



NATIONAL VOCATIONAL TRAINING INSTITUTE (NVTI)

TESTING DIVISION

NATIONAL EXAMINATIONS PROGRAMME FOR 2015

MAY/JUNE 2015

TRADE TESTING EXAMINATIONS

CERTIFICATE ONE (1)

- ❖ FOR AGRIC INSTITUTIONS THEORY ONLY ---
- CLOSING DATE FOR REGISTRATION --- 8TH MAY, 2015
- EXAMINATION DATE --- 9TH – 10TH JUNE, 2015 (THEORY)
- PRACTICAL --- 2ND – 12TH JUNE, 2015
- BUILDING DRAUGHTMANSHIP (PRACTICALS) --- 4TH JUNE, 2015

CERTIFICATE TWO (2)

- ❖ FOR AGRIC INSTITUTIONS THEORY ONLY ---
- CLOSING DATE FOR REGISTRATION --- 8TH MAY, 2015
- EXAMINATION DATE --- 9TH – 10TH JUNE, 2015 (THEORY)
- PRACTICAL --- 2ND – 12TH JUNE, 2015
- BUILDING DRAUGHTMANSHIP (PRACTICALS) --- 4TH JUNE, 2015

FOUNDATION EXAMINATIONS

- ❖ CLOSING DATE FOR REGISTRATION --- 8TH MAY, 2015
- EXAMINATION DATE --- 24TH – 26TH JUNE, 2015 (THEORY)
- PRACTICAL --- 2ND – 12TH JUNE, 2015
- BUILDING DRAUGHTMANSHIP (PRACTICALS) --- 4TH JUNE, 2015

SECRETARIAL EXAMINATIONS

- ❖ CLOSING DATE FOR REGISTRATION --- 8TH MAY, 2015
- EXAMINATION DATE --- 24TH – 26TH JUNE, 2015 (THEORY)

INFORMATION COMMUNICATION TECHNOLOGY (ICT) EXAMINATIONS

- ❖ CLOSING DATE FOR REGISTRATION --- 8TH MAY, 2015
- EXAMINATION DATE --- 23RD – 26TH JUNE, 2015 (THEORY)

TRADE TESTING EXAMINATIONS

SEPTEMBER PROFICIENCY

- ❖ PROFICIENCY REGISTRATION FOR THE GENERAL PUBLIC BEGINS --- 22ND JUNE, 2015
- CLOSING DATE FOR REGISTRATION --- 24TH JULY, 2015
- TEST BEGINS AND ENDS --- 1ST – 11TH SEPT, 2015

NOVEMBER/DECEMBER

CERTIFICATE ONE (1)

- ❖ **FOR AGRIC INSTITUTIONS THEORY ONLY**
- CLOSING DATE FOR REGISTRATION --- 30TH OCT. 2015
- TEST BEGINS AND ENDS --- 8TH – 9TH DEC. 2015 (THEORY)
- PRACTICAL --- 30TH NOV. – 5TH DEC, 2015
- BUILDING DRAUGHTSMANSHIP (PRACTICAL) --- 1ST DEC, 2015

CERTIFICATE TWO (2)

- ❖ **FOR AGRIC INSTITUTIONS THEORY ONLY** ---
- CLOSING DATE FOR REGISTRATION --- 30TH OCT. 2015
- TEST BEGINS AND ENDS --- 15TH – 16TH DEC. 2015 (THEORY)
- PRACTICAL --- 7TH – 11TH DEC, 2015
- BUILDING DRAUGHTSMANSHIP (PRACTICAL) --- 8TH DEC, 2015

TRADE TEST (OLD)/NCC

- ❖ **FOR AGRIC INSTITUTIONS THEORY ONLY** ---
- CLOSING DATE FOR REGISTRATION --- 30TH OCT. 2015
- TEST BEGINS AND ENDS --- 8TH – 9TH DEC. 2015 (THEORY)
- PRACTICAL --- 1ST – 5TH DEC, 2015
- BUILDING DRAUGHTSMANSHIP (PRACTICAL) --- 2ND – 5TH DEC, 2015

FOUNDATION EXAMINATIONS

- CLOSING DATE FOR REGISTRATION --- 30TH OCTOBER, 2015
- THEORY TEST BEGINS AND ENDS --- 15TH – 17TH DEC, 2015
- PRACTICAL --- 7TH – 11TH DEC, 2015
- BUILDING DRAUGHTSMANSHIP (PRACTICAL) --- 8TH DEC, 2015

SECRETARIAL EXAMINATIONS

- CLOSING DATE FOR REGISTRATION --- 30TH OCT, 2015
- EXAMINATION DATE --- 15TH – 17TH DEC, 2015
(THEORY)

INFORMATION COMMUNICATION TECHNOLOGY (ICT) EXAMINATIONS

- CLOSING DATE FOR REGISTRATION --- 30TH OCT. 2015
- EXAMINATION DATE --- 8TH – 11TH DEC, 2015 (THEORY)

LATE ENTRY

NO ENTRY WILL BE ACCEPTED AFTER THE CLOSING DATE FOR EACH EXAMINATION SERIES.

CANDIDATES CAN ACCESS THE ONLINE REGISTRATION AT ALL THE REGIONAL OFFICES OF THE NVTI TESTING DIVISION. BELOW ARE THEIR ADDRESSES AND LOCATIONS:

REGIONAL OFFICE	ADDRESS	LOCATION	TELEPHONE NUMBER
GREATER ACCRA	BOX MB 21, ACCRA	Pilot Training Inst. Kokomlemle	0302229571
CENTRAL	BOX 580, CAPE COAST	Regional Office (Comm. Dev't.)	0332133905
WESTERN	BOX 80, TAKORADI	Takoradi Voc. Training Institute	0312023381
VOLTA	BOX HP PMB , HO	Labour Office - Ho	0362025070
EASTERN	BOX 348, KOFORIDUA	District Office (Comm. Devt)	0342026211
ASHANTI	BOX 3953, KUMASI	Labour Office - Kumasi	0322026282
BRONG AHAFO	BOX 2462, SUNYANI	Water & Sanitation Office	0352028182
NORTHERN	BOX 53, TAMALE	Labour Office - Tamale	0372022511
UPPER WEST	BOX 22, WA	Labour Office - Wa	0392021389
UPPER EAST	BOX BGN 22,	Bolga	0576468654

ON THE INTERNET, VISIT OUR WEBSITE www.nvtighana.org FOR MORE INFORMATION, OR DIRECT YOUR INQUIRIES TO:

**THE COMMISSIONER
TESTING DIVISION
NVTI HEAD OFFICE
P. O. BOX MB 21
ACCRA**

TEL: 0302517436/0302518698/0303933654

Email: nvti.testingdivision@gmail.com

NOTE

All *Private* candidates and *Institutions* should note the following:

- It is mandatory to qualify in a particular level before proceeding to register for the next level.
- Original certificates, results slips or certified true copies of these documents should be submitted for verification at the regional offices before on-line registration.
- Regional Co-ordinators should also note that non-compliance with the above regulations would render a candidate's registration null and void at the time of processing the result.

**SIGNED
CONST. ENGR. JOHN A OCRAN
(COMMISSIONER)**

NATIONAL VOCATIONAL TRAINING INSTITUTE
TESTING DIVISION

TIME TABLE FOR THE MAY/JUNE 2015 EXAMINATION SERIES

TRADE TEST EXAMS – MAY/JUNE 2015

CERTIFICATE ONE EXAMINATIONS – MAY/JUNE 2015

DATE	DAY	TIME	AREAS TO BE TESTED
9 TH – JUNE, 2015	TUESDAY	9:00 – 11:00 AM	TRADE THEORY (2 HOURS)
		11:30 – 1:30 PM	TRADE DRAWING (2 HOURS)
10 TH JUNE, 2015	WEDNESDAY	9:00 – 10:30 AM	TRADE SC. & CAL (2 HOURS)
		11:30 – 2:00 PM	GENERAL PAPER (2 ½ HOURS)

CERTIFICATE TWO EXAMINATIONS – MAY/JUNE 2015

DATE	DAY	TIME	AREAS TO BE TESTED
9 TH – JUNE, 2015	MONDAY	9:00 – 11:00 AM	TRADE THEORY (2 HOURS)
		11:30 – 1:30 PM	TRADE DRAWING (2 HOURS)
10 TH JUNE, 2015	TUESDAY	9:00 – 10:30 AM	TRADE SC. & CAL (2 HOURS)
		11:30 – 2:00 PM	GENERAL PAPER (2½ HOURS)

FOUNDATION CERTIFICATE- MAY/JUNE 2015

DATE	DAY	TIME	AREAS TO BE TESTED
24 TH JUNE, 2015	MONDAY	9:00 – 10:00 AM (OBJ)	ENGLISH
		10:30 – 12:30 PM (SUBJ)	
25 TH JUNE, 2015	TUESDAY	9:00 – 10:00 AM (OBJ)	ENTREPRENEURIAL SKILLS
		10:30 – 12:30 PM (SUBJ)	
26 TH JUNE, 2015	WEDNESDAY	9:00 – 10:00 AM (OBJ)	MATHEMATICS
		10:30 – 12:30 PM (SUBJ)	

NATIONAL VOCATIONAL TRAINING INSTITUTE

TESTING DIVISION

TIME TABLE FOR THE NOVEMBER/DECEMBER 2015 EXAMINATION SERIES

TRADE TEST -NOVEMBER/DECEMBER 2015

DATE	TIME	TRADES TO BE TESTED IN THEORY
Tuesday 8 TH DEC. 2015	9:00am – 10:00am (Objective Paper)	DRESSMAKING, HAIRDRESSING, TEXTILE HANDWEAVING, CARPENTRY & JOINERY, BUILDING DRAUGHTMANSHIP, TEXTILE DECORATION, MOTOR VEHICLE MECHANIC, MOTOR VEHICLE ELECTRICAL, PAINTING & DECORATION WELDING, LEATHER WORKS, TAILORING, NEEDLEWORK & CRAFT, MOTOR VEHICLE BODY REPAIRS, GENERAL AGRIC, GENERAL PRINTING, PLUMBING, TILE LAYING
	10:30 – 12:30pm (Subjective Paper)	
Wednesday 9 TH DEC. 2015	9:00am – 10:00am (Objective Paper)	MASONRY, BUILDING DRAUGHTMANSHIP, COOKERY, GRAPHIC DESIGN, WAITING-ON, GENERAL ELECTRICAL, CONSTRUCTION ELECTRICAL, COMPUTER HARDWARE SERVICING, RADIO, TV & ELECTRONIC SERVICING, MAINTENANCE FITTING, CONSTRUCTION MACHINERY MECHANIC, MACHINING, GENERAL AGRICULTURE, REFERIGERATION & AIRCON. SERVICING & OTHER.
	10:30 – 12:30pm (Subjective Paper)	

FOUNDATION EXAMS – NOV/DEC. 2015

DATE	DAY	TIME	AREAS TO BE TESTED
15 TH DEC. 2015	TUESDAY	9:00am – 10:00 am (Obj.) 10:30 – 12:30 pm (Subj.)	ENGLISH
16 TH DEC. 2015	WEDNESDAY	9:00am – 10:00 am (Obj.) 10:30 – 12:30 pm (Subj.)	ENTREPRENEURAL SKILLS
17 TH DEC. 2015	THURSDAY	9:00am – 10:00 am (Obj.) 11:00 – 1:00 pm (Subj.)	MATHEMATICS

CERTIFICATE ONE EXAMS – NOV/DEC. 2015

DATE	DAY	TIME	AREAS TO BE TESTED
8 TH DEC. 2015	TUESDAY	9:00am – 11:00am 11:30 – 1:30 pm	TRADE THEORY (2HOURS) TRADE DRAWING (2HOURS)
9 TH DEC. 2015	WEDNESDAY	9:00am – 10:00 am 11:30 – 2:00 pm	TRADE SC.& CAL (2 HOURS) GENERAL PAPER (2 ½ HOURS)

NCC EXAMS – NOV/DEC. 2015

DATE	DAY	AREAS TO BE TESTED IN THEORY
8 TH DEC. 2015	TUESDAY	WRITTEN PAPER 1 & 2 (ALL TRADES)
9 TH DEC. 2015	WEDNESDAY	SCIENCE & CALCULATION AND DRAWING
10 TH DEC. 2015	THURSDAY	RELATED STUDIES

CERTIFICATE TWO – NOV/DEC. 2015

DATE	DAY	TIME	AREAS TO BE TESTED IN THEORY
15 TH DEC. 2015	TUESDAY	9:00am – 11:00am 11:30 – 1:30pm	TRADE THEORY (2HOURS) TRADE DRAWING (2HOURS)
16 TH DEC. 2015	WEDNESDAY	9:00am – 11:00am 11:30 – 1:30pm	TRADE SC.& CAL (2 HOURS) GENERAL PAPER (2 ½ HOURS)

**NATIONAL VOCATIONAL TRAINING INSTITUTE
TESTING DIVISION
SECRETARIAL EXAMINATIONS**

**TIME TABLE FOR THE MAY/JUNE 2015 EXAMINATION SERIES
SECRETARIAL EXAMS – MAY/JUNE 2015**

DATE	TIME	TYPIST	STENOGRAPHER	STENOGRAPHER SECRETARY	PRIVATE SECRETARY
Wednesday 24TH JUNE, 2015	9:00 a.m. – 12noon	Office Procedures (2 Hours)	Office Procedures (2 Hours)	Information & Communication Processing (Typewriting) (3 Hours)	Business Communication (3 Hours)
	12:30 pm – 3:30 pm	Typewriting (2 Hours 45 Minutes)	English (2 Hours)	Shorthand (45 Minutes)	Secretarial Practice (3 Hours)
Thursday 25TH JUNE, 2015	9:00 a.m. – 12noon	English (2 Hours)	Shorthand (45 Minutes)	Business Communication (3 Hours)	Information & Communication Processing (Typewriting) 2 Hours
	12:30 pm – 3:30 pm	-----	Typewriting (2 Hours 45 Minutes)	Secretarial Practice (3 Hours)	Shorthand (45 Minutes) Business
Friday 26TH JUNE, 2015	9:00 a.m. – 12 noon	-----	-----	-----	General Paper (3 Hours)

Commissioner of Testing:.....

NATIONAL VOCATIONAL TRAINING INSTITUTE
TESTING DIVISION

TIME TABLE FOR THE MAY/JUNE 2015 EXAMINATION SERIES
ICT EXAMS MAY/JUNE 2015

DATE	TIME	LEVEL I	LEVEL II	LEVEL III
Tuesday 23RD JUNE, 2015	9:00 a.m. – 12noon	Introduction to Application Skills (2 Hours)	Database Management (3 Hours)	Database Management (3 Hours)
	12:30 pm – 3:30 pm	-----	Spreadsheet Management (3 Hours)	Spreadsheet Management (3 Hours)
Wednesday 24TH JUNE, 2015	9:00 am– 12noon	-----	Word Processing (3 Hours)	Word Processing (3 Hours)
	12:30 pm – 3:30 pm	-----	Computer Systems for Business (3 Hours)	Power Point Presentation (3 Hours)
Thursday 25TH JUNE, 2015	9:00 am – 12 noon	-----	-----	Web Designing (3 Hours)
Friday 26 JUNE, 2015	9:00 am – 12 noon	-----	-----	Principles of Programming (3 Hours)
	12:30 pm – 3:30 pm			Desktop Publishing (3 Hours)

Commissioner of Testing:.....

NATIONAL VOCATIONAL TRAINING INSTITUTE
TESTING DIVISION
SECRETARIAL EXAMINATIONS

TIME TABLE FOR THE NOV/DEC 2015 EXAMINATION SERIES
SECRETARIAL EXAMS – NOV/DEC 2015

DATE	TIME	TYPIST	STENOGRAPHER	STENOGRAPHER SECRETARY	PRIVATE SECRETARY
Tuesday 15 th Dec. 2015	9:00 a.m. – 12noon	<i>Office Procedures</i> (2 Hours)	<i>Office Procedures</i> (2 Hours)	<i>Information & Communication Processing (Typewriting)</i> (3 Hours)	<i>Business Communication</i> (3 Hours)
	12:30 pm – 3:30 pm	<i>Typewriting</i> (2 Hours 45 Minutes)	<i>English</i> (2 Hours)	<i>Shorthand</i> (45 Minutes)	<i>Secretarial Practice</i> (3 Hours)
Wednesday 16 th Dec. 2015	9:00 a.m. – 12noon	<i>English</i> (2 Hours)	<i>Shorthand</i> (45 Minutes)	<i>Business Communication</i> (3 Hours)	<i>Information & Communication Processing (Typewriting)</i> 2 Hours
	12:30 pm – 3:30 pm	-----	<i>Typewriting</i> (2 Hours 45 Minutes)	<i>Secretarial Practice</i> (3 Hours)	<i>Shorthand</i> (45 Minutes)
Thursday 17 th Dec. 2015	9:00 a.m. – 12 noon	-----	-----	-----	<i>General Paper</i> (3 Hours)

Commissioner of Testing:.....

NATIONAL VOCATIONAL TRAINING INSTITUTE
TESTING DIVISION

TIME TABLE FOR THE NOV/DEC 2015 EXAMINATION SERIES
ICT EXAMS NOV/DEC 2015

DATE	TIME	LEVEL I	LEVEL II	LEVEL III
Tuesday 8 th Dec. 2015	9:00 a.m. – 12noon	<i>Introduction to Application Skills</i> (2 Hours)	<i>Database Management</i> (3 Hours)	<i>Database Management</i> (3 Hours)
	12:30 pm – 3:30 pm	-----	<i>Spreadsheet Management</i> (3 Hours)	<i>Spreadsheet Management</i> (3 Hours)
Wednesday 9 th Dec. 2015	9:00 am– 12noon	-----	<i>Word Processing</i> (3 Hours)	<i>Word Processing</i> (3 Hours)
	12:30 pm – 3:30 pm	-----	<i>Computer Systems for Business</i> (3 Hours)	<i>Power Point Presentation</i> (3 Hours)
Thursday 10 th Dec. 2015	9:00 am – 12 noon	-----	-----	<i>Web Designing</i> (3 Hours)
Friday 11 th Dec. 2015	9:00 am – 12 noon	-----	-----	<i>Principles of Programming</i> (3 Hours)
	12:30 pm – 3:30 pm			<i>Desktop Publishing</i> (3 Hours)

Commissioner of Testing:.....