

## Application Procedures

Before an applicant is accepted for On-the-Job Assessment, the following must be met:

- Attachment or employment to the participating company/organization prior to application
- Proof of commitment (in writing) of the company's willingness to participate in the On-the-Job Assessment process for the required period

Requests for On-the-Job Assessment may be submitted to the NCTVET or the ATO. Two (2) application forms must be submitted by the participating company/organization:

1. Application for On-The-Job Assessment (Organization)
2. Application for the Applicant(s)

All application forms can be obtained from the Information and Records Management Unit, NCTVET, Gordon Town Road, Kingston 6 or online at [www.nctvetjamaica.org](http://www.nctvetjamaica.org)

## Fees

Fees for On-the-Job Assessment will be applied as follows:

- Registration
- Assessment
- External Verification

Please contact the examination body that is providing the assessment service for the associated fees.

### Certification

The National Vocational Qualification of Jamaica (NVQ-J), Caribbean Vocational Qualification (CVQ) or Job Certificate will be awarded to individuals who have successfully demonstrated competence.

These certificates are:

- proof of one's competence in a particular skill area
- recognized by employers island wide
- recognized by regional and international awarding bodies

### FOR MORE INFORMATION ON THE ON-THE-JOB ASSESSMENT PROCESS, PLEASE CONTACT:

The Information and Records Management Unit, NCTVET  
Gordon Town Road, Kingston 6 | Tel. 977-1700-5/977-0588/977-7960, Fax: 977-1115/977-1707  
E-mail: [irm\\_nctvet@heart-nta.org](mailto:irm_nctvet@heart-nta.org) | Website: [nctvetjamaica.org](http://nctvetjamaica.org)

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# ON-THE-JOB ASSESSMENT BROCHURE



## The NCTVET

The National Council on Technical and Vocational Education and Training (NCTVET) is the national body authorized to award certificates to individuals who have demonstrated competence in technical and vocational skills required for the workplace.

In an effort to meet the growing needs of persons to be assessed and certified, the NCTVET offers several types of assessment modalities. One such modality is called the On-the-Job Assessment.

## On-the-Job Assessment

On-the-Job Assessment provides a flexible way of assessing an individual's competencies by doing so at the workplace. This method of assessment removes many barriers to achieving certification, one of which may be training courses that are far away from the workplace or which may be inaccessible to many workers who cannot be released from work to attend classes. Additionally, On-the-Job Assessment offers the possibility of assessing competencies that are difficult to assess in an institutional setting.

On-the Job Assessment services are provided by the NCTVET or an Accredited Training Organization (ATO).

## The Assessment Process

Candidates are assessed against the competencies that have been defined by National Occupational Standards (Competency Standards). The assessment places emphasis on the practical demonstration of the key competencies as they are performed in the work environment, the theoretical/underpinning knowledge of the industry-determined standards, as well as on the attitudes that are required in the industry work setting.

The assessment is conducted by the supervisor/trainer as well as an External Verifier assigned by the NCTVET.

## Methods of Assessment

The observations are made on how the individual actually demonstrates the competencies whilst performing his/her normal duties. The assessments will take place in two (2) parts:

**1. Continuous Assessment:** The supervisor/trainer is required to conduct on-going assessment of the candidate's performance whilst he/she is on the job. All candidates are required to demonstrate sound knowledge of the principles and practices relating to the specific occupational/skill area. This will be evaluated through Continuous Practical and External Written Assessment as well as a Project or Portfolio assessment, depending on the level of competence being assessed.

Once readiness of the candidate is communicated to the ATO or NCTVET, an External Verifier will be assigned to:

- verify the judgment of the supervisor/trainer
- ensure that the required standards for the job were attained before confirmation of the candidate's level of competence can be made.

**2. External Written Assessment:** An ATO or NCTVET will make arrangements for the evaluation of the underpinning knowledge by administering a summative theoretical assessment. This External Written Assessment will also be based on the requirements of the industry standards and will be conducted at the end of the training programme by the ATO or NCTVET.

The assessment may consist of:

- Multiple Choice Questions (Level 1)
- Short Answers (Levels 2 – 5)
- Essay Type Questions (Levels 2 – 5)
- Case Studies (Levels 2 – 5)
- Projects (Level 3)
- Portfolio (Levels 4 – 5)

