



## National Council on Technical and Vocational Education and Training

### Fact Sheet - On-the-Job Assessment

On-the-Job Assessment provides a flexible way of awarding occupational qualifications at the workplace. The assessment *emphasizes* the practical demonstration of competencies as they are performed on the job as well as on the theoretical/underpinning knowledge component of industry-determined standards. On-the-Job Assessment is offered at Levels 1 to 5.

#### The Assessment Process

The candidate is assessed against the requirements of the Competency Standards as listed on the relevant Qualification Plan available on the NCTVET website at: [www.nctvetjamaica.org](http://www.nctvetjamaica.org)

The assessment consists of three (3) components:

1. **Internal Assessment** conducted by the supervisor/trainer over a period of time
2. **External Assessment** conducted by NCTVET at the end of the observation period
3. **External Verification** conducted by an external verifier assigned by the NCTVET

#### Format of the External Assessment

The assessment may consist of multiple-choice *questions* (Levels 1 and 2), short answer/essay/case studies *questions* (Levels 3 – 5). Assessment at Level 3 will include a project while Levels 4 and 5 will include a portfolio presentation of evidence to support the candidate's competencies.

#### Assessment requirements/guidelines

- *Competency gaps* must be closed through formal or informal training *prior to the* assessment.
- Applicant must be attached/employed to the participating company/organisation.
- Commitment (in writing) of the company's willingness to participate in the assessment.
- ***Applications must be submitted through a HEART NSTA/Trust Regional Office.***

The NVQ-J/CVQ Certificate of Competence will be awarded once all the requirements for certification have been met. A Job Certificate can also be awarded if only job specific competencies were *requested and* assessed during the assessment process.

*Fees for the On-the-Job Assessment process will be applied to the following:*

*\* Registration \* Assessment \* External Evaluation*

*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.*

Submission of a signed application form confirms agreement to the terms and conditions of this assessment. (See On-the-Job Assessment Handbook on the NCTVET website). *The application form must be submitted with the appropriate proof of fee payment. Fees must be paid at any National Commercial Bank (NCB) or online to the following account: Ministry of Education and Culture, Current Account #: 062334258. Payment can also be made to the NCTVET Accounting Officer.*

#### For more information contact:

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