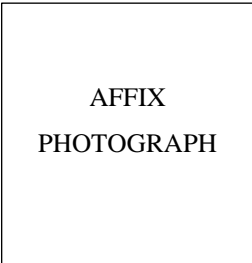


**MINISTRY OF EDUCATION
NATIONAL EXAMINATIONS COUNCIL**

**FOR
TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING
APPLICATION FORM FOR LEVEL II (CRAFT) EXAMINATIONS
PRIVATE CANDIDATE 2024**



The National Examinations Council invites nationals of Trinidad & Tobago to register for Level II (Craft) Examinations in the following Courses:

- | | |
|---|--|
| 1. Air Conditioning & Refrigeration | 6. Plumbing Craft |
| 2. Auto and Diesel Craft | 7. Shorthand (Single Subject) – 80 and 100 words per minute |
| 3. Beauty Culture | 8. Typewriting (Single Subject) – 45 and 60 words per minute |
| 4. Electrical Installation Craft (Electrical Wireman) | 9. Welding Craft |
| 5. Electrical Installation Craft (Industrial Electrician) | |

Please read the guidelines overleaf carefully. Application forms which are not completed in accordance with these guidelines will NOT be processed.

Candidates must indicate which Centre they will prefer to write Examinations in Trinidad and Tobago:

Please tick the appropriate box (✓)

Diego Martin Pleasantville Point Fortin Penal Tobago

GENERAL INFORMATION: Two (2) passport sized photographs certified by the Recommender are to be submitted

NAME (BLOCK LETTERS)	SURNAME:	FIRST NAME:	
DATE OF BIRTH:	BIRTH PAPER PIN #:	ID/PP/DP #:	
POSTAL ADDRESS:			
CONTACT #:		EMAIL:	
LAST INSTITUTION ATTENDED:			
HIGHEST LEVEL OF QUALIFICATION ATTAINED:			

APPLYING TO WRITE: (SEE OVERLEAF FOR SUBJECTS IN COURSES)

COURSE	SUBJECTS
	1.
	2.
	3.
	4.
	5.
	6.
	7.

FEE PAYMENT:

I attach my receipt No. _____ for \$ _____ which represents payment for entry fee and _____ subjects.
(See Fee Structure Overleaf).

DATE OF APPLICATION

APPLICANT'S SIGNATURE

REFERENCE:

Name: _____ Status/Rank: _____

Address: _____

Contact Number(s): _____

PRIVATE CANDIDATE
GUIDELINES REGARDING APPLICATION FOR EXAMINATIONS

ELIGIBILITY:

Private Candidate is one who has never been certified at the Level II (Craft) and is desirous of obtaining same. Applicant must:

- be at least 25 years old and possess a minimum of 5 years work experience in the field.
- OR**
- be at least 18 years old and possess a Level I (Pre-Craft) certification or equivalent, with a minimum of two (2) years work experience in the field.

All applicants must provide documentary proof of work experience and may be required to attend an interview at the NEC's office, Ministry of Education Tower A Level 11.

The following documents must be attached to this application form:

- ✓ A letter of Recommendation from present or past employer certifying your work experience / copy of your Level I certificate or equivalent.
- ✓ 2 passport sized photographs certified by the Recommender.
- ✓ The original receipt (please retain a copy) for payment of fees with the name of the course and subject(s) written at the back.
- ✓ A copy of the birth certificate with affidavit (where necessary).

Deadline for submission of application with receipt: Friday 19th April, 2024.

COURSES AND SUBJECTS:

1. **Air Conditioning & Refrigeration** – Applied Mathematics, Applied Science, Technical Drawing and Blueprint Reading, Electrical Theory, Workshop Theory and Practice, Air Conditioning and Refrigeration Theory and Communication.
2. **Auto and Diesel** – Applied Science, Auto Vehicle Technology I, Auto Vehicle Technology II, Applied Mathematics, Technical Drawing and Blueprint Reading and Communication.
3. **Beauty Culture** – Mathematics, Integrated Science, Hairdressing Theory, Communication, Facial Theory and Manicuring and Pedicuring Theory.
4. **Electrical Installation (Electrical Wireman)** – Applied Science, Electrical Drawing and Blueprint Reading, Electrical Theory, Applied Mathematics and Communication.
5. **Electrical Installation (Industrial Electrician)** – Applied Science, Electrical Drawing and Blueprint Reading, Electrical Theory, Applied Mathematics and Technical English.
6. **Plumbing** – Technology, Applied Science, Applied Mathematics, Technical Drawing and Blueprint Reading and Communication.
7. **Shorthand (Single Subject)** – 80 and 100 words per minute.
8. **Typewriting (Single Subject)** – 45 and 60 words per minute.
9. **Welding** – Technical Drawing and Blueprint Reading, Applied Science, Arc Welding Theory, Gas Welding Theory, Applied Mathematics and Communication.

FEE PAYMENT: To be paid at any District Revenue Office in Trinidad & Tobago.

LEVEL II (CRAFT) COURSES: Entry Fee: \$25.00 Fee per Subject: \$15.00

NOTE: The original receipt must be attached to this application form. Please write the name of the course and subject(s) at the back of the receipt for payment of fees.