



# **Tertiary and Vocational Education Commission**

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## **Background**

The Tertiary and Vocational Education Commission was established in 1992 as the apex body in the technical and vocational education and training sector under the provisions of the Tertiary and Vocational Education Act No 20 of 1990. Its primary responsibilities are policy formulation, quality assurance and coordination and development of Tertiary and Vocational Education within the country. The amendments introduced in December 1999 to the Tertiary and Vocational Education Act No. 20 of 1990, ensures that 10 out of 17 members of the TVEC including its Chairman, represent the Employer Associations and Private Sector entrepreneurs. This provides a forum at the highest level for the private sector to contribute towards developing policies and programs that would help achieve the vision of the Government of maintaining a demand-driven training system.

Tertiary and Vocational Education Commission has a number of functions entrusted to the Commission in formulating policies to effectuate changes in the Sri Lankan Technical Vocational Education and Training sector to suit the current labor market.

## **Objectives of Tertiary and Vocational Education Commission**

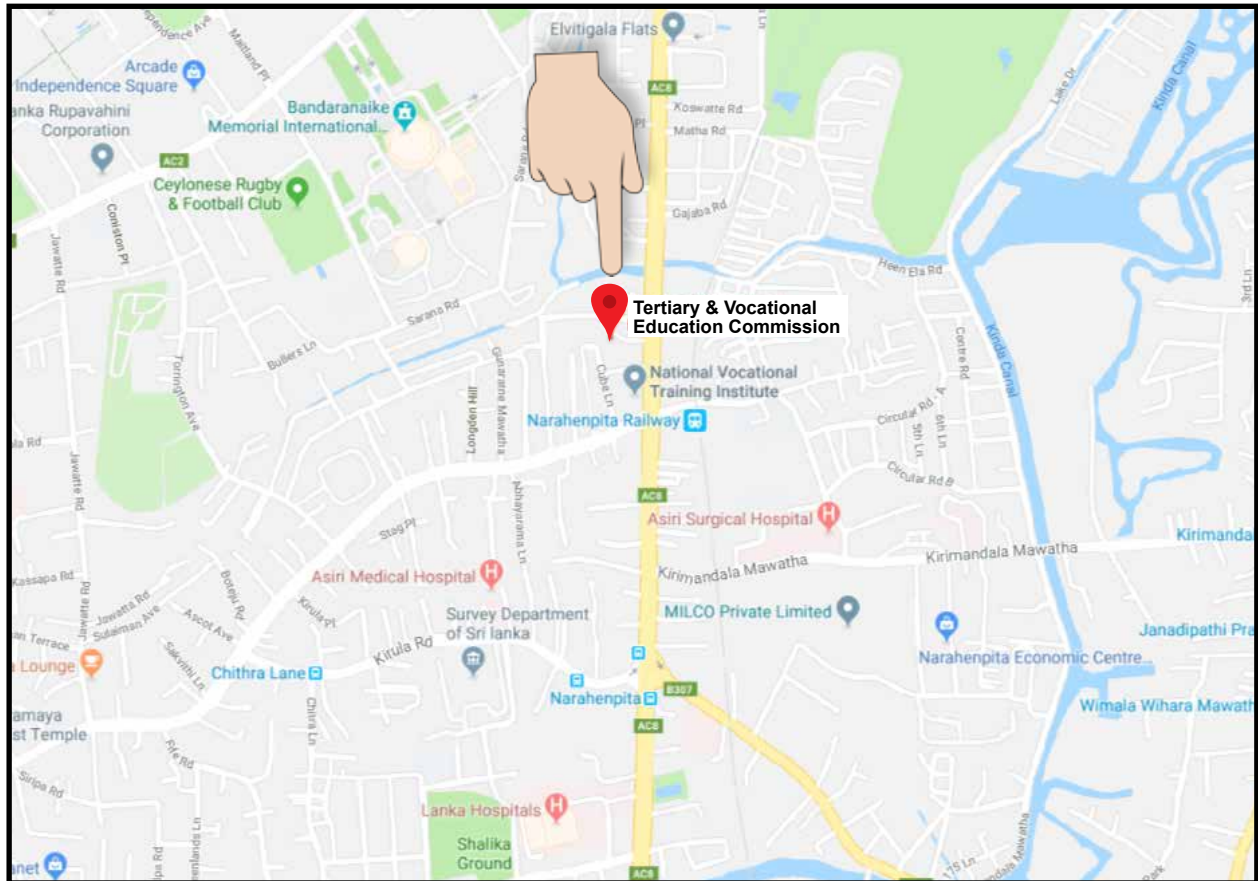
- Develop, review and revise national policies on tertiary and vocational education and training
- Formulate plans to develop tertiary and vocational education and training
- Maintain a recognized vocational training system and implement a national security system through institute registrations and training course accreditations
- Register Institutes and courses accreditation for accepted vocational Training system & maintain Quality management system
- Establish and maintain quality assurance for Technical vocational and education training institutes
- Plan, implement and coordinate national vocational qualification assessment and certification system
- Develop and maintain national vocational qualification system
- Maintain labor market information system for industrial and vocational education and training sector
- Provide management and financial aids for the development of industrial and vocational education and training institutes
- Take actions to promote upgraded vocational education and training and take actions to conduct common career guidance service
- Establish and maintain Industry Sector Skills Councils for each sector to seek the support and co-ordination of local and regional industrialists for the advancement of the TVET sector.



## Our Main Duties....

- Registration of training centers
- Course accreditations (NVQ)
- Quality management system certification (QMS)
- National Vocational Qualifications standard development
- Develop curriculums as per national skills standards
- Develop vocational education plans for different fields and provinces
- Conduct and coordinate researches related to industrial and vocational education and training center
- Liaison with industrial institutes
- Implement common career guidance service
- Issue assessments and certificates to award national vocational qualifications
- Issue skills passport for NVQ certificate Holder
- Match other vocational qualifications with national vocational qualifications
- Take actions to match national vocational qualifications with international vocational qualifications
- Take actions to promote national vocational qualifications

We are located in ...



## Contact us

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- 1** Registration and Accreditation Division
- 2** National Competency Standards, Curricula and National Vocational Qualifications (NVQs) Division
- 3** Quality Assurance and Assessment Regulation Division
- 4** Information Systems Division
- 5** Industry Liaison Division
- 6** Planning and Research Division
- 7** Administration Division
- 8** Internal Audit and Investigation Division

## Our Divisions



# 1

## Registration and Accreditation Division

### Function

Registration and Accreditation Division's main function is to implement a quality management system to provide high quality services for registration of Training Centers and accreditation of courses in accordance with the powers vested by the Tertiary and Vocational Education Act.

Any government, private, non-government institute not registered at TVEC is legally restrain to provide tertiary and vocational education training or to conduct a training institute as per the sentences 14 (1) and 15(1) of tertiary and vocational education no 20 in 1990, powers vested by the amended act no 50 in 1999 and special gazette no 887/8 issued on 07.09.1995.

- Each vocational training courses conducted by any training institute should be registered at TVEC, which is a legal requirement
- To award national vocational qualification, each courses should be accredited

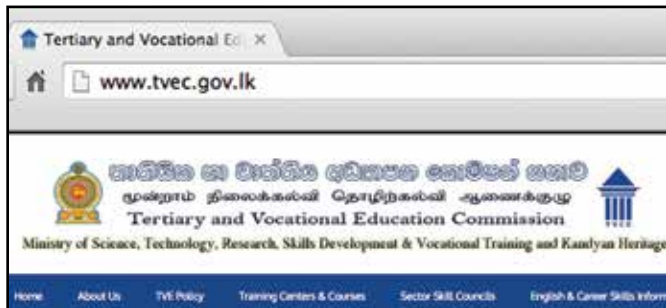
### Minimum requirements to be fulfilled when registering a training institute.

- Government Business Registration Certificate obtained from the Divisional Secretariat
- An accurate/clear name board to identify the training institute
- Secure ways to enter into the training center.
- Appropriate classrooms and workshops for trainees
- Qualified academic and non-academic staff
- Staff information, bio data, photocopy of the highest eligibility certificate, duty list and other required file
- Adequately designed and recognizable curriculums
- Sufficient time period for academic activities
- An acceptable teaching plan for curriculum content
- Course plan, timetable, lesson plan, and notes and information to ensure they are performed correctly
- Daily reports, lesson plans and other relevant documents of the advisory staff
- Enrollments of trainees and their attendance records
- Arrival and departure time and attendance summaries
- Reports of continuous assessments and final assessments
- Infrastructure facilities (water, electricity, buildings etc.)
- Sufficient training equipment and goods
- Proper safety measures (fire extinguishers, first aid, electrical safety systems)

## Procedures to be followed in Registration of a Training Institute

Applications for registration or accreditation of a training institute at Tertiary and Vocational Education Commission can be made through the web site.

Step 1



Step 2



Step 3



First click on Registration to enter details.

## Step 4

**INSTITUTE REGISTRATION REQUEST**

**TVEC Registered Users:** Please fill and submit following form if you have not received permanent user id and password quired for registration renewal and accreditation).

**New Applicants:** Please fill and submit following form to obtain temporary user id and password.

**APPLICANT**

NIC:

Name:

Designation:

Address:

Telephone:

Mobile:

**TRAINING CENTRE**

Reg. Number:  (Required if already registered)

Name:

Address:

Telephone:

Fax:

Email:

Courses:

Province:

District:

DS Division:

[Home](#) [Submit](#)

Submit the completed form.

Complete all forms required for registration by using the user id and password received to the email address. Assessment fees should be paid to the bank.

Registration fees:

|            |   |             |
|------------|---|-------------|
| Government | - | Rs. 1500.00 |
| Private    | - | Rs. 3000.00 |

### After completion of the application

- Inspection of institutes (by TVEC Officers and an expert in relevant filed)
- Not/recommendations
- Submission for approval of the commission, if recommended
- If not recommended, the applicant can apply for a revaluation after completing the required shortcomings
- Receive the approval of the Commission
- Issue registration no. and certificate.
- Provide a copy of the certificate via email.

Above functions are also performed in course accreditation and will be assisted by an expert in the relevant field to evaluate the course for which you have applied.

### Course Accreditation

Each courses should be accredited to award National Vocational Qualification Certificates.

#### **Requirements for course accreditation**

- The institute and the course applying to accredit should be registered and valued at Tertiary and Vocational Education Commission.
- Implement the course applied for accreditation as per national vocational standards and curriculums

- Maintain the time plan, training plan, lesson plan, practical activities, theoretical notes, audible and visual notes, trainer's notes, assessments and relevant documents related to the applied course.
- Should cover the course duration within the national skill standard curriculums, at minimum level
- Educational and vocational qualifications and experiences (higher than the minimum expected accreditation level) of the Instructors conducting the training course.
- Can apply online for each courses, if it only meet with above criteria

Training courses not accredited in Tertiary and Vocational Education Commission (TVEC), has no authority to issue National Vocational Qualifications (NVQs) Certificates.

### **Establishment of Quality Management System**

Quality Management system requires an institute to develop and implement a system to ensure the quality of service rendered by the training organization.

Tertiary and Vocational Education Commission has introduced a quality management system to ensure the quality of vocational training conducted by training institutes. The system has created according to the measurements of ISO 9001:2008, SLS IWA 2:2007 of Sri Lanka Standards Institute. The establishment of this quality management system is essential for all TVET institutes who provides Diploma and Higher Diploma courses (NVQ 5 & 6), to gain accreditation of the Commission. Nevertheless, the training institute who provides certificate courses should also establish the quality management system in course renewal accreditation.

To implement a quality management system, an institute should maintain

- Quality Manual
- Procedure Manual
- Check list

Tertiary and Vocational Education Commission has introduced 6\*9matrix to Quality Management system. Accordingly, the institutes prefer to implement Quality Management System should create and maintain check lists for 6 main functions and 9 activities.

### **6 Functions**

1. Properly maintain the documents of the Institute. (Control of documents)
2. Properly maintain the reports of the institute. (Control of records)
3. Conduct internal audits as per the status manual and conduct management meetings according to the consistent agenda to maintain clear evidence. (Internal audit and MR meeting)
4. Maintain non conformity information. (Control of Non Conformity)
5. Details of actions to be taken to prevent inconsistencies, should be maintained properly (Corrective Actions)
6. Details on possible inconsistencies to prevent reoccurring, should be maintained properly. ( Preventive Actions)

### **Check list for 9 activities**

01. Information on academic staff
02. Information on training materials
03. Information on infrastructure facilities and training environment.
04. Information on new curriculums and national skills standards.
05. Information on recruiting trainees.
06. Information on providing the training
07. Information on continuous and final evaluations
08. Customer Response Information
09. Information on financial activities

Training and awareness programs are conducted by TVEC once a month to provide awareness on this quality management system's (QMS) 6\*9 matrix to the training institutes. Details of such programs are published in TVEC website. These programs are conducted free of charge and all the materials are provided as so.

### **Benefits trainees will obtain through Training Institutes and accredited courses registered at Tertiary and Vocational Education Commission**

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- To follow a training program that is designed with adequate syllabus
- Training under Expert Advisors in the relevant field



- Training in laboratories and workshops using essential and adequate training equipment
- Training at a training institute where students have basic facilities
- Ability to acquire all required skills relevant to the trade
- An internationally recognized training certificate for foreign employment
- Nationally and internationally recognized NVQ certificate

### **Benefits registered Training Institutes and accredited courses obtain at Tertiary and Vocational Education Commission**

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- Provide advice and assistance to improve the quality of training
- Legal coverage for existence of training centers
- Recognition for training centers.
- Educating the public on government's recognition for quality of the courses
- Registration of the Institute at TVEC qualifies the accreditation of its courses
- Ability to publish in Government Gazette in internet and newspapers as a registered company
- To be qualified to request the financial aids provided by the commission to training centers for improvement of training courses.

## **National Vocational Qualification System**

With Sri Lanka's economy now on the path of sustainable development, the creation of skilled labor to meet the growing labor demand in a variety of economic sectors is a huge challenge. The growth of the Vocational Education and Training Sector will undoubtedly be a major factor in overcoming that challenge, i.e., the increasing demand for labor in the national and international labor market. Accordingly, any person who has not undergone vocational training in Sri Lanka at present is able to obtain vocational training through the accredited training institute registered under the Tertiary and Vocational Education Commission and later can obtain a degree from University of technology, Ratmalana.

With Sri Lanka's economy now on the path of sustainable development, producing skilled labor to meet the growing labor demand in various economic sectors is a huge challenge. The growth of vocational education and training sectors will undoubtedly meet that challenge - to meet the increasing labor demand in the national and international labor market.

## 2

## National Competency Standards, Curricula and National Vocational Qualifications (NVQs) Division

**Preparation of necessary arrangements for the implementation of the National Vocational Qualification System is handled by this section.**

### Functions

- Coordination of developing National Competency Standards and curricula
- Developing National Competency Standards and identifying industry requirements
- Revising National Competency Standards
- Revision of Curricula as per National Skills Competency Standards
- Endorsement of National Competency Standards and curricula
- Mapping courses with the NVQ framework based on the requirement

One of the objectives of the Tertiary and Vocational Education Commission Act No. 20 of 1990 is to have unique system for nationally recognized certification. According to this objective the National Vocational Qualification System was introduced in 2005.

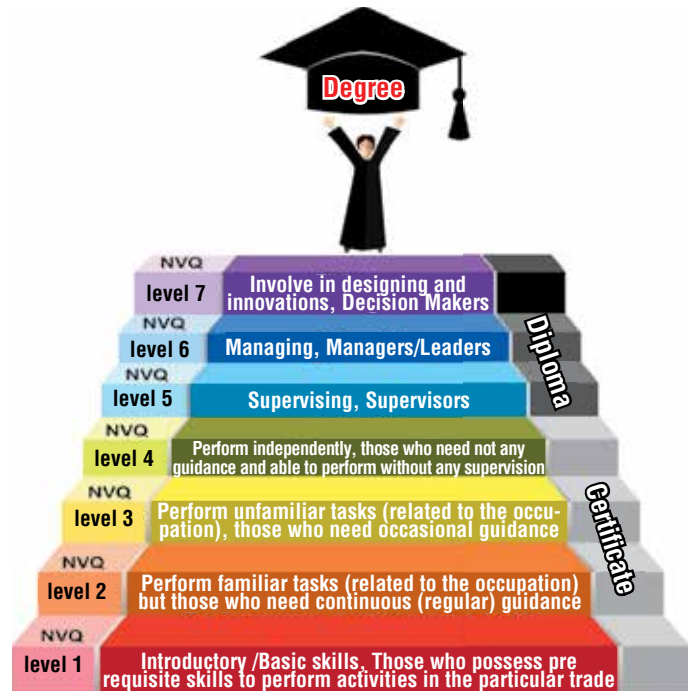
### 01. Objectives of the introducing for National Vocational Qualification Framework

- (1) Establishing a unique vocational qualification system, island wide
- (2) Establish a competency based qualification system

- (3) Establishing a training / qualification system to provide competent craftsmen required to businesses and industries
- (4) Providing facilities to develop / improve / competencies to obtain higher qualifications
- (5) Awarding vocational qualifications as per internationally recognized system

## 02. NVQ levels

The NVQ frame work consists of 7 levels. Qualifications define according to packing of competency requirement in the labour market for each occupation and define levels of the qualifications taking into account the complexity of the relevant tasks, the effort it takes to learn, and the responsibilities it takes to perform.



NVQ Levels

### 03. National Competency Standards (NCS)

Following functions in NCS will be performed by this division when implementing national vocational qualification frame work.

- Develop competency standards
- Identify competency standards to be set for new occupations that are required by the industry for generating new occupations and propose them to the Commission.
- Determine the competency standard to be developed
- Develop competency standards through a panel of industry experts by National Apprenticeship and Industrial Training Authority, University of Vocational Technology and other capable organizations with monitoring of Tertiary and Vocational Education Commission
- Launching and promoting of the National competency

#### **A competency standard is,**

Competency standards are industry-determined specifications of performance that set out the skills, knowledge and attitudes required to operate effectively in a specific industry or profession. When competency standards are recognized by professionals with respective National Industrial Technical Advisory Committee (NITAC) and approved by the Commission it becomes national competency standards.

National competency standards of NVQ level 1-4 are prepared for each occupation. National Vocational Qualifications are prepared by packing few or all competency units related to the occupations practiced in labor market.

The number of competency units relevant to the national vocational qualification is known as a qualification package.

The level of the qualifications package shall be determined by considering the levels of units those practiced most frequently in a package will decide the level of the qualification.

NVQ level 5 and 6 are for diploma qualifications which includes a wide range of skills competencies. Hence, NVQ Level 5 & 6 are developed for industry or technical sector.

#### 04. Curricula

National Vocational Standard describes the competencies in relevant occupations. Curriculum explains the training methods to achieve defined skills.

National Apprenticeship and Industrial Training Authority, University of Technology and other capable organizations develop competency-based curricula according to the standardized National competency standards.

## Mapping of Non- NVQ qualifications with NVQ qualifications

The non-NVQ qualifications awarded by following organizations are mapped with the NVQ qualifications and details of such are as follows.

|    | Qualifications  | Institute                                      | Compatible NVQ level | Relevant Circular |
|----|---|--|----------------------|-------------------|
| 1. | National Certificate in Technology (Civil) – weekends                 | Department of Technical Education and Training | Level 5              | 03/2011           |
| 2. | National Certificate in Technology (Quantity Survey) – weekends       | Department of Technical Education and Training | Level 5              | 04/2014           |
| 3. | National Certificate in Technology (Mechanical) – weekends            | Department of Technical Education and Training | Level 5              | 06/2012           |
| 4. | National Certificate in Technology (Electrical/Electronic) – weekends | Department of Technical Education and Training | Level 5              | 03/2014           |
| 5. | National Certificate in Technology (Civil)                            | Department of Technical Education and Training | Level 5              | 07/2012           |
| 6. | National Certificate in Technology (Quantity Survey) – weekends       | Department of Technical Education and Training | Level 5              | -                 |

|     | Qualifications   | Institute   | Compatible NVQ level | Relevant Circular |
|-----|--|---|----------------------|-------------------|
| 7.  | National Diploma in Engineering Sciences (Civil)             | National Apprentice and Industrial Training Authority                               | Level 6              | 03/2012           |
| 8.  | National Diploma in Engineering Sciences (Mechanical)        | National Apprentice and Industrial Training Authority                               | Level 6              | 05/2012           |
| 9.  | National Diploma in Engineering Sciences (Electronic)        | National Apprentice and Industrial Training Authority                               | Level 6              | 04/2013           |
| 10. | National Diploma in Information and Communication Technology | Vocational Training Authority/National Apprentice and Industrial Training Authority | Level 5              | 02/2016           |
| 11. | National Diploma in Quantity Survey                          | University of Vocational Technology   | Level 6              | -                 |
| 12. | National Diploma in Engineering Science (Civil)              | University of Vocational Technology   | Level 5              | 01/2012           |
| 13. | National Diploma in Technical and Vocational Education       | University of Vocational Technology   | Level 5              | -                 |

A method has been introduced to equalize the various vocational qualification certificate holders to NVQ. This has followed by the circular No.05/2016.



# 3

## Quality Assurance and Assessment Regulation Division

### Functions

**The main objective of this division is to develop and maintain systems that assist in conserving the assessment quality of vocational education and training as mandated by the Tertiary and Vocational Education Act No. 20 of 1990 and its amended Act.**

#### **A) Functions of the division**

- Develop and improve evaluation criteria/methodologies for coordinating assessment and examinations
- Co-ordinate and organize Assessors for assessments
- Register, train and coordinate activities related to Assessors
- Maintain a database on Assessors
- Conduct written assessments and develop assessments in NVQ 1-4 levels
- Co-ordinate written tests assessments of NVQ level 5 & 6
- Develop and maintain a question banks

- Maintain compatibility and quality assurance level of assessments
- Handle requests / queries / appeals
- Assessment process and result evaluation process
- Issue certificates
- Maintain the database of certificate holders
- Implement programs on assessments and certifications

# 4

## Information Systems Division

**The Information Systems Division of the TVEC collects various data and information from various sources and analyzes those data using modern technology for the purpose of dissemination to needy parties. In view of this the computer and Communication Technology are being utilized and that make it for the users to utilize the information for required purposes. Institutional 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 decisions making for the betterment of the organizations.**

### **The key functions and programs of the Information Systems Division**

- Develop and maintain labor market information system
- Prepare and publish the Labor Market Information Bulletin biannually
- Prepare and publish provincial wise TVET guide to disseminate information on vocational training courses
- Develop, maintain and update TVEC website which provides information to general public with regard to the services of the TVEC.
- Develop and maintain automated system which provides facilities to register training institutions and accreditation of courses. The system facilitates for managing institute portal for each institute.
- Develop and maintain automated system which provides facilities for printing NVQ certificates. The system facilitates for verification of NVQ certificates.

- Compile and publish the TVEC Newsletter.
  - Development of National Skills Development Report
  - Maintain Skills Passport issuing system and issue the Skills Passport for NVQ holders
  - Develop and maintain computer systems in order to maintain successful implementation of activities of the other divisions of the TVEC.
  - Develop and maintain library facilities of the Commission
  - Provide specific analytical reports on labor market.
  - Provide information annually on the TVET sector of Sri Lanka to UNESCO institute of Statistics UIS
  - Conduct the UNEVOC regional center and continue its functions and programmes.
  - Provide information on technical vocational education for Central Bank reports.
  - Provide information technological assistance for other divisions and assist institutes to enter data through the website & automated systems.
- 

#### **4.1 Develop and maintain a Labor Market Information System (LMI)**

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TVEC has established a Labor Market Information System in order to provide information on current employment demands and other labor market information in Sri Lanka. The Labor Market information which is obtained from the newspaper data survey and other sources.

LMI Bulletin is comprised of following 05 sections

1. Demand for Labour
2. Employment
3. Unemployment

4. Supply of Labor

5. Labor Market Trends

The LMI bulletin further includes useful information on demand for local and foreign employments, current industry employments in local and foreign countries, high demand jobs by industry sector, by gender etc., the percentage distribution of job advertisements by experience & gender, by education attainment, by main occupational category and experience requirement etc.

The analyzed information is used by the policy makers, career guidance officers, employment placement agencies, trainers, employers and the jobs seekers etc. The information can be obtained through the LMI Bulletin published by the TVEC and it is available on the TVEC website for downloading. (website: [www.tvec.gov.lk](http://www.tvec.gov.lk))

#### **4.2 Develop and maintain the TVEC website**

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The TVEC website is developed and maintained by the IS division. The TVEC website gives the useful information for the parties who are interested in developments of the TVET sector;

- Technical and Vocational Education policies
- National Vocational Qualification (NVQ) circulars
- Labor Market Information (LMI)
- All details pertaining to National Vocational Qualification (NVQ)
- All details pertaining to Institute Registration and Course Accreditation
- NVQ certificate information with searching facility
- TVET sector researches

- TVET Guide and NVQ Course details
- Information dashboard
- NVQ Assessor registry
- Download of applications and forms
- Link to NVQ automated system
- Intranet

### **4.3 Development of TVET Guide**

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The provincial wise TVET Guide provides details of vocational training courses available in the TVEC registered public and private sectors training institutes of Sri Lanka such as centre name, course name, education qualification for the courses, NVQ level, duration, age limit, medium, course fee and starting month. TVET Guide is available on the TVEC website with several searching facilities including by Training Sector by Course Name, by Entry Qualification, by District, by Training Mode and by Training Provider.

### **4.4 Issuance of Skills Passport for NVQ holders**

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In extending the recognition of NVQ, the Skills Passport has been introduced to experienced NVQ holders. The eligible candidates for the Skills Passport will be the NVQ holders with minimum of one year work experience. The main beneficiaries of the Skills Passport are the NVQ holders, Employers and the Government. The Skills Passport system facilitates to record and acknowledge the skills and competencies in a formal way and issue a card, which could be verified online from the TVEC database.

# 5

## Industry Liaison Division

**Industrial Liaison Division of TVEC established in 2016 to strengthen the linkage with industry , obtain their inputs for the development of TVET sector, provide quality maintained standardize career guidance service for the information seekers and promote Technical Vocational Education Sector (TVET) as per the instructions given by the TVEC act.**

### **The main goals of the Industrial Liaison division is**

- Liaise with Industry to fulfill TVET Sector needs as apex body for TVET sector and develop network through Industry Skills Sector Councils, Industry Advisory Councils, Professional Organizations, Chambers, Industry Lead Bodies, Voluntary experts and other local and international industry associations.
- Develop and Strengthen the Career Guidance Services provided by different stakeholders and take actions to standardization of the service.
- Build & Maintain strong relationship with general Public & stakeholders of the sector & Liaise with image building activities of TVET.

### Main objective of the division to achieve said goals are

- Coordinate all relevant parties, Service Providers, Clients of TVEC and provide necessary information as necessary to fulfill individual and TVET Sector needs.
- Make aware the general Public on TVEC Services and TVET Sector.
- Image Building of TVET Sector.
- Bringing the industry requirement in to the development of standards and curricula related to the TVET Sector.
- Identify the industry training requirements of the trainers of TVET Sector.
- Make aware the trainers of TVET Sector on norms, rules, standards, practices used in the industry.
- Introduce the new trends and technology changes initiated by the industry to the TVET Sector.
- Implement Policies and directives made on Career Guidance Service in the Country.
- Identify the development needs of Career Guidance Service & take actions as necessary.
- Co – ordinate all Career Guidance Service Providers in the Country for standardization of the Service.
- Introduce new trends, technological adaptations for Career Guidance Service.
- Coordinate with Career Guidance Service Providers and take necessary actions to update Knowledge, Skills, Attitudes and technical Knowhow of Career Guidance Officers.
- Coordinate with other network on Career Guidance and Tertiary Education Courses being conducted by them.
- Liaise with special event Touch Your Future, Excellence awards and other activities



## **Key activities of the division**

- Provide guidance and coordinate Industry Skills Sector Councils (ISSCs), liaise with Professional Associations, Industrial Bodies, Chambers, district wise industrialists and other relevant institutes, organizations and communities for the development of TVET sector in the country.
- Strengthen the Career Guidance Service by coordinating all service providers in the country and make initiatives for quality, updated standardize career guidance service for information seekers in the country.
- Build & Maintain strong relationship with general Public & stakeholders of the sector & Liaise with image building activities of TVET sector

## **Industry Sector Skills Councils**

Four Industry Skills Sector Councils and one Committee have been established to obtain industry involvement for the development of those sectors as follows;

### **Industry Skills Councils**

1. Construction Industry Skills Council - CISC
2. Manufacturing and Engineering Services Skills Council - MESSCO
3. Information Communication Technology Industry Skills Council - ICTISC
4. Tourism Industry Skills Council - TISC

### **Committee**

1. Health Care Sector Committee (Mainly focused on NCS & Curriculum Development)  
Those available councils are engaging with many activities by considering the need of the industry which is mostly relevant to TVET sector in the Country.

## Functions of Industry Sector Skills Councils

- Identify the skills gap related to industrial sector and make plans accordingly
- Provide participation of industry to develop skills standards and curriculums
- Assist for the activities to develop theory and practical skills of instructors in vocational sector
- Take actions to provide more training effectively for trainees' in industrial vocational education and training sector.
- Identify Skills gap in the sector and take actions to mitigate the gaps
- Take actions and provide assistance for trainees to be employed
- Provide information on job opportunities related to the industry and assist in making necessary adjustments
- Take necessary actions to introduce NVQ system to employers in relevant industries and to develop their skills
- Take actions to acknowledge trainees on new expectations and changes of the field
- Create, develop and maintain a good relationship with industrial institutes, industrial vocational education and training sector institutes
- Develop Assessors pool with industry experts
- Share industry requirement and necessary data with TVET sector experts.

Industry sector skills council can be found in

| <b>Construction Industry Sector Skills Council - CISC</b>                             |  |  |
|---|--|--|
| "Idikireem Medura", No. 350 A,<br>Pannipitiya Road, Pelawatta,<br>Battaramulla.       | 011 278 5738                               | Email : constructionskillscouncil@gmail.com<br>Web site: www.cise.lk     |
| <b>Information and Communication Technology Industry Sector Skills Council</b>        |  |  |
| No.971,Sri Jayawardanapura,<br>Welikada, Rajagiriya.                                  | 011 432 6070<br>011 432 6071/ 011 448 2030 | Email : info@ictskillscouncil.com<br>Web site: www. ictskillscouncil.com |
| <b>Manufacturing and Engineering Services Industry Sector Skills Council - MESSCO</b> |  |  |
| No.971,Sri Jayawardanapura,<br>Welikada, Rajagiriya.                                  | 011 286 5974                               | Email : messco@slt.lk<br>Web site: www. messcolk.com                     |
| <b>Tourism Industry Sector Skills Council</b>   |  |  |
| No.971,Sri Jayawardanapura,<br>Welikada, Rajagiriya.                                  | 011 368 0677                               | Email : tiscsrilanka@gmail.com   |

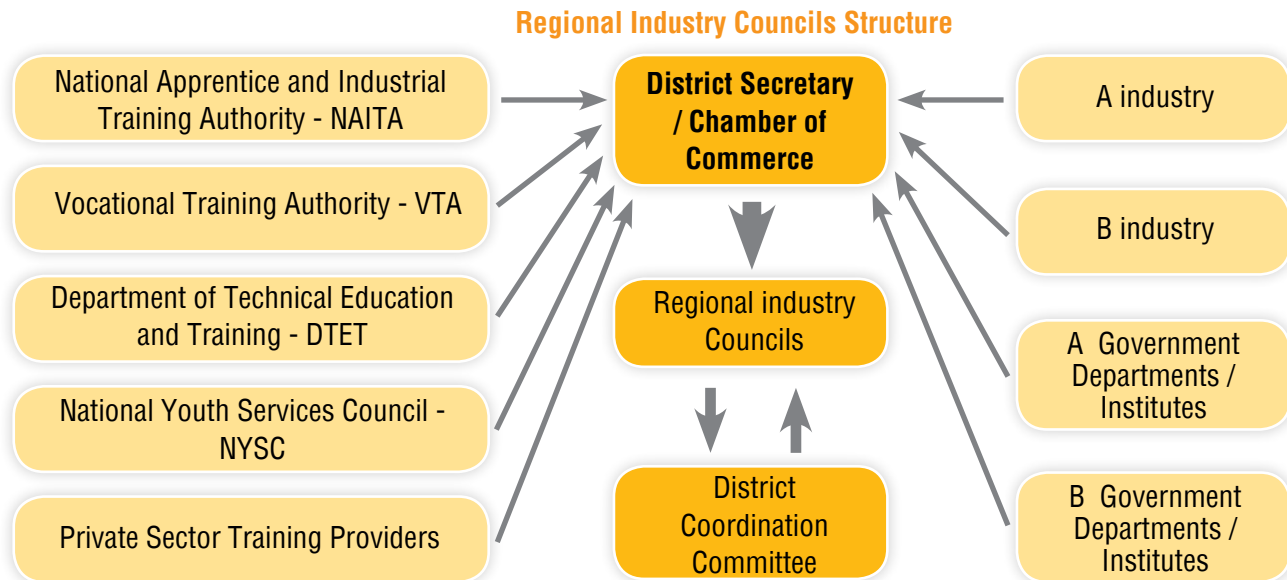
### **Regional Industry Forum (RIF)**

Regional inputs for TVET sector development are very essential. Although 04 Industry Skills Sector Councils are in operation with voluntary Committee on Health and Care Sector, it was identified by TVEC by conducting

nine provincials workshop with stakeholders in 2017 that regional participation is very less for the TVET sector development. Therefore it was decided to establish Regional Industry Forum as follows,

### The reasons Caused to Establish District wise Regional Industry Forum (RIF)

Based on the outcome of the study made the Industrial Liaisons division, TVEC on the OJT mechanism practiced in the country, the lack of coordination between the training arms and the industries was identified. Therefore, the necessity of establishing a joint venture between them was recognized to improve the quality as well as the relevancy of the training delivery regionally.



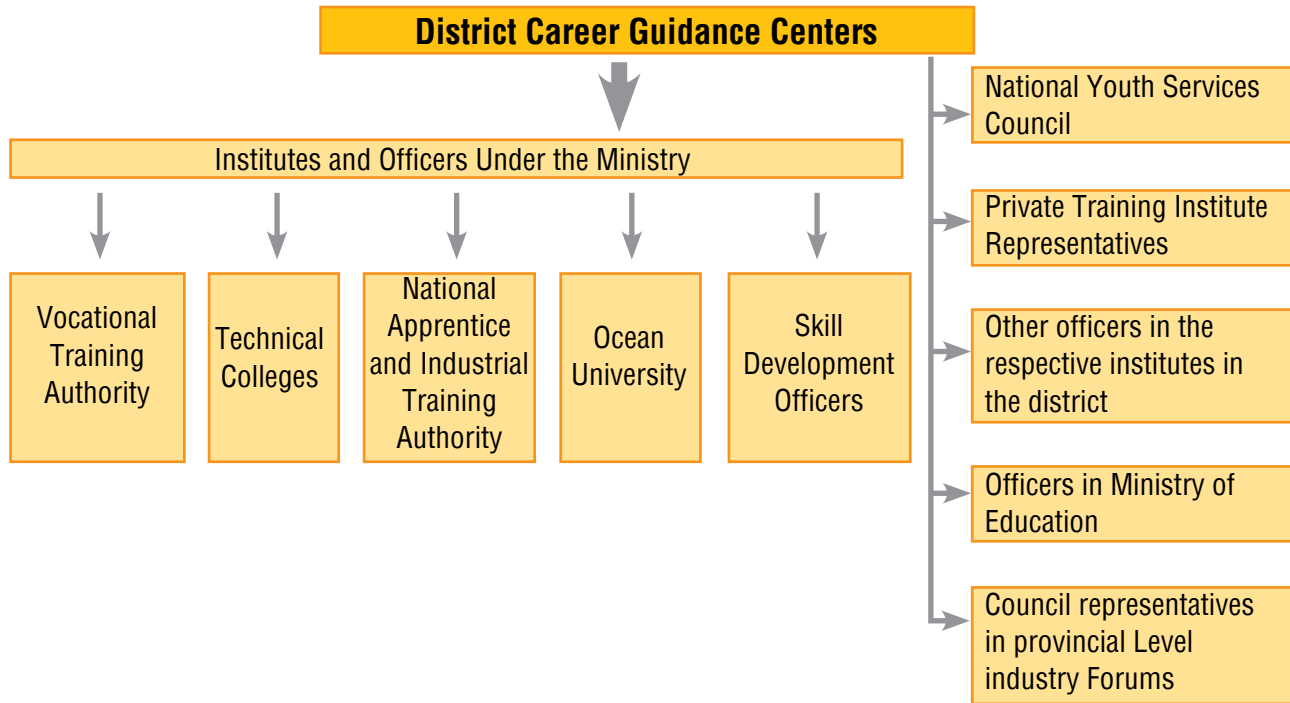
## The Composition of Regional Industry Forum

1. **Chairman** - The Government Agent of the District act as the Chairman of RIF and this position shall be remained stable. He or she shall chair every RIF meeting.
2. **Secretary** - The CEO of the district Chamber of Commerce and Industries and he or she shall be the chief focal point for the industries and training providers.
3. **Facilitator** - An OJT placement officer who shall be nominated by the District Manager, NAITA shall be act as the facilitator. He or she should coordinate all the relevant industrialists participated at the RIF meetings.
4. **Key Members** - These members should be elected from the industries on the occupation or the sector basis as a member for an occupation and these memberships shall be varied based on the number of occupations.
5. **Convener** - An officer from the Technical College or the College of Technology who shall be nominated by the Chairman of RIF and he or she shall be the coordinating arm between the RIF and TVEC. It is also expected that he or she should share the meeting minutes and the progress to TVEC as per the attached formats.

## District Career Guidance Centers

The Ministry and TVEC has taken initiatives to strengthen Career Guidance Service with the involvement of District Coordinating Committee. (TVET Sector) It is expected to conduct common career guidance service with the participation of all organizations, officers responsible in the district.

It was identified 27 District Career Guidance Centers with the guidance of the Ministry in 2017. The Centers are as follows,



| District     | Center Address  | Telephone No.               |
|--------------|---|-----------------------------|
| Colombo      | College of Technology, Maradana   | 011-242 3653                |
|              | National Apprentice and Industrial Training Authority, Hawlock town, Colombo 05 | 011-259 7672 / 011 258 7258 |
|              | National Vocational Training Center, 354/2, Elwitigala Mw, Colombo 05           | 011-259 2233                |
| Kalutara     | Technical College, Kalutara   | 034-222 7804                |
| Gampaha      | Technical College, Yakkala, Gampaha   | 033-222 2132/033-223 3253   |
| Rathanapura  | College of Technology, Rathnapura   | 045-222 4715/045-223 390    |
| Kegalle      | Technical College, Kegalle  | 035-222 3319/035-222 2441   |
| Kurunegala   | College of Technology, Kurunegala   | 037-222 7611/037-222 3264   |
| Putlum       | Technical College, Anamaduwa  | 032-226 3288                |
| Hambantota   | Technical College, Beliatta   | 047- 224 3229/047-225 1255  |
| Galle        | Technical College, Galle  | 091-222 5985/091-223 4051   |
| Matara       | National Vocational Training Institute, Thalalla, Kottegoda                     | 041-225 9331                |
| Matale       | District Vocational Training Institute, Inamaluwa, Dambulla                     | 066-228 6683                |
| Kandy        | Technical College, Aruppala, Kandy  | 081-222 4063/081-222 5267   |
| Nuwara Eliya | Technical College, Nuwara Eliya   | 052-223 5895/052- 222 2658  |

| District     | Center Address   | Telephone No.             |
|--------------|--|---------------------------|
| Monaragala   | Technical College, Monaragala                          | 055-227 7448/055-227 6167 |
| Badulla      | District Vocational Training Institute, Abegoda        | 057-222 3043              |
| Anuradhapura | College of Technology, Anuradhapura                    | 025-222 2666/025-222 4710 |
| Polonnaruwa  | Technical College, Polonnaruwa                         | 027-222 4428/027-222 4428 |
| Ampara       | District Vocational Training Institute, Nindur, Ampara | 067-225 0196              |
| Jaffna       | College of Technology, Jaffna                          | 021-221 2403/021-222 2358 |
| Trincomalee  | Technical College, Trincomalee                         | 026-222 3034              |
| Vavuniya     | Technical College, Vavuniya                            | 024-222 3664              |
| Batticaloa   | Technical College, Batticaloa                          | 065-224 6557              |
| Killinochchi | Lanka German Technical institute, Killinochchi         | 021-206 0137/021-492 7799 |
| Mulativu     | District Office, Mulativu                              | 021-373 4849              |

### Abbreviation

- DTET - Department of Technical Education & Training  
NAITA - National Apprentice and Industrial Training Authority  
VTA - Vocational Training Authority of Sri Lanka



## National Career Guidance Steering Committee

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National Career Guidance Steering Committee was established in 27.07.2018 at the TVEC with the participation of all stake holders engaging in career guidance service as per the policy directives made by National Education Commission in 2019.

### Main Objectives/ Expectations of the Committee

- Plan, Coordinate and Provide quality, Effective and standardized Career Guidance Service to fulfill the career aspirations of the youth in the country.
- Maintain standard and regulate career guidance service in the country
- Establish an identified recruitment procedure for Career Guidance Service
- Provide quality, relevant and up-to-dated information's for the information seekers.
- Establish Career Guidance Council

Login to **[www.youthjobs.lk](http://www.youthjobs.lk)** for further details on career guidance.

## Institutions of our Ministry which implement training for National Vocational Qualifications

|  |   |  |                              |
|--|---|--|------------------------------|
|   | <b>Department of Technical Education and Training (DTET)</b><br>No. 557, Olcott Mawatha, Colombo 10.                                | <a href="http://www.dtet.gov.lk">www.dtet.gov.lk</a>         | 011 234 8897<br>011 234 8893 |
|   | <b>Vocational Training Authority of Sri Lanka (VTA)</b><br>"Nipunatha Piyasa", 354/2, Elvitigala Mawatha, Narahenpita, Colombo 05.  | <a href="http://www.vtasl.gov.lk">www.vtasl.gov.lk</a>       | 011 727 0270                 |
|   | <b>National Apprentice and Industrial Training Authority (NAITA)</b><br>No. 971, Sri Jayewardenepura Mawatha, Welikada, Rajagiriya. | <a href="http://www.naita.lk">www.naita.lk</a>               | Hotline<br>1951              |
|   | <b>Ceylon - German Technical Training Institute (CGTTI)</b><br>582 Galle Rd, Mount Lavinia, Moratuwa.                               | <a href="http://www.cgtti.lk">www.cgtti.lk</a>               | 011 260 5625                 |
|   | <b>Sri Lanka Institute of Printing (SLIOP)</b><br>118 Dr Danister De Silva Mawatha, Colombo 008                                     | <a href="http://www.sliop.edu.lk">www.sliop.edu.lk</a>       | 011 268 6162                 |
|   | <b>Ocean University and Regional Centres</b><br>Crow Island, Mattakkuliya, Colombo 15   | <a href="http://www.ocu.gov.lk">www.ocu.gov.lk</a>           | 011 434 6990                 |
|   | <b>National Youth Services Council (NYSC)</b><br>65, High Level Road, Maharagama  | <a href="http://www.nysc.lk">www.nysc.lk</a>                 | 011 285 0986                 |
|  | <b>University of Vocational Technology (UNIVOTEC)</b><br>No.100, Kandawala Road, Rathmalana.  | <a href="http://www.univotec.gov.lk">www.univotec.gov.lk</a> | 011 263 0700                 |

# 6.

## Planning and Research Division

### Functions:

- Prepare provincial vocational education and training plans (VET) in Sri Lanka
- Prepare sectoral vocational education and training plans
- Conduct research education in industrial and vocational education and training sector
- Prepare Annual Action plan and Performance evaluation report of the Commission

Review national policies, national plans for vocational training and the UN and International Conventions ratified by Sri Lanka, and make plans and drafts to implement them.

### What is a vocational education training plan?

Identify the disparities between the demand and supply of jobs in identified industries and in provinces according to the labor market and thereby reduce the disparity.

Vocational education training plan is in two types

1. Industrialized vocational education training plan
2. Provincial wise vocational education training plan

### What are the details of industrialized vocational education training plan?

- Overview of the Industrial Sector and the Economic Environment
- Human resource sector of relevant industry
- Present training status of relevant industry
- Overview on skill demand and training supply of the relevant industry
- Human resource development skills and manpower requirements in that field
- Training programs for the development of work force supply in relevant industries and key components of important strategies
- Recommendations for training plans

### What are the completed industrialized vocational education training plan so far?

- Textile and Apparel industry
- Printing Industry
- Automobile renovations and maintenance related industry
- Food and beverages related industry
- Leather and footwear related industry
- Plantation Industry
- Metal and Light Engineering Industry
- Ceramic and glass industry
- Gem and Jewelry related industry
- Hotels and tourism related industry
- Office management related industry

- Rubber and Plastic Industry
- Electric and electronic industry
- Hair dressing and beauty culture industry
- Paramedical industry
- Information and communication industry
- Telecommunication industry
- Transport and promotion industry
- Environmental protection industry

#### What are the details of provincial wise vocational education training plan?

- Socio-economic nature in the province
- Training necessities for livelihood careers
- Current and predicted human resource requirements of the industry in the province
- Current training status
- Recommendation for provincial wise vocational education training plan

#### What are the completed provincial wise vocational education training plans so far?

- Northern province vocational education training plan
- North western province vocational education training plan
- North central province vocational education training plan
- Sabaragamuwa province vocational education training plan
- Eastern province vocational education training plan
- Uva province vocational education training plan
- Central province vocational education training plan

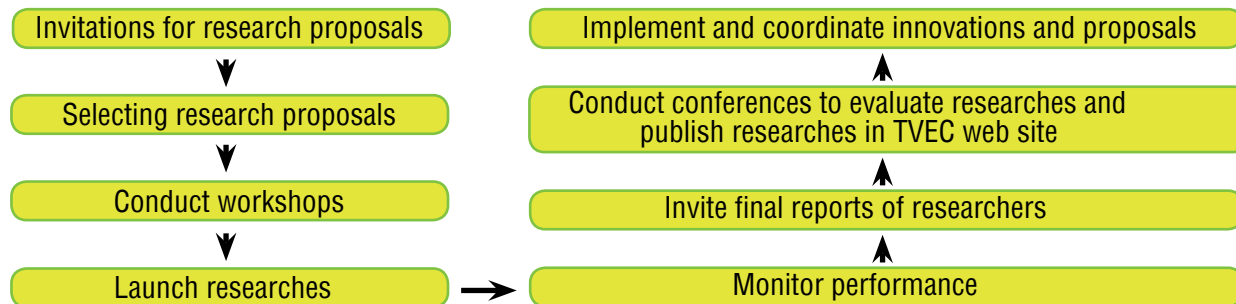
## What is the implementation of research studies in industrial and vocational education and training sector?

Identify the issues and provide solutions to overcome the issues in industrial and vocational education and training centers under the Ministry of Skills Development and Vocational Training.

## How will get the opportunity to conduct research studies?

Officers employed in the field of technical and vocational education and training institutions under the Ministry can present new research proposals and the selected research proposal will be funded in number of steps.

### Research Process



## Method of implementation

Research proposals selected by the Research Steering Committee will be initiated via the financial aid of the Commission. So far, the Research Steering Committee has completed over 40 researches and published in the TVEC website.

Likewise, Planning and Research Division's functions can be clarified as above. To obtain further details, login to the Commission's website ([www.tvec.gov.lk](http://www.tvec.gov.lk))

# 7.

## Administration Division

### Functions:

- Establish and implement policies and procedures for the effective and efficient functions of the Commission.
- Recruit staff members to the commission under the approval of the Management Services Department of the General Treasury.
- Take action to direct officers to local and overseas training and seminars to enhance the knowledge and to make such knowledge available for the entire staff
- Ensure the status and safety of physical assets of the institute

Managing human resource of TVEC to fulfill overall tasks efficiently and effectively and supplying infrastructure facilities of the institute etc are performed by the Administration Division.

# Finance Division

## Functions:

- Prepare the annual budget report
- Cost management
- Prepare annual finance reports
- Collect all dues

Finance Division of TVEC provides financial assistance for its other Divisions to fulfill respective functions, successfully.



# 8.

## Internal Audit and Investigation Division

**Operating as an independent unit, and provides true and fair information to the management to reach at the right decisions.**

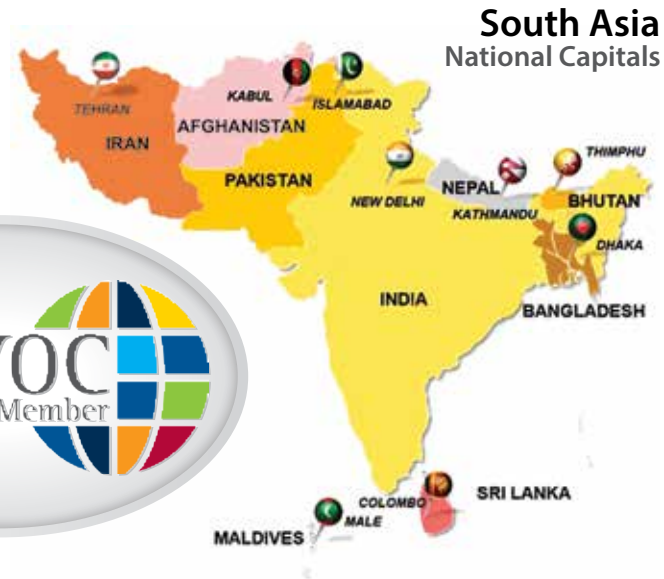
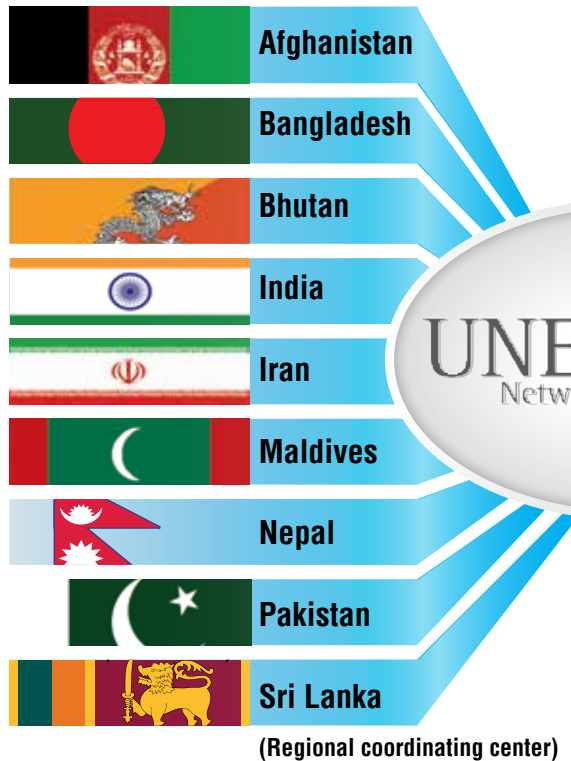
### Functions:

- Monitor the Commission's operational, financial and internal control process in a proper and orderly manner and make recommendations to improve it.
- Assessing the effectiveness of the risk management process
- Prevent and detect fraud and errors and ensure the safety of the company's assets
- Checking the accuracy and completeness of the accounting reports
- Ensure that the Commission performs its functions in compliance with rules and regulations

In addition to the above, other inspections and activities assigned by the Director General are also carried out

Examine and verify whether the existing internal control system (policies, procedures, procedures and practices) are helpful in achieving the objectives of the Commission and as well as the preparation of the Annual Internal Audit Plan with the objective of monitoring the performance of the Internal Control Systems as follows and conducting the Audit and Inspection in accordance with its contents. There will be one audit and management committee for at least one quarter to review the respective functions.

## UNESCO-UNEVOC Regional Cooperation Network of TVEC



Code of functions at  
**Tertiary and Vocational Education Commission**  
[www.tvec.lk](http://www.tvec.lk) | [www.nvq.lk](http://www.nvq.lk) | [info@tvec.gov.lk](mailto:info@tvec.gov.lk)

## Telephone Numbers of Tertiary and Vocational Education Commission

| Designation   | Name of the Officer           | Contact Number |
|---|-------------------------------|----------------|
| Chairman  | Eng. Udeni Wickramasinghe     | 011 760 8002   |
| Deputy Director General                                     | Mr. J.A.D.J. Jayalath         | 077 316 7113   |
| <b>Administration &amp; Financial Division</b>              |                               |                |
| Deputy Director   | Mrs. Sagarika Amarasinghe     | 077 253 8944   |
| Asst. Director  | Mr. R. S. Fernando            | 076 455 0105   |
| <b>Internal Audit and Investigation Division</b>            |                               |                |
| Director (Acting)   | Mr. Ravindra Samaraveera      | 077 363 0472   |
| Asst. Director  | Mrs. S. S. Kalpage            | 077 159 9919   |
| <b>Legal Division</b>                                       |                               |                |
| Deputy Director   | Mrs. Samanthi Kariyawasam     | 076 600 4039   |
| <b>Quality Assurance and Evaluation Regulatory Division</b> |                               |                |
| Director (Acting)   | Dr. Ajith Polwatte            | 077 347 6574   |
| Deputy Director   | Mrs. Priyanga Nanayakkara     | 077 303 6469   |
| Asst. Director  | Mrs. Priyanga Nanayakkara     | 076 602 0086   |
| Asst. Director  | Mrs. Anusha De Silva          | 071 426 8651   |
| Asst. Director  | Mrs. Chathuri Gunatunga       | 076 510 3814   |
| Asst. Director  | Mr. R. Mathan                 | 077 316 4743   |
| <b>Industrial Liaison Division</b>                          |                               |                |
| Director (Acting)   | Mr. Manjula Vidanapathirana   | 071 481 7629   |
| Asst. Director  | Mrs. Hashanthi Lakmini        | 077 459 6210   |
| Asst. Director  | Mr. Wajira Bandara Wijesinghe | 076 327 0423   |

| Planning and Research Division  |                           |              |
|---|---------------------------|--------------|
| Asst. Director  | Mr. Priyantha Dharmasena  | 076 669 4285 |
| National Skills Standard, Curriculum and National Vocational Qualification (NVQ) Division |                           |              |
| Director  | Mrs. Chandrani Premaratne | 077 389 0725 |
| Asst. Director  | Mrs. B. S. J. Vipulsi     | 077 207 7635 |
| Asst. Director  | Mrs. Upeksha Upamali      | 071 810 3421 |
| Asst. Director  | Mrs. Dilrukshi Herath     | 071 850 9433 |
| Asst. Director  | Mrs. P. W. S Bashini      | 077 698 2354 |
| Registration and Accreditation Division   |                           |              |
| Director  | Mr. S. U. K. Rubasinghe   | 077 261 2948 |
| Deputy Director   | Mr. W. K. D. Harischandra | 071 351 3800 |
| Deputy Director   | Mr. T. Senthurun          | 077 329 8662 |
| Asst. Director  | Mrs. G. L. Masakorala     | 076 455 0104 |
| Asst. Director  | Mrs. Niluka Rajapaksa     | 076 349 4189 |
| Information Systems Division  |                           |              |
| Director  | Mr. G.A.M.U. Ganepola     | 077 731 3719 |
| Deputy Director<br>(Information Services)   | Mr. Anura Weerakoon       | 070 270 0941 |
| Deputy Director<br>(Senior Statistician)  | D. J. L. A. Damayanthi    | 077 261 2946 |
| Deputy Director (Acting)  | Mr. Chammika Gunathilaka  | 077 363 0471 |
| Asst. Director  | Mr. Nadeesh de Silva      | 077 066 0600 |
| Asst. Director  | Mr. Lasantha Karunadasa   | 071 537 8752 |
| Asst. Director  | Mr. Saman Wickremasinghe  | 076 349 4838 |

## Developed National Competency Standards of Tertiary and Vocational Education Commission as at 03/09/2020

- 3D Generalist
- Agriculture Equipment Mechanic
- Agriculture Research and Production Assistant
- Agro Chemical & Sales Technical Assistant
- Aluminium Fabricator with Interior Decoration
- Aluminum Fabricator
- Animal Feed Mill Operator
- Animal Feed Production Assistant
- Animal Keeper
- Apparel Design Technician
- Aquaculture Technician
- Aquarium keeper
- Assistant bungalow keeper
- Assistant Factory officer (Rubber)
- Assistant Factory officer (Tea)
- Assistant Field Officer (Tea)
- Assistant producer (Media Product)
- Automobile Air Conditioning Mechanic
- Automobile Colour Technician
- Automobile Detailer
- Automobile Electrician
- Automobile Mechanic
- Automobile Painter
- Automobile Techno Commercial Sales Assistant
- Automobile Tinker
- Baker
- Bar Bender
- Bartender
- Basic Competencies to Work
- Batik Artist
- Beautician
- Bio - Medical Technician
- Blaster Painter
- Boat Building Technician
- Boiler Operator
- Book Binder
- Bridal dresser
- Broadcast Journalist
- Building Services Technician
- Business Associate
- Cake Decorator
- Care Giver
- Care Giver (elder)
- Cashier (Supper Market/General)
- Child Care Centre Operations
- Child Care Giver
- Cinnamon Factory Operations
- Cinnamon Field Operations
- Clerk
- Coach (Sports)
- Combine Harvester Operator
- Commis
- Communication Assistant
- Community Based Tourism operation Assistant
- Community health assistant
- Competency Assessor
- Computer Aided Colour Matcher (Fabric)
- Computer Application Assistant
- Computer Graphic Designer
- Computer Hardware and Network Technician
- Computer Hardware Technician
- Computer Network Technician
- Construction Craftsman
- Construction Equipment Operator
- Construction Machinery Equipment Mechanic
- Construction Site Supervisor
- Cook
- Crane Operator
- Crew Member (Pizzeria)
- Dairy Farming Assistant
- Dental Surgery Nurse Assistant
- Desk Top Publisher
- Diesel Engine Mechanic
- Diesel Pump Room Mechanic
- Disaster risk reduction assistant
- Domestic Housekeeping Assistant
- Domestic Plumber
- Draughts person
- Dress Maker/ Tailor (Ladies)
- Driver
- Driver Helper – NVQ Level 2
- Drug prevention assistant
- Dry Cleaning and Laundry Processor
- Dry rubber processing operator
- Dry rubber processing Technician
- Early Childhood Development Centre Assistant
- Electrician
- Electrician - Assistant
- Electronic Appliances Technician
- Electronic Motor Winder
- Elephant Keeper (Mahout)
- Elevator Technician
- Embalmer
- Environment Conservation Assistant
- Event Operation
- Fabric Cutter
- Fabric Inspector
- Fabricator (Metal)
- Fiber Glass Laminator
- Field Assistant (Forestry)
- Field Assistant Mosquito Control
- Field Officer (Tea)
- Filed Assistant (Agriculture)
- Filed Officer (Rubber)
- Fireman
- First Aider
- Fish Harvest Technician
- Fishing gear repair assistant
- Fishing Vessel Skipper
- Fitter
- Floating Vessel Mechanic
- Floriculture and Landscape Development Assistant
- Florist
- Food & Beverage
- Footwear Craftsman
- Four Wheel Tractor Operator
- Fruit & Vegetable Processor
- Gaffer (Film & TV Lighting Person)
- Graphic Designer
- Ground Control Agent
- Guest Relation Officer
- Hair Stylist/ Hair Dresser
- Handloom Craftsman
- Health Care and Supportive Assistant
- Heavy Vehicle Operator
- Homeopathic Dispenser
- Household Electrical Appliance Repairer
- Housekeeping Supervisor
- Hydraulic Technician
- ICT Technician
- ICT Technician (Vision Impaired)
- Industrial Electronic Craftsman
- Industrial Mechatronic Technician
- Industrial Plumber

- Industrial Sewing Machine Operator
- Interior Decorator
- Jewelry Maker (Goldsmith)
- Jewelry Stone Setter
- Journalist (Print media)
- Laboratory Assistant
- Laboratory Assistant for Construction sector
- Landscaping Technician
- Lapidarist
- Leather Products Craftsman
- Lifeguard
- Linesman (Electrical)
- Livestock assistant
- Logistic Operations (Store Keeper)
- Machine Operator (Beverage)
- Machine Operator-Rice Milling
- Machinist
- Make-up Artist
- Manufacturing Assistant
- Marine Fitter
- Master Tailor (Gents)
- Maternal and Infant care Giver
- Milk Collecting Centre Assistant
- Milking Machine Operator
- Millwright Fitter
- Mobile phone Repairing Craftsman
- Motor Cycle Mechanic
- Multi skilled Construction Craftsman
- Multi Skilled Maintenance Craftsman
- Multimedia Designing Associate
- Municipal Solid Waste Operation Assistant
- Municipal Solid Waste Work Supervisor
- Nurse Assistant
- Occupational Safety and Health officer
- Occupational Safety and Health Officer (Plantation Industry)
- Offset Litho Machine Operator
- Optician
- Outboard Motor Mechanic
- Painter (Building)
- Parachute Rigger
- Pattern Maker (Apparel Production)
- Pest Controller
- Petroleum Customer Service Assistant
- Pharmacy Technician
- Phlebotomist
- Photographer
- Physical Fitness Trainer
- Plant Nursery Development Assistant
- Plant Tissue culture laboratory assistant
- Plantation Extension Management
- Plastic Processing Machine Operator
- Plumber
- Pneumatic Technician
- Pre School Teacher
- Presenter (Electronic Media)
- Printing Machine Mechanic
- Production Assistant (Electronic Media)
- Production Supervisor (Sewing)
- Professional Cookery
- Quality Controller
- Quantity Surveying Assistant
- Radio TV & Allied Equipment Repair
- Receptionist
- Recycling Industry Assistant
- Reefer Container Technician
- Refrigeration & Air condition Servicemen
- Refrigerator & Air Conditioning Mechanic
- Reservation and ticketing agent
- Rigger
- Road Construction Craftsman
- Road Construction Site Equipment Operator
- Room Attendant
- Rubber Processing Machine Operator
- Rush and Reed Artesian
- Rush and Reed Material Processor
- Sales Representative
- Scaffold
- Screen Printer
- Scuba Diver
- Secretary
- Security & Surveillance System Technician
- Security Officer
- Sewing Machine Mechanic
- Shipyard Supervisor
- Soft Ware Developer
- Solar photovoltaic system installer
- Solar Technician
- Spa and Leisure Tourism Operations
- Sport Masseur/Assistant Sport Masseur
- Sport, Fitness & Aquatic Center Assistant
- Sports Trainer (Physical Fitness)
- Store Keeper
- Supermarket Customer Service Assistant
- Survey Field Assistant
- Survey Plan Repairer
- Tailor
- Tea Factory Mechanic
- Tea Factory Officer
- Teaching English as a second language
- Team Supervisor
- Telecommunication Technician
- Three Wheeler Mechanic
- Tiler
- Tool, Die and Mould Maker
- Tour Guiding
- Tourist Three-wheel/Taxi Driver
- Transport Assistant
- Transport Assistant/Transport Supervisor
- Travel & Tour Operations
- Trekking/Hiking Guide
- Upholsterer
- Vehicle Body Repairer Technician-L3
- Vehicle lube Serviceman
- Vehicle Serviceman and Interior Cleaner
- Vehicular Emission Testing Technician
- Video Editor
- Waiter/Steward
- Warehouse Supervisor
- Water craft operator (Paddle sports)
- Water craft operator (personal Water craft)
- Web Developer
- Welder
- Welder (Manual Metal Arc)
- Wharf Clerk
- Wheel Alignment Technician
- Wood Carving Artist
- Wood Craftsman (Building)
- Wood Craftsman (Furniture)
- Work Study Officer