSMENT AND CERTIFICATION OF NATIONAL VOCATIONAL QUALIFICATIONS

COUNSELLING NVQ advisors provide advice to candidates. With advisors' help, candidates collect documents and other evidence needed for the certification of NVQs.

The structure of the portfolio is determined by the National Institute for Vocational Education and Training (NIVET) and is published on the website of the National Reference Point for Occupational Qualifications (www.nrpslo.org).

Along with the portfolio, candidates need to present the other documents that are an integral part of the procedure of the assessment and certification of an NVQ. These are determined by the NIVET and are published at www.nrpslo.org.



NVQ PROVIDERS

publish the dates and places of assessment as well as the deadlines for the submitting and withdrawing of applications at www.nrpslo.org.

NVQ PROVIDERS

provide candidates with information on the possibilities and conditions for the acquisition of NVQs.

CANDIDATES

submit an application for the acquisition of a certificate to the provider. The application must show that the candidates meet any special requirements as determined by the catalogues of standards of professional knowledge and skills.

NVQ PROVIDERS

offer advice to candidates. They keep records of candidates at www.nrpslo.org.

NVQ PROVIDERS

ask candidates to supplement their application if it is incomplete.

Providers are responsible for gathering evidence such as public documents or data from official registers of public authorities, local community authorities and bearers of public authorities.

ASSESSMENT

The portfolio is not wholly adequate or it is inadequate:
Candidates do not meet all the requirements from the catalogue
of standards of professional knowledge and skills.
Candidates need to be assessed in the content determined
by assessment boards.

PASS

NVQ PROVIDERS

inform candidates of a pass and ISSUE A CERTIFICATE. FAII

NVQ PROVIDERS

inform candidates of a fail and ISSUE A NOTICE OF FAILURE.



CANDIDATES SUBMIT A COMPLETE APPLICATION.

NVQ PROVIDERS request that the RIC appoint an assessment board.

RIC

appoints an assessment board for the assessment and certification of NVQs.

NVQ PROVIDERS

submit all documents to the assessment board.

ASSESSMENT BOARDS

assess evidence from the portfolio and portfolio itself.

If necessary, they determine the contents of the assessment.

NVQ PROVIDERS inform candidates

on assessment boards' decisions.

CERTIFICATION

The portfolio is adequate:

Candidates meet all the requirements from the catalogue of standards of professional knowledge and skills.

NVQ PROVIDERS

inform candidates on meeting all the requirements and ISSUE A CERTIFICATE.