



# 2020

## ANNUAL REPORT

வார्षிக வர்வை ஆண்டு அறிக்கை



தாவிரிதக னா வரவ்ரிதக அ஁தகதக கைலிதக கலாலி  
முன்றா஡் நிலைககல்வி, தோழிநகல்வி ஆணைககுமு  
**TERTIARY AND VOCATIONAL EDUCATION COMMISSION**

திகுதககா கலலிர்஁தக, வரவ்ரிதக அ஁தகதக, லர்஁஁தக கல தல திகல஁தகி ருலதக அலுதககா஁தக  
திறன்கள் அலிவிருத்தி, தோழிந் கல்வி, ஆராய்ச்சி மற்றும் ஡ுத்தாகக இராஜாங்க அமைசக  
**State Ministry of Skills Development, Vocational Education, Research & Innovation**

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## Information of the Commission

Institute	:	Tertiary and Vocational Education Commission.
Ministry	:	State Ministry of Skills Development, Vocational Education, Research and Innovation.
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e-mail address	:	info@tvec.gov.lk
Website	:	www.tvec.gov.lk
Telephone	:	011-7608000
Fax	:	011-2555007
Auditors	:	Auditor General Auditor General’s Department Baththaramulla.
Bankers	:	People’s Bank. YMBA Branch. Borella.

### **Vision**

Tertiary and Vocational Education with quality and  
relevance for all seekers

### **Mission**

Towards the production and maintenance of  
an efficient, effective and quality assured  
Tertiary and Vocational Education system  
to meet the socio-economic goals and  
the challenging global market needs



## **Message of the Chairman**

### **Vidya Jyothi Professor Dayantha Wijeyesekera**

In year 2020, I served as the Chairman to the Commission, while Mr.R.D.S.Kumararathne served as the Director General up to 31st May, later succeeded by Mr.Janaka Jayalath, Deputy Director General as the Acting Director General since June 1st.

During this year, the administrative structure of the Commission was restructured with the concurrence of the Heads of Divisions, which enhanced the efficiency and competence of all Divisions as well as the officers. The Tertiary and Vocational Education Commission sought to remove the misconceptions of the stakeholders and re-establish itself as the regulatory body in the field of technical and vocational education and training.

However, appointing the post of Director General was an urgent matter and a newspaper advertisement was carried out for this purpose. This work was executed with the approval of the Board of Management of the Commission, the State Ministry of Skills Development, Vocational Education Research and Innovation, the Ministry of Finance and the Election Commission.

The National Vocational Qualification (NVQ) System was reviewed on the advice of Mr. David Leith, an internationally experienced consultant in the field.

However, three Director Positions were remained as vacant nearly for two years, where officers for each positions were appointed under the basis of covering up duties. Advertisements were published along with other vacancies as the tenure period of these positions had expired due to various reasons. Respective positions still remain as vacant due to different factors such as presidential election. Although, several steps were taken later, to fill these vacancies, however, no success was made.

The Tertiary and Vocational Education Commission in collaboration with the National Education Commission has contributed to launch the National Policy on Technical and Vocational Education which is a function of the Tertiary and Vocational Education Commission. A workshop was held to implement this program. According to this workshop, the work of preparing National Policy on Technical and Vocational Education was carried out efficiently.

The performance of the Skills Sector Council should have been more effective and through this, the rationalization of technical and vocational education and training programs should be formalized.

Although, Information Systems Division prepared copies of TVET Guide 2020 in district wise and has provided extensive information through the Tertiary and Vocational Education Commission's website for the purpose of providing career guidance, but can perform more to meet this necessity.

With a limited staff, National Vocational Qualification Division, provided maximum guidance for stakeholders by preparing necessary documents. Despite the shortage of staff, the Registration and Accreditation Division has once again carried out its duties throughout the country. Similarly, the Quality Assurance and Assesment Regulatory Division has made major changes in procedures to overcome many shortcomings, including irregularities. The Planning and Research Division developed several plans to promote TVET researches.

Although, Tertiary and Vocational Education Commission could not been able to proceed with act amendment plans, it has proposed to amend under new methodology in year 2021.

I expect Tertiary and Vocational Education Commission will be able to achieve the desired goals and services by the year 2021.

I express my heartfelt gratefulness for the support I received from the members of Board of Managers and all members of the staff of Tertiary and Vocational Education Commission during my chairmanship.



**Vidya Jyothi Professor Dayantha Wijeyesekera**  
Chairman

## Message of the Director General

The Tertiary and Vocational Education Commission was established by Act No. 20 of 1990 and amended by Act No. 50 of 1999. Formulation of policies and plans, the maintenance of the quality of industrial and vocational education and training and the maintenance of strategic plans for awards in tertiary and vocational education sector etc are amidst the main objectives of the Commission.

Formulate strategies and coordinate training to provide skilled labor force to the economy of the country are also functioned through this Commission. In this juncture, the contribution of the industry is extremely important and therefore the role of employers' union representatives, chamber representatives among the Commission members along with other members should be highly valued.

Different approaches have been taken in year 2020 to upswing the motivation of Tertiary and Vocational Education Commission's staff; consists from 89 Officers, among which, relevant training courses were offered during the year. Necessary actions were taken to recruit approved carder through a public notice.

When considering financial progress of the Commission, treasury has released Rs. 131 million for recurrent expenditure and Rs. 5.25 million for capital expenditure for the year 2020 and the total revenue earned for the year under review was Rs. 28.8 million. Provisions released from treasury as recurrent expenditure and capital expenditure in 2020 has been utilized 100% for the functions of the Commission.

Among the important and decisive works done this year, the formulation of the Five Year Development Plan (2021 - 2025) for vocational and tertiary education and training in Sri Lanka, in accordance with the policy framework developed in 2019 and introduction of a specialized and flexible learning methodology for the skills assessment of persons with disabilities by the year 2020 can be mentioned.

Despite Covid 19 situation, it's appreciable of registering 319 institutes and renew registration of 453 institutes, within the functional requirements of registering and accrediting institutes. Further, 604 courses were newly accredited and 623 courses were updated.

Within this year, 39 National Skills Standards have been developed and 26 National Skills Standards have been updated. In addition, 1742 of certificates of equivalence were also issued for other similar and parallel courses. Furthermore, the curricula were published in all three languages in accordance to the government language policy, and providing access to freedownload softcopies of such curricula, was an important decision taken by the Commission.

A major role has been played in this year improving industrial relations, strengthening the work of the Skills Sector Councils and establishing District Coordinating Committees. Through Sector Councils, a number of programs were carried out to link industry and vocational training according to the views of the respective industry entrepreneurs.

Further strengthening the assesment and quality control methods were carried out in year 2020 and recruited 139 new Assessors, meanwhile, renewed license of 145 Assessors. Establishment of Computerized Random Assessor Appointment System is a breakthrough we achieved in the year 2020. This year actions have been taken to more strengthen the quality enhancement of NVQ certificate through RPL system. The number of certificates issued due to non-conduct of courses and assessments were 47,621. This is a drop around 30,000 certificates compared to the previous year.

In year 2020, our industry also maximized the utilization of information technology, in which, training course assessment methodology developed in year 2008 for distance learning, online and blended learning was updated within this year. Further, Skills Passport was launched under the patronage of the Hon. Prime Minister, in commomeration to the World Youth Skills Day on 15th July 2020, with the collaboration of International Labor Organization (ILO) and Employees Federation of Ceylon.

Providing labor market information through online platform was also carried out within this year. A total of 160,933 job advertisements were analyzed and summarized. TVET Guide with information about 6000 registered and accredited training courses was also published via online platform.

Although 2020 was a very arduous year, it is noted that the Tertiary and Vocational Education Commission has been able to play a positive role and to achieve a high level of progress, hence, I would take this opportunity to thank all the staff members of the Commission and the Ministry for their contribution.



**Janaka Jayalath**  
**Director General (Actg)**

## 1.0 Introduction

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

**The general objectives of the Commission are as follows:**

- a. To design, coordinate and develop the tertiary education and vocational education system at all levels to meet the human resource needs of the economy.
- b. Develop a nationally recognized system for awarding tertiary and vocational education grants, including certificates and other academic excellence; and
- c. Maintaining an academic and training standard in the technical institutes, affiliates and all other institutions that provide tertiary education and vocational education.

## 2.0 Organizational Structure of the Tertiary and Vocational Education Commission

Tertiary and Vocational Education Commission, functions under the purview of Ministry of Skills Development and Vocational Training, in which, the governing board comprised of a Chairman and 17 other appointed in accordance to the provisions of the Tertiary and Vocational Education (Amendment) Act, No. 50 of 1999.

**Composition of the Governing Board of the Commission during the year 2020 are as follows;**

**Members Appointed as per Section (6: 1) (h) of the Act,**

- |   |   |          |
|---|---|----------|
| 1. Prof. Dayantha S. Wijeyesekera<br>Tertiary and Vocational Education Commission | - | Chairman |
| 2. Prof.T.M.Bandula Palawatta<br>A representative appointed by Hon. President     | - | Member   |

- |     |   |   |        |
|-----|---|---|--------|
| 3.  | Dr. Senaka Dewendra Pilapitiya<br>A representative appointed by Hon. President  | - | Member |
| 4.  | Mr. M.G.K.M.Fernando<br>A representative appointed by Hon. President  | - | Member |
| 5.  | Mrs. Krishanthi Weerakoon<br>A representative appointed by Hon. President   | - | Member |
| 6.  | Mr. P.A.D.R.Chandrasiri<br>A representative appointed by Hon. President   | - | Member |
| 7.  | Mr. Kanishka Weerasinghe<br>A representative appointed by Hon. President  | - | Member |
| 8.  | Prof. N.R.Abenayake<br>A representative appointed by Hon. President   | - | Member |
| 9.  | Mr. Jayantha Wijesinghe<br>A representative appointed by Hon. President   | - | Member |
| 10. | Mr. Manjula Hiranya De Silva<br>A representative appointed by Hon. President  | - | Member |
| 11. | Prof. Kapila Perera<br>A representative appointed by Hon. President   | - | Member |
|     | (Has been resigned from the membership of the Commission<br>after appointing as Secretary to the Ministry of Education<br>with effects from 17.08.2020) |   |        |
| 12. | Prof.Sudantha Liyanage<br>A representative appointed by Hon. President<br>(New appointment made for the post vacated by Prof. Kapila Perera)            | - | Member |

## Members appointed as per sections 6 (1) (a) to (g) of the Act,

- |  |   |        |
|--|---|--------|
| 1. Mr. RDS Kumararatne<br>Director General<br>Tertiary and Vocational Education Commission<br>Upto 01.06.2020    | - | Member |
| Mr.Janaka Jayalath<br>Director General (Actg)<br>Tertiary and Vocational Education Commission<br>From 01.06.2020 | - | Member |
| 2. Mr.Tharanga Nalin Gamlath<br>Chairman<br>National Apprentice and Industrial Training Authority                | - | Member |
| 3. Mr.Damitha Wickramasinghe<br>Director General<br>Sri Lanka Vocational Training Authority                      | - | Member |
| 4. Mrs.P.N.K.Malalasekara<br>Director General<br>Technical Education and Training Department                     | - | Member |
| 5. Dr. K.L.Jayarathne<br>Director General<br>Sri Lanka Institute of Advanced Technological Education             | - | Member |
| 6. Mrs. Geetha Wimalaweera<br>Director General<br>Ministry of Finance<br>Treasury Representative                 | - | Member |



### 3.0 Staff of the TVEC

Director General serves as the Chief Executive Officer to the Commission with the assistance of a staff comprised of 89 members, including a Deputy Director General, 04 Directors and 25 Deputy Directors / Assistant Directors to fulfill the tasks in year 2020. Accordingly, activities have been organized under the following divisions to efficiently achieve the objectives of the Commission.

- Administration and Finance Division
- Planning and Research Division
- Registration, Accreditation and Quality Management System Division
- Quality Assurance and Assessment Regulation Division
- Industrial Liaison (Vocational and Industrial Division)
- National Vocational Qualification Division
- Information Systems Division
- Legal Division

Though a cadre of 116 is approved by the Department of Management Services for the TVEC, a total of 89 staff members were in service as at 31st December 2020. Details of which are given below:

**Table 3.1 Staff of the Commission 2020**

	Designation	Number of approved positions	Number in service as at 31st December 2020
1	Director General	01	00
2	Deputy Director General	01	01
3	Director	07	05
4	Labor Market Analyst	01	01
5	Deputy/Assistant Directors	29	25
6	Deputy Director (Internal audit and Investigations)	01	01
7	Assistant Director (Legal/Secretary to Board of Directors)	01	01

Designation		Number of approved positions	Number in service as at 31st December 2020
8	Deputy Director (Finance)	01	01
9	Statistician	01	01
10	Deputy Director (Information services)	01	01
11	Administrative Officer	01	01
12	Translator (Sinhala/Tamil/English )	01	01
13	Program Cordinating Officer	06	06
14	Development Officer	17	10
15	Information Technology Officer	01	00
16	Information Technology Assistant	02	01
17	Computer Application Assistant	06	03
18	Management Assistant (Grade i/ Grade ii/ Grade iii)	16	10
19	Information Assistant	01	00
20	Driver (Grade i/Grade ii/Grade iii)	14	12
21	Office Assistant	07	07
<b>TOTAL</b>		<b>116</b>	<b>89</b>

Mr. Nalinda Silva who served in the position of Management Assistant was promoted to Program Coordinating Officer with effects from 10.07.2020 and Mr. W.G Suminda Arunakeerthi who served in the position of Management Assistant was promoted to Assistant Director position with effects from 28.08.2020.

Shortlisting process has been initiated on applications received for the positions of Assistant Director, Management Assistant, Computer Application Assistant, Development Officer, Information Assistant, Information Technology Assistant as per public advertisements published on 21.10.2020.

## 4. Administration and Finance Division

The Administration and Finance Division performs the roles of managing human and financial resources, providing infrastructure facilities which are required to carry out the function of the commission effectantly and effectively.

In relation to human resource management process, Administration Division was able to recruit following persons to the corresponding positions during the year 2020.

### 4.1 Promotions - 2020

	Name	Designation	Date appointed
1	Dr.Ajith Kusum Polwatta	Director (Quality Assurance Assesment Regulation Division)	2020.02.28
2	Mr.R.N.P.De Silva	Programme Coordinating Officer	2020.07.10
3	Mr. W.G.Suminda Arunakeerthi	Assistant Director	2020.08.28

### 4.2 Resignations - 2020

	Name	Designation	Date appointed
1	Mrs.K.T.Amarasinghe	Computer Application Assistant	2020.01.09
2	H.A.D.D.Nayanahari	Development Officer	2020.11.02

### 4.3 Appointments made from the TVEC staff on Acting / covering up basis in 2020

	Name	Designation	Date appointed
1	Mr. J.A.D.J.Jayalath	Director Admin (Actg)	2020.02.10- 2020.05.31
2	Mr. J.A.D.J.Jayalath	Director General (Actg)	2020.06.01
3	Mr. Manjula Widanapathirana	Director (Industry Liaisons)	2017.03.16

4	Mrs. A.S.Amarasinghe	Director Admin (covering up duties)	2020.06.01 -2020.07.09
5	Mrs. A.S.Amarasinghe	Director Admin (Actg)	2020.07.10

#### 4.4 Local and foreign training

With the objective of developing subject-based knowledge of TVEC staff members, they have been directed for local training seminars. Accordingly, details of the officers who participated in such local training seminars from January to December 2020 are as follows.

	Name	Division	Designation	Title of the Training	Institute	Time Duration
1	Mr. G.C.Janak De Silva	Internal Audit and Investigation Division	Development Officer	Role of Internal Auditors	SSDP	1 Day
2	Miss. G.L.I.S. De Zoysa	Internal Audit and Investigation Division	Development Officer	Role of Internal Auditors	SSDP	1 Day
3	Mr. U.A Priyantha Dharmasena	Planning & Research Division	Assistant Director	Competency and expertise through learning and un learning in the work place Assessment for Year 2021	B.H.S. Suraweera Chartered Engineer	1 Day
4	Mrs Niluka Rajapakshe	Institute Registration, Course Accreditation and Quality Management System	Assistant Director	Competency and expertise through learning and un learning in the work place Assessment for Year 2021	B.H.S. Suraweera Chartered Engineer	1 Day
5	Mr. Vajira Wijesinghe	Industry Liaisons Division	Assistant Director	Competency and expertise through learning and un learning in the work place Assessment for Year 2021	B.H.S. Suraweera Chartered Engineer	1 Day

	Name	Division	Designation	Title of the Training	Institute	Time Duration
6	Mr. Nadeesh De Silva	Information Systems Division	Assistant Director	Competency and expertise through learning and un learning in the work place Assessment for Year 2021	B.H.S. Suraweera Chartered Engineer	1 Day
7	Mrs. H.B.C. Handapangoda	Quality Assurance and Assesment Regulation Division	Assistant Director	Competency and expertise through learning and un learning in the work place Assessment for Year 2021	B.H.S. Suraweera Chartered Engineer	1 Day
8	Mrs. Anusha Kumari De Silva	Quality Assurance and Assesment Regulation Division	Assistant Director	Competency and expertise through learning and un learning in the work place Assessment for Year 2021	B.H.S. Suraweera Chartered Engineer	1 Day
9	Mrs. G.Chathuri Upeksha	Quality Assurance and Assesment Regulation Division	Assistant Director	Competency and expertise through learning and un learning in the work place Assessment for Year 2021	B.H.S. Suraweera Chartered Engineer	1 Day
10	Mrs. Anusha Kumari De Silva	Quality Assurance and Assesment Regulation Division	Assistant Director	Master In Labour Relation and Human Resource Management	University of Colombo	2 Years
11	Mrs. P.D.S. Kariyawasam	Legal Division	Assistant Director	Master In Labour Relation and Human Resource Management	University of Colombo	2 Years

#### **4.5 Foreign conferences**

The Tertiary and Vocational Education Commission was not invited for foreign conferences in 2020, accordingly, no participations were made during the year.

#### **4.6 Reimbursement of Annual Professional Membership Fee**

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. J.A.D.J. Jayalath** - Deputy Director General.  
British Computer Society.  
The Computer Society of Sri Lanka.
2. **Mr. P.A.M.U.Ganepola** - Director (Information System)  
The Institute of Chartered Professional Managers of Sri Lanka.
3. **Mrs.A.S.Amarasinghe** - Deputy Director (Finance)  
Institute of Chartered Accountants of Sri Lanka.  
Certified Business Accountant Membership Fees
4. **Mr. R.J.Samaraweera** - Deputy Director (Internal Audit & Investigation)  
Institute of Chartered Accountants of Sri Lanka.  
Certified Business Accountant Membership Fees
5. **Mr. S.U.K.Roobasinghe** - Director (Registration, Accreditation and QMS Division)  
Institute of Chartered Engineers of Sri Lanka.  
Royal Society of Chemistry - United Kingdom (Member).
6. **Mr. Vajira Perera** - Planning and Research Division  
The Institute of Chartered Management of Sri Lanka.  
Royal Society of Chemistry - United Kingdom
7. **Dr. Mrs. H.M.A.D.K.Herath** - Assistant Director  
The Computer Society of Sri Lanka
8. **Mrs. P.D.S.Kariyawasam** - Assistant Director  
High Court
9. **Mr. H.B.I.Sampath** - Programme Coordinating Officer  
Institute of Management of Sri Lanka

#### **4.7 Financial Progress**

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

The estimated expenditure of the Commission for 2020 was as follows

- For recurrent expenditure - Rs. 151 millions
- For capital expenditure - Rs. 5.65 million

During the year under review, the General Treasury had released Rs.131 million for recurrent expenditure and Rs.5.25 million for capital expenditure to the Commission.

**Income details of the TVEC for the year 2020 are as follows.**

Type of income	Estimated Income (Rs.)	Actual Income (Rs.)
Institute registration income	2,000,000.00	2,517,800.00
Institute accreditation and assessing	2,000,000.00	1,522,900.00
Certificate issuance	5,075,000.00	2,794,330.00
Certificate Verification	4,000,000.00	1,281,500.00
NVQ Certification	500,000.00	415,000.00
Examination Fees	25,000,000.00	17,772,251.00
Sales of Curriculum	700,000.00	418,050.00
Sales of Books	2,500,000.00	981,187.00
Assesment Fees	350,000.00	86,250.00
Sales of other books	200,000.00	1,600.00
Quality Management Certifications	1,000,000.00	741,600.00
<b>Total income</b>	<b>43,325,000.00</b>	<b>28,532,468.00</b>

## **4.8 Internal Audit and Investigation**

The Internal Audit Division conducts audit inquiries in terms to the functions of Tertiary and Vocational Education Commission. As in previous years, the Internal Audit and Inquiry was carried out related to finance and performance in line to internal audit plan on the adequacy of internal controls and in compliance to the circular guidelines and other rules applicable to the Commission.

The major audit areas planned under the Internal Audit and Audit Program were covered by 06 areas and the unplanned audits as per the Internal Audit and Audit Program were also carried out by the Internal Audit under the direction of the Director General and the Audit and Management Committee.

Auditing and Investigating and proposing or modifying new policies were carried out by the Director General and Audit and Management Committee. During the year, necessary arrangements were made to bring the proposals required to keep low profile of weaknesses and shortcomings of the Commission, for relevant officers' notifications.

### **1. Audit and Management Committee**

In the year 2020, the Audit and Management Committee had two meetings (Committee meetings were restricted due to Covid 19) and in such occasions the Committee recommended Management Decisions to the Commission on following matters.

- i. Implementation of Internal Audit Plan.
- ii. Financial report review and related management decisions
- iii. Management decisions regarding Annual Action Plan
- iv. Performance on internal audits and investigations
- v. Review and management decision regarding the performance of the Commission
- vi. Auditor General Reports Review
- vii. Several management decisions in line to other operations and controls

Accordingly, the Audit and Management Committee acted to implement the above decisions properly.

The composition of the Audit and Management Committee in carrying out such functions was as follows.

From January 1, 2020 to December 31, 2020, the Audit and Management Committee consisted from the following members of the Commission:

**I. The Audit and Management Committee of March 11, 2020 consisted with the following members:**

- Mrs. Geetha Wimalaweera - Chairman of the Committee - Director General (Ministry of Finance)
- Mr. M.P.K.M. Fernando - Committee Member
- Mrs. R.M.D.M. Kumari - Observer - Internal Auditor (State Ministry of Skills Development, Vocational Education, Research & Innovations)
- Mrs. L.A.G.S. Gunasekara - Observer- Internal Auditor (Auditor General Department)

**II. The Audit and Management Committee of December 21, 2020 consisted with the following members:**

- Mrs. Geetha Wimalaweera - Chairman of the Committee - Director General (Ministry of Finance)
- Mr. M.P.K.M. Fernando - Committee Member
- Mr. Tharanga Nalin Gamlath - Committee Member - Chairman (National Apprentice and Industrial Training Authority)
- Mrs. L.A.G.S. Gunasekara - Observer- Internal Auditor (Auditor General's Department)
- Mr. S.C. Jagath - Observer - Chief Internal Auditor (State Ministry of Skills Development, Vocational Education, Research & Innovations)

#### **4.8 Legal Affairs**

##### **Progress in amending the Act**

The Tertiary and Vocational Education Act No. 20 of 1990 has been amended by the (Amendment) Act No. 50 of 1990. Actions were taken to further strengthen the said Act by TVEC, after recognizing the importance of incorporating the necessary legal provisions in the Act to regulate the registration of institutions.

Since, Tertiary and Vocational Education Commission and National Apprentice and Industrial Training Authority established under the Act No.20 of 1990, actions were taken to conduct respective meetings with the participation of both parties. Accordingly, several discussion sessions were led by the Ministry and discussed on revised drafts of the Tertiary and Vocational Education Commission. The necessity of a draft by National Apprentice and Industrial Training Authority, which was unable to submit at the meeting was discussed further. Accordingly, Ministry will proceed to discuss on both drafts with the participation of each parties (Ministry, TVEC and NAITA).

### **Completed Litigation**

As per the legal case Writ 94/2019, a dispute on conducting and maintaining quality of courses has been occurred between the students and institutes of National Apprentice and Industrial Training Authority and Institute of Engineering technology, functions under the preceding Institute. Tertiary and Vocational education Commission performed its function as regulatory body by acting as the mediator to consolve the said legal case, without any conflicts.

Under the process of facilitating financial aids for course accreditation by Tertiary and Vocational Education Commission, actions have been taken to recover the aided funds from HICMA Industrial Education Institute, in line to the legal case of DMR2675/2019.

### **Actions taken against the Non-registered Institutions at TVEC**

Necessary steps were taken to register and legally conduct tertiary and vocational educational institutions under the pursuit of Tertiary and Vocational Education Commission, which are operated as non-registered institutes at TVEC.

Accordingly institutions were directed for registrations, by advertising newspaper articles and sending awareness letters for such institutes. So far 50 letters have been sent during the year under review, in which, about 15 institutions have submitted positive responses. Further, letters have also been directed to all print and electronic media outlets with the instructions to follow verification procedure prior to advertise on such insititutions. .

### **Convening of Governing Board Meetings**

The Assistant Director (Legal) serves as the Board Secretary, and had been able to convene 09 Board meetings during the year 2020.

## **5.0 Planning and Research Division**

The main role of the Planning and Research Division of the Commission is to actively contribute to the design, coordination and development of tertiary and vocational education in line with the economic and human resource development needs of Sri Lanka, which is the first objective of the Tertiary and Vocational Education Act No. 20 of 1990. The Planning and Research Division is responsible for performing the following key functions.

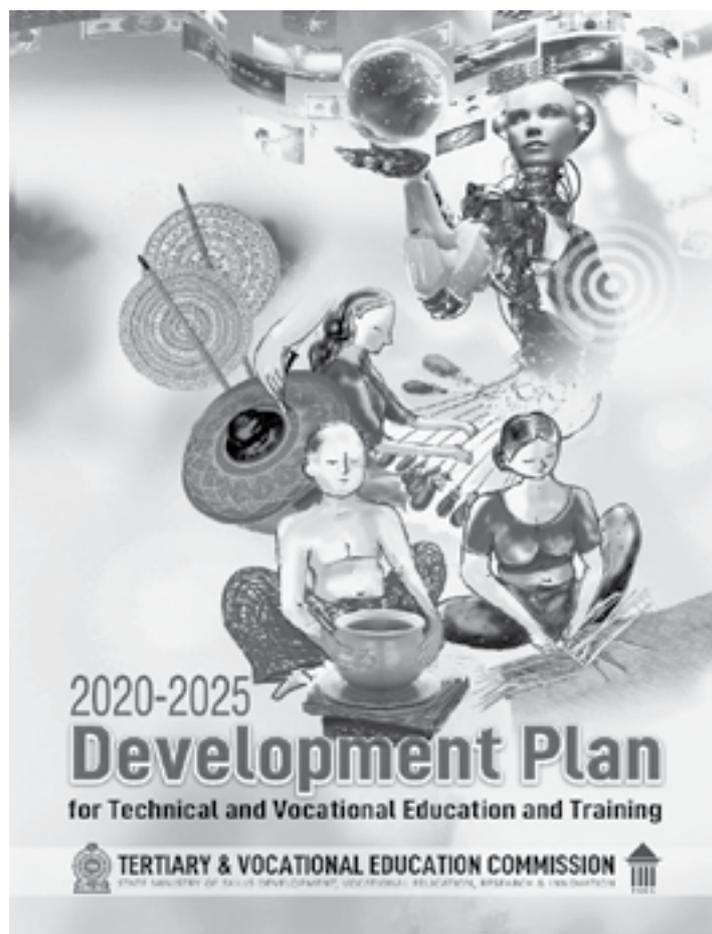
- Preparing, updating and coordinating implementations of vocational education and training plans for each field.
- Preparing and implementing provincial vocational education training plans in Sri Lanka
- Formulating and updating industrial and vocational education and training policies
- Coordinating research studies related to the field of technical and vocational education training
- Updating the Development Plan of the Tertiary and Vocational Education Commission and preparing the Annual Action Plan accordingly
- Preparing monthly, quarterly, and annual progress reports of the Commission and implementing reviews, accordingly.

Planning and Research Division consists from 03 staff members in implementing and accomplishing the above tasks. The division consists from a Director, Assistant Director and a Development Officer. Thereof, the Planning and Research Division has been able to implement following programs for year 2020.

### **5.1 National Development Plan**

The Planning and Research Division was required to prepare a development plan in 2019 in accordance to the Act of Parliament. A committee with 06 teams was assigned for the purpose, and the relevant structure was successfully completed under 06 themes. The Vistas of Prosperity, Sustainable Development Goals, National Vocational Training Policy, the Central Bank Report Proposals and National Vocational Qualification Operations Manual, Tertiary and Vocational Education Act and the Amended Acts were referred as the main sources of this plan. The National Development Plan recognized as one of the prominent concepts in developing the vocational training sector. The Development Plan has been validated and the approval of the Commission's has been obtained to execute this within the next 05 years.

## Cover Page of Development Plan



### 5.2 Develop and Update Vocational Education and Training Plans (VET Plans)

The Planning and Research Division is engaged in preparing vocational education and training plans to identify training needs in vocational education and training sector. Under this program, updating and completing training plan for the electrical and electronics sector has been carried out during the year 2020. The work schedule of the process has mentioned under 5.2. (a) The Provincial Training Plan for the Western Province, commenced in year 2013, will be completed by the year 2021, regardless of its partial completion in amidst.

#### a) Develop and Update Training Plan for Electrical and Electronic Technology

Under the Vocational Education and Training Plan Update Program, the updating process for the electrical and electronics industry plan was initiated at the first quarter of 2020. Relevant request and financial assistance for the process was fulfilled by the Export Development Board (EDB)

The participatory intervention of an external advisory team was used in achieving this purpose. To develop this plan, Rs. 1.73 million has been spent in year 2020. The report was successfully completed, and a validation program was carried out in year 2020. Further, a launching program to present this for respective field officers is planned for year 2021. Also, a decision has made to issue printed copies of the Vocational Education Training Plan for respective institutions.



**Cover page of Electrical and electronic training plan**



**A photograph on validation program of training plan**

### 5.3 Implementation of Research Studies in TVET Sector

The Research Cell is led by the Planning and Research Division of the Tertiary and Vocational Education Commission (TVEC). The Research Cell, which was established in 2005, has made financial and labor contributions to launch number of important researches for the industrial and vocational sector. Further completed researches have been published in TVEC web site for references. The tasks performed by the Research Cell in the year 2019 are given in Table 5.4.

#### 5.3.1 New Research Studies

During the year 2020, research proposals and proposals for short projects were invited from training institutes under the Ministry of Skills Development and Vocational Training. The year 2020 provided opportunities for short projects, in addition to researches which has had shortcomings in implementation process. The aim of conducting short projects was to address short-term issues and achieve improvements in the field of vocational education. Accordingly, the research circle received 11 research proposals and 02 short projects representing various institutions.

Amidst, 04 researches and 01 short project were selected to be implemented for the year 2020. After the proposals were evaluated by the Research Steering Committee, the Commission's approval was received

to implement 04 research studies and 01 short project, which were timely matters relevant with the field. The Research Cell and Research Committee of the Tertiary and Vocational Education Commission conducted the researches and provided necessary advice to maintain the quality of these research studies. Rs.2.0 millions of financial sponsorship was provided by Sector Skills Development Project. Expenditure allocated for each research study is shown in Table 5.4 below.

Further, a booklet was created and distributed on completed researches which were conducted during the year 2019.



**Table 5.4: Research Studies financially sponsored by the Sector Skills Development Project-2020**

No.	Research Title	Objective of the Research	Research Team	Approved amount (Rs.)	Amount spent in the year 2020 (Rs.)
1.	Study on the Impact of Modern Mobile Phones on Improving the Productivity of Vocational Training Authority in Kurunegala District	<ul style="list-style-type: none"> <li>● Study on the Impact of Modern Mobile Phones on Improving the Productivity of the Vocational Training Authority in Kurunegala District</li> </ul> <p>The objectives are</p> <ul style="list-style-type: none"> <li>● Identify to which extent vocational training students use smartphones in their education.</li> <li>● Identify measures to minimize problems caused in using smart phones</li> <li>● Identify the problems caused among vocational sector students due to the usage of smart phones</li> <li>● Make suggestions for effective use of mobile phones through vocational training education</li> <li>● Make suggestions for effective use of mobile phones in vocational training education sector</li> </ul>	Vocational Training Authority	20,5000.00	61,500.00

No.	Research Title	Objective of the Research	Research Team	Approved amount (Rs.)	Amount spent in the year 2020 (Rs.)
2.	Analyzing the impact of soft skills on the employment of graduates in tertiary and vocational education	<ul style="list-style-type: none"> <li>● Identify the most relevant soft skills elements for employment.</li> <li>● Analyze the relationship between soft skills features and employment</li> <li>● Identify the impact of soft skills components on employment.</li> <li>● Identify the significant differences on the necessity of soft skills for diplomas and degrees</li> </ul>	Ocean University	259,700.00	77,700.00
3.	A study on the importance of vocational training in maritime logistics management based on Sri Lankan environment.	<p>Review the factors affecting for women in maritime training and fishery industry to vocational education and training programs</p> <ul style="list-style-type: none"> <li>● Improving women's access for training and education</li> <li>● Identify the employment statue of male and female counterparts passed out during last 10 years</li> <li>● Submit suggestions and conclusions for greater participation of women in vocational education related to fisheries and shipping</li> </ul>	Ocean University	83,000.00	24,900.00

No.	Research Title	Objective of the Research	Research Team	Approved amount (Rs.)	Amount spent in the year 2020 (Rs.)
4.	Study on critical factors on the importance of trainee participation in final evaluation and viable solution	<p>Trainees will be able to participate in the final assessment of building and construction related courses at VTA to investigate the impact of fair factors.</p> <ul style="list-style-type: none"> <li>● Identify the impact of practical factors on trainees</li> <li>● Identify the impact of motivational factors on trainees</li> </ul>	Vocational Training Authority	200,000.00	60,000.00
<b>Short Projects</b>					
1.	Project to identify appraisal system for the performance of Instructors at Sri Lanka Vocational Training Authority (VTA)	<ul style="list-style-type: none"> <li>● To create a competitive environment between teachers / advisors in the Vocational Training Authority</li> <li>● Introduce an effective performance evaluation system for Teachers / Instructors of the Vocational Training Authority</li> <li>● Identify an impartial system through this program to take part in certain training programs in locally or internationally</li> </ul>	Vocational Training Authority	150,000.00	45,000.00
<b>Total</b>				<b>897,000.00</b>	<b>269,100.00</b>

Rs. 2 million was received as a grant from the Skills Development Fund for research studies commenced for 2020 and it was possible to spend 50% of the total approved allocation in 2020. The balance is to be disbursed among the study teams subject to the completion and submission of research studies by 2021.

### **5.3.2 Annual Implementation Plan - 2020**

The Planning and Research Division prepared the Annual Implementation Plan for the year 2020, discussed it with all Divisions, and has obtained the approval of the Commission. Further, the Annual Action Plan for the year 2021 was prepared and the approval of the Commission was obtained in the above manner.

Monthly and quarterly progress reports prepared in accordance with this plan will be submitted to the Ministry for review in due course.

### **5.3.3 Developing Wages Criteria for National Vocational Qualification Levels**

The report on wages criteria for National Vocational Qualification Levels has submitted for the approval of Labor Commissioner General, which was compiled by Deputy Labor Commissioner and its members along with Tertiary and Vocational Education Commission, referring labor market information 2020, Central bank reports, currently developed vocational training plans and websites for wages. Given that 05 meetings were held in the initial phase.

## 6.0 Course Registration, Accreditation and Quality Management Systems Division

According to the Tertiary and Vocational Education Act No. 20 of 1990 and the Development Plan (No. 887/8 dated September 05, 1995) for the Registration of Vocational Training Institutions, the Tertiary and Vocational Education Commission has set up a four level Quality Assurance Scheme for all Vocational Training Institutions as follows.

1. Registration of Vocational Training Institutions
2. Course Accreditation
3. Implementing Quality Management System (QMS)
4. Quality development Installation System (QIS)

This Division consists from 12 officers; a Director, 02 Deputy Directors, 02 Assistant Directors, 02 Program Coordinators, 02 Development Officers and 02 Management Assistants and Office Assistant to carry out aforementioned duties.

### 6.1. Registration of Vocational Training Institutions

It is a legal requirement for vocational training providers of Sri Lanka to obtain institute registration at this Commission. Accordingly, each vocational institute operates within the country should be registered at TVEC. In Accordingly with the above Act, the Commission grants registration to the institutes for a period of two years after reviewing the adequacy of infrastructure facilities, training equipment, qualifications of Instructors, training methodologies and adequacy of curriculums etc. According to the 2020 Annual Action Plan, the Commission has set a target of assessing 730 institutions for registration and has been able to assess 772 institutions.

The figures as per classification (New and Updated) of assessing training institutes for registration are given in the table below

Type of Institute	No. of Institutes		Total
	New Registrations	Update Registrations	
No.of assessments (targeted)	250	480	730
No. of received applications	257	490	747
No. of conducted assessments (with applications received on 2019)	319	453	772

The training institutes which have been approved for the registration for the year 2020 are given below as per the ownership

Institute – Type of ownership	Registered No (new)	Registered No. (updated)
Public Institutes	05	80
Statutory or Corporations, Boards	25	83
Personal	149	207
<b>Total</b>	<b>179</b>	<b>370</b>

1239 vocational training institutes' registration were in validated statue at the end of year 2020, and details are as follows considering the nature of ownership

Nature of ownership of Institutions	No.of Validated Registrations
Public Institutes/Statutory Corporations/Statutory Boards	570
Private/Non-government Institutes	669

Service of experienced officers in vocational sector will be provided in training centers' registration assessing processes. 46 Skills Development Officers assigned to the Divisional Secretariats under the Ministry of Skills Development and Vocational Training have been trained inline to the said assessing processes and actions have been taken to obtain their services. It was also possible to conduct a successful training workshop for those officers in the year 2020.

### **Issuing Letters Confirming the Registration of Vocational Training Institutes**

It is required for certificate holders who expect to travel abroad, to submit a validate letter on Institute registration at TVEC to the Ministry of Foreign Affairs, which is performed by this division. The Division has issued 415 such letters to the Ministry of External Affairs within the year 2020.

## 6.2 Course Accreditation to Issue NVQ Certificates

NVQ frame work was introduced in year 2004. National Skills Standards must be developed to award NVQ qualifications for certain professions. The National Curriculums are prepared in accordance with the Skills Standards and the TVEC accredits the training courses conducted under the Competency Based Scheme.

The assesment process on course accreditation carried out in 2020 is shown in the following table. The final assesment for trainees of such accredited courses are performed by this Commission and based on its result NVQ qualifications are awarded.

Type of Institute	No.of course Accreditation Assesments		Total
	New	Updated	
No.of Targeted Assesments	300	400	700
No.of received applications	524	572	1096
No.of Accredited Assesments	604	623	1227

**The total number of courses accredited by this Commission in the year 2020 are 982 and respective details are as below.**

Ownership of the Institute	No.of Accredited Course (New)	No.of Accredited Course (Updated)
Public Institutes	326	339
Statutory or Corporations, Boards	78	35
Private	141	63

### **6.3. Certification and Installation of Quality Management System in Vocational Training Institutes**

This Council conducts external quality audits for the installation of Quality Management Systems in vocational training institutes. The number of external quality control audits planned for the year 2020 are 60, in which 36 amongst were conducted. New Quality Management Systems were installed in 19 training institute meanwhile Quality Management Systems of 19 institutes were updated in year 2020. The following training institutes provided certification for the installation of Quality Management System.

#### **Quality Management Systems – New Installation**

1. United Tractor and Equipment (pvt) Ltd – Wattala
2. National Youth Council – Rikillagaskada
3. National Youth Council – Polgolla
4. Vocational Training Authority – Gothatuwa
5. Vocational Training Authority – Rajagiriya
6. National Institute for Occupational Safety and Health – Colombo 05
7. National Apprentice and Industrial Training Authority – Colombo 05
8. Sri Lanka Ocean University – Negambo
9. National Apprentice and Industrial Training Authority – Elpitiya Regional Training Center
10. National Apprentice and Industrial Training Authority – Baddegama
11. Vocational Training Authority – Polgahawela
12. Sri Lanka School of Animal Husbandry – Kundasale
13. Sri Lanka Youth Vocational Training Institute – Dehiwala
14. APSS International Network (pvt) Ltd – Colombo 06
15. Official Languages and Vocational Education Pvt Institute – Battaramulla
16. Vocational Training Authority - Kaduruwela
17. Saloon Dilma Hair and Beauty Acedamy – Angoda
18. Vocational Training Authority – Sithawaka
19. National Apprentice and Industrial Training Authority –Information Technology and Communication Institute - Kandy

## Quality Management Systems – Updates

1. University College - Kuliyaipitiya
2. District Vocational Training Institute – Kandy
3. Agriculture College – Vavuniya
4. District Vocational Training Institute – Veyangoda
5. Industrial Engineering Training Institute – Katubedda
6. Texas National Montessori and Teacher Training Center – Narahenpita
7. Agriculture College – Labuduwa
8. Technical College – Matara
9. Technical College – Bandarawela
10. Lalith Atulathmudali - Vocational Training Center – Rathmalana
11. Technical College – Baticaloa
12. Sri Lanka Agriculture College – Kundasale
13. University College – Jaffna
14. Technical College – Kegalle
15. Technical College – Gampaha
16. Don Bosco Technical College – Negambo
17. District Vocational Training Center – Minneriya
18. Agriculture College – Bibila
19. District Vocational Training Center - Anuradhapura

In addition, 03 one day programs have been conducted to create awareness on the implementation of Quality Management System in training centers. Nearly 120 officers from vocational training institutes have participated in this event.

In the year 2019, 04 officers have obtained audit qualifications from the Sri Lanka Standards Institute. At the moment there remains a need for professional auditors, and accordingly 35 auditors of the Audit Forum are in active service. More officers are to be trained for this purpose.

## 6.4 Quality Improvement System (QIS), System Installation Process and Certification

TVEC introduced a new approach define as the Quality Improvement System 2016, with financial and technical support of the Skills Sector Development Program. QIS certificates have been issued to more than 90 institutions during the year 2020 and to date certificates have been issued for 232 institutions.

## 6.5 Earning Revenue

The amount earned by the Commission during the year 2020 through institutional registration, course accreditation and related activities is as follows.

Registration fee income of Training Institutes	- Rs.	2,517,800.00
Accreditation fee income	- Rs.	1,522,900.00
Student Record books	- Rs.	981,187.00
Issuing certificates for QMS	- Rs.	741,600.00
Confirmation letters on institute registration	- Rs.	415,000.00
<b>Total</b>	-	<b>Rs. 6,178,487.00</b>

The annual budget estimates are prepared by considering this revenue, as well.

## **7.0 National Competency Standards, Curricula and National Vocational Qualification Division**

**7.1. It is a major requirement to develop national competency standards and competency based curricula relevant to the trades to implement national vocational qualification framework. Accordingly, the following new national competency standards were developed and authorized in year 2020.**

**7.1.1 Following are 39 new national competency standards and curricula developed under the advices of Industrial Councils.**

- |   |           |
|---|-----------|
| ● Coach (Sports)                                | Level 4   |
| ● Driver  | Level 3   |
| ● Sports Trainer (Physical Fitness)             | Level 4   |
| ● Marine Fitter                                 | Level 4   |
| ● Machine Operator (Rice Milling)               | Level 4   |
| ● Maternal and Infant Caregiver                 | Level 4   |
| ● Crew Member (Pizzarie)                        | Level 4   |
| ● Computer Hardware and Network Technician      | Level 4   |
| ● Embalmer                                      | Level 4   |
| ● Driver Assistant                              | Level 2   |
| ● Electrician Assistant                         | Level 2   |
| ● Health Care and Supportive Assistant          | Level 2   |
| ● Sports, Fitness and Acquatic Center Assistant | Level 2   |
| ● Transport Helper                              | Level 2   |
| ● Outfit Maker                                  | Level 2   |
| ● Pre Childhood Development Center Assistant    | Level 2   |
| ● Communication Assistant                       | Level 2   |
| ● Vehicle Lube Serviceman                       | Level 2/3 |
| ● Community Health Assistant                    | Level 2/3 |
| ● Assistant Bunglow Keeper                      | Level 3   |
| ● Disaster Risk Reduction Assistant             | Level 3   |
| ● Drug Prevention Assistant                     | Level 3   |

- Fishing Gear Repair Assistant Level 3
- Livestock Assistant Level 3
- Environment Conservation Assistant Level 3
- Animal Keeper Level 3/4
- Elephent Keeper/Mahout Level 3/4
- Transport Assistant Level 3
- Aquarium Keeper Level 3/4
- Automative Detailer Level 4
- Dancer Level 3/4
- Paper Recycling Technician (For Persons with Disabilities) Level 3/4
- Computer Numererrically Controlled Manufacturing Technology Level 5
- Teaching English as a Second Language Level 5
- Pharmeceutical Production Technology Level 5
- Plantation Extension Managment Level 5
- Fabric Technology and Managment Level 5
- Fluid Power Technology ^Hydrolic & Pneumatic& Level 5
- Building Construction Technology Level 5/6

**7.1.2 The trades for which only the new national competency standard have been developed are as follows**

- Textile and Apparal Manufacturing Technology Level 5

**7.1.3 The trades for which only the curricula have been developed are as follows**

- Sea Food Technology Level 5/6

**7.2 Undermentioned national competency standards and curricula have been authorized by Tertiary and Vocational Education Commission for implementation, after the completion of updating process.**

### **7.2.1 26 of updated national competency standards and curricula are mentioned below**

● Automotive Welder	Level 3/4
● Receptionist	Level 4
● Logistic Operations (Store Keeper)	Level 3/4
● First Aider	Level 4
● Fruit and Vegertable Processor	Level 3/4
● Laboratory Assistant	Level 3/4
● Elevator Technician	Level 3/4
● Industrial Electronic Technician	Level 3/4
● Beautician	Level 2
● Customer Service Assistant ^ Petroleum&	Level 2
● Domestic House Keeping Assistant	Level 2/3
● Field Assistant (Agriculture)	Level 3
● Supermarket Customer Service Assistant	Level 2
● Carpentry Technician	Level 2
● Plumber Assistant	Level 2
● Waiter/Steward	Level 2
● Beautician	Level 3/4
● Commis (Pastry & Bakery)	Level 3/4
● Automobile Mechanic	Level 2/3
● Automobile Technician	Level 4
● Management Service Assistant	Level 4
● Management Service Assistant	Level 3
● Machinist	Level 3/4
● Hospitality Managment	Level 6
● Accounting	Level 5/6
● Plantation Crop Technology	Level 5/6

### **7.2.2 Below mentioned are the trades which only updated the competency standards**

● Industrial Sewing Machine Operator	Level 5/6
--------------------------------------	-----------

### **7.2.3 Trades only with updated curricula are mentioned in below**

- Fashion Designing Level 3/4
- Agriculture Production Technology Level 5/6

### **7.3 Translations of National Competency Standards and Curricula**

#### **7.3.1 42 National Competency Standards and Curricula that have been translated to Sinhala language**

- Health Care and Supportive Assistant
- Customer Services Assistant
- Supermarket Customer Service Assistant
- Customer Service Assistant (Petroleum)
- Apparel Design Technician
- Heavy Vehicle Operator
- Fishing Gear Repair Assistant
- Security Officer
- Logistic Operations (Store Keeper)
- Driver
- Assistant Bungalow Keeper
- Field Assistant (Agriculture)
- Dairy Farming Assistant
- Disaster Risk Reduction Assistant
- Drug Prevention Assistant
- Livestock Assistant
- Building Painter
- Fruits and Vegetable Processor
- Transport Helper
- Nurse Assistant
- Tailor
- Animal Keeper
- Automobile Electrician
- Community Health Assistant
- Wood Craftsman Furniture

- Maternal and Infant Caregiver
- Agriculture Research and Production Assistant
- Aquarium Keeper
- Childcare Provider
- Elephant Keeper/Mahout
- Machine Operator (Rice Milling)
- Receptionist
- Automobile Mechanic
- Laboratory Assistant
- Phelabotamist
- Automobile Welder
- Waiter/Stawart
- Welder
- Dancer
- Coach (Sports)
- Pre-childhood Development Center Assistant
- Crew Member (Pizzarie)

**7.3.1.2 Only National Competency Standards of undermentioned 13 trades have been translated into Sinhala language**

- Childcare Center Operations
- Dry Rubber Processing Machine Technician
- Dry Rubber Processing Machine Operator
- Handloom Craftsman
- Lifeguard
- Tilar
- Bridal Dresser
- Electrician
- Homeopathic Dispenser
- Pharmacy Technician
- Production Assistant (Electronic Media)
- Computer Application Assistant
- Beautician

### **7.3.1.3 Only Curricula of following trades have been translated in to Sinhala language**

- Plant Nursery Development Assistant
- Industrial Sewing Machine Operator

### **7.3.2 Following 28 competency standards and curricula have been translated in to Tamil language**

- Refrigeration and Aircondition Technician
- Apparel Design Technician
- Receptionist
- Caregiver (Health Care and Supportive Assistant)
- Maternal and Infant Care Provider
- Construction Site Supervisor
- Landscaping Technician
- Industrial Sewing Machine Operator
- Drug Prevention Assistant
- Welder
- Animal Keeper
- Elephant Keeper/Mahout
- Environment Conservation Assistant
- Assistant Bungalow Keeper
- Customer Service Assistant (Petroleum)
- Community Health Assistant
- Care Giver
- Disaster Risk Reduction Assistant
- Security Officer
- Fishing Gear Repair Assistant
- Waiter/Steward
- Pharmacy Technician
- Phelabotamist
- Crew Member (Pizzaria)
- Machine Operator (Rice Milling)

- Embalmer
- Care Giver
- Automobile Painter

**7.3.2.2 Following are the 9 trades of which only national competency standards have been translated into Tamil language**

- Dry Rubber Processing Machine Technician
- Dry Rubber Processing Machine Operator
- Homeopathic Dispenser
- Livestock Assistant
- Vehicle Lube Serviceman
- Child Care Center Operations
- Assistant Producer
- Radio Host
- Journalist (Print Media)

**7.4 Equalising the qualifications of non-National Vocational Qualification Courses to National Vocational Qualification Levels**

**7.4.1 Vocational Review Tests were conducted to issue National Vocational Qualifications Equivalent Certificates to non - National Vocational Qualification course holders and awarded accordingly for qualified candidates.**

Course Name	National Vocational Qualification Level	No. of equivalence certificates issued
National Certificate in Industrial Technology (Civil Engineering)	Level 5	04

**7.4.2 In order to award National Vocational Qualification to the recipients of National Technical Certificate holders for those who have passed the general examination held in 2019 to test their knowledge by calling for applications through a newspaper advertisement, professional review examinations were conducted in this year as well and those who were qualified were awarded with National Vocational Qualification Equivalency Certificates. Letters of certification were also issued for 53 requests made by various institutions to re-certify the aforementioned certificates.**

Course Name	National Vocational Qualification (NVQ) Level	No.of equivalence certificates issued
National Certificate of Technology (Civil Engineering) and National Certificate of Industrial Technology (Civil Engineering)	Level 5	1408
National Certificate of Technology (Quantity Surveyor)	Level 5	306

**7.4.3 Further, National Vocational Qualification Equivalency Certificates have been issued for the following certificates**

Name of the Institute	Course Name	NVQ Level	No.of equivalence certificates issued
Vocational Training Authority of Sri Lanka / National Apprenticeship and Industrial Training Authority	National Diploma in Information and Communication Technology	Level 5	10
University of Vocational Technology	National Diploma in Quantity Surveying	Level 6	01
Institute of Engineering Technology	National Diploma in Engineering	Level 6	06
Sri Lanka Institute of Advanced Technological Education	Higher National Diploma in Information Technology	Level 6	03
	Higher National Diploma in Civil Engineering	Level 6	02
	Higher National Diploma in Food Technology	Level 6	02

## **7.5 Making Copies of National Competency Standards and Curricula**

This Division sells CDs containing soft copies of the prepared National Competency Standards and related documents. In 2020, an income of Rs. 418,000.00 has been earned by selling 836 CDs.

TVEC has provided facilities to download these National Competency Standards through its website for free since October 2020.

## **7.6 Conducting Inter-Corporate National Professional Qualification Steering Committee Meetings**

A committee consisting of senior officials of the public and private sector institutions has been set up to identify problems, to seek collective decisions and to execute new proposals in the process of implementing NVQ framework. During the year 2020, 10 such committee meetings were held.

## **7.7 National Competency Standards Development and Monitoring Committee**

The National Competency Standards Development and Monitoring Committee has been established to grant approval for labor market demand to develop the national vocational standards, both locally and internationally, to maintain the quality of national vocational standards and to resolve issues in developing national competency standards and other relevant documents. During the year 2020, 10 such committee meetings were held. Decisions have been made and progress has been reviewed, thereof.

## **7.8 Equivalent/ Adjust Non-NVQ Courses to NVQ Level 5/6**

According to the circular 02/2019 issued for National Vocational Qualification Levels 5/6, non-NVQ diploma course - NCIT (Mechanical) requested by Department of Technical Education and Training has been confirmed to be equivalent to NVQ level 5 and thereby issued the NVQ circular no. 02/2020. And Bio Medical Science course requested by BMS institute has been confirmed as a non-equivalence to NVQ.

## **7.9 National Vocational Qualification Circulars**

This division requires to publish the circulars issued by the Tertiary and Vocational Education Commission. In that manner, TVEC issued following circulars for year 2020.

- National Vocational Qualification Circular No. 01/2020  
Reasonable Adjustments in NVQ Assessment for Candidates with Disabilities
- National Vocational Qualification Circular No. 02/2020  
Equivalence of National Certificate for Industrial Technicians (Mechanical Engineering) Program into NVQ Level 5

- National Vocational Qualification Circular No. 03/2020  
Regulations and Guidelines for Issuing Record of Achievement (ROA) through Modular Based Training Programs in Flexible Learning Mode.

### **7.10 Equivalent Mature Candidates to NVQ level 05**

15 interviews have been conducted with regard to mature candidate equivalence for NVQ level 05 and respectively 50 certificates have been awarded to the eligible candidates.

## **8. Quality Assurance and Assessment Regulation Division**

### **8.1 Introduction**

In July 2016, the Tertiary and Vocational Education Commission established the Quality Assurance and Assessment Regulation Division by merging the NVQ Certificate Division of the National Vocational Qualification Division and Administration Division. Sector skills development fund provided the financial contribution for the establishment of the unit.

Quality Assurance and Assessment Regulation Division consists from a Director, a Deputy Director, 04 Assistant Directors, 01 Program Coordinator, 03 Development Officers, 04 Management Assistants and 02 Computer Application Assistants. The following activities were carried out in the year 2020 by utilizing these human resources.

### **8.2 Implement and Regulate National Vocational Qualifications System.**

#### **8.2.1 Maintain the Pool of Assessors**

The efficiency and quality of the assessment process has been enhanced by updating the information of each assessor of the pool during the year under review

##### **8.2.1.1 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 2019, and geographical dispersion of those assessors.

##### **8.2.1.2 Conducting interviews to select suitable persons to train as Competency Based Assessors**

Applications to recruit as competency based Assessors were invited from public and private sector candidates. Applicants can submit their request at any time 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, the respective interviews were conducted for 14 days and were selected 139 Assessors for 31 trades.

## **8.2.2 Conduct and Facilitate for Assesor Training Programs**

Amidst the covid pandemic situation, 08 training programs were conducted and 101 officers were trained on assessment process.

## **8.2.3 Issuing licenses to Assesors**

145 Assesors' license were updated during the year under review.

## **8.2.4. Regulate Competency based Assesments**

A digital platform was introduced to accelerate the appointment process of Assesors and to determine the assessment conducting period. This methodology eliminated the bias and informality of the system which existed so far. Hence, appointing Assesors for CBT, EBT, RPL and newly introduced FLM, for all 04 methods, are fulfilled by the new computer based system. This led to the impartial appointment of Assesors, which significantly improved the quality of this procedure.

Three functions performed under this

- 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

### **8.2.4.1 Granting Approval to Conduct Competency based Assessments in Private Sector Training Institutions**

Registered private 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.

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. During the year 2020, 557 Assesors were appointed for the requests made by private training centers/ institutions.

### **8.2.4.2 Granting Approval to Conduct Assesments in Public Sector Training Centers**

The Quality Assurance and Assesment Regulation Division of the Commission performs the function of granting approval to conduct assesments in public sector training institutes. Considerable number of assesments were postponed due to covid pandemic prevailes February 2020, approval was granted for such 386 assesments which were conducted occasionally. The respective requests were made from the following training centers function under the Ministry of Skills Development and Vocational Education and of other active institutes at public sector.

#### **Institutions under the Ministry of Skills Development and Vocational Training**

- Department of Technical Education and Training
- Ocean University
- Sri Lanka German Technical Training Institute
- National Youth Services Council

#### **Public Institutions not affiliated to the Ministry of Skills Development and Vocational Training**

- Sri Lanka Youth Corps
- Sri Lanka Bureau of Foreign Employment
- Department of Agriculture
- Department of Social Services
- Sri Lanka Air Force
- Sri Lanka Navy

National Vocational Qualification (NVQ) awards through another method in addition to competency based training system. People with industry experiences may find it difficult to apply for courses, but they can apply for National Vocational Qualification through such experiences. This method recognized as Recognition of Prior Learning (RPL). The following three Government Institutions have been empowered to grant National Vocational Qualification through this system.

- National Apprentice and Industrial Training Authority
- Vocational Training Authority of Sri Lanka
- Department of Technical Education and Training

## **8.2.5 Conducting progress review meetings on Recognition of Prior Learning**

Progress review meetings were held from time to time. Issues and challenges regarding the Recognition of Prior Learning system were discussed with the National Apprentice and Industrial Training Authority and the Vocational Training Authority at steering committee meetings and Board of Examinations meetings.

## **8.3 Ensuring consistency of Competency Based Assessments**

### **8.3.1 Conducting Workshops to Update the Knowledge of Assessors to Ensure the Consistency in Competency-Based Assessments**

Five workshops were planned to be conducted during the year to achieve the aforementioned objectives. Due to the covid 19 pandemic, none of above were conducted as the participation of all Assessors to workshops were being unable to made. Instead 03 programs to train Assessors were conducted by utilizing these provisions, through which was able to expand the Assessors' pool further.

### **8.3.2 Conduct Audits on Competency Based Assessment (CBA) in Public and Private Sector Training Institutions**

38 audits were conducted for competency based assesments in public and private sector institutes during the year under review. Based on the observations, NVQ Circular No. 2017/1 and on advice of the upper management, respective instructions and other relevant disciplinary decisions were taken against Assessors for their contrary behavior to the assessment process and principals.

## **8.4 Conduct Inquiries**

Required level of complaints were not received since the expected level of assessment for the year 2020 were not able to carry out.

## **8.5 Conducting General Written Examination to Assess Knowledge**

### **8.5.1 Conducting General Written Examination to Award National Vocational Qualification- Level 4**

General written examination to award NVQ level 04 for 13 trades, was conducted in Janauary of the year under review. The examination for candidates was conducted as below.

**Table 8.5.1 Candidates attended for the general examination of year 2020**

Industry	Total
Automobile Mechanic	946
Baker	743
Beautician	3011
Construction Site Supervisor	864
Cook	988
Draughtperson	1067
Electrician	1504
Hairdresser	2843
Information and Communication Technology Technician	7171
Nurse Assistant	87
Preschool Teacher (Early childhood development)	1404
Quantity Surveying Assistant	691
Refrigeration and Airconditioning Technician	524
<b>Total</b>	<b>21843</b>

Source - Database of the Tertiary and Vocational Education Commission.

Written examinations could not be conducted further during the year, due to covid 19 pandemic. These examination results were released within the same year and the general written examination was postponed to March in the following year, 2021.

### **8.5.2 Conducting Written Examination for National Vocational Qualification Level 5 and 6**

The General Written Examination -2020 for the National Vocational Qualification Level 5 and 6 was conducted for following trades on the requests of respective institutes.

General written examination conducted for NVQ level 5 & 6 courses Baker
Computer and Information Technology
Quantity Surveying
Construction technology

Cosmotology
Agricultural Production Technology
Mechatronic Technology
Refrigeration and Air Conditioning Technology
Production Technology
Preschool Management
Printing Technology
Planning Technology
Mechanical Technology



## 8.6 Payments of Assessors

The payment process for Assessors was changed to slip transfer methodology. Thereby the payments via cheques were stopped and instead it was directly transferred to Assessors' accounts. In this way, the payments were made correctly and efficiently.

Allowance and traveling costs of the Assessors who participated in the assessments conducted at Department of Technical Education and Training were paid by the Assesment Division of the Commission.

1194 allowance vouchers of Assesors under this heading were certified by the Assesment Unit and submitted to the Accounts Division. The total value of those vouchers was Rs. 14.886 million.

## 8.7 Issuing NVQ Certificates

### 8.7.1 Issuing NVQ Certificates

The year 2020 indicates a significant decline in the issuance of NVQ certificates due to the Covid 19 epidemic. This was affected by the disruption of training and assessment activities. Hence, it was possible to achieve nearly 50% from the expected target.

The Tertiary and Vocational Education Commission has issued 47621 certificates during the year 2020 and respective details are given below.

**Table 8.7.1 National Vocational Qualification Certificate Awardees (Institutions wise) 2020**

Institute	Certificate Awardees				No.of Certificates			
	Competency based Assessment System	Recognition of Prior Learning	Industrial Training	Total	Competency based Assessment System	Recognition of Prior Learning	Industrial Training	Total
Department of Technical Education and Training	7907	174	0	8081	8493	177	0	8670
National Apprentice and Industrial Training Authority	1041	4999	1389	7426	1181	5614	1471	8266
Vocational Training Authority	11824	690	0	12512	14721	887	0	15608
National Youth Council	1748	0	0	1748	2118	0	0	2118
Private Sector	11555	7	0	11557	12952	7	0	12959
<b>Total</b>	<b>34075</b>	<b>5870</b>	<b>1389</b>	<b>41334</b>	<b>39465</b>	<b>6685</b>	<b>1471</b>	<b>47621</b>

Source - Database of the Tertiary and Vocational Education Commission.

During the year 2020, Details of certificates issued for NVQ level 1 to 6 in institutional wise for year 2020 are as follows.

**Table 8.7.2 Certificates issued during the year 2020**

Institution	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
National Apprentice and Industrial Training Authority	8	499	4385	3374	0	0
Department of Technical Education and Training	3	246	3332	3933	988	168
National Youth Council	0	143	702	1269	4	0
Vocational Training Authority	168	817	7127	7285	211	0
Private Sector	3	547	8943	2644	470	352
<b>Total</b>	<b>182</b>	<b>2252</b>	<b>24489</b>	<b>18505</b>	<b>1673</b>	<b>520</b>

Source - Database of the Tertiary and Vocational Education Commission.

The following table shows the National Vocational Qualification Certificates (Gender basis) issued by the training institutes for the year 2020.

**Table 8.7.3 National Vocational Qualification Certificates issued (Gender basis) for Year 2020**

Institution	Certificate Awardees			No.of Certificates		
	Male	Female	Total	Male	Female	Total
Department of Technical Education and Training	4713	3368	8081	5242	3428	8670
National Apprentice and Industrial Training Authority	4628	2798	7426	5087	3179	8266
Vocational Training Authority	7012	5500	12512	8949	6659	15608
National Youth Council	665	1083	1748	790	1328	2118
Private Sector	4947	6610	11557	5628	7331	12959
<b>Total</b>	<b>21965</b>	<b>19359</b>	<b>41324</b>	<b>25696</b>	<b>21925</b>	<b>47621</b>

Source - Database of the Tertiary and Vocational Education Commission.

During the year 2020, 273 certificates were reprinted by the Tertiary and Vocational Education Commission. The details are as follows.

**Table 8.7.4 Details of Reprinted Certificates 2020**

Type of certificate	Number of Certificates
Certificates reprinted due to typographical errors	69
Duplicate copies for misplaced certificates	204

Source - Database of the Tertiary and Vocational Education Commission.

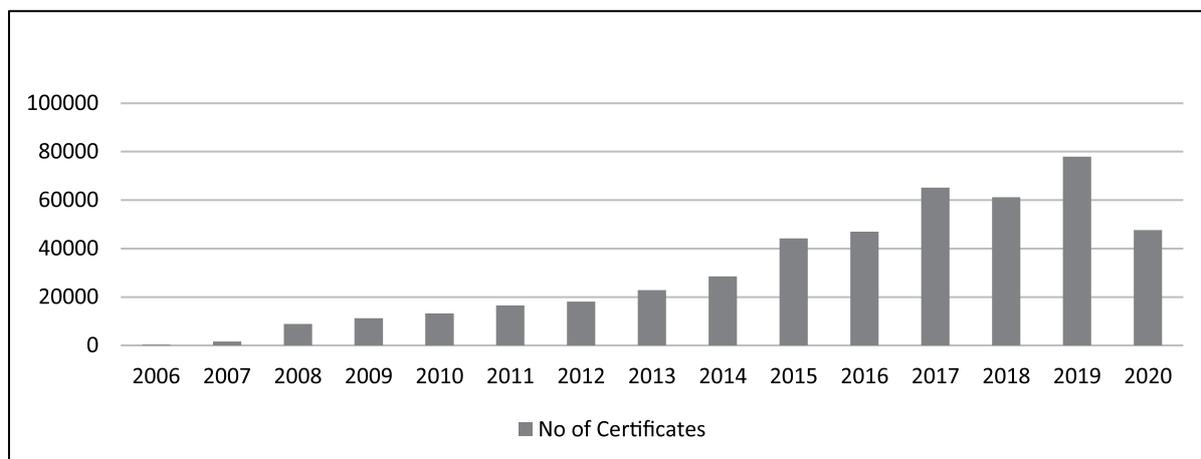
Certificates issued since 2006 are showed in the following table

**Table 8.7.5 Total number of certificates issued from 2006 to 2019.**

Year	No. of certificates
2006	259
2007	1,629
2008	8,915
2009	11,249
2010	13,256
2011	16,572
2012	18,111
2013	22,855
2014	28,546
2015	44,148
2016	47,017
2017	65,212
2018	61,150
2019	78,007
2020	47,621
Total	464,457

Source - Database of the Tertiary and Vocational Education Commission.

**Graph 8.7.6: Number of certificates issued from 2006 to 2020**



**Source - Database of the Tertiary and Vocational Education Commission**

The Tertiary and Vocational Education Commission has actively contributed to strengthen the labour force of the country by issuing 464,457 certificates from the inception of the National Vocational Qualification Framework to the end of year 2020.

## **9.0 Industry Liaisons (Vocational and Industrial) Division**

### **9.1 Background**

The prime objective of the vocational education and training sector is to create people with the necessary skills required for the industry. It is essential to maintain a dynamic vocational education and training field that can provide the necessary skills to fulfill the changing objectives from time to time and this is related to the economic situation in any country. The Industrial Liaisons Division established in 2016 with the aim of strengthening the standardized career guidance service to build a better relationship between the industry and industrial vocational education and training sectors in order to produce skillful youths for industries.

Accordingly, by year 2020, the Industry Liaisons Division implemented several programs to direct industrial vocational education and training sector in a new path way. The potential of improving relationship between industry and industrial education sector was succeeded through strengthening the 04 skill sector councils, conducting district committees under the instructions of District Secretary and by strengthening the relationship with chambers of commerce, operating locally. In addition, the District Career Guidance Centers were strengthened to conduct number of awareness programs in industrial vocational education and training sector in line with the media plan of the year.

The Industry Liaisons Division, which was established in 2016, needs to be further expanded by the end of year 2018 and to carry out this task more successfully, the Information Center was established. At present its role is being carried out with the assistance of Information Officers in each division.

### **9.2 Objectives of the Industry Liaisons Division**

Industry Liaisons Division's main objective is to provide skilled manpower required for the industry through the field of technical education and vocational training. In order to achieve this objective, it is the primary responsibility of the Industrial Liaisons Division to implement the following sub-objectives.

- Coordinate with industrial sector councils, industrial advisory committees, Trade Unions and Institutions, Chambers of Commerce, Industry Associations and volunteers.
- Obtaining industry contribution for the development of skills standard and training courses utilized in the field of technical education and vocational training.
- Educate the academic staff of industrial vocational education and training on technological changes and new trends taking place in the industry and provide training, if required.
- Examine on the skill gap, if there is any, between the currently offered vocational training and the demand in the industry and take actions to make necessary conclusions and corrections.

- Follow up and take necessary steps to strengthen the industry related training for apprentices in the field of industrial vocational education and training.
- Conduct and coordinate vocational career guidance programs/centers on job demands of the industry for apprentices who completed their training in technical education and vocational training sector.
- Acknowledge the technicians with lack of formal training to obtain qualification certificates, in collaboration with the Industrial Sector Councils to issue.
- Create a positive image on industries and related jobs.
- Take necessary actions to make the services of the Commission more effective and efficient.
- Attract school leavers by acknowledging them on technical education and vocational training sector.
- Take necessary actions to make the entire community aware of the field of technical education and vocational training.
- Take necessary actions to implement general career guidance services
- Take necessary actions for the development of the field of industrial vocational education and training by enhancing the relationship with various professionals and professional groups.
- Take necessary actions to provide international recognition for NVQs.
- Liaising with local to international institutions to take necessary steps for the development of industrial vocational education and training sector.

### **9.3 Functions**

The following activities have been accomplished by the Industry Liaisons Division during the year 2020 to achieve the above objectives.

**9.3.1. Replenishment of funds provided by the Sectoral Skills Development Program to the Sectoral Skills Councils for the maintenance of four Sectoral Skills Councils and to take necessary action to implement them more effectively.**

**9.3.1.1 Construction Industry Sector Skills Council**

**9.3.1.2 Information and Communication Technology Industry Sector Skills Council**

**9.3.1.3 Product and Engineering Services Sector Skills Council**

**9.3.1.4 Tourism Industry Sector Skills Council**

**9.3.2 Providing funds and guidance to Sector Skills Councils for development activities carried out in connection with the upliftment of technical and vocational education sector**

**9.3.3 Conducting meetings with the chairpersons to review the progress and explain the future activities of Sector Skills Councils.**

**9.3.4 Conducting service evaluations at District Career Guidance Centers.**

**9.3.5 Conduct district level programs on new dimensions of development in of technical and vocational education sector and awareness programs for the public, school children and school leavers on prevailing job opportunities.**

**9.3.6 Prepare information code for the awareness of clients on activities carried out by the Tertiary and Vocational Education Commission.**

**9.3.7 Prepare handouts to provide information on Tertiary and Vocational Education Commission to training institutes, officers, the public, school students and parents.**

- 9.3.8 Publicizing and disseminating information with media on vocational training sector.**
- 9.3.9 Aware persons with special needs about the opportunities available in technical and vocational education sector.**
- 9.3.10 Conduct special programs on career guidance and soft skills development.**
- 9.3.11 Conduct provincial level programs for sectors not covered by the Sector Skills Councils.**
- 9.3.12 Conduct publicity programs by Sector Skills Council, the Chamber of Commerce and Industry and District Career Guidance Centers, joining together.**
- 9.3.13 Establish a regulatory committee for national vocational career guidance in policy development.**
- 9.3.14 Provide necessary allocations to District Career Guidance Centers for the development and improvement of General Career Guidance Centers.**
- 9.3.15 Submit recommendations on discussions and evaluations of the formal conduct of industrial training.**
- 9.3.16 Conduct skill development programs for Skills Development Officers and Career Guidance Officers.**
- 9.3.17 Make arrangements to produce a documentary on Tertiary and Vocational Education Commission.**
- 9.3.18 Liaise with relevant parties to make national vocational qualifications recognized internationally.**
- 9.3.19 Collaborate with various institutional projects for the development of industrial vocational education and training sector.**

### **9.3.1. Take necessary actions to effectively made the advancement of funds provided by the Sector Skills Development Program to maintain the 04 Sector Skills Councils .**

With the contribution of Industry Liaisons Division, four Sector Skills Councils have been actively performed since 2016 and the Tourism Sector Skills Council, which was in decline, has been active in process from 2020. Accordingly, the following four Sector Skills Councils and the Health and Care Voluntary Committee were actively performed year in 2020.

1. Construction Industry Sector Skills Council
2. Information and Communication Technology Industry Sector Skills Council
3. Product and Engineering Services Sector Skills Council
4. Tourism Industry Sector Skills Council
5. Health and Care Voluntary Committee

Industry Liaisons Division provided administrative expenses required to maintain four Sector Skills Councils in monthly manner and relevant expenses have been covered by the Sectoral Skills Councils.

The Sector Skills Councils carried out a number of development activities in the year 2020 and the respective functions are as follows.

#### **9.3.1.1 Construction Industry Sector Skills Council**

Five theoretical knowledge development programs for trainers in the field of construction under technical education and training were conducted in the year 2019 and 64 trainers participated in 12 educational tours.

- Conducted several discussions with three construction companies engaged in three different professions, namely plumber, building painter and masonry, to form professional forums jointly with selected construction companies. Accordingly discussions were made with, Siam City Cement (Lanka) - Nippon Paint Company for Masonry - Central Industries Ltd. (National) for building and painter and for Plumber.
- Memorandum of Understanding (MoU) was signed with Central Industries (PLC) Ltd to establish a Plumbing Guild. 60 plumbers were registered at the moment as first membership group.

- A special lecture was provided to update the members. The main objective of these professional forums is to promote social recognition and to ensure a high level of performance for the relevant professionals. This program will be extended to other parts of the island.
- Training was imparted to the technical staff of the industry to serve as Assessors in the NVQ system. Arrangements were made to train 15 technical staff of four construction companies as Assesors of the NVQ system. Accordingly, 05 persons from ICC Company, 04 persons from Edward & Crysti Company, 03 persons from Nawaloka Construction Company and 03 persons from Sunken Construction Company were trained accordingly.
- The Construction Sector Skills Council contributed to inspect and review the curricular currently in use. Arrangements were made to involve industry experts in inspection and review process of mentioned curricula. The professions that have been inspected and reviewed are concreter, plasterer and block masonry.
- Introduce programs related to the flexible learning model. Three awareness programs were conducted in association with the following construction companies to introduce the Flexible Learning Model (FLM) program.
  - Access Engineering Company
  - ICC Engineering Company
  - ELS Group of Company
- Maga Engineering Company has recruited 60 construction machinery operators for the Flexible Learning Models (FLM) program.
- 65 professionals from various professions of ELS Group Construction Company were selected for the Flexible Learning Model Program.
- Construction Industry Skill Sector Council provided technical assistance to identify the professional skills gaps of 60 machine operators selected by Maga Engineering Company.
- Construction Industry Skill Sector Council provided technical assistance to identify the skills gaps of 40 persons in ELS Group.
- Participate in the assesments conducted to provide NVQ level 5 through mature candidate route. The Construction Industry Skill Sector Council was directly involved in the assessment process conducted by Tertiary and Vocational Education Commission to provide the equivalent qualification of NVQ level 5 through mature mature candidate route. These assessments were conducted for two construction related professions. 9 applicants were assessed under this manner.

- Exposure of construction workers and teachers in training institutes to new technology and its applications. A seminar was held under the theme “Preservation and Conservation of Timber for Sustainable Construction Industry” and it was jointly organized by the Organization of Professional Association (OPA) and more than 90 people participated in the event.
- A seminar on 'Professional Specifications' (Steel Structures Roofing Sheets Perlin etc.) was conducted. More than 115 people attended the event. National Apprenticeship and Training Authority, the Sri Lanka Vocational Training Institute, the Department of Technical Education and Training, the Greerin Building Council, the Institution of Engineers of Sri Lanka and more than 20 construction companies, namely civil contractors, civil engineers, architects, Structural Engineers, technical officers of industrial establishments, trainers of training institutes were participated for this program.
- Arrangements were made to conduct another seminar on "Modular Coordination and Standardization". This was sponsored by Ekala Pre Strased Concrete Industries, however, had to be suspended due to the curfew imposed in the Western Province.
- Placement of trainees to training centers for "on-the-job training". Thirteen trainees in construction industry were deployed for on-the-job training at the following institutions. Edward & Crist Company placed 7 students, Nawaloka Constructions placed 3 students and Maga Engineering placed 3 students.
- Conducted a survey to examine the "skills gap" in construction industry. Standard procedures are followed to select an appropriate institute to conduct this survey. Basic research and development of qualitative and quantitative assessment tools were completed in this skills gap research exercise. The reports submitted in this regard were reviewed and approved by the Sector Skills Council.

### **9.3.1.2 Information and Communication Technology Skills Sector Council.**

- Trained 1604 teachers and students for various technical subjects in tertiary and vocational education sector. Twelve programs were conducted for this purpose
- How to simply learn from the beginning and train on software development but are in great demand in the field of IT.
- Provided beginners level lessons and training in two disciplines that are not covered under the National Vocational Qualification Level 4, Mobile Application Development and Game Development. Provide necessary facilities to download and learn the recordings of those programs through YouTube. 627 teachers and students participated for Mobile Application Development and 344 teachers were participated in Game Development.

- Trained 100 career guidance officers through 5 training programs under 5 streams in related to this sector with the participation of YOULEAD institute
- Awareness program was conducted on 06th January 2020 at the Institution of Sri Lanka Foundations for 100 more Vocational Training Instructors on the latest trends of Information Technology with the participation of YOULEAD Institute.
- Aware various stakeholders on the role of IT Skills Council and Vision 2025. Also presented the Vision 2025 to His Excellency President, Subjecty Minister and the Secretaries to the Ministries.
- Initiated a discussion to develop mutual cooperation with other countries in the Asia Pacific region to promote skills in related to World Skills Day. Officials from Bangladesh, Pakistan and the United Kingdom were present at the event.
- Initiated the Skills Gap Survey to identify the skills gap in IT field of tertiary and vocational education sector
- Initiated two internal researches to identify the factors contributing to unemployment in the field of information technology
- Developed job outlooks for Assistant IT Technician, Data Analyst, Graphic Designer and Software Developer to utilize in career guidance work.

### **9.3.1.3 Product and Engineering Services Sector Skills Council**

- Programs were conducted to improve the relationship between the Products and Engineering Services Sector Institutions and the Product and Engineering Services Sector Skills Council. Awareness programs were conducted covering 17 sectors and at the same time liaison programs were conducted with the institutions of the Production and Engineering Services Division at the request of the Ministry of Education. It represented the industrial sectors such as plastics, rubber, metallurgy, crafting, timber and agriculture.
- Directed Institutions in the production and engineering services sector for the flexible learning model program organized by the Ministry of Skills Development and Vocational Training. Several workshops were organized for this purpose and the following sectors contributed to the program conducted by the National Apprenticeship and Training Authority.
  - Automobile sector
  - Agriculture sector
  - Garment manufacturing sector
  - Food processing sector

- Conducted group wise awareness programs for private sector organizations as Sinhagiri Pvt Ltd, Fame International Pvt Ltd , United Motors PLC, Cleantech Pvt Ltd
- Prepared the cost estimation required for the employee linked training purchased program. Such cost estimates were provided for job opportunities as milking machine operator, integrated harvester, product supervisor etc
- Created a job vision for production and engineering services sector. The job vision was created across a number of areas and provided a better understanding of the job opportunities available for youths.
- Accordingly, the job vision was created for the milking machine operator, four wheel tractor operator, aluminum processor, solar voltage technician, and welder.
- Created National Training Standards to reduce the existing skills gap in production and engineering services sectors. Accordingly, the development process was initiated for the sectors of crafting technician and rubber milk processing technician.
- Actions were taken to provide Assesorss for product and engineering services sector as per a request made by the National Apprenticeship and Training Authority. Under this, about 10 resource persons have been provided for several fields.

#### **9.3.1.4 Tourism Industry Sector Skills Council**

- Attended and represented the National Career Guidance Steering Committee Meeting.
- Conducted awareness programs for the sections representing the Tourism Sector Skills Council throughout the year
- Annual General Meeting (2018-2019) was held on 23rd June at the National Apprenticeship and Industrial Training Authority (NAITA) Auditorium.
- Conducted a meeting with the participation of Additional Secretary, Skills Sector Development Program to discuss alternative employment opportunities for persons who lost their jobs in tourism industry due to the Covid epidemic.
- Selected Health care, Elder care, Agreeculture and languages as the most suitable areas for alternative occupations
- Develop tourism industry sector councils (TISC-LK) web site

- Created social networking accounts as Facebook page, LinkedIn, Twitter to disseminate information on tourism sector
- Participated and provided ideas for the promotion of women's participation in non-traditional occupations conducted by the Innovative Social Development Foundation.
- Conducted a survey to assess the adverse impact of Covid 19 epidemic on the tourism industry, training required to revive the tourism industry and to identify the skills gap.
- Encourage members and students to follow online English Language course conducted by British Council for free
- Conducted a cooking demonstration program for the staff of the International Labor Organization
- Conducted a food and beverage and Instructors' training workshop with the resources of two committee members under the trainers training program
- Actions were taken to approve the National Tourism Guidance and Tour Driver Guidance Courses conducted by the Sri Lanka Tourism Development Authority through the Sri Lanka Tourism and Hotel Management Institutions.
- Annual Meeting (2019-2020) was held on 23rd December at the Ministry Auditorium.

### **9.3.2 Providing Funds and Guidance for Sector Skills Councils' Development Activities in Related to the Upliftment of Technical Education and Vocational Training Sector**

The Industry Liaisons Division evaluates the proposals submitted for the development work carried out by the Sector Skills Councils for the advancement of industrial and vocational education sector and grant provisions accordingly. But due to Covid 19 epidemic, no financial allocation has been requested for development activities in 2020.

### **9.3.3 Conduct Meetings with Sector Skills Councils' Chairmen to Review Progress and to Explain the Future Activities**

It was unable to conduct monthly chairmen meetings to review the progress of the Sector Skills and the implementation of future programs as well as the problems in implementing such programs, and in 2020 only three meetings were held. Necessary communication was done through email..

#### **9.3.4. Conduct District Level Programs on New Development Dimensions of Technical and Vocational Education Sector and Conduct Awareness Programs for the Public, School Children and School Leavers about Prevailing Employment Opportunities**

Job Outlooks were created according to the structure of the respective occupations 11 job outlooks related to information and communication technology and production and engineering technology were compiled and translated in to Sinhala language.

#### **9.3.5 Prepare Information Guide on TVEC Functions to Aware Clients**

Information guide was published in 2019 with the objective of providing accurate information of Tertiary and Vocational Education Commission to the public. It was translated in to English language and planned to print in 2020.

#### **9.3.6 Created Leaflets to Aware Officers, Public and School Students on Tertiary and Vocational Education Commission and Training Institutes Function Under the Ministry**

Actions were taken to update the existing leaflets. Due to Covid 19 pandemic publicity was provided through facebook and youtube. E-flyers, posters and banners were created in this manner.

#### **9.3.7 Advertise and disseminate information on vocational training sector via Medias**

Industry Liaisons Division conducted public awareness campaigns in the year 2020 using the Medias to disseminate information on technical education and vocational training to create awareness on professional development and participated in many such programs. Resource contributions were made from National Radio as well as private radio programs and television programs. In response to a request made by TVEC, we participated in 05 television programs and 04 radio programs, and 06 programs were broadcast on National Radio covering the overall functions of the Commission.

Due to the closure of training centers at the first stage of Covid 19, channel eye and nethra television channels were broadcasted nearly 80 training programs in all three languages on vocational education and training sector, as an alternative teaching methodology.

In addition, the ITN TV channels' Seventh Hour program aired live programs and Sivmansala program conducted 03 sessions on NVQ system industrial vocational education and training sector.

06 live programs of Sara Prabhagira was conducted on National Radio. Also, participated in the Janahamuwa program telecasted on 02/09/2020 through the local service of the National Radio. He also participated in a live program on Rangiri Radio on 19/08/2020 to inform the public about the new trends in the field of industrial vocational education and training. Further, participated in a live program on Rangiri Radio on 19/08/2020 to aware public on new trends of industrial vocational education and training sector.

25 awareness programs on functions fulfilled by Tertiary and Vocational Education Commission were shared through the Commissions' Facebook page. In addition, 18 awareness on the functions performed by the Tertiary and Vocational Education Commission were shared through the WhatsApp Group created under the Ministry of Skills Development.

Channel eye and Nethra channel uploaded 60 training programs on industrial vocational education and training sector in all three languages, which can be accessed and downloaded through YouTube video.

Further uploaded 6 awareness programs on the functions performed by the Tertiary and Vocational Education Commission.

### **9.3.8 Conduct Special Programs for Selected Groups on the Opportunities Available in Technical And Vocational Education Sector**

All citizens should be equally entitled to the benefits of the field of technical education and vocational training. As one of its steps, 10 village level programs on technical and vocational education sector were conducted in 5 days, to new graduates attached to the Harispattuwa Regional Secretariat. 265 new graduates participated in this event. The resource for this was provided by the Industry Liaisons Division of Tertiary and Vocational Education Commission.

### **9.3.9 Conduct provincial level programs for the Sectors not covered by the Sector Skills Councils**

The objectives were to identify and improve the training requirements in line to trades with the cooperation of Industrialists, training institutes, representatives of governmental and non-governmental organizations related to industrial and vocational education in each district, as well as the Chamber of Commerce and Industry, and to develop the soft skills required by the industry and to strengthen the industrial training by solving various problems and to build a better relationship between the training institutes and the industrialists. Accordingly, a workshop to establish the Matale District Industrial Sector Forum was held on 12/03/2020 with the participation of 50 persons at the Naula Vocational Training Center Auditorium, Matale.

The district steering committee on facilitation of market job opportunities was held at the Monaragala District Secretariat under the directions of the Ministry of Skills on 13th August 2020 at 10.00 am with the participation of 110 persons.

The Steering Committee was also held on 12 December 2020 at the Badulla District Office with the participation of 112 members.

**The following sub-committees were formed and the relevant officers were appointed.**

- School Subcommittee
- Industry Subcommittee
- Tertiary and Industrial Development Subcommittee
- Entrepreneurship Development Subcommittee
- Global Market and Employment Subcommittee
- Resource Realization Subcommittee
- A workshop was held on 05/03/2020 from 9.30 am to 10.30 am at the Board of Investment Auditorium (BOI), Pallekele to aware the industrialists of Kandy District on NVQs and its benefits to the Industry. 27 industry organizations were participated for this program. Due to Covid 19 pandemic, programs organized to be held at Polonnaruwa, Hambantota, Galle and Jaffna districts were could not conducted
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**9.3.10 Conduct a Publicity Campaign in Cooperated with Sector Skills Council, the Chamber of Commerce and Industry and District Career Guidance Centers.**

Programs planned in conjunction with the District Career Guidance Centers were not operationalized by 2020. However, industrialist awareness programs were conducted with Sect Skills Councils and institutes of Board of Industries.

**9.3.11 Implementation of a National Career Guidance Regulatory Committee for Policy Development.**

In order to further strengthen the career guidance service for the field of technical education and training, National Career Guidance Regulatory Committee was established and was attended by representatives from a number of institutions involved in the field of vocational education. Implementing the Career Guidance Service was identified as a public requirement and accordingly Committees were set up to cover all areas for extensive study of the Career Guidance Service. Two meetings were held in the year 2020, in this manner.

### **9.3.12 Provide Required Provisions to District Career Guidance Centers for the Development and Improvement of General Career Guidance Centers**

Funds were provided to head office of respective 04 centers that required to maintain the District Career Guidance Centers in attractive manner. Therof, the development process has completed of Katugastota, Kathathara, Polonnaruwa and Puttalam centers of Vocational Training Authority with the aforementioned provisions.

### **9.3.13 Conduct Audits to Ensure Proper Conduction of Industrial Training**

Two rounds of discussions were held with the participation of the National Apprenticeship and Industrial Training Authority to take necessary steps to make industrial training more formalized. Further, requests were made to activate industrial training through an online training system. Accordingly, the National Apprenticeship and Industrial Training Authority has agreed to take further steps.

### **9.3.14 Conduct skill development programs for Skills Development Officers and Career Guidance Officers**

Career Guidance and Skills Development Officers are the foremost group of officers who provide technical vocational education and training accurately among the community. Updating the knowledge of these officers and making them aware of the latest data is a great service rendered by the Industry Liaisons Division of the Tertiary and Vocational Education Commission. A three day training workshop on Hotel and Tourism sector were conducted for 25 career guidance officers in collaboration with ULeed Institute. A field trip was also included for this workshop.

Also conducted two in-house practical workshops on ICT for 50 career guidance officers. The workshop was held at the Sri Lanka Foundation Institute and provided a hands-on experience on the latest information technology. This was also sponsored by Uleed Institute.

### **9.3.15 Make Necessary Arrangements to Produce a Documentary on Tertiary and Vocational Education Commission**

The Tertiary and Vocational Education Commission has prepared a program incorporating all the programs telecasted on the Sarapanrabhagira radio channel and uploaded it Commission youtube Channel.

### **9.3.16 Coordinate with relevant parties for the international recognition of NVQs**

Necessary actions have been taken to sign a Memorandum of Understanding (MoU) with the Saudi Arabian qualification equalization agency for the international recognition of Sri Lanka National Vocational Qualification system. Respective documents were submitted to the Ministry of Foreign Affairs for approval. Further, a discussion was also held with the Emirate (UAE). In addition requests have been made to the Ministry of Foreign Affairs to liaise with other countries as required.

### **9.3.17 Engage with Various Institutional Projects for the Development of Industrial Vocational Education and Training Sector**

Worked with the World Labor Organization, Youlead, KOICA and Schneider Electric in India for the development of the sector. Necessary arrangements have been made to submit proposals for the development of Electrical Training Institutes under the hospitality program discussed with Schneider Electric.

### **Special programs conducted by the Industry Liaisons Division**

- Worked with projects / programs that funded the development of industrial vocational education and training sector.
- Obtained necessary actions to formulate a national competency standard and curriculum for career guidance.
- Conducted monthly meetings and coordinated activities with the Health and Care Council. Coordinated the national competency standards and curricula prepared by the Council.
- Develop a database to establish a group of career guidance officers and collect information accordingly.
- Organized and attended for programs and exhibitions of acknowledging community on the services of Tertiary and Vocational Education Commission. Participated in the mobile service held at the President's College, Homagama from 28th February to 1st March 2020 and provided information relevant NVQ and Industrial Vocational Education and Training sector
- Touch Your Future Skills and Innovation Competition was held on 29th February 2020 at 03 Centers island wide for 111 candidates in the Preliminary Round
- Represent on behalf of Tertiary and Vocational Education Commission for national programs conducted in related to vocational sector

- Obtained necessary actions to resolve the issues of private training institutes accredited by Tertiary and Vocational Education Commission.
- Officers of the Industry Liaisons Division were involved in the District Coordinating Committees and made proposals to work in collaboration with the Regional Industrial Councils.
- Invited applications of volunteers through paper advertisements from sectors not covered by Sector Skills Councils

## **10.0 Information Systems Division**

The Information Systems Division of the Commission performs the task of collecting information and processing it as required and provides such information to the relevant parties. Information and Communication Technology has been utilized for this purpose, which makes the use of information more accessible and usable. Organizational development can be achieved through collective utilization of information. Information Systems Division of Tertiary and Vocational Education Commission utilizes the latest technology to provide essential informations. The rapidly growing database of information provides strategies and provisions for the successful use of that information for organizational development.

### **Key objectives of the Information Systems (IS) Division:**

This division performs the duties of developing, installing and maintaining of information systems required to streamline and facilitate the work of the Tertiary and Vocational Education Commission. The Information Systems Division in 2020 consisted from a staff with a Director, Acting Market Analyst and Statistician, Deputy Director and Librarian, Acting Deputy Director, 3 Assistant Directors and a Computer Graphic Artist.

### **The main functions and programs of the Information Systems Division are as follows.**

- Publish Labor Market Information Guide by researching paper advertiesments on labor market information
- Analyze labor market information on demand
- Publish TVET Guide for next year and maintain required information system.
- Develop and maintain the labor market information system web page.
- Create and publish newsletter of Tertiary and Vocational Education Commission
- Design and maintain computer systems for the successful operation of other Divisions operating under the Tertiary and Vocational Education Commission.
- Maintain the computer software required to facilitate the registered and unregistered institutions under the Commission and provid such information to respective institutes to carry out respective activities successfully.
- Conduct UNEVOC Regional Center and implement its functions continuously.
- Develop, maintain and update the TVEC website which is required to provide information to the public about the services provided by the Commission.
- Maintain computer software required for NVQ certificate printing, advising registered training institutes to enter required data and managing such data.
- Maintain Computer Software required for Skill Passport and issue of Skills License

- Identify the requirements for the purchase of computers and related equipment required for each Division functions under the Tertiary and Vocational Education Commission and provide the necessary specifications and technical advice.
- Provide internet and e-mail facilities within the Commission, Computer networking and proper maintenance of the Server and update hardware and software accordingly.
- Maintain and provide library service and related information facilities to the staff of the Commission.
- Analyze and compile labor market information as required, create computer graphics required for the work of the Commission
- Annual preparation of information on industrial, vocational education and training in Sri Lanka to UNESCO for statistics required for the publication of information on educational indicators of countries at the international level.

The main information system of this Division consists from the labor market information system, the National Vocational Qualification award system, the planning and research system and the information system and institutional registration and course accreditation information system. During the year 2020, this division has been able to perform the following major functions and services.

### **10.1 Develop and Maintain Labor Market Information System**

The Tertiary and Vocational Education Commission has established a relevant Labor Market Information System to provide information on the current job demand and other labor market details in Sri Lanka.

The data obtained from the survey and the analysis, are published for the benefit of policy makers, career guidance officers, employment agencies, trainers, employers and job seekers in the labor market.

Labor market information publication of the Tertiary and Vocational Education Commission can be obtained from LMI Bulletin or TVEC web site: [www.tvec.gov.lk](http://www.tvec.gov.lk).

## 10.2 Prepare and publish labor market information code

During the year 2020, the Information Systems Division was able to publish two labor market information publications. These publications have been able to transparently analyze and present the nature of the Sri Lankan labor market in early 2019 and late 2019.

The Labor Market Information Code consists from 5 sections as follows.

1. Demand for jobs
2. Employment
3. Unemployment
4. Supply of labor market or supply of labor for various jobs
5. Demand for the labor market and research information

The publication gave a new face to the code of labor market information in 2020 by publishing information on labor market research and the workforce in a way that would be more useful to those with a special interest in the labor market trajectory.

The labor market information publication includes job related information such as job demand, job opportunities, educational qualifications, gender / experience, etc. in each industry based on local and foreign jobs, archived from local and foreign newspaper advertisements.

**Table 8.1 Shows the number of advertisements surveyed from the newspapers of “Irida Lankadeepa” and “Sunday Observer” from 2006 to 2019.**

**Table 8.1 Number of job advertisements compiled**

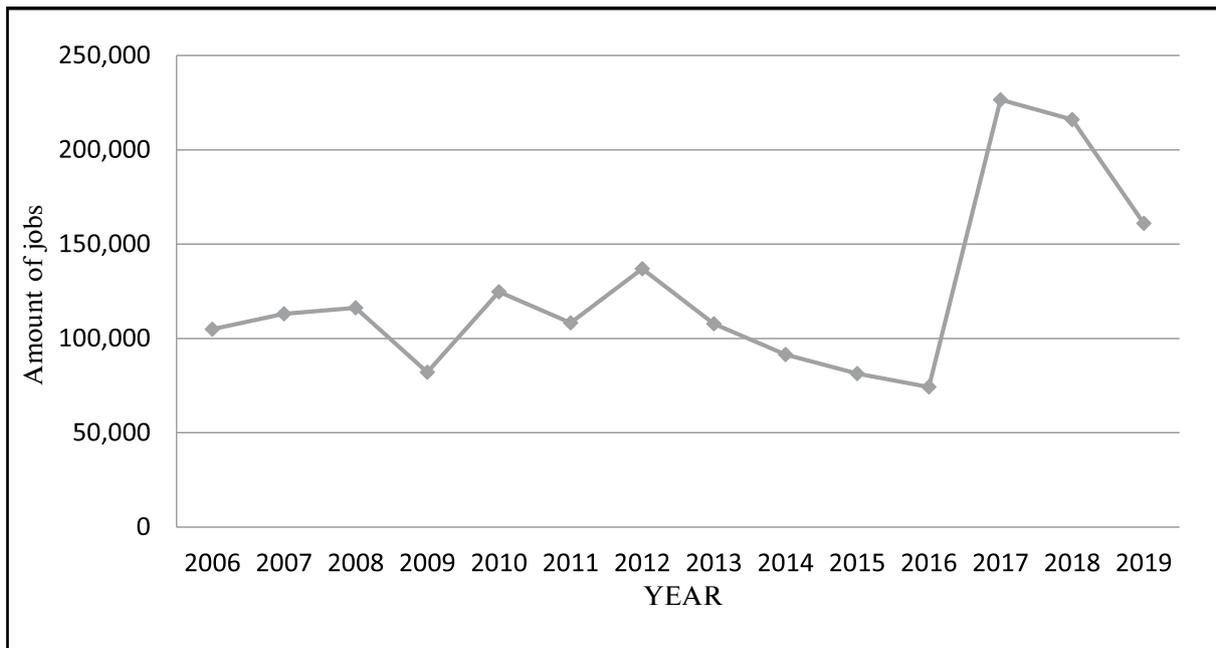
Year	Number of job advertisements per year
2006	104,839
2007	113,060
2008	116,157
2009	82,167
2010	124,741
2011	108,193
2012	136,994

Year	Number of job advertisements per year
2013	107,698
2014	91,430
2015	81,369
2016	74,245
2017*	226,555
2018	215,991
2019	160,933

(\* Published in Lankadeepa newspaper from 2017, instead of Silumina news paper)



The following column chart shows the job advertisements of 2006 - 2019



Information in e-mails and websites were considered to further uplift the level of job vacancies published in newspaper advertisements.

### 10.3 Labor Market Information Web Page

This website has been updated and maintained in the year 2020 with the objective of providing an efficient and effective labor market information service for users.

- Analyze current labor market information
- Access to online training course information
- Previous labor market information publications
- Concepts and definitions of the labor market
- Access into useful websites
- Assisting in making application forms with biographical data
- Access to obtain job vacancy information
- Measures have been taken to provide important information such as displaying 10 high demand jobs in the industrial and allied professional fields.
- Annual TVET Guide course details

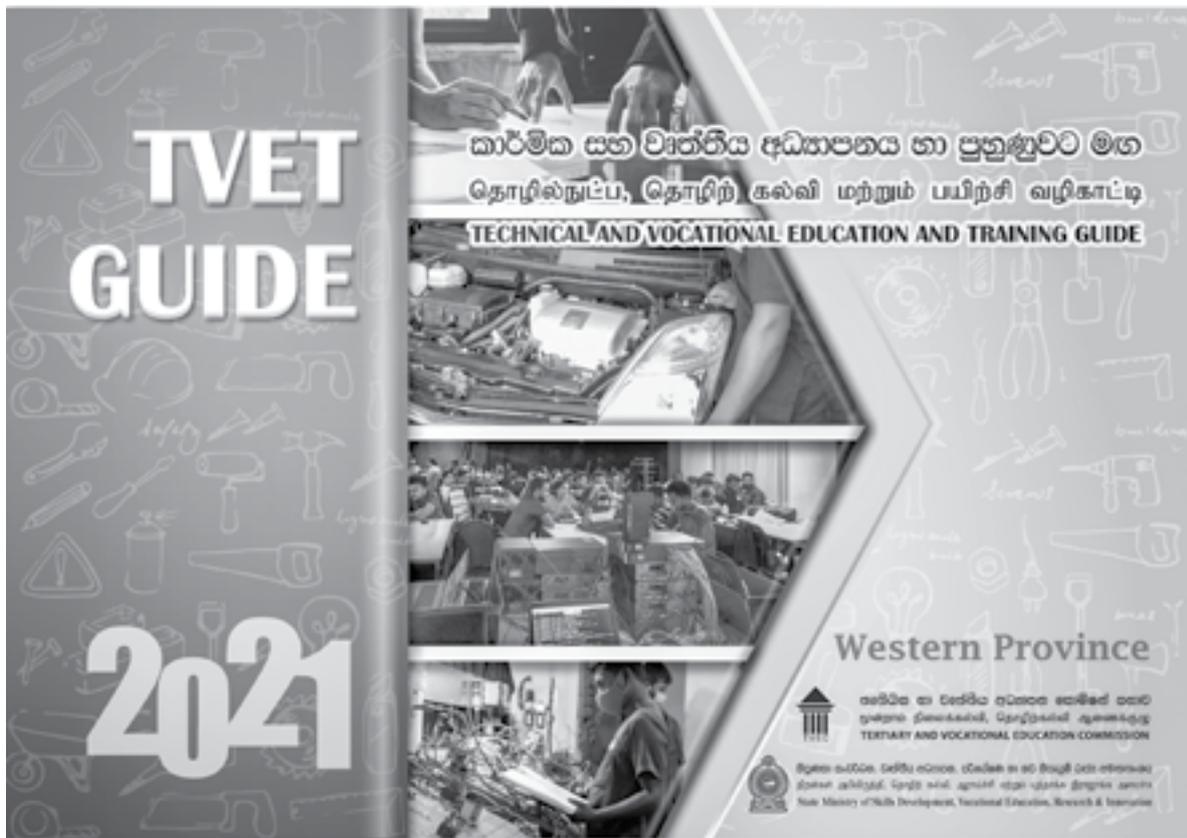
- In addition to conceptual terms definitions and glossaries on labor market information, words of labor market job advertisements, various information provided by employees have been updated and published in this web page

#### 10.4 Technical and Vocational Education / Training Guide (TVET Guide)

In addition to the Labor Market Information Publication by the Information Systems Division of the Commission, the TVET Guide Publication on Technical and Vocational Education Training for the Year 2021 was published at the end of the year 2020.

This TVET Guide presents details of vocational training courses in Sri Lanka, public sector training courses, qualification to enroll for courses, details of registered training institutes and details of accredited courses at provincial level by institution and field of education. Courses in each institution are categorized provincial wise according to the qualifications required to study.

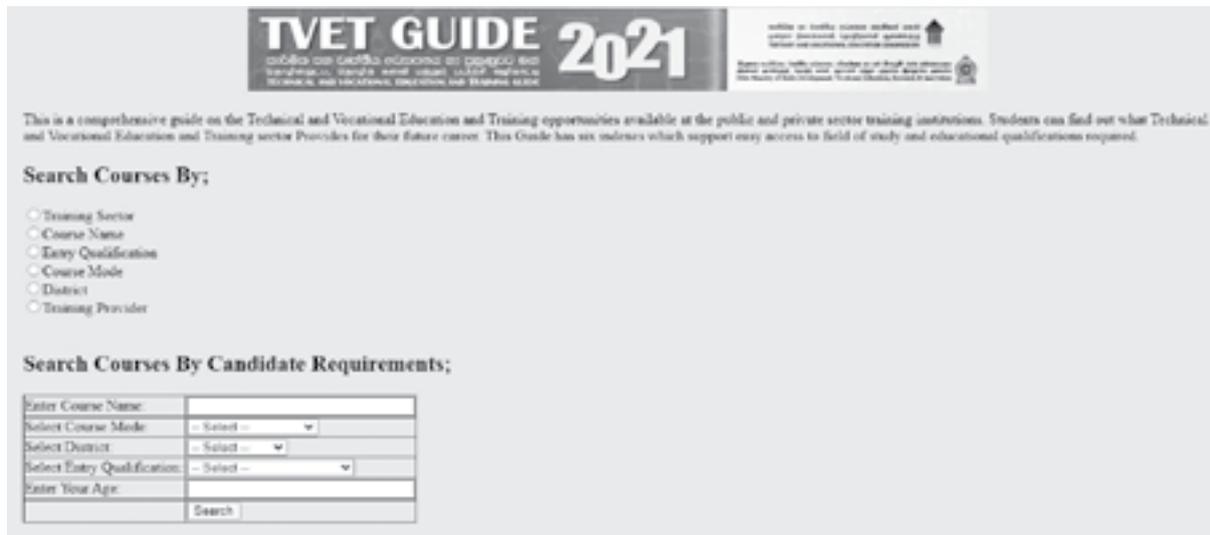
**An image of TVET GUIDE 2021 is shown below**



This has been published on the website of the Commission covering 9 provinces, through which,

1. Institutional details by provincial and academic areas
2. Institutional details according to provincial and educational qualifications

3. Course information is available according to provincial and academic areas.



### 10.5 Develop and maintain Tertiary and Vocational Education Commission Website

The Information Systems Division manages the Commission's website. The Commission's website includes activities of the Commission, more accurate and up-to-date information on labor market information, and introductions to the Commission's new improvements and developments of vocational and technical education training sector, which extremely useful for persons who has interested in this sector.

**Below is an image of the Tertiary and Vocational Education Commission website.**

தாவியை அல வரவியை அடிநாபன நைசைன் கனாலி  
 மூன்றாம் நிலைக்கல்வி, தொழிற்கல்வி ஆணைக்குழு  
**TERTIARY AND VOCATIONAL EDUCATION COMMISSION**  
 State Ministry of Skills Development, Vocational Education, Research & Innovations



### Welcome to TVEC

The Tertiary and Vocational Education Commission was established in 1991 as the apex body in the technical and vocational education and training sector under the provisions of the Tertiary and Vocational Education Act No 29 of 1990. Its primary responsibility is policy formulation, planning, quality assurance, coordination and development of tertiary and vocational education in the country.

The amendments introduced in December 1999 to the Tertiary and Vocational Education Act No. 29 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 programmes that would help achieve the vision of the Government of maintaining a demand-driven training system.

The Chairman and the Director General of the Commission are assisted by a team of Directors, in charge of development functions and a Secretary who oversees the personnel, financial and administration functions.

<p>Guideline for Registration of Training Institutions</p>	<p><b>NVQ</b> சாதிமலா பாடநெறிகள் Courses  <small>National Vocational Qualifications</small></p>	<p>Names of QMS Certified Institutions</p>
<p>Registration of Training Institutions - Apply Online</p>		<p>Information on Registered Training Centres</p>
<p>Accreditation of Training Courses - Apply Online</p>		<p>Instructions to fill the Application</p>

The facilities provided to institutes in 2015 for data entry, have been upgraded in 2020 in order to access for NVQ results and assesment results.

The following web pages can be accessed through the Commission's main website;

- Labor Market Information
- National Vocational Qualifications
- Course Registration and Accreditation
- Planning and Research
- Intranet
- Research Cell of the Commission
- News and Events
- Information System
- Industrial and Vocational Education and Training Guidance
- Methodology on awarding National Vocational Qualifications
- Download information and applications
- Internal web sites

The following websites has been developed further and linked to Internet in 2020

## **10.6 Registration and Accreditation Website**

This website provides all the information on institute registration and course accreditation. This website also contains information on courses accredited by the Registered Institutions and Commission, information on Quality Management System, Registration Applications, Registration Renewal Applications, Course Accreditation Applications, etc. The website specializes in course and institute registration via online and providing separate portal for each institution. This process was further enhanced in 2020. This site was linked to the NVQ Certificate Printing website in 2019, which was a progress made in quality management.

## **Registration and Accreditation Information Web Facility**

This facility allows you to check the information about the registered institutions and the accredited courses online through which anyone can find the information according to the following methods.

1. Institutional details by province and field
2. Institutional details by province and ownership
3. Institutional details by provincial name or part of the name
4. Institution details by course name and district

### **10.7 Internet, and email facilities**

According to the Government Circular on the utilization of Email, each member of the staff has access to Internet and email facilities in an innovative way to increase efficiency, reduce costs and save time in exchanging information. It facilitates the communication efficiency of TVEC staff as well as the acquisition of new knowledge through Internet. Further, this division maintains an internal network to provide information to staff. The flexibility of this new communication system which ease to access information have attracted the users.

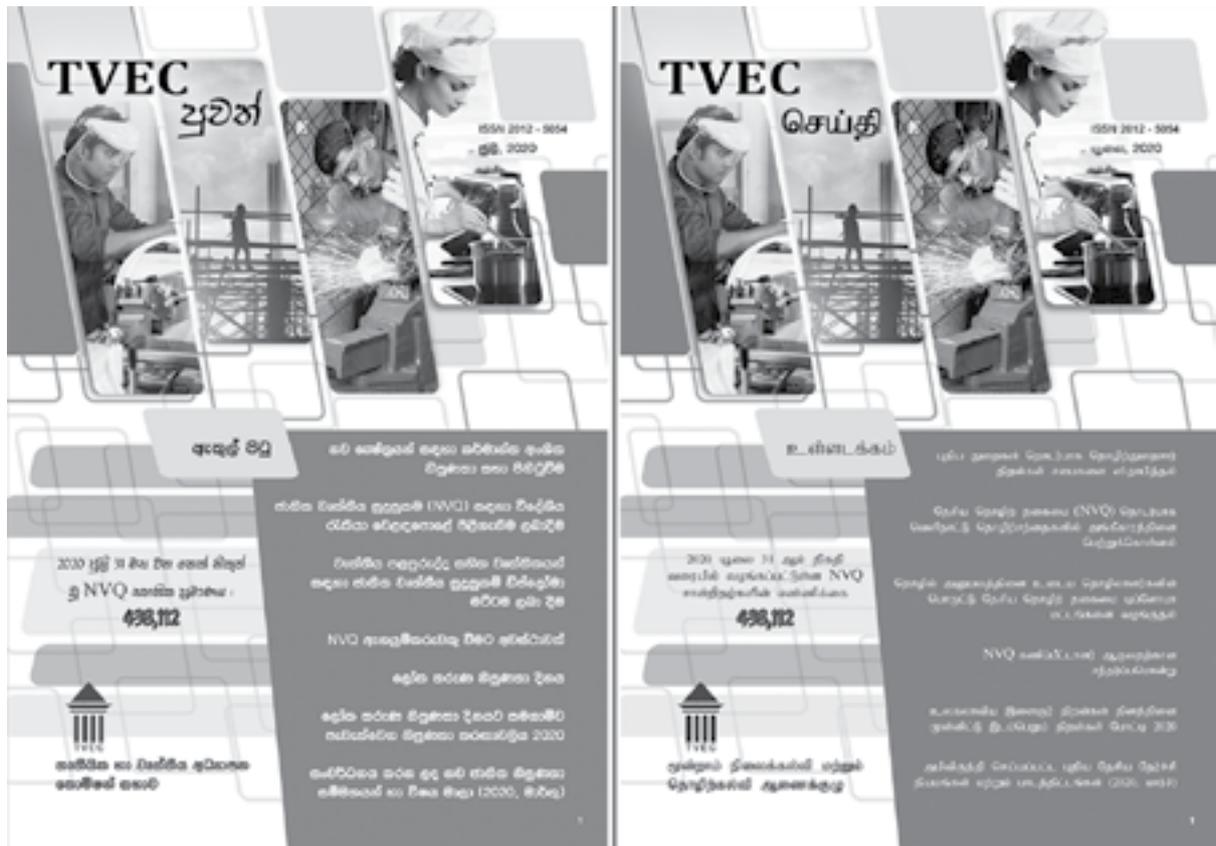
E-mail and Internet facilities have been enhanced in 2020 to provide more access to information for the staff of the Tertiary and Vocational Education Commission.

The Information Systems Division maintains internal computer networks, Internet and electronic mail systems, network firewall, etc. by 2020 to improve the efficiency of the organization.

### **10.8 TVEC Newsletter**

In order to create awareness about the work performed by the Tertiary and Vocational Education Commission in year 2020, a newsletter was published and distributed free of charge to all registered training centers and stakeholders.

Images of the news letter are shown in below.



## 10.9 TVEC Library

The TVEC library is managed by the Information Systems Division. This provides library facilities to researchers and scholars of various ranks in various fields of vocational education at local and international level. Accordingly, the following services are provided by the library.

1. Providing books and research reports related to the vocational and technical education and training sector
2. Maintain and distribut publications of the Commission
3. Allow to refere periodicals
4. Allow to refer daily newspaper and other documentation
5. Provide information references,user documentation services and other information service.

In addition, the inter-library extension Service provides for interested readers on library information that are not in the Library of the Commission. Information resources have also been exchanged through other libraries over the past year to meet the information needs for staff officers.

The membership of the Library of the British Council has also been obtained. It facilitates access to

additional books. TVEC library has facilitated in providing international knowledge for readers in year 2020.

### **10.10 New Features Added to NVQ Information Systems Software in 2020**

In the year 2020, the Information Systems Division upgraded the system by adding the following new features to NVQ Information System Software. This has enabled to provide high quality service to TVEC stakeholders.

- Automatic selection of NVQ Assessors
- Facilitate to free download National Competency Standard and Curricula.
- Register Institutions for Enterprise Based Training
- Data entry of applicants for Enterprise Based Training and Recognition of Prior Learning
- Introduce paying voucher format for NVQ certificate printing process
- Establish a payment scheme for Assessors for NVQ assessments conducted by the Department of Technical Education and Training
- Introduce QR code for NVQ certificates
- Extending the SMS service to several sections of the system

### **Applying for Knowledge Assessment Test**

In year 2020, a system was successfully developed to apply for the knowledge assessment test conducted by the Commission, to issue examination admissions and to issue examination results through the website.

### **10.11 Issue Skills Passport for NVQ Certificate Holders**

Issuing skills passport for NVQ holders was initiated in commomeration to skills day with effects from 15.07.2020 with the patronage of Hon.Prime Minister. This skills passport adds value to the qualifications and, in addition to NVQ recipients, the Government, the industry and the general public are the beneficiaries of this certificate. This is a joint project in between International Labor Organization (ILO), Employers' Federation of Ceylon (EFC) and Tertiary and Vocational Education Commission (TVEC)

**TERTIARY AND VOCATIONAL EDUCATION COMMISSION**  
**STATEMENT OF COMPREHENSIVE INCOME FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2020**

REVENUE	NOTE	2020 (Rs)	2019 (Rs)	2018 (Rs)
Treasury Grants	01	135,076,338	136,260,126	138,056,007
Projects Grants	02	28,979,442	40,173,953	54,135,555
Operating Income Generated	03	28,548,468	45,177,812	40,721,852
Financial Grants Returned		227,885	287,675	20,986
Non Operating income Generated	04	229,718	71,993	362,212
		193,061,852	221,978,846	233,296,611
Staff Loan Interest and Other Interest Income	05	416,336	714,459	966,413
Profit on Disposal of Assets				
		193,478,187	222,693,305	234,263,024
<b>Differed Income</b>		6,396,799	7,849,676	8,958,303
		199,874,987	230,542,981	243,221,327
<b>EXPENDITURES</b>				
Board Directors & Committee Observers Allowances	06	607,654	342,337	730,531
Personal Emoluments	07	78,512,906	76,924,458	72,335,945
Traveling Expenses	08	334,499	1,305,468	812,182
Supplies & Consumables used	09	9,356,879	10,692,989	8,697,873
Maintenance Expenses	10	4,133,883	6,006,287	6,350,539
Rehabilitation Expenses	11	539,550	1,330,351	1,652,163
Contractual Services	12	11,856,272	11,861,917	12,707,820
Operational Expenses	13	43,306,818	67,322,485	56,279,705
		148,648,462	175,786,292	159,566,758
Projects Expenses	14	29,061,642	40,181,505	54,068,925
		177,710,104	215,975,083	213,635,683
<b>Net Surplus (Deficit) Before Provision</b>		22,164,882	14,567,897	29,585,644
<b>PROVISION FOR THE YEAR</b>				
<b>NET SURPLUS (DEFICIT) AFTER PROVISION</b>		22,164,882	14,567,897	29,585,644

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



**A.S.Amarasinghe**  
Deputy Director (Finance)



**J.A.D.J. Jayalath**  
Director General (Actg)

**TERTIARY AND VOCATIONAL EDUCATION COMMISSION**  
**STATEMENT OF FINANCIAL POSITIONS AS AT 31<sup>ST</sup> DECEMBER 2020**

DESCRIPTION	NOTE	2020 (Rs)	2019 (Rs)	2018 (Rs)
Non Current Assets				
Property Plant & Equipment	15	19,472,941	27,087,974	29,296,226
<b>CURRENT ASSETS</b>				
Debtors	16	13,802,390	13,401,905	8,664,138
Deposits & Receivables	17	28,040,186	26,406,065	15,435,476
Inventory	18	4,094,190	3,270,017	2,958,906
Cash & Cash Equivalents	19	62,487,207	41,610,507	38,399,595
		108,423,973	84,688,495	65,458,115
<b>TOTAL ASSETS</b>		<b>127,896,914</b>	<b>111,776,469</b>	<b>94,754,341</b>
<b>EQUITY AND LIABILITIES</b>				
Accumulated Fund		3,327,777	3,327,777	175,452
Translation Reserve	20	69,894,665	49,513,730	37,136,079
Deffered Income	21	19,472,941	27,087,974	29,296,226
		92,695,383	79,929,481	66,607,757
<b>NON CURRENT LIABILITIES</b>				
Provision for Gratuity Schedule -01		24,957,438	20,582,534	16,757,188
		117,652,821	100,512,015	83,364,945
<b>CURRENT LIABILITIES</b>				
Creditors	22	2,785,445	4,645,621	521,140
Refundable Deposits & Payables	23	7,458,647	5,916,873	10,868,256
		10,244,093	11,264,455	11,389,396
<b>TOTAL LIABILITIES</b>		<b>127,896,914</b>	<b>111,776,469</b>	<b>94,754,341</b>

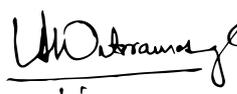
"The Board of Directors are responsible for the preparation and presentation of these Financial Statements These Financial Statements were approved by the Board of Directors and signed on their behalf."



**A.S. Amarasinghe**  
Deputy Director (Finance)



**J.A.D.J. Jayalath**  
Director General (Actg)



**U. Wickramasinghe**  
Chairman

**TERTIARY AND VOCATIONAL EDUCATION COMMISSION**  
**CHANGES IN EQUITY AS AT 31ST DECEMBER 2020**

	Accumulated Fund	Translation Reserve	Total
	Rs	Rs	Rs
<b>Balance as at 01.01.2018</b>	175,452	14,799,740	14,975,201
Prior Year Adjustment		2,139,760	2,139,760
Opening balance difference		350	350
Over / under provision adjustment		-9,389,424	-9,389,424
During the year Surplus /(Deficit)		29,585,644	29,585,644
<b>Balance as at 31.12.2018</b>	175,452	37,136,079	37,311,531
Opening balance Adjustment			
Surplus/Deficit during the year	3,152,325	14,567,899	17,720,224
Prior Year Adjustment		-2,190,248	-2,190,248
Rounding up transaction			
<b>Balance as at 31.12.2019</b>	3,327,777	49,513,730	52,841,507
Prior Year Adjustment		-1,783,946	-1,783,946
Surplus/Deficit during the year		22,164,882	22,164,882
Rounding up transaction		-1	
<b>Balance as at 31.12.2020</b>	<b>3,327,777</b>	<b>69,894,665</b>	<b>73,222,443</b>

**TERTIARY AND VOCATIONAL EDUCATION COMMISSION**  
**CASH FLOWS STATEMENT YEAR ENDED 31<sup>ST</sup> DECEMBER 2020**

	2020 (Rs)	2019 (Rs)	2018 (Rs)
<b>NET OPERATING SURPLUS /(DEFICIT) FOR THE YEAR</b>			
Surplus (Deficit) from Ordinary Activities	22,164,882	14,567,899	29,585,644
Profit on disposal of Fixed Assets			
<b>ADJUSTMENT OF NON CASH MOVEMENTS</b>			
Prior year adjustment	-1,783,946	-1,488,286	(9,389,424)
Depreciation	6,396,799	7,849,676	8,958,303
Opening Balance difference			1,975,224
Adjustment			
Rounding up transactions		-5	350
Gratuity Provision	4,654,654	4,117,366	3,046,836
Differed Income	-6,396,799	-7,849,676	-5,271,703
	<b>2,870,708</b>	<b>1,927,113</b>	<b>28,905,230</b>
Interest Income			
Gratuity paid	279,750	292,016	
<b>OPERATING SURPLUS /(DEFICIT) BEFORE WORKING CAPITAL CHANGES</b>	<b>24,755,841</b>	<b>16,904,956</b>	<b>28,905,230</b>
Increase/Decrease in Debtors	-400,485	-4,737,767	559,206
Increase/Decrease in Deposits & Receivables	-1,626,834	-10,977,876	(5,458,181)
Increase /Decrease in Inventory	-824,173	-311,111	(700,049)
Increase/Decrease in Creditors	-1,860,176	4,124,481	66,010
Increase/Decrease in Refundable Deposit & Payables	839,813	- 4,951,383	1,072,973
	<b>(3,871,855)</b>	<b>(-16,151,695)</b>	<b>(-4,460,041)</b>
Interest Income			
<b>NET CASH IN OPERATING ACTIVITIES</b>	<b>20,883,986</b>	<b>58,587</b>	<b>24,445,189</b>
<b>CASH FLOW FROM INVESTING ACTIVITIES</b>			
Acquisition of property, Plant & Equipments	-1,173,662	-5,641,424	(3,522,064)
Net Disposal value of Fixed Assets			

	2020 (Rs)	2019 (Rs)	2018 (Rs)
Proceeds from Sale of Property, Plant & Equipment			
<b>NET CASH FROM / (USED IN) INVESTING ACTIVITIES</b>	<b>-1,173,662</b>	<b>-5,641,424</b>	<b>(3,522,064)</b>
<b>CASH FLOW FROM FINANCING ACTIVITIES</b>			
Accumulated Fund		3,152,325	
Capital Frants from the Treasury & SSDD for Acquisitions	1,173,662	5,641,424	
Reserves (Transfer to the General Treasury)			
<b>NET CASH FROM / (USED IN) FINANCING ACTIVITIES</b>			
Net Increase/(Decrease) in Cash & Cash Equivalents.	20,883,987	3,210,912	20,923,125
Cash & Cash Equivalents at the beginning of the year	41,603,220	38,399,595	17,476,470
<b>NET CASH &amp; CASH EQUIVALENTS AT THE END OF THE YEAR</b>	<b>62,487,207</b>	<b>41,610,507</b>	<b>38,399,595</b>
<b>NOTES TO THE CASH FLOW STATEMENT CASH &amp; CASH EQUIVALENTS AT THE END OF THE YEAR</b>			
Peoples Bank Y.M.B.A.Branch A/c No-078-1001-722-66044	58,141,549	39,771,616	29,951,031
Peoples Bank Y.M.B.A.Branch A/c No-078-1001-122-68324	3,062,256	424,004	2,978,140
Peoples Bank Y.M.B.A.Branch A/c No-078-1001-422-66050	1,283,402	1,414,887	494,510
Call Deposit			4,975,914
	<b>62,487,207</b>	<b>41,610,507</b>	<b>38,399,595</b>

**TERTIARY AND VOCATIONAL EDUCATION COMMISSION**  
**NOTES FOR THE STATEMENT OF COMPREHENSIVE INCOME FOR THE**  
**YEAR ENDED 31<sup>ST</sup> DECEMBER 2020**

	SUB NOTE	2020 (Rs)	2019 (Rs)	2018 (Rs)
<b>01. Treasury Grants</b>				
<b>Recurrent Grant</b>		131,000,000	130,000,000	130,000,000
Capital Grant -Rehabilitation	1.1	600,000	1,950,000	1,660,000
Capital Grant -Acquisition of Property, Plant & Equipments	1.2	1,200,000	3,560,000	1,943,993
Capital Grant -Capacity Building	1.3	3,450,000	4,390,000	6,396,007
		136,250,000	139,900,000	140,000,000
Less :Transfer to Differed Income		1,173,662	3,639,874	1,943,993
Grants to be returned to the Treasury				
		<b>135,076,338</b>	<b>136,260,126</b>	<b>138,056,007</b>
<b>02. Projects Grants</b>				
Short Term Programme (Local/Foreign)	2.1	1,887,670	2,777,923	213,630
SSDD	2.2	27,091,772	37,396,030	53,921,925
		<b>28,979,442</b>	<b>40,173,953</b>	<b>54,135,555</b>
<b>03. Operating Income Generated</b>				
Institutes Registration Fees	3.1	2,517,800	2,873,500	1,938,800
Institutes Accreditation Fees	3.2	1,522,900	2,594,000	2,098,400
NVQ Certificate Printing Income (Net)	3.3	23,020,681	38,064,210	35,598,038
Assessor Registration Fees	3.4	86,250	100,500	99,650
Sale of Publications	3.5	419,650	748,475	838,750
Net Income From Record Books Sales	3.6	981,187	797,127	148,214
		<b>28,548,468</b>	<b>45,177,812</b>	<b>40,721,852</b>
<b>04. Non Operating Income Generated</b>				
Sales Of Obsolete Items		2,642	33,207	13,603
Income Of Assign Vehicle for Personal Use		25,500	37,500	25,617
Non Refundable deposit				6,000
Recovery of Excess Telephone bills		201,576	1,286	208,992
Royalty Income (Book Publishing)				108,000
		<b>229,718</b>	<b>71,993</b>	<b>362,212</b>

**TERTIARY AND VOCATIONAL EDUCATION COMMISSION**  
**NOTES FOR THE STATEMENT OF COMPREHENSIVE INCOME FOR THE**  
**YEAR ENDED 31<sup>ST</sup> DECEMBER 2020**

	SUB NOTE	2020 (Rs)	2019 (Rs)	2018 (Rs)
<b>05. Staff Loan Interest &amp; Other Interest Income</b>				
Commission Loan Interest Income		67,424	49,068	34,517
Distress Loan Interest		345,730	344,446	512,765
Special Advance Interest		3,182	3,359	1,522
Fixed Deposit Interest			317,585	417,610
		<b>416,336</b>	<b>714,459</b>	<b>966,413</b>
<b>06. Board Directors &amp; Committee Observers Allowances</b>				
Honorarium of Board Members		578,154	259,024	667,161
Audit & Mgt. Member Fees		29,500	83,313	63,370
		<b>607,654</b>	<b>342,337</b>	<b>730,531</b>
<b>07. Personal Emoluments</b>				
Salaries & Wages		60,751,973	57,641,438	56,892,874
EPF Contribution		6,900,194	6,398,083	5,886,544
ETF Contribution		1,724,647	1,600,148	1,491,155
Overtime & Holiday Pay		3,059,208	5,422,423	2,265,263
Payment for Trainees		522,230	920,000	932,050
Chairman Allowance		900,000	825,000	825,525
Gratuity		4,654,654	4,117,366	4,042,534
		<b>78,512,906</b>	<b>76,924,458</b>	<b>72,335,945</b>
<b>08. Traveling Expenses</b>				
Domestic		334,499	787,748	675,744
Foreign			517,720	136,437
		<b>334,499</b>	<b>1,305,468</b>	<b>812,182</b>

**TERTIARY AND VOCATIONAL EDUCATION COMMISSION**  
**NOTES FOR THE STATEMENT OF COMPREHENSIVE INCOME FOR THE**  
**YEAR ENDED 31<sup>ST</sup> DECEMBER 2020**

	<b>SUB NOTE</b>	<b>2020 (Rs)</b>	<b>2019 (Rs)</b>	<b>2018 (Rs)</b>
<b>09. Supplies &amp; Consumables used</b>				
Printing, Stationery & Office Requisites	9.1	2,234,628	4,409,956	3,967,414
Fuel Expenses	9.2	2,759,424	2,939,105	2,346,043
Transport Expenses		2,369,837	1,361,028	236,130
Uniform		152,000	152,000	126,000
Newspapers & Magazine Expenses		95,035	132,020	108,730
Other Service Expences		736,185	801,198	1,195,355
Entertainment Expenses		368,370	268,857	282,401
Staff welfare		641,400	628,825	435,800
		<b>9,356,879</b>	<b>10,692,989</b>	<b>8,697,873</b>
<b>10. Maintenance Expenses</b>				
Motor Vehicle Insurance & Maintenance	10.3	2,547,537	4,890,352	5,320,986
Plant, Machinery & Equipment Maintenance		188,740	50,140	146,741
Building & Structure Maintenance		549,276	576,364	388,808
Computer Maintenance		620,470	291,450	402,750
Mechanical & Electronic Goods		219,618	178,421	64,117
General Maintenance		8,241	19,559	27,137
		<b>4,133,883</b>	<b>6,006,287</b>	<b>6,350,539</b>
<b>11. Rehabilitation Expenses</b>				
Rehabilitation Vehicles		539,550	1,176,794	696,387
Rehabilitation Plant Machinery & Equipment				193,100
Rehabilitation Building & Struture			153,557	762,676
		<b>539,550</b>	<b>1,330,351</b>	<b>1,652,163</b>

**TERTIARY AND VOCATIONAL EDUCATION COMMISSION**  
**NOTES FOR THE STATEMENT OF COMPREHENSIVE INCOME FOR THE**  
**YEAR ENDED 31<sup>ST</sup> DECEMBER 2020**

	<b>SUB NOTE</b>	<b>2020 (Rs)</b>	<b>2019 (Rs)</b>	<b>2018 (Rs)</b>
<b>12. Contractual Services</b>				
Telecommunication		3,503,584	3,305,604	3,125,459
Postal Charges		154,345	505,541	213,500
Electricity Expenses		2,514,973	2,628,081	2,993,048
Water		79,326	122,613	167,512
Rates & Taxes & Rent		214,200	214,200	171,360
Security Charges		1,592,718	2,337,096	2,187,920
Janitorial Charges		1,523,190	1,087,257	1,424,590
Audit Fees				250,000
Legal Charges & Stamp Fee		130,000	138,923	7,500
Subscription & Member Fees - Domestic		47,621	33,512	43,282
Subscription & Member Fees - Foreign		18,276	16,401	
Staff Training & Development		1,142,400	566,222	1,015,750
Money Transist Insurance		13,682	14,867	15,073
Service Agreements		919,795	891,600	1,092,825
Bank Charges		2,162		
		<b>11,856,272</b>	<b>11,861,917</b>	<b>12,707,820</b>
<b>13. Operational Expenses</b>				
Institute Registration Expenses	13.1	1,480,371	1,286,777	443,935
Financial Grants	13.2		-	1,444,105
Accreditation Expenses	13.3	1,050,670	1,222,478	273,110
NVQ Programmes Expenses	13.4	28,500,421	45,694,062	34,366,382
Sector VET Plan Preparation Expenses	13.5	547,500	1,996,240	1,774,478
LMI Expenses	13.6	970,523	2,194,614	3,043,365
IL Activities	13.7	2,338,464	5,217,125	4,200,139
Estabilishing Quality Management System Expenses		89,555	43,308	56,580
Development Of Competency Standards, Translation of Standards		1,411,442	1,536,747	954,517
Research Expenses For TVET Sector Improvement		440,305	96,815	414,020

**TERTIARY AND VOCATIONAL EDUCATION COMMISSION**  
**NOTES FOR THE STATEMENT OF COMPREHENSIVE INCOME FOR THE**  
**YEAR ENDED 31<sup>ST</sup> DECEMBER 2020**

	SUB NOTE	2020 (Rs)	2019 (Rs)	2018 (Rs)	
Financial Assistant Monitoring & Coordination Expenses			13,000	83,550	
Translation Fees		80,767	171,644	267,222	
Depreciation		6,396,799	7,849,676	8,958,303	
		<b>43,306,818</b>	<b>67,322,485</b>	<b>56,279,705</b>	
<b>14. Projects Expenses</b>					
Short Term Programme Expenses	14.1	1,968,870	2,785,474	147,000	
SSDD	14.2	27,092,772	37,396,030	53,921,925	
		<b>29,061,642</b>	<b>40,181,505</b>	<b>54,068,925</b>	
<b>15. Property , Plant &amp; Equipment</b>					
<b>COST</b>	<b>NOTE</b>	<b>01.01.2020</b>	<b>Addition</b>	<b>Disposal</b>	<b>31.12.2020</b>
Vehicles	15.1	68,451,256	-		68,451,256
Furniture & Fittings	15.2	6,630,425	77,112	273,270	6,434,267
Plant & Equipment	15.3	7,475,408		28,650	7,446,758
Office Equipment	15.4	10,989,527	367,200	3,770,824	7,585,903
Computer & Accessories	15.5	34,321,293	729,350	9,599,970	25,450,673
Library Books	15.6	1,001,482	.		1,001,482
Name Board	15.7	519,290		8,500	510,790
Computer Software	15.8	7,784,979		150,995	7,633,984
		<b>137,173,660</b>	<b>1,173,662</b>	<b>13,832,209</b>	<b>124,515,113</b>
<b>Depreciation</b>					
	<b>%</b>	<b>01.01.2020</b>	<b>For the Year</b>	<b>Disposal</b>	<b>31.12.2020</b>
Vehicles	25%	60,934,414	1,879,211		62,813,625
Furniture & Fittings	10%	3,801,544	275,797	164,123	3,913,219
Plant & Equipment	25%	3,956,050	877,847	20,679	4,813,218
Office Equipment	25%	7,627,496	669,774	3,015,457	5,281,814
Computer & Accessories	33%	25,800,945	2,360,503	8,086,406	20,075,043
Library Books	25%	852,273	37,302		889,575
<b>Depreciation</b>					
	<b>%</b>	<b>01.01.2020</b>	<b>For the Year</b>	<b>Disposal</b>	<b>31.12.2020</b>
Name Board	25%	478,052	10,172	7,951	480,273

**TERTIARY AND VOCATIONAL EDUCATION COMMISSION**  
**NOTES FOR THE STATEMENT OF COMPREHENSIVE INCOME FOR THE**  
**YEAR ENDED 31<sup>ST</sup> DECEMBER 2020**

Computer Software	25%	6,634,912	286,193	145,698	6,775,406
		<b>110,085,686</b>	<b>6,396,799</b>	<b>11,440,313</b>	<b>105,042,172</b>
		<b>27,087,974</b>			<b>19,472,941</b>
		<b>SUB NOTE</b>	<b>2020 (Rs)</b>	<b>2019 (Rs)</b>	<b>2018 (Rs)</b>
<b>16. Debtors</b>					
Operational Debtors	16.1	304,695	304,695	304,695	
Staff Loan Granted	16.2	13,497,695	13,097,210	8,359,443	
		<b>13,802,390</b>	<b>13,401,905</b>	<b>8,664,138</b>	
<b>17. Deposits &amp; Receivables</b>					
Advance For Staff Officers and Others	17.1	12,613,079	13,849,894	10,955,039	
Claim Receivable From Outside Institutes	17.2	10,204,696	10,275,692	2,887,219	
Claim Receivable From Staff Members		279,855	279,855	279,855	
Pre payments	17.3	36,856	36,856	36,856	
Personal Dialog Bill Recovery		77,526		559,774	
Recoverable NVQ Certificate Printing Expenses	17.4	3,923,173	1,963,768	716,733	
Fixed Assets Ordered		905,000			
		<b>28,040,186</b>	<b>26,406,065</b>	<b>15,435,476</b>	
<b>18. Inventory</b>					
Inventory - Record Books		578,112	262,500		
Inventory - Stationery		891,469	543,219	345,666	
Inventory - Certificate		2,624,610	2,464,298	2,613,240	
		<b>4,094,190</b>	<b>3,270,017</b>	<b>2,958,906</b>	

**TERTIARY AND VOCATIONAL EDUCATION COMMISSION**  
**NOTES FOR THE STATEMENT OF COMPREHENSIVE INCOME FOR THE**  
**YEAR ENDED 31<sup>ST</sup> DECEMBER 2020**

	SUB NOTE	2020 (Rs)	2019 (Rs)	2018 (Rs)
<b>19. Cash &amp; Cash Equivalents</b>				
Peoples Bank Y.M.B.A.Branch A/c No-078-1001-722-66044		58,141,549	39,771,616	29,951,031
Peoples Bank Y.M.B.A.Branch A/c No-078-1001-122-68324		3,062,256	424,004	2,978,140
Peoples Bank Y.M.B.A.Branch A/c No-078-1001-422-66050		1,283,402	1,414,887	494,510
Fixed Deposit				4,975,914
		<b>62,487,207</b>	<b>41,610,507</b>	<b>38,399,595</b>
<b>20. Translation Reserve</b>				
Translation Reserve -Beginning of the year		49,513,730	37,136,079	14,799,749
Opening balance Adjustment (TVET Guide Income)				2,139,760
Over/ under provision adjustment				
Net Surplus (Dificit) For the Year		22,164,882	14,567,899	29,585,644
Opening balance Adjustment		-1		350
Prior Year Adjusment		-1,783,946	-1,488,286	(9,389,424)
		<b>69,894,665</b>	<b>50,215,690</b>	<b>37,136,079</b>
<b>21. Deferred Income</b>				
Deferred Income -Beginning of the year		27,087,974	29,296,226	34,567,929
Opening balance adjustment				
Accumulated Depreciation Adjustment				164,536
		<b>27,087,974</b>	<b>29,296,226</b>	<b>34,732,465</b>
Add:-Property , Plant & Equipments		1,173,662	3,639,873	1,943,990
Assets granted by the project			2,001,551	1,578,074
		<b>28,261,636</b>	<b>34,937,650</b>	<b>38,254,529</b>

**TERTIARY AND VOCATIONAL EDUCATION COMMISSION**  
**NOTES FOR THE STATEMENT OF COMPREHENSIVE INCOME FOR THE**  
**YEAR ENDED 31<sup>ST</sup> DECEMBER 2020**

	<b>SUB NOTE</b>	<b>2020 (Rs)</b>	<b>2019 (Rs)</b>	<b>2018 (Rs)</b>
Less: Net Value of -Disposed Fixed Assets		2,391,896		
		25,869,740	34,937,650	38,254,529
Less:Charged to the Financial Performance in the Year		6,396,799	7,849,676	8,958,303
Deferred Income -End of the year		19,472,941	27,087,974	29,296,226
<b>22. Creditors</b>				
Operational & Other Creditors	22.1	2,785,445	4,645,621	521,140
<b>23. Refundable Deposit &amp; Payables</b>				
Payable to Treasury	23.1	162,351	539,140	1,805,160
Payable to Inland Revenue Department	23.2	103,434	117,659	105,789
Refundable Project Grants	23.3	2,184,367	1,587,442	4,739,767
Personal Emoluments Payable	23.4	712,200	1,030,396	1,618,562
Tender Deposits Payable		621,611	621,611	641,809
Audit Fee Payable		500,655	500,655	500,655
Retention Money		595,777	656,124	954,372
Deposit for QMS		15,000	15,000	15,000
<b>Transfer Account</b>		49,536	49,536	49,536
Transfer for Adjustment		1,600	1,600	20,965
Accrued Expenses		934,828	379,594	221,120
Cheque Cancelation Account		159,345		110,927
Vocational Training Authority				84,594
Information & Communication Sector Council		118,116	418,116	
Tourism Industry Skills Sector Council		108,375		
Payable to staff officers		1,191,452		
		<b>7,458,647</b>	<b>5,916,873</b>	<b>10,868,256</b>

**TERTIARY AND VOCATIONAL EDUCATION COMMISSION**  
**SUB NOTES FOR THE STATEMENT OF COMPREHENSIVE INCOME FOR THE**  
**YEAR ENDED 31<sup>ST</sup> DECEMBER 2020**

	2020 (Rs)	2019 (Rs)	2018 (Rs)
<b>2.1. Short Term Programme (Local) &amp; Foreign)</b>			
Short term locals Programme	1,392,500		202,000
Touch Your Future	495,170	1,282,538	11,630
UNFPA		1,495,386	
	<b>1,887,670</b>	<b>2,777,923</b>	<b>213,630</b>
<b>2.2. Skills Sector Development Division</b>			
SSDD Grants	27,091,772	37,396,030	53,921,925
	<b>27,091,772</b>	<b>37,396,030</b>	<b>53,921,925</b>
<b>3.1. Institutes Registration Fees</b>			
Institute Registration Fees	2,517,800	2,796,300	1,932,400
Institute Grading Fees			
Penalty on Institute Registration		77,200	6,400
	<b>2,517,800</b>	<b>2,873,500</b>	<b>1,938,800</b>
<b>3.2. Courses Accreditation Fees</b>			
Accreditation Fees	1,522,900	2,594,000	2,098,400
	<b>1,522,900</b>	<b>2,594,000</b>	<b>2,098,400</b>
<b>3.3. NVQ Certificate &amp; Other Income</b>			
NVQ Certificate - New	2,740,630	3,318,555	1,914,675
NVQ Certificate - Reprinting	28,050	66,600	38,400
NVQ Certificate Printing - Duplicate	25,650	44,375	40,125
NVQ Mapping Fees	1,281,500	4,715,500	5,334,200
QMS Evaluation Fees	46,600		
QMS Certification Fee	695,000	890,000	3,340,000
NVQ Assessment Fee			12,500
Certificate Attestation Fee (Non NVQ)	415,000	1,227,000	1,063,750
NVQ Exam Fees	17,772,251	27,802,180	23,854,388
Skills Passport	16,000		
	<b>23,020,681</b>	<b>38,064,210</b>	<b>35,598,038</b>

	2020 (Rs)	2019 (Rs)	2018 (Rs)
<b>3.4. Assessors Registration Fees</b>			
NVQ Assessors Registration Fees	85,250	100,500	99,650
NVQ Assesor Licence Fees	1,000		
	<b>86,250</b>	<b>100,500</b>	<b>99,650</b>
<b>3.5. Sales of Publications</b>			
CBT Standard Sales			
CBT Curriculum Sales	418,050	742,025	654,500
VET Plan Sales	1,600	900	
TVET Guide Sales			500
LMI Books Sales		450	2,700
TVEC Theme Song CD Sales			
Other Publication Sales		5,100	181,050
	<b>419,650</b>	<b>748,475</b>	<b>838,750</b>
<b>3.6. Net Income From Records Books</b>			
Record Books Sales	3,059,575	4,348,050	2,401,650
Opening Stock of Records Books	262,500		836,452
Trainee Record Books Printing	2,394,000	3,813,423	1,416,984
Commission on Record Books Sales			
	2,656,500	3,813,423	2,253,436
Less : Closing Stok of Trainee Record Books	578,112	262,500	
Less:Total Cost of Record Books Printing	2,078,388	3,550,923	2,253,436
	<b>981,187</b>	<b>797,127</b>	<b>148,214</b>
<b>9.1. Printing, Stationery &amp; Office Requisites</b>			
Stationery & Office Requisites	1,297,618	2,073,338	2,383,128
Printing Charges	160,850	512,390	475,348
Advertisement Expenses	776,160	1,824,228	1,108,938
	<b>2,234,628</b>	<b>4,409,956</b>	<b>3,967,414</b>
<b>9.2. Fuel Expenses</b>			
Fuel & Lub. for Assign MV	1,820,464	2,164,407	1,615,668
Fuel & Lub. for Pool MV	938,960	774,698	730,375
Fuel & Lub. for Off. Transport MV			
	<b>2,759,424</b>	<b>2,939,105</b>	<b>2,346,043</b>

	2020 (Rs)	2019 (Rs)	2018 (Rs)
<b>10.3. Motor Vehicle Insurance &amp; Maintenance</b>			
MV Maintenance Expenses KE - 0488	113,362	449,477	270,284
MV Maintenance Expenses KB - 9869	104,533	312,469	237,372
MV Maintenance Expenses KF-6350	253,493	409,003	375,310
MV Maintenance Expenses KF-7354			19,183
MV Maintenance Expenses 18-1901	5,832	123,577	284,548
MV Maintenance Expenses PB 4729	205,539	586,251	401,030
MV Maintenance Expenses 57-7603	127,413	145,294	419,286
MV Maintenance Expenses PD- 2405	262,104	335,733	481,122
MV Maintenance Expenses KR- 7697	66,600	125,965	328,323
MV Maintenance Expenses KS- 2350	205,623	223,594	296,174
MV Maintenance Expenses KS- 2645	123,505	190,611	358,144
MV Maintenance Expenses NB- 2942	212,329	668,306	523,244
MV Maintenance Expenses PE-0572	196,670	280,789	410,540
MV Maintenance Expenses NC-0021	340,858	458,609	379,052
MV Maintenance Expenses PF -6302	329,676	580,676	537,373
	<b>2,547,537</b>	<b>4,890,352</b>	<b>5,320,986</b>
<b>13.1. Institute Registration Expenses</b>			
Institute Registration Evaluation Fees	1,480,371	1,087,537	174,365
Travelling (Fuel) expenses for Institute Registration		33,100	2,000
Evaluation & Registration Program		166,140	267,570
	<b>1,480,371</b>	<b>1,286,777</b>	<b>443,935</b>
<b>13.2. Financial Grants</b>			
Financial Assistants - Public			
Financial Assistants - Private			1,444,105
Financial Assistants - Vulnerable			
			<b>1,444,105</b>
<b>13.3. Accreditation Expenses</b>			
Course Evaluation Fees	994,720	1,222,478	131,050
Fuel Expenses for Accreditation	47,450		
Accreditation Program	8,500		142,060
	<b>1,050,670</b>	<b>1,222,478</b>	<b>273,110</b>

	2020 (Rs)	2019 (Rs)	2018 (Rs)
<b>13.4. NVQ Programmes Expenses</b>			
NVQ Programmes			523,362
NVQ Assessments Support			
Assessor Registration	546,810	171,480	
Promotional Programs		70,560	379,013
ISO Certification and Implementation	86,400	117,728	100,903
NVQ Assessment Fee	12,327,319	12,141,216	17,908,976
NVQ Exam Fee	13,889,344	25,985,268	13,787,818
NVQ Certificate Printing	1,205,688	4,231,951	277,810
Assessor Licence Fee		6,150	4,650
Monitoring & Implementing	322,400	2,087,978	1,378,069
NVQ Online System	29,565	388,671	
Auditing of Assessment		49,950	5,782
Assessor Refresher Programme	92,895	443,110	
	<b>28,500,421</b>	<b>45,694,062</b>	<b>34,366,382</b>
<b>13.5. Sector VET Plan Perpetration Expenses</b>			
VET Plan - New		8,000	1,230,478
Vet Plan - Update	547,500	1,988,240	544,000
	<b>547,500</b>	<b>1,996,240</b>	<b>1,774,478</b>
<b>13.6. LMI &amp; TVET Guide Expenses</b>			
LMI Bulletin / News Letter - Printing	8,170	474,890	721,615
LMI Data Coding & Entry Fees	936,573	601,869	1,106,917
TVET Guide Printing		736,835	972,413
LMI / News letter postal charges	25,780	183,120	241,080
UNEVOC activities		197,900	1,340
LMI Servey			
	<b>970,523</b>	<b>2,194,614</b>	<b>3,043,365</b>
<b>13.7. Industial Liasion Activities</b>			
Development & Monetoring	115,225	1,313,796	435,185
Strengthen Career Guidance	510,821	2,563,554	2,143,151
Regulate Career Guidance	516,850	217,392	623,785
Conduct Steering Committee	95,365	23,028	50,756
Promotional Programme	884,804	823,084	947,263
Job Placement	215,400	276,270	
	<b>2,338,464</b>	<b>5,217,125</b>	<b>4,200,139</b>

	2020 (Rs)	2019 (Rs)	2018 (Rs)
<b>14.1. Short Term Programme (Local/Foreign)</b>			
Touch Your Future Programme	576,370	1,283,472	
UNFPA	89,500	1,502,002	
Afgan Programme			147,000
SL CERT	103,000		
EDB	1,200,000		
	<b>1,968,870</b>	<b>2,785,474</b>	<b>147,000</b>
<b>14.2. Skills Sector Development Programme</b>			
Accreditation Policy	725,900	1,802,650	1,344,859
NCS & GNVQ	5,627,003	10,269,473	2,462,794
Quality Management System	407,988	870,037	2,064,212
Other			250
LMIS & Skills Report	12,462	878,004	616,480
Allowances	2,717,007	1,841,104	1,868,412
Staff Training & Development			1,113,921
Registration of Training Institutes	243,000	891,643	1,200,680
Assessment Fee	1,409,870	4,776,100	25,095,899
Soft Skills & Career Guidance		1,419,560	277,991
Building Development			3,275,326
NVQ Exam			155,129
Research	928,900	1,780,745	1,226,430
Sector Councils	11,999,606	9,600,728	10,621,592
Skill gap Analysis		690,736	693,420
Trainee Allowances	1,818,675	1,475,238	1,582,800
Soft Skills/English Programme			321,730
Quality Award	1,202,362	1,100,012	
	<b>27,092,772</b>	<b>37,396,030</b>	<b>53,921,925</b>
<b>16.1. Operational Debtors</b>			
Sakura Computer Institute	167,895	167,895	167,895
Sundry Debtors	136,800	136,800	136,800
	<b>304,695</b>	<b>304,695</b>	<b>304,695</b>

	2020 (Rs)	2019 (Rs)	2018 (Rs)
<b>16.2. Staff Loan Granted &amp; Advance Recoverable</b>			
Commission Loan Granted to Staff	1,812,142	2,217,302	708,544
Distress Loan	11,518,455	10,573,880	7,357,304
Tsunami Special Loan	39,000	39,000	39,000
Festival Advance	62,300	67,300	62,300
Special Advance	4,213	103,122	19,122
Special Advance Interest receivable	3,359	3,359	
Tsunami Special Loan (II)	58,225	93,247	173,173
	<b>13,497,695</b>	<b>13,097,210</b>	<b>8,359,443</b>
<b>17.1. Advance For Staff Officers and Others</b>			
Advance for Staff Officers	5,384,000	5,319,048	3,077,593
Project Advance - Information& Communication Sector Council			1,276,756
Project Advance - Manufacturing & Engineering Sector Council	4,376,466	4,831,430	4,455,933
Project Advance -Construction Sector Council	2,852,614	3,235,393	1,246,507
Project Advance -Tourism Sector Council		464,023	898,251
	<b>12,613,079</b>	<b>13,849,894</b>	<b>10,955,039</b>
<b>17.2. Claim Receivable From Outside Institutes</b>			
State Ministry of Skills Development	89,500		
SSDD	10,115,196	10,275,692	2,887,219
	<b>10,204,696</b>	<b>10,275,692</b>	<b>2,887,219</b>
<b>17.3. Pre payments</b>			
Pre Payment of Cash in Transist Insurance	11,556	11,556	11,556
Pre Payment Service Agreements	25,300	25,300	25,300
	<b>36,856</b>	<b>36,856</b>	<b>36,856</b>
<b>17.4. Recoverable NVQ Certificate Printing Expenses</b>			
Recoverable from NAITA	851,700		78,931
Recoverable from VTA	1,666,126	1,272,866	
Recoverable from NYSC			16,800
Recoverable National Youth Corp	5,325		
Recoverable from DTET	964,108	254,988	254,988
Recoverable from CGTTI	74,750	74,750	74,750
Recoverable from Survey Department	69,900	69,900	
NGO Public and Private Institute	291,264	291,264	291,264
	<b>3,923,173</b>	<b>1,963,768</b>	<b>716,733</b>

	2020 (Rs)	2019 (Rs)	2018 (Rs)
<b>22.1. Creditors</b>			
Operating Creditors	1,880,445	2,082,380	29,214
Creditors -Staff		1,417,876	361,730
Other Creditors	905,000	1,145,365	130,196
	<b>2,785,445</b>	<b>4,645,621</b>	<b>521,140</b>
<b>23.1. Payable to Treasury</b>			
Royalty Deducted	162,351	539,140	1,805,160
Nopay Deductions			
	<b>162,351</b>	<b>539,140</b>	<b>1,805,160</b>
<b>23.2. Payable to Inland Revenue Department</b>			
Withholding Tax Deducted	59,511	59,511	59,511
Stamp Duty Deducted	43,923	58,148	46,278
PAYE Tax Deducted			
	<b>103,434</b>	<b>117,659</b>	<b>105,789</b>
<b>23.3. Refundable Project Grants</b>			
RUEDA Returnable Grants			48,923
ILO Returnable Grants			3,103,402
Short Term Returnable Grants (Foreign/Local)n	2,180,875	1,583,950	1,583,950
TEDP Returnable Grants	3,492	3,492	3,492
Ministry of Youth Affairs and Skills Development			
	<b>2,184,367</b>	<b>1,587,442</b>	<b>4,739,767</b>
<b>23.4. Personal Emoluments Payable</b>			
Overtime & Holiday Pay			
ETF		1,589,120	9,566
Salary	10,239	9,759	
EPF	701,961	887,159	1,608,995
	<b>712,200</b>	<b>1,030,396</b>	<b>1,618,562</b>

**TERTIARY AND VOCATIONAL EDUCATION COMMISSION**  
**SCHEDULE FOR STATEMENT OF FINANCIAL POSITION FOR THE**  
**YEAR ENDED 31<sup>ST</sup> DECEMBER 2020**

**Schedule 01 - Gratuity Provision**

<b>NAME</b>	<b>Em- ployee No</b>	<b>Appointment Date</b>	<b>No of Years</b>	<b>Salary (Rs.)</b>	<b>Gratuity Provision (Rs.)</b>
Keerthi W.G.S.A.	5	2001.02.01	19	60,975.00	579,263
Jeewantha N,W,G.N.	6	2001.02.01	19	52,665.00	500,318
Sirisena K.	9	2001.02.05	19	41,770.00	396,815
De Silva R.N.P.	10	2001.03.01	19	50,400.00	478,800
Manjula D.B.R	11	2001.03.01	19	51,910.00	493,145
Udayakanthi Y.P.S.	12	2001.02.01	19	50,400.00	478,800
Asanka Rangana M.N.	15	2001.09.03	19	39,250.00	372,875
Hagodarachchi G.K..	20	2001.11.01	19	47,160.00	448,020
Edirisooriya M.L.N.S.	22	2001.11.02	19	88,095.00	836,903
Indika Sampath H.B.	24	2001.11.16	19	53,420.00	507,490
Amarasekara P. S.	25	2001.11.15	19	40,450.00	384,275
Dinesh B.K.S.	26	2001.11.16	19	40,450.00	384,275
Ajith Kusum P.P.	28	2001.12.03	19	92,635.00	880,033
Anura Weerakoon W.M.T.	31	2002.07.01	18	91,915.00	827,235
Wijesekara S.	40	2005.04.20	15	39,490.00	296,175
Kumara W.V.P.C.J.	41	2005.05.16	15	36,790.00	275,925
Perera V.	43	2005.06.15	15	119,875.00	899,063
Thirvnaukkarasu S.	46	2005.01.04	15	80,455.00	603,413
Gunathilake P.M.C.P.	47	2005.01.18	15	70,600.00	529,500
Widana Kankanamge D.H.	48	2005.01.03	15	78,345.00	587,588
Ganepola G.A.M.U.	49	2005.01.02	15	90,365.00	677,738
Dharmasena U.A.P.	51	2005.01.03	15	67,850.00	508,875
De Silva M.D.C.	56	2005.10.06	15	42,960.00	322,200
Samaraweera R.J.	57	2005.11.21	15	84,275.00	632,063
Bandula P.	58	2006.02.20	14	39,490.00	276,430
Amarasinghe A.S.	60	2006.05.16	14	97,645.00	683,515
Kumara G.G.S.	62	2006.07.14	14	37,480.00	262,360
S.U.K.Rubasinghe	65	2007.02.02	13	99,445.00	646,393
M.Vidanapathirana	66	2007.02.02	13	82,365.00	535,373
J.A.D.J.Jayalath	68	2007.08.01	13	121,045.00	786,793
P.P.P.Nanayakkara	70	2007.10.15	13	82,365.00	535,373
W.A.W.C.Premarathna	71	2007.11.01	13	92,635.00	602,128
<b>C/F</b>					<b>17,229,152</b>

NAME	Em- ployee No	Appointment Date	No of Years	Salary (Rs.)	Gratuity Provision (Rs.)
<b>B/F</b>					<b>17,229,152</b>
W.J.L.A.Damayanthi	72	2007.12.12	13	80,455.00	522,958
G.D.K.V.S,Mangala	73	2008.02.01	12	38,890.00	233,340
R.G.A.T.Kumara	74	2008.11.03	12	40,810.00	244,860
N.D.Wijesekara	75	2008.11.03	12	40,810.00	244,860
S.S.Kalpage	76	2008.11.03	12	36,610.00	219,660
G.C.J..De Silva	78	2009.09.01	11	40,000.00	220,000
K.S.Sameera	84	2011.08.01	9	36,520.00	164,340
G.C.S.M.Nanayakkara	85	2011.08.01	9	36,520.00	164,340
B.S.J.Vipulsi	86	2012.01.02	9	63,725.00	286,763
H.M.A.D.K.Herath	87	2012.01.02	9	69,225.00	311,513
D.N.I.D.De Silva	90	2012.01.02	9	66,475.00	299,138
Chandi Menaka	91	2012.03.01	8	37,810.00	151,240
A.P.Indrani	92	2012.03.01	8	34,300.00	137,200
P.Muthukumarana	95	2012.11.03	8	53,420.00	213,680
P.G.S.Chaturangani	99	2013.06.06	7	33,548.00	117,418
K.D.L.P.Karunadasa	101	2013.07.15	7	65,100.00	227,850
T.A.W.Madushani	103	2013.07.15	7	40,890.00	143,115
K.W.A.Anuruddika	104	2013.07.15	7	40,210.00	140,735
N.L.S.Dayaratne	105	2013.09.02	7	34,300.00	120,050
B.G.N.Kamalpriya	106	2013.09.10	7	35,980.00	125,930
H.R.M.U.U.Wijebandara	109	2014.01.16	6	63,725.00	191,175
Mathan R,	110	2014.01.27	6	69,225.00	207,675
De Silva E.A.K	112	2014.02.10	6	73,350.00	220,050
Samarawickrama C.C.K.	116	2014.08.01	6	42,225.00	126,675
Handapangoda B,C.	117	2014.09.15	6	69,225.00	207,675
Kumara H.L.K.S.	118	2014.09.22	6	35,710.00	107,130
Kariyawasam P.D.S.	119	2014.10.01	6	80,100.00	240,300
A.H.N.Sandamali	122	2015.06.03	5	41,335.00	103,338
L.K.Kohomban	125	2015.06.06	5	40,000.00	100,000
N.H.S.Darshana	126	2015.06.07	5	40,000.00	100,000
S.B.Karunanayaka	128	2015.06.08	5	40,000.00	100,000
B.L.K.P.Sandeepani	129	2015.06.09	5	36,910.00	92,275
I.M.G.H.Lakmal	131	2015.07.08	5	33,800.00	84,500
H.M.V.N.Herath	132	2015.07.22	5	38,410.00	96,025
Sujani Dilhara	134	2017.08.29	3	39,010.00	58,515
P.W.S.Bashini	136	2016.09.01	4	63,725.00	127,450
N.Rajapaksha	137	2016.09.01	4	60,975.00	121,950
<b>C/F</b>					<b>23,802,875</b>

NAME	Em- ployee No	Appointment Date	No of Years	Salary (Rs.)	Gratuity Provision (Rs.)
B/F					23,802,875
W.G.S.Kumara	138	2016.10.03	4	69,087.50	138,175
E.C.U.Gunatunga	139	2016.09.01	4	65,100.00	130,200
W.M.W.B.Wijesinghe	140	2016.09.01	4	65,100.00	130,200
K.A.D.H.Lakmini	141	2016.09.01	4	66,475.00	132,950
Jayamini Madhusa	145	2017.05.22	3	33,050.00	49,575
E.W.D.wijayanga	148	2017.05.22	3	36,610.00	54,915
D.W.Ishani	149	2017.05.22	3	36,310.00	54,465
Ravindu Randika Kumara	151	2017.08.25	3	33,300.00	49,950
V.N.Rammawadu	152	2017.08.25	3	39,010.00	58,515
Nuwangi Kankanamge	155	2018.04.02	2	40,445.00	40,445
G.V.I.Piumali	156	2018.04.02	2	40,445.00	40,445
R.S. Fernando	159	2018.04.02	2	63,725.00	63,725
A.S.Kalpage	162	2018.04.02	2	30,487.50	30,488
G.L.Masakorala	163	2018.04.02	2	63,725.00	63,725
P.L.I.A.Sde Zoysa	164	2018.04.02	2	40,445.00	40,445
P.A.P.K.Panangala	167	2018.07.02	2	51,155.00	51,155
S.Dissanayake	171	2019.11.19	1	50,400.00	25,200
					24,957,448

\* Salary = December month's Basic Salary + Cost of Living Allowance



Director General,

Tertiary and Vocational Education Commission.

**Report of the Auditor General on the Financial Statements and Other Legal and Regulatory Requirements of the Tertiary and Vocational Education Commission for the year ended 31 December 2020 in terms of Section 12 of the National Audit Act, No. 19 of 2018.**

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**1. Financial Statements**

**1.1 Qualified Opinion**

The audit of the financial statements of the Tertiary and Vocational Education Commission for the year ended 31 December 2020 comprising the statement of financial position as at 31 December 2020 and the statement of comprehensive income statement, statement of changes in equity, cash flow statement of the said year, and notes to the financial statements, including a summary of significant accounting policies, 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 provisions of the National Audit Act No. 19 of 2018 and Finance Act No. 38 of 1971. My report to Parliament in pursuance of provisions in Article 154 (6) of the Constitution will be tabled in due course.

In my opinion, except for the effects of the matters described in the basis for Qualified Opinion section of my report, the accompanying financial statements give a true and fair view of the financial position of the Tertiary and Vocational Education Commission for the year ended 31 December 2020 and of its financial performance and its cash flows for said year in accordance with Sri Lanka Public Sector Accounting Standards.

## 1.2 Basis for Qualified Opinion

- (a) As per paragraph 47 of the Sri Lanka Public Sector Accounting Standard 03, the error in non-removing of cost of the assets from the accounts amounted to Rs. 5,760,324 donated by the Commission in the year 2014 should be corrected by re-stating the comparable values or by making adjustment to prior year but, contrary to that, it was removed from the books during the year under review. As a result, the total depreciation of assets applicable for the period from 2015 to 2019 amounted to Rs. 1,881,720 had been deducted from the profit in relevant years and, therefore, cumulative profit had been under stated and the cumulative depreciation had been over stated from that amount.
- (b) Even though in accordance with paragraph 47 of the Sri Lanka Public Sector Accounting Standards No.07 the revaluation should be made on the fair value change of the property and equipment, the net value of the assets stated in the financial statements amounted to Rs. 19,472,941 had not been revalued since 2008.
- (c) In accordance with paragraph 22 of Sri Lanka Public Sector Accounting Standard 08, provision should be made in financial statements, when the extent of the legal obligation can be reliably estimated. However, provisions had not been made for the outstanding to the Government Printing Department amounted to Rs. 3,102,571 in the financial statements of the year under review.
- (d) Due the total expenditure relevant to the previous year amounted to Rs. 477,859 had been adjusted to the expenditure of the year under review instead of made adjustment for the previous year's profit, the surplus for the year under review had under stated from that amount.
- (e) Schedules have not been submitted for audit for the unidentified advance balance amounting to Rs. 1,879,170 for audit available from 2017 which remaining in the advance balance of Rs. 5,384,000 in the Financial Position Statement as at 31 December 2020.

I conducted my audit in accordance with Sri Lanka Auditing Standards (SLAuSS). My responsibilities, under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of my report. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my qualified opinion.

### **1.3 Other information included in the Tertiary and Vocational Education Commission 2020 Annual Report.**

The other information comprises the information included in the Commission's 2020 Annual Report but does not include in the financial statements and my auditor's report thereon, which I have obtained prior to the date of this auditor's report. Management is responsible for the other information.

My opinion on the financial statements does not cover the other information and I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial statements, my responsibility is to read the other information identified above and, in doing so, consider whether the other information is materially inconsistent with the financial statements or my knowledge obtained in the audit or otherwise appears to be materially misstated.

Based on the work I have performed on the other information that I have obtained prior to the date of this auditor's report, I am required to disclose on any material misstatements, which nothing to disclose in this regard.

### **1.4 Responsibilities of Management and Those Charged with Governance for the Financial Statements .**

Management is responsible for the preparation of financial statements that give a true and fair view in accordance with Sri Lanka Public Sector Accounting Standards, and for such internal control as management determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Commission ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Commission or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Commission financial reporting process.

As per Section 16(1) of the National Audit Act No. 19 of 2018, the Commission is required to maintain proper books and records of all its income, expenditure, assets and liabilities, to enable annual and periodic financial statements to be prepared of the Commission.

## **1.5 Auditor's Responsibilities for the Audit of the Financial Statements**

My objective is to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Sri Lanka Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Sri Lanka Auditing Standards, I exercise professional judgment and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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 Company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the management.
- Conclude on the appropriateness of the management's use of the going concern basis of accounting and based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Commission's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Commission to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

I communicate with those charged with governance regarding, among other matters, significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

## **2. Report on Other Legal and Regulatory Requirements**

- 2.1 The National Audit Act No 19 of 2018 contains special provisions relating to the following requirements.
- 2.1.1 I have obtained all the information and explanation that required for the audit and as far as appears from my examination, proper accounting records have been kept by the Commission as per the requirement of section 12 (a) of the National Audit Act, No. 19 of 2018.
- 2.1.2 The financial statements presented is consistent with the preceding year as per the requirement of section 6 (1) (d) (iii) of the National Audit Act, No. 19 of 2018.
- 2.1.3 The financial statements presented includes all the recommendations made by me in the previous year as per the requirement of section 6 (1) (d) (iv) of the National Audit Act, No. 19 of 2018.
- 2.2 Based on the limited procedures,evidences and qualitative facts,nothing has draw my attention;
- 2.2.1 To state that any member of the governing body of the Commission has any direct or indirect interest in any contract entered into by the Commission which are out of the normal cause of business as per the requirement of section 12 (d) of the National Audit Act, No. 19 of 2018
- 2.2.2 To state that the Commission has not complied with any applicable written law, general and special directions issued by the governing body of the Commission as per the requirement of section 12 (f) of the National Audit Act, No. 19 of 2018 except for;

Reference to law/ direction	Observation
<b>(a) Financial Regulations of Democratic Socialist Republic of Sri Lanka</b>	
(i) Financial Regulation 396	Action had not been taken with regards to the 593 cheques valued for Rs. 6,868,602 as per the referred regulation which the validity period had exceeded from 6 months to 4 years in two bank accounts of the Commission.
(ii) Financial Regulation 188 (2)	Action had not been taken with regards to the unrealized 448 cheques / cash valued for Rs.5,025,693 deposited from 1 year to 5 years as per the referred regulation in two bank accounts of the Commission.

<p>(iii)</p> <p>Financial Regulation 753</p>	<p>Even though items valued for Rs. 5,760,324 were donated to a government school, written evidence that the goods were received from the relevant school was not submitted to the audit.</p>
<p>(b)</p> <p>Management Services Circular No. 30 of 22 September 2006 and recruitment procedure dated 17 July 2012</p>	<p>Salary arrears amounted to Rs. 604,345 had been paid to 04 officers by back dating the posts and grades and misusing the given absorptions of services provided during the approval of the recruitment procedure.</p>
<p>(c)</p> <p>Approved Recruitment Procedure and Letter of the Department of Management Services No. DMS / 1675-VII dated 15 August 2016</p>	<p>Director posts were offered to 04 officers who had not completed the relevant service period and one of the officer had not obtained the postgraduate degree required for the post of Director.</p>
<p>(d)</p> <p>Public Finance Circular No. 438 dated 13 November 2009</p>	<p>Although the disposable items piled up in government institutions should be disposed expeditiously, 212 items valued for Rs. 8,071,885 had been piled up in the office premises for a period of 05 to 08 years by the Commission.</p>
<p>(f)</p> <p>Financial Regulation No. 371 (2) (b) of Democratic Socialist Republic of Sri Lanka as amended by Public Finance Circular No. 3/2015 dated 14 July 2015</p>	<p>Although an Ad-hoc imprest can be given only up to a maximum of Rs. 100,000 for a specific purpose in one instance, contrary to that, an ad-hoc imprest of Rs. 5,239,895 was issued without the approval of the Treasury during the year under review.</p>

<p><b>(g)</b></p> <p>Circular No. 01/2018 dated 15 February 2018 and Trade and Investment Policy Circular No. TIP / SS / 01/27 dated 27 January 2020</p>	<p>Although a motor vehicle permit can be issued on concessionary basis to an officer who has 12 years of active service period at the senior executive level in public corporations and statutory bodies as per the reference circular, on the contrary, a concessionary vehicle permit had been issued to an officer at the relevant executive level with a period of service of 08 years 04 months and 18 days. Disciplinary action had not been taken as per the relevant regulations.</p>
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2.2.3 To state that the Commission has not performed according to its powers, functions and duties as per the requirement of section 12 (g) of the National Audit Act, No. 19 of 2018 except for;

<b>Powers, functions and duties</b>	<b>Observations</b>
<p><b>(a)</b></p> <p>Tertiary and Vocational Education Act No. 20 of 1990 and Act No. 50 of 1990 (Amendment)</p>	<p>Although the Commission is empowered only to undertake research and development activities related to vocational education and training under the powers of the Commission, the Commission was conducting research using Skills Sector Development Project Funds.</p>
<p><b>(b)</b></p> <p>Nation Vocational Qualification Frame Work of Sri Lanka, Operation Manual – 2009</p>	
<p><b>(i)</b></p> <p>Section 3.1.1</p>	<p>There were 66 fields and professions where the Skill Standards were set but curricula weren't.</p>

<p><b>(ii)</b></p> <p>Section 3.1.7</p>	<p>Even though skills standards should be updated once in every 03 years period and updates should be made in less time for rapidly changing technological fields, skills standards and curricula related to 11 fields had not been updated for a period of 01 to 10 years.</p>
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2.2.4 To state that the resources of the Commission had not been procured and utilized economically, efficiently and effectively within the time frames and in compliance with the applicable laws as per the requirement of section 12 (h) of the National Audit Act, No. 19 of 2018.

### **2.3 Other Matters**

Due to the fact that the scheme of recruitment and promotion which was approved by the Management Services Department on 17 July 2012 has been amended on a number of occasions and, therefore, the Commission had been informed by the Management Services Department on 15 August 2016 to prepare and approve a recruitment and promotion scheme which includes all such amendments but action had not been taken on it even until 10 November 2020

**W.P.C.Wickramarathne**

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Auditor General

2021.05.21

TVEC/E2/Audit 2020

Auditor General,  
Auditor General's Department,  
Battaramulla.

**Auditor General's Report on the Financial Statements and Other Legal and Regulatory Requirements of the Tertiary and Vocational Education Commission for the year ended 31 December 2020 in terms of Section 12 of the National Audit Act, No. 19 of 2018.**

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**Herewith submit the answers for the audit report no. VTY/E/TVEC/1/20/09 dated on 21.05.2021 .**

**1.2 Basis for Qualified Opinion**

- a. As the value of the assets donated on 12th May 2014 has not been write off from the books up to the year 2020, the depreciated value from 2014 to 2019 and the impact on the cumulative profit, will be disclosed as a note in financial statements for the year 2021.
- b. Three (03) Committees have been appointed to revalue as per the asset categories for the year 2020. Revaluation activities are in process accordingly, and respective documents will be submitted for audit after the revaluation process.
- c. All the information identified during the preparation of the accounts for the year 2020 were disclosed in the financial statements, and no allocation could be made for the relevant liability since the information on this value to be paid was not submitted to the Accounts Division. Accordingly, actions will be taken to make respective accounting entries in the year 2021.
- d. Actions will be taken to disclose this in the accounting process for the year 2021.
- e. Actions will be taken to submit a detailed schedule on the balance of Rs. 1,879,170 included in the advance balance.

## Reference to Law/Directions

A

- i. Although it was planned to rectify these cheques in year 2020, which were issued due to the computer software malfunction caused in 2017 and were not submitted for payment, was unable to proceed due to the Covid – 19 pandemic. Thereof, actions have been taken to rectify this according to the financial regulations.
- ii. Although it was planned to rectify these cheques in year 2020, which were issued due to the computer software malfunction caused in 2017 and were not submitted for payment, was unable to proceed due to the Covid – 19 pandemic. Thereof, actions have been taken to rectify this according to the financial regulations.
- iii. A notification has been sent to Puliankulama Primary School to send a confirmation letter on receiving the goods. Actions will be taken to submit the respective letter as immediately it reached.

B. Mr. S.U.K. Rubasinghe, Mrs. W.A.W.C. Premaratne and Mrs. A.S. Amarasinghe have been recruited as Deputy Directors and Mr. Ajith Kusum Polwatta has been promoted to Deputy Director on 14.09.2007. Accordingly, these four (04) officers have been placed in the salary scheme of the Deputy Director (Grade MM1-1) as per new recruitment scheme and the difference between the salary paid so far and the new salary has been calculated and paid as arrears.

C. Mr. S.U.K Rubasinghe, Mrs. W.A.W.C Premaratne and Mrs. A.S Amarasinghe have been recruited to the post of Deputy Director of TVEC according to the prevailed scheme of recruitment at the time. Since there wasn't any Assistant Director positions at 2012, Officers who were in the positions of Program Officer, Statistician and Librarian were appointed as Assistant Directors as per the approved scheme of recruitment of 11.05.2012. According to the aforementioned scheme, direct recruitments for the post of Deputy Director was not allowed to made, instead, should be promoted from Assistant Director to Deputy Director.

Relevance of the Approved Scheme of Recruitment dated 11.05.2012 and relevance of efficiency bar mentioned under 4.4 to these officers, has been explained in below.

#### 4.4 Efficiency Bar

No information is included in conducting a 2nd efficiency bar examinations on appointment letters provided to the officers who have been confirmed in their posts in 2006 and 2007. And no any information to conduct said examination for respective officers is included in approved scheme of recruitment dated 17.07.2017

4.4.1. Should be passed the first efficiency bar examination within three (03) years of being appointed to Grade II.

Answer: Grade II consider as Assistant Director positions, but this officer has been recruited to the post of Deputy Director. Therefore, the first efficiency bar is not applicable for this officer.

4.4.2 Should be passed the second efficiency bar within five (5) years of being promoted to Grade I.

Answer: It is not applicable, as this officer has been appointed to the post of Deputy Director, and it cannot be considered as a promotion to the first grade.

4.4.3. Not relevant

4.4.4. Not relevant

Mr.G.A.M.U.Ganepola has been appointed to Director Position as an external applicant. The appointment was given subjected to the service period calculation at TVEC as Assistant Director from 15.07.2010 (Actg. Deputy Director from 12.01.2016 to 24.10.2017 and Director – c.u.d from 25.10.2017 to 01.04.2018) and at HIAT STEELS (PVT) LTD as Computer Programmer/Analyst from 04.04.1996 to 09.06.2003.

The first permanent appointment at Tertiary and Vocational Education Commission has been made on 04.08.2005 for the post of Project Assistant.

As per the letter No. DMS / 1675-VII dated 15th August 2016 from the Director General of the Department of Recruitment and Management Services, Mr. Ganepola has fulfilled the other qualifications for external applicants as in below;

1. First Degree - Bachelor of Science (Physics) in 1995 from the University of Kelaniya.
2. 2 . Post Graduate Degree in Computer Science at 2010 from the University of Peradeniya
3. Possessed management level experiences up to 2018 after obtaining post graduate degree in 2010.

- D. The relevant officials have been instructed to dispose these items by following the standard tender process.
- F. Although the written approval of the Operations Department of Treasury could not be obtained due to the prevailing situation in the country, this advance payment was made for examination activities based on the verbal approval to an executive level officer relevant officials were instructed to take immediate action to obtain the written approval.
- G. It is acknowledged that a motor vehicle license has been issued on concessionary basis to an executive level officer with a service period of 08 years 04 months 19 days, and the relevant officers have been instructed to take action to prevent such errors in future.

### **2.2.3 Powers, Functions and Duties**

- A. Although funding for research has been provided by the General Treasury and due to this limited funding, DLI (Disbursement Link Index) - the separate funds allocated for research activities from the estimated budget of SSDP Project, were used for research activities.
- B. (i) In accordance to the powers vested by the Act, National Competency Standards and Curricula are developed by National Apprenticeship and Industrial Training Authority (NAITA) , University of Vocational Technology and Univotec in line with National Vocational Qualification Operational Manual Criteria, under the supervision of the Tertiary and Vocational Education Commission.

Various methods are used to identify the demand for competency standards development. Amidst, the sectors need to develop national competency standards and curricula are being identified by labor market analysis, skills sector councils. Although the task of developing the national competency standards and curricula was accomplished by the National Apprenticeship and Industrial Training Authority (NAITA), University of Vocational Technology and Univotec, the Tertiary and Vocational Education Commission (TVEC) develops the national competency standards and Curricula when there remains a high demand and the urgent necessity of competency standards.

The developed and updated national competency standards by Tertiary and Vocational Education Commission are sent to National Apprentice and Industrial Training Authority (NAITA) for the validation process, which is then fulfilled by NITAC.

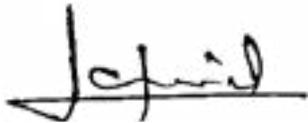
To date, competency-based training curricula have been developed for the national competency standards applicable only for the trades in Competency Based Training (CBT) and Enterprise Based Training (EBT) and for trades as requested by training institutes. Further, instructions were given to Director (NVQ) to develop curricula for the trades that haven't developed any.

- ii. The number of certificates issued, technological changes occurred and the demands made by the industry in respective trades are taken in to consideration when selecting national competency standards and curricula for the update process. Although priority have been given to update the relevant curricula, this requires a considerable effort and expense. However, Director (NVQ) has been instructed to take immediate action to update non-updated curricula.

**2.2.4 Actions will be taken to procure and use the resources of the Commission in a frugal, efficient and effective manner in accordance with the relevant rules and regulations as stated in Section 12 (d) of the National Audit Act.**

**2.3 Other Factors**

The current scheme of recruitment has been revised as per the instructions of the Department of Management Services by appointing an internal committee and conducting internal meetings. The revised scheme of recruitment will be submitted to the Department of Management Services in due course with the approval of the Commission.



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**Dr.K.A.Lalithadheera**  
Director Generala

- Cc Secretary - (State Ministry of Skills Development, Vocational Education, Research and Innovations) –(f.y.i)
- Superintendent of Audit - Government Audit Division (f.y.i)
- Deputy Director (Internal Audit and Investigation) -  
Tertiary and Vocational Education Commission (f.y.i)

## **Tertiary and Vocational Education Commission**

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