



NATIONAL VOCATIONAL TRAINING INSTITUTE (NVTI)  
**TESTING DIVISION**

**NATIONAL EXAMINATIONS PROGRAMME FOR 2015**

**TRADE TESTING EXAMINATIONS**

**MARCH PROFICIENCY**

- ❖ PROFICIENCY REGISTRATION FOR THE GENERAL PUBLIC BEGINS --- 18<sup>TH</sup> NOV, 2014
- CLOSING DATE FOR REGISTRATION --- 27<sup>TH</sup> FEB, 2015
- TEST BEGINS AND ENDS --- 23<sup>RD</sup> – 27<sup>TH</sup> MARCH, 2015

**MAY/JUNE 2015**

**CERTIFICATE ONE (1)**

- ❖ **FOR AGRIC INSTITUTIONS PRACTICAL ONLY**
- CLOSING DATE FOR REGISTRATION --- 24<sup>TH</sup> APRIL 2015
- TEST BEGINS AND ENDS --- 9<sup>TH</sup> – 10<sup>TH</sup> JUNE, 2015 (THEORY)
- PRACTICAL --- 2<sup>ND</sup> – 12<sup>TH</sup> JUNE, 2015
- BUILDING DRAUGHTMANSHIP (PRACTICALS) --- 4<sup>TH</sup> JUNE, 2015

**CERTIFICATE TWO (2)**

- ❖ **FOR AGRIC INSTITUTIONS PRACTICAL ONLY**
- CLOSING DATE FOR REGISTRATION --- 24<sup>TH</sup> APRIL 2015
- TEST BEGINS AND ENDS --- 24<sup>TH</sup> – 25<sup>TH</sup> JUNE, 2015 (THEORY)
- PRACTICAL --- 2<sup>ND</sup> – 12<sup>TH</sup> JUNE, 2015
- BUILDING DRAUGHTMANSHIP (PRACTICAL) --- 4<sup>TH</sup> JUNE, 2015

**FOUNDATION EXAMINATIONS**

- CLOSING DATE FOR REGISTRATION --- 24<sup>TH</sup> APRIL 2015
- THEORY TEST BEGINS AND ENDS --- 24<sup>TH</sup> – 26<sup>TH</sup> JUNE, 2015 (THEORY)
- PRACTICAL --- 2<sup>ND</sup> – 12<sup>TH</sup> JUNE, 2015
- BUILDING DRAUGHTMANSHIP (PRACTICALS) --- 4<sup>TH</sup> JUNE, 2015

**SECRETARIAL EXAMINATIONS**

- CLOSING DATE FOR REGISTRATION --- 24<sup>TH</sup> APRIL 2015
- EXAMINATION DATE --- 9<sup>TH</sup> – 11<sup>TH</sup> JUNE, 2015 (THEORY)

**INFORMATION COMMUNICATION TECHNOLOGY (ICT) EXAMINATIONS**

- CLOSING DATE FOR REGISTRATION --- 24<sup>TH</sup> APRIL, 2015
- EXAMINATION DATE --- 23<sup>RD</sup> – 26<sup>TH</sup> JUNE 2015 (THEORY)

# **TRADE TESTING EXAMINATIONS**

## **SEPTEMBER PROFICIENCY**

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

## **NOVEMBER/DECEMBER**

### **CERTIFICATE ONE (1)**

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

### **CERTIFICATE TWO (2)**

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

## **TRADE TEST (OLD)/NCC**

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

## **FOUNDATION EXAMINATIONS**

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

## **SECRETARIAL EXAMINATIONS**

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

## **INFORMATION COMMUNICATION TECHNOLOGY (ICT) EXAMINATIONS**

- CLOSING DATE FOR REGISTRATION --- 30<sup>TH</sup> OCT. 2015
- EXAMINATION DATE --- 8<sup>TH</sup> – 11<sup>TH</sup> 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](http://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](mailto: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**

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

**FOUNDATION CERTIFICATE- MAY/JUNE 2015**

<b>DATE</b>	<b>DAY</b>	<b>TIME</b>	<b>AREAS TO BE TESTED</b>
24 <sup>TH</sup> JUNE, 2015	WEDNESDAY	9:00 – 10:00 AM (OBJ)	ENGLISH
		10:30 – 12:30 PM (SUBJ)	
25 <sup>TH</sup> JUNE, 2015	THURSDAY	9:00 – 10:00 AM (OBJ)	ENTREPRENEURIAL SKILLS
		10:30 – 12:30 PM (SUBJ)	
26 <sup>TH</sup> JUNE, 2015	FRIDAY	9:00 – 10:00 AM (OBJ)	MATHEMATICS
		10:30 – 12:30 PM (SUBJ)	

**CERTIFICATE TWO EXAMINATIONS – MAY/JUNE 2015**

<b>DATE</b>	<b>DAY</b>	<b>TIME</b>	<b>AREAS TO BE TESTED</b>
24 <sup>TH</sup> JUNE, 2015	WEDNESDAY	9:00 – 11:00 AM	TRADE THEORY (2 HOURS)
		11:30 – 1:30 PM	TRADE DRAWING (2 HOURS)
25 <sup>TH</sup> JUNE, 2015	THURSDAY	9:00 – 10:30 AM	TRADE SC. & CAL (2 HOURS)
		11:30 – 2:00 PM	GENERAL PAPER (2½ HOURS)

**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
<b>Tuesday</b> 8 <sup>TH</sup> 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)	
<b>Wednesday</b> 9 <sup>TH</sup> 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, REFRIGERATION & AIRCON. SERVICING & OTHER.
	10:30 – 12:30pm (Subjective Paper)	

**FOUNDATION EXAMS – NOV/DEC. 2015**

DATE	DAY	TIME	AREAS TO BE TESTED
15 <sup>TH</sup> DEC. 2015	<b>TUESDAY</b>	9:00am – 10:00 am (Obj.) 10:30 – 12:30 pm (Subj.)	ENGLISH
16 <sup>TH</sup> DEC. 2015	<b>WEDNESDAY</b>	9:00am – 10:00 am (Obj.) 10:30 – 12:30 pm (Subj.)	ENTREPRENEURIAL SKILLS
17 <sup>TH</sup> DEC. 2015	<b>THURSDAY</b>	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 <sup>TH</sup> DEC. 2015	<b>TUESDAY</b>	9:00am – 11:00am 11:30 – 1:30 pm	TRADE THEORY (2HOURS) TRADE DRAWING (2HOURS)
9 <sup>TH</sup> DEC. 2015	<b>WEDNESDAY</b>	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 <sup>TH</sup> DEC. 2015	<b>TUESDAY</b>	WRITTEN PAPER 1 & 2 (ALL TRADES)
9 <sup>TH</sup> DEC. 2015	<b>WEDNESDAY</b>	SCIENCE & CALCULATION AND DRAWING
10 <sup>TH</sup> DEC. 2015	<b>THURSDAY</b>	RELATED STUDIES

**CERTIFICATE TWO – NOV/DEC. 2015**

DATE	DAY	TIME	AREAS TO BE TESTED IN THEORY
15 <sup>TH</sup> DEC. 2015	<b>TUESDAY</b>	9:00am – 11:00am 11:30 – 1:30pm	TRADE THEORY (2HOURS) TRADE DRAWING (2HOURS)
16 <sup>TH</sup> DEC. 2015	<b>WEDNESDAY</b>	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
Tuesday 9 <sup>th</sup> June, 2015	9:00 a.m. – 12noon	<i>Office Procedures</i> (2 Hours)	<i>Office Procedures</i> (2 Hours)	<i>Information &amp; 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 10 <sup>th</sup> June, 2015	9:00 a.m. – 12noon	<i>English</i> (2 Hours)	<i>Shorthand</i> (45 Minutes)	<i>Business Communication</i> (3 Hours)	<i>Information &amp; 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 11 <sup>th</sup> June, 2015	9:00 a.m. – 12 noon	-----	-----	-----	<i>General Paper</i> (3 Hours)

Commissioner of Testing:.....

**NATIONAL VOCATIONAL TRAINING INSTITUTE**  
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**TIME TABLE FOR THE MAY/JUNE 2015 EXAMINATION SERIES**  
**ICT EXAMS MAY/JUNE 2015**

DATE	TIME	LEVEL I	LEVEL II	LEVEL III
Tuesday 23 <sup>RD</sup> JUNE, 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 24 <sup>TH</sup> JUNE, 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 25 <sup>TH</sup> JUNE, 2015	9:00 am – 12 noon	-----	-----	<i>Web Designing</i> (3 Hours)
Friday 26 <sup>TH</sup> JUNE, 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:.....**

**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 <sup>th</sup> Dec. 2015	9:00 a.m. – 12noon	<i>Office Procedures</i> (2 Hours)	<i>Office Procedures</i> (2 Hours)	<i>Information &amp; 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 <sup>th</sup> 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 &amp; 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 <sup>th</sup> Dec. 2015	9:00 a.m. – 12 noon	-----	-----	-----	<i>General Paper</i> (3 Hours)

**Commissioner of Testing:.....**



**NATIONAL VOCATIONAL TRAINING INSTITUTE**  
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**TIME TABLE FOR THE NOV/DEC 2015 EXAMINATION SERIES**  
**ICT EXAMS NOV/DEC 2015**

DATE	TIME	LEVEL I	LEVEL II	LEVEL III
Tuesday 8 <sup>th</sup> 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 <sup>th</sup> 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 <sup>th</sup> Dec. 2015	9:00 am – 12 noon	-----	-----	<i>Web Designing</i> (3 Hours)
Friday 11 <sup>th</sup> 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:.....**