



**National Council on Technical and Vocational Education and Training**  
 Gordon Town Road, P.O. Kingston 6, Jamaica W.I  
 (876) 997-1700-5; [www.nctvetjamaica.org](http://www.nctvetjamaica.org)

## ASSESSOR APPLICANT'S TESTIMONIAL

### Section A. Attestant's Information

Name of Attestant: \_\_\_\_\_

Occupation \_\_\_\_\_ Job Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

*The information provided in this Testimonial will help the NCTVET to measure the applicant's suitability to become an Assessor. We may contact you for additional information if the need arises.*

### Section B. Applicant's Information

I have known \_\_\_\_\_ since \_\_\_\_\_  
(full name of applicant) (month & year)

in the capacity of his/her  client  supervisor. He/she is employed:

at \_\_\_\_\_ as a/an \_\_\_\_\_  
(Place of Employment) (Job Title)

**OR**

He/she is self-employed: \_\_\_\_\_  
(Name of Business)

as a/an \_\_\_\_\_  
(Job Title/Function)

**(I) To be completed by the immediate supervisor if the applicant is employed by a business entity**

List <b>five (5) core functions</b> of the job performed by the applicant	Indicate the <b>highest Level</b> at which the applicant has demonstrated his/her competencies on the job ( <b>choose one</b> )		✓
	Level 1	Directly Supervised Worker	
	Level 2	Supervised Skilled Worker	
	Level 3	Supervisor	
	Level 4	Middle Manager	
	Level 5	Manager	
	Level 6	Specialist	
	Level 7	Specialist /Multi-disciplined Professional	
	Level 8	Specialist	

(See classification of levels on page 3.)

**(II) To be completed by a client if the applicant is self-employed**

1). What was the applicant required/employed to do? (Name the job functions/tasks): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2a). Was the applicant able to carry out the job functions/tasks without supervision?  Yes  No

2b). If no explain \_\_\_\_\_  
 \_\_\_\_\_

3a). Were you satisfied with the finished product?  Yes  No

3b). If no, explain \_\_\_\_\_  
 \_\_\_\_\_

**Please rate (✓) the applicant on the skills listed below on a scale of 1 -5, with five being the highest.**

CRITERIA	RATING						COMMENTS
	5	4	3	2	1	Not Observed	
Teamwork & collaboration							
Problem solving							
Interpersonal							
Communication							
Leadership							
Decision-making							
Knowledgeable in current trends of the job							
Quality of work							
Timely completion of task							
Flexibility							
Knowledgeable in the craft							

**Section C. Attestant’s Declaration**

I \_\_\_\_\_ declare that the information  
*Name of attestant*  
 shared is a true testimonial of the applicant named above.

\_\_\_\_\_  
*Signature* *Date*

*To be completed by the certifying official (refer to page 3 of Assessor Handbook: Registration and Operation Guidelines)*

I \_\_\_\_\_ a/an \_\_\_\_\_  
*Name* *Official Title*

certify that the information placed on this form is true, to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
*Place official stamp/seal here*

**Classification of Levels**

Levels	Categories	Autonomy & Responsibility
Level 1	Directly Supervised Worker	Follows simple instructions and completes repetitive basic tasks in familiar contexts
Level 2	Supervised Skilled Worker	Functions in structured contexts, in a limited range of roles under direction and with limited autonomy
Level 3	Supervisor	Acts in familiar and unfamiliar contexts with considerable responsibility and autonomy
Level 4	Middle Manager	Exercises substantial personal autonomy in a range of varied and specific contexts involving creative and non-routine activities
Levels 5	Manager	Exercises substantial autonomy and initiative in professional and equivalent activities
Level 6	Specialist	Uses advanced skills to conduct research, or advanced technical or professional activity, accepting accountabilities for all related decision making
Level 7	Specialist/Multi-disciplined Professional	Manages and transforms work or study contexts that are complex, unpredictable and require new strategic direction.
Level 8	Specialist	Self-directed and shows authority in specialized field of work and analyses several factors, before making decision

*General Framework for NVQ-J Levels*