



Fact Sheet - Credential Evaluation

Credential Evaluation is one way of determining the level and competence of an individual in a particular occupational area by comparing qualifications and competencies gained through other institutions/awarding bodies or work/life experiences with the NCTVET qualifications.

The Evaluation Process

Candidate's credentials are assessed against the requirements of the Competency Standards as listed in the relevant Qualification Plans by a panel of technical experts from the *respective* industry. Qualification Plans are available on the NCTVET website at: www.nctvetjamaica.org.

In addition to theoretical education, the evaluation focuses on practical, hands-on knowledge and abilities, regardless of whether they were obtained through formal education or non-formal learning pathways, such as work experience, informal training or vocational training.

Application Requirements

An application form must be submitted along with the following documents:

- (a) Original or certified copies of certificates achieved.
- (b) Syllabuses or other documents showing the scope and depth of areas covered in training.
- (c) Official transcripts of all courses (sent directly from *the* institution or the awarding body to the Registrar, NCTVET). Translations certified by the original teaching organization or certifying body must accompany transcripts not issued in English.
- (d) Resume giving a profile of the extent of work experience achieved.
- (e) Testimonials from past/present employer or customer to attest to competencies gained.
- (f) Proof of payment of the evaluation fee. *The fees structures (NCTVET Local Fees or the NCTVET Overseas Fee) can be found on the NCTVET website in the "Document" section under the Resources menu.*

A Statement of Equivalency indicating the level of alignment may be issued providing that the submitted credentials are aligned to the qualification and level requested. The Statement of Equivalency is not a certificate.

Submission of a signed application form confirms agreement to the terms and conditions for this evaluation. Credential Evaluation application form must be submitted with the required documents as listed above *in* sections (a) – (f). Fee must be paid at any National Commercial Bank (NCB) *or online to the following account: Ministry of Education and Culture, Current Account #: 062334258 (Duke Street). Payment can also be made to the Accounting Officer at the NCTVET.*

For more information contact:

The Registration and Certification Department
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enquiry.nctvet@moey.gov.jm