

Information of the TVEC

Name of Institution : Tertiary and Vocational Education Commission

Name of Ministry : Ministry of Skills Development Vocational Training

Address : 3rd Floor, “Nipunatha Piyasa”
Elvitigala Mawatha
Narahenpita, Colombo 05

e-mail address : info@tvec.gov.lk

Website : www.tvec.gov.lk

Telephone : 011-5849291

Fax : 011-2555007

Auditors : Auditor General
Auditor General’s Department
Independence Square
Colombo 07

Bankers : People’s Bank
YMBA Branch
Borella

Vision

Tertiary and Vocational Education with quality and relevance for all seekers.

Mission

Establish and maintain of an efficient, effective and quality assured Tertiary and Vocational Education system to meet the socio-economic goals and the challenging global market needs.

Director General's Message

It is my pleasure to note here that the Tertiary and Vocational Education Commission (TVEC) was able to execute activities in order to meet the expectations of the stakeholders amidst challenges that it faced in 2015. Provisions of the Tertiary and Vocational Education Act (TVE) No. 20 of 1990 and the TVE Act (amendment) No. 50 of 1999 are considered as a guide to the TVEC towards the achievement of its objectives. Reforms in Technical and Vocational Education and Training (TVET) sector have been in effect over the past ten (10) years since 2005 with the introduction of the National Vocational Qualifications (NVQ) framework in Sri Lanka. In order to underpin the reforms implementation, it became necessary to revise the Tertiary and Vocational Education Acts as per requirements. For this purpose, a draft of the amended Act was submitted to the Legal Draftsman's Department for their observations. The observations sent by the Legal Draftsman's Department were discussed by the Committee appointed to review the Act. Based it was scheduled to resend the draft to the Department for further clarifications. As soon as these deliberations are completed, the amended Act will be submitted to the Parliament for approval.

The Sector Skills Development Programme (SSDP) which commenced in 2013 was given effect in 2015. The purpose of this programme is to expand the work done in previous projects implemented by the line Ministry with the assistance of the TVEC. This programme is jointly funded by the World Bank and the Asian Development Bank (ADB). One of the key functions of the SSDP is to establish higher learning centres titled "University Colleges" in populous areas of the country. The programme mainly focuses on NVQ level 5 and 6 courses in new subject areas of employment demand in the country and the overseas. The TVEC provided technical support for the University Colleges to set up courses as per the requirements of the NVQ framework.

The NVQ certificate unit of the TVEC was able to print and disseminate 44,148 certificates during 2015. The highest number of certificates was issued under the private training institution category. By end of 2015, a total of 165,508 NVQ certificates have been issued. A year-on-year increase in demand for NVQ certificates of 50% has been recorded in recent years.

The Planning & Research division of the TVEC implemented the programme for awarding financial grants as well in 2015 in which Rs. 2.57 Mn were distributed among 16 courses conducted by 14 public, private and NGO sector registered training institutions and also institutions which conduct training for vulnerable youth. With these financial grants assistance, the relevant courses would be accredited and thus be able to award NVQ qualifications. Monitoring of previous grants awarded in the past year was also implemented in 2015.

Under the provincial Vocational Education and Training (VET) plans development programme, the TVEC was able to complete the Uva VET Plan in collaboration with the respective provincial council. Similarly, preparation of the VET Plan for North Central Province was planned in the year under review, and the TVEC was able to prepare a draft report on it. So far, seven (07) provincial VET plans have been prepared by the TVEC.

In the area of quality assurance of TVET, the TVEC had planned to conduct 350 evaluations for registration of new institutions and was able to conduct 297 evaluations in the year under review. The TVEC had registered 152 new training institutions in 2015. Under the renewal of registration programme, it had planned to conduct 400 evaluations in 2015. It was able to conduct 343 evaluations and register 297 training institutions. As a routine, awareness programmes were held to promote registration and the general public was made aware through publishing of newspaper advertisements during 2015. Under the accreditation of training courses programme, 392 courses have been accredited during the year out of the 611 courses assessed for accreditation. This adds up to the total number of courses accredited to 2,291 courses by end of 2015. Renewal of accreditation was done for 177 courses in 2015. During 2015, 2,400 registration verifications letters have been issued for foreign employment purposes. For the purpose of recruitment to various positions, 475 certificate verification letters have also been issued in 2015. As income generation, Rs. 6.1 Mn was earned through the accreditation of training courses and registration of training institutions during 2015.

During 2015, six (06) inter agency steering committee meeting were held with the participation of senior officers of vocational training institutions in order to make decision to maintain National Vocational Qualifications (NVQ) (Assessment) properly. TVEC maintains an Assessor Registry for the purpose of awarding NVQ. In 2015, 224 assessors were included in the registry and so far 1,945 assessors have been registered with the TVEC.

Furthermore, for the purpose of maintaining consistency of assessment the TVEC conducts continuous audit activities on assessment and accordingly ten (10) such audits conducted during 2015. A written examination is being conducted prior to the final assessment of the hairdressing and beauty culture sector courses in order to award NVQ certificates. In the year under review, an island wide written examination was conducted at 53 centres and 9,497 candidates sat for the examination.

For the purpose of policy making and decision making, the Information Systems (IS) division has been able to prepare the bi-annual labour market information bulletin and the annual "TVET Guide – 2016" during 2015. In addition, the IS division was able to prepare TVEC Newsletter and few other labour market publications in 2015.

Further, the website of the TVEC was updated appropriately and the information technology support services and system administration services were also provided to other division of the TVEC by the Information Systems division as a routine in 2015.

TVEC has commenced a process to prepare a common methodology to award equivalent NVQ certificates for those who have already obtained non- NVQ certificates.

The TVEC as the regulatory body for the TVET sector in the country maintains healthy relationship with leading international agencies. This relationship was useful in strengthening the TVET activities in Sri Lanka.

Finally, I am delighted to note here that with the able support of the staff of the TVEC, I have been able to deliver a service as expected by the TVET providers, public and private institutions and the general public, during 2015 and I will personally take all possible actions to respond to their requests adequately in order to increase job satisfaction of each staff member. I take this opportunity to appreciate all my staff of the TVEC for valuable response extended to me in delivering the services.



Malkanthi Jayawardhane
Director General

1.0 Introduction

The Tertiary and Vocational Education Commission (TVEC) has been established under the provisions of the Tertiary and Vocational Education (TVE) Act No. 20 of 1990. The TVEC has been functioning as a statutory body as per the provisions of the TVE Act (amendment) No. 50 of 1999 since 16th December 1999.

The general objects of the Act are as follows:

- a. the planning, co-ordination and development of the tertiary education and vocational education at all levels in keeping with human resource needs of the economy;
- b. the development of a nationally recognized systems for granting of tertiary education awards and vocational education awards including certificates, and other academic distinctions; and
- c. the maintenance of academic and training standards in institutes, agencies and all other establishments providing tertiary education and vocational education.

2.0 Organization structure of the TVEC

The TVEC functions under the purview of Ministry of Skills Development and Vocational Training. The governing board of the TVEC is comprised of a Chairman and 17 other members appointed as per the provisions of the TVE (amendment) Act No.50 of 1999.

The composition of the governing board of the Commission during 2015 as follows:

Members appointed as per section 6(1) (h) of the Act (2015 June 26- 2015 October)

- | | | |
|--|---|----------|
| 1. Prof. N. R. Arthenayake
Tertiary and Vocational Education Commission | - | Chairman |
| 2. Ven. Batuwangala Vijitha Thero
Member appointed by His Excellency the President | - | Member |
| 3. Prof. U. G. A. Puswewala
Member appointed by His Excellency the President | - | Member |
| 4. Mr. K. I. Senewirathne
Member appointed by His Excellency the President | - | Member |
| 5. Dr. M. M. Gunathilake
Member appointed by His Excellency the President | - | Member |
| 6. Mr. Vijaya De Alwis
Member appointed by His Excellency the President | - | Member |
| 7. Mr. K. V.Sarath
Member appointed by His Excellency the President | - | Member |
| 8. Mr. Premarathne Thiranagama
Member appointed by His Excellency the President | - | Member |
| 9. Dr. Lakshman Wedikkarage
Member appointed by His Excellency the President | - | Member |
| 10. Mr. Chandana Kasthuri Arachchi
Member appointed by His Excellency the President | - | Member |

Ex-officio members appointed as per sections 6(1) (a) to (g) of the Act;

- | | | |
|--|---|--------|
| (a) Mrs. Malkanthi Jayawardhane
Director General, Tertiary and Vocational Education Commission | - | Member |
| (b) Dr. H. L. Obeyesekera
Chairman, National Apprentice and Industrial Training Authority (NAITA) | - | Member |
| (c) Eng. (Dr.) Lionel Pinto
Chairman, Vocational Training Authority of Sri Lanka (VTA) | - | Member |
| (d) Mr. J.A. Ranjith
Director General, Department of Technical Education and Training | - | Member |
| (e) Dr. Hilary E. Silva
Director General, Sri Lanka Institute of Advanced Technical Education | - | Member |
| (f) Mr. G.W.C. P Senanayake
Representative from the Ministry of Finance and General Treasury | - | Member |
| (g) Mr. M.H. Ananda Wickramanayake
Member appointed by His Excellency the President | - | Member |

New members appointed as per section 6(1) (h) of the Act (2015 December 23)

- | | | |
|--|---|----------|
| 1. Prof. Rajiva Wijesinha
Tertiary and Vocational Education Commission | - | Chairman |
| 2. Mr. Kamal B. Siriwardhana
Member appointed by His Excellency the President | - | Member |
| 3. Mrs. R. A. D. R. Malani Peries
Member appointed by His Excellency the President | - | Member |
| 4. Dr. (Ven). Kirinde Assaji Thero
Member appointed by His Excellency the President | - | Member |
| 5. Mrs. Nirmali V. Hettiarachchi
Member appointed by His Excellency the President | - | Member |

- | | | |
|---|---|--------|
| 6. Mr. Buddhika Ruwan Madihahewa
Member appointed by His Excellency the President | - | Member |
| 7. Mr. D. Mahinda Gammanpila
Member appointed by His Excellency the President | - | Member |
| 8. Fr. N.A.H. Pinto
Member appointed by His Excellency the President | - | Member |
| 9. Mr. Vadivel Puththirasigamoney
Member appointed by His Excellency the President | - | Member |

Ex-officio members appointed as per sections 6(1) (a) to (g) of the Act;

- | | | |
|--|---|--------|
| (a) Mrs. Malkanthi Jayawardhane
Director General, Tertiary and Vocational Education Commission | - | Member |
| (b) Mr. J.Y. Peries
Chairman, National Apprentice and Industrial Training Authority (NAITA) | - | Member |
| (c) Maj. Gen. Gamini Hettiarachchi (Retd.)
Chairman, Vocational Training Authority of Sri Lanka (VTA) | - | Member |
| (d) Mr. J.A. Ranjith
Director General, Department of Technical Education and Training | - | Member |
| (e) Dr. Hilary E. Silva
Director General, Sri Lanka Institute of Advanced Technical Education | - | Member |
| (f) Mr. G. W. D. P Senanayake
Representative from the Ministry of Finance and General Treasury | - | Member |

3.0 Staff of the TVEC

The Director General serves as the Chief Executive Officer of the TVEC. In order to assist the Director General, staff composed of one (01) Deputy Director General, five (05) Directors, seven (07) Deputy Directors that included 88 of staff members have been appointed to carry out the functions and programmes of the TVEC implemented during 2015. In view of achieving the objectives of the TVEC, the programmes and activities have been organized under the following divisions.

- Administration and Finance Division
- Planning and Research Division
- Registration and Accreditation Division
- National Vocational Qualifications Division
- Information Systems Division

Though a cadre of 114 is approved by the Department of Management Services for the TVEC, a total of 88 staff members were in service as at 31st December 2015 details of which are given below:

Table 3.1: Details of Staff of the TVEC - 2015

Title of position	Number of approved positions	Number in service as at 31st December 2015
01 Director General	01	01
02 Deputy Director General	01	01
03 Director	06	04
04 Director (Administration)	01	01
05 Labour Market Analyst	01	01
06 Deputy Director /Assistant Director	33	14
07 Deputy Director (Internal Audit and Monitoring)	01	01
08 Assistant Director (Legal)/Board Secretary	01	01
09 Deputy Director (Finance)	01	01
10 Statistician	01	01
11 Librarian / Documentation Officer	01	01
12 Administrative Officer	01	01
13 Translator (Sinhala/Tamil/English)	01	-
14 Development Officer	19	17

Title of position	Number of. approved positions	Number in service as at 31st December 2015
15 Information Technology Officer	01	01
16 Information Technology Assistant	02	02
17 Computer Applications Assistant	06	05
18 Library / Documentation Assistant	01	-
19 Management Assistant (Class 1, Class II, Class III)	16	16
20 Driver (Class I, Class II, Class III)	12	12
21 Office Assistant	07	07
Total	114	88

Applications were called by the TVEC through newspaper advertisements for the post of Assistant Director (11 positions) and first recruitment interviews were held on 25,26,27 & 28 May 2015 for 140 selected applicants. The final interview was postponed due to the General Elections held in August 2015. Activities are in progress in order to conduct the final interview in the near future. In addition, an interview was held on 29th May 2015 for selection of eight (08) Development Officers for the TVEC and four (04) Development Officers have been recruited. Also, interviews were held for the post of Director (Standards and Accreditation) and Director (Quality Assurance and Evaluation) and accordingly Director (Standards and Accreditation) has been appointed by the TVEC.

The Commission has decided to publish newspaper advertisement again and conduct interview for the post of Director (Quality Assurance and Evaluation) and accordingly advertisement was published on 01st January 2016. So far applications have been called for and arrangements have been made in order to conduct the interview.

A driver has been recruited for the new chairman on contract basis.

4.0 Administration and Finance Division

The role of the Administration and Finance Division is to provide required human and financial resources and other infrastructure facilities in order to effectively and efficiently carry out the functions and programmes of the TVEC.

In relation to supplying human resources, the Administration division was able to recruit following persons to the corresponding positions during 2015.

4.1 New appointments made in 2015

Name	Designation	Date
Ms. S.N. Weragala	Development Officer	2015.06.05
Ms. D.D.Rajawasam	Development Officer	2015.06.05
Ms.A.H.Sandamali	Development Officer	2015.06.05
Ms.H.A.D. Dharsanika	Development Officer	2015.06.05
Ms.K.H.A.E.Deepthi	Development Officer	2015.06.05
Ms.L.K. Kohomban	Development Officer	2015.06.05
Mr. N.H.S. Dharshana	Development Officer	2015.06.05
Mr. S.B. Karunanayake	Computer Applications Assistant	2015.06.05
Miss.B.K.L.P.Sandeevani	Management Assistant	2015.06.08
Mr.U.G.L.Chandimma	Development Officer	2015.06.30
Mr.I.M.P.H.Lakmal	Office Aide	2015.06.08
Miss.H.M.V.N.Herath	Computer Applications Assistant	2015.07.22
R.P.Tharindu Harshanath (Contract Basis)		2015.11.11

4.2 Resignations in 2015

Name	Designation	Date
Mr. T.D.R. Wanigasekara	Development Officer	2015.06.19

4.3 Appointments made from the TVEC staff on acting/ cover up basis

Name	Designation	Date
Mr. S.U.K. Rubasinghe	Director (Quality Assurance and Evaluation) – Actg.	2015.10.28
Mrs. M.N.L.S. Edirisuriya	Director (Information Systems) – Actg.	2015.04.01
Mr. Suminda Arunakeerthi	Administrative Officer – Cover - up	2015.09.07
Mr. H.B. Indika Sampath	Chief Clerk	2015.09.07

The Labour Market Analyst has been appointed as the Acting Director of the Information Systems division, since the Director (Information System) went overseas to pursue a doctoral degree programme. Further, the Administrative Officer was released to the Prime Minister's Office and due to this the Senior Management Assistant has been appointed to cover-up the duties of that designation.

Local and foreign training

With the view of enhancing subject knowledge of staff of the TVEC, opportunities for local and foreign training were provided to them during the year under review. Following table gives details of officers who attended such training during January to December of 2015.

4.4 Participation at the International Conference

During the year under review, the Director General and Deputy Director General of the TVEC have participated for following international conferences on the invitation of respective institutions.

Name	Designation	Title of Training	Country	Time Duration
Mrs. Malkanthi Jayawardena	Director General	International Education fair	Moldives	05/06/2015 10/06/2015
		online Educa, Berlin (OEB),	Berlin, Germany	01/12/2015 07/12/2015
Mr. P.C.P. Jayathilake	Deputy Director General	International Education fair	Moldives	05/06/2015 10/06/2015
		Univoc conference	Germany	29/06/2015 to 05/07/2015
		TVET Leadership Capacity Development in Bonn,	Germany	2015/11/15 to 2015/11/21

Local Training - 2015

Staff members were given opportunities to undergo local training during the year under review where details are given in table below.

Table 4.5: Local Training

No	Name	Designation	Traning	Institute (*)	Time
01	Mrs. Malkanthi Jayawardena	Director General	National Management conference 2015	Institute of Management Sri Lanka	9/29/2015
02	Mr. P.C.P. Jayathilake	Deputy Director General	Results Based Project Management	NILS	18/19 August 2015
03	Mr. Vajira Perera	Director (NVQ)	Seminar on Enviroment and Human Health	Institute Of Chemistry Ceylon	22 Jan 2015
			Seminar on cosmetic chemistry	Institute Of Chemistry Ceylon	6/3/2015
			National Management conference 2015	Institute of Management Sri Lanka	9/29/2015
04	Mr. W.P.M.P. Premachandra	Director (Administration)	Traning Programme on NCS Development	SSDP	2015/12/14 to 18
05	Mrs. A.S. Amarasinghe	Deputy Director (Finance)	National Management conference 2015	Institute of Management Sri Lanka	9/29/2015
			Traning Programme on NCS Development	SSDP	2015/12/14 to 18
06	Mrs. Chandrani Premarathne	Deputy Director	Traning Programme on NCS Development	SSDP	2015/12/14 to 18
07	Mrs. M.L.N.S Edirisuriya	Labour Market Analyst	Traning Programme on NCS Development	SSDP	2015/12/14 to 18
08	Mr. W.M.T. Weerakoon	Librarian / Documentation Officer	Super 5s kaizen management	NILS	22,23 & 24 July 2015
			International Libraries confence	NLSD	6/30/2015
09	Mr.R.J Samaraweera	Internal Auditor	National Management conference 2015	Institute of Management Sri Lanka	9/29/2015
			Traning Programme on NCS Development	SSDP	2015/12/14 to 18
10	Mr. Manjula Vidanaphirana	Assistant Director	Traning Programme on NCS Development	SSDP	2015/12/14 to 18

No	Name	Designation	Traning	Institute (*)	Time
11	Mr. W.K.D. Harischandra	Assistant Director	Traning Programme on NCS Development	SSDP	2015/12/14 to 18
12	Mr. U.A. Priyantha Dharmasena	Assistant Director	Traning Programme on NCS Development	SSDP	2015/12/14 to 18
			Msc	University Of Sri Jayawardenapura	2015
13	Mr.H.G.K.N.Bandara	Assistant Director	Workshop on Attitudes and skills development	IHRA	26/06/2015
			Entrepreneurs and Employability	SDFL	26/03/2015
			Traning Programme on NCS Development	SSDP	2015/12/14 to 18
14	Mr. R. Maathan	Assistant Director	Super 5s kaizen management	NILS	22,23 & 24 July 2015
			Traning Programme on NCS Development	SSDP	2015/12/14 to 18
15	Ms. H.B.C.Hadapangoda	Administrative Officer	Workshop on Attitudes and skills development	IHRA	24/04/2015
16	Mr.L.P. Karunadasa	Information Technology Officer	Traning Programme on NCS Development.	SSDP	10th May -2015
17	Mrs. B.S.J.Vipulsi	Development Officer	Leadership and Team build	NILS	22,23 April 2015
			Master of crop production	University of Ruhuna	2014/2016
			Traning Programme on NCS Development.	SSDP	2015/12/14 to 18
18	Mr. I.G.Kalpa Udara	Development Officer	Workshop on Attitudes and skills development	IHRA	26/06/2015
19	Mr.T.D.R. Wanigasekera	Development Officer	Leadership and Team build	NILS	22,23 April 2015
20	Mr.C.C.K. Samarawickrama	Development Officer	Leadership and Team build	NILS	22,23 April 2015
			Workshop on Attitudes and skills development	IHRA	26/06/2015
21	Mrs.H.R.M.U. Wijebandara	Development Officer	Workshop on Attitudes and skills development	IHRA	26/06/2015
22	Mr.Prasanga Muthukumarana	Development Officer	Advanced Ms- Excel for Data Analysis	AAT	5/26/2015
23	Mr.D.N.I D De Silva	Development Officer	Traning Programme on NCS Development	SSDP	2015/12/14 to 18

No	Name	Designation	Traning	Institute (*)	Time
24	Ms.G.J.Udawatta	Development Officer	Workshop on Attitudes and skills development	IHRA	26/06/2015
25	Ms.T.A.W. Madushani	Development Officer	Entrepreneurs and Employability	SDFL	26/03/2015
			Workshop on Attitudes and skills development	IHRA	26/06/2015
			Traning Programme on NCS Development	SSDP	2015/12/14 to 18
26	Ms.H.N. Sandamali	Development Officer	Super 5s kaizen management	NILS	22,23 & 24 July 2015
			Workshop on Office Management & office practice	SDFL	17 & 18 september 2015
27	Mrs.K.A.H. Esha Deepthi	Development Officer	Procument Capacity Development	SLIDA	28 & 29 August 2015
			Workshop on Office Management & office practice	SDFL	17 & 18 september 2015
28	,Mr. Lilan Chandima	Development Officer	Workshop on Office Management & office practice	SDFL	17 & 18 september 2015
			Traning Programme on NCS Development	SSDP	2015/12/14 to 18
29	Mr.N.H.S. Dharsana	Development Officer	Workshop on Office Management & office practice	SDFL	17 & 18 september 2015
30	Ms.L.K. Kohomban	Development Officer	Workshop on Office Management & office practice	SDFL	17 & 18 september 2015
31	Ms.D.Rajawasam	Development Officer	Workshop on Office Management & office practice	SDFL	17 & 18 september 2015
32	Ms.S.Nirosha	Development Officer	Workshop on Office Management & office practice	SDFL	17 & 18 september 2015
33	Ms.H.A. Devindi	Development Officer	Workshop on Office Management & office practice	SDFL	17 & 18 september 2015
			Strengthening Of Computer base Accounting	SSDP	2015/11/20,26 2015/12/04,11
34	Mrs.Y.P.S. Udayakanthi	Information Technology Assistant	MBA In MIS Degree	University Of Sri Jayawardenapura	2014/2016
35	Mr.W.G.Suminda Arunakeerthi	Management Assistant	BLE Degree Register fees	University of Colombo	2015 Year

No	Name	Designation	Traning	Institute (*)	Time
36	Mr.R.N.P De Silva	Management Assistant	Strengthening Of Computer base Accounting	SSDP	2015/11/20,26 2015/12/04,11
37	Mrs.D.B.R. Manjula	Management Assistant	BLE Degree Register fees	University of Colombo	2015 Year
38	Mr.H.B. Indika Sampath	Management Assistant	Advanced Ms- Excel for data Analysist	AAT	5/26/2015
39	Mr.N.W.G. Nadeeka Jeewantha	Management Assistant	Advanced Ms- Excel for Data Analysis	AAT	5/26/2015
40	Mrs.G.K. Hegodarachchi	Management Assistant	Development of Sectarial Skills	NILS	27,28 April 2015
			Workshop on Office Management & office practice	SDFL	17 & 18 september 2015
			NVQ level 4	NAITA	2015
41	Ms. M.D.Chamali De Silva	Management Assistant	NVQ level 3	NAITA	2015
			Workshop on Office Management & office practice	SDFL	17 & 18 september 2015
42	Ms.S.Chathurangani	Management Assistant	Advanced Ms- Excel for data Analysist	AAT	5/26/2015
43	Mr.G.C. Janak Silva	Management Assistant	Workshop on Attitudes and skills development	IHRA	26/06/2015
44	Ms.T. Madhushika	Management Assistant	Advanced Ms- Excel for Data Analysis	AAT	5/26/2015
45	Ms.B.L.K. Sandeepani	Management Assistant	Workshop on Office Management & office practice	SDFL	17 & 18 september 2015
46	Ms.K.W.A. Anuruddhika	Computer Applications Assistant	Development of Sectarial Skills	NILS	27,28 April 2015
47	Mr.D.M.S. Jeewan Siripala	Computer Applications Assistant	B Teach Degree	University of Vocational Training	2015
48	Mr.R.G.A.T. Kumara	Management Assistant	BLE Degree Rigister fees	University of Colombo	2014/2015 Year
			NVQ level 4	NAITA	2015
49	Ms.N.D. Wijesekera	Management Assistant	NVQ level 4	NAITA	2015
50	S.S. Kalpage	Office Assistant	BLE Degree Register fees	University of Colombo	2014/2015 Year

(*) Training Institute Names

SSDP	- Skill Sector Development Project
NILS	- National Institute of Labour Studies
NLSD	- National Librarian and Documentation Services Board
IHRA	- Institute of Human Resource Advancement
SDFL	- Skills Development Found Limited
AAT	- Association of Accounting Technicians of Sri Lanka
NAITA	- National Apprentice and Industrial Training Authority
SLIDA	- Sri Lanka Institute of Development Administration

Foreign Training – 2015

Table 4.6: Foreign training

Name	Designation	Title of Training	Country	Time
Mrs.Malkanthi Jayawardhane	Director General	International Education fair	Moldives	05/06/2015 10/06/2015
		online Educa, Berlin (OEB),	Berlin, Germany	01/12/2015 07/12/2015
Mr.P.C.P. Jayathilake	Deputy Director General	International Education fair	Moldives	05/06/2015 10/06/2015
		Univoc conference	Germany	29/06/2015 to 05/07/2015
		TVET Leadership Capacity Development in Bonn,	Germany	2015/11/15 to 2015/11/21
Mr.J.A.D.J. Jayalath	Director (Information Systems)	Doctoral programm	Thailand	2015/01/06- 2018/12/20
Mr.S.U.K. Rubasinghe	Director (Standards & Accreditation)	Capacity Development Programme for the teachers of vocational training Institutions	Korea	2015/11/08 to 2015/11/21
Mr. Ajith Kusum Polwatte	Deputy Director	Doctoral programm	China	2015/10/01- 2018/10/01
Mr.G.A.M.U. Ganepola	Assistant Director	Vocational Education Institution Management	China	2015/05/11 to 2015/06/02
Mr.P.M.C.P. Gunathilake	Assistant Director	Vocational Education Institution Management	China	2015/05/11 to 2015/06/02
Mrs. Priyanga Nanayakkara	Assistant Director	Vocational Education Institution Management	China	2015/05/11 to 2015/06/02
Mr.T.Senthuran	Assistant Director	Capacity Development Programme for the teachers of vocational training Institutions	Korea	2015/11/08 to 2015/11/21
Mr.H.G.K.N. Bandara	Assistant Director	Young Leaders Training Programme on Economic Administration	Japan	2015/11/15 to 2015/12/03

Mr.R.Maathan	Assistant Director	Capacity Development Programme at NITTTR	India	2015/11/23 to 2015/12/04
Mr.Manjula Vidanapathirana	Assistant Director	Vocational Education Institution Management	China	2015/05/11 to 2015/06/02
Mrs.W.J.L.A. Damayanthi	Statistician	Doctoral programm	Japan	2015/10/01 -2018/10/01
Mr.D.N.I.D De Silva	Development Officer	Asia - Pacific education & Training	Malaysia	2015/08/03 to 2015/08/06
Mr.I.G.K. Kalpa Udara	Development Officer	Young Leaders Training Programme on Economic Administration	Japan	2015/11/15 to 2015/12/03

Foreign Training for Further Studies

The following officers went overseas for further studies with paid leave and through the sponsorship of Skills Sector Development Programme (SSDP)

- Mr. Ajith Kusum Polwatte (Doctoral Degree Programme – China)
- Mr. J.A.D.J. Jayalath (Doctoral Degree Programme – Thailand)

In addition, Mrs.W.J.L.A. Damayanthi who works as a Statistician went to Japan with three (03) year no paid leave (01/10/2015 – 01/10/2018).

4.7 Reimbursement of Annual Professional Membership Fees

Fees levied from under mentioned staff members of the TVEC by relevant Professional Associations as annual professional membership fees, have been reimbursed by the TVEC during the year under review.

1. Mr. W. P. M. P. Premachandra - The Institute of Chartered Accountants of Sri Lanka
Director (Administration)

2. Mr. J. A. D. J. Jayalath - The British Computer Society (BCS)
Director (Information Systems) The Computer Society of Sri Lanka

3. Mr. S. U. K. Rubasinghe - Institute of Engineers Sri Lanka
Director (Standards and Accreditation)

4. Mr. Vajira Perera - Institute of Management Sri Lanka
Director (National Vocational Qualifications)

5. Mrs. Sagarika Amarasinghe- The Institute of Chartered Accountants of Sri Lanka
Deputy Director (Finance)

6. Laksara Edirisuriya - The Institute of Chartered Accountants of Sri Lanka
Actg. Director (Labour Market Analyst)

7. Mr. Ravindra Samaraweera - The Institute of Chartered Accountants of Sri Lanka
Internal Auditor

8. Mr.W.M.T. Anura Weerakoon - Sri Lanka Library Association
Deputy Director (Information Services)

4.8 Financial progress

The financial allocations required for the TVEC were provided by the General Treasury.

The estimated expenditure of the Commission for 2015 was as follows:

- For recurrent expenditure - Rs. 90 Mn.
- For capital expenditure - Rs. 10 Mn.

During the year under review, the General Treasury had released Rs. 82.2 Mn for recurrent expenditure and Rs. 8.05 Mn for capital expenditure of the TVEC.

When the estimated expenditure of 2015 is compared with that of 2014, an increase of recurrent expenditure by 17% and a decrease of capital expenditure by 37.5% were observed.

The allocations released by the General Treasury show a 24% increase in recurrent expenditure and 33% decrease in capital expenditure when compared with the previous year. TVEC expected an estimated income of Rs. 11 Mn. However, it has been able to gather an actual income of Rs. 11.64 Mn during the year under review details of which are given below.

	Estimated Income (Rs.)	Actual Income (Rs.)
Net income by selling of TVET publications	3291000.00	3240741.00
Registration fees	1793000.00	1792200.00
Course accreditation fees	1689000.00	2097300.00
NVQ Certificates and audit fee	3767000.00	4140790.00
Fees levied from Assessors	46000.00	369250.00
	1100000.00	11640281.00

4.9 Internal audit

Internal auditing and monitoring of activities of the TVEC are done by the internal audit division of the TVEC. The division has carried out its activities in the year under review to ascertain whether the functions of the TVEC complies the internal control systems, relevant circulars, the Parliament Act, and other relevant regulations. Audit and Management Committee of the TVEC and the Director General suggested appropriate policy changes based on the findings of the internal audits done which have been brought to the attention of relevant heads of divisions of the TVEC in order to rectify the shortcomings of programmes.

1. The Audit and Management Committee of the TVEC comprised of following members from 01.01.2015 to 31.12.2015

- Mr. D.W.C.P Senanayake – Committee Chairman
- Prof. U.G.A. Puswewala – Member
- Dr. W. Hilary E. Silva – Member
- Mrs. D .V. Chandralatha – Observer

2. The Audit and Management Committee of the TVEC had meetings on four occasions on 05/08/2015, 11/08/2015, 30/09/ 2015, and 04/11/2015 during the year under review.
3. The committee has focused on the following key areas and gave instructions for the purpose of taking necessary action.
 - Internal audit programme and its activities
 - Financial Reports and Annual Reports of the TVEC
 - Annual Performance of the TVEC
 - Internal control and systems of the TVEC
4. Internal audit programme was implemented covering six (06) major audit areas during the year under review and it was able to undertake unplanned audits as directed by the Director General and the Audit and Management Committee.

4.8 Legal Affairs

Amendment of the Act

The Tertiary and Vocational Education (TVE) Act was passed in 1990 and amended through the Act no. 50 of 1999. Action has been taken to include provisions for the judiciary powers and thereby to strengthen the Parliamentary Act enabling the TVEC to regulate registration of training institutions.

The former chairman of the TVEC Prof. N.R. Arthenayake has appointed a Committee to analyze the draft Act. The Committee had met on ten (10) occasions in 2015 and reviewed the draft act. The Committee comprised following members:

- Prof. N.R. Arthenayake – former Chairman, TVEC (Chairman of the Committee)
- Mrs. Malkanthi Jayawardhane – Director General, TVEC
- Dr. T.A. Piyasiri – Vice Chancellor, University of Vocational Technology
- Dr. S.D.R. Perera – former Director General, TVEC
- Mr. J.A. Ranjith – Director General, Department of Technical Education and Training
- Dr. Chandra Embuldeniya – Former Chairman, TVEC
- Mr. B.H.S. Suraweera – Deputy Director General, TVEC
- Mrs. Champika Dharmasena – Assistant Director, Ministry of Skills Development and Vocational Training

Draft Act with changes done by the Committee was presented to officers of the TVEC for their suggestions. The draft Act including suggestions was forwarded to the Commission at its meeting held on 15th October 2015. The Commission has appointed a sub Committee for consideration of draft Act. The sub Committee comprised following members:

- Dr. T.A. Piyasiri – Vice Chancellor, University of Vocational Technology
- Lawyer Mr. Premarathne Thiranagama, Member of the TVEC
- Prof. U.G.A. Puswewala – Member of the TVEC
- Mrs. Nilanthi Sugathadasa - Additional Secretary (Vocational Training), Ministry of Skills Development and Vocational Training

Draft Act considered by the sub Committee has now been prepared and is to be presented at the next Commission meeting.

Actions taken against institutions that are not registered with the TVEC

The TVEC has taken necessary action against institutions in order to register them with the TVEC. Accordingly, advertisements appeared in newspapers with regard to unregistered institutions which were identified and letters sent to those institutions to make them aware on registration. In 2015, forty eight (48) letters were sent to such institutions and as a result thirty five (35) institutions responded positively.

Action taken against institutions that have not utilized grants appropriately:

The TVEC has decided to take legal action against those training institutions in the private and NGO sectors that have not taken action to get the identified courses accredited by the TVEC as agreed when they were awarded financial assistance as per section 4(e) and 4(g) of the Act no. 20 of 1990 for accreditation of courses. The purpose of this measure was to recover the grants money given to these training institutions.

As it was unable to reach a settlement of cases against HICMA Vocational Training Institute (Akkaraipattu), and SAKURA Computer Training Institute (Horana) those cases have been forwarded to the Attorney General's Department for necessary action. Accordingly, legal action will be taken against SAKURA Computer Training Institute and the TVEC found that HICMA Vocational Training Institute is currently not functioning within the Akkaraipattu Divisional Secretariat. Steps had been taken to file a case against the board of directors of the institute and as an initial step a letter of demand is to be issued through the Attorney General's Department.

Conduct Inquiries

Since the TVEC is the regulatory body of the Technical and Vocational Education and Training (TVET) sector, relevant institutions, trainees and assessors have begun to lodge complaints against training institutions where issues exist in respective occupation training programmes.

The TVEC had conducted inquiries impartially with relevant parties in order to resolve issues and reach a settlement. Accordingly actions were taken to conduct inquiries against six (06) such institutions in 2015.

Convening of Governing Board Meetings

The Assistant Director (Legal) serves as the Board Secretary as well and since the new board was appointed on 06th June 2015 Board Secretary had been able to convene four (04) Governing Board meetings during 2015.

A new chairman and members of the governing board had been appointed on 15th December 2015 and a governing board meeting was held on 23rd December 2015.

5.0 Planning and Research Division

The Planning and Research division is responsible for giving effect to the general object no. 01 set out in the Tertiary and Vocational Education (TVE) Act No.20 of 1990 i.e. “planning, co-ordination and development of the tertiary education and vocational education at all levels in keeping with human resource needs of the economy”. The Planning and Research division is responsible for giving effect to the following activities:

- Provision of financial assistance to public, private and Non-Governmental Organizations (NGO) sector training institutions and monitoring of fund utilization
- Preparation and update of Vocational Education and Training (VET) Plans
- Preparation of Provincial Vocational Education and Training (VET) Plans and coordination of plan implementation
- Review and update existing Technical & Vocational Education and Training (TVET) policies and develop new policies for the sector
- Implementation of research studies in the TVET sector
- Review and update of Corporate Plan and preparation of Annual Implementation Plan of the TVEC
- Prepare monthly, quarterly and annual performance reports of the TVEC

The Planning & Research division has been able to carry out the following programmes under each of aforementioned core activities in 2015:

5.1 Provision of financial assistance to public, private and Non-Governmental Organizations (NGO) sector training institutions and monitoring of fund utilization

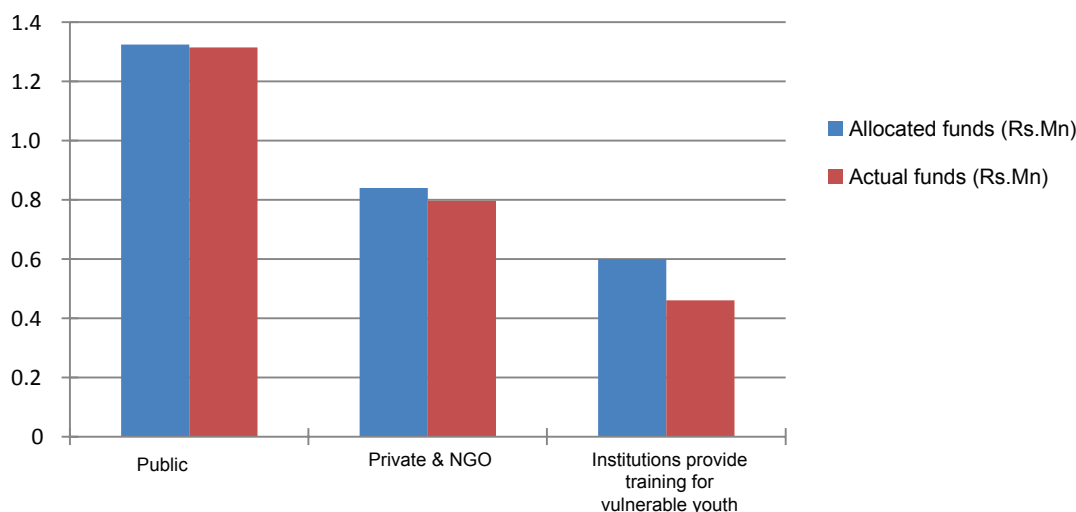
The purpose of providing financial assistance to public, private and NGO sector training institutions is to help them purchase required machinery, equipment and tools in order to improve quality and labour market relevance of training courses. Through this programme, the relevant courses can be upgraded to the level of National Competency Standards (NCS) and be accredited at suitable qualification levels of National Vocational Qualifications (NVQ) framework and award competency certificates in the National Vocational Qualifications Framework.

Applications were called from the training institutions registered with the TVEC during the year under review. Accordingly selected training institutions were evaluated by the TVEC in order to award financial grants to those institutions. Table 5.1 depicts the details of financial grants awarded to public, private, NGO training institutions, and institutions provide training for vulnerable youth.

Table 5.1 – Details of Financial Grants

Sector	Allocations for the year 2015 (Rs. Mn.)		No. of courses received actual funds	No. of institute	Actual fund awarded (Rs. Mn)
	Estimated	Revised			
Public	1.2	1.324	6	6	1.314
Private & NGO	1.5	0.840	6	6	0.796
Institutions provide training for vulnerable youth	0.4	0.600	4	2	0.460
Total	3.1	2.764	16	14	2.570

Chart 5.1 - Details of Financial Grants



Details of financial grants awarded to institutions given below separately

5.1.1 Awarding of financial assistance to public sector training institutions

This scheme has been in continuous operation since 1999. The objective of the scheme is to provide assistance to public training institutions for the procurement of required equipment, machinery and tools in order to implement training activities/ courses identified in Vocational Education and Training (VET) plans and Labour Market Bulletins prepared by the TVEC.

Identified training courses are to be accredited as per the requirements of National Competency Standards and eventually awarding of NVQ qualification to trainees will also take place. It has been observed that the courses that were given financial grants in the past are maintaining the quality assurance of training in a satisfactory manner.

In 2015, training institutions that were operating outside the Ministry of Skills Development and Vocational Training were considered for awarding of financial grants. Accordingly, applications were called from those institutions outside the Ministry and out of the 35 applications received; training institutions operating under the provincial councils were given priority.

An allocation of Rs. 1.324 Mn was available (As per the revised annual implementation plan) under this programme in 2015.

Accordingly, Rs. 1.314 Mn. was distributed among 06 courses conducted by 06 institutions operated by provincial councils thereby the TVEC was able to spend 99.24% of the total allocations available for the year 2015. Table 5.2 depicts details of financial assistance provided to public sector training institutes, by industry sector.

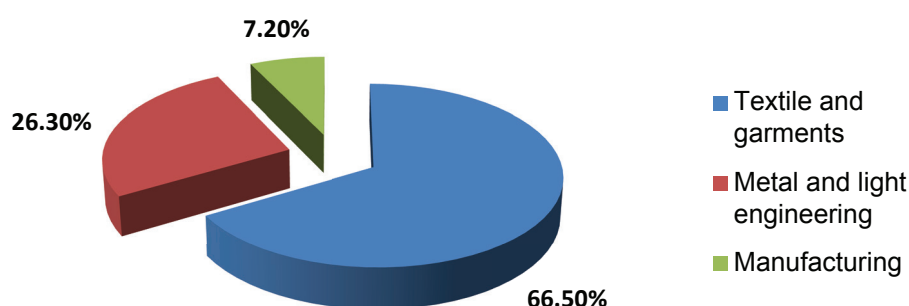
Table 5.2: Awarding of financial assistance to public sector training institutions by industry sector -2015

No.	Industry Sector	Number of Courses	Amount awarded (Rs.)	%
1.	Manufacturing	04	874,146.50	66.5%
2.	Metal and Light Engineering	01	345,200.00	26.3%
3.	Textile and Garments	01	94,930.00	7.2%
Total		06	1,314,276.50	100%

As shown in the table 5.2 above, the TVEC was able to award financial assistance covering three (03) industry sectors where 66.5% of financial assistance was awarded to courses that train youth for manufacturing industry sector. 26.3% and 7.2% of grants were awarded to courses in Metal and Light Engineering and Textile and Garments industry sectors respectively.

An analysis is depicted in chart 5.2 below.

Chart 5.2: Awarding of financial assistance to public sector training institutions, by industry sector - 2015



The table 5.2 below gives the details of financial assistance awarded to different training institutions in the public sector in 2015.

Table 5.3: Awarding of financial assistance to public sector training institutions - 2015

No.	Name of the Institute	Industry Sector	Training course and NVQ level	Awarded amount (Rs.)
1.	Poly Technical Institute Department of Industrial Development Ballapana, Galigamuwa	Textile and Garments	Industrial Sewing Machine Mechanic – NVQ level 04	94,930.00
2.	Light Engineering Training Institute Eunugalla, Hettimulla, Kegalle.	Metal and Light Engineering	Welder - NVQ level 03	345,200.00
3.	Government Mechanized Carpentry School, Department of Rural Development – Eastern Province Kallady , Batticaloa	Manufacturing	Wood Craftsman (Furniture) – NVQ level 03	393,646.50
4.	Government Machinized Carpentry Training School Department of Industries (Uva Province), Kivuleyaya, Dombagahawela, Siyambalanduwa	Manufacturing	Wood Craftsman (Furniture) – NVQ level 03	234,900.00
5.	Human Resource Development Centre (Carpentry Training Centre) Department of Industrial Development (Uva), Badalkumbura.	Manufacturing	Wood Craftsman (Furniture) – NVQ level 03	119,100.00
6.	Government Mechanized Carpentry School Ministry of Industries (Southern Province), Welipitiya, Middeniya	Manufacturing	Wood Craftsman (Furniture) – NVQ level 03	126,500.00
Total				1,314,276.50

5.1.2 Awarding of financial assistance to training institutions in the private & NGO sectors

An allocation of Rs. 0.84 Mn was available for private and NGO sector training institutions in 2015 for the purpose of improving quality and labour market relevance of training programmes (as per the Revised Annual Implementation Plan of 2015). A total of 58 applications were received and 29 were physically evaluated for award of grants. Out of the evaluated applications, 06 were selected for awarding of grants in 2015.

Accordingly, it was able to award 99.24% of the total allocations for the year 2015.

Table 5.4 provides details of institutions, courses and amounts of grants awarded for private and NGO sector institutes in 2015.

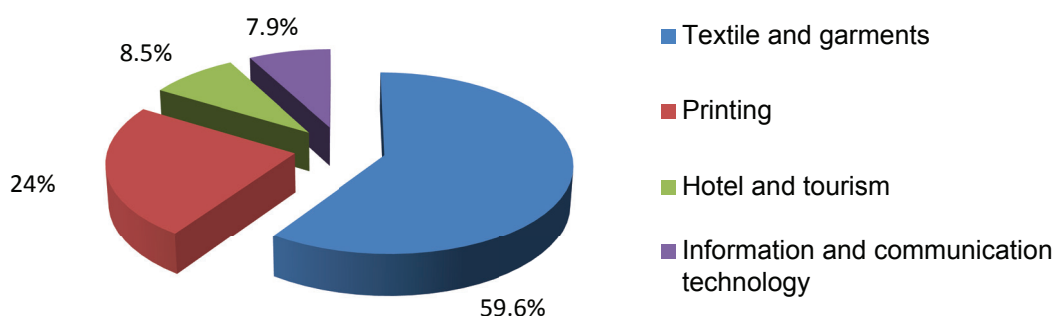
Table 5.4: Awarding of financial assistance to training institutions in the private & NGO sectors – 2015

No	Training institute and address	Industry Sector	Training Course and NVQ Level	Awarded amount (Rs.)
1.	Royal Computer Centre Bar Road, Eruvil, Kaluwanchikudy.	Information and Communication Technology	Computer Network Technician – NVQ level 04	62,599.64
2.	Sakura Dress Making School 33, Regent Village Balagolla, Kengalla	Textile and Garments	Tailor – NVQ level 04	125,283.90
3.	Sri Kawantissa Vocational Training Centre Kataragama Road, Tissamaharama	Hotel and Tourism	Cook – NVQ level 04	68,040.00
4.	Siyathma Vocational Training Centre, 744/10, 15th Lane, Romiyel Mawatha, Panagoda, Homagama.	Textile and Garments	Tailor – NVQ level 04	245,700.00
5.	Navoda Computer Education Institute 72, Dewananda Road, Nawinna, Maharagama	Printing	Computer Graphic Designer – NVQ level 04	191,100.00
6.	Kusum Sri Dress Line 210/9A, Colombo Road, Negombo	Textile and Garments	Tailor – NVQ level 04	103,249.30
Total				795,972.84

Table 5.5: Awarding of financial assistance to training institutions in the private & NGO sectors by industry sector– 2015

Industry sector	No. of courses	Amount awarded (Rs.)	%
Textile and Garments	03	474,233.20	59.6%
Printing	01	191,100.00	24.0%
Hotel and Tourism	01	68,040.00	8.5%
Information and Communication Technology	01	62,599.64	7.9%
Total	06	795,972.84	100%

Chart 5.3: Awarding of financial assistance to training institutions in the private & NGO sectors by industry sector– 2015



It was able to award financial assistance to private & NGO training institutions covering four (04) industry sectors where 59.6% of financial assistance was awarded to courses falling under the Textile & Garments industry sector. Industry sector wise details of financial assistance awarded to training institutions are shown in the above table 5.5 and chart 5.3

5.1.2 Awarding of financial assistance to promote training for vulnerable people

The purpose of this scheme is to promote training for vulnerable/disadvantaged youth of the country where the TVEC provides financial assistance to procure necessary equipment for training courses. Under this scheme, accreditation of training courses is not compulsory.

Accordingly, two (02) training institutions that are registered under the TVEC which provide four (04) courses were awarded Rs. 0.459 Mn. of financial assistance in 2015. Through this scheme, it was able to disburse 76.5% of the total allocation.

The table 5.6 depicts the details of financial assistance awarded to those institutions.

Table 5.6: Awarding of financial assistance to training institutions that training for vulnerable/ disadvantaged youth - 2015

No.	Name of the Institute	Ownership	Industry Sector	Name of the Training Course	Total
1.	Vocational Training Centre Department of Social Services Amunukumbura, Wathurugama	Public	Construction	Construction Craftsman (Masonry)	129,919.00
2.	Tertiary and Vocational Training Centre Nawasenapura, Welikanda	Private	Construction	Wood Craftsman (Buildings)	157,241.00
			Electrical and Electronic	Electrician	97,200.00
			Construction	Plumber	75,300.00
Total grant awarded Rs.					459,660.00

5.1.4 Monitoring of fund utilization

An annual programme has been implemented to check whether the grants recipients of public and private sector registered institutions utilized the grants for the agreed purposes.

This programme was implemented in 2015 as well to physically evaluate the training institutions that were given financial assistance in 2014 and was able to evaluate 14 courses of 11 institutions that were given financial assistance.

It was found by the evaluation that 80% courses in the private sector have been accredited to award NVQ. It was found that other courses were in progress for accreditation process. During the evaluation programme, it was found that 50% public sector courses have been accredited by the TVEC. Details of the programme implementation are given in table 5.7 and 5.8 below. Also, the TVEC found that 100% of courses conducted for vulnerable youth were nearing completion for accreditation status.

Table 5.7: Findings of Monitoring Programme - 2014

Sector	No. of institutes to which grants awarded	No. of students trained in 2014	No. of students following training in 2015	Amount of grant provided (Rs.)
Public	05	46	25	1,304,809.00
Public	05	80	90	1,307,432.62
Vulnerable youth	01	17	25	639,873.00
Total	11	143	140	3,252,114.62

5.2 Preparation and update of Vocational Education and Training (VET) Plans

The TVEC has been engaged in developing Vocational Education and Training (VET) Plans for key industry sectors since 1999 with the objective of identifying skills requirements of the industry. Under this programme, development of new VET plans and updating of previous VET plans are taking place. Up to 2015, nineteen (19) VET Plans have been developed and fourteen (14) of them have been updated.

5.2.1 Preparation of new VET Plans

- Environmental Protection sector

The Committee that was appointed to evaluate the feasibility of developing a new VET Plan for environment sector recommended the development of a VET plan by considering the importance of this sector. Accordingly, development work commenced in November 2014. Consultative support was obtained through the Department of Forest Development and Environmental Science of the University of Sri Jayewardenepura for the development of this VET Plan. Up to now, the draft VET plan has been completed and in this regard Rs. 1,145,902.00 was spent in 2015.

5.2.2 Reviewing and updating of VET plans

Under the reviewing and updating of VET plan, the VET plan for ICT industry sector was updated in the last quarter of 2015. Consultancy support was obtained through Infortec (Pvt) Ltd and consultancy fees of Rs. 479,360.00 was paid in 2015.

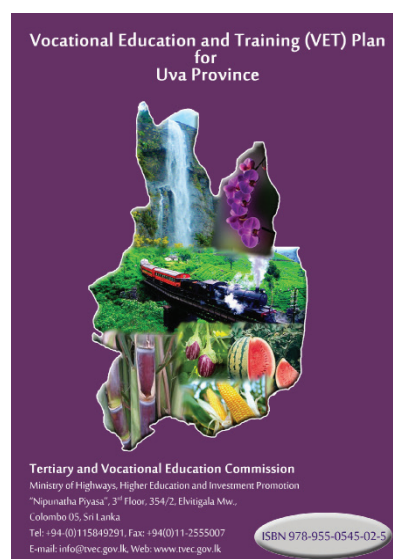
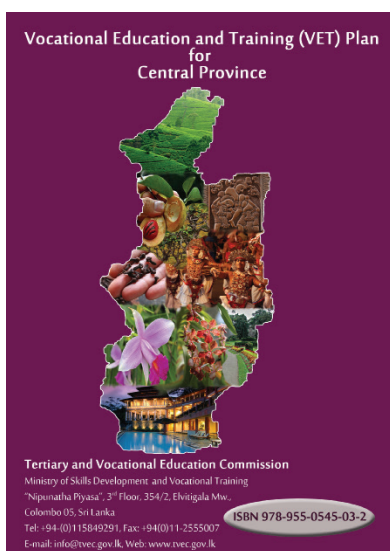
5.3 Preparation of Provincial Vocational Education and Training (VET) Plans and coordination of plan implementation

In 2009, the TVEC commenced the development of geographic based Vocational Education and Training (VET) Plans in fulfilling provisions of the TVE Act No. 20 of 1990.

By end of 2015, preparation of provincial VET plans for Sabaragamuwa, Southern, North Western, Eastern, Northern, Uva and Central provinces have been completed. Development of Provincial VET plans which was initiated by the TVEC is a timely requirement for the country.

Development of the VET plan for the Central Province was completed by the academic staff of the University of Peradeniya during the year under review. Final payment Rs. 199,000.00 was paid to the university in 2015. Postal charges Rs. 7,150.00 was also paid in order to disseminate the VET plan for the Uva province among the stakeholders of that province.

Development of the North Central province VET Plan was completed during the year and has been forwarded to the Commission for approval. Department of Economics and Statistics of the University of Peradeniya provided consultative assistance for the development work. As per the work plan a consultative payment of Rs. 432,787.50 was made to the University for the work done during 2015.



5.4 Implementation of research studies in the TVET sector

Planning and Research division leads the Research Cell of the TVEC which has started its research activities in the year 2005. Since then, many research studies have been done which are uploaded in the TVEC website and it has been able to contribute in terms of new knowledge to the TVET sector through the research programme.

The Research Cell has been able to do following activities during 2015.

5.4.1 New TVET Researches

Research proposals have been called from institutions under the Ministry of Skills Development and Vocational Training during the year under review. The Research Steering Committee was instructed to guide this process and ensure good research proposals are submitted by the researchers.

Accordingly, the Research Cell had received 10 research proposals in 2015. The Research Steering Committee had evaluated the proposals and selected 06 proposals by considering the suitability and requirements of the TVET sector, and for which approval of the board of the Commission was obtained. It was expected to spend Rs. 0.468 Mn for these researches and the following table 5.8 shows the details of researches and the amounts allocated for each research.

Table 5.8: Details of TVET Researches - 2015

No.	Research title	Research Team	Approved cost (Rs.)	Amount spent in 2015 (Rs.)	Amount to be spent in 2016 (Rs.)
1.	A study to identify subject specifics that could introduce blended learning system and propose implementation plan for DTET	Department of Technical Education and Training	86,000.00	-	86,000.00
2.	Implementing community of practice within Colleges of Technology	Department of Technical Education and Training	52,000.00	26,000.00	26,000.00
3.	A study of effectiveness of vocational training programmes conducted by NVTI, Narahenpita in 2015	Tertiary and Vocational Education Commission	100,000.00	50,000.00	50,000.00
4.	A study on effectiveness of OJT for Refrigeration and Air-Conditioning Mechanic course	Tertiary and Vocational Education Commission	92,000.00	-	92,000.00

5.	Analytical study of initiatives to employees leaving the service of National Apprentice and Industrial Training Authority	Vocational Training Authority	55,500.00	-	55,500.00
6.	A study on foreign employability demand for TVET courses in Sri Lanka	Tertiary and Vocational Education Commission	82,500.00	-	82,500.00
Total			468,000.00	76,000.00	392,000.00

As per the above figures, Rs. 0.076 Mn was spent for research studies which commenced in 2015. Accordingly, the TVEC was able to spend 13.5% of the total approved allocation. The balance amount is to be disbursed among the study teams subject to the completion and submission of research studies.

5.3.2 Research Steering Committee meetings

The Research Cell which started in the year 2005 has been able to execute its functions in the year under review. During 2015 three (03) Research Steering Committee meetings were conducted by the Research Cell of the TVEC.

5.4 Skills Sector Development Programme (SSDP)

5.4.1 Baseline Survey

Under the guidance of Ministry of Skills Development and Vocational Training and TVEC, Data Collection of the Baseline Survey conducted through the GreenTech Human Resource Development (Pvt) Ltd., was completed in 2015. Rs. 3,866,467.50 was spent in this regard.

5.4.2 Survey on Industrial Demand Gap

A survey to find out Industrial Demand Gap in the following four (04) sectors commenced in 2014 by the GreenTech Human Resource Development (Pvt) Ltd under the guidance of SSDP and the TVEC.

- Construction sector
- Electrical engineering sector
- Information and communication technology sector
- Hospitality management sector

The preliminary draft of the survey has now been completed and Rs. 1,745,500.00 has been spent in 2015.

6.0 Standards and Accreditation Division

As per the provisions of the Tertiary and Vocational Education Act No. 20 of 1990 and the policy guidelines set out in the Development Plan for Registration of Training Institutions published in Government Gazette (Extra ordinary) No. 887/8 dated 05th September 1995, the TVEC shall establish and maintain systems for quality assurance of delivery of training in TVET institutions in the country. Towards this end, Standards and Accreditation division of the TVEC implements following three (03) activities/ programmes:

1. Registration of training institutions
2. Accreditation of training courses
3. Development and updating of National Competency Standards (NCS) and allied documents

In order to carry out programmes and activities of the division, fourteen (14) officers including a Director, one (01) Deputy Director, four (04) Assistant Directors, four (04) Development Officers, three (03) Management Assistants, and one (01) Office Assistant were in service during 2015. In order to achieve the objectives of the division, following are the details of programmes/ activities implemented and progress achieved in relation to each programme during the 2015 by the Standards and Accreditation division.

6.1 Registration of training institutions

Registration of training institutions under the TVEC is a legal requirement as per the provisions of the TVE Act No. 20 of 1990. Legal provisions are set out in the TVE Act No. 20 of 1990 and the criteria for registration of training institutions has been articulated in the Development Plan for Registration of Training Institutions published in the Government Gazette (extra ordinary) No. 887/8 dated 07th September 1995. The programme for registration of training institutions has been implemented with the view of assuring quality and labour market relevance of training provided across the country as per the provisions of the Act and the criteria set out in the Development Plan for Registration of training institutions, .

When an assessment is made in order to consider an institution for registration, adequacy of infrastructure of the institute, training equipment, qualifications of teaching staff, training delivery and assessment system, adequacy of curriculum, student welfare, and the labour market relevance of training being provided are taken into consideration.

As per the Annual Implementation Plan of 2015, the TVEC was expected to evaluate 350 new institutions for registration and it was able to evaluate 297 details of which are given in the table 6.1 below.

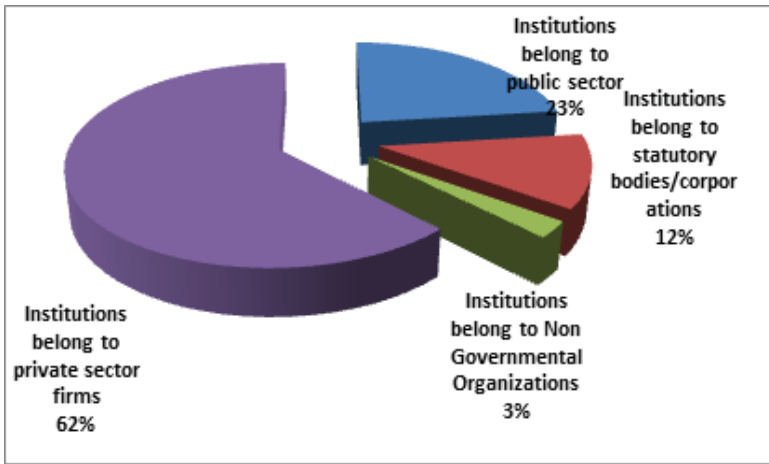
Table 6.1: Evaluation of training institutions for registration (New)

2015	No. of institutions
Target	350
Progress	297

As 152 institutes out of 395 have been able to meet the registration criteria, they have been registered as new institutes. The remaining applicant institutes have not been registered as they did not meet the registration criteria.

Following is an analysis of newly registered training institutions by ownership during 2015

1. Institutions belong to public sector	35
2; Institutions belong to statutory bodies/corporations	18
3; Institutions belong to Non-Governmental Organizations	04
4; Institutions belong to private sector firms	95
Total	<u>152</u>



6.2 Renewal of registration of training institutions

As per the criteria for registration of training institutions published in the Government Gazette (Extra ordinary) No. 887/8 dated 07th September 1995, applicant training institutions are awarded provisional registration certificate valid for a period of two (02) years. On completion of the registration period, the institutions are required to apply for renewal of their registration.

It was expected to renew registration of 400 institutions during 2015 and the TVEC has been able to evaluate 343 during the year under review and renewed the registration of 297 institutions.

Details of renewals of registration are given in table 6.2 below.

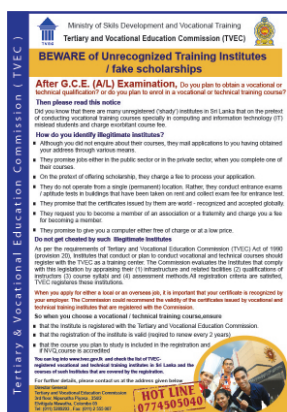
Table 6.2: Evaluation of training institutions for renewal of registration

2015	No. of institutions
Target	400
Progress	343

6.3 Programmes implemented during 2015 to promote registration of training institutions

It has been observed that fake advertising and publicity programmes are being used by training institutions to misguide the students and general public. Therefore, the TVEC had implemented following measures to counter those malpractices for the purpose of increasing quality of training and to increase awareness among training providers regarding importance of being registered with the TVEC and getting the renewal done on time.

1. Awareness creation through newspaper advertisements
 - Advertisements were published regarding the selection of an institute for the purpose of training in Lankadeepa, Thinkaran, and Sunday Observer on 30th August 2015



2. Awareness by Government Gazette published in June 2015.

6.4 Accreditation of courses

National Vocational Qualifications (NVQ) Framework of Sri Lanka was introduced in 2004. The primary purpose of accreditation programme was to upgrade the standard of courses delivered by registered training institutions in the country. In the accreditation initiative, criteria are developed so as to be able to identify suitable training institutions and courses for award of national qualifications under the National Vocational Qualifications (NVQ) framework as per the competencies required by the industry as indicated in relevant National Competency Standards.

Those courses that fulfill the accreditation criteria are accredited and give permission to award national qualifications under the National Vocational Qualifications (NVQ) framework.

The table 6.3 shown below provides details of assessment targets and actual progress achieved during 2015, by sector.

Table 6.3: Details of assessment targets and actual progress - 2015

Training sector	Assessments	
	Target	Progress
Public sector	425	503
Private & NGO sector	75	108
Total	500	611

As shown in the table 6.3 above, the TVEC was able to assess 503 courses conducted by public sector institutions as per the relevant National Competency Standards in 2015 out of which 339 courses have been accredited by the TVEC. Accordingly, the cumulative number of courses accredited in the public sector institutions has increased to 1588.

It was able to assess 108 courses conducted by private and NGO sector institutions and was able to accredit 53 courses in 2015. Accordingly, the cumulative number of courses accredited in the private and NGO sector institutions has increased to 703.

Accordingly, there were 2,291 accredited courses in the country, by end of the year 2015.

As per the table 6.3 above, the progress of assessment of public sector courses and private/NGO sector courses has outnumbered the target by 78 courses and by 33 courses respectively.

This total increase of 111 courses may be attributed to the introduction of NVQ into the Government recruitment scheme by the Ministry of Public Administration, making it mandatory for Domestic House Keeping assistant to have NVQ when they depart for foreign employment, introduction of new National Competency Standards, and receipt of more applications for accreditation due to increasing popularity of NVQ among general public.

Though the assessment evaluations increased to 503 courses, number of courses accredited was 339 in the public sector. This may be attributed to lack of training equipment, lack of qualified teachers, not conducting courses as per the National Competency Standards and curricula and not conducting continuous assessment as per the guidelines issued. The institutions that have not been able to get through the accreditation assessment have been informed. The total number of courses assessed in 2015 was 611 and out of this number, 392 courses have been accredited by the TVEC.

The table 6.4 shown below gives details of total number of accredited courses by end 2015, by institutions.

Table 6.4: Total number of accredited courses by main training provider as at end of 2015

Main training provider	No. of accreditation applications received in 2015	No. of accreditation assessments done in 2015*	No. of courses accredited in 2015	Total No. of courses accredited by end of 2015
National Apprentice & Industrial Training Authority	13	27	20	120
National Youth Services Council	36	29	24	92
Department of Technical Education & Training	126	190	94	261
Vocational Training Authority of Sri Lanka	80	224	161	1006
Other Government Institutions	79	33	40	109
Private & NGO sector institutions	109	108	53	703
Total	443	611	392	2291

Note: * Applications received in last year were also assessed
 * Applications received in December were not assessed

6.5 Renewal of accreditation

The validity period of accreditation is 03 years and therefore the training institutions that conduct accredited courses are required to renew the accreditation of these courses on completion of accreditation validity period. Accordingly, during the course of 2015, there were 175 courses in the public sector institutions and 75 courses of private/NGO sector institutions which needed to be assessed for renewal of accreditation. During the year under review, 209 public sector courses were assessed and of which, accreditation status of 139 courses has been renewed. The assessment included the applications received and assessed in the previous year as well. In the private/NGO sector, 50 courses were also assessed and out of that, 38 courses were found to be eligible for renewal of accreditation during 2015.

Table 6.5 below shows details of courses by main training provider of which accreditations have been renewed during the year under review.

Table 6.5: Details of reaccredited courses by main training provider

Main training provider	No. of applications received in 2015 for renewal of accreditation	No. of assessments done in 2015 for reaccreditation*	No. of courses renewed for accreditation in 2015
National Apprentice & Industrial Training Authority	9	12	8
National Youth Services Council	6	12	7
Department of Technical Education & Training	32	106	35
Vocational Training Authority of Sri Lanka	138	78	87
Other Government Institutions	23	1	2
Private & NGO sector institutions	50	50	38
Total	258	259	177

Note: * Applications received in last year were also assessed
 * Applications received in December were not assessed

6.6 Programmes implemented to promote accreditation of training courses

With the view of promoting the accreditation programme, the Standards & Accreditation division organized eight (08) workshops on preparation of training delivery documents and assessment methods required for accreditation during the year under review. These workshops were attended by 243 instructors of the TVEC registered training institutions.

6.7 Attestation of registration status

Vocational training certificates issued by various training institutions need attestation when they submit such certificates to foreign employment agencies seeking foreign employment. The Ministry of Foreign Affairs, various Embassies and High Commissions, Qualification Verifications Councils and various other Authorities seek attestation of the TVEC for vocational certificates issued by TVET institutions.

On the request of the Ministry of Foreign Affairs, 2,400 certificate attestation letters have been issued at the request of certificate holders during 2015.

Also, 475 certificate attestation letters have been issued for the purpose of recruitment and promotion in public sector institutions.

6.8 Revenue generated by the Standards & Accreditation division in 2015

Sale of students' records books	-	Rs. 2,683,975.00
Fees charged for registration of institutions	-	Rs.1,798,200.00
Fees charged for accreditation of courses	-	Rs. 1,672,300.00
Total revenue generated by the Standards and Accreditation division in 2015 -		<u>Rs. 6,154,475.00</u>

6.9 Development and revision of National Competency Standards and allied documents

i. Developed National Competency Standards:

During the year under review, following new National Competency Standards have been developed and endorsed for implementation.

Developed National Competency Standards:

a) NVQ Level 1 – 4

- Handloom Craftsman
- Multi Skilled Construction Craftsman
- Leather Products Craftsman
- Shipyard Supervisor
- Multi Skilled Maintenance Craftsman
- Wood Carving Artist
- Batik Artist
- Food & Beverage Service
- Pastry & Bakery
- Professional Cookery
- Spa and Leisure Tourism Operations
- Travel & Tour Operations
- Survey Plan Repairer
- Boat Building Technician
- Warehouse Supervisor
- Wheel Alignment Technician
- Screen Printer
- Millwright Fitter

- b) NVQ Level 5 and 6
- Accounting Sector

Developed Curricula

a) NVQ Level 1 - 4

- Animal Feed Mill Operator
- Animal Feed Production Assistant
- Physical Fitness Trainer

b) NVQ Level 5 and 6

- Livestock Production Technology

ii. Updating of National Competency Standards

Following NCS have been updated and the TVEC had endorsed them as national documents.

a) NVQ level 1 -4

- Dairy Farming Assistant
- Computer Hardware Technician
- Computer Graphic Designer
- Landscaping Technician

- Offset Litho Machine Operator
- Wood Craftsman (Furniture)
- Heavy Vehicle Operator
- Plumber
- Pre -School Teacher
- Field Assistant (Agriculture)
- Quantity Surveying Assistant

Updated Curricula

- a) NVQ level 1 -4
 - Electric Motor Winder
 - Boiler Operator
 - Industrial Plumber
 - Plastic Processing Machine Operator
 - Jewellery Stone Setter
 - Jewellery Maker
 - Pneumatic Technician

iii. Development of Assessment Resource

TVEC had released financial assistance to NAITA for development of assessment resources for the NCS developed in 2014/15. During 2015, following assessment resources have been developed and received to the TVEC.

- Field Assistant (Agriculture)
- Wood Carving Artist
- Batik Artist
- Pre- School Teacher
- Security and Surveillance System Technician
- Wheel Alignment Technician
- Quantity Surveying Assistant
- Screen Printer
- Fireman
- Mobile Phone Repairing Craftsman
- Automobile Electrician
- Upholster

iv. National Competency Standards that have been translated to Sinhala and Tamil languages

It was planned to translate fifteen (15) National Competency Standards (NCS) and ten (10) curricula in 2015.

- a) Following NCS and curricula have been translated into Sinhala language:
 - National Competency Standards
 - Care Giver
 - Cashier
 - Cook
 - Preschool Teacher
 - Field Officer (Rubber)
 - Clerk
 - Survey Field Assistant
 - Vehicle Serviceman & Interior cleaner

Curricula

- Field Officer (Rubber)
- Clerk

b) Following NCS and curricula have been translated into Tamil language:

National Competency Standards

- Draughtsperson
- Field Officer (Rubber)
- Assistant Field Officer (Tea)
- Assistant Factory Officer (Tea)
- Cook
- Waiter /Steward
- Clerk
- Survey Field Assistant
- Heavy vehicle Operator

Curricula

- Landscaping Technician
- Fruit and vegetable processor
- Assistant Factory Officer (Tea)
- Assistant Factory Officer (Rubber)
- Tea factory Mechanic
- Clerk
- Cook
- Survey Field Assistant

v. Development of CD-ROMs of NCS and allied documents

The Standards and Accreditation division sells the NCS and allied documents as CD-ROMs through the Library of the TVEC at a price of Rs.500.00 each by which Rs. 509,000.00 was earned in 2015.

7.0 National Vocational Qualifications (NVQ) Division

With the objective of giving effect to the National Vocational Qualification framework in the country, following nine-fold programmes have been implemented by the NVQ division in 2015.

01. Programmes implemented in order to popularize NVQ among general public
02. Implement a process to establish Quality Management System (QMS) in training institutions registered with the TVEC
03. Monitor the process of standardizing the preparation of questions papers required for semester end examinations of NVQ level 05 & 06 training programmes
04. Development of assessment resources of National Competency Standard developed for General NVQ system in which GNVQ to be awarded in technology stream in advance level curriculum
05. Activities of updating the certification of ISO 9001:2008 Quality Management System (QMS) established in the TVEC
06. Conduct workshops on Continuous Professional Development
07. Setup a programme required to promote NVQ system overseas
08. Setup to prepare a common methodology to award equivalent NVQ certificates for those who already have obtained non- NVQ certificates
09. NVQ and other ancillary activities implemented in 2015 that are external to the Annual Implementation Plan

Accordingly, the abovementioned nine-fold programme and related activities implemented by the NVQ division during the year under review were as follows:

7.1 Programmes implemented in order to popularize NVQ among general public

7.1.1 Awareness programme on NVQ

- a) As per the Annual Implementation Plan of 2015, two (02) programmes were to be held. Accordingly, programmes have been implemented for staff of Loadstar Ltd. targeting Fitter and Machinist occupations. Eighty six (86) staff members participated in these programmes.
- b) In addition, an awareness programme on NVQ has been implemented the Kalutara District Secretariat through its Small Enterprise Development division, covering various divisions of the Secretariat and 150 staff members participated in this programme.
- c) Participated exhibition held at BMICH organized to celebrate the 10th anniversary of the Sri Lanka Accreditation Board.

7.1.2 Conducted a two (02) day workshop at the UNIVOTEC on delivering the “Basic Competencies to Work” for 25 instructors (Training of Trainers)

7.2 Implement a process to establish Quality Management System (QMS) in training institutions registered with the TVEC

7.2.1 It has been approved by the Commission to award QMS certificates to the following 46 training institutions which have been audited by external auditors and found to be suitable for awarding of QMS certificate on successful completion of audits during 2015. This certificate is valid for a period of three (03) years from the date of award.

එම ආයතන නම්,

Name of institution	Name of institution	Name of institution
Chalmway (Pvt) Ltd – Nugegoda	2014-12-22	2017-12-21
College of Technology – Kandy	2015-07-09	2018-07-08
District Vocational Training Centre – Matara	2015-07-09	2018-07-08
District Vocational Training Centre – Horana	2015-07-09	2018-07-08
College of Technology – Kurunegala	2015-07-09	2018-07-08
District Vocational Training Centre – Nuwaraeliya	2015-07-09	2018-07-08
Technical College – Ratmalana	2015-08-07	2018-08-06
Technical College – Homagama	2015-08-07	2018-08-06
Technical College – Gampaha	2015-08-07	2018-08-06
Technical College – Kuliyaipitiya	2015-08-07	2018-08-06
College of Technology – Badulla	2015-09-09	2018-09-08
Technical College – Bandarawela	2015-10-14	2018-10-13
Technical College – Matara	2015-10-14	2018-10-13
Technical College – Kegalle	2015-10-14	2018-10-13
National Vocational Training Institute – Niyagama	2015-07-09	2018-07-08
National Vocational Training Institute – Kegalle	2015-07-09	2018-07-08
National Vocational Training Institute – Gampaha	2015-07-09	2018-07-08
District Vocational Training Centre – Kurunegala	2018-08-07	2018-08-06
District Vocational Training Centre – Ampara	2015-09-09	2018-09-08
District Vocational Training Centre – Anuradhapura	2015-09-09	2018-09-08
National Vocational Training Institute – Batticaloa	2015-09-09	2018-09-08

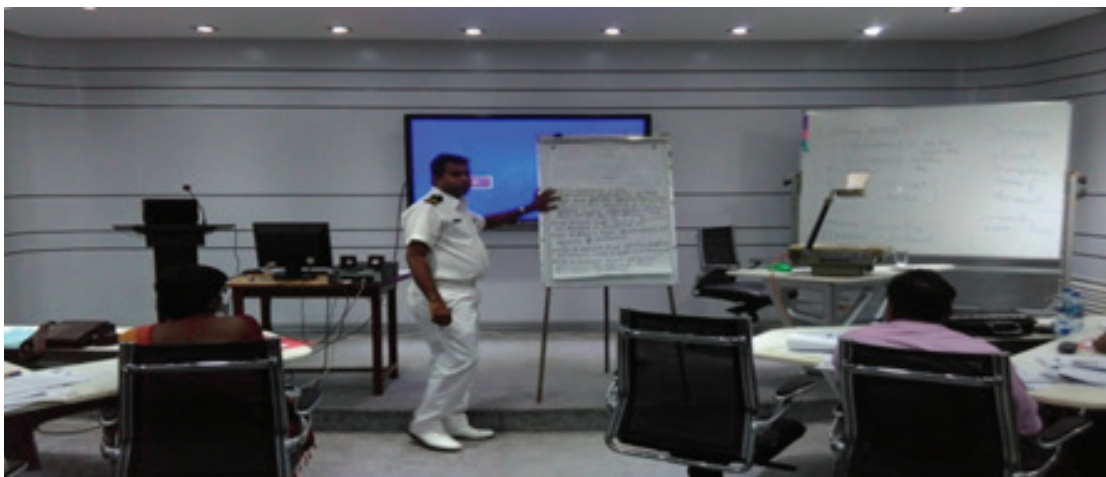
Name of institution	Name of institution	Name of institution
District Vocational Training Centre – Badulla	2015-10-14	2018-10-13
Industrial Engineering Training Institute – Katubedda	2015-08-07	2018-08-06
School of Agriculture – Dambulla	2015-07-09	2018-07-08
School of Agriculture – Karapincha, Kuruvita	2015-07-09	2018-07-08
School of Agriculture – Vanuniya	2015-08-07	2018-08-06
School of Agriculture – Kundasale	2015-08-07	2018-08-06
School of Agriculture – Angunukolapelassa	2015-08-07	2018-08-06
International Training Institute of Irrigation and Water Management – Kothmale	2015-10-14	2018-10-13
University College of Construction Technology – Battaramulla	2015-08-07	2018-08-06
Institute of Drafting Technologists Sri Lanka – Boraesgamuwa	2015-08-07	2018-08-06
Surado Campus of Business Management Pvt) Ltd- Kottawa	2015-08-07	2018-08-06
Technique International (Pvt) Ltd.- Colombo 05	2015-08-07	2018-08-06
Colombo School of Construction Technology (Pvt) Ltd – Pitakotte	2015-08-07	2018-08-06
Juliston Lanka (Pvt) Ltd - Panadura	2015-09-09	2018-09-08
SiyasiAcademy (Pvt) Ltd. – Kuliypitiya	2015-10-14	2018-10-13
Little Buds – Ratmalana	2015-08-07	2018-08-06
Institute of Supply and Materials Management – Colombo 07	2015-08-07	2018-08-06
Technical College – Embilipitiya	2015-12-23	2018-12-22
National Vocational Training Institute – Ratmalana	2015-12-23	2018-12-22
Eye Care Institute – Colombo 08	2015-12-23	2018-12-22
University College Batticaloa	2015-12-23	2018-12-22
Hardy College of Technology – Ampara	2015-07-09	2018-07-08
National Vocational Training Institute – Baddegama	2015-07-09	2018-07-08
Technical College – Dambulla	2015-12-23	2018-12-22
Don Bosco Vocational Training Centre – Metiyagane	2015-07-09	2018-07-08

7.2.2. During 2015, thirteen (13) one day workshop on “Awareness of Quality Management System (QMS)” were held for registered training institutions and another workshop was held at the National Youth Services Council (NYSC), Maharagama for its instructors to make them aware of installation and implementation of revised QMS. In 2015, 350 participants were made them aware on QMS.



Source: picture above shows Prof. Marcus delivering a presentation on Quality held at SLIDA. Thirteen (13) such workshops were held at SLIDA during 2015.

7.2.3. In addition, the TVEC has conducted three (03) 2-day workshops on “Conducting of Internal Audit Activities at the QMS installed Training Institutions” in 2015 and 75 persons participated in these workshops.



Source: picture above shows Management Representative of a training institution sharing audit activities prepared by his group among the participants.

7.2.4. In the year under review, the TVEC was able to appoint nine (09) Lead Auditors for them to participate as “External Auditors” in order to conduct QMS audits at training institutions. Activities have been carried out to increase the TVEC Auditors Guild up to twenty two (22)

7.2.5. Introduced a new certificate format for awarding of QMS certificate to training institutions by the TVEC.

7.3 Monitor the process of standardizing the preparation of questions papers required for semester end examinations of NVQ level 05 & 06 training programmes

- a) Moderated the question papers prepared for semester end examinations of NVQ level 05 & 06 conducted at Colleges of Technology and Technical Colleges, and appointed assessors for final assessments.
- b) Moderated the question papers prepared for semester end examinations of NVQ level 05 & 06 conducted by other training institutions and also instructions provided.

7.4 Development of assessment resources of National Competency Standard developed for General NVQ system in which GNVQ to be awarded in the technology stream in advance level curriculum

With the aim to award GNVQ certificates for students those who followed technology subject, the TVEC has developed a National Competency Standard and curriculum for GNVQ in association with the Skills Sector Development Programme (SSDP) in 2014. Further, assessment resources for the GNVQ has also been prepared and validated in 2015. Through this endeavor, it is expected to award NVQ certificate for advanced level students who have followed in the technological stream.

7.5 Activities of updating the certification of ISO 9001:2008 Quality Management System (QMS) established in the TVEC

- a) Conducted internal audits for four divisions of the TVEC and one management review meeting held in 2015.
- b) Renewal of ISO9001:2008 certificate and worked for surveillance audits conducted by the Sri Lanka Standards Institution for 2015.

7.6 Conduct workshops on Continuous Professional Development (CPD)

7.6.1 CPD workshop on Hybrid Technology and Hi-tech Automobile Mechanic

The TVEC had conducted Continuous Professional Development (CPD) programme on Hybrid Technology for instructors/lecturers of NVQ Level 5/6 in Automobile Technology in 2015. Two experts of Toyota Lanka Ltd., Mr. Ajith Jayakody (Senior Training Instructor) and Mr. Wilson Perera (Technical Consultant) participated as resource persons at this workshop sessions. Thirty-five numbers of teaching staff participated in the session and through this workshop the TVEC aimed to share new knowledge on Automobile Technology among instructors/ lecturers.

7.7 Setup a programme required to promote NVQ system in abroad

The TVEC has initiated a significant programme to promote NVQ framework in other countries thereby creating employment opportunities for Sri Lanka's trained workforce and also to equate NVQ framework with the other countries' qualification frameworks. Accordingly, initial dialogues have been successfully completed by the top Sri Lankan diplomats with officials of the following countries:

01. Maldives
2. Italy
3. Korea
4. Singapore
5. Qatar
6. Iraq
7. Oman
8. Jordan
9. Bahrain
10. Canada
11. Israel

7.8. Setup to prepare a common methodology to award equivalent NVQ certificates for those who have already obtained non- NVQ certificates

7.8.1 Awarding of NVQ for those who follow Non-NVQ courses through an equating process

NVQ equivalent certificates have been awarded to those who are found to be successful at the professional reviews held for following courses:

a.	Course	No. of certificates
I.	National Certificate in Industrial Technology (Civil)	17
II.	National Certificate in Technology (Civil)	06
III.	National Certificate in Technology (Electrical and Electronic)	06
IV.	National Certificate in Technology (Mechanical)	05
V.	National Diploma in Engineering Science- NDES (Electrical)	03
VI.	National Diploma in Engineering Science- NDES (Mechanical)	07
VII.	National Diploma in Technical and Vocational Education	29
VIII.	National Diploma in Engineering Science- NDET (Civil)	01

7.8.2. The TVEC is in the process of setting up a common methodology with the assistance of TVET sector to map non NVQ courses into the NVQ equivalent qualifications. At present, the TVEC issues NVQ equivalent certificates as per the circulars published in the TVEC website. However there are many non -NVQ courses available in Sri Lanka. Therefore through this exercise, it will be able to map all non-NVQ courses as well.

7.8.3. Create a Database to store the details of applicants those who have already obtained NVQ equivalent certificates and those who have followed non-NVQ courses and applied for NVQ equivalent qualifications.

7.9. NVQ and other ancillary activities implemented in 2015 that are external to the Annual Implementation plan

- a) A certificate of appreciation was awarded to the NVQ division by the Sri Lanka Standard Institute (SLSI) for the research paper on revised QMS prepared for the 50th anniversary celebration of SLSI

- b) Provided training on labour law in association with the International Labour Organization (ILO) for 50 officer of NAITA who are responsible for monitoring of on-the-job training (OJT) Also ILO booklets were printed and distributed among participants
- c) QMS database developed and maintained through the external audit of the quality managed training institutions
- d) Conducted inter-agency steering committee meetings
Inter-agency steering committee meeting was held in October 2015. Activities related to the implementation of NVQ assigned to the relevant agencies during the meeting and next meeting is scheduled to be held in February 2016.

NVQ Assessment Coordination Unit

Key activities of the Assessment Coordination Unit implemented are as follows:

- Implement and monitor NVQ framework
- Maintain the registry of Competency Based Assessors
- Follow up initiatives to conduct Competency Based Assessment
- Ensure the consistency of competency based assessment
- Conduct assessment and written examination in the hairdressing and beauty culture occupations

1.1 Implement and monitor NVQ framework

1.1.1 Conduct inter-agency NVQ steering committee meetings

Inter-agency steering committee was established in 2004 with the aim to identify issues arising from the implementation of NVQ framework and provide feasible solutions in order to rectify the identified issues. This committee is headed by the Director General of the TVEC and the members are the heads of main public training institutes under the Ministry and senior managers thereof. Due to decision made by the Commission, responsibility of conducting steering committee meetings was assigned to the NVQ division in October 2015. During the period under review, this unit was able to conduct five (05) meetings out of the planned six (06) meeting as per the annual implementation plan of 2015.

1.2 Maintain the registry of Competency Based Assessors

1.2.1 Preparation of forecast report on required number of assessors

A forecast report has been prepared by this unit, considering number of National Competency Standards developed, number of assessors registered with the TVEC by end of 2014, and geographical dispersion of those assessors.

1.2.2 Conducting interviews to select suitable persons to train as Competency Based Assessors

Applicants are required to apply for registration personally by using the specific format prepared by the TVEC. Applicants can submit their request at anytime during the year and applications received will be scrutinized for selecting suitable persons through the interview panels appointed by the TVEC.

Interview panels comprised of members who have gained experience and expertise in the respective occupations. In the year under review, it was planned to conduct interviews in 16 days and however 23 days were spent for conducting interview in order to meet the requirements

1.2.3 Conduct Assessor training programmes and provide facilities

During 2015, seven (07) training programmes were conducted and the details are as follows:

	No. of participants	Period
● 70th Group	25	18.05.2015 - 22.05.2015
● 71st Group	37	22.06.2015 - 26.06.2015
● 72nd Group	33	20.07.2015 - 24.07.2015
● 73rd Group	36	31.08.2015 - 04.09.2015
● 74th Group	38	12.10.2015 - 16.10.2015
● 75th Group	17	16.11.2015 - 20.11.2015
● 76th Group	38	14.12.2015 - 18.12.2015
Total no. of assessors included in the registry	<u>224</u>	

1.2.4 Issue license to assessors

A programme has been implemented by the TVEC for issuing of license to assessors on the recommendation of the interview panel, subject to the eligibility of the written examination. A written examination was held on 03rd October 2015 and 261 assessors appeared for this examination. Activities have been carried out in order to conduct interview in 2016.

1.3 Follow up initiatives to conduct Competency Based Assessment

- Granting approval to conduct competency based assessments in private sector training institutions
- Granting approval to conduct competency based assessments in public sector training institutions
- Conduct progress review meetings

1.3.1 Granting approval to conduct competency based assessments in private sector training institutions

Registered private/NGO institutions can award NVQ certificates for their students subject to successful completion of training and final assessment in the respective accredited course/s and stipulated NVQ level/s therein.

Institutions are required to obtain approval from the TVEC to conduct pre and final assessment in the respective occupation/s. Assessment unit of the TVEC grants approval to the institute after the fulfillment of criteria for conducting assessment, and appoints assessors from the assessor registry. Thereafter, institutions are required to organize assessment activities while ensuring proper coordination with students and assessors. During 2015, 480 requests have been received from the private/NGO training institutions. The reason for the increase in requests may be due to the popularity of NVQ among students and the society.

1.3.2 In addition 1.3.1, Assessment unit of the TVEC also carries out activities to grant approval to conduct assessment in the public training institutions. During the year under review, this unit was able to give 2,708 such approvals to institutions which come under the line Ministry and other public training institutions. The details of institutions are as follows:

1.3.2 In addition 1.3.1, Assessment unit of the TVEC also carries out activities to grant approval to conduct assessment in the public training institutions. During the year under review, this unit was able to give 2,708 such approvals to institutions which come under the line Ministry and other public training institutions. The details of institutions are as follows:

Institutions which come under the line ministry:

- Department of Technical Education and Training
- Sri Lanka Vocational Training Authority
- National Apprentice and Industrial Training Authority
- National Youth Corp
- Ocean University

Institutions which not come under the line ministry:

- National Youth Services Council
- Sri Lanka Bureau of Foreign Employment
- Department of Agriculture
- Department of Social Services
- Sri Lanka Air Force

In addition to the above route for obtaining NVQ certificate, another route which is known as “Recognition of Prior Learning (RPL)” is available in Sri Lanka in order to obtain NVQ certificate. Through this route, persons who have acquired skills in their respective trades can make request to appear for the assessment.

At present, the TVEC has given authority to the following institutions for conducting RPL assessment

- National Apprentice and Industrial Training Authority (NAITA)
- Sri Lanka Vocational Training Authority (VTASL)

There was a strong demand for request of assessment from the public training institutions during the year under review and it increased by much more than targeted. In 2015, it was planned to grant approval for 1,345 requests and was able to grant approval for 2,708 such requests.

The followings may be considered as reasons for the significant increase in requests of assessment

- NVQ is compulsory for workers who depart for foreign employment
- Announcement by the Ministry of Public Administration on NVQ to the Ministries/ departments when recruiting individuals and granting promotions
- Popularity of NVQ among the society

1.3.3 Conduct progress review meetings on RPL

Although it was planned to conduct two (02) during the year under review, the assessment unit was able to conduct three (03) meetings. During these meetings, issues on RPL route and challenges faced in this connection were discussed with the officers of NAITA. In addition, two (02) meetings were conducted with the officers of Sri Lanka Bureau of Foreign Employment. A special training course is being conducted at training centres function across the country under the Bureau for workers who seek foreign employment as “Domestic Housekeeping Assistant”. The final assessment will be conducted after the completion of training in order to award NVQ certificates.

It is noted that the above mentioned programme had not been initiated for too long with the Bureau and as such the officers of the Bureau did not have much knowledge of the training programme and assessment. As a result of these, two (02) meetings were arranged with officers of the Bureau in order to discuss and resolve issues, which were arose during the year under review.

1.4 Ensure the consistency of competency based assessments

1.4.1 Conduct workshops to update knowledge of assessors to ensure the consistency of competency based assessments

With the aim to ensure the consistency of competency based assessment, it was planned to conduct six (06) workshops during the year under review. The competency based assessment started in 2005 and training of assessors also commenced in the same year. A requirement has arisen to update the knowledge of a few assessors. At the same time, it is required to discuss with assessors on problems which arose during the assessment. Due to these reasons, a number of assessors have already made written requests to the TVEC to organize a meeting with all assessors in the respective occupations. The TVEC was able to conduct eight (08) workshops (07 was organized as per the geographical location of assessors) in 2015, by considering the abovementioned reasons and the details of workshops held are as follows:

- 18.09.2015 - Draughtsperson, Conference Hall, TVEC
- 11.11.2015 : (Morning session) - 01st Group of the Western Province, Ministry Auditorium
- 11.11.2015 : (Afternoon session) - 02nd Group of the Western Province, Ministry Auditorium
- 12.11.2015 : (Morning session) - 03rd Group of the Western Province, Ministry Auditorium
- 12.11.2015 : (Afternoon session) - 04th Group of the Western Province, Ministry Auditorium
- 17.11.2015 - Group of the North Western Province, College of Technology – Kurunegala
- 23.11.2015 : (Morning session) - 01st Group of the Central Province, College of Technology – Kandy
- 23.11.2015 : (Afternoon session)- 02nd Group of the Central Province, College of Technology – Kandy

1.4.2 Conduct audits on Competency Based Assessment (CBA) activities being carried out at the public and private sector training institutions

Audits were conducted at the following institutions by the assessment unit of the TVEC to check whether assessment activities have been carried in accordance to the guideline and instructions on assessment, in 2015.

- Ramani Arsecularatne International Academy
47/1, Galle Road, Bambalapitiya, Colombo-04.
22.05.2015 and 10.06.2015
- Industrial Engineering Training Institute
581, Galle Road, Katubedda, Moratuwa.
22.12.2015
- Kandy Training Centre
Sri Lanka Bureau of Foreign Employment
Kiribathkumbura, Kandy
22.12.2015
- Kurunegala Training Centre
Sri Lanka Bureau of Foreign Employment
Wehera, Kurunegala
29.12.2015
- Nilwala Training Centre
Gokarella
29.12.2015
- Training Centre
Sri Lanka Bureau of Foreign Employment
Pirivena Road, Ratmalana
30.12.2015
- Training Centre
Sri Lanka Bureau of Foreign Employment
Kadawatha
30.12.2015

- Hope Training Centre (Pvt) Ltd
4/17/A, Malwaththe Garden, Kiththanpahuwa, Wellampitiya
30.12.2015
- Jayani School of Hair / Beauty and Bridal
107/108, Sanasa Ideal, Bauddhaloka Mawatha, Gampaha.
07.05.2015
- Training Centre
Sri Lanka Bureau of Foreign Employment
Gemnupura Road, Ampara
16.10.2015

11.4.3 Conduct inquiries

Inquiries were not conducted during 2015 as no complaints were received.

1.5 Conduct assessment and written examination in the hairdressing and beauty culture occupations

1.5.1 Payment for assessors

Assessors' payment and their transport allowance have been paid for by the assessment unit of the TVEC for the assessments conducted at the following institutions, which come under the line Ministry.

- Department of Technical Education and Training
- Vocational Training Authority of Sri Lanka (for competency based training courses)
- National Apprentice and Industrial Training Authority (for competency based training courses)
- National Youth Services Council

Under this account, a total of 1894 vouchers submitted by the assessors have been certified and forwarded to the accounts division by this unit. The total value of these vouchers is Rs. 18,008.132.04

1.5.2 Conduct written examination in the hairdressing and beauty culture occupations

During 2015, this unit was able to conduct two (02) written examinations in the hairdressing and beauty culture occupations by publishing newspaper advertisements and thereby calling applications from candidates. Details of examinations held are as follows:

Date	Occupation	No. of applications	No. of examination centres
09.05.2015	Beautician	2023	
	Hairdresser	1812	27
	Total	3835	
19.12.2015	Beautician	2699	
	Hairdresser	2963	26
	Total	5662	

As per the results of the examination held in May 2015, 88.93% had passed in the beautician occupation whereas only 34.89% had passed in the hairdresser occupation.

7.11 Issuing of NVQ certificates

During 2015, TVEC has been able to print and distribute 44,148 NVQ certificates, details of which are given in Table 7.4 below.

Table 7.4: NVQ certificate holders and number of certificates issued by institutes – 2015

Institution	Number of certificate holders			Number of certificates		
	CBT	RPL	Total	CBT	RPL	Total
Department of Technical Education and Training	3,615	-	3,615	4,171	-	4,171
National Apprentice and Industrial Training Authority	1,846	8,650	10,494	2,028	9,759	11,787
Vocational Training Authority	8,106	516	8,610	9,749	735	10,484
National Youth Services Council	1,025	-	1,025	1,244	-	1,244
Private institutes	14,790	-	14,790	16,462	-	16,462
Total	29,382	9,166	38,428	33,654	10,494	44,148

Source: Certificate database of the TVEC

2015 වර්ෂයේ නිකුත් කර ඇති සහතිකපත් 44,148 ඒ ඒ ආයතන වලින් පහත පරිදි NVQ 1 සිට NVQ 6 දක්වා මට්ටම් වලට නිකුත්කර ඇත.

Institution	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Number of certificates
Department of Technical Education and Training	186	804	6,999	3,798	-	-	11,787
National Apprentice and Industrial Training Authority	-	320	2180	1,435	227	9	4,171
Vocational Training Authority	-	193	579	472	-	-	1,244
National Youth Services Council	37	1,181	6,866	2,367	33	-	10,484
Private institutes	5,592	1,892	7,222	1,702	54	-	16,462
Total	5,815	4,390	23,846	9,774	314	9	44,148

Table 7.5: No. of Certificates Printed – Private/NGO sector Vocational Training Institutes – 2015

Name of institute	No. of certificates
P01/0016 - Ceylon German Technical Training Institute	411
P01/0078 - International Hotel School of Ceylon Ltd	09
P01/0102 - Sasika Dress Line	07
P01/0161 - Sri Lanka German Railway Technical Training Centre	57
P01/0176 - District Agriculture Training Institute	34
P01/0213 - Asia Lanka Vocational and International Training Centre	123

Name of institute	No. of certificates
P01/0221 - Institute of Drafting Technologists Sri Lanka	15
P01/0222 - Roots Hair & Beauty Salon and Academy (Pvt) Ltd	23
P01/0223 - Prima Ceylon Ltd	67
P01/0272 - Jewel Trade Training Institute	19
P01/0247 - Technique International (Pvt) Ltd.	12
P01/0253 - International Academy of Beauticians (Pvt) Ltd	25
P01/0257 - Win - Stone School of Culinary Art (Pvt) Ltd	244
P01/0259 - Decimal Garment and Technology	11
P01/0266 - Navoda Computer Education Institute	07
P01/0274 - Technology and Computer Training Institute	26
P01/0290 - Salon Bernie and Academy	12
P01/0295 - Salon Le Coiffeur Thilaque	18
P01/0308 - Frills Baking, Cooking and Confectionaries Training Centre	26
P01/0311 - Skills Training and Management (Pvt) Ltd	14
P01/0312 - Texas National Montessori and Teacher Training Centre	06
P01/0314 - Lanka Tech Computers	04
P01/0322 - Infonet Computer Systems (Pvt) Ltd	14
P01/0326 - Ranmali Associates International (Pvt) Ltd.	45
P01/0345 - Creative Academy	16
P01/0358 - Advanced Construction Training Academy	29
P01/0391 - Ranjana Salon and Academy	76
P01/0406 - Ramani Fernando Training (Pvt) Ltd.	15
P01/0426 - National Institute of Fisheries and Nautical Engineering	28
P01/0430 - AMATT - Academy of Make-up Art and Technology Training	17
P01/0461 - Lanka Institute of Fitness and Nutrition	27
P01/0488 - Eye Care Institute	18
P01/0513 - Thirani Peiris International Academy of Beauty (Pvt) Ltd	22
P01/0524 - Sri Lanka Bureau of Foreign Employment	284
P01/0525 - Sri Lanka Bureau of Foreign Employment	86
P01/0530 - Sri Lanka Bureau of Foreign Employment	38
P01/0531 - Rapunzels (Pvt) Ltd.	22
P01/0535 - Future Links Institute of Technological Studies (Pvt) Ltd.	08
P01/0541 - Kariyakarawana Training Institute	08
P01/0594 - International Health Care Academy (Pvt) Ltd	65
P01/0618 - Zonal Information & Communication Education Centre	05
P01/0630 - University College of Construction Technology	41
P01/0692 - Maga Engineering (Pvt) Ltd.	86
P02/0021 - Diesel and Motor Engineering Company Ltd.	68
P02/0045 - Don Bosco Technical Centre	303
P02/0073 - Sri Lanka Technical Institute & Diyagala Boys Town	60
P02/0077 - District Agriculture Training Centre- Walpita	61
P02/0078 -District Agricultural Training Centre- Ambepussa	08
P02/0084 - M.D.P. Computer Training Centre and IT Professional Centre	72
P02/0097 - Beetacom Multimedia and Computer Studies	54

Name of institute	No. of certificates
P02/0104 - Technology and Computer Training Institute (Pvt) Ltd.	48
P02/0123 - S.M.I. Vocational Training Institute	51
P02/0152 - Ranliya Institute (Pvt) Ltd	24
P02/0156 - Realway Institute of Information Technology	3
P02/0159 - Seth Sevana	71
P02/0170 - Unishare Computer School	12
P02/0171 - Associated Motorways (Pvt) Ltd.	10
P02/0182 - Jayani School of Hair, Beauty and Bridal	27
P02/0193 - Buddhi Special Education Development Foundation	20
P02/0202 - Beetaacom Multimedia and Computer Studies	52
P02/0204 - National Youth Corps Training Centre	368
P02/0205 - National Youth Corps Training Centre	174
P02/0206 - National Youth Corps Training Centre	37
P02/0215 - National Youth Corps Training Centre	299
P02/0216 - Sri Lanka Bureau of Foreign Employment	21
P02/0217 - Metropolitan Institute of Business and Computing	35
P02/0236 - Jayani School of Hair / Beauty and Bridal	39
P02/0238 - Lalani Shachitra Services (Pvt) Ltd	20
P02/0240 - Thirani Peiris International Academy of Beauty (Pvt) Ltd	12
P02/0250 - Pretty Brides and Salon	36
P02/0262 - Sriya Rathnayake Hair and Beauty Academy	28
P02/0271 - Al-Zaamil Lanka Training Centre	63
P02/0273 - Sri Lanka Bureau of Foreign Employment	285
P02/0286 - Infinite Computer Education Institute	9
P02/0297 - Kelaniya Zonal Computer Resource Centre	25
P03/0019 - Iqraa Technical Training Institute	199
P03/0040 - District Agricultural Training Centre- Horana	25
P03/0046 - St.Vincent's Technical School	07
P03/0048 - Juliston Lanka International (Pvt) Ltd	103
P03/0067 - Agio - Sirilak Sahanasewa Vocational Training Centre	91
P03/0076 - Sirilak Sahana Seva Foundation	24
P03/0085 - Nature Volunteers Association	23
P03/0087 - Aono Naoko Education Foundation	78
P03/0091 -National Youth Corps Training Centre	206
P03/0099 - Sri Lanka Bureau of Foreign Employment	144
P03/0105 - Computer Resource Centre	24
P04/0007 - Galle Mission of the Society of Jesus	04
P04/0011 - Sri Lanka School of Agriculture	69
P04/0071 - N.K.I. Computer Training Institute	30
P04/0090 - Com Computer Institute	14
P04/0094 - One World Foundation	132
P04/0105 - Lideke Wery Educational Institute	48
P04/0129 - National Youth Corps Training Centre	183
P04/0131 - National Youth Corps Training Centre	154

Name of institute	No. of certificates
P04/0134 - Sri Lanka Bureau of Foreign Employment	156
P04/0136 - ISF Hotel School	29
P05/0100 - National Youth Corp Training Centre	92
P05/0106 - National Youth Corp Training Centre	117
P06/0040 - Sri Kawantissa Vocational Training Centre	121
P06/0064 - Asiri IT Centre	52
P06/0072 - National Youth Corp Training Centre	120
P06/0073 - National Youth Corp Training Centre	108
P06/0075 - Sri Lanka Bureau of Foreign Employment	32
P06/0085 - Diesel and Motor Engineering PLC	05
P07/0043 - Institute of Professional Computer Studies	97
P07/0065 - Nenasala New Lanka Tech	38
P07/0075 - Balangoda Information Technology Centre	13
P07/0087 - National Youth Corps Training Centre	190
P07/0089 - Sri Lanka Bureau of Foreign Employment	381
P07/0093 - JNN Academy	13
P07/0098 - Zonal Computer Resource Centre Balangoda	15
P08/0053 - Poly Technical Institute	13
P08/0065 - National Youth Corps Training Centre	150
P08/0067 - National Youth Corps Training Centre	98
P08/0076 - Zonal Computer Resource Centre	13
P08/0080 - Zonal Computer Resource Centre - Mawanalla	15
P09/0016 - Cholankanda Youth Training Centre	70
P09/0055 - National Institute of Co-operative Development	12
P09/0080 - Higher Technical Training Institute (Carpentry)	16
P09/0091 - Sunethra Hair Beauty Academy and Salon	73
P09/0107 - Inrooma Academy of Hair and Beauty (Private) Ltd	24
P09/0120 - Tec Vision International Training College (Pvt) Ltd.	5
P09/0155 - Sri Lanka Bureau of Foreign Employment	321
P09/0156 - National Youth Corps Training Center	111
P09/0158 - National Youth Corps Training Center	260
P09/0161 - Maga Neguma Road Construction Equipment Company (Pvt) Ltd	84
P09/0165 - Ewis Career Training (Pvt) Ltd	08
P09/0167 - Dental Care International (DCI)	12
P09/0173 - National Youth Corps Training Center	162
P09/0185 - District Agriculture Training Centre	18
P10/0056 - National Youth Corps Training Center	92
P10/0058 - National Youth Corps Training Center	155
P10/0062 - District Agriculture Training Centre – Matale	32
P11/0027 - Gamini Dissanayake Foundation	75
P11/0043 - National Youth Corps Training Centre	134
P11/0044 - National Youth Corps Training Centre	139
P11/0045 - National Youth Corps Training Centre	274

Name of institute	No. of certificates
P11/0049 - Technical Training Institute - Katukithula	4
P11/0052 - District Agricultural Training Centre and Farm - Kandapola	30
P12/0076 - Microcom Institute of Technology	68
P12/0079 - Athugalpura Village Development Association	55
P12/0092 - Wayamba Technical College	536
P12/0104 - Siyasi Academy (Pvt) Ltd.	18
P12/0113 - Hightec Lanka International Vocational & Technical Training Institute (Pvt) Ltd.	363
P12/0119 - International Computer School	45
P12/0122 - Seth Sevana Nursing School (Pvt) Ltd.	122
P12/0126 - Salon Kusum Hair, Beauty and Bridal Academy	57
P12/0133 - New Institute of Nursing Education	21
P12/0145 - Don Bosco Vocational Training Centre	34
P12/0151 - National Youth Corps Training Centre	190
P12/0152 - Faculty of Sanasa Information Technology & Management Education	28
P12/0154 - National Youth Corps Training Centre	148
P12/0156 - National Youth Corps Training Centre	280
P12/0158 - National Youth Corps Training Centre	59
P12/0159 - National Youth Corps Training Centre	136
P12/0161 - Greenway Agencies (Pvt) Ltd	43
P12/0185 - Lanka Nursing School	12
P13/0030 - TEC Vithanica	145
P13/0039 - Mercy Education Complex (Pvt) Ltd	104
P13/0051 - National Youth Corps Training Centre	167
P13/0054 - John Paul II Institute of Higher Education	116
P14/0038 - Bishop Leo Technical Institute	3
P14/0056 - Future in Our Hands Development Fund	1
P14/0069 - SOS Childrens Villages Sri Lanka	13
P14/0073 - National Youth Corps Training Centre	268
P14/0074 - National Youth Corps Training Centre	138
P14/0077 - Horticultural Crops Development Training Institute	13
P14/0082 - Institute of Surveying and Mapping	991
P15/0006 - Sri Sobhitha Vocational Training Centre	48
P15/0021 - Welfare Development Centre	15
P15/0025 - St. Anthony's Technical Institute	83
P15/0028 - SOS Children's Villages of Sri Lanka	95
P15/0039 - Wellassa Development Forum	96
P15/0053 - Provincial ICT Education Center - Uva	44
P15/0055 - Zonal Computer Resource Center	15
P16/0060 - Don Bosco Vocational Training Centre	211
P16/0076 - Nenasa Computer Institute	85
P16/0086 - National Youth Corps Training Centre	69
P16/0087 - National Youth Corps Training Centre	131
P16/0088 - Sri Lanka Bureau of Foreign Employment	41

Name of institute	No. of certificates
P16/0089 - National Youth Corps Training Centre	164
P16/0098 - I- TECH	15
P17/0054 - National Youth Corps Training Centre	106
P18/0011 - Advanced Training Center	62
P18/0025 - Chirmlink Computer Training and Business Management Institute	31
P18/0054 - Sri Lanka Bureau of Foreign Employment	75
P19/0019 - Kinniya Institute of Industrial Technology (KIIT)	38
P19/0038 - National Youth Corps Training Centre	01
P19/0040 - National Youth Corps Training Centre	113
P19/0041 - Infogate Institute of Information Technology	87
P19/0051 - Zonal Computer Resource Center- Kinniya	44
P19/0052 - Zonal Computer Resource Center – Trincomalee	39
P19/0053 - Zonal Computer Resource Center - Mutur	108
P20/0026 - St. Johns Vocational Training Centre	5
P20/0035 - Royal Computer Centre	126
P20/0036 - Miani Technical Institute	77
P20/0057 - Computer Resource Centre	32
P20/0063 - Vivekananda College of Technology	47
P20/0066 - Guide Notion Campus	10
P20/0072 - Zonal Computer Resource Centre – Batticaloa	18
P22/0008 - Ygro Limited	17
P24/0013 - Don Bosco Technical Institute	63
P25/0066 - Zonal Information and Communication Technology Training Centre – Point Pedro	25
Total	16,462

Source: TVEC Database

In addition to the above, TVEC has reprinted 985 NVQ certificates in 2015 details of which are given below.

Table 7.6: Details of reprinted certificates in 2015

Type	No. of Certificates
Re-printed certificates by reason of printing error	984
Duplicate certificates for misplaced certificates	1
Total	985

Source- TVEC Database

Table 7.7 below gives details of NVQ certificates printed in 2015 by occupation.

Table 7.7: No. of Certificates Printed by Occupation

Code	Occupation	Department of Technical Education and Training	National Apprentice and Industrial Training Authority	Vocational Training Authority	National Youth Services Council	Private	Total
A01S001	Plant Nursery Development Assistant	-	-	-	23	21	44
A01S002	Field Officer (Rubber)	-	-	-	-	-	-
A01S003	Field Assistant (Agriculture)	-	29	-	46	188	263
A01S004	Assistant Factory Officer (Rubber)	-	-	-	-	-	-
A01S005	Assistant Factory Officer (Tea)	-	-	-	-	-	-
A01S006	Assistant Field Officer (Tea)	-	-	-	-	-	-
A01S007	Animal Feed Production Assistant (Field Operations)	-	-	-	-	-	-
A01S008	Animal Feed Mill Operator	-	-	-	-	-	-
A01S009	Cinnamon Field Operations	-	-	-	-	-	-
A01S010	Cinnamon Factory Operations	-	-	-	-	-	-
A01S011	Team Supervisor (Kanganeer)	-	-	-	-	-	-
A01S013	Agrochemical Sales and Technical Assistant	-	-	-	-	-	-
A01T001	Farm Machinery Technology	9	-	-	-	-	9
A01T002	Floriculture and Landscape Gardening Technology	-	-	-	-	-	-
A01T003	Agricultural Production Technology	-	-	-	-	-	-
A01T004	Tea Technology	-	-	-	-	-	-
A01T005	Post - Harvest Technology	-	-	-	-	-	-
A01T006	Plantation Crop Technology	-	-	-	-	-	-
A02S001	Field Assistant (Forestry)	-	-	-	-	-	-
A02T001	Farm Machinery Technology	-	-	-	-	-	-
B05S001	Floriculture and Landscape Gardening Technology	-	-	-	-	-	-
B05S002	Agricultural Production Technology	-	-	-	-	-	-
B05S003	Tea Technology	-	-	-	-	-	-
B05S004	Post - Harvest Technology	-	-	-	-	-	-
B05T001	Plantation Crop Technology	-	-	-	-	-	-
B05T002	Field Assistant (Forestry)	-	-	-	-	-	-
BCS01	Basic Competencies to Work	-	167	-	-	5592	5759
D15S001	Fruit and Vegetable Processor	31	4	-	-	-	35
D15S002	Baker	-	101	491	17	496	1105
D15S003	Milk Collecting Centre Assistant	-	-	-	-	-	-
D15S004	Dairy Farming Assistant	-	-	-	-	-	-
D15S005	Milking Machine Operator	-	-	-	-	-	-
D15S006	Machine Operator (Beverage Industry)	-	-	-	-	-	-

D15S006	Machine Operator (Beverage Industry)	-	-	-	-	-	-
D15S007	Commis (Pastry & Bakery)	-	-	-	-	-	-
D15T001	Food Technology	6	-	-	-	-	6
D15T002	Animal Production Technology	-	-	-	-	-	-
D17S001	Fabric Inspector	-	-	-	-	-	-
D17S002	Computer Aided Colour Matcher	-	-	-	-	-	-
D17S003	Handloom Craftsman	-	-	-	-	-	-
D17S004	Batik Artist	-	-	-	-	-	-
D18S001	Industrial Sewing Machine Operator	-	176	167	-	13	356
D18S002	Work Study Officer	-	-	9	-	4	13
D18S004	Tailor	-	160	376	-	73	609
D18S005	Quality Controller(Apparel Production)	-	1	92	-	7	100
D18S006	Fabric Cutter	-	9	-	-	-	9
D18S007	Pattern Maker	-	-	57	-	7	64
D18S008	Production Supervisor (Sewing)	-	7	17	-	-	24
D18T001	Fashion Design Technology	-	-	-	-	-	-
D19S001	Footwear Craftsman	9	1	-	-	-	10
D19S002	Leather product craftsman	-	-	-	-	-	-
D19T001	Footwear Production Technology and Management	-	-	-	-	-	-
D22S001	Desktop Publisher	-	-	-	-	-	-
D22S002	Computer Graphic Designer	13	166	216	35	96	526
D22S003	Offset Litho Machine Operator	-	23	47	-	-	70
D22S004	Book Binder	-	6	-	-	-	6
D22S005	Printing Machine Mechanic	-	-	-	-	-	-
D22T001	Digital Imaging and Printing Technology	-	-	-	-	-	-
D22T002	Visual Communication	-	-	-	-	-	-
D22T003	Journalism and Technology	-	-	-	-	-	-
D24T001	Chemical and Process Technology	-	-	-	-	-	-
D25S001	Plastic Processing Machine Operator	-	-	-	-	-	-
D25S002	Rubber Processing Machine Operator	-	1	-	-	-	1
D25T001	Polymer Technology	-	-	-	-	-	-
D26S001	Lapidarist	-	2	-	-	-	2
D26S002	Fiberglass Laminator	-	-	-	-	-	-
D28S001	Fabricator (Metal)	-	134	19	-	-	143
D28S002	Welder	294	575	479	-	280	1628
D28S003	Tool and Die Maker	-	-	-	-	8	8
D28S004	Fitter (General)	-	243	-	-	-	243
D28S005	Blaster Painter	-	-	-	-	-	-
D28T001	Welding Technology	3	-	-	-	-	3
D29S001	Machinist	161	149	77	-	133	520
D29S002	Refrigeration and Air Conditioning Mechanic	253	146	371	-	273	1043
D29S003	Tea Factory Mechanic	-	-	-	-	-	-
D29S004	Sewing Machine Mechanic	-	10	58	-	-	68
D29S005	Refrigeration & Air-conditioning Serviceman	-	-	-	-	-	-
D29S006	Multi Skill Maintenance Craftsman	-	-	-	-	-	-
D29T001	Production Technology	4	-	-	-	-	4
D32S001	Radio, TV and Allied Equipment Repairer	101	56	121	8	8	294

D32S002	Industrial Electronic Craftsman	-	-	-	-	-	-
D32T001	Electronic Technology	-	-	-	-	-	-
D32T002	Television Post-Production Technology	-	-	-	-	-	-
D32T003	Television Program Production Technology	-	-	-	-	-	-
D33S001	Industrial Mechatronics Technician	-	-	-	-	-	-
D33T001	Mechatronics Technology	19	-	-	-	-	19
D35S001	Boat Building Technician	-	-	-	-	-	-
D35S002	Shipyards Supervisor	-	-	-	-	-	-
D36S001	Wood Craftsman (Furniture)	48	167	333	-	36	584
D36S002	Jewellery Stone Setter	-	-	30	-	-	30
D36S003	Jewellery Maker (Goldsmith)	17	27	18	-	-	62
D36S004	Wood Carving Artist	-	-	-	-	-	-
D36T001	Jewellery Design And Manufacturing Technology	-	-	-	-	-	-
E40S001	Electrician	293	1289	1242	15	447	3286
E40S002	Household Electrical Appliance Repairer	12	16	41	-	-	69
E40S003	Electric Motor Winder	-	17	226	-	13	256
E40S004	Pneumatic Technician	-	-	-	-	-	-
E40S005	Boiler Operator	-	1	-	-	-	1
E40S006	Linesman (Electrical)	-	-	-	-	-	-
E40T001	Electrical Technology	-	10	58	-	-	68
	-	-	-	-	-	-	-
E41S001	Plumber	87	349	198	-	58	692
E41S002	Industrial Plumber	-	-	-	-	-	-
E41T001	Irrigation Technology	101	56	121	8	8	294
F45S001	Bar Bender	-	72	-	-	-	72
F45S002	Painter (Building)	-	87	-	-	-	87
F45S003	Aluminium Fabricator	151	28	329	-	5	513
F45S004	Wood Craftsman (Building)	9	179	28	-	-	216
F45S005	Construction Craftsman (Masonry)	77	1164	270	-	86	1597
F45S006	Construction Site Supervisor	186	106	-	2	48	342
F45S007	Assistant Quantity Surveyor	-	25	-	-	29	54
F45S008	Construction Equipment Operator	-	177	76	-	457	710
F45S009	Draughtsperson	117	44	2	-	87	250
F45S010	Road Construction Craftsman	-	-	-	-	-	-
F45S011	Laboratory Assistant (Construction Sector)	-	-	-	-	-	-
F45S012	Road Construction Site Equipment Operator	-	-	-	-	-	-
F45S013	Interior Decorator	-	-	-	-	-	-
F45S014	Elevator Technician	-	-	-	-	-	-
F45S015	Building Services Technician	-	-	-	-	-	-
F45S016	Scaffolder	-	-	-	-	-	-
F45S017	Tiler	-	2	-	-	-	2
F45S018	Multi Skilled Construction Craftsman	-	-	-	-	-	-
F45T001	Construction Technology	18	-	-	-	-	18
F45T002	Quantity Surveying	-	-	33	-	-	33
F45T003	Drafting Technology	-	-	-	-	13	13
F45T004	Building Service Technology	-	-	-	-	-	-
F45T005	Interior Design Technology	-	-	-	-	-	-
F45T006	Construction Equipment Maintenance Technology	-	-	-	-	-	-
G50S001	Automobile Air Conditioning Mechanic	-	51	33	-	02	86
G50S002	Automobile Electrician	-	149	104	-	27	280

G52T001	Refrigeration and Air Conditioning Technology	19	-	-	-	-	19
G52T002	Accounting	-	-	-	-	-	-
H55S001	Waiter/ Steward	-	52	3	-	281	336
H55S002	Room Attendant	-	28	11	-	50	89
H55S003	Cook	-	121	313	-	99	533
H55S004	Bartender	-	-	-	-	-	-
H55S006	Guest Relation Agent (Front Office Operations)	-	-	-	-	-	-
H55S007	Housekeeping Supervisor	-	-	-	-	-	-
H55T001	Travel and Tour Management	-	-	-	-	-	-
H55T002	Event Management	-	-	-	-	-	-
H55T003	Hospitality Management	-	-	-	-	-	-
I63S001	Store Keeper	-	83	-	-	-	83
I63S002	Heavy Vehicle Operator	-	84	-	-	-	84
I63S003	Wharf Clerk	-	-	-	-	-	-
I63S004	Vehicle Serviceman and Interior Cleaner	-	70	-	-	-	70
I63S005	Tour Guiding	-	-	-	-	-	-
I63S007	Community Based Tourism Operations Assistant (Community Based Tourism Operations)	-	-	-	-	-	-
I63S008	Rigger	-	10	-	-	-	10
I63S009	Crane Operator (Level Luffing Jib)	-	-	-	-	-	-
I63T001	Maritime and Logistics Management	-	-	-	-	-	-
I64S001	Telecommunication Technician	05	22	-	-	-	27
I64T001	Telecommunication Technology	-	-	-	-	-	-
J65S001	Business Associate	-	-	-	-	-	-
K72S001	Computer Hardware Technician	87	104	526	45	42	804
K72S002	Computer Network Technician	156	33	-	41	16	246
K72S003	Computer Applications Assistant	892	922	1399	498	2596	6307
K72S004	Information and Communication Technology Technician	474	656	492	03	43	1668
K72S904	Information and Communication Technology	-	-	-	-	-	-
K72T001	Information and Communication Technology	137	-	-	-	08	145
K74S001	Secretary(Secretarial Practices)	4	10	1	4	-	19
K74S002	Receptionist	-	1	-	-	4	5
K74S003	Cashier (Super Market/ General)	-	-	-	-	-	-
K74S004	Clerk (General)	-	381	-	-	23	404
K74S005	Photographer	-	10	-	-	-	10
K74S006	Survey Field Assistant	-	210	-	-	991	1201
L75S001	Lifeguard	-	-	-	-	-	-
M80S001	Pre-School Teacher	-	58	-	26	107	191
M80T001	Vocational and Technical Training Delivery	-	-	-	-	-	-
N85S001	Bio-Medical Technician	-	-	-	-	-	-
N85S002	Nurse Assistant	-	40	-	-	329	369
N85S003	Optician (Ophthalmic/Technician)	-	26	-	-	18	44
N85S004	Dental Surgery Nurse Assistant	-	-	-	-	12	12
N85S005	First Aider	-	33	-	-	-	33
N85S007	Laboratory Assistant	-	-	-	-	-	-
N85S009	Occupational Safety and Health Officer (Plantation Industry)	-	-	-	-	-	-
N85S010	Care Giver	-	-	-	-	65	65
N85S011	Occupational Safety and Health Officer	-	-	-	-	-	-
N85T001	Bio Medical Equipment Technology	-	-	-	-	-	-

O90S001	Pest Controller	-	-	-	-	-	-
O90S002	Municipal Solid Waste Operation Assistant	-	83	-	-	-	83
O90S003	Municipal Solid Waste Work Supervisor	-	-	-	-	-	-
O92S001	Landscaping Technician	-	12	-	-	94	106
O92S002	Make-Up Artist	-	-	-	-	17	17
O92S003	Gaffer (Film and TV lighting person)	-	2	-	-	-	2
O92S004	Video Editor / Assistant Editor	-	3	-	-	-	3
O92S005	Florist	-	-	-	-	-	-
O92S006	Physical Fitness Trainer	-	13	-	-	27	40
O92S007	Event Operations	-	-	-	-	-	-
O93S001	Beautician	-	1509	833	269	292	2903
O93S002	Hair Dresser	-	152	366	146	328	992
O93S003	Dry Cleaning and Laundry Processor	-	-	-	-	-	-
O93T001	Cosmetology	-	-	-	-	-	83
O95S001	Domestic Housekeeping Assistant	-	19	-	-	1990	2009
TOTAL		4171	11787	10484	1244	16462	44148

Source- TVEC Database

Table 7.8: Number of NVQ Certificate Holders by Institute by Gender - 2015

Institute	Male	Female	Total
Department of Technical Education & Training (DTET)	2,293	1,322	3,615
National Apprentice and Industry Training Authority (NAITA)	7,233	3,261	10,494
Vocational Training Authority (VTA)	5,801	2,809	8,610
National Youth Services Council (NYSC)	349	676	1,025
Private	7,895	6,895	14,790
Total	23,571	14,963	38,534

Source- TVEC Database

Table 7.9: A Comparison between NVQ Certificates Issued in 2014 and 2015 (Both CBT and RPL Modes)

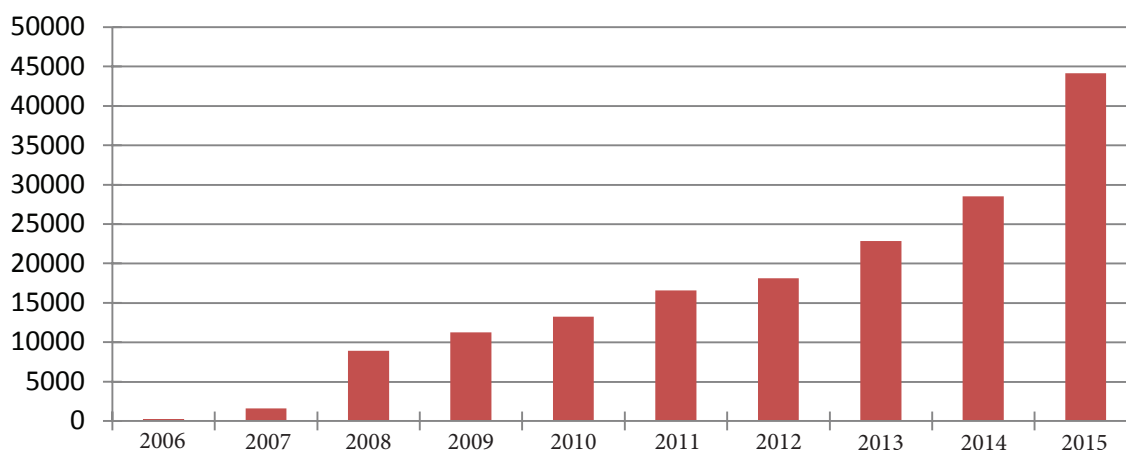
Mode	2014	2015	Number of certificates increased	% increased
Competency Based Training (CBT)	23,726	33,654	9,928	41.84439
Recognition of Prior Learning (RPL)	4,820	10,494	5,674	117.7178
Total	28,546	44,148	15,602	54.65564

Source- TVEC Database

Table 7.10: Total Number of Certificates Printed from 2008 to 2015

Certificates	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	Total
No. of Certificates	259	1,629	8,915	11,249	13,256	16,572	18,111	22,855	28,546	44,148	165,540

Source- TVEC Database



165,540 certificates have been issued from the inception of National Vocational Qualifications framework up to 2015.

8. Information Systems Division

Information is considered to be an important factor when an organization makes strategic decisions in relation to development of the organization. Sharing information as per the needs is very important to give effect to the development activities of any organization. Providing information is a broader and improved activity which is done by using technology. The Information Systems division of the TVEC collects data and information from various sources and analyzes those data using modern technology for the purpose of dissemination to needy parties. Information and Communication Technology has been used for this purpose and that make it easy for the users to utilize the information for required purposes. Organizational development can be achieved by sharing information. The Information Systems division of the TVEC has made arrangements to undertake this important activity with the help of modern technology and is being instrumental in providing required information for strategic decision making for betterment of organizations.

Key objectives of the Information Systems (IS) division:

Among the key objectives of the Information Systems (IS) division of the TVEC, developing, establishing and maintaining information systems remain key functions in order to facilitate smooth functioning of main activities of the TVEC. During 2015, the division was comprised of a Director, Labour Market Analyst, Statistician, Librarian/ Documentation Officer, Assistant Director, Information Technology Officer, two Development Officers, Computer Graphic Designer, Computer Hardware Technician and support staff in order to carry out the planned activities.

Main activities and programmes of the IS Division included:

- Analyze and provide labour market information on demand as necessary
- Maintain an information system to prepare TVET Guide for next year
- Carry out activities related to UNIVOC Centre
- Develop and maintain labour market information system and web page
- Compile and publicize Labour Market Information (LMI) bulletin
- Compile and publicize TVEC Newsletter
- Develop and maintain computer systems in order to maintain successful implementation of other divisional activities of the TVEC
- Develop IT based software which is required for providing facilities to registered training institutions and new applicants (institutions) and provide information to such institutions in order to carry out activities successfully
- Develop, maintain and update TVEC website which provides information to general public with regard to the services of the TVEC
- Maintain IT based software required for printing of NVQ certificates and provides instructions on online student's registration to registered institutions and administer online database
- Involvement in the Management Information System (MIS), which is being created under SSDP and provide necessary information to TVEC
- Identify the needs of the procurement list of computers and allied equipments required by all divisions of the TVEC and provide specifications and technical instructions
- Provide internet, email and local area network services within the office of the TVEC, maintain the servers properly and update software and hardware components of servers
- Maintenance of the Library for the purpose of providing library facilities to internal staff of the TVEC

- Collect, analyze and compile labour market information on request, were among key activities of the IS Division

Main information system of the IS division is comprised of Labour Market Information System, NVQ Certificate Awarding Information System, Registration Information System and Accreditation Information System. The division has been able to undertake and complete following activities during 2015.

8.1 Develop and maintain Labour Market Information (LMI) system

TVEC has established a labour market information system in order to analyze current employment demand and to supply other labour market information. The LMI generated through analysis of survey data are published for the use of policy planners, career guidance officers, employment placement agencies, trainers, employers and employer organizations etc. The processed LMI can be obtained from the LMI bulletin and also can be downloaded from the TVEC website www.tvec.gov.lk/lmi

8.2 Compile and publicize Labour Market Information (LMI) bulletin

The IS division has been able to publish two (02) LMI bulletins during 2015 through which a comprehensive analysis of Sri Lanka's labour market trends of the second half 2014 and that of first half 2015 are included in the two bulletins.

LMI Bulletin is comprised of following five sections

1. Demand for Jobs
2. Employment
3. Unemployment
4. Supply of Labour market
5. Demand of labour market and labour market research findings

During 2015, the IS Division has taken action to improve the quality of the Labour Market Information bulletin, by adding TVET research findings, labour force statistics in order to give it a new look and make it attractive for those who has interest on changing labour market trends.

The LMI bulletins include useful information on local and foreign demand for skills, current industry employment calculated based on newspaper job advertisements, employment placements, envisaged qualifications, gender, and experience etc.

Job advertisements appeared in "Silumina" and "Sunday Observer" and the Government Gazette since 2006 to 2015 (first half) are presented in the Table 8.1 given below.

Table 8.1: Count of Newspaper job advertisements

Year	No. of advertisements published
2006	104,839
2007	113,060
2008	116,157
2009	82,167
2010	124,741
2011	108,193
2012	136,994
2013	107,698
2014	91,430
2015 First half	41,944

Note: * Jobs appeared in Government Gazettes included

Following bar graph depicts time series count of Newspaper job advertisements over the years 2006 – 2015.



With the intention of further strengthening of reliability of count of newspaper job advertisements, information included in email and WebPages were taken into consideration.

8.3 LMI Webpage

An updated LMI webpage has been maintained during 2015 for the purpose of providing reliable labour market information efficiently and effectively for the users. The information included in this website has been further improved by adding interactive graphs and Tables in 2015.

Through the webpage, information of following categories were provided:

- Current labour market information analysis
- Course details can be viewed from the internet
- Previous labour market information bulletins
- Concepts and definitions of labour market terminologies
- Browsing facilities to useful websites
- Assistance to prepare bio data sheets
- Information of job vacancies
- List of top 10 demand occupations in the technical and allied sector
- Course information through the TVET Guide
- Previous years' labour market information

The webpage contains updated useful information on jobs in demand, employers' information, definitions of labour market terminologies and concepts for the benefit of users.

An image of the LMI Webpage is given below



8.4 Internet, email and intranet facilities

As per the Government Circular on use of email for sharing of information pertaining to official matters, staff of the TVEC is provided with facilities to log on to the internet and use email with the view of increasing efficiency and also to reduce cost of sharing information. Facilities are provided to gather new knowledge through the internet and increase efficiency of communication between staff members. An intranet is also maintained in order to share information between internal staff members.

These facilities are commended by the users as they possess flexibility and easy-to-use features which facilitate easy exchange of information.

During the year under review, internet and email facilities have been broadened in order to increase the efficiency of using modern technology for effective communication of staff members of the TVEC.

8.5 Maintain website of the TVEC

The IS Division administers the TVEC website which includes details of activities of the TVEC, updated and accurate LMI, and new developments of the TVET sector etc. for information of the stakeholders. This information is useful for those interested on developments of the TVET sector.

Following is an image of the TVEC Webpage:



Facilities are provided for institutes to send NVQ and assessment details through online systems in 2014 were further improved during the year under review.

The main Webpage provides access to following WebPages;

- Labour Market Information (LMI)
- National Vocational Qualifications (NVQ)
- Institute Registration and Course Accreditation
- Planning & Research
- Intranet
- Research Cell of the TVEC
- News and events
- Information systems
- TVET Guide
- Award of NVQ
- Download of applications and information
- Internal web net

The Webpages listed below have been further developed during 2015 by the IS division and connected to the Internet.

8.6 Registration & Accreditation website

All details pertaining to institute registration and course accreditation are available in this website. Training institutions registered with TVEC, accredited courses, quality management system information, registration application forms, registration renewal application forms, and accreditation application forms etc., are included in this website. This website was further improved in 2015 by adding online registration facilities and online payment systems to the website

Following is an image of the webpage:



8.7 Registered institutions

Information on institute registration and course accreditation can be accessed through the TVEC website www.tvec.gov.lk. Through this facility anyone can check details of registered institution and course accreditation in following ways:

1. Training institutes by province and sector
2. Training institutes by province and ownership
3. Training institutes by province or part of institute's name
4. Training institutes by Course names and district

8.8 Planning & Research website

This webpage includes TVET Policies, Corporate Plan, Annual Implementation Plans, Vocational Education and Training (VET) plans and details financial assistance awarded. This site provides access to Research Cell website where Research Cell objectives, establishment of Research Cell, types of research, and details of researches in progress are included. Those interested in TVET research can access useful information through this website.

Following is an image of the Planning & Research webpage:



As per findings of a survey done in 2015 on the browsers of this website, it was found that about 20,000 of local and foreign browsers use this Research Cell website a month. This webpage includes the details of past research studies done so far, progress of the current research studies and future research studies to be done with the financial assistance of the TVEC.

8.9 Webpage of the Information Systems division

This webpage was also well developed and maintained throughout 2015 by the IS division which has been used to include information pertaining to IS division which includes browsing facility for e-library and intranet etc.

An image of the IS webpage is give below:



An image of the IS webpage is give below:

In addition, the IS division has been able to develop and maintain following databases in 2015:

- Registered training institutions and accredited courses
- NVQ certificate holders' details
- Newspaper advertisements survey details

Further , the IS division was able to maintain Local Area Network (LAN) of the TVEC and its accessories, internet facilities, email, central database, and computer firewall, in order to provide efficient services to the users during 2015.

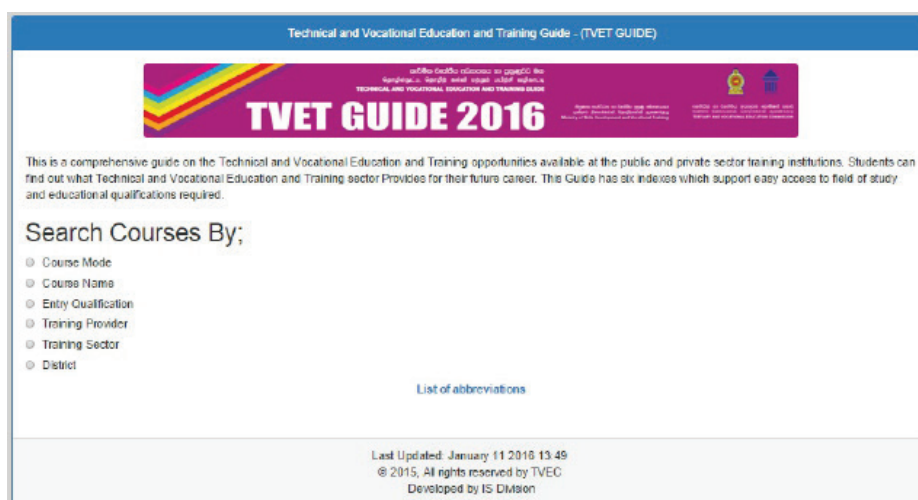
8.10 TVET Guide

In addition to the publication of LMI Bulletin, the IS division of the TVEC has been able to publish TVET Guide-2016 during 2015.

This TVEC guide provides details of training courses available for 2016 province wise and industry sector wise. In addition this guide includes the following details.

- Entry qualification of training course
- Course fee
- List of registered training institutions
- List of accredited courses
- Entry qualification of courses in respective institution and province

The TVET Guide is accessible through the Website. An image of website is given below.



The TVET Guide is available in TVEC Website and it provides information by:

- Training institutes by industry sectors and province
- Training institutes by qualifications and province
- Training courses by industry sectors and province

An image of TVET Guide 2016 is depicted below.



8.11 TVEC Newsletter

During the year under review, the IS division was able to develop and publish two (02) TVEC newsletters to make aware to the relevant parties regarding new activities and programmes undertaken by the TVEC. Newsletters were distributed among the registered training institutes and other stakeholders free of charge during 2015.

Two images of newsletters published during 2015 are depicted below.



8.12 Library of the TVEC

The Library of the TVEC is managed by the IS division. It provides library facilities and other information services for persons attached to local and international educational institutions, professionals and researchers. Following are some of the facilities provided by TVEC Library:

- Providing books and research reports of TVET sector
- Administration and distribution of the TVEC publications
- Providing reference facilities to regular publications
- Reading facilities of daily and weekly newspapers, and other documentation facilities
- Other reference, documentation facilities and information services

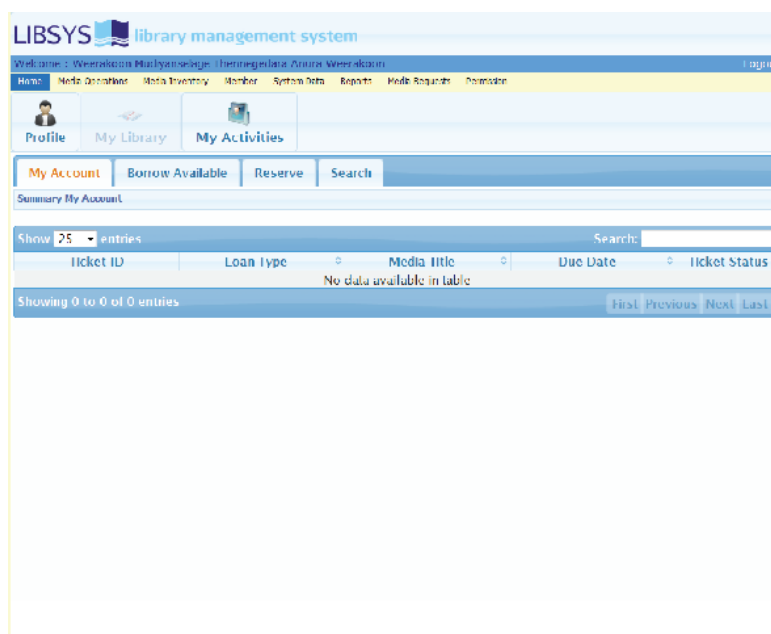
Details of purchase of books for the Library during the period 2006 -2015 are given below

Year	Value Rs.
2006	99,513.00
2007	150,000.00
2008	195,000.00
2009	99,288.00
2010	50,000.00
2011	25,000.00
2012	50,000.00
2013	50,000.00
2014	50,000.00
2015	50,000.00

In addition, the Library provided inter library lending service for the users who sought books which are not available in TVEC Library. In order to provide information needed for staff members, the library provided exchange services in association with other Libraries during 2015. The staff members were provided with Library membership and facilities of the British Council thus giving opportunities to staff of the TVEC to refer international publications.

An innovative step called e-library was effected in 2011 where all books have been uploaded to the system. Anybody can log into this system from anywhere and access books of the TVEC Library. This system was implemented with the approval of the Board of the Commission. The Library management is done with the software called Libsys with effect from 2011. Through these arrangements, added facilities and opportunities are given for the library users.

An image of the Libsys software is given below:



8.13 Geographic Information System (GIS)

A Geographic Information System (GIS) has been established and maintained at the TVEC.

It is expected to give access to any training institute in the country electronically using modern computer technology. It provides information of proximity from main cities to institutes, courses, location etc. to the users.

It is expected to explore the possibility of accessing the internet through the web based GIS. Those who require updated information about training provision can obtain such information using the GIS. Open source software has been used for the development of the GIS and hence has incurred a lower cost for this development. At the first step, training institutions located in the North Central and Sabaragamuwa provinces have been connected to the GIS. In 2013, inclusion of training centres located in Southern, North Central and Eastern provinces have been completed. This was continued in 2014 as well and so far 881 institutions included in the system.

An image of the GIS is given below.



8.14 Special programmes organized and new special services commenced by the IS division during 2015

- A report was published related to results of the survey carried out in 2015 on “sexual and reproductive health”
- Annual skill report related to the TVET sector was prepared and published in 2015.

8.15 Information system software developed in 2015

- Installation of NVQ assessment management information system
- Installation of NVQ information system of supervisory level craftsman along with long experience
- Installation of online results system of the NVQ written examination conducted for hairdressing and beauty culture sector course up to level 04.

8.16 International cooperation of IS division during 2015

On the request of Government of Bangladesh, A study tour for officials of Bangladesh was organized in Sri Lanka by UNEVOC branch of the TVEC in 2015.



TERTIARY AND VOCATIONAL EDUCATION COMMISSION

STATEMENT OF COMPREHENSIVE INCOME

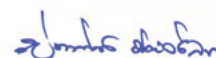
FOR THE YEAR ENDED 31ST DECEMBER 2015

	NOTE	2015 (Rs.)	2014 (Rs.)	2013 (Rs)
Treasury Grants	01	89,250,310	83,137,909	60,831,121
Projects Grants	02	27,484,163	26,191,574	11,170,987
Operating Income Generated	03	10,118,202	8,149,221	8,149,221
Financial Grants Returned			47,325	47,325
Non Operating income Generated	04	208,250	374,136	126,610
		<u>127,060,925</u>	<u>117,900,165</u>	<u>77,497,807</u>
Staff Loan Interest and Other Interest Income	05	455,174	552,390	408,668
		<u>127,516,099</u>	<u>118,452,555</u>	<u>77,906,475</u>
Differed Income		12,124,776	10,372,317	11,135,232
		<u>139,640,875</u>	<u>128,824,872</u>	<u>89,041,707</u>
EXPENDITURES				
Board Directors & Committee Observers Allowances	06	547,500	420,500	489,068
Personal Emoluments	07	48,378,802	38,441,552	32,910,021
Traveling Expenses	08	1,689,008	1,049,271	738,843
Supplies & Consumables used	09	6,178,919	7,301,755	6,526,279
Maintenance Expenses	10	3,985,584	3,986,334	3,044,833
Rehabilitation Expenses	11	1,243,542	2,076,343	919,215
Contractual Services	12	10,010,560	8,925,918	7,591,039
Operational Expenses	13	26,533,239	25,692,147	17,745,335
		98,567,154	87,893,820	69,964,633
Projects Expenses	14	27,526,270	26,191,574	11,170,987
		<u>126,093,424</u>	<u>114,085,394</u>	<u>81,135,620</u>
Depreciation	15	12,124,776	10,372,317	11,135,232
		<u>138,218,200</u>	<u>124,457,711</u>	<u>92,270,852</u>
NET SURPLUS (DEFICIT) BEFORE PROVISION		1,422,675	4,367,161	(3,229,145)
Gratuity Provision		3,370,479	2,116,284	1,617,239
		<u>141,588,679</u>	<u>126,573,995</u>	<u>93,888,091</u>
NET SURPLUS (DEFICIT) AFTER PROVISION		<u>(1,947,804)</u>	<u>2,250,877</u>	<u>(4,846,384)</u>

Singed for and on behalf of the Tertiary and Vocational Education Commission



A.S. Amarasinghe
Deputy Director (Finance)



Malkanthi Jayawardana
Director General


**TERTIARY AND VOCATIONAL EDUCATION COMMISSION
STATEMENT OF FINANCIAL POSITIONS AS AT 31ST DECEMBER 2015**

	NOTE	2015 (Rs.)	2014 (Rs.)	2013 (Rs.)
ASSETS				
Non Current Assets				
Property Plant & Equipment	15	35,772,126	46,246,950	35,248,338
Current Assets				
Debtors	16	7,456,701	7,337,262	7,003,285
Deposits & Receivables	17	4,053,559	4,011,686	5,163,697
Inventory	18	549,963	790,873	184,201
Cash & Cash Equivalents	19	<u>8,665,511</u>	<u>8,798,674</u>	<u>7,530,907</u>
		<u>20,725,734</u>	<u>20,938,495</u>	<u>19,882,090</u>
TOTAL ASSETS		<u>56,497,860</u>	<u>67,185,445</u>	<u>55,130,425</u>
EQUITY AND LIABILITIES				
Equity				
Accumulated Fund		175,452	175,452	175,452
Translation Reserve	20	<u>(1,316,891)</u>	<u>625,948</u>	<u>(1,484,629)</u>
		(1,141,439)	801,400	(1,309,177)
Non Current Liabilities				
Deffered Income	21	35,772,126	46,246,950	35,248,338
Provision for Gratuity Schedule -01		<u>12,985,188</u>	<u>9,614,708</u>	<u>7,671,980</u>
		48,757,314	55,861,658	42,920,318
		47,615,875	56,663,058	41,611,138
Current Liabilities				
Creditors	22	1,683,702	3,074,795	5,594,810
Refundable Deposits & Payables	23	<u>7,198,283</u>	<u>7,447,592</u>	<u>7,924,477</u>
		8,881,985	10,522,387	13,519,287
TOTAL LIABILITIES		<u>56,497,860</u>	<u>67,185,445</u>	<u>55,130,428</u>

“The Board of Directors are responsible for the preparation and presentation of these Financial Statements These Financial Statements were approved by the Board of Directors and signed on their behalf.”



A.S.Amarasinghe
Deputy Director (Finance)



Malkanthi Jayawardana
Director General

TERTIARY AND VOCATIONAL EDUCATION COMMISSION
CHANGES IN EQUITY AS AT 31ST DECEMBER 2015

	Accumulated Fund (Rs.)	Translation Reserve (Rs.)	Total (Rs.)
Balance as at 01.01.2013	175,452	3,862,963	4,038,415
Prior Year Adjustment		(513,177)	(513,177)
Adjutment of Fixed Deposit Interest		11,967	11,967
Opening balance difference		2	2
During the year Surplus /(Deficit)		(4,846,384)	(4,846,384)
		-	-
Balance as at 01.01.2014	<u>175,452</u>	<u>(1,484,629)</u>	<u>(1,309,177)</u>
Prior Year Adjustment		(160,305)	(160,305)
Adjutment of TVET Guide sale income		20,000	20,000
Opening balance difference		5	5
During the year Surplus /(Deficit)		2,250,877	2,250,877
Balance as at 01.01.2015	<u>175,452</u>	<u>625,948</u>	<u>801,400</u>
Prior Year Adjustment		4,972	4,972
Opening balance difference		(7)	(7)
During the year Surplus /(Deficit)		(1,947,804)	(1,947,804)
Balance as at 31.12.2015	<u><u>175,452.12</u></u>	<u><u>(1,316,891)</u></u>	<u><u>(1,141,439)</u></u>

TERTIARY AND VOCATIONAL EDUCATION COMMISSION
CASH FLOWS STATEMENT YEAR ENDED 31ST DECEMBER 2015

	2015 (Rs.)	2014 (Rs.)	2013 (Rs.)
NET OPERATING SURPLUS /(DEFICIT) FOR THE YEAR			
Surplus (Deficit) from Ordinary Activities	(1,947,804)	2,250,877	(4,846,384)
Profit on disposal of Fixed Assets			
ADJUSTMENT OF NON CASH MOVEMENTS			
Prior year adjustment	4,972	(160,305)	(513,177)
Depreciation	12,124,776	10,372,317	11,135,232
Opening Balance difference	(7)	20,002	11,966
Gratuity Provision	3,370,479	2,116,284	1,617,239
Differed Income	(10,474,824)	10,998,615	(8,467,359)
	3,077,592	25,597,790	(1,062,483)
Interest Income	455,174	552,390	408,668
Gratuity paid		173,556	502,685
OPERATING SURPLUS /(DEFICIT) BEFORE WORKING CAPITAL CHANGES	2,622,418	24,871,844	(1,973,836)
Increase/Decrease in Debtors	(119,439)	(333,977)	(119,758)
Increase/Decrease in Deposits & Receivables	(41,873)	1,152,011	(3,167,416)
Increase /Decrease in Inventory	240,910	(606,672)	309,338
Increase/Decrease in Creditors	(1,391,092)	(2,520,015)	3,496,778
Increase/Decrease in Refundable Deposit & Payables	(249,309)	(476,885)	4,310,180
	(1,560,803)	(2,785,538)	4,829,122
Interest Income	455,174	552,390	408,668
NET CASH IN OPERATING ACTIVITIES	<u>1,516,789</u>	<u>22,638,696</u>	<u>3,263,954</u>
CASH FLOW FROM INVESTING ACTIVITIES			
Acquisition of property, Plant & Equipmentss	(1,649,952)	(21,370,929)	(2,869,579)
Net Disposal value of Fixed Assets			201,709
NET CASH FROM / (USED IN) INVESTING ACTIVITIES	(1,649,952)	(21,370,929)	(2,667,870)
Accumulated Fund			
Reserves (Transfer to the General Treasury)			
Net Increase/(Decrease) in Cash & Cash Equivalents.	(133,163)	1,267,767	596,084
Cash & Cash Equivalents at the beginning of the year	8,798,674	7,530,907	6,934,823
NET CASH & CASH EQUIVALENTS AT THE END OF THE YEAR	<u>8,665,511</u>	<u>8,798,674</u>	<u>7,530,907</u>
CASH & CASH EQUIVALENTS AT THE END OF THE YEAR			
Peoples Bank Y.M.B.A.Branch A/c No-078-1001-722-66044	4,364,813	334,756	732,459
Peoples Bank Y.M.B.A.Branch A/c No-078-1001-122-68324	38,712	897,346	2,855,870
Peoples Bank Y.M.B.A.Branch A/c No-078-1001-422-66050	365,062	353,015	494,172
Call Deposit	3,896,924	7,213,557	3,448,406
	<u>8,665,511</u>	<u>8,798,674</u>	<u>7,530,907</u>

NOTES TO THE FINANCIAL STATEMENTS

1. Depreciation method was changed from straight line method to diminishing balance method with effect from year 2008
2. Cost of the Student Record Books held at the year end was shown as inventory in the Financial Statements.
3. There were 1877 stock of Curriculum & National Competency Standard CDs in the TVEC Library at the year ended 2015.
4. Advance granted for the Public Sector and the Disable Sector to purchase training equipment in year 2014, were settled during the year 2015.

CONTINGENT LIABILITIES

Mr. D.W.Suranga Dammika has filed a case in the Labour Court for reinstatement of his employment and if the judgement is given in his favour, financial liabilities may arise.

ACCOUNTING POLICIES

01. GENERAL

1.1. Accounting Convention of the Tertiary & Vocational Education Commission are prepared under the historical cost convention, except for the revaluation carried out in 2003 & 2008. for certain property plant and Equipment. Financial Statements are prepared in accordance with the Sri Lanka Public Sector Accounting standards. The financial statements are prepared in Sri Lanka Rupees (Rs).

1.2 Conversion of Foreign currencies.

All foreign exchange transactions are converted into Sri Lanka Rupees of the Exchange rates prevailing at the time the transactions were affected.

1.3 Post Balance Sheet Events

All material Post Balance Sheet events have been considered and made appropriate Adjustment to or disclosures have been made in the Financial Statements.

1.4 Comparative Information

Comparative figures of past two years have been disclosed in the current year's financial statements.

02. ASSETS & BASES OF THEIR VALUATION

2.1 Property, Plant & Equipment.

The Property, Plant & Equipment are stated at cost/valuation less accumulated depreciation.

2.2 Depreciation are charged on all property, plant & equipment to write off cost over the estimated useful lives of them.

2.3 Full year depreciation is provided in the year of purchase and no depreciation is provided in the year of disposal for assets purchased prior to year 2008 and depreciation is calculated based on the date of purchase / date of disposal for assets purchased from year 2008.

03. CHANGE IN ACCOUNTING POLICY

3.1 Depreciation method was changed from straight line method to diminishing balance method in year 2008. Adjustments are made appropriately for the brought forward balances of Assets.

3.2 Assets and depreciation rates are reclassified in year 2008. Classes of Assets and depreciation rates will be as follows

ASSETS	RATE
Vehicle	25%
Furniture & Fittings	10%
Office Equipment	25%

Computer & Accessories	33%
Computer Printers	33%
Plant & Equipment	25%
Name Board	25%
Library Books	25%
Computer Software	25%

4. TRADE DEBTORS & OTHER RECEIVABLES

- 4.1 Receivables are stated at the amounts they are estimated to realize
- 4.2 Cash & Cash Equivalents
Cash & Cash equivalents are defined as cash at bank

5. LIABILITIES & PROVISIONS

5.1 All known liabilities and provisions have been accounted in preparing the financial statements

5.1.1 Retirements benefit cost

5.1.2 Defined contribution Plans –EPF & ETF

All employees who are eligible for employees provident fund contribution and employees trust fund contribution are covered by relevant contribution funds, with receptive statutes and regulations.

5.1.3 Retirement Gratuity

Provision is made in the financial statements for retiring gratuity, which may fall due for payments under the payment of gratuity act no 12 of 1983 in accordance with Sri Lanka accounting standard no16 retirement benefit cost for all employees who have completed more than one year continuous service with the TVEC. The gratuity liability is not externally funded or actuarially valued.

5.2 Accounting for Grants

Capital Grants related to assets received under treasury and foreign projects are treated as deferred income and the relevant property plant and equipment are capitalized at cost. The grant is recognized as income on a systematic basis over the useful life of the assets.

5.3 Capital Commitments and contingent liabilities

All material commitments and contingent liabilities are considered and where necessary adjustment or disclosures are made in these financial statements.

06. FINANCIAL PERFORMANCE

6.1 Grant received from the Government towards recurrent expenditure and the miscellaneous income of the Commission has been accounted to the Statement of Financial Performan

6.2 The Deficit/ (Surplus) of the Income over Expenditure have been arrived at after making provision for all known liabilities and depreciation of fixed assets.

6.3 All costs incurred in operation and maintaining capital assets has been charged to the Statement of Financial Performance.

6.4 Value of Inventory items that can not be capitalized with short life and non-material in nature has been charged to income and expenditure accounts.

6.5 The income from other activities is recorded on cash basis without unpaid staff loan interest.

TERTIARY AND VOCATIONAL EDUCATION COMMISSION
NOTES FOR THE STATEMENT OF COMPREHENSIVE INCOME FOR THE YEAR ENDED 31ST
DECEMBER 2015

	SUB NOTE	2015 (Rs.)	2014 (Rs.)	2013 (Rs.)
01. Treasury Grants				
Recurrent Grant		82,200,000	71,000,000	53,640,700
Capital Grant -Rehabilitation	1.1	1,235,000	2,240,000	180,000
Capital Grant -Acquisition of Property , Plant & Equipments	1.2	999,690	2,962,091	2,869,579
Capital Grant -Capacity Building	1.3	5,815,310	9,897,909	7,010,421
		<u>90,250,000</u>	<u>86,100,000</u>	<u>63,700,700</u>
Less :Transfer to Differed Income		999,690	2,962,091	2,869,579
Grants to be returned to the Treasury				-
		<u>89,250,310</u>	<u>83,137,909</u>	<u>60,831,121</u>
02. Projects Grants				
ILO Grants	2.1	162,800	792,283	489,325
Short Term Programme (Local/Foreign)	2.2	291,127	16,686,351	10,681,662
SSDD	2.3	27,030,236	8,712,940	
		<u>27,484,163</u>	<u>26,191,574</u>	<u>11,170,987</u>
03. Operating Income Generated				
Institutes Registration Fees	3.1	1,792,200	2,464,500	1,048,500
Institutes Accreditation Fees	3.2	2,097,300	2,075,100	1,375,600
NVQ Certificate Printing Income (Net)	3.3	4,140,790	2,130,915	255,795
Assessor Registration Fees	3.4	369,250	25,500	387,000
Sale of Publications	3.5	556,766	516,180	527,901
Net Income From Record Books Sales	3.6	1,161,896	937,026	1,372,385
		<u>10,118,202</u>	<u>8,149,221</u>	<u>4,967,181</u>
04. Non Operating Income Generated				
Sales Of Obsolete Items			10,100	3,810
Unpresented Cheque to the Bank			284,636	78,600
Income Of Assign Vehicle for Personal Use		43,149	37,000	33,100
Non Refundable deposit		-	-	1,000
Other Income		2,400	42,400	2,000
Cancelled cheques		56,687	-	8,100
Recovery of Excess Telephone bills		106,014		
		<u>208,250</u>	<u>374,136</u>	<u>126,610</u>
05. Staff Loan Interest & Other Interest Income				
Commission Loan Interest Income		52,185	69,539	54,622
Distress Loan Interest		215,908	213,737	215,387
Special Advance Interest		1,701	3,963	2,220
Fixed Deposit Interest		185,380	265,151	136,439
		<u>455,174</u>	<u>552,390</u>	<u>408,668</u>

	SUB NOTE	2015 (Rs.)	2014 (Rs.)	2013 (Rs.)
06. Board Directors & Committee Observers Allowances				
Honorarium of Board Members		459,000	340,500	417,068
Audit & Mgt. Member Fees		88,500	80,000	72,000
		<u>547,500</u>	<u>420,500</u>	<u>489,068</u>
07. Personal Emoluments				
Salaries & Wages		39,245,377	31,312,332	26,488,692
EPF Contribution		4,848,704	3,513,607	3,018,747
ETF Contribution		1,211,680	877,174	754,687
Overtime & Holiday Pay		892,541	857,939	888,395
Payment for Trainees		1,753,000	1,680,500	1,159,500
Chairman Allowance		427,500	200,000	600,000
		<u>48,378,802</u>	<u>38,441,552</u>	<u>32,910,021</u>
08. Traveling Expenses				
Domestic		321,364	331,123	319,538
Foreign		1,367,644	718,148	419,305
		<u>1,689,008</u>	<u>1,049,271</u>	<u>738,843</u>
09. Supplies & Consumables used				
Printing, Stationery & Office Requisites	9.1	3,548,095	3,672,318	2,988,434
Fuel Expenses	9.2	1,767,366	2,980,432	2,932,754
Transport Expenses		11,948	6,400	2,662
Uniform		90,000	87,950	80,000
Newspapers & Magazine Expenses		94,425	105,142	93,290
Other Service Expences		286,588	226,761	221,731
Entertainment Expenses		262,207	214,052	188,663
Photocopy Allowance		2,900	8,700	12,960
Staff welfare		115,390		5,875
		<u>6,178,919</u>	<u>7,301,755</u>	<u>6,526,369</u>
10. Maintenance Expenses				
Motor Vehicle Insurance & Maintenance	10.3	3,217,620	3,000,351	2,329,940
Plant, Machinery & Equipment Maintenance		180,358	209,915	232,638
Building & Structure Maintenance		145,278	271,985	117,697
Computer Maintenance		105,501	249,214	173,120
Mechanical & Electronic Goods		286,011	33,377	64,746
General Maintenance		50,816	221,492	126,692
		<u>3,985,584</u>	<u>3,986,334</u>	<u>3,044,833</u>

	SUB NOTE	2015 (Rs.)	2014 (Rs.)	2013 (Rs.)
11. Rehabilitation Expenses				
Rehabilitation Vehicles		555,705	1,209,926	571,252
Rehabilitation Plant Machinery & Equipment		385,333	253,467	13,500
Rehabilitation Building & Structure		302,504	612,950	334,463
		<u>1,243,542</u>	<u>2,076,343</u>	<u>919,215</u>
12. Contractual Services				
Telecommunication		1,925,928	1,639,596	1,569,584
Postal Charges		356,474	189,885	131,027
Electricity Expenses		2,815,787	3,092,429	2,727,897
Water		182,008	175,610	154,247
Rates & Taxes & Rent		131,040	131,040	127,400
Security Charges		1,231,650	1,179,210	818,790
Janitorial Charges		1,329,247	1,145,881	749,575
Audit Fees		250,000	225,000	225,000
Legal Charges & Stamp Fee		75,000	30,000	45,000
Subscription For Periodical		-	-	27,298
Subscription & Member Fees - Domestic		31,250	59,377	34,590
Subscription & Member Fees - Foreign		13,777	13,359	17,362
Staff Training & Development		936,546	391,500	182,849
Money Transist Insurance		13,929	13,990	13,838
Service Agreements		717,924	639,041	766,582
		<u>10,010,560</u>	<u>8,925,918</u>	<u>7,591,039</u>
13. Operational Expenses				
Institute Registration Expenses	13.1	863,217	793,407	665,500
Financial Grants	13.2	3,477,557	4,337,159	4,273,207
Accreditation Expenses	13.3	1,654,933	1,413,858	1,686,331
NVQ Programmes Expenses	13.4	15,195,262	11,153,450	2,024,584
Sector VET Plan Preparation Expenses	13.5	1,571,360	1,027,592	1,470,175
Development of Provincial VET Plan		290,025	2,851,968	2,813,221
LMI Expenses	13.6	1,348,586	1,930,331	1,651,516
Estabilishing Quality Management System Expenses			18,790	4,538
Development Of Competency Standards, Translation of Standards		1,346,130	899,604	1,655,534
Research Expenses For TVET Sector Improvement		492,785	959,991	1,184,760
Financial Assistant Monitoring & Coordination Expenses		134,246	219,941	238,293
Translation Fees		158,388	86,056	77,676
Transfer Account		750		
		<u>26,533,239</u>	<u>25,692,147</u>	<u>17,745,335</u>

	SUB NOTE	2015 (Rs.)	2014 (Rs.)	2013 (Rs.)
14. Projects Expenses				
Expenses on ILO Grants	14.1	162,800	792,283	489,325
Short Term Programme Expenses	14.2	333,234	16,686,351	10,681,662
SSDD	14.3	<u>27,030,236</u>	<u>8,712,940</u>	
		<u>27,526,270</u>	<u>26,191,574</u>	<u>11,170,987</u>

15. Property , Plant & Equipment

		COST			
	NOTE	01.01.2015	Addition	Disposal	31.12.2015
Vehicles	15.1	68,451,255			68,451,255
Furniture & Fittings	15.2	4,705,010	110,135		4,815,145
Plant & Equipment	15.3	170,948	143,999		314,947
Office Equipment	15.4	5,273,446	579,577		5,853,023
Computer & Accssories	15.5	20,046,707	765,640		20,812,347
Library Books	15.6	801,614	50,601		852,215
Name Board	15.7	519,290	-		519,290
Computer Software	15.8	6,944,979	-		6,944,979
		<u>106,913,249</u>	<u>1,649,952</u>		<u>108,563,201</u>

	Rate	01.01.2014	For the Year	Disposal	31.12.2015
Vehicles	25%	36,775,349	7,918,976		44,694,325
Furniture & Fittings	10%	2,541,028	217,524		2,758,552
Plant & Equipment	25%	79,842	52,101		131,943
Office Equipment	25%	3,517,087	574,173		4,091,260
Computer & Accssories	33%	12,784,423	2,532,224		15,316,647
Library Books	25%	599,512	55,976		655,488
Name Board	25%	345,517	43,443		388,960
Computer Software	25%	4,023,541	730,359		4,753,900
		<u>60,666,299</u>	<u>12,124,776</u>		<u>72,791,075</u>
		<u>46,246,950</u>			<u>35,772,126</u>

	SUB NOTE	2015 (Rs.)	2014 (Rs.)	2013 (Rs.)
16. Debtors				
Operational Debtors	16.1	285,195	174,195	279,915
Staff Loan Granted	16.2	<u>7,171,506</u>	<u>7,163,067</u>	<u>6,723,370</u>
		<u>7,456,701</u>	<u>7,337,262</u>	<u>7,003,285</u>

Notes For the Statement of Financial Position

	SUB NOTE	2015 (Rs.)	2014 (Rs.)	2013 (Rs.)
17. Deposits & Receivables				
Advance For Staff Officers and Others	17.1	481,287	520,180	3,293,808
Claim Receivable From Outside Institutes	17.2	2,680,769	1,851,903	4,995
Claim Receivable From Staff Members		236,179	48,394	48,394
Pre payments	17.3	11,169	46,218	11,230
Personal Dialog Bill Recovery		17,303	10,492	1,951
Recoverable NVQ Certificate Printing Expenses	17.4	500,352	500,352	460,632
Advance Payment on Public Sector Grants		126,500	322,152	680,692
Advance Payment on Disable Grants			711,995	661,995

		<u>4,053,559</u>	<u>4,011,686</u>	<u>5,163,697</u>
18. Inventory				
Inventory - Record Books		<u>549,963</u>	<u>790,873</u>	<u>184,201</u>
19. Cash & Cash Equivalents				
Peoples Bank Y.M.B.A.Branch A/c No-078-1001-722-66044		4,364,813	334,796	732,459
Peoples Bank Y.M.B.A.Branch A/c No-078-1001-122-68324		38,712	897,346	2,855,870
Peoples Bank Y.M.B.A.Branch A/c No-078-1001-422-66050		365,062	353,045	494,172
Call Deposit		<u>3,896,924</u>	<u>7,213,557</u>	<u>3,448,406</u>
		<u>8,665,511</u>	<u>8,798,744</u>	<u>7,530,907</u>
20. Translation Reserve				
Translation Reserve -Beginning of the year		625,948	(1,484,629)	3,862,963
Opening balance Adjustment (TVET Guide Income)/ Fixed deposit interest adjustment			20,000	11,967
Net Surplus (Dificit) For the Year		(1,947,804)	2,250,877	(4,846,384)
Opening balance Adjustment		<u>(7)</u>	<u>5</u>	<u>2</u>
Prior Year Adjusment		<u>4,972</u>	<u>(160,305)</u>	<u>(513,177)</u>
		<u>(1,316,891)</u>	<u>625,948</u>	<u>(1,484,629)</u>
21. Deferred Income				
Deferred Income -Beginning of the year		46,246,950	35,248,338	43,715,697
Accumulated Depreciation Adjustment				3
		46,246,950	35,248,338	43,715,700
Assets granted by the project		<u>650,262</u>		
Add:-Property , Plant & Equipments		999,690	21,370,929	2,869,579
		<u>47,896,902</u>	<u>56,619,267</u>	<u>46,585,279</u>
Less: Net Value of -Disposed Fixed Assets				(201,709)
		47,896,902	56,619,267	46,383,570
Less:Charged to the Financial Performance in the Year		<u>(12,124,776)</u>	<u>(10,372,317)</u>	<u>(11,135,232)</u>
Deferred Income -End of the year		<u>35,772,126</u>	<u>46,246,950</u>	<u>35,248,338</u>
22. Creditors				
Operational & Other Creditors	22.1	1,683,702	3,074,795	5,594,810
23. Refundable Deposit & Payables				
Payable to Treasury	23.1	151,566	167,366	55,891
Payable to Inland Revenue Department	23.2	129,251	22,410	6,845
Refundable Project Grants	23.3	3,669,455	3,756,632	6,320,479
Personal Emoluments Payable	23.4	7,229	-	464,981
		-	-	
Payable For Preparation of Policy Documents		-	-	1,360
Tender Deposits Payable		70,300	125,113	25,400
Audit Fee Payble		920,080	670,080	445,080
Retention Money		85,110	261,540	83,406
VET Plan Preparation		690,444	690,444	476,832
NCS Development		-	-	44,203
Deposit for QMS		15,000	15,000	
Research & Other Payable		1,459,848	1,739,007	
		<u>7,198,283</u>	<u>7,447,592</u>	<u>7,924,477</u>

TERTIARY AND VOCATIONAL EDUCATION COMMISSION
SUB NOTES FOR THE STATEMENT OF COMPREHENSIVE INCOME FOR THE YEAR ENDED 31ST
DECEMBER 2015

	2015 (Rs.)	2014 (Rs.)	2013 (Rs.)
1.1 Capital Grant -Rehabilitation			
Building & Structures	550,000	650,000	80,000
Plant, Machinery & Equipment	385,000	310,000	100,000
Vehicles	300,000	1,280,000	-
	<u>1,235,000</u>	<u>2,240,000</u>	<u>180,000</u>
1.2 Capital Grant -Acquisition of Property , Plant & Equipments			
Vehicles			
Furniture & Office Equipments	110,135	620,249	439,277
Plant, Machinery & Equipment	838,954	2,292,842	1,431,302
Others	50,601	49,000	999,000
	<u>999,690</u>	<u>2,962,091</u>	<u>2,869,579</u>
1.3 Capital Grant -Capacity Building			
Development of Competency Standards	1,200,000	920,000	1,350,000
Conduct Research For TVET Sector	400,000	1,200,000	1,100,000
VET Plan Implementation-Public Sector	950,000	1,358,000	502,783
Financial Assistance For Private Sector	500,000	1,700,000	1,800,000
Financial Assistance For Vulnerable People	800,000	719,909	580,000
Preparation of Sector VET Plan	1,500,000	1,100,000	-
Development of Provincial VET Plan	465,310	2,900,000	1,677,638
	<u>5,815,310</u>	<u>9,897,909</u>	<u>7,010,421</u>
2.1 ILO Grants			
I LO Grants for VET Plan Preparation	162,800	792,283	489,325
2.2 Short Term Programme (Local) & Foreign)			
Ministry of Youth Affairs		16,686,351	10,681,662
Foreign Programme	291,127		
	<u>291,127</u>	<u>16,686,351</u>	<u>10,681,662</u>
2.3 Skills Sector Development Division			
SSDD Grants	27,030,236	8,712,940	-
3.1 Institutes Registration Fees			
Institute Registration Fees	1,782,000	2,246,400	950,900
Institute Grading Fees	1,500	3,000	10,500
Penalty on Institute Registration	8,700	215,100	87,100
	<u>1,792,200</u>	<u>2,464,500</u>	<u>1,048,500</u>
3.2 Courses Accreditation Fees			
Accreditation Fees	1,672,300	2,009,000	1,369,500
Evaluation Fees	425,000	66,100	6,100
	<u>2,097,300</u>	<u>2,075,100</u>	<u>1,375,600</u>
3.3 NVQ Certificate & Other Income			
NVQ Certificate - New	1,568,830	791,635	798,440
NVQ Certificate - Reprinting	27,600	16,200	18,150
NVQ Certificate Printing - Duplicate	11,500	17,000	12,500
NVQ Mapping Fees	119,000	158,000	65,500

NVQ Assessment Fee	128,800	139,400	-
NVQ Exam Fees	2,285,060	2,270,580	782,000
	<u>4,140,790</u>	<u>3,392,815</u>	<u>1,676,590</u>
Less : NVQ Certificate printing expenses		1,261,900	949,762
NVQ Exam Expenses			471,033
	<u>4,140,790</u>	<u>2,130,915</u>	<u>255,795</u>
3.4 Assessors Registration Fees			
NVQ Assessors Registration Fees	57,250	25,500	54,000
NVQ Assesor Licence Fees	312,000		333,000
	<u>369,250</u>	<u>25,500</u>	<u>387,000</u>
3.5 Sales of Publications			
CBT Standard Sales	149,250	15,370	8,700
CBT Curriculum Sales	509,675	576,978	621,675
VET Plan Sales	7,800	2,400	3,500
TVET Guide Sales	11,000	28,500	28,000
LMI Books Sales	9,450	8,100	9,250
TVEC Theme Song CD Sales		250	250
Learner Guide Sales	-	-	500
	<u>687,175</u>	<u>631,598</u>	<u>671,875</u>
Less: CBT Selling Expenses		67,950	123,540
Standard Printing Expenses	97,500		
Commission on Standard Selling	32,909	47,468	20,434
	<u>556,766</u>	<u>516,180</u>	<u>527,901</u>
3.6 Net Income From Records Books			
Record Books Sales	2,683,975	2,191,950	3,684,150
Opening Stock of Records Books	790,873	184,201	493,539
Trainee Record Books Printing	1,143,500	1,750,750	1,816,500
Commission on Record Books Sales	137,669	110,846	185,927
	<u>2,072,042</u>	<u>2,045,797</u>	<u>2,495,966</u>
Less : Closing Stok of Trainee Record Books	549,963	790,873	184,201
Less: Total Cost of Record Books Printing	1,522,079	1,254,924	2,311,765
	<u>1,161,896</u>	<u>937,026</u>	<u>1,372,385</u>
9.1 Printing, Stationery & Office Requisites			
Stationery & Office Requisites	2,723,716	2,219,750	1,965,832
Printing Charges	123,370	328,895	383,936
Advertisement Expenses	701,009	1,123,673	638,666
	<u>3,548,095</u>	<u>3,672,318</u>	<u>2,988,434</u>
9.2 Fuel Expenses			
Fuel & Lub. for Assign MV	1,015,193	2,318,170	2,194,071
Fuel & Lub. for Pool MV	752,173	662,262	658,383
Fuel & Lub. for Off. Transport MV	-	-	80,300
	<u>1,767,366</u>	<u>2,980,432</u>	<u>2,932,754</u>
9.3 Motor Vehicle Insurance & Maintenance			
MV Maintenance Expenses KE - 0488	211,623	271,749	204,427
MV Maintenance Expenses KB - 9869	263,297	218,211	222,442
MV Maintenance Expenses KF-6350	290,123	243,688	98,650

MV Maintenance Expenses KF-7354	83,077	131,154	77,808
MV Maintenance Expenses 18-1901	10,909	11,466	15,025
MV Maintenance Expenses PB 4729	415,244	349,565	180,102
MV Maintenance Expenses 57-7603	153,548	107,378	177,328
MV Maintenance Expenses PD- 2405	445,299	373,241	384,702
MV Maintenance Expenses KR- 7697	30,797	213,493	139,621
MV Maintenance Expenses KS- 2350	263,026	248,544	170,717
MV Maintenance Expenses KS- 2645	230,870	130,151	98,505
MV Maintenance Expenses NB- 2942	314,574	395,244	302,905
MV Maintenance Expenses PE-0572	289,885	291,647	257,708
MV Maintenance Expenses NC-0021	104,706	14,820	-
MV Maintenance Expenses PF -6302	110,642	-	-
	<u>3,217,620</u>	<u>3,000,351</u>	<u>2,329,940</u>
13.1 Institute Registration Expenses			
Institute Registration Evaluation Fees	774,457	699,095	506,575
Travelling (Fuel) expenses for Institute Registration Evaluation & Registration Program	76,360	84,262	89,557
	12,400	10,050	69,368
	<u>863,217</u>	<u>793,407</u>	<u>665,500</u>
13.2 Financial Grants			
Financial Assistants - Public	1,509,929	1,663,240	1,571,557
Financial Assistants - Private	795,973	1,521,044	2,701,650
Financial Assistants - Vulnerable	1,171,655	1,152,875	-
	<u>3,477,557</u>	<u>4,337,159</u>	<u>4,273,207</u>
13.3 Accreditation Expenses			
Course Evaluation Fees	676,832	662,000	1,000,450
Fuel Expenses for Accreditation Program	177,727	287,350	395,620
	800,374	464,508	290,261
	<u>1,654,933</u>	<u>1,413,858</u>	<u>1,686,331</u>
13.4 NVQ Programmes Expenses			
NVQ Programmes	656,682	540,598	600,887
NVQ Assessments Support	569,152	806,050	154,710
Promotional Programs	558,155	2,454,493	1,203,496
ISO Certification and Implementation	122,100	109,455	65,491
NVQ Assessment Fee	11,041,789	5,713,274	-
NVQ Exam Fee	1,553,184	1,529,580	-
NVQ Certificate Printing	694,200	-	-
	<u>15,195,262</u>	<u>11,153,450</u>	<u>2,024,584</u>
13.5 Sector VET Plan Perpetration Expenses			
VET Plan - New	1,571,360	920,492	1,470,175
Vet Plan - Update	-	107,100	-
	<u>1,571,360</u>	<u>1,027,592</u>	<u>1,470,175</u>
13.6 LMI & TVET Guide Expenses			
LMI Bulletin / News Letter - Printing	582,110	786,580	740,921
LMI Data Coding & Entry Fees	264,772	265,276	446,993
TVET Guide Printing	282,076	388,756	334,151
LMI / News letter postal charges	85,430	50,355	81,930
Other Expenses (TVET Guide)	-	6,450	2,175

UNEVOC activities	3,143	110,868	45,346
LMI Survey	131,055	322,046	-
	<u>1,348,586</u>	<u>1,930,331</u>	<u>1,651,516</u>
14.1 ILO Expenses			
VET Plan Implementation	-	-	-
VET Plan Implementation	162,800	792,283	489,325
	<u>162,800</u>	<u>792,283</u>	<u>489,325</u>
14.2 Short Term Programme (Local/Foreign)			
Development of Skill Standards	-	-	5,484,198
Dayatakirula Programme	-	-	797,665
UNICEF Programme	-	325,275.00	271,997
Touch Your Future Programme	42,107	12,007,324	4,127,802
Youth Conference	-	1,386,535	-
UNFPA	-	2,967,217	-
Bangladesh Programme	291,127	-	-
	<u>333,234</u>	<u>12,332,599</u>	<u>4,842,834</u>
14.3 Skills Sector Development Programme			
Baseline Survey	6,003,996	3,496,170	-
Accreditation Policy	1,009,960	2,674,572	-
NCS & GNVQ	844,939	524,105	-
Quality Management System	2,279,345	1,566,274	-
Other	1,885,884	451,819	-
LMIS & Skills Report	3,364,189	-	-
Allowances	684,458	-	-
Staff Training & Development	10,402,224	-	-
Registration of Training Institutes	444,240	-	-
Assessment Fee	111,001	-	-
	<u>27,030,236</u>	<u>8,712,940</u>	<u>-</u>
16.1 Operational Debtors			
ATC Computer Institute	-	-	112,000
Sakura Computer Institute	167,895	167,895	167,895
Sundry Debtors	117,300	6,300	-
	<u>285,195</u>	<u>174,195</u>	<u>279,895</u>
SUB Notes For the Statement of Financial Position			
16.2 Staff Loan Granted & Advance Recoverable			
Commission Loan Granted to Staff	1,565,151	1,454,564	1,282,754
Distress Loan	5,548,283	5,597,803	5,340,316
Tsunami Special Loan	39,000	39,000	39,000
Festival Advance	11,550	63,800	56,300
Special Advance	7,522	7,900	5,000
	<u>7,171,506</u>	<u>7,163,067</u>	<u>6,723,370</u>
17.1 Advance For Staff Officers and Others			
Advance for Staff Officers	481,287	520,180	293,808
Advance granted to Others	-	-	-
NAITA	-	-	1,000,000
NYSC	-	-	1,000,000
VTA	-	-	1,000,000
	<u>481,287</u>	<u>520,180</u>	<u>3,293,808</u>

17.2 Claim Receivable From Outside Institutes			
Others	-	5,041	4,995
Ministry of Youth Affairs	1,156,104	1,123,118	-
SSDD	1,524,665	723,744	-
	<u>2,680,769</u>	<u>1,851,903</u>	<u>4,995</u>
17.3 Pre payments			
Pre Payment of Cash in Transist Insurance	11,169	11,232	11,230
Pre Payment Service Agreements	-	34,986	-
	<u>11,169</u>	<u>46,218</u>	<u>11,230</u>
17.4 Recoverable NVQ Certificate Printing Expenses			
Recoverable from NAITA	210,983	210,983	214,187
Recoverable from VTA	38,180	38,180	19,840
Recoverable from NYSC	16,800	16,800	16,800
Recoverable from DTET	159,639	159,639	135,055
Recoverable from CGTTI	74,750	74,750	74,750
	<u>500,352</u>	<u>500,352</u>	<u>460,632</u>
22.1 Creditors			
Operating Creditors	1,683,702	2,798,721	4,814,041
Creditors -Staff	-	241,925	151,603
Other Creditors	-	34,149	629,166
	<u>1,683,702</u>	<u>3,074,795</u>	<u>5,594,810</u>
23.1 Payable to Treasury			
Royalty Deducted	151,566	167,366	43,345
Nopay Deductions	-	-	12,546
	<u>151,566</u>	<u>167,366</u>	<u>55,891</u>
23.2 Payable to Inland Revenue Department			
Withholding Tax Deducted	50,900	14,100	1,300
Stamp Duty Deducted	9,000	8,310	5,545
PAYE Tax Deducted	69,351	-	-
	<u>129,251</u>	<u>22,410</u>	<u>6,845</u>
23.3 Refundable Project Grants			
RUEDA Returnable Grants	48,923	48,923	48,923
ILO Returnable Grants	3,103,402	3,266,202	3,196,076
Short Term Returnable Grants (Foreign)	471,531	438,015	520,813
TEDP Returnable Grants	3,492	3,492	3,492
NAITA Returnable Grants	-	-	14,550
Ministry of Youth Affairs and Skills Development	42,107	-	2,536,625
	<u>3,669,455</u>	<u>3,756,632</u>	<u>6,320,479</u>
Personal Emoluments Payable			
Overtime & Holiday Pay	7,229	-	-
ETF	-	-	129,100
EPF	-	-	335,881
	<u>7,229</u>	<u>-</u>	<u>464,981</u>

**TERTIARY AND VOCATIONAL EDUCATION COMMISSION
FINANCIAL HIGHLIGHTS 2015**

CATEGORY/OBJECTIVE TITLE	ESTIMATES	ACTUAL EXPENDI- TURE	PERCENT- AGE
Acquisition of fixed Assets			
Furniture & Office Equipment	196	110	56
Plant & Machinery/Computer & Accessories	934	839	90
Library Books	50	50	100
	<u>1,180</u>	<u>999</u>	85
Rehabilitation and improvements			
Building & Structures	302	303	100
Plant & Machinery	386	385	100
Vehicles	556	556	100
	<u>1,244</u>	<u>1,244</u>	100
Development Capital Expenses			
Public Sector Grants	1,324	1,510	114
Revision of National Competency Standards	1,367	1,347	99
Financial Assistant to Private Sector Training .Institute	840	796	95
Conduct Researches	500	493	99
Financial Assistant to promote training for vulnerable people	600	1,172	195
Development of Provincial VET Plan	295	290	98
Development of Sector VET Plan	2,650	1,571	59
	<u>7,576</u>	<u>7,179</u>	95
Total Capital Expenditure	<u>10,000</u>	<u>9,422</u>	99
RECURRENT EXPENDITURE			
Salaries & Wagers	40,027	39,245	98
EPF Contribution Expenses	4,859	4,849	100
ETF Contribution Expenses	1,216	1,212	100
Chairman Allowance	450	428	95
Payment for Trainees	1,764	1,753	99
Overtime & Holiday Pay	947	893	94
	<u>49,263</u>	<u>48,380</u>	98
Traveling Expenses			
Domestic	358	321	90
Foreign	1,142	1,368	120
	<u>1,500</u>	<u>1,689</u>	113
Supplies & Consumables used			
Printing, Stationery & Office Requisites	3,897	3,551	91
Fuel Expenses	1,803	1,767	98
Transport Expenses	13	12	92
Uniform	90	90	100
Newspapers & Magazine Expenses	92	94	102
Other Service Expences	300	287	96

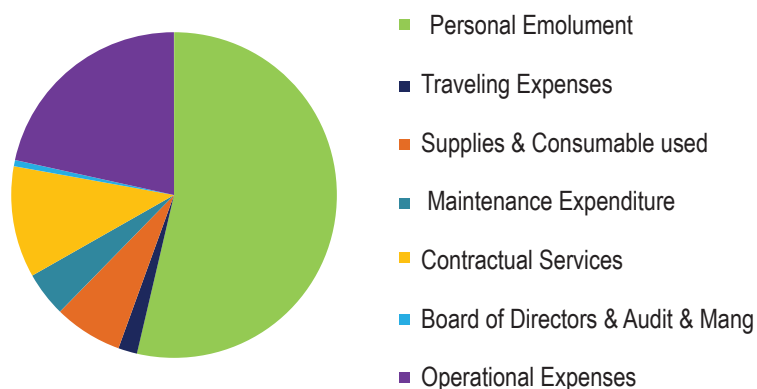
Entertainment Expenses	244	262	107
	<u>6,439</u>	<u>6,063</u>	94
Maintenance & Expenses			
Vehicle Maintenance and Insurance	3,150	3,218	102
Plant & Machinery	160	180	113
Building & Structure	230	145	63
Computer Maintances	173	106	61
Mechanical & Electronic Goods	320	286	89
General Maintenance	70	51	73
	<u>4,103</u>	<u>3,986</u>	98
12. Contractual Services			
Contractual Services	1,850	1,926	104
Postal Charges	350	356	102
Electricity Expenses	3,000	2,816	94
Water	181	182	101
Rates & Taxes& Rent	131	131	100
Security Charges	1,236	1,232	100
Janitorial Charges	1,330	1,329	100
Audit Fees *	250	250	100
Legal Charges	75	75	100
Subcription & Member Fees - Domestic & Foreign	45	45	100
IStaff Training & Development	1,074	937	87
Money Transist Insurance	17	14	82
Service Agreements	709	718	101
Staff Welfare	130	115	88
	<u>10,378</u>	<u>10,126</u>	

CATEGORY/OBJECTIVE TITLE	ESTIMATES	ACTUAL EXPENDITURE	PERCENT- AGE %
Operational Expenses			
Institute Registration Expense	862	863	100
Accreditation Expenses	1,655	1,655	100
NVQ Programmes Expenses	15,451	15,195	98
LMI Expenses	1,600	1,349	84
Financial Assistant Monitoring & Coordination Expenses	200	134	67
Translation Fees	352	158	45
Honorarium (Board of Directors & Audit & Management)	800	548	69
Books Printing Expenses	1,397	1,378	99
	<u>22,317</u>	<u>21,280</u>	95
Total Recurrent Expenditure	<u>94,000</u>	<u>91,524</u>	97

TERTIARY AND VOCATIONAL EDUCATION COMMISSION Financial Highlights - 2015

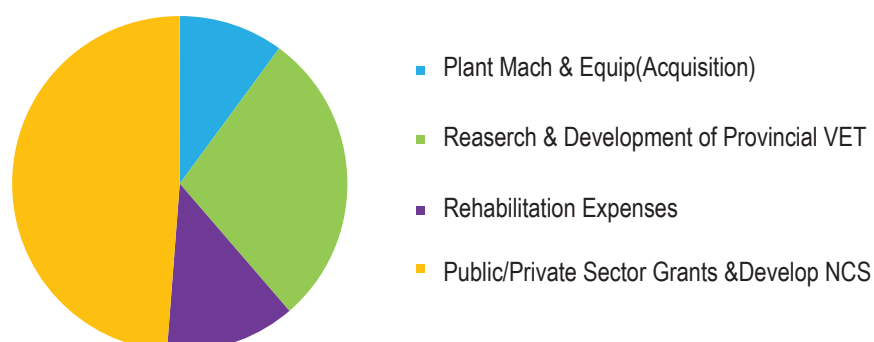
Recurrent Expenditure

	(Rs.)
Personal Emolument	48,378,802
Traveling Expenses	1,689,008
Supplies & Consumable used	6,178,919
Maintenance Expenditure	3,985,584
Contractual Services	10,010,560
Board of Directors & Audit & Mang	547,500
Operational Expenses	19,355,382
Books Printing Expenses	1,378,669
Total (Rs.)	<u><u>91,524,424</u></u>



Capital Expenditure

	(Rs.)
Plant Mach & Equip(Acquisition)	999,690
Reaserch & Development of Provincial VET	2,354,170
Rehabilitation Expenses	1,243,542
Public/Private Sector Grants & Develop NCS	4,826,143
Total (Rs.)	<u><u>9,423,545</u></u>

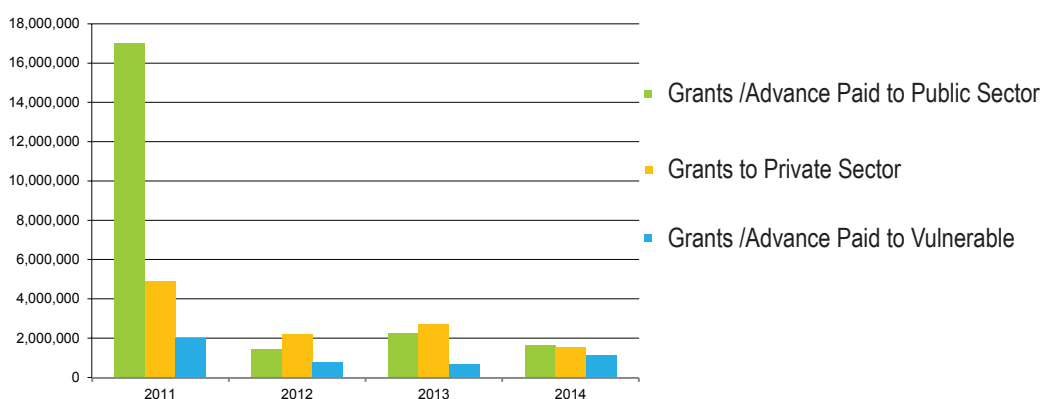


TERTIARY AND VOCATIONAL EDUCATION COMMISSION

Financial Highlights

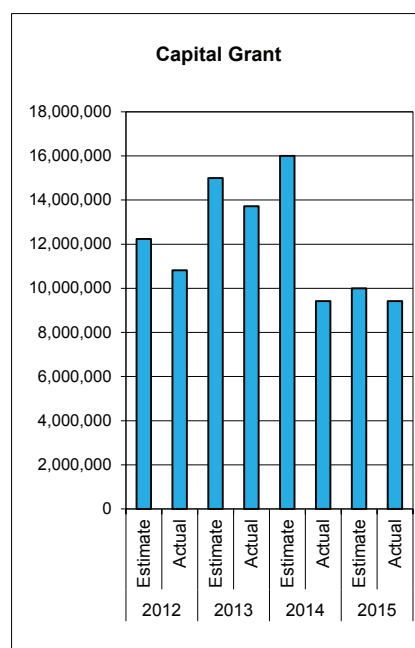
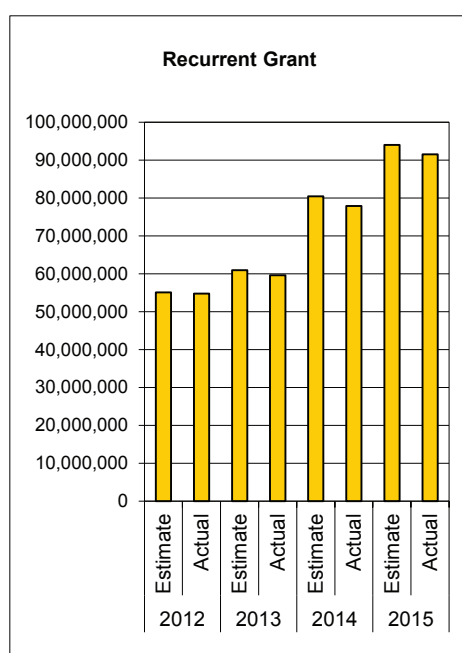
Grants to Public & Private Sector Institutes

	2011	2012	2013	2014	2015
Grants /Advance Paid to Public Sector	16,988,909	1,446,652	2,252,249	1,663,240	1,509,929
Grants to Private Sector	4,886,224	2,196,298	2,701,650	1,521,044	795,973
Grants /Advance Paid to Vulnerable	1,990,345	798,515	661,995	1,152,875	1,171,655
Total (Rs.)	23,865,478	4,441,465	5,615,894	4,337,159	3,477,557



Budget Estimates, Actual Expenditure and Grants Return received

	2012		2013		2014		2015	
	Estimate	Actual	Estimate	Actual	Estimate	Actual	Estimate	Actual
Recurrent Grant	55,073,712	54,761,014	60,957,000	59,621,381	80,437,000	77,891,733	94,000,000	91,522,873
Capital Grant	12,239,500	10,819,565	15,000,000	13,715,516	16,000,000	15,114,748	10,000,000	9,912,426
Grant Return Received		224,617		401,908		47,325		
Total (Rs.)	67,313,212	65,805,196	75,957,000	73,738,805	96,437,000	93,053,806	104,000,000	101,435,299





විගණකාධිපති දෙපාර්තමේන්තුව
கணக்காய்வாளர் தலைமை அபிபதி திணைக்களம்
AUDITOR GENERAL'S DEPARTMENT



මගේ අංකය
எனது இல.
My No.

විවිධ/විවිධ/1/15/52

මබේ අංකය
உமது இல.
Your No.

දිනය
திகதி
Date

2017 පෙබරවාරි දින



අධ්‍යක්ෂ ජනරාල්,

තෘතීයික හා වෘත්තීය අධ්‍යාපන කොමිෂන් සභාව.

තෘතීයික හා වෘත්තීය අධ්‍යාපන කොමිෂන් සභාවේ 2015 දෙසැම්බර් 31 දිනෙන් අවසන් වර්ෂය සඳහා වූ මූල්‍ය ප්‍රකාශන පිළිබඳව 1971 අංක 38 දරන මුදල් පනතේ 14(2)(සී) වගන්තිය ප්‍රකාර විගණකාධිපති වාර්තාව

මාගේ සමාංක හා 2016 නොවැම්බර් 15 දිනැති ලිපියට යොමුවේ.

02. ඉහත සඳහන් ලිපිය සමඟ එවන ලද මාගේ වාර්තාවේ ඉංග්‍රීසි අනුවාදය මේ සමඟ එවා ඇත.


 ඩබ්ලිව්.ප්‍රේමනන්ද

නියෝජ්‍ය විගණකාධිපති

විගණකාධිපති වෙනුවට.

- පිටපත් : 1. ලේකම් - නිපුණතා සංවර්ධන හා වෘත්තීය පුහුණු අමාත්‍යාංශය
 2. ලේකම් - මුදල් අමාත්‍යාංශය



විගණකාධිපති දෙපාර්තමේන්තුව
கணக்காய்வாளர் தலைமை அதிபதி திணைக்களம்
AUDITOR GENERAL'S DEPARTMENT



මගේ අංකය
எனது இல. }
My No. }

VTY/E/TVEC/1/15/52

ඔබේ අංකය
உமது இல. }
Your No. }

දිනය
திகதி }
Date }

15 November 2016

The Director General,
Tertiary and Vocational Education Commission.

Report of the Auditor General on the Financial Statements of the Tertiary and Vocational Education Commission for the year ended 31 December 2015 in terms of the Section 14(2)(c) of the Finance Act, No.38 of 1971

The audit of financial statements of the Tertiary and Vocational Education Commission for the year ended 31 December 2015 comprising the statement of financial position as at 31 December 2015 and the statement of comprehensive income, statement of changes in equity and cash flow statement for the year then ended and a summary of significant accounting policies and other explanatory information, was carried out under my direction in pursuance of provisions in Article 154(1) of the Constitution of the Democratic Socialist Republic of Sri Lanka read in conjunction with the Section 13(1) of the Finance Act, No.38 of 1971 and Section 10(d)(2) of the Tertiary and Vocational Education (Amendment) Act, No.50 of 1999. My comments and observations which I consider should be published with the Annual Report of the Commission in terms of Section 14(2)(c) of the Finance Act appear in this report. A detailed report in terms of Section 13(7)(a) of the Finance Act will be furnished to the Chairman of the Commission in due course.

1.2 Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Sri Lanka Public Sector Accounting Standards and for such internal control as the management determines is necessary to enable the preparation of financial statements that are free from material misstatements whether due to fraud or error.



1.3 Auditor's Responsibility

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with Sri Lanka Auditing Standards consistent with International Auditing Standards of Supreme Audit Institutions (ISSAI 1000 – 1810). Those Standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatements.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Commission's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of financial statements. Sub-sections (3) and (4) of Section 13 of the Finance Act, No.38 of 1971 give discretionary powers to the Auditor General to determine the scope and extent of the audit.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

2. Financial Statements

2.1 Opinion

In my opinion, the financial statements give a true and fair view of the financial position of the Tertiary and Vocational Education Commission as at 31 December 2015 and its financial performance and cash flows for the year then ended in accordance with Sri Lanka Public Sector Accounting Standards.

2.2 Comments on Financial Statements

2.2.1 Accounting Deficiencies

The following observations are made.

- (a) The depreciation of fixed assets had been understated by a sum of Rs.94,921 due to errors in computation.
- (b) Even though a contractual liability of Rs.793,000 for the formulation of a Training Plan had been cancelled after the balance sheet date, the necessary adjustments had not been made.
- (c) The value of 1,877 compact disks of the National Skills Standards and the stock of office stationery as at the end of the year under review had not been computed and brought to account.

2.3 Accounts Receivable and Payable

The following observations are made.

- (a) A sum of Rs.1,123,118 reimbursable from Line Ministry from the year 2014 had not been reimbursed even up to 05 May 2016.
- (b) Action had not been taken for the recovery of a sum of Rs.165,183 recoverable from three employees who had resigned from service in the years 2006 and 2010.

3. Financial Review

3.1 Financial Results

According to the financial statements presented, the financial result of the Commission for the year ended 31 December 2015 had been a deficit of Rs.1,947,804 as against the surplus of Rs.2,250,877 for the preceding year. Accordingly, the financial result of the year under review, as compared with the preceding year, had deteriorated by Rs.4,198,681. Even though the Government grants had increased by a sum of Rs.6,112,401, the increase of employees cost for the year by a sum of Rs.9,937,250 had been the major reason for the deterioration of the financial result.

An analysis of the financial results for 5 preceding years indicated that despite the deficits of the Commission in the year 2013 and 2015, there were surpluses in the rest of the years in the financial result. In taking into account the employees remuneration and the depreciation on non-current assets, the contribution of the Commission in the years 2011 and 2012 had been Rs.30,198,474 and Rs.41,989,597 respectively. Even though it had decreased to Rs.39,198,869 in the year 2013, it had improved again to Rs.51,064,746 in the year 2014 and up to Rs.58,555,774 by the year under review.

4. Operating Review

4.1 Performance

According to the Tertiary and Vocational Education Act, No.20 of 1990, the planning, co-ordination and development of the Tertiary and Vocational Education System, the award of nationally recognized Certificates and the maintenance of Training Standards had been cited as the objectives of the establishment of the Commission. The following matters were observed during the course of examination of the achievement of those objectives during the year under review.

- (a) (i) Even though targets had been set for the new registration of 500 public and private sector institutions and the renewal of the registration of 400 institutions, only 297 institutions had been registered and 343 institutions had been subjected to evaluation. That indicated a decrease of 24 per cent as compared with the preceding year.
- (ii) Even though 503 Courses in the Public Sector and 108 Courses of the Private and Non-Governmental Organizations had been evaluated for accreditation to the National Training Levels, only 339 and 53 Courses respectively had been accredited. Even though 259 courses of those organizations had been subjected for renewal of accreditation, only 177 Courses had been renewed.
- (b) According to a research conducted by the Commission, it had been revealed that 9,522 Courses relating to Vocational Training are being conducted, while only 2,323 of those Courses or 24 per cent had been accredited for the National Training Level.

According to the Act, it is the responsibility of the Commission to maintain all the Courses under the National Vocational Levels. Nevertheless, the Commission did not have an adequate course of action for the registration of the above Courses.

- (c) Even though targets had been set for the issue of 60 Certificates for the National Vocational Qualification Level 6, only 09 Certificates had been issued, while only a low number of 1,471 Certificates of the National Vocational Level 5 had been issued. As such, it was observed that the creation of those qualified in levels 5 and 6 of the National Vocational Qualifications is prevailing at a low level.
- (d) Even though the Commission had implemented an arrangement for the supply of financial assistance to acquire the facilities necessary for the Vocational Training Course of the Public Sector and the Private Sector for obtaining the National Vocational Qualification Levels, acceptable criteria for the selection of the institutions for the purpose had not been determined. Even though a sum of Rs.2,569,912 had been granted as financial assistance in the year under review, 13 courses had not obtained the accreditation by the end of the year under review.
- (e) Even though the Annual Acton Plan had been amended and the activities such as the updating of the Vocational Training Plan of the Information and Communication Technology Division, obtaining draft reports by conducting 6 annual surveys, purchase of computer software and expansion of the Geographical Information System included in the original Action Plan had been postponed for the ensuing year instead of execution, the reasons therefore were not made available to Audit.
- (f) Even though a provision of Rs.500,000 had been made for the completion of 06 researches in the year , none of those researches had been completed.
- (g) An allocation of Rs,28.51 million had been made in the year under review for the Skills Sector Development Project and a sum of Rs.27.5 million had been spent in the year. Nevertheless, a Performance Report in accordance with the Project Action Plan had not been presented. It was observed during the course of the audit examination that the following activities included in the Action Plan had not been executed.

- (i) Establishing that the National Vocational Qualification Levels of Sri Lanka are equal to the international levels in co-ordination with the authorities of 10 foreign institutions which are employing Sri Lankans, entering into foreign employment agreements for the graduates leaving the Vocational Institutions, review of the standards relevant to the evaluation process and the training and registration of School Teachers for the enhancement of the efficiency and the standards of such process and recruitment of Evaluation Staff for the levels 5 and 6 of the National Vocational Qualifications.
- (ii) Improvement of the Course modulars to enable the enrolment of 10,000 students for the new priority fields recognized by the Commission, the introduction of the scholarship scheme for the students based on performance, the formulation of a policy and financing arrangement with the co-operation of the University of Vocational Technology to achieve the Government recruitment targets for the levels 5,6 and 7 of the National Vocational Qualifications, formulation of the Gender Policy for the Vocational Technology Field and the development and implementation of a Vocation Promotion arrangement for the development of the image of the Tertiary and Vocational Education Field.

4.2 Management Activities

A sum of Rs.199,000 had been paid to the University of Kelaniya in the year 2013 for the preparation of a Vocational Education Plan for the Western Province. According to the agreement, that plan should have been finalized on 05 May 2014 and the Commission had terminated the agreement on 13 January 2016 as it had not been so done. The University had furnished an unfinished report to the Commission. Adequate future action on the preparation of a Training Plan had not been implemented even by 05 May 2016.

4.3 Operating Activities

The following observations are made.

- (a) The appointment of Evaluation Staff for the evaluation activities based on skills for the award of the National Vocational Qualifications had been assigned to the Commission with effect from the year 2013. Nevertheless, action had not been taken

even up to the end of the year 2015 to identify correctly the requirement of the Evaluation Staff and appoint an adequate number of persons. The following matters were further observed in this connection.

- (i) Even though the total number of Evaluation Staff recruited from the year 2005 up to the end of the year 2015 had been 1,945, whether the Evaluation Staff were in active service had had not been confirmed.
 - (ii) Even though the Commission had appointed Evaluation Staff in the year under review for the evaluation of 2,945 Courses and as that was not adequate, the Commission had granted approval for the Evaluation Staff selected by the institution concerned for the evaluation of 3,188 Courses, As such, Confirmation of the independence of those evaluations could not be obtained.
 - (iii) Even though evaluation should be done within two months from the appointment of Evaluation Staff, instances of taking periods of 03 to 08 months for that purpose and 05 to 20 months for making payments were observed.
- (b) The use of results of researches of several past years for the development of the Commission had been at a low level and no follow up action had been taken in that connection. The matters in 09 Research Reports prepared in the years 2013 and 2014 at a cost of Rs.546,530 and Rs.493,000 respectively had not been released even by 25 April 2016, the date of audit..

4.4 Transactions of Contentious Nature

According to Sections 4.3.1 and 4.4 of Chapter xv of the Establishments Code, the compulsory service period to be completed before reaching the age of 55 years is 10 years. Contrary to that, an officer, 48 years of age had been selected to follow three years Course on Policy Analysis at the University of Wuhan in the People's Republic of China and granted study leave with pay. The total cost of the Course amounted to Rs.8,048,160 and a sum of Rs.2,038,826 had been paid as the course fees for the year under review. The course had been selected only by the applicant and a fair evaluation of the relevance

of the course selected to the Commission and whether benefits adequate for the costs incurred would be received by the Commission and the Country had not been carried out.

4.5 Delayed Projects

Even though the Survey on Industries Demand Gap relating to 4 industries should have been completed by 08 November 2014, that had not been completed even by 05 May 2016, the date of Audit.

4.6 Staff Administration

The following observations are made.

- (a) The vacant posts of the Commission as at 31 December of the year under review had been 26 and that included 21 posts in the Executive Grades. Two officers in the Executive Grade in Service had proceeded abroad on Scholarships on academic activities. The non-filling of these vacancies had caused an adverse impact on the performance of the institutional activities relating to the appointment of the Evaluation Staff, the evaluation of registration and accreditation of the Institutions and the Courses to the National Vocational Qualification Level.

- (b) Action had not been taken even during the year under review on the vacant post of Director Courses Accreditation and Training Standards existing from the year 2009 and acting appointments had been made in that connection on acting basis over a period exceeding 06 years. In addition, despite the release of the Deputy Director General on secondment basis to the Skills Sector Development Project, an appointment on acting basis to the post of Deputy Director General also had been made. Even though acting appointments cannot be made for periods exceeding 03 months, action contrary to that had been taken.

5. Accountability and Good Governance

5.1 Internal Audit

Even though the approved staff of the Internal Audit had been 5 officers, out of that 03 posts of Assistant Directors had been vacant. As such, an adequate internal audit could not be carried out. In addition, the expenditure of the Skills Sector Development Project had not been subjected to an internal audit.

5.2 Budgetary Control

Comparison of the budgeted income and expenditure for the year under review with the actual income and expenditure revealed variances ranging from 43 per cent to 100 per cent, thus indicating that the budget had not been made use of as an effective instrument of management control.

H.M. Gamini Wijesinghe

Auditor General

Auditor General
Auditor General's Department
Battaramulla.

Responses and clarifications for the Report of the Auditor General on the Financial Statements of the Tertiary and Vocational Education Commission for the year ended 31 December 2015 in terms of Section 14(2) (c) of the Finance Act No 38 of 1971

Herewith I submit the responses and clarifications for the audit report VTY/E/TVEC/1/15/52 dated 17.05.2016 on the above subject and I kindly request you to submit the final report considering the responses included herein.

Suggestions on Financial Statement

2.2.2. Accounting Deficiencies

(A)Steps have been taken to correct the depreciation value of fixed assets.

(B)This amount should be paid to the University of Kelaniya for the preparation of Vocational Education and Training (VET) plan for Western Province and not for the research activity.

After completion of the agreement, approval of the Acting Deputy Director General has been obtained for completing the report, using data collected by the University of Kelaniya. Accordingly, the report should be completed by the staff of the TVEC and therefore action will be taken to account this amount as income.

(C)Action will be taken to include the accounts of National Competency Standards, cost of stationeries and NVQ certificates from next year onwards.

2.3 Receivable and Payable Accounts

(A)In this regard, a report has been requested through the line Ministry. This amount could be recovered after the submission of the report.

(B) Due amount that should be settled by relevant employees is being recovered as part payments from time to time. Since the case filed by the sacked employee has come to an end, action will be taken to recover loan amount from him. Nevertheless, instructions have been given to the finance division to recover loan amount from the guarantors of debtors.

4. Operational Review

4.1 Performance

(A)
(i) Although the division had targeted to conduct 500 evaluations for new registration in the public and private institutions, only 297 applications were received during the year. Therefore, it was unable to reach the target as we received less no. of applications.

Out of applications received, only 152 institutions were able to meet the criteria for registration. Criteria for registration are as follows:

1. Adequate training equipment, machineries, and tools, conducive training environment and health & safety measures
2. Acceptable curriculum
3. Training plan and assessment method
4. Trainer qualification

Although the division had targeted to conduct 400 evaluations for renewal of registration in the public and private institutions, only 343 renewal applications were received during the year. Out of received applications, 297 institutions were able to maintain the above mentioned criteria for registration.

(ii) During the assessment conducted for renewal of accreditation, the TVEC identified that courses were not maintaining required training standards and as such, those courses had not been renewed.

(B) Even though the TVEC conducts assessment for course accreditation, all courses are not being accredited due to the shortcomings such as inadequacy of equipment, courses not being delivered according to the competency based training plan and assessment for students not being conducted.

Although public, private and NGO training institutions conduct training programmes that could be considered for accreditation, the TVEC was able to accredit courses that were maintaining training standards of respective courses only. Institutes are required to forward their request for accreditation. We have taken the necessary action to accredit the institutes that applied for the accreditation.

(C) Though necessary steps have been taken by TVEC to conduct the semester end and final assessment for NVQ level 06 students on time, certificates were delivered to only 09 students because of the poor participation of students for the pre assessment conducted for NVQ level 06.

(D)

Financial assistance Rs.1.314Mn was awarded for six (06) courses conducted by six (06) public training institutions in 2015.

Financial assistance Rs.406,640.00 was awarded to the Poly Technic Institute, Ballapana for the Industrial Sewing Machine Operator course in 2013. In addition, Rs.94,930.00 was awarded as financial assistance for the Sewing Machine Mechanic course to the same institution in 2015. Thus the TVEC had not awarded financial assistance to same courses in two (02) occasions.

The TVEC has provided instructions to respective institutions in order to fulfill the requirement of courses that have not been accredited so far. Courses will be accredited subject to the fulfillment of criteria for accreditation.

Instructions have been provided to institutions in order to fulfill the requirement of accreditation of training courses. The TVEC has scheduled to conduct another assessment in 2016.

Financial assistance Rs.459,660.00 was awarded to two (02) institutions that conduct training programmes for vulnerable youth.

Financial assistance for training programmes for vulnerable youth conducted by public sector training institutions was accounted as an advance payment and this advance will be transferred to the expense account after the completion of procurement of equipment and submission of bills.

This situation had arisen due to the advance paid in 2014 being settled by institutions in 2015.

Assessment for accreditation was conducted on 22/05/2015 at this centre. Institution failed to reach accreditation level as it did not have adequate training plans and lesson plans. Instructions have been provided to the institute in order to complete all training delivery documents. The TVEC has scheduled to conduct another assessment in near future.

Legal action will be taken against these institutions in future.

(E) Annual Implementation Plan (AIP) 2015 was revised once during the year. Each of the activities and its cost were adjusted with the concurrence of the respective head of divisions. Revised AIP along with reasons for adjustments of activities and costs was forwarded to the Commission and approval of the Commission had been obtained. In addition, approval of the Audit & Management Committee has also been obtained.

(F) As per the estimated budget for the 06 research studies started on 24th June 2015 is Rs. 468,000.00. Those research studies were proposed to finish on March 2016. So far, there were two research study reports received by us.

According to the agreement, the money was released for the research studies under three stages. Consequently, the payment of Rs. 76,000.00 was made up to the point of data collection to two research groups completed their research activities. Other research groups had not been reimbursed in the year 2015.

Therefore, we did not pay Rs. 493,000.00 for the 06 research studies started in 2015. However, the payment of Rs. 389,075.00 was made for the 08 research studies started in 2014 out of the money accumulated until 2015.

(G)

(i) Initial dialogues to promote NVQ framework of Sri Lanka had been successfully completed by the top Sri Lankan diplomats with officials of following eleven (11) countries in 2015

1. Maldives
2. Italy
3. Korea
4. Singapore
5. Qatar
6. Iraq
7. Oman
8. Jordan
9. Bahrain
10. Canada
11. Israel

Due to the change of officers in the diplomat mission, this activity is scheduled to commence again in 2016.

(ii) Although, these programmes were planned to be implemented through the Skills Sector Development Programme (SSDP), it was unable to implement activities as the TVEC spent time to prepare required standards. The TVEC expects to implement these activities along with amendments in 2016, 2017 and 2018 after the recommendation of the SSDP. Therefore, these activities will be implemented in future.

4.2 Management Activities

Approval of the Acting Deputy Director General has been obtained through a letter dated 04th February 2015 for completing the report using data collected by the University of Kelaniya in order to prepare the Vocational Education and Training (VET) plan for Western Province, after signing the agreement. A statistician's assistance is required to analyse the collected data. As such, the TVEC has assigned a development officer who has knowledge on statistics to analyze the data. Once the analysis is completed, we will submit this assignment to our staff to prepare the report.

4.3 Operational Inefficiencies

4.3 (A)

(i) Issuing of relevant registration to assessors and obtaining their details occurred at the same time after they successfully completed the assessor training programme conducted by the University of Vocational Technology. However afterwards, some of those assessors may have moved to foreign countries or may have died too. Owing to these reasons some assessors did not take action to inform to the Commission formally. As such, this amount which we had indicated may not be accurate.

The Commission has taken action to update the details of assessors in order to avoid this situation. Accordingly, action had been taken to update the database of assessors by obtaining details of assessors through a letter dated 2016.01.06. In this regard, copies of the sent and received letters are attached herewith.

(ii) This Commission had appointed assessors for all requests without any delay during the year 2015. The Vocational Training Authority (VTA) had requested to conduct assessment after obtaining accreditation of courses in respective training centres in 2014 and 2015 for batches which passed out in 2012 and 2013 as those courses were not accredited during that period. In addition to that, significant amount of applications for assessment were also accumulated due to certain circumstances. Owing to these reasons, it was unable to appoint assessors at once in order to conduct assessments.

A discussion meeting that was chaired by the Hon. Minister of Skills Development of Vocational Training was held between VTA and TVEC and subsequently the TVEC had granted approval to appoint assessors working at VTA in order to avoid this situation. Thus action had been taken by the TVEC to avoid delays in conducting assessments. From 2016 onwards TVEC appoints assessors for VTA's assessment as per the usual procedure.

(iii) However, under all circumstances the appointments will be renewed again by the commission. Here, it will be done fairly for the relevant matters.

(B)

The TVEC has taken measures to plan, coordinate and develop relevant activities by using the proposals and conclusions of research reports. Policies and measures taken are as follows:

Actions had been taken to prepare a module for mathematics to conduct gap filling programme for students who entered to follow NVQ level programmes, as per the recommendations of two (02) research studies done in 2012 with regard to the NVQ level 05 & 06 programmes. (Details are given in the annexure 02)

An agreement was signed in 2016 to conduct IVR on job placement of trainees in collaboration of Skills Sector Development Programme (SSDP) and Asian Development Bank (ADB), based on the research studies conducted in 2013 on job placement of trainees who followed training programmes in the public sector in 2011. The TVEC has been selected to conduct this survey once in every 03 years in future. (Details are given in the annexure 03)

An island wide programme on career guidance has been implemented in 2016, jointly by the Ministry of Skills Development and Vocational Training and the TVEC, as per the recommendations of two (02) research studies done in 2010 and 2011.

Recommendations and proposals of research studies will also be considered for the revision of NVQ Operation Manual, which is scheduled to be revised in 2016.

Research reports have been published in our website so that public and private training providers can make use of these reports for planning and policy development purposes. (Details are given in the annexure 04)

However, as we have not maintained any records in this regard so far, it is unable to present details of planning and policies prepared for promotion of the Technical and Vocational Education and Training (TVET) sector.

We have not issued research reports to any institution and we published research reports of 2013 in our website. Similarly, information of research studies done in 2014 has been presented to the Research Steering Committee. As such, members of the Committee representing DTET, VTA, NAITA and UNIVOTEC had informed the comments made by them at meetings to their Head of the Institute.

4.4 Controversial Issues

Approval was obtained from the Commission with regard to the future course of action as the officer could cover 09 years of service when he reaches 60 years of age. Accordingly, an agreement has been signed as to the future course of action to be taken.

The maximum amount was decided as the officer was unable to pay part of the amount and also the importance of the study. Selection of officers was based on the relevance of the sector. Accordingly, Mr. Jayalath and Mr. AjithKusum were selected for ICT and TVE sectors respectively.

4.5 Delayed Projects

Approval of the Ministry was to be obtained for the prepared questionnaire for collecting data, after two weeks of signing the agreement of this survey. Ministry approval was obtained on 2014.08.01 after all amendments made. Commencement of data collection was delayed due to the above mentioned reason.

However, the Greentech Human Resource Development Institute had stated that private institutions refused to provide data as per the prepared questionnaire. Further, Greentech had requested us to use an alternative method to collect data as the data collection process was difficult and took too long.

In addition, they informed that recent elections and New Year holidays caused further delays in data collection. However, Greentech has submitted the draft report to the Commission on 2015.02.01

As per decision made by the line Ministry, this report has been handed over to the Industry Sector Council, under the National Apprenticeship and Industrial Training Authority (NAITA) in order to verify the accuracy of the data collected. Now, the accuracy of records of Construction, Information Technology and Electrical Engineering sectors have been ensured by the respective councils. Hotel sector records will be verified in the month of June this year.

4.6 Staff Administration

A) The Commission has decided to conduct the interview for the Post of Director (Quality Assurance and Assessment Regulation) again instead of the previous paper advertisement published and an interview was conducted on 2014.11.21 and 2015.05.29 respectively. Accordingly, the newspaper advertisement was published on 2016.01.01 and interview was held on 2016.05.24.

Now the interview panel has selected one applicant and action will be taken to appoint this applicant for the above post after obtaining the approval of the Commission.

Four (04) out of 19 vacancies for the post of Assistant Director have already been blocked to make way for new posts and interview for the balance 15 posts was held & completed. Recruitment of the above mentioned posts was delayed due to the Presidential and General Elections held during the year 2015. Action will be taken to recruit the staff in the future.

Due to the absence of qualified persons for the post of Translator, action has been taken to recruit again in the future.

The actual number of vacancies available for the clerical and allied grade at present is 41 and details are as follows:

Two (02) Development Officer Posts are available and have now been blocked.

Vacancy for the Computer Applications Assistant has now been filled.

Due to the absence of qualified applicants, the Department of Management Services has approved to recruit a Management Assistant through a letter dated 2016.02.19

instead of the Library Assistant. Accordingly, interview was held and a suitable applicant has been selected and approval of the Commission will be obtained in order to complete the recruitment.

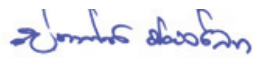
(B) Appointed, however no allowance or facilities have been provided in this regard.

5.1 Internal Audit

Until now, one Assistant Director and one Development Officer were appointed for the internal audit division.

5.2 Income Expenditure Management

Action was taken to minimize the differences between the actual income and estimated income and the actual expenditure and the estimated expenditure.



Malkanthi Jayawardhane
Director General