



Government of the Punjab
Technical Education & Vocational Training Authority

Academics Wing

96-H, Gulberg-II, Lahore.

PABX: 99263055-59

Web site: www.tevta.gop.pk

E-mail: gm.acad@tevta.gop.pk



NOTIFICATION

No.TEVTA/CUR/6-506/RPL The Standing Operating Procedure (SOP) is hereby notified for conduct of Recognition of Prior Learning (RPL) at the selected TEVTA institutes. The SOP is attached for implementation in true letter and spirit.

Dated 27th March, 2015.

CHAIRPERSON
TEVTA

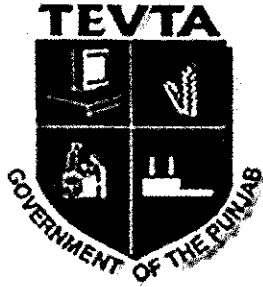
Endst. No.Even

Dated 2nd April, 2015

A copy is forwarded for information & necessary action to:-

1. All General Managers, TEVTA Secretariat, Lahore.
2. All Deputy General Managers, TEVTA Secretariat, Lahore.
3. All Zonal Managers, TEVTA.
4. All District Managers, TEVTA in Punjab with the request to forward the same to their respective field formations for compliance.
5. All Managers / Directors, TEVTA Secretariat, Lahore.
6. The Manager (Trade Testing Boar), Lahore.
7. S.A to Chairperson
8. PS to COO


(ENGR. AZHAR IQBAL SHAD)
General Manager (Academics)



SOP for
Recognition of Prior Learning (RPL)
March 27, 2015

GOVERNMENT OF THE PUNJAB

Academics Wing

**TECHNICAL EDUCATION & VOCATIONAL
TRAINING AUTHORITY**

TEVTA Secretariat, 96-H, Gulberg-II, Lahore

Table of Contents

| S# | Topic | Page# |
|-----------|---|--------------|
| 1. | Introduction | 3 |
| 2. | Registration Criteria | 3-4 |
| 3. | Role of Academics Wing | 4 |
| 4. | Role of Operations Wing / Institutes | 5-7 |
| 5. | Registration Schedule / Timings | 6 |
| 6. | Advertisement for Registration | 6 |
| 7. | Registration Process | 6-7 |
| 8. | Financial Procedures and Maintenance of Account | 7 |
| 9. | Role of TTB | 8 |
| 10. | Monitoring & Evaluation | 8 |
| 11. | List of Trades | 9 |
| 12. | List of Institutions | 10-12 |
| 13. | RPL Registration / Assessment Schedule (TTB) | 13 |



**Standing Operating Procedure (SOP) for
Recognition of Prior Learning (RPL)**

1. Introduction:

RPL is the process in which the individual's previous learning outside the formal system is recognized as sufficient to meet the necessary standard of current competency/ies and as a result the individual can be given recognition of those skills and the appropriate certificate can be issued. RPL usually refers to a process that examines evidence of past learning and experience.

1.1 RPL Allows:

- Certification for unrecognized skills
- National/International acceptance of certified skilled workforce.
- Improved access to recognized courses, vertically and horizontally.
- Apply for higher positions in the workplace.

1.2 Salient Features:

To support the uncertified trained workforce, RPL programme is being launched w.e.f April, 2015.

- RPL fee will be charged
- Candidate will be facilitated/informed regarding the competency standards against which he/she will be assessed.
- To facilitate the candidate and to save their money, a self-assessment form will be provided to him/her so that he/she can better judge for appearing before the penal for final assessment.
- Who qualify the self-assessment score, interview score and challenge test will be registered for RPL assessment.

2. Registration Criteria:

(Who will apply for RPL....)

- 2.1** RPL usually refers to a process that examines evidence of past learning and experience. The candidate seeking RPL is required to provide evidence of past learning and the use of the skills that are the focus of the assessment. Presentation of a portfolio that shows the evidence is usually required. It may include qualifications that have been achieved in the past



that provide evidence of the acquisition of relevant skills or of qualifications that may be comparable or equivalent, records of employment, references from employers attesting to skill competencies.

2.2 The candidate will be registered for the qualification against which he applies and fulfills the prerequisites as under:

- Minimum age of the candidate must be 19-Years old having CNIC.
- Market experience Minimum 2-Years.
- Entry level for G-II, G-III and G-IV will be as indicated in the skill standards.
- Entry level for G-V certification is literate; however, he/she shall fulfill the requirements of competency standards of G-V level.
- The candidate must present evidence that he/she has skills that meet the competencies reflected in the competency standards of the particular trade/occupation. He/she will produce the following:
 - Evidence of any earlier training
 - Record of employment and use of skills
 - Reference from employer

3. Role of Academics Wing

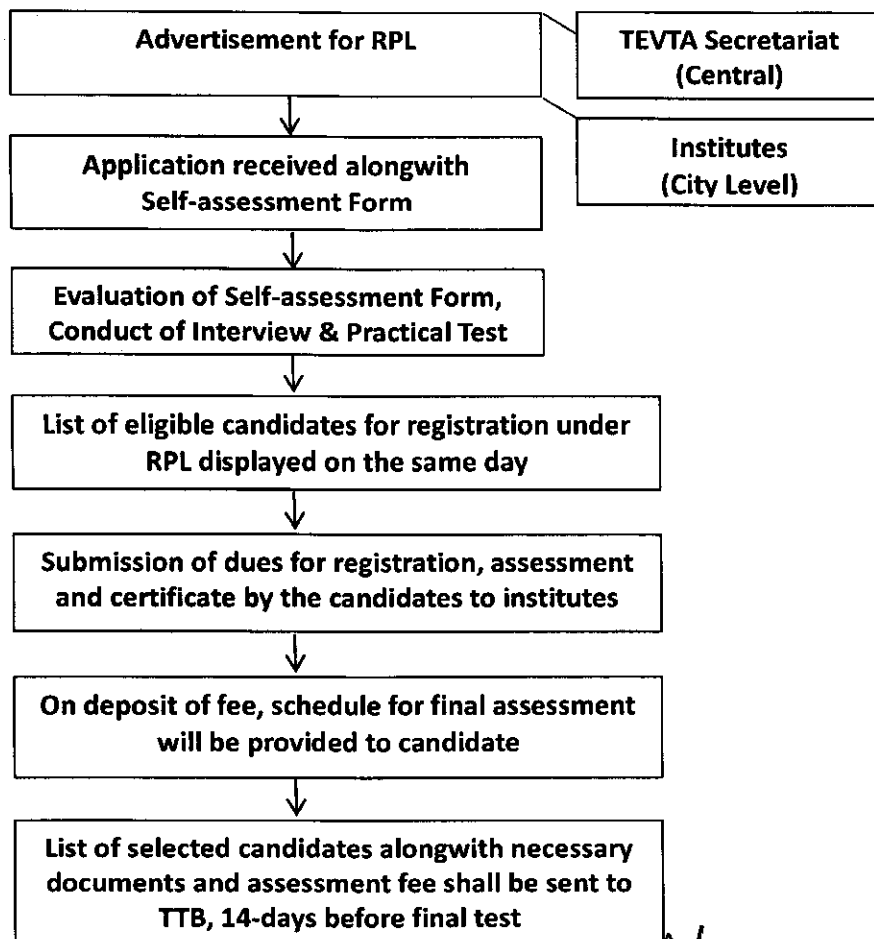
- 3.1 The policy, procedure and process of RPL at TEVTA Punjab will be subject to periodic review and evaluation as per need.
- 3.2 Development of SOP
- 3.3 Development of trade-wise RPL packages comprising following:
- Competency standards
 - Self-assessment questionnaire
 - Final assessment evidence guide/manual
 - Question pool
- 3.4 Organize orientation workshops for the principals and staff concerned.
- 3.5 Provision of competency standards and final assessment evidence/manual to the TTB for trades likely to be assessed under RPL programme.
- 3.6 Remuneration shall be paid to the committees constituted for development of RPL package @ Rs.5000/- per package per member.
- 3.7 Remuneration shall be paid to the facilitators for the development of RPL package @ Rs.5000/- per package.
- 3.8 Cost for development of RPL package will be born from Academics Wing budget.



4. Role of Operations Wing / Institutes

- 4.1 Constitution of Admn & Financial committees for registration of candidates for RPL programme.
- 4.2 The committee will be constituted and notified by the District Manager concerned, which will be comprising as under:
- Principal
 - Clerk
 - C/O
 - Trade Instructor
 - Shop Assistant
 - Attendant
- 4.3 The committee will receive the application alongwith necessary documents and register the candidate on qualifying the self-assessment, interview and test.

4.4 Registration Process Diagram



- 4.7.8 List of registered candidates shall be displayed on the same day.
- 4.7.9 Candidates will be provided schedule for final assessment, date of result declaration and date of issuance of certificate at the time of selection for RPL.
- 4.7.10 Registration Form, Self-assessment Form and Assessment Evidence Guide/Manual will be provided to the candidate in Urdu version, for the trades, required academic qualification is Primary/Middle.

4.8 Financial Procedures and Maintenance of Account

RPL programme will be self-financed programme. However, for pilot launch of the programme, institute may utilize institute's own budget, which will be re-appropriated/recouped later on. The RPL fee will be credited as per SOP issued by the GM (Operations). A separate record shall be maintained for details of registered candidates alongwith fee, under RPL. Minimum Rs.2200/- will be charged from the candidate for registration, assessment and certification. Breakup of expenditure is as under:

- Principal Rs.5000/- per month
- Clerk Rs.3000/- per month (if trades are more than three)
- C/O Rs.3000/- per month
- Instructor Rs.2000/- per working day (i.e. registration Sunday for males and Friday for females, with target of 10 students to be registered per working day).
- Shop Assistant Rs.3000/- per month
- Attendant Rs.2000/- per month
- TTB Rs.1000/- per candidate cost
- Consumable training material Rs. 500/- per candidate
- Miscellaneous: Rs.300/- per candidate
 - Photocopy of forms
 - Repair and maintenance
 - Postage
 - Any other cost related to RPL



4.5 Registration Schedule / Timings

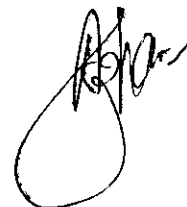
- 4.5.1 First and second Sunday of the month for male institutions and First and Second Friday for female institutions
- 4.5.2 Timings for registration of candidates for RPL will be from 09:00AM to 04:00PM
- 4.5.3 The list of registered candidates alongwith final assessment/registration fee shall be sent to the Manager (TTB) 14-days prior to the date of final assessment.
- 4.5.4 Schedule of final assessment provided by the TTB, shall be followed.

4.6 Advertisement for Registration

- 4.6.1 Centralized RPL campaign is being launched by TEVTA, however, District Manager/Institute will make the publicity for RPL programme at local level through local cable network, newspapers, FM broadcast, leaflets and panaflex banners. The expenditure on local media campaign will be met from regular non salary budget.
- 4.6.2 Name of institute alongwith trades will be advertised in Urdu newspapers and electronic media.

4.7 Registration Process

- 4.7.1 Individuals seeking RPL assessment will apply to the assessment and certification body (TTB) through an accredited training institute.
- 4.7.2 The training institute will determine the eligibility of the candidate for registration for assessment and certification by the assessment and certification body (TTB).
- 4.7.3 The candidate will be offered for his/her self-assessment with regard to the competencies, they wish to have certified.
- 4.7.4 Integrated assessment, (knowledge, skill and attitude) theory & practical will be the basis for self-assessment against the competencies defined after curriculum mapping.
- 4.7.5 The selection for registration will be based on the Self-assessment, Interview, Evidence of past training & experience and Practical.
- 4.7.6 RPL fee Rs.2200/- per candidate shall be deposited in the institute account for short courses. However, a separate register shall be maintained for audit purpose.
- 4.7.7 Candidate shall be register for one trade at one time. He/she shall apply again to register for other trade his/her choice.



5. Role of TTB

- 5.1 The assessment and certification body (TTB), will issue schedule of RPL assessment, declaration of result and issuance of certificate
- 5.2 The results will be recorded in the information system.
- 5.3 TTB shall register/certify assessors for RPL Programme.
- 5.4 Assessors shall be from the institutes/industry.
- 5.5 TTB shall register the institute for RPL Programme.
- 5.6 Issue instructions to institutes regarding assessment.
- 5.7 The assessment will be done only on Sundays (3rd and 4th week of the month).
- 5.8 Issuance of certificate.

6. Monitoring & Evaluation

- 6.1 The Principal shall send weekly report to the concerned District Manager.
- 6.2 The following shall visit the institutes on the day of registration for RPL:
 - GM (Operations), GM (Academics), DGM (Operations), DGM (Academics), ZM, DM and Manager (M&E)
- 6.3 The District Manager shall provide a duly signed fortnightly report of registered candidates (trade wise / institute wise) to GM (Operations) and DGM (Academics) and ZM concerned.
- 6.4 Zonal Manager / District Manager shall monitor the registration process of RPL of all trades being run under the programme.
- 6.5 The Zonal Manager / District Manager / Principal shall take appropriate action / measures to ensure the quality of registration process for RPL.
- 6.6 The record of the remedial actions taken shall be maintained in District / Zonal offices.



List of Trades

| S# | Trade |
|-----|------------------------------|
| 1. | Auto CAD (Civil) |
| 2. | Auto Electrician |
| 3. | Auto Mechanic (Petrol) |
| 4. | Beautician |
| 5. | Building Painter |
| 6. | Electrician |
| 7. | HVACR |
| 8. | Machine Embroidery |
| 9. | Machinist |
| 10. | Mason |
| 11. | Motorcycle Mechanic |
| 12. | Plumber & Sanitary Installer |
| 13. | Steel Fixer |
| 14. | Tailoring |
| 15. | Welder |



List of Institutions

District Lahore

| S# | Institute | Trade |
|-----|------------------------------|------------------------------|
| 1. | GVTI (W) Township Lahore | Tailoring |
| | | Beautician |
| 2. | GVTI (W) Dev Smaj, Lahore | Tailoring |
| | | Machine Embroidery |
| | | Beautician |
| 3. | GTTI (W) Township Lahore | Tailoring |
| | | Beautician |
| 4. | GCT (W) Lytton Road, Lahore | Tailoring |
| | | Machine Embroidery |
| 5. | GTTI, Gulberg, Lahore | Building Painter |
| | | Machinist |
| | | HVACR |
| | | Welder |
| | | Electrician |
| 6. | GTTI, Mughalpura, Lahore | Auto Electrician |
| | | Auto CAD Civil |
| | | Machinist |
| | | Motorcycle Mechanic |
| | | HVACR |
| | | Plumber & Sanitary Installer |
| 7. | GATC, Township, Lahore | Auto Mechanic (Petrol) |
| | | Welder |
| 8. | GATC, Ferozewala, Lahore | HVACR |
| | | Machinist |
| | | Auto Mechanic (Petrol) |
| 9. | GCT Railway Road, Lahore | Auto Electrician |
| | | Electrician |
| 10. | GCT Raiwind Road Lahore | Auto CAD Civil |
| | | Plumber & Sanitary Installer |
| | | Electrician |
| | | Mason |
| | | Steel Fixer |
| 11. | GVTI (W), Awan Town, Lahore | Beautician |
| | | Tailoring |
| 12. | GVTI (W), Cantt, Lahore | Beautician |
| | | Tailoring |
| 13. | GTTI (W), Kamal Gunj, Lahore | Beautician |
| | | Tailoring |



District Gujrat

| S# | Institute | Trade |
|----|-----------------|------------------------|
| 1. | GVTI (W) Gujrat | Tailoring |
| | | Beautician |
| | | Machine Embroidery |
| 2. | GSPCT Gujrat | Auto Mechanic (Petrol) |
| | | Electrician |
| | | Motorcycle Mechanic |
| | | Machinist |
| | | Welder |

District Sahiwal

| S# | Institute | Trade |
|----|-------------------------------|------------------------------|
| 1. | GCT Sahiwal | Auto Mechanic (Petrol) |
| | | Machinist |
| | | Plumber & Sanitary Installer |
| | | Electrician |
| | | Steel Fixer |
| | | Welder |
| | | Motorcycle Mechanic |
| 2. | GTTI Ahmed Murad Road Sahiwal | Electrician |
| | | Auto Mechanic (Petrol) |
| | | HVACR |
| | | Machinist |
| | GTTI, Harappa Road, Sahiwal | Electrician |
| | | Machinist |
| | | Welder |
| | GVTI (W), Sahiwal | Beautician |
| | | Tailoring |
| | | Machine Embroidery |



District Faisalabad

| S# | Institute | Trade |
|----|--------------------|------------------------------|
| 1. | GVTI (W) | Machine Embroidery |
| | | Beautician |
| | | Tailoring |
| 2. | GCT (W) Faisalabad | Machine Embroidery |
| | | Beautician |
| 3. | GTTI Faisalabad | Machinist |
| | | HVACR |
| | | Electrician |
| | | Welder |
| 4. | GCT Faisalabad | Building Painter |
| | | Machinist |
| | | Plumber & Sanitary Installer |
| | | Mason |
| | | Steel Fixer |
| | | Welder |

District Gujranwala

| S# | Institute | Trade |
|----|---------------------|------------------------------|
| 1. | GVTI (W) Gujranwala | Machine Embroidery |
| | | Tailoring |
| | | Beautician |
| 2. | GTTI Gujranwala | Machinist |
| | | HVACR |
| | | Electrician |
| | | Welder |
| 3. | GCT Gujranwala | Machinist |
| | | HVACR |
| | | Electrician |
| | | Plumber & Sanitary Installer |
| | | Welder |



TRADE TESTING BOARD - GOVERNMENT OF PUNJAB

RPL SCHEDULE

FOR REGISTRATION & FINAL TEST - Year 2015

(Any holiday will not effect the scheduled date)

| Month | Group | Selection of Candidates at Institutes | Last Date to reach Data of Candidates in TTB for Registration | Final Trade Test On Sundays |
|-------|-------|---------------------------------------|---|-----------------------------|
| April | A | 5 th April | 9 th April | 19 th April |
| | B | 12 th April | 16 th April | 26 th April |
| May | A | 3 rd May | 7 th May | 17 th May |
| | B | 10 th May | 14 th May | 24 th May |
| June | A | 7 th June | 11 th June | 21 st June |
| | B | 14 th June | 18 th June | 28 th June |

| | | | | |
|------|---|----------------------------|----------------------------|----------------------------|
| July | A | 5 th July | 9 th July | 19 th July |
| | B | 12 th July | 16 th July | 26 th July |
| Aug | A | 2 nd August | 6 th August | 16 th August |
| | B | 9 th August | 13 th August | 23 rd August |
| Sep | A | 6 th September | 10 th September | 20 th September |
| | B | 13 th September | 17 th September | 27 th September |

| | | | | |
|-----|---|---------------------------|---------------------------|---------------------------|
| Oct | A | 4 th October | 8 th October | 18 th October |
| | B | 11 th October | 15 th October | 25 th October |
| Nov | A | 1 st November | 5 th November | 15 th November |
| | B | 8 th November | 12 th November | 22 nd November |
| Dec | A | 6 th December | 10 th December | 20 th December |
| | B | 13 th December | 17 th December | 27 th December |

