

SKILL VERIFICATION PROGRAM (SVP)

Comprehensive Operational Framework

1. Introduction

This document provides a comprehensive, step-by-step overview of the Skill Verification Program (SVP) operational framework for Saudi Arabia.

The purpose is to present how SVP functions operationally, ensuring transparency, compliance, and standardized skill assessment aligned with international verification standards.

2. Background of the Skill Verification Program (SVP)

Pakistan is the first country to sign the “Skills Verification Program” (SVP) agreement with Takamol Saudi Arabia. The Kingdom of Saudi Arabia (KSA) has enforced the “Skill Verification Program” (SVP) from 1st July, 2021 to regulate its labor market. After implementation of the SVP in KSA, the skill verification by Takamol Saudi Arabia, a duly authorized agency, became mandatory for the skilled workers, who intend to proceed to KSA for employment, including Pakistan and other Asian countries.

Who needs Takamol Testing?

Candidates who wish to proceed to Saudi Arabia from Pakistan has to pass Takamol SVP test before proceeding to Saudi Arabia in trades made mandatory by KSA.

Role of NAVTTC

NAVTTC facilitates the implementation of the Skill Verification Program (SVP) in Pakistan by coordinating with PACC Professional Accreditation Program (Takamol Holding), approved Assessment Centers, and candidates to ensure smooth, transparent, and compliant execution of the program.

The key objectives of SVP include:

- Standardization of occupational skill assessment.
- Enhancing employer confidence through verified certifications.
- Establishing transparent, technology-driven assessment processes.

SVP integrates digital platforms, centralized monitoring, and structured testing methodologies to ensure fairness, reliability, and global credibility.

3. Registration and Onboarding of Test Centers

The onboarding of test centers follows a structured compliance-based process to ensure only qualified institutions conduct SVP assessments.

3.1 Institutional Requirements

Institutions intending to become SVP Test Centers must fulfill the following requirements:

- Registration with NAVTTC as a Training Institute or Trade Test Center.

- The Test Center shall maintain adequate qualified personnel, including a Test Center Manager, Internal Validator, Trade Assessors, Reception/Administrative Staff, Technical Support Staff, and Security Personnel, to ensure the effective, secure, and compliant conduct of SVP assessment operations.
- Reception area with secure, monitored, numbered personal lockers with individual keys and a token system ensuring controlled and safe storage. Integrated entrance with dedicated roles (check-in, verification, guidance), glass-partition desk, digital system, queue management, defined seating rows, and clear guidance markings.
- A dedicated, comfortable, and air-conditioned waiting area shall be provided, with organized seating and screens displaying test guidance and rules. The waiting area seating capacity shall be at least equal to the CBTs capacity, with a minimum area of 30 m² for 20 chairs. If the CBT capacity is less than 20 test takers, it is preferred that the waiting area still provides a minimum of 20 seats.
- The computer testing area shall provide advanced computer-based testing (CBT) setup with suitable hardware, ergonomic seating, fully separated partitions, proper candidate flow, adequate air conditioning and ventilation, and clear compliance signage. Each workstation shall include a desk with a minimum width of 90 cm, height of approximately 75 cm, and depth of at least 150 cm. The CBT testing room shall have a minimum area of 40 m² to accommodate the test takers comfortably and safely. It is preferred that the room capacity accommodates a minimum of 20 CBT devices/workstations. Full room coverage CCTV with single unified application, one dedicated camera covering every two workstations, with voice recording capability and a dedicated monitoring control room.
- The center shall have the capability to implement more than 90% of the required practical tasks through organized and professional practical labs/workshops that can meet demand while ensuring compliance with program quality standards. The practical testing area shall provide a minimum space of 10 m² for occupations that do not require large or heavy tools/equipment, and a minimum space of 20 m² for occupations that require large or heavy tools/equipment. For high-demand occupations, the center shall provide no fewer than 3 practical workstations. For low-demand occupations, the center shall provide at least 1 dedicated practical workstation/workshop, subject to the nature of the occupation and assessment requirements. Trade-specific practical labs equipped with required tools and safety equipment.
- Clean and fully accessible restrooms with dedicated cleaning staff, regular cleaning schedule, full hygiene supplies, and ventilation.
- The Test Center shall maintain a high-resolution CCTV surveillance system with audio recording, providing complete coverage of the CBT laboratory, practical assessment areas, and all common areas. The system shall include a centralized monitoring facility and retain recorded footage for a minimum of 30 days.
- The Test Center shall ensure uninterrupted assessment operations through a high-speed internet connection with backup internet connectivity, supported by a reliable electricity supply and standby backup generator.

3.2 Driving Assessment Infrastructure: Track Dimensions

Car / Taxi Driver

- Track Shape: L
- Track Length: 50×50
- Track Width: 10×10
- Turn Width: 12×12
- One forward/reverse adjustment permitted.

Mini Truck Driver

- Track Shape: L
- Track Length: 150×150
- Track Width: 15×15
- Turn Width: 21×21
- Two forward/reverse adjustments permitted.

Truck Driver

- Track Shape: L
- Track Length: 200×200
- Track Width: 16×16
- Turn Width: 25×25
- Two forward/reverse adjustments permitted.

Bus Driver

- Track Shape: L
- Track Length: 200×200
- Track Width: 18×18
- Turn Width: 28×28
- Two forward/reverse adjustments permitted.

Motorcycle

- Track Shape: Figure 8
- Length: 50×50
- Circle Width: 25×25

3.3 Test Center Onboarding Process

The onboarding process consists of the following stages:

1. **EOI Announcement & Application Receipt:** NAVTTC publishes the Expression of Interest (EOI), inviting eligible institutions to apply for registration as SVP Test Centers. Interested institutions email the registration interest request along with the attached NAVTTC registration certificate and 5-minute video of whole center facility.
2. **Initial Screening & Categorization:** All applications are reviewed for completeness and eligibility. Institutions are then categorized according to the trade requirements and geographical priorities communicated by Saudi Takamol.
3. **KAM Assignment & Case Management:** Each eligible institution is assigned a dedicated Key Account Manager (KAM), who guides the institution throughout the onboarding process, coordinates activities, and serves as the primary point of contact until completion.
4. **Registration with NAVTTC:** Institutions that are not already registered with NAVTTC are required to complete the prescribed registration process before proceeding with the SVP onboarding process.
5. **Physical Inspection & Compliance Assessment:** A physical inspection is conducted to verify the infrastructure, equipment, human resources, and practical laboratories against the prescribed tool lists, standards, and trade-specific requirements approved by Saudi Takamol.
6. **Data Collection & Documentation:** All required documents, photographs, videos, and compliance evidence are collected and arranged in the standard folder structure approved by Saudi Takamol for submission.
7. **Internal Verification & Quality Review:** The submitted information is reviewed internally to ensure completeness, accuracy, and compliance with the prescribed standards. Any deficiencies identified are communicated to the institution for rectification.
8. **Approval by Selection Committee / Executive Director, NAVTTC:** Institutions meeting all requirements are presented to the Selection Committee and the Executive Director, NAVTTC, for approval before submission to Saudi Takamol.
9. **Submission to Saudi Takamol:** After NAVTTC approval, the complete institutional profile and supporting documentation are forwarded to Saudi Takamol for final technical evaluation and approval.
10. **Final Approval & Onboarding:** Upon successful review, evaluation and approval by Saudi Takamol, the test center is officially onboarded as an SVP Test Center for the approved trades.

11. **Orientation by the KAM:** After onboarding, the assigned KAM conducts a comprehensive orientation session to familiarize the Test Center with SVP procedures, operational requirements, scheduling, documentation, compliance standards, and quality assurance processes before commencement of testing.

4. Candidate Registration, Appointment & Test Center Allocation Process

Candidate registration is carried out either by the candidates themselves or through authorized agents/Overseas Employment Promoters (OEPs) using the SVP online platform. The centralized system ensures a transparent, fair, and automated process for registration, appointment scheduling, and test center allocation.

The process consists of the following steps:

- Create an online profile using valid personal and passport information.
- Select the preferred assessment city, occupation/trade, and available assessment date.
- Pay the prescribed Takamol assessment fee of USD 50 through the online payment system.
- Download the appointment/roll number slip generated by the system.
- The centralized Takamol system automatically allocates the candidate to an approved Test Center based on the selected city, trade, date, and available capacity, ensuring fairness and eliminating manual intervention.
- Candidate report to the assigned Test Center on the scheduled date and time along with the required documents.
- Upon successful completion of the assessment, the result/certificate is electronically uploaded to the candidate's SVP portal within 24 hours.
- In case a candidate is unsuccessful, they may book a new appointment through the SVP portal, subject to the availability of the next assessment slot.

This centralized registration and allocation mechanism ensures transparency, efficient utilization of Test Center capacity, and a fair assessment process for all candidates.

5. Test Center Scheduling Process

Scheduling is a controlled activity requiring prior approval from NAVTTC to maintain operational discipline and monitoring efficiency.

5.1 Monthly Schedule Preparation

- Test centers prepare monthly schedules during the third week of each month.
- The schedule is submitted to NAVTTC for approval.

- Only approved schedules will be uploaded into the SVP portal.

5.2 Schedule Approval Guidelines

The following conditions must be strictly followed while preparing monthly schedules:

- Minimum 2 hours gap between sessions of the same trade.
- Mandatory 30-minute lunch break.
- No session may start after 4:30 PM.
- Assessor names must be included in schedules.

Schedules not complying with these rules are rejected.

6. Pre-Assessment Preparations at Test Centers

Before assessment day, centers must ensure operational readiness:

- Preparation of attendance sheets and evaluation forms.
- Arrangement of task booklets and candidate folders.
- Setup for document verification and belongings deposit.
- Proper lab arrangement with partitions and safety signage.
- Functional internet, computers, CCTV cameras, and power backup.
- Assessor briefing on procedures and protocols.

7. Test Day Candidate Verification Process

On the day of assessment:

- Original passport and appointment ticket are verified, any passport mismatch results in disqualification from testing.
- Mobile phones and belongings are deposited in lockers.
- Candidates wait in designated waiting/briefing areas.
- Attendance is recorded and signed.

8. Assessment Methodology

The SVP assessment consists of two integrated components.

8.1 Computer-Based Theory Test (CBT)

- CBT questions are received directly from Takamol servers.
- The test contains 15 multiple-choice questions.
- Each candidate logs into the SVP portal individually.
- Test data is auto submitted after assessment to Takamol for grading.
- NAVTTC and Test centers do not have access to CBT results.

8.2 Practical Assessment

After CBT completion:

- Candidates move to practical labs.
- Tasks are assigned to candidates through a transparent Jar system collected from official task books.
- Performance is observed and evaluated.
- Practical Evaluation forms are duly filled and uploaded by Assessor in SVP Portal.
- For driving trades, candidates are additionally assessed through a workshop-based practical assignment covering basic vehicle maintenance and emergency procedures, such as changing a tyre, checking tyre pressure, and using essential vehicle tools.

9. Digital Monitoring and Quality Assurance

SVP employs strong digital monitoring mechanisms.

9.1 Evidence Requirements

For each candidate, mandatory evidence includes:

- Photograph during document verification holding passport and ticket
- Photograph during CBT examination
- Photograph during practical assessment
- A short video of practical assessment

9.2 Online Monitoring

- CBT and practical assessments are monitored remotely by SVP Team at NAVTTC HQ and Saudi Takamol through online systems.
- Cameras record assessment activities continuously having minimum 30 days of assessment data.
- Uploaded evidence portfolios are reviewed for compliance.

This centralized monitoring ensures transparency and prevents malpractice.

9.3 Physical Monitoring

Physical monitoring is carried out by Takamol representative, NAVTTC Project Managers and Field Monitors on a continuous basis, with each Test Center being visited at least once every quarter for compliance monitoring.

10. Assessors Eligibility, Ethics and Responsibilities

10.1 Eligibility Criteria for Assessors

To ensure the quality and credibility of the Skill Verification Program (SVP), assessors shall meet the following minimum eligibility criteria:

- Driving Trades:

- Intermediate (HSSC) or above.
- Valid relevant driving licence.
- Minimum 3 years of relevant work experience.
- Other Technical Trades:
 - Diploma of Associate Engineering (DAE) or Bachelor's degree in the relevant field.
 - Minimum 2 years of relevant work experience.
- General Trades:
 - DAE/Equivalent qualification or Bachelor's degree with relevant certifications.
 - Minimum 5 years of relevant work experience.
 - Candidates possessing Intermediate (HSSC), a relevant professional certification, and a Bachelor's degree in progress (final year), with a minimum of 10 years of relevant work experience, shall also be considered eligible.

10.2 Ethics and Rules for Assessors

Assessors play a critical role in maintaining the fairness, integrity, and credibility of the Skill Verification Program. They are required to:

- Maintain professionalism, integrity, and impartiality throughout the assessment process.
- Verify the identity of each candidate before the commencement of the assessment.
- Remain present throughout the assessment and ensure proper supervision.
- Refrain from providing assistance, hints, or guidance to candidates during the assessment.
- Prevent cheating, malpractice, or any unfair practices.
- Accurately evaluate candidate performance and upload all required evidence.
- Maintain the confidentiality of candidate information and assessment records.
- Upload the Candidate Assessment Form to the SVP Portal within the prescribed timeline.

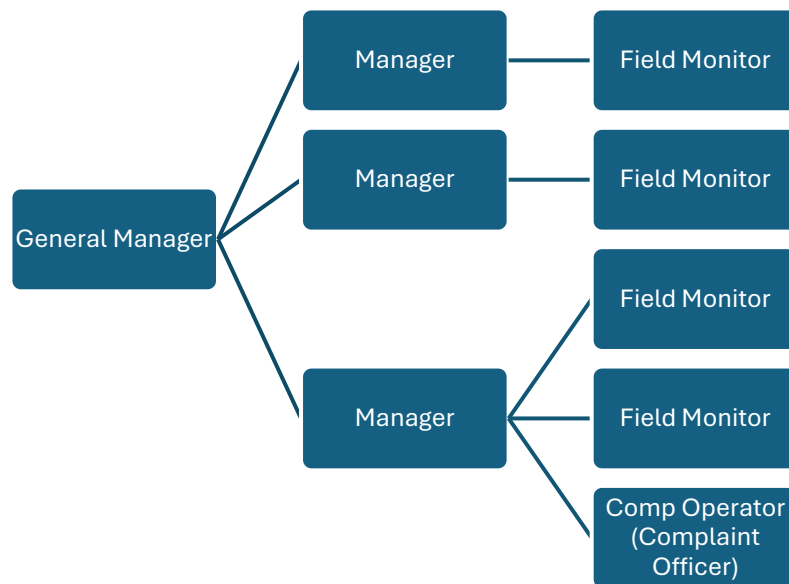
Non-compliance with these requirements may result in suspension or permanent disqualification from the Skill Verification Program (SVP).

11. Complaint Handling and Support Mechanism

In case of operational issues:

- Test centers may raise support tickets through the SVP portal.
- NAVTTC focal persons may be contacted for urgent clarification.
- Documentation discrepancies are handled through official ticketing procedures.
- An Official WhatsApp group of Test Centers for resolving the issues immediately and timely.
- A Dedicated Complaint resolution section to address the complaints of the candidates has been established in NAVTTC HQ
- Candidates can also register complains through official WhatsApp complain number.

14. Current Organogram



Through structured onboarding, automated allocation, secure assessments, and multilayer quality assurance involving assessors and internal validators, SVP ensures credible and internationally recognized skill verification.

The program's systematic approach enhances workforce quality, strengthens employer confidence, and supports transparent international labor mobility.