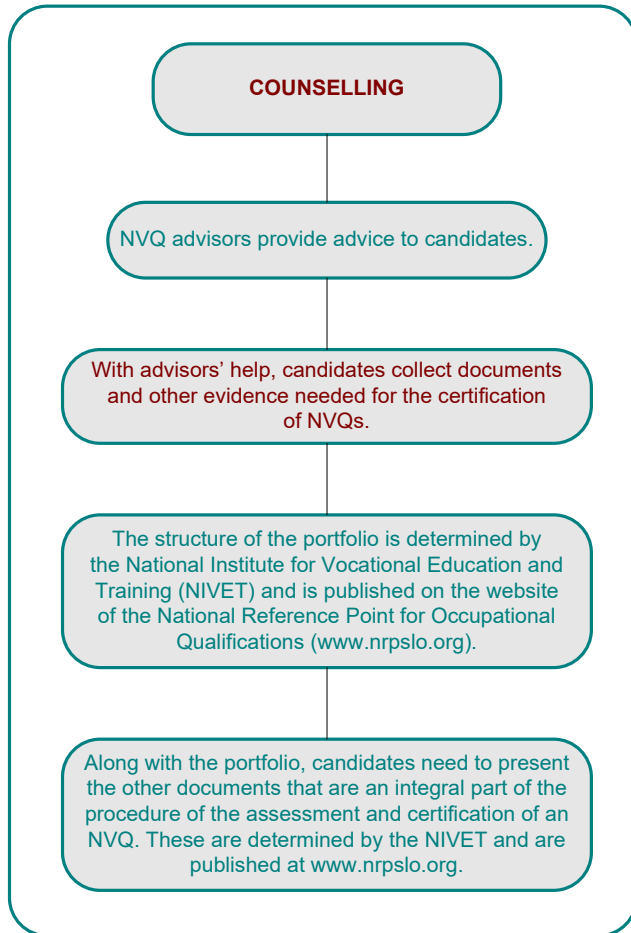


PROCEDURE OF THE ASSESSMENT AND CERTIFICATION OF NATIONAL VOCATIONAL QUALIFICATIONS



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.**

FAIL

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.**