

2018

ANNUAL REPORT

லார்க்கிக லார்க்கால
ஆண்டு அறிக்கை

தார்க்கிக லா லார்க்கிக அலாபல லார்க்கிக லார்க்கிக
மூன்றாம் நிலைக்கல்வி, தாழ்நர்கல்வி ஆணைக்குழு
TERTIARY AND VOCATIONAL EDUCATION COMMISSION



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Ministry of National Policies, Economic Affairs, Resettlement and Rehabilitation,
Northern Province Development, Vocational Training and Skills Development and Youth Affairs



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Information of the TVEC

Name of Institution	:	Tertiary and Vocational Education Commission
Name of Ministry	:	Ministry of National Policies, Economic Affairs, Rehabilitation & Re - settlement, Northern Province Development, Development & Vocational Training and Youth Affairs
Address	:	3rd Floor, “Nipunatha Piyasa” Elvitigala Mawatha Narahenpita, Colombo 05
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

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

Message of the Chairman

Due to reshuffle of Cabinet of Ministers and the Chairmen of the Tertiary and Vocational Education Commission (TVEC) during the year 2018, the operational activities have been complicated. Up to the month of March of the year under review TVEC was chaired by Dr. Rajive Wijesinghe and Mrs. Sudharma Karunaratne. I was appointed as the Chairman of the Commission since the month of June. Mrs. Malkanthi Jayawardhana was the Director General up to the month of September in the year same and as she was retired from the service, the Deputy Director General, Mr. Janaka Jayalath was appointed as the Director General (Acting).

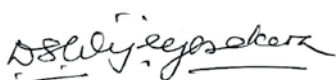
As the apex regulatory body of the technological and vocational education, TVEC has to face number of challenges. Conducting Skills Sector Councils, Maintain the role of the TVEC as the apex regulatory body of the Tertiary and Vocational Education sector, the situations occurred in regulating and handling the policy frameworks of all the important skills sectors in respect of public and private training institutions are some of the issues among them.

The upper management has taken actions to avoid the delays occurred in registration and accreditation of the institutions, issuing National Vocational Qualifications (NVQ) assessments results and certificates. Due to the failure of amending the Act of the TVEC, there is no procedure to act against the irregularities occurred in the tertiary education.

However, at the end of the final quarter of the year, TVEC has achieved the positive changes such as take actions to amend the Act of the TVEC, strengthen the relationships between industry sectors and vocational institutions, improve the Information systems effectively in order to utilize both internal staff and the public etc,. TVEC has subscribed its active participation towards the newly commenced Engineering Council and the for “the 13 year continuous education programme” launched by the Ministry of Education.

Tertiary and Vocational education Commission as the apex regulatory body in the Tertiary and Vocation Education (TVE) sector, has regulated the negative attitudes arisen among the general public on trainees and training institutions, vocational education and the delays occurred for the employers in distributing the services, in a positive manner. At present 1,211 institutions have been registered and 2,290 courses have been accredited. As a percentage it is a 30% increment than the year 2018.

Actions have been taken to act cooperatively with all the employees, evaluate the changes and accomplish the changes to be done within the institution. There I, have to do my duties in a tolerance manner and I offer my thanks especially for the Upper management and the other officials for giving an important assistance to overwhelm these difficulties and inconveniences. The Deputy Director General has provided an active participation to cover up the duties of Director General due to said post has been vacant since month of September. Similarly, the situations arisen due to no continuous congregation of the Board of Directors with the effects of unavoidable circumstances, have been overwhelmed and expects to succeed all the issues in an expedite manner in next year.



Professor Dayantha Wijesekara
Chairman

Message of the Director General

The Tertiary and Vocational Education Commission (TVEC) has entrusted the power under the Tertiary and Vocational Education Act No 20 of 1990 and revised by the TVE Act (amendment) No. 50 of 1999.

The key functions of the TVEC are Quality Assurance of the training institutions, Awarding National Vocational Qualifications (NVQ), Industry Liaisons, Training Development and Planning & Researches as per the Technical and Vocational Education Act and Development Plan. During the year 2018, Commission has provided an immense contribution towards the Economic development of Sri Lanka, through providing persons with advanced skills with the assistance of the training providers who registered in the Institution. During the year under review, series of programmes have been implemented to achieve the Vision and Mission of the TVEC.

The Commission has taken actions to prepare National Competency Standards and allied trainings focal on industry development, set up the Industry Sector Councils, Applied NVQ qualifications for the non – NVQ qualifications in the year 2017.

Entire digitalization of registration and accreditation process has been an enormous advantage for the technical & vocational education & training institutions and the public as well and it also has been contributed to the transparency, good governance and the assurance. The web site of the Tertiary and Vocational Education Commission has published the updated information on the decisions taken related to the National Vocational Qualifications (NVQ).

Moreover, the TVEC has taken actions to fulfil the requirements of the regulations of E – Public and Right to know Information Act (2016 -12). Through it the promotion of transparency, assurance and good governance has ensured.

The Tertiary and Vocational Education Commission expects to broaden the activities for the enhancement of technical and vocational education and training sector in the year 2019. Finally, I take this opportunity, to offer my gratitude and thanks to the Hon. Minister, Secretary, the Chairman and my staff of TVEC for the accurate guidance, provided.



Janaka Jayalath
Director General (Acting)

1.0 Introduction

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

The general objects of the act are as follow:

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

2.0 Organization structure of the TVEC

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

The composition of the commission during 2018 as follows

The appointments carried out as per the Section 6 (1) (h) of the Act,

- | | |
|--|------------|
| 1. Prof. Rajiva Wijesinha
Tertiary and Vocational Education Commission
(up to 28.03.2018) | - Chairman |
| Mrs. W. Sudharma Karunaratne
Tertiary and Vocational Education Commission
(up to 28.03.2018 to 26.06.2018) | - Chairman |
| 2. Dr. T.A. Piyasiri
Member appointed by the His .Excellency the President
(Up to July 2017 to July 2018) | - Member |
| 3. Dr, (Ven.) Kirinde Assaji Thero
Member appointed by His Excellency the President
(Up to July 2017 to July 2018) | - Member |
| 4. Mr. N.M. Kithsiri Ananda
Member appointed by His Excellency the President
(Up to July 2017 to July 2018) | - Member |

5. Mr. Buddhika Ruwan Madihahewa - Member
Member appointed by His Excellency the President
(Up to July 2017 to July 2018)
6. Fr. N.A.H. Pinto - Member
Member appointed by His Excellency the President
(Up to July 2017 to July 2018)
7. Mr. Vadivel Puththirasigamoney - Member
Member appointed by His Excellency the President
(Up to July 2017 to July 2018)
8. Mr. H.L.C.G.Wijesekara - Member
Member appointed by His Excellency the President
(Up to July 2017 to July 2018)
9. Mr. P.K.A. Gunawardana - Member
Member appointed by His Excellency the President
(Up to July 2017 to July 2018)
10. Mr. Anjana Dodamgoda - Member
Member appointed by His Excellency the President
(Up to July 2017 to July 2018)

Members appointed as per sections 6 (1) (a) to (g) of the Act (June 2018);

- a. Mrs. Malkanthi Jayawardhane - Member
Director General, TVEC
- b. Mr. Shehan Senavirathne - Member
Chairman
National Apprentice and Industrial Training Authority
(Up to July 2017 to July 2018)
- c. Dr. Lionel Pinto - Member
Chairman
Vocational Training Authority of Sri Lanka
(Up to July 2017 to July 2018)
- d. Mrs. P.N.K. Malalsekara - Member
Director General
Department of Technical Education and Training
(Up to July 2017 to July 2018)

- e. Dr. Hilari E.Silva - Member
Director General
Sri Lanka Advance Technology Education Institute
(Up to July 2017 to July 2018)
- f. Mr. Hemal Kasthuriarachchi - Member
Ministry of Finance
Representative of General Treasury
(Up to July 2017 to July 2018)

New members appointed as per sections 6 (1) (h) of the Act (June 2018)

- 1. Professor Dayantha Wijesekara - Chairman
Tertiary and Vocational Education Commission
- 2. Dr. Rani Jayamaha - Member
Member appointed by His Excellency the President
- 3. Mrs. Renika Keshani Jayawardhane - Member
Member appointed by His Excellency the President
- 4. Dr, (Ven.) Kirinde Assaji Thero - Member
Member appointed by His Excellency the President
- 5. Fr. N.A.H. Anthony Humor Pinto - Member
Member appointed by His Excellency the President
- 6. Mr. Buddhika Ruwan Madihahewa - Member
Member appointed by His Excellency the President
- 7. Mr. Vadivel Puththirasigamony - Member
Member appointed by His Excellency the President

Members appointed as per sections 6 (1) (a) to (g) of the Act (June 2018)

- a. Mrs. Malkanthi Jayawardhane - Member
Director General
- b. Mr. Saranga Alahapperuma - Member
Chairman
National Apprentice and Industrial Training Authority
- c. Ravi Jayawardana - Member
Chairman
Vocational Training Authority of Sri Lanka

- d. Mrs. Jayanthi Wijethunga - Member
Director General
Sri Lanka Advance Technology Education Institute
- e. Mr. Hemal Kasthuriarachchi - Member
Ministry of Finance
Representative of General Treasury

3.0 Staff of the TVEC

The Director General performs the duties as the Chief Executive Officer of the TVEC. In order to assist the Director General, staff comprised of one (01) Deputy Director General, four (04) Directors and ten (10) Deputy Directors that included 96 of staff members have been appointed to carry out the functions and programmes of the TVEC implemented during 2016. In view of achieving the objectives of the TVEC, the programmes and activities the programmes and activities have been organized under the following Divisions:

- Administration and Finance Division
- Planning and Research Division
- Registration, Accreditation and Quality Management Systems Division
- Quality Assurance and Assessment Regulations Division
- Public Liaisons Division (Professionals and Industries)
- National vocational Qualification Division
- Information Systems Division

Even though a cadre of 116 is approved by the Department of Management Services for the TVEC, a total of 96 staff members were in service as at 31st December 2018 and the details of which are as follows:

Table 3.1: Details of Staff of the TVEC - 2018

	Title of position	Number of. approved positions	Number in service as at 31st December 2018
1	Director General	01	00
2	Deputy Director General	01	01
3	Director	07	04
4	Labour Market Analyst	01	01
5	Deputy Director / Assistant Director	29	26
6	Deputy Director (Internal Audit and Monitoring)	01	01
7	Assistant Director (Legal / Board Secretary)	01	01
8	Deputy Director (Finance)	01	01
9	Statistician	01	01
10	Deputy Director (Information Service)	01	01
11	Administrative Officer	01	01
12	Translator (Sinhala/ Tamil/ English)	01	00
13	Programme Coordinating Officer	06	05
14	Development Officer	17	14
15	Information Technology Officer	01	01
16	Information Technology Assistant	02	01
17	Computer Applications Assistant	06	04
18	Management Assistant (Class I/ Class II/ Class III)	14	12

	Title of position	Number of. approved positions	Number in service as at 31st December 2018
19	Information Assistant	01	00
20	Driver (Class I, Class II, Class III)	14	12
21	Office Assistant	07	07
	Total	116	96

Applications have been invited through newspaper advertisements and website to recruit for the posts of Assistant Director, Development Officer, Information Technology Officer and driver. Accordingly, an interview was conducted for the qualified applications on 23.03.2018.

As such 03 officers for Assistant Director, 10 officers for Development Officer, 01 officer for Information Technology and 01 employee for driver have been selected. Among them one officer who selected for the post of Development Officer has not been reported to the duty.

The Chairman Dr. Rajiva Wijesinghe has resigned from the designation on 28.03.2018 and Mrs. W. Sudharma Karunaratne was appointed as the new Chairman of the TVEC on 29.03.2018.

Mr. G.A.M.U. Ganepola has promoted to the post of Director of the Planning and Research Division. Mr. J.A.D.J. Jayalath has appointed as Acting Deputy Director General on 02.05.2018.

Mrs. Sudharma Karunaratne has resigned from the post of Chairman on 31.05.2018 and Professor Dayantha S.Wijesekara has appointed as the Chairman of the TVEC on 26.06.2018

An interview was conducted to recruit for the post of Director (Industry Liaisons) on 29.06.2018. Accordingly, 04 applications were received and all those applicants were not qualified.

Application were called to recruit an Administrative Officer for the TVEC through newspaper advertisements on 13.03.2017. Accordingly, the first interview was conducted on 21.04.2017 and the final interview was conducted on 07.06.2017. As such, Miss P.A.P.K Panangala was recruited for the post of Administrative Officer on 02.07.2018.

On the service requirement of the TVEC, Mr. S.H. Sumanadasa was recruited as a driver on 01.08.2018 on contract basis.

An interview was conducted for the vacant post of Deputy Director General on 18.05.2018. Accordingly, Mr. J.A.D.J. Jayalath was promoted to the post of Deputy Director General on 14.09.2018.

The Director General who rendered the service on secondary basis has not been reported to the service of the permanent post on 16.09.2018. Therefore, Mr. J.A.D.J. Jayalath has been appointed to the aforesaid vacant post of Director General on 25.09.2018 to cover up the duties. On 21.11.2018 he was appointed as the Director General (Acting).

Mr. J.Somarathne who recruited as the driver on contract basis has resigned from the duty on 30.09.2018.

The driver Mr. S.H.Sumanadasa, recruited as a driver on contract basis has been resigned from the service on 25.12.2018 and Mr. W.K. Jayakodi has been recruited as a new driver on contract basis on 27.12.2018.

4.0 Administration and Finance Division

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

In relation to supply human resources, the Administration Division was able to recruit following persons to the corresponding positions during 2018.

4.1 New appointments in 2018

Name	Designation	Date
Mr.J.A.D.J.Jayalath	Deputy Director General	2018.09.14
Mr.P.A.M.U.Ganepola	Director	2018.04.02
Miss.P.A.P.K.Panagala	Administrative Officer	2018.07.02
Mrs.R.S.Fernando	Assistant Director	2018.04.02
Mrs.G.L.Masakorala	Assistant Director	2018.04.02
Mrs.A.S.Kalpage	Assistant Director	2018.04.02
Mr.S.B.Karunanayaka	Development Officer	2018.04.02
Mr.P.C.Janak D Silva	Development Officer	2018.04.02
Miss.L.Nuwangi Kankanamge	Development Officer	2018.04.02
Miss.P,V.L.Piumali	Development Officer	2018.04.02
Mrs.H.W.Iresha Kumuduni	Development Officer	2018.04.02
Mrs.K.W.Piumi Apsara	Development Officer	2018.04.02
Mrs.P.L.I.A.S.De.Soyasa	Development Officer	2018.04.02
Miss.H.P.C.Shanika	Development Officer	2018.04.02
Miss.Y.P.Dilhani Priyangika	Development Officer	2018.04.02
Miss.Nisansala Sandhamali Nanayakkara	Development Officer	2018.04.02
Mr.Sameera Madushan	Information Technology Officer	2018.04.02
Mr.H.S.Sumanadasa	Driver (contract basis)	2018.08.01
Mr.P.P.Thushara	Driver	2018.04.02
Mr.W.K.Jayakody	Driver (contract basis)	2018.12.27

4.2 Resignations in 2018

Name	Designation	Date
Mrs.J.M.C.M.Jayawardhana	Director General	2018.09.16
Mr.W.P.M.P.Premachandra	Director (Administration)	2018.05.01
Mrs.J.Jayamini Udawaththa	Programme Coordinating Officer	2018.08.02
Miss.M.Z.F.Siyama	Translator	2018.05.01
Mr.D.M.S.Jeewan Siripala	Computer Application Assistant	2018.06.01

Miss.W.A.Vindya Hansani	Management Assistant	2018.06.10
Mrs.Y.P.Dilhani Priyangika	Development Officer	2018.08.23
Mr.N.T.K.Delpavithra	Information Technology Assistant	2018.10.10
Mr.J.Somarathne	Driver	2018.09.30
Mr.S.H.Sumanadasa	Driver	2018.12.25
Mr.D.L.Batuwanthudawa	Driver	2018.02.15

4.3 New promotions of the service in 2018

Name	Previous Position	Promoted Designation	Date
Mr. J.A.D.J. Jayalath	Director (Information)	Deputy Director General	2018.09.14
Mr. P.A.M.U. Ganepola	Deputy Director	Director	2018.04.02

4.4 Performed the service on secondary basis in the year 2018 and report to the permanent service in the designation

Name	Designation	Date
Mrs. J.M.C.M. Jayawardhana	Director General	2018.09.16

4.5 Appointments made from the TVEC staff on acting / cover up basis in 2018

Name	Designation	Date
Mr. J.A.D.J. Jayalath	Deputy Director General	2018.05.02
Mr. J.A.D.J. Jayalath	Director General	2018.11.21
Mr. Vajira Perera	Deputy Director General	2018.08.03
Dr. Ajith Polwaththa	Director (Planning Researches)	2018.09.03
Dr. Ajith Polwaththa	Director (Quality Assurance and Assessment Regulations)	2018.10.02
Mrs. W.A.W.C. Premarthne	Director (Administration)	2018.05.02
Mr. R.J. Samaraweera	Director (Administration)	2018.06.25
Mrs. W.A.W.C. Premarathne	Director (Registration, Accreditation and Quality Management Systems Division)	2018.09.04
Mr. H.B. Indika Sampath	Administrative Officer	2018.05.02
Mrs. A.S. Kalpage	Deputy Director (Internal Audit)	2018.06.25

4.6 Local and Foreign Training

With the view of enhancing the subject knowledge of staff of the TVEC, opportunities for local and foreign training has been provided in during the year under review. Accordingly the details of the officers who attended to the local trainings / seminars in January to December of the year 2018 are as follows.

4.6.1 Local Training 2017

Staff members were participated/ undergone for local trainings in 2017 where details are given in table below.

Name	Division	Designation	Title of the Training	Institute	Time Duration
Mrs. Niluka Rajapaksha	Registration, Accreditation and Quality Management Systems	Assistant Director	Training for Media Officers	University of Colombo	One Day
Mrs. Vimarshi Rammawadu	Information System	Information Technology Assistant	Training for Media Officers	University of Colombo	One Day
Mr. P.M.C.P. Gunathilaka	Information Systems	Deputy Director (Acting)	Lead Auditor	Sri Lanka Institute of Standards	2018.11.12 to 2018.11.16
Mrs. K.A.D. Hasanthi Lakmini	Public Liaison Division (Professional and industrial)	Assistant Director	Lead Auditor	Sri Lanka Institute of Standards	2018.11.12 to 2018.11.16
Mr. W.P.S. Kumara	Information Systems	Assistant Director	Lead Auditor	Sri Lanka Institute of Standards	2018.11.12 to 2018.11.16
Mrs. P.W.S. Bashini	Planning and Research	Assistant Director	Lead Auditor	Sri Lanka Institute of Standards	2018.11.12 to 2018.11.16

Name	Division	Designation	Title of the Training	Institute	Time Duration
Mr. R.P.W. Muthukumarana	Registration, Accreditation and Quality Management Systems	Programme Coordinating officer	Lead Auditor	Sri Lanka Institute of Standards	2018.11.12 to 2018.11.16
Mr .N.W.G.N. Jeewantha	Registration, Accreditation and Quality Management Systems	Programme Coordinating officer	Lead Auditor	Sri Lanka Institute of Standards	2018.11.12 to 2018.11.16
Mrs. A.H.N. Sandhamali	Registration, Accreditation and Quality Management Systems	Development Officer	Lead Auditor	Sri Lanka Institute of Standards	2018.11.12 to 2018.11.16
Mrs. Devindi Darshanika	Internal Audit	Development Officer	Lead Auditor	Sri Lanka Institute of Standards	2018.11.12 to 2018.11.16
Mrs. W.J.L.A. Damayanthi	Information Systems	Senior Statistician	Lead Auditor	Sri Lanka Institute of Standards	2018.11.12 to 2018.11.16
Mr. S.U.K. Rubasinghe	Registration, Accreditation and Quality Management Systems	Director	Workshop on Professionalism	Sri Lanka Institute of Foundation	2018.10.30 to 2018.10.31
Mrs. W.A.W.C. Premarathne	National Vocational Qualifications	Director	Workshop on Professionalism	Sri Lanka Institute of Foundation	2018.10.30 to 2018.10.31
Mr. H.G.K.N. Bandara	Registration, Accreditation and Quality Management Systems	Assistant Director	Workshop on Professionalism	Sri Lanka Institute of Foundation	2018.10.30 to 2018.10.31

Name	Division	Designation	Title of the Training	Institute	Time Duration
Mr. W.B. Wijesinghe	Registration, Accreditation and Quality Management Systems	Assistant Director	Workshop on Professionalism	Sri Lanka Institute of Foundation	2018.10.30 to 2018.10.31
Miss. P.L.I.A.S. Soysa	Internal Audit	Development Officer	Workshop on Professionalism	Sri Lanka Institute of Foundation	2018.10.30 to 2018.10.31
Mr. Priyantha Dharmasena	Planning and Research	Assistant Director	Workshop on Professionalism	Sri Lanka Institute of Foundation	2018.10.30 to 2018.10.31
Mrs. Niluka Rajapaksha	Registration, Accreditation and Quality Management Systems	Assistant Director	Workshop on Professionalism	Sri Lanka Institute of Foundation	2018.10.30 to 2018.10.31
Mr. Manjula Vidhanapathirana	Public Liaison Division (Professional and industrial)	Director (Acting)	Workshop to identify employment opportunity for female youth.	Palm, Concord Grand Hotel Dehiwala	
Mr. A.M. Sameera Athapaththu	Information Systems	Information Technology officer	Open Source distant library software	National Science Foundation	2018.11.01 to 2018.11.03
Mrs. Vimukthi Darshanika	Administration	Management Assistant	Certificate course in institutional process and Office Management	Skills Development Fund Limited Auditorium	2018.11.09 to 2018.12.07
Mr. G.A.M.U. Ganepola	Planning and Research	Director	Prepare project proposals	Sri Lanka Institute of Foundation	2018.06.18 to 2018.06.19

Name	Division	Designation	Title of the Training	Institute	Time Duration
Mr.Chammika Gunathilaka	Information Systems	Deputy Director (Acting)	Prepare project proposals	Sri Lanka Institute of Founda-tion	2018.06.18 to 2018.06.19
Mrs.Hasanthi Lakmini	Public Liai-son Division (Professional and indus-trial)	Assistant Director	Prepare project proposals	Sri Lanka Institute of Founda-tion	2018.06.18 to 2018.06.19
Miss. P.W.S. Vithanage	Planning and Research	Assistant Director	Prepare project proposals	Sri Lanka Institute of Founda-tion	2018.06.18 to 2018.06.19
Mrs.Wathsala Madushani	Planning and Research	Development Officer	Prepare project proposals	Sri Lanka Institute of Founda-tion	2018.06.18 to 2018.06.19
Mrs.Chathuri Shanika	Public Liaison Division (Professional and industrial)	Development Officer	Prepare project proposals	Sri Lanka Institute of Founda-tion	2018.06.18 to 2018.06.19
Mrs.Vimarshi Rammawadu	Information Systems	Information Technology Assistant	Prepare project proposals	Sri Lanka Institute of Founda-tion	2018.06.18 to 2018.06.19
Mrs.Priyanga Nananayakkara	Quality As-surance and Assessment Regulations	Deputy Director	Prepare project proposals	Sri Lanka Institute of Founda-tion	2018.06.18 to 2018.06.19
Mrs. Chathuri Gunathunga	Information Systems	Assistant Director	Prepare project proposals	Sri Lanka Institute of Founda-tion	2018.06.18 to 2018.06.19
Mrs.A.S.Kalpage	Internal Audit	Assistant Director	Prepare project proposals	Sri Lanka Institute of Founda-tion	2018.06.18 to 2018.06.19

Name	Division	Designation	Title of the Training	Institute	Time Duration
Mrs. Devindi Dharshika	Internal Audit	Development Officer	Prepare project proposals	Sri Lanka Institute of Founda-tion	2018.06.18 to 2018.06.19
Mrs.Lakshika Piyumali	Planning and Research	Development Officer	Prepare project proposals	Sri Lanka Institute of Founda-tion	2018.06.18 to 2018.06.19
Mrs..Y.P.D. Priyangika	Registration, Accredita-tion and	Registration, Accreditation and Division Management Systems	Prepare project proposals	Sri Lanka Institute of Founda-tion	2018.06.18 to 2018.06.19
Mr.Sameera Athapaththu	Information Systems	Information Technology officer	ICT Level 4 course	Vocational Training Authority	2018.05.03
Mr. I.M.P. Harsha Lakmal	Finance	Office Assistant	Workshop on a what we learn from Japanese Management		2018.06.05
Mrs. B.S.J, Vipulsi	National Vocational Qualifica-tions	Assistant Director	Workshop on a what we learn from Japanese		2018.06.05
Mr. Prasanga Muthukumarana	Quality As-surance and Assessment Regulations	Programme Coordinating Officer	Workshop on a what we learn from Japanese		2018.06.05
Miss.Wathsala Masdushani	Planning and Research	Development Officer	Workshop on a what we learn from Japanese		2018.06.05
Mrs. R.S. Fernando	Finance	Assistant Director	Public Finance Procedure for the staff 08 finance devise of TVEC institute 2018	Skills De-velopment Fund Limited	2018.06.12 to 2018.06.14

Name	Division	Designation	Title of the Training	Institute	Time Duration
Mrs. Y.P.S. Udayakanthi	Finance	Programme Coordinating Officer	Public Finance Procedure for the staff 08 finance devise of TVEC institute 2018	Skills Development Fund Limited	2018.06.12 to 2018.06.14
Mr. Priyantha Dharamasena	Planning and Research	Assistant Director	Training programme on effective planning for vocational training for the staff of planning division TVEC – 2018	International HR Dialogue - 2018	2018.06.12 to 2018.06.14
Miss.Wathsala Masdushani	Planning and Research	Development Officer			
Mrs. P.A.P.K. Panangala	Administration	Administrative officer			
Mrs. Chandi Menaka	Director General	Management Assistant			
Mrs.Vimiukthi Dharshanika	Administration	Management Assistant			
Mrs. H.R.J. Madusha	Information Systems	Office Assistant	Diploma in Library and Library Science	Library Association of Sri Lanka	01 year
Mrs. Vimarshi Rammawadu	Information Systems	Information Technology Assistant	Digital Animation	Government Printing	
Mrs. Devindi Darshika	Internal Audit	Development Officer	Role of Internal Auditor	Skill Develop and Fund Limited Auditorium	2018.02.05 to 2018.02.07
Mr. Janak De Silva	Internal Audit	Management Assistant	Role of Internal Auditor	Skill Develop and Fund Limited Auditorium	2018.02.05 to 2018.02.07
Mrs. K.T. Amarasinghe	Planning and Research	Computer Application Assistant	Diploma in English for professional	NIBM	2018.01.21.

Name	Division	Designation	Title of the Training	Institute	Time Duration
Mrs. A.H.N. Sandamali	Registration, Accreditation and Quality Management Systems	Development Officer	Diploma in English for professional	NIBM	2018.01.21.
Miss. Wathsala Madushani	Planning and Research	Development Officer	Diploma in English for professional	NIBM	2018.01.21.
Mr. C.C.K. Samarawickck-rama	Quality Assurance and Assessment Regulations	Development Officer	Professional Development for develop and maintain	Skill Develop and Fund Limited Auditorium	2 days
Miss. Lasanthi Kohomban	Quality Assurance and Assessment Regulations	Development Officer	Professional Development for develop and maintain	Skill Develop and Fund Limited Auditorium	2 days
Mr. N.H.S. Dharshana	Registration, Accreditation and Quality Management Systems	Development Officer	Professional Development for develop and maintain	Skill Develop and Fund Limited Auditorium	2 days
Mr.G.K. Hegodarchchi	Finance	Management Assistant	Professional Development for develop and maintain	Skill Develop and Fund Limited Auditorium	2 days
Mrs. C.H.Vimukthi Darshanika	Quality Assurance and Assessment Regulation	Management Assistant	Professional Development for develop and maintain	Skill Develop and Fund Limited Auditorium	2 days
Miss. P.L.I.A.S.De. Soysa	Internal Audit	Development Officer	National Audit Act	Sri Lanka Institute of Foundation	2018.11.29

Name	Division	Designation	Title of the Training	Institute	Time Duration
Mrs. R.S. Fernando	Finance	Assistant Director	National Audit Act	Sri Lanka Institute of Founda- tion	2018.11.29
Mr. H.P.N. Hansaka	Finance	Management Assistant	National Audit Act	Sri Lanka Institute of Founda- tion	2018.11.29
Miss. P.A.P.K. Panangala	Administra- tion	Administrative Officer	Staff Awareness Programme on functions of TVEC	SDFL	2018.11.28 / 29 / 30
Mr. R.G.A.T. Kumara	Finance	Management Assistant	Staff Awareness Programme on functions of TVEC	SDFL	2018.11.28 / 29 / 30
Mrs. H.P.C. Shanika	Public Liaison Division (Professional and industrial)	Development Officer	Staff Awareness Programme on functions of TVEC	SDFL	2018.11.28 / 29 / 30
Mr. W.P.S. Arunakeerthi	Public Liaison Division (Professional and industrial)	Management Assistant	Staff Awareness Programme on functions of TVEC	SDFL	2018.11.28 / 29 / 30
Mrs. H.A.D. Dharshika	Registration, Accredita- tion and Quality Management Systems	Development Officer	Staff Awareness Programme on functions of TVEC	SDFL	2018.11.28 / 29 / 30
Miss. P.L.I.A.S.De Soysa	Internal Audit	Development Officer	Staff Awareness Programme on functions of TVEC	SDFL	2018.11.28 / 29 / 30
Mr. A.M.S. Madushan	Information System	Information Technology officer	Staff Awareness Programme on functions of TVEC	SDFL	2018.11.28 / 29 / 30
Mrs. Jayamini Madusha	Information System	Office Assistant	Staff Awareness Programme on functions of TVEC	SDFL	2018.11.28 / 29 / 30

Name	Division	Designation	Title of the Training	Institute	Time Duration
Miss. Kasuni Bamunusinghe	Legal	Management Assistant	Staff Awareness Programme on functions of TVEC	SDFL	2018.11.28 / 29 / 30
Mrs. B.S.J. Vipulsi	National Vocational Qualification	Assistant Director	Staff Awareness Programme on functions of TVEC	SDFL	2018.12.11 / 12 / 13
Mrs. D.B.R. Manjula	National Vocational Qualification	Programme Coordinating Officer	Staff Awareness Programme on functions of TVEC	SDFL	2018.12.11 / 12 / 13
Miss. L. Nuwangi Kankanamge	National Vocational Qualification	Development Officer	Staff Awareness Programme on functions of TVEC	SDFL	2018.12.11 / 12 / 13
Mr. Priyantha Dharmasena	Planning and Research	Assistant Director	Staff Awareness Programme on functions of TVEC	SDFL	2018.12.11 / 12 / 13
Miss.K.T. Amarasinghe	Planning and Research	Computer Application Assistant	Staff Awareness Programme on functions of TVEC	SDFL	2018.12.11 / 12 / 13
Mr. N.W. Asanka Rangana	Planning and Research	Office Assistant	Staff Awareness Programme on functions of TVEC	SDFL	2018.12.11 / 12 / 13
Mr. R. Mathan	Quality Assurance and Assessment Regulations	Assistant Director	Staff Awareness Programme on functions of TVEC	SDFL	2018.12.11 / 12 / 13
Mrs. H.B.C. Handapangoda	Quality Assurance and Assessment Regulations	Assistant Director	Staff Awareness Programme on functions of TVEC	SDFL	2018.12.11 / 12 / 13
Miss. L.K. Kohomban	Quality Assurance and Assessment Regulations	Development Officer	Staff Awareness Programme on functions of TVEC	SDFL	2018.12.11 / 12 / 13
Mrs. K.W. Piyumi Apsara	Quality Assurance and Assessment Regulations	Development Officer	Staff Awareness Programme on functions of TVEC	SDFL	2018.12.11 / 12 / 13

Name	Division	Designation	Title of the Training	Institute	Time Duration
Mr. Vajira Banadara	Quality Assurance and Assessment Regulations	Assistant Director	Staff Awareness Programme on functions of TVEC	SDFL	2018.12.11 / 12 / 13
Mrs. A.H.N. Sandamali	Registration, Accreditation and Quality Management Systems	Development Officer	Staff Awareness Programme on functions of TVEC	SDFL	2018.12.11 / 12 / 13
Mr. S.S. Kalpage	Registration, Accreditation and Quality Management Systems	Management Assistant	Staff Awareness Programme on functions of TVEC	SDFL	2018.12.11 / 12 / 13
Mr. D.N.I.D. De Silva	Information System	Assistant Director	Staff Awareness Programme on functions of TVEC	SDFL	2018.12.11 / 12 / 13
Mrs. E.A.K. De Silva	Quality Assurance and Assessment Regulations	Assistant Director	Staff Awareness Programme on functions of TVEC	SDFL	2018.12.11 / 12 / 13
Mrs. P. Chathuri Upeksha	Quality Assurance and Assessment Regulations	Assistant Director	Staff Awareness Programme on functions of TVEC	SDFL	2018.12.11 / 12 / 13
Mrs H.R.M.U.U. Wijebandara	National Vocational Qualification	Assistant Director	Staff Awareness Programme on functions of TVEC	SDFL	2018.12.11 / 12 / 13
Mrs. V.N. Rammawadu	Information System	Information Technology Assistant	Staff Awareness Programme on functions of TVEC	SDFL	2018.12.11 / 12 / 13
Mr. H.B.I. Sampath	Administration	Programme Coordinating Officer	Staff Awareness Programme on functions of TVEC	SDFL	2018.11.12 / 13
Mrs. C.H.W. Dharshanika	Administration	Management Assistant	Staff Awareness Programme on functions of TVEC	SDFL	2018.11.12 / 13

Name	Division	Designation	Title of the Training	Institute	Time Duration
Mrs. U.P.C. Menaka	Director General	Management Assistant	Staff Awareness Programme on functions of TVEC	SDFL	2018.11.12 / 13
Mrs. R.S. Fernando	Finance	Assistant Director	Staff Awareness Programme on functions of TVEC	SDFL	2018.11.12 / 13
Mrs. D.C. De Silva	Finance	Management Assistant	Staff Awareness Programme on functions of TVEC	SDFL	2018.11.12 / 13
Mrs. K.A.D.H. Lakmini	Industry Liaison Division	Assistant Director	Staff Awareness Programme on functions of TVEC	SDFL	2018.11.12 / 13
Mrs. A.S. Kalpage	Internal Audit	Assistant Director	Staff Awareness Programme on functions of TVEC	SDFL	2018.11.12 / 13
Mrs. G.C. Janak De Silva	Internal Audit	Development Officer	Staff Awareness Programme on functions of TVEC	SDFL	2018.11.12 / 13
Mr. W.P.S. Kumara	Information System	Assistant Director	Staff Awareness Programme on functions of TVEC	SDFL	2018.11.12 / 13
Mrs. V.N. Rammawadu	Information System	Information Technology Assistant	Staff Awareness Programme on functions of TVEC	SDFL	2018.11.12 / 13
Mrs. P.D.S. Kariyawasam	Legal	Legal Officer	Staff Awareness Programme on functions of TVEC	SDFL	2018.11.12 / 13
Mrs. H.M.A.K.D. Herath	National Vocational Qualification	Assistant Director	Staff Awareness Programme on functions of TVEC	SDFL	2018.11.12 / 13
Mrs. H.R.M.U.U Wijebandara	National Vocational Qualification	Assistant Director	Staff Awareness Programme on functions of TVEC	SDFL	2018.11.12 / 13
Mr. U.A.P. Dharmasena	Planning and Research	Assistant Director	Staff Awareness Programme on functions of TVEC	SDFL	2018.11.12 / 13
Mrs. G.V.L. Piyumali	National Vocational Qualification	Development Officer	Staff Awareness Programme on functions of TVEC	SDFL	2018.11.12 / 13

Name	Division	Designation	Title of the Training	Institute	Time Duration
Mrs. T.A.W. Madushani	Quality Assurance and Assessment Regulations	Development Officer	Staff Awareness Programme on functions of TVEC	SDFL	2018. 11. 12 / 13,
Mrs. T.A.W. Madushani	Quality Assurance and Assessment Regulations	Development Officer	Staff Awareness Programme on functions of TVEC	SDFL	2018. 11. 12 / 13,
Mrs. H.W.I, Kumuduni	Quality Assurance and Assessment Regulations	Development Officer	Staff Awareness Programme on functions of TVEC	SDFL	2018. 11. 12 / 13,
Mr. S.B. Karunanayake	Quality Assurance and Assessment Regulations	Development Officer	Staff Awareness Programme on functions of TVEC	SDFL	2018. 11. 12 / 13,
Miss.V.N. Herath	Quality Assurance and Assessment Regulations	Computer Application assistant	Staff Awareness Programme on functions of TVEC	SDFL	2018. 11. 12 / 13,
Mrs. D.W. Ishani	Quality Assurance and Assessment Regulations	Management Assistant	Staff Awareness Programme on functions of TVEC	SDFL	2018. 11. 12 / 13,
Mrs.A.P.Indrani	Quality Assurance and Assessment Regulations	Office Assistant	Staff Awareness Programme on functions of TVEC	SDFL	2018. 11. 12 / 13,
Mrs. Niluka Rajapaksha	Administration	Assistant Director	Staff Awareness Programme on functions of TVEC	SDFL	2018. 11. 12 / 13,
Mr. H.P.K.N. Banadara	Registration, Accreditation and Quality Management Systems	Assistant Director	Staff Awareness Programme on functions of TVEC	SDFL	2018. 11. 12 / 13,

Name	Division	Designation	Title of the Training	Institute	Time Duration
Mr. Prasanga Muthukumarana	Registration, Accreditation and Quality Management Systems	Programme Coordinating Officer	Staff Awareness Programme on functions of TVEC	SDFL	2018. 11. 12 / 13,
Mr. N.H.S. Dharshana	Registration, Accreditation and Quality Management Systems	Development Officer	Staff Awareness Programme on functions of TVEC	SDFL	2018. 11. 12 / 13,
Mrs.P.P.A.S. Chathurangani	Registration, Accreditation and Quality Management Systems	Management Assistant	Staff Awareness Programme on functions of TVEC	SDFL	2018. 11. 12 / 13,

4.6.2 Foreign Training and International Conferences

On the invitation received by the TVEC the Director General and staff members had participated in international conferences and foreign training programs in 2018. The details are as follows:

Name	Division	Designation	Title of Training	Country	Duration
Mrs. W.A.W.C. Premarathne	Quality Assurance and Assessment Regulations	Director	Singapore Cooperation Programme Training Award (SCPTA)	Singapore	2018.06.11 to 2018.06.13
Mr. Vajira Perera	Registration, Accreditation and Quality Management Systems	Director	Leadership dialogue on Skills for Jobs: Maximum potential in Asia	Bangkok	2018.03.13 to 2018.03.16

Name	Division	Designation	Title of Training	Country	Duration
Mr. J.A.D.J. Jayalath	Information System	Director	PHD study Conference	Thailand	2018.03.05-2018.04.27
			East and Southeast Asia Cluster UNEVOC Network Consolidation workshop	South Korea	2018.10.24 to 2018.10.25
			Doctoral Degree Program at AIT	Thailand	2018.06.29-2018.09.28
			National TVET Seminar & UNEVOC workshop	Myanmar	2018.12.03 to 2018.12.04
Mr. H.B.I. Sampath	Administration	Programme Coordinating Officer	Management Research Conference 2018	India	2018.02.23 to 2018.02.27
Mr.R. Mathan	Public Liaison Division (Professional and industrial)	Assistant Director	2018 Seminar on Vocational Education for Teachers at Lancing Making river Basin Countries	Sri Lanka	2018.06.04 to 2018.06.24
Mr. H.M.A.D.K. Herath	Quality Assurance and Assessment Regulations	Assistant Director	2018 Seminar on Vocational Education for Teachers Developing Countries	Sri Lanka	2018.06.04 to 2018.06.24

4.7 Reimbursement of Annual professional membership fees

Fees levied from under mentioned staff members of the TVEC by relevant Professional Associational 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
The British Computer Society
The Computer Society of Sri Lanka
2. Mr. W.P.M.P. Premachandra, Director (Administration)
The Institute Of Chartered Accountants of Sri Lanka

3. Mrs. A.S. Amarasinghe, Deputy Director (Finance)
The Institute Of Chartered Accountants of Sri Lanka
Certified business accountant membership fees
4. Mr. R. J. Samaraweera, Deputy Director (Internal Audit and Monitoring)
The Institute Of Chartered Accountants of Sri Lanka
Certified business accountant membership fees
5. Mr. S.U.K. Rubasinghe, Director
Institute of Chartered Engineers of Sri Lanka
Registration, Accreditation and Quality Management System Division
6. Mr. Vajira Perera, Planning and Research Division
The Institute Of Chartered Management of Sri Lanka
7. Dr. H.M.A.D.K. Herath, Assistant Director
The Computer Society of Sri Lanka

4.8 Financial Progress of the TVEC

The General Treasury has provided the required provisions for the TVEC. The following Provisions have been allocated to the TVEC by General Treasury for the year 2018.

The estimated expenditure of the Commission for 2017 was as follow:

- For Recurrent expenditure - Rs. 130 mn.
- For Capital expenditure - Rs. 10 mn.

Accordingly the General Treasury had released all the provisions to the TVEC for the year 2018.

The details of the earned income of the year 2018 is as follows.

The funds released by the General Treasury for the year 2017 compared with the previous year are given below.

The details of the earned income of the year 2018 is as follows:

Type of income	Estimated Income (Rs.)	Actual Income (Rs.)
Institute Registration Income	1,900,000	1,932,400
Institute Accreditation and Assessment	1,600,000	2,098,400
Issuing certificates	1,800,000	8,380,650
Examination fees	18,600,000	23,854,387
Selling of TVET publications	900,000	107,350
Selling student Record books	2,600,000	2,401,425

Type of income	Estimated Income (Rs.)	Actual Income (Rs.)
Assessment and Assessment Income	100,000	108,900
Quality Management System	500,000	3,340,000
Total Income	28,000,000	42,223512

In addition to that, estimate of Rs.55.5 Mn has been provided by the Skill Sector Development Programme for the year 2018 and its Actual Expenditure is Rs.55.5 Mn.

4.9 Internal Audit and Investigation

Internal Audit Division performs the duties of conducting audit inquiries relevant to the TVEC. Similar to the previous years, as per the Audit Plan the Division performs the internal audit and investigation activities regarding the performances to ascertain whether the functions of the TVEC complies the internal control systems, relevant circulars, the Act of the Commission and other relevant regulations.

The six (06) main audit areas planned in accordance with the Internal Audit and Investigation program were covered and the non-commissioned audit inquires according to the Internal Audit investigations programme were inspected on the instructions of the Director General and the Audit and Management Committee of the Internal Audit.

Audit and Management Committee of the TVEC and the Director General suggested appropriate policy changes based on the finding of the Internal Audits done which have been brought to the attention of relevant Heads of division of the TVEC in order to rectify the shortcomings of programs.

1. Audit and Management Committee

Audit and Management Committee had conducted its meetings only in two occasions during the year 2018 as the Commission did not conducted its meetings. In these two meetings, the Committee recommended management decisions to the Commission, regarding the following facts:

- Implementing internal audit plan
- Review the financial reports and related management decisions
- Management decisions related to Annual Action Plan
- Performance of the internal audit and monitoring
- Reviews on the performance of the Commission and management decisions
- Summary of the Auditor General's report
- Other operations and various management decisions regarding administrative work.

According to this, the Audit and Management Committee has implemented the above decisions well.

The structure of the Audit and Management Committee is as follows.

1. The members of the Audit and Management Committee up to April 2018

- Mr. Hemal Kasthuriarachchi - Committee Chairman
- Dr. W.Hilari E.Silva - Committee Member
- Mr. Buddhika Madihahewa - Committee Member

2. Appointment of new Audit and Management Committee Members on 01.08.2018

- Mr. Hemal Kasthuriarachchi - Committee Chairman
- Dr. Rani Jayamaha - Committee Member
- Mrs. Renika Keshini Jayawardana - Committee Member

The Audit and Management Committee Conducted 01.01.2018 to 31.12.2018 was comprised of following members

I. The Audit and Management Committee conducted on 21.03.2018 was comprised from following member

- Dr. W. Hilari E. Silva - Member
- Mr. Buddhika Madihahewa - Member
- Mr. S.C. Jagath - observer (Ministry)
- Mrs. T.P.I. Padmini - Government Audit

II. The Audit and Management Committee conducted on 21.09.2019 was comprised from following members

- Mr. Hemal Kasthuriarachchi - Committee Chairman
- Dr. W. Hilary E. Silva - Committee Member
- Mr. Buddhika Madihahewa - Committee Member
- Ms. R.M.D.M. Kumari - Observer
- Ms. T.G.I. Padmini - Observer

4.10 Legal Affairs

Progress of amending the Act

The Tertiary and Vocational Education (TVE) Act No.20 of 1990 was amended by the Act No.50 of 1990. Actions have been taken to include provisions of legal powers and thereby to strengthen the Act enabling the TVEC to regulate the registration of tertiary and vocational education institutions.

The bill drafted by the Department of Legal Draftsman was submitted to the Commission and referred to the Ministry for taking future actions. Further after the appointment of new Commission on July 2017, the said draftsman has re – amended and re-referred to the Ministry and Ministry has

referred it the Department of Legal Draftsman.

In view of avoiding contradiction occurred in the objectives and powers of the institutions, due to Act No 20 of 1990 National Apprentice and Industrial Authority is also including in the same draft, a committee was appointed including the representations of both institutions by the TVEC expecting further considering of legal draughts. The proposed draught and the above details have submitted to the Ministry.

Further, in view of avoiding the delay of amending the draught, Hon. Minister has instructed to make regulations on essential facts on 21.11.2018. Accordingly, Commission has prepared the draught of Regulations and submitted to the Ministry for future actions.

Actions taken to register the un – registered tertiary and vocational educational institutions in TVEC

The TVEC has taken necessary actions to register the un – registered tertiary and vocational educational institutions in TVEC and conduct them under the legal permission of the Commission. Accordingly, through publishing the advertisements in the newspapers and sending letters, the un – registered institutions have been directed to the registration. 25 such letters have been sent so far and around 15 institutions have been responded well.

Legal actions taken against the institutions that are not utilized the financial grants appropriately

TVEC has taken actions to recharge the loan amount granted to the institutions which have ignored to utilize the financial aid provided to Private / NGO sectors as per section 4 (e) and 4 (g) of the Act No.20 of 1990 to the and conducting the courses with no accreditation.

The required documents have been sent to the Department of Attorney General to take level actions against the below name mentioned institution.

Samadhi Community Development Foundation and the Sri Sobhitha Vocational Training Institute were called for the Mediation Board and they did not participate. A certificate of non- mediation has been issued for them and will be referred to the Department of Attorney General for legal actions. After issuing a Letter of Demand to the Sri Sobhitha Vocational Training Institute, action have been taken to settle down the case by considering their request to re – provision of given equipment to the Commission.

Conduct Inquiries

Since the TVEC is the regulatory body of the Technical and Vocational Education and Training (TVET) sector, the relevant institutions, trainees and assessors have begun to lodge complaints against training institutions where issues exist in training centers relevant to various occupations. The TVEC as an impartial intervention conducts the inquiries with relevant parties in respect of that. Accordingly, actions were taken to conduct inquiries against 06 (six) such institutions in 2018.

Convening of Governing Board Meetings

The Assistant Director (Legal) of the TVEC serves as the Board Secretary of the Commission as well and had been able to convene 06 meetings for Board of Governors during the year 2018.

5.0 Planning and Research Division

The Planning and Research Division is responsible for giving active contribution to effect the prime objective of the Tertiary and Vocational Education (TVE) Act No. 20 of 1990 of “Planning, Co-ordination and development of the tertiary and vocational education at all levels in keeping with human resources development requirements of the economy of Sri Lanka”. The Planning and Research Division is responsible for giving effect to the following activities:

- Provision of financial assistance to qualified vocational training institutes and monitoring the fund utilization.
- Coordination of prepare, update and implementation activities of Vocational Education and Training Plan (VET)
- Prepare the provincial Vocational Education and Training (VET) Plans and coordination of plan implementation.
- Prepare and Update technical and vocational education and training policies.
- Coordinate the activities related to research studies in the TVET sector.
- Update the Corporate Plan of the TVEC and prepare the Annual Action Plan accordingly.
- Prepare monthly, quarterly and annual progress reports of the TVEC

Planning and research division composed of six (06) staff members in order to carry out the functions and programmes of it. This division composed of one (01) Director, two (02) Deputy Directors, one (01) Development Officer, one (01) Computer Applications Assistant and one (01) Office Assistant

Accordingly, the Planning & Research Division has been carried out the following programmes in the year 2018.

5.1 Provision of financial assistance to Private and Non-Governmental (NGO) Vocational Training Institutes and monitoring of fund utilization

The purpose of providing financial assistance to private and NGO sector training institutions is to help them to purchase required training equipment in order to improve the quality and labour market relevance of vocational and technical training courses. Through this programme, the training courses in Private and Non – Governmental Organizations can be accredited as per the National Competency Standards (NCS) and be able to award the certificates in National Vocational Qualifications (NVQ).

Applications were called from the training institutions registered in the TVEC for financial programme in 2018. Accordingly, out of the sent applications, the selected training institutions were evaluated by the TVEC and provide financial grants to those institutions. Table 5.1 depicts the details of financial grants awarded to private sector training institutions in the year 2018.

Table 5.1 Details of Financial Grants - 2018

Sector	Allocations for the year 2018 (Rs. Mn.)	No. of courses approved for financial assistance	No. of institute	Approved fund (Rs. Mn)
	Initial			
Private and Non – Organization Sector	2.4	09	08	1.444

5.1.1 Provide financial assistance to private and Non – Government vocational training institutions

Rs. 2.4 Mn. has been allocated to provide financial assistance in order to enhance the quality and the relevance of the vocational training courses implemented by the private and Non – Governmental training centers in the year 2018. (As per the amended Annual Action Plan) Accordingly, the selected 35 institutions out of the 37 received applications had been evaluated physically and selected 08 institutions to grant financial assistance. Agreements have been signed with those institutions and the said financial aid has granted after purchasing the equipment by the said institutions and having examine by the Commission.

Accordingly, it had been able to allocate 61% of amended provisions, to grant financial aid in the year 2018. The financial amount granted for each vocational training institutions in private / NGO sector is depicted in the below 5.2 table.

Table 5.2: Provision of financial aid for the private and Non – Governmental vocational training Institutions

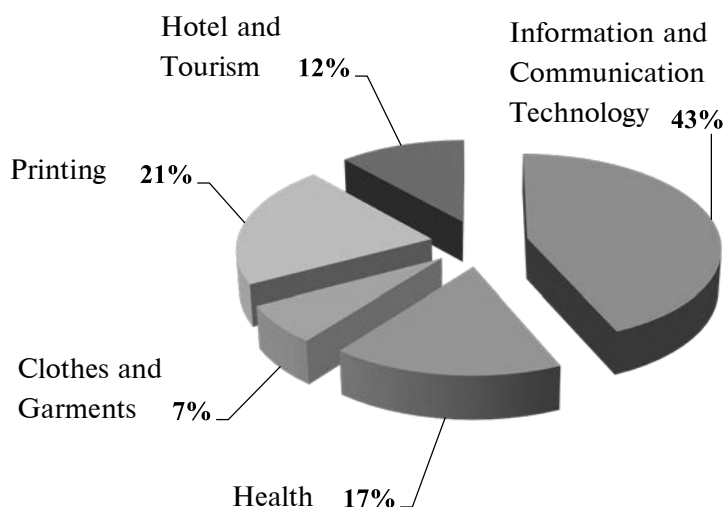
No.	Name of institutions	Industry sector	Training course and expected NVQ level	Approved amount (Rs.)
1.	Southern Lakma Hotel School and Beauty Hair Academy, 628, Galle Rd., Kaluthara South	Information and Communication Technology Technician for apprentices	Computers - 08 UPS - 10 Printer - 01	534,450.00
2.	Higher Education School in Athugalpura, 12/2/2, Second Floor, Etisalat Building, Dambulla Rd, Kurunegala.	Nurse Assistant NVQ level 3	Half Body Dummy - 1 Serializer SS (10"x 5) - 01 Cheatle Forcep - SS (8") – 01 Cheatle Forcep - JR -01	103,250.00

No.	Name of institutions	Industry sector	Training course and expected NVQ level	Approved amount (Rs.)
3.	Lasalian Community Education Services , No 25 and 51 , Temple Rd., Colombo15	NVQ level 2	Flatlock Machine - 01 Zig Zag Machine - 01	96,529.30
4.	S.A.P. Computer Institute, No 59, Gaminipura, Dik Oya Rd, Hatton.	Information and Communication Technician NVQ level 4	Computers 02	93,100.00
		Computer Drawing Technician NVQ level 4	Color Printer 01	17,500.00
5.	Harspose Hotel School, No 384, Matara Rd. Magolla, Galle.	Cook NVQ level 3	Single Deck Oven 01 Deep Freezer (Small Size) 01	97,930.00
6.	Mesworld Educational Institution, Custom Rd., Blapitiya.	Cook NVQ level 3	Cooler – 01 Microwave oven – 01 Electric Oven – 01 Hand Mixture – 03	70,145.00
7.	District Commerce Board and Company, No 149, Hakmana Road, Matara.	Computer Drawing Technician NVQ level 4	Computers - 06	287,700.00
8.	Cooperative Hospitals Association Lt., Nursing Training School, No 303, Colombo Road, Kurunegala.	Nurse Assistant NVQ level 3	Human Body Dummy - 01	143,500.00
Approved total amount				1,444,104.89

Table 5.3: Provide financial Assistance as per the industry sectors - Private and Non - Governmental Organizations

Industry sector	No. of courses	Amount approved (Rs.)	Percentage (%)
Information and Communication Technology	02	627,550.00	43
Health	02	246,750.00	17
Clothes and Garments	01	96,529.30	7
Printing	02	305,200.00	21
Hotel and Tourism	02	168,075.59	12
Total	09	1,444,104.89	100

Chart 5.1: Financial Assistance as per the industry sector - Private and Non – Governmental Organizations



The division of financial assistance for each sector during the year 2018 is depicted in the table No. 5.3 and the analyze is shown in the graph No. 5.1

5.1.2 Programme for monitoring the fund utilization

An annual monitoring programme has been implemented to monitor the proper utilization of financial assistance granted to public and private sector training institutions registered under Tertiary and Vocational Education Commission.

The institutions which have provided the financial aid in the year 2015, 2016 and 2017 has monitored by this programme and the 10 courses provided financial aid have been investigated.

75% of courses of the private sector, which identified through this programme and provided the financial aid have been accredited.

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

The Planning and Researches Division is engaged in preparing the Vocational Education and Training (VET) Plans to identify training requirement in the Vocational Education training sector. Under this programme, the new Vocational and Education Training Plans have been prepared and the plans which have been prepared up to now are been updated. By the end of the year 2018, there are 21 Vocational Education and Training (VET) Plans have been prepared and 16 plans have been updated.

5.2.1 Update the Vocational Education and Training plans

a) Information and Communication Technology sector

Vocational Education and Training Plan for the Information and Communication Technology has been completed in the year 2018 and has paid the attention to the Sustainable Development Goals, Electronic Government Policy and Information and Communication Technology Acts through it.

b) Motor Mechanic sector

The updating of Vocational Education and Training Plan for Motor Mechanic sector was commenced in second quarter of the year 2018 under the programme of “Updating Vocational Education and Training Plans”. The Consultancy has given by the Multi-Tech Solution Private Intuitions for this. Rs.1.088 Mn has been spent to prepare this report during this year and scheduled to be completed the report in the year 2019.

5.3 Implementation of researches studies in the Technical and Vocational Education Sector

The Research Cell is being conducted by the Planning and Research Division of the TVEC. The Research Cell which was initiated in the year 2005 has been provided financial and knowledge contribution to bring out number of researches which are important in Technical and Vocational sector. Similarly, the completed researches have been uploaded in the TVEC web site. The Research Cell has been able to do following activities during the year 2018.

5.3.1 New Researches Studies

Research proposals have been invited from the institutions under the Ministry Of Skills Development And Vocational Training during the year 2018. Accordingly, 47 research proposal have been received by the Research Cell representing various Institutions. Subsequent to the evaluation of those proposals by the Steering Committee, the approval of the Commission has been obtained for 13 suitable and timely required researches studies in the sector. The Research Cell and the Research Committee of the TVEC has directed the researches activities to conduct the quality of those researches studies and provide instructions. The Skill Development Project has provided the financial assistant of Rs.1.0 Mn for this. The table No. 5.4 shows the details of expenditure allocated for each researches studies.

Table 5.4: The Research studies provided financial assistance by the Skills Development Project - 2018

No.	Research Title	Objective of the Research	Research Team	Approved amount (Rs.)	Amount spent in the year 2018 (Rs.)
1.	Study on impacts to develop the teacher's skills in the Department of Technical Education and Training.	Decide the short term, midterm and long term solutions to develop the skills of Technological subjects in DTET. The purposes are, • Identify the obstacles to develop the trainers. • Solution to avoid above situations.	Department of Technical Education and Training	150,000.00	75,000.00
2.	Study on the effects of the implementation of vocational development service to the vocational education sector of the public sector in Sri Lanka, associating the Western Province.	• Identify the effect of vocational information service for the development of continuous vocational development of public sector vocational educational trainees in Sri Lanka. • Identify the effect of career guidance service for the development of continuous vocational development of public sector vocational educational trainees in Sri Lanka. • Identify the effect of counselling service for the development of continuous vocational development of public sector vocational educational trainees in Sri Lanka.	Department of Technical Education and Training	130,000.00	65,000.00

No.	Research Title	Objective of the Research	Research Team	Approved amount (Rs.)	Amount spent in the year 2018 (Rs.)
3.	Study on identifying the ability to produce entrepreneurs and social entrepreneurs through technical education.	- Identify the opportunities that can be improved the entrepreneurship capabilities of the students who follow technical education. - Identify the reasons for technical education obtained student has not become entrepreneurs. - Identify the impacts which have caused to create entrepreneurship through technical Education. - Identify the opportunities to provide technical education for the persons who have entrepreneurship abilities. - Identify the economic benefits through creating new enterprises from technical education. - Evaluate the ability to fulfill the prime objectives of the technical education through entrepreneurship. - Identify the issues in providing entrepreneurship development education. - Evaluate the facilities to be developed relevant to entrepreneurship.	Department of Technical Education and Training (DTET)	150,000.00	75,000.00

No.	Research Title	Objective of the Research	Research Team	Approved amount (Rs.)	Amount spent in the year 2018 (Rs.)
4.	Study on the effectiveness of issues based teaching method than competency based training method. Study on Electric sector in Vocational Training Center, Marawila.	- Find the relations between issues based learning and competency based trainings. - Method of teaching subjects of electronic.	Sri Lanka Vocational Training Authority (SLVTA)	150,000.00	75,000.00
5.	Study on the effect of institutional facts of trainees for the courses in light engineering courses which are conducted by the Vocational Training Authority.	- Identify the effects of physical facilities existing for the trainees in Electric Engineering courses of VTA. - Identify the effects of instructor, materials existing for the trainees in Electric Engineering courses of VTA. - Decide the effects of training provision for the trainees in Electric Engineering courses of VTA.	Sri Lanka Vocational Training Authority (SLVTA)	150,000.00	75,000.00
6.	Study on short term and long term strategic methods to develop the English language communication skills of the degree expectants in UNIVOTEC.	- Carry out the requirements of analyzing the communication skills in English language among the under graduates. - Identify the gap between the communication skills in English language and current programs / other activities in the industry.	University of Vocational Technology	40,000.00	40,000.00

No.	Research Title	Objective of the Research	Research Team	Approved amount (Rs.)	Amount spent in the year 2018 (Rs.)
		- Develop the communication skills development programs in the UNIVOTEC. - Present short term / long term plans for development or communication skills of the Science degree expectants of UNIVOTEC.			
7.	Study on expect the gap of performance in the soft skills of the NVQ diploma holders to provide the job opportunities.	- Identify the job expectations of the diploma holding student and the employers. - Identify the skills of them which required to be developed and identify the method of comparing these expectations with the job market requirements and expectations. - To valid the modules in employments existing at present in NVQ Level 5.	University of Vocational Technology (UNIVOTECH) National Apprentice and Industries Training Authority (NAITA) Ocean University (OUSL)	150,000.00	75,000.00
8.	Study on analyze the facts of promoting the attraction of technical and vocational educational training sector in Kurunegala district.	- Identify the facts that promoted the attraction of the students toward the technical and vocational education training. - Identify the facts of attracting the students to tertiary and vocational education training sector.	Department of Technical Education and Training (DTET)	150,000.00	75,000.00

No.	Research Title	Objective of the Research	Research Team	Approved amount (Rs.)	Amount spent in the year 2018 (Rs.)
		- Identify the parent's attitude on attraction to vocational training sector. - Identify the schools attitude on attraction to vocational training sector. - Identify the request of employers on the attraction of vocational training sector.			
9.	Study on how the Information and Communication Technology diploma (ICT) course conducted in the institutions of DTET is effected to the economic empowerment of women and to develop the women work force in the labor market.	- Find out the activation of current strategies utilized by DTET to provide Information and Communication Technology education and contribution to Information Technology work force. - Find out the issues on current utilizations on Information Technology education with regards to demand and supply of the labor market.	Department of Technical Education and Training (DTET)	150,000.00	75,000.00

No.	Research Title	Objective of the Research	Research Team	Approved amount (Rs.)	Amount spent in the year 2018 (Rs.)
10.	Evaluation the productivity of apprenticeship training courses conducted by the National Apprentice and Industrial Training Authority. (Special: for the cook sector)	- Examine the issues on mechanism established for obtained the job training. - To identify the relevancy of job training activities. - Analyze the feedbacks of trainees and industry to fulfill their requirements.	National Apprentice and Industrial Training Authority (NAITA)	112,000.00	56,000.00
11.	Study on career guidance system in Sri Lanka and Singapore.	- Review the current situation of career guidance opportunities in vocational training sector of Sri Lanka. - Study on career guidance mechanisms in other countries to identify the suitable training sector in Sri Lanka. (Benchmark) - Recommend the policies for career guidance in vocational training sector of Sri Lanka, as necessary item.	Department of Technical Education and Training (DTET)	150,000.00	75,000.00

No.	Research Title	Objective of the Research	Research Team	Approved amount (Rs.)	Amount spent in the year 2018 (Rs.)
12.	Study on evaluation of efficiency of the industry training in Information and Communication Technology of National Vocational Qualification (NVQ) Level 5 in Northern Province.	- Identify the demand for apprentices in cookery in the job market. - Identify the acceptance of courses in society conducted by the NAITA. - Identify the apprentices in the technical marketing. - Identify the developing areas of the courses.	Tertiary and Vocational Education Commission (TVEC)	150,000.00	75,000.00
13.	Study on attitude of the VTA parties toward the Masonry and Carpentry courses.	Prime objective - Identify the recognition among the parties of VTA, on masonry and carpentry courses in the construction sector. Secondary objective - Identify the solutions for suitability of employments. - Recommend the quality and relevancy of vocational training programs in advanced level to implement in institutional level and provide guidance for suitable policy providers.	Sri Lanka Vocational Training Authority (SLVTA)	150,000.00	75,000.00
Total				1,887,000.00	943,500.00

Rs. 0.5 Mn. was spent for research studies which commenced in 2018. Accordingly, the TVEC was able to spend 50% of the total approved allocation. The balance amount is to be paid in the year 2019, after the completion of research studies.

5.3.2 Conduct the Research workshops

In view of formulize the researches activities in technological and vocational training sector 05 workshops have been conducted to train researchers. Rs.0.717Mn. has been spent in the year 2018 for this.

5.3.3 Total progress obtained as per the Annual Action Plan-2018 (AIP 2018)

- Comments the work of updating Vocational Education Training Plan in the Motor Mechanic sector.
- Provide financial assistant for 09 courses in 08 private sector institution.
- Implement of 13 researches Studies for the year 2018.
- Accreditation of 46 public sector training institutions and 245 private sector training institutions.
- Renew the accreditation of 249 public sector training institutions and 133 private sector training intuitions.
- Evaluate 272 public sector training courses and 206 private sector training courses for accreditation.
- Evaluate 377 public sector training courses and 127 private sector training courses to update the accreditation.
- Conduct 115 external audits under the establishment of Quality Management System (QMS) in training institutions.
- Print 37,089 public sector National Skills Certificate and 15,980 private sector National Skills certificate.
- Prepare the TVEC news bulletin.
- Issue a labor market information bulletin.
- Prepare 49 new National Competency Standards and revise 31 National Competency Standards.
- Prepare 36 syllabuses and coordinate the activities to revise 29 syllabuses.

- Translate 19 National Competency Standards.
- Conduct 02 awareness exhibitions on National Vocational Qualifications Frame.
- Conduct 10 programs to train competency based assessors.
- Conduct 40 island wide common examinations for National Vocational Qualifications (NVQ) levels 03 and 04 and 07 common examinations for National Vocational Qualifications (NVQ) levels 05 and 06.

This division expects to implement short projects cater to researches for the year 2019 and prepare the Development Plan as per the Act of Parliament. Further it is scheduled be utilized SDG targets, National Vocational Training policies and reports of Central Bank for the above plans in this process.

6.0 Registrations, Accreditation and Quality Management System Division

As per the Tertiary and vocational Education Act No.20 of 1900 and the Development Plan for the registrations of training institutions (No. 887/8 dated 5th September 1995), the TVEC shall establish a Quality Assurance System to the all vocational training institutions, with the following 03 steps.

1. Registration of Vocational Training Institutions
2. Accreditation of Vocational Training Courses
3. Quality Management System Installation and Certification

In order to carry out the above 03 steps, there are 13 officers are in the division including a Director, 02 deputy Directors, 03 Assistant Directors, 02 Program Coordinate Officers, 02 Development Officers, 02 Management Assistants and 01 Office Assistant.

6.1 Registrations of training institutions

Registration of training institutions is a legal requirement and the all kind of vocational training institutes should registered under TVEC. (As per above mentioned Act)

As per the Annual Action Plan of the year 2018, TVEC has targeted to evaluate 760 institutions for registration and 673 institutions, have been evaluated.

According to the categorization of evaluations for registration of institutions (new and updated) the statistic are as follows.

Type of Institute	No. registered		Total
	New	Renewal	
No. of Evaluations (estimated)	360	400	760
No. of received the applications	309	400	709
No. of Evaluated	291	382	673

Even though the evaluated number of the institutions indicated a less number than estimated number in the year 2018, after fulfilling the identified shortages occurred in the year 2017, the TVEC has registered 751 institutions in the year 2018 and it is shown in the following table as per the sector of the ownership

Type of institution	Registered No (new)	Registered No. (updated)
Public institutions	20	199
Statutory Bodies or Corporations, Boards	42	88
Private sector	157	245
Total	219	532

The registration of 1,184 institutions is validated at the end of the year 2018 and it is shown as follows as per the type of ownership.

1. Public institutions / Statutory Bodies or Corporations 545
2. Private / Non-Governmental Organization 639

6.2 Issue the letters for confirming the registration to registered vocational training institutions

This division performs the duty of issuing letters to the Ministry of Foreign Affairs to confirm the registration of respective training institutions so as to depart certificates holders who trained in the said vocational training institutions for foreign employments.

Type of Institute	Accredited No. of courses (New)	Accredited No. of courses (Updated)
Public Institutions	535	120
Statutory bodies/Corporations	73	14
Private	145	39

6.3 Process of establishing the Quality Management System (QMS) in the Vocational Training Institutions and Certification

This Division accomplishes the external quality audits to establish Quality Management Systems in following vocational training institutions. There were 115 institutions have been audited in the year 2018. The following training institutes have awarded the certification to establish the Quality Management Systems.

1. Vocational Training Center - Pala potha
2. National Vocational Training Institute - Mirijjawila
3. National Youth Services Council - Anamaduwa
4. Tech Vision International Training College - Galagedara
5. SOS Sri Lanka Children Village - Monaragala
6. College of Technology - Anuradhapura
7. Vocational Training Center - Gomarankadawala
8. College of Technology - Rathnapura
9. Quantity Survey Technology Institution - Colombo
10. Vocational Training Center - Kalubowila
11. Vocational Training Center - Alayapaththuwa
12. Vocational Training Center - Divithotawela
13. Vocational Training Center - Haldummulla
14. Cham way (PVT) Ltd. - Nugegoda
15. Vocational Training Center - Pannipitiya
16. Sri Lanka Ocean University (RC) - Jaffna
17. College Of Technology - Mannar
18. University of Vocational Technology - Matara
19. District Vocational Training Center - Rockhill, Badulla

20. District Vocational Training Center - Elpitiya
21. Vocational Training Center - Malambe
22. Prima Ceylon Ltd - Rajagiriya
23. Win – Stone School of Coolinary (PVT) Company - Nugegoda
24. National Vocational Training Institute - Mirijjawila
25. Vocational Training Center - Makadura
26. Vocational Training Center - Thalahagama
27. Vocational Training Center - Thihagoda
28. Vocational Training Center - Yakkalamulla
29. National Vocational Training institute - Narahenpita
30. Vocational Training Center - Welipitiya
31. National Sport Science Institute - Colombo 07
32. Skills Development Center - Vocational Training Authority - Thawalama
33. Vocational Training Center - Koggala
34. Vocational Training Center - IT Hub Kotuwegoda - Matara
35. College Of Technology - Homagama
36. Sri Kawanthissa Vocational Training Center - Thissamaharama
37. Kothmale International Training Institute / Water Management - Kothmale
38. Miyani Technological Institute - Baticaloa
39. Vocational Training Center - Agunakolapalassa
40. Vocational Training Center - Medamulana
41. District Vocational Training Center - Ballapana - Galigamuwa
42. National Institute of Crops Management – Athurugiriya

The recommendation has given to provide certification to establish Quality Management in the following training institutions and scheduled to be obtained the approval of the TVEC.

1. National Youth Services Council - Eraminiyaya
2. Sri Lanka Agriculture Collage - Paranthan
3. Technique International Institute - Colombo 07
4. Ranawiru Vocational Training Center - Waththala
5. Little Bird Training Institute - Ratmalana
6. National Youth Services Council - Chilaw
7. Agriculture College in Jaffna - Jaffna
8. District Vocational Training Center - Saragama / Kurunegala
9. Vocational Training Center - Mahiyanagana
10. Sri Lanka Agriculture College - Agunakolapellassa
11. Sri Lanka Agriculture College - Kuruwita
12. Vocational Training Center - Nawalapitya
13. National Youth Services Council - Kahatagasdigiliya
14. National Youth Services Council - Anuradhapura
15. Vocational Training Center - Anagammuna
16. Vocational Training Center - Yayawaththa
17. Juliston International (PVT) Company - Panadura
18. College Of Technology - Hasalaka
19. College Of Technology - Kuliyaipitiya
20. Don Bosco Vocational Training Center - Narammala
21. College of Technology - Kurunegala

In addition to that, 11 one day programmes have been conducted to aware on establishment of Quality Management System in training centers. Approximately 400 officers in vocational training institutions, have been participated for this.

In 2018, 04 officers have been qualified as Lead Auditors from the Sri Lanka Standards Institution. At present, there is a requirement for professional auditors and 35 auditors of the QMS Forum are in active service at present. Further officers will also be trained for the same purpose in future.

In the year 2018, the amount of the income earned through the Registration of Institutions and course accreditations and related activities by the Commission is as follows.

Fee income of registration the training institutions	Rs. 1,932,400.00
Fee income of accreditation	Rs. 2098,400.00
Selling of Student Records Book	Rs. 2,401,425.00
Issuing certificates for Quality Management System (QMS)	Rs. 3,340,000.00
Letters of endorsing the registration of training institutions	Rs. 1, 063,750.00
Fines for lapsing the registration dates	Rs. 6,400.00
Total income	Rs. 10, 842,375.00

This amount has been credited to the Treasury.

7.0 National Competency Standards, curricula and National Vocational Qualification Division

7.1 It is a key requirement to prepare National Competency Standards and National Curriculums relevant to the occupations, to implement the National Vocational Qualifications Framework. Accordingly, in the year 2018 following new National Competency Standards have been developed and endorsed.

7.1.1 New National Competency Standards prepared including the curriculums based on the instructions of Industry Sector Councils.

- Container Mechanical Technician - Level 3,4
- Vehicles Eco Testing Technician - Level 3,4
- Aluminum Fabrication with Interior Decoration - Level 4

7.1.2 Prepared new National Competency Standards

- Homeopathy Dispenser - Level 3
- Junior Security Guard - Level 3
- Air Tickets Booking Representative - Level 4
- Travelling Assistant / Travelling Supervisor - Level 3,4
- Trekking / Hike Trekking Guider - Level 3,4
- Water Load Operator - Level 4
- Reads Associated Creator - Level 4
- Leaves and Grass Associated Raw Material Processor - Level 4
- Cake Decorator - Level 4
- Day Care Center Operator - Level 2,3,4
- Daycare Center Manager - Level 5,6
- Physiological Counselling - Level 5,6
- Optician - Level 5
- Sola voltage system Technician - Level 3,4
- 3D Generalist - Level 4
- Rubber Processing Machine Operator - Level 3,4
- Rubber Processing Technology Technician - Level 4
- Bridal Dressing - Level 3,4

- Mosquito Control Field officer - Level 3,4
- Petroleum Consumer Services Assistant - Level 3,4
- Naval Machinery Maintenance Technology - Level 5
- Occupational Safety and Health Sector - Level 6
- Plant Tissue Culture Laboratory Assistant - Level 3,4
- Journalist (Printing Media) - Level 3,4
- Journalist (Transmission) - Level 4
- Producing Assistant (Electronic Media) - Level 3,4
- Presenter - Level 3,4

7.1.3 Prepared New curriculums

- Nurse Assistant - Level 6
- Aquatic Animals Cultivator - Level 3,4
- Batik Designer - Level 3
- Care Giver - Level 3,4
- Animal Cultivating Assistant - Level 3,4
- Dental Nursing Assistant - Level 3,4
- Diesel Pump Room Technician - Level 2,3,4
- Electric Elevators Technician - Level 3,4
- Fireman - Level 3,4
- Fishing Boats Operator - Level 4
- Cloth Weaver - Level 2,3,4
- Interior Decorator - Level 4
- Laboratory assistant - Level 3,4
- Machine Operator (Beverages) - Level 2,3,4
- Rigger Operator - Level 3
- CCTV and Camera Technician - Level 3,4
- Tiler - Level 3,4
- Web Designer - Level 4
- Animals Products Technology - Level 5,6
- Construction Machinery Maintenance Technology - Level 5,6

7.2 Having updated the following National Competency Standards TVEC has endorsed those for implementation

7.2.1 Updated Competency Standards

- Boats (Outboard) Technician - Level 3,4
- Automobile Electrician - Level 3,4
- Draughtsman - Level 3,4
- Refrigerator and Air Conditioning Technician - Level 3,4
- Florist - Level 3,4
- Patterns Maker - Level 3,4
- Hair Stylist - Level 3,4
- Graphic Designer - Level 4
- Pre School Teacher - Level 4

7.2.2 Updated Skills Standards and Curriculums

- Aluminum Fabricator - Level 4
- Electrician - Level 4
- Building Constructor - Level 3
- Nursing Assistant - Level 4
- Professional Cook - Level 2,3,4

7.2.3 Updated Curriculums

- Computer Hardware Technician - Level 4
- Building Constructor - Level 2,3,4
- Draughtsman - Level 4
- Front Office Operator - Level 3,4
- Store Keeper - Level 2,3,4
- Rubber Processing Machine Operator - Level 3,4
- Refrigerator and Air Condition Service Provider - Level 2,3
- Polymer Technology - Level 5,6
- Carpentry (Furniture) - Level 3,4

- Lathe Machine Operator - Level 2,3,4
- Industry Sector Plumber - Level 3,4
- Domestic Electric equipment Repairer - Level 3,4
- Cloth Cutter - Level3
- Leather Production Technician - Level 3,4
- Secretary - Level 3,4

7.3 National Competency Standards and Curricula that have been translated into Sinhala language

7.3.2 National Competency Standards that have been translated to Sinhala language

- Hair Stylist
- Trekking Guide
- Pre School Teacher
- Solar voltage System Technician
- Electrician (Domestic and Industry)
- Guests Relations Representative
- Book Binder

7.3.3 National Competency Standards that have been translated to Sinhala language

- Computer Publications Technician
- Three-wheeler Mechanic

7.4 Following National Competency Standards and Curricula have been translated to Tamil language.

7.4.1 National Competency Standards that have been translated to Tamil language

- Pre School
- Team Supervisor (Kanganee) (Plantation Industry)
- Painter (Building)
- Electrician (Houses / Industry)
- Petroleum Consumer Service Assistant
- Tailor

7.4.2 Curricula that have been translated to Tamil language

- Animals Cultivating Assistant

7.5 Following curricular has been translated in to English language.

- Landscape Technician

7.6 Career review tests have been conducted to issue NVQ equivalent certificates for those who have obtained non – NVQ certificates. Accordingly, NVQ equivalent certificates have been issued for those who have got through it.

Course Name	NVQ Level	No. of viva voce conducted	No. participated	No. of certificate issued
National Certificate in Technology / National Certificate in Industry (Civil Engineering)	Level 5	08	58	49
National Certificate in Technology (Electrical and Electronic Engineering)	Level 5	1	4	02
National Certificate in Technology (Quantity Surveyor)	Level 5	1	7	03
National Certificate in Technology (Mechanic an Engineering)	Level 5	1	7	07

7.6.2 Further the NVQ equivalent certificate have been issued for the following certificate courses

Course Name	NVQ Level	No. of certificate issued
National Diploma in Information Communication Technology	Level 5	24
National Diploma in Technical and Vocational Education	Level 5	01
National Diploma in Engineering Science	Level 5	13
National Diploma in Quantity Surveyor	Level 6	10

As per the provisions of the Public Administration Circulars letters have been issued for 198 experienced Technology certificates holders.

7.7 Prepare the copies of National Competency Standards and Curricula

This Division performs the selling of CDs with soft copies including prepared National Competency Standards and their documents. 1,308 of these CDs have been sold during the year 2018 and earned the income of Rs. 654,000.00.

7.8 Conduct Inter - Institutional National Vocational Qualification Steering Committee meetings

In view of identify the issues arising in implementation of National Vocational Qualification system (NVQ) and take decisions to find solutions in respect of them and to implement the new suggestions, a Committee has been establish comprising the senior officers of the public and private institutions, which are being executed the National Vocational Qualification system (NVQ).

8. Quality Assurance and Assessment Regulation Division

8.1 Introduction

Quality Assurance and Assessment Regulation Division was established by the TVEC in July, 2018 combining the Assessment and Administration Division of the National Vocational Qualification Division with the NVQ Certificates Division. Skills Sector Development Program (SSDP) provided the financial contribution for the establishment of this unit.

As such the Quality Assurance and Assessment Regulation Division composes of one (01) Director, (01) one Deputy Director, four (04) Assistant Directors, two (02) Programme Co-coordinating officers, one (01) Development Officer, three (03) Management Assistants and three (03) Computer Applications Assistants. Unitizing these human Recourses following duties have been conducted by the Division during the year 2018.

8.2.1 Implementation and Regulations of (NVQ) Framework

8.2.2 Maintain the Registry of Competency Based Assessors

8.2.1.1 Forecast the required Number of Assessors

The forecast report has been prepared by this unit, considering the Number of National Competency Standers which have been developed and the Number of Assessors, registered in the TVEC by the end of year 2017, and the geographical dispersion of those assessors.

8.2.1.2 Conduct Interviews to select suitable persons to train as Competency Based Assessors

Applicants from the private sector also can be applied for the appointment of Competency Based Assessors. No any definite period for inviting applications and the received applications will be scrutinized for selecting suitable persons through an interview panel.

Interview panel is comprised of members who have gained experience and expertise in the respective occupations and it was planned to conduct 12 interviews during the year 2018. However, 19 days of the year, were spent for conducting these interviews considering the demand and requirements.

8.2.2 Conduct Assessor training programmes and provide facilities for it.

During the year 2018 ten (10) training programmes were conducted under this.

8.2.1.4 Issuance of license to assessors

The licenses for assessors were issued by conducting a written examination and on the recommendations of the interview panel, subject to the eligibility. The respective written examination was planned to be conducted in the year 2018 and sent applications for 320 applicants. Out of them 136 were qualified and the relevant licenses will be issued in the year 2019. Arrangements have been made to renew the licenses which lapsed the validity.

8.2.2 Follow - up the Competency Based Assessment activities

Three functions have been carried out 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 centers/ institutions.
- Conduct progress review meetings.

8.2.2.1 Granting approval to conduct Competency Based Assessment in Private sector training institutions.

Private / NGO institutions, which are registered in the TVEC, 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.

The assessments should organize through the assessors registry by the TVEC in examine the respective criteria and fulfilling them. The number of requests made by the various training centers / institutions for the assessments in year 2018 was 838. Even though the target number of the year 2018 was 550 for the assessments, the reason for exceeded this amount was the popularity of NVQ among the private sector. Equivalent of NVQ level 3 to G.C.E O/L and NVQ level 4 to G.C.E A/L is also a reason to increase demand for assessments.

8.2.2.2 Granting approval to conduct Competency Based Assessment in Public sector training institutions.

The Quality Assurance and Assessment Division of the TVEC carries out the activities to grant approval to conduct assessments in the Public training institutions. During the year 2018, this Division was able to give 1,502 such approvals and those requests were made mostly from the following Public Sector Training centers / institutions which purview under the Ministry of Youth Affairs and Skills Development and other Institutions.

Institutions / training centers which purview under the Ministry of Skills Development and Vocational Training

Institutions / Training Centers under the purview of the line Ministry:

- Department of Technical Education and Training
- Sri Lanka Vocational Training Authority
- National Apprentice and Industrial Authority
- Ocean University
- Ceylon German Technical Training Institute

Public institutions which are not come under the Ministry of Skills Development and Vocational Training

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

There was a high demand for the assessments conducted to award National Vocational Qualifications (NVQ) through Public institutions / training centers, in the year under review and it was an increment than targeted amount. In the year 2018, it was targeted to grant approval for 2,500 requests and was able to grant approval for 2,597 such requests.

The following may be considered as reasons for the significant increase in requests of assessments,

- NVQ is compulsory for workers who depart for foreign employments.
- Announcement made by the Ministry of Public Administration on NVQ to the Ministries / Departments when recruiting individuals and granting promotions.
- Popularity of NVQ among the society
- Equivalent of NVQ level 3 to G.C.E. O/L and NVQ level 4 to G.C.E. A/L

In addition to the above process to award the National Vocational Qualifications (NVQ), another process which is known as “Recognition of Prior Learning (RPL)” is available in Sri Lanka to obtain NVQ certificates. Through this process persons who have acquired skills in their respective occupations can make request to appear for the assessments. TVEC has granted the authority to the following 03 Public Institutions to award National Vocational Qualifications.

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

8.2.7 Conduct progress review meetings on RPL

Progress review meetings have been conducted in time to time and the National Apprentice and Industrial Training Authority and the Vocational Training Authority of Sri Lanka have discussed the issues and challenges on RPL in Steering Committee Meetings and Examinations Board meetings. In addition to that one meeting was conducted with the officers of Sri Lanka Foreign Employment Bureau. This Bureau conducts special training courses in their island wide centers for the workers who seek the foreign employments as “Domestic Housekeeping Assistant” and “Hospitality Assistant”. Through these courses the “National Vocational Qualification (NVQ) certificates are awarded as per RPL and final assessments.

8.3 Ensure the consistency of competency based assessments

8.3.1 Conduct workshops to update knowledge of assessors to ensure the consistency of Competency Based Assessments

With the aim of fulfilling the above objective, it was planned to conduct 4 workshops during the year. This Competency Based Assessment was commenced on year 2005 and the training of assessors also been carried out in the same year. Actions had been taken to update the assessment process and the knowledge in new sectors in these workshops.

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

Audits were conducted at 550 public and private institutions during the year 2018 to find out whether the Competency Based Assessments are in accordance with the guidelines and the instructions. 288 Competency Based Assessments were carried out as required by the Public sector Institutions in the year 2018. As per the results of the audits and the NVQ Circular No. 2017/1 and the instructions of

upper management, the required instructions were provided and disciplinary actions were taken in the occasions that are not in accordance with the assessment process and the principles.

Accordingly, 838 audits were carried out.

8.4 Conduct Inquiries

Only one written complaint against the assessment received in the year under review was referred to the Legal Officer.

8.5 Conduct written examination to examine the knowledge

8.5.1 Conduct the written examination to award National Vocational Qualifications (NVQ) level 3 and 4

The written examination to examine the knowledge of the applicants in the occupational sectors of “Beauty culture, Hair Dresser, Pre School Teacher, Draughtsman, Electrician, Automobile Mechanic and Refrigerator and Air Condition Technician” was conducted as follows.

Sector	January	July
Beauty Culture	1,743	2,432
Hair Dresser	1,617	2,003
Pre School Teacher	-	130
Draughtsman	-	255
Electrician	-	Conducted in January 2018
Automobile Technician	-	
Refrigerator and Air Condition Technician	-	

Actions have been taken to develop questionnaires on internet for 13 courses in the year 2018 and will be expected to complete in the mid-term of the year 2019.

The written examination for NVQ level 3 and 4 for the above mentioned courses was conducted by the TVEC in the months of January and July of the year 2017. Similarly, a common examination was conducted for the RPL applicants in the month of October 2018. The results of these all examinations were issued in the same year.

8.5.2 Conduct written examinations for National Vocational Qualifications (NVQ) level 5 and 6

The written examination for “ ICT, Quantity Surveying, Construction Technology, Cosmetology, Agriculture production Technology, Mechatronic Technology, Ref & AC Technology courses in NVQ level 5 and 6 were conducted in the year 2018 by inviting applications.



8.6 Payments for Assessors

Assessor's payments and their transport allowances have been paid by the Assessments Unit of the TVEC for the assessments conducted at the following institutions which purview under the Line Ministry.

1. Department of Technical Education and Training
2. Vocational Training Authority of Sri Lanka (for the Competency Based courses)
3. National Apprentice and Industrial Training Authority (For the Competency Based and Institutionalized training courses)

Under this Head, the allowances of 4,987 vouchers of assessors have been approved and submitted to the Accounts Division by the Assessment Unit. The total value of the said vouchers is Rs. 23,500,000. Accordingly, all the arrears to be paid has been settled down during the year 2018.

8.7 Issuing of NVQ certificates

8.7.1 Issuing of NVQ certificates

During the year 2017, TVEC has been able to issue 65,212 certificates and the details of it as follows.

Table 8.7.1 NVQ certificate holders for the year 2018 (As per the institutions)

Table 8.7.1

Institution	Number of certificate holders			Number of certificates		
	Competency Based Training (CBT)	Recognition of Prior Learning (RPL)	Total	Competency Based Training (CBT)	Recognition of Prior Learning (RPL)	Total
Department of Technical Education and Training	7,834	93	7,927	8,724	94	8,818
National Apprentice and Industrial Training Authority	2,414	5,092	7,506	2,675	5,751	8,426
Vocational Training Authority	15,850	1,220	17,062	19,217	1,593	20,810
National Youth Services Council	1,511	0	1,511	1,780	0	1,780
Private Sector	14,439	0	14,439	15,986	0	15,986
Total	42,048	6,405	48,453	48,382	7,438	55,820

Source: Certificate database of the TVEC

During the year 2018, the number of certificates issued for the NVQ 1 to NVQ 6 levels, as per the each institution, is in the table 8.7.2.

Table 8.7.2

Institution	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Total
National Apprentice and Industrial Training Authority	56	2,498	6,553	4,648	0	0	13,755
Department of Technical Education and Training	15	488	3,293	4,215	789	18	8,818
National Youth Services Council	2	220	547	1,011	0	0	1,780
Vocational Training Authority	633	1,666	10,981	7,223	307	0	20,810

Private Sector	417	989	10,466	3,324	295	496	15,987
Total	1,123	5,861	31,840	20,421	1,391	514	61,150

Source: Certificate database of the TVEC

The National Vocational Qualification certificates issued in the year 2018 (As per the gender) is in the table 8.7.3

Table 8.7.3 - The number of National Vocational Qualification certificates issued in the year 2018 (As per the gender)

Table 8.7.3

Institution	Male	Female	Total
Department of Technical Education and Training	5,964	2,854	8,818
National Apprentice and Industrial Training Authority	10,206	3,549	13,755
Vocational Training Authority	12,850	7,960	20,810
National Youth Services Council	440	1,340	1,780
Private Sector	7,629	8,358	15,987
Total	37,089	24,061	61,150

Source: Certificate database of the TVEC

Table 8.7.4 - Details of the re-printed certificates – 2018

Type of certificate	Number of Certificates
Re-printed certificate due to printing errors	905
Duplicate certificates printed for misplaced certificates	11
Total	916

Source: Certificate database of the TVEC

A Comparison between NVQ Certificate in the year 2017 and 2018 indicated in the following table 8.7.5

Table 8.7.5 A comparison between NVQ certificates issued in 2016 and 2017 [As per the Competency Based Training (RPL) and Recognition of Prior Learning (CBT)]

Type of certificate	2017	2018	Increment (number of certificate)	Increment as a percentage %
Competency Based Training (CBT)	57,103	48,382	(-8721)	-
Recognition of Prior Learning (RPL)	7,277	7,438	161	1.16

Source: Certificate database of the TVEC

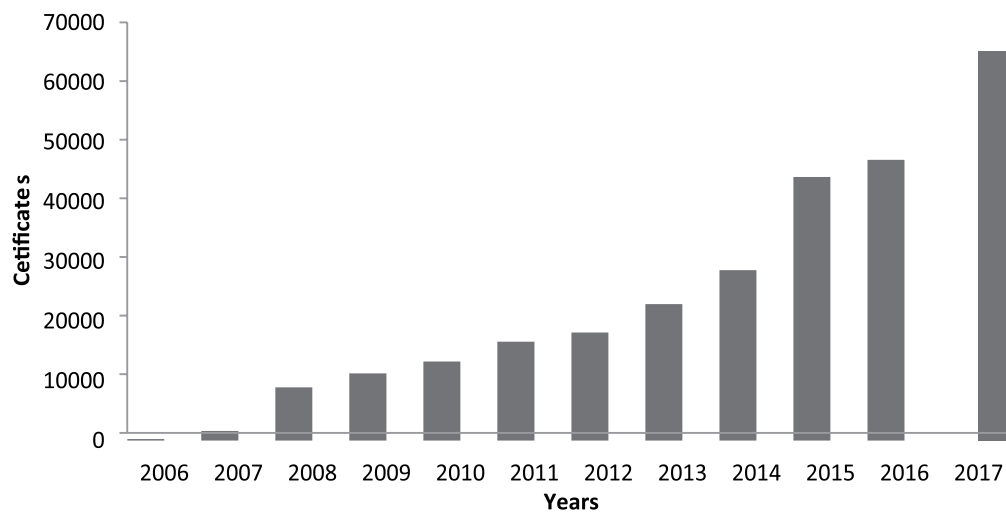
Details of the issued certificate since year 2006, are in the table 8.7.6.

Table 8.7.6 - Total Number of certificates printed from 2006 to 2017.

Year	No. of certificates
2006	2059
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
Total	338,919

Source: Certificate database of the TVEC

Number of certificates issued 2006 to 2018 is in the following graph 8.7.1



Source: Certificate database of the TVEC

The TVEC has issued 338,919 certificates since the commencement of National Vocational Qualification Framework up to 2018.

9.0 Public Liaison Division (Professional and industrial) division

9.1 Background

The prime objective of the Vocational Education and Training sector is to produce persons with necessary skills required for the industry. It is essential to maintain dynamic Vocational education and training field that can provide the necessary skills to fulfill the changing objectives from time to time and this should relate to the economic situation in any country. The Industry Liaison Division was established in the year 2016, in order to generate skilled youth generation in par to the requirements of industry sector, to build a well relationship between the industry and technical education and training sector and to strengthen the carrier guidance through it.

Accordingly, the Industry Liaison Division performs the duty of developing the required liaisons with more strength in year 2018 and has implemented number of services through its programmes to bring the technical education sector in to a new path. There, the Division has been able to improve the connection between industry and technical education sector through the development of 4 Skills Sector Councils and strengthen the liaison between the commercial chambers which are implementing regional-wise.

At the end of the year 2018, it is required to expand the activities of Industry Liaison Division, which was initiated in the year 2016, and in view of that, the Division was transformed as Public Liaison Division.

9.2 Objectives of the Public Liaison Division (Professional and industrial)

The key objective of the Public Liaison Division (Professional and industrial) is, take necessary actions to create a technical, vocational education and training sector, which can be able to provide human resources with the skills required for industry. In view of fulfilling of this objective the main responsibility of the Public Liaison Division is implementing the following sub objectives.

- Obtain the contribution of the industry to develop the Skills Standards and Training courses
- Aware the academic staff who engaged in providing the training activities of technical, vocational education and training sector on technological changes and new trends occurred in the industry and provide trainings related to them, if required.
- Find out the skills gap between the vocational training which provides up to now and the demand of the industry and take actions to carry out the required decisions and rectifications.
- Take actions to follow up and strengthen the training provision related to industries given for apprentices who are in the technical, vocational education and training sector.

- Co-ordinate Carrier Guidance centers to provide awareness to the apprentices who completed the training in the technical, vocational education and training sector, on employment opportunities existing in the industry sector and assist to find jobs for them.
- Aware the craftsman engaged in the industry with no formal training on obtaining certificate of qualifications with the support of Skills Sector Councils and prepare them to go the highest path of the professions.
- Creating a positive image in the society on industry and their jobs.
- Take necessary action to perform the functions of the TVEC with effective and efficient manner.
- Create awareness among the school leavers on technical education and vocational training and to attract them to the industrial training field.
- Aware the overall community on technical, vocational education and training sector.
- Follow the required steps to implement common career guidance services.
- Take actions to develop the technical, vocational education and training sector through improving the relationship with various professional groups and professionals.

9.3 Functions

In order to achieve the above objectives, the following activities have been carried out in the year 2018 by the Public Liaison Division.

- 9: 3: 1 Take actions required to provide the funds effectively given as the advanced by the Skills Sector Development Program (SSDP) to the functions of 04 Skills Sector Councils.
- 9.3.1.1 Skill Sector Council - Contractions industry
- 9.3.1.2 Skill Sector Council - Information and Communication Technology industry.
- 9.3.1.3 Skill Sector Council - Production and Engineering Services industry
- 9.3.1.4 Skills Sector Council - Tourism industry.
- 9.3.2 Grant finance and guidance for the Skill Sector Councils on behalf of the development activities carrying out to enhance the technical and vocational education sector.
- 9.3.3 Conduct meetings with Chairmen to review the progress of the Skills Sector Council and explain the future steps.
- 9.3.4 Evaluation the services of District Career Guidance centers.
- 9.3.5 Conduct district - wise programmes on new development measures of the technical and vocational education sector and make necessary arrangements to conduct awareness

programmes for public, school students, school leavers on existing job opportunities.

- 9.3.6 Prepare an information bulletin on functions carried out by the TVEC to aware the employees.
- 9.3.7 Prepare hand bills to aware officers, public, school students, parents on TVEC and training institutions under the Ministry.
- 9.3.8 Publish the vocational training sector through mass media and distribute information.
- 9.3.9 Aware selected groups and persons with special needs on existing opportunities in technical and vocational education sector.
- 9.3.10 Conduct special programmes on Career Guidance and soft skills development.
- 9.3.11 Conduct programmes in provincial level for the sectors which are not covered by the Skills Sector Councils.
- 9.3.12 Conduct publicity programmes jointly with District Career Guidance Centers, Skill Sector Councils and Commerce and Industry Chambers.
- 9.3.13 Implement a National Career Guidance Regulatory Committee to develop the policies.
- 9.3.14 Provide required provisions to District Career Guidance centers to develop and improve the General Career Guidance centers.
- 9.3.15 Give recommendation on regular implementation of industrialized training through discussions and evaluations.
- 9.3.16 Conduct Skills Development Programmes for Skills Development Assistants, Career Guidance Officers and the officers in the Career Guidance sector.
- 9.3.17 Make necessary arrangements to produce a documentary programme on Tertiary and Vocational education Commission (TVEC).

9.3.1 Take effective measures to provide provisions paid as advanced payments granted by the Skills Sector Development Programme (SSDP) to conduct the 04 Skills Sector Councils

With the contribution of Public Liaison Division 04 Skill Sector Councils, were activated in the year 2018 and the Sector Council on Tourism industry which has not been activated up to then also been implemented since the month of the May 2018. Accordingly, 04 Skills Sector Councils, have been activated in the year 2018 as indicated below.

1. Skills Sector Councils - Construction industry
2. Skill Sector Council - Information and Communication Technology industry
3. Skill Sector Council - Manufacturing and Engineering Services
4. Skills Sector Council - Tourism industry

Public Liaison Division issues the required expenditure cost for the administration of these Skills Sector Councils in every three months and the relevant advances have been recovered from the Skills Sector Councils.

In addition to that, the Skills Sector Council in Tourism industry has obtained the required basic office equipment, for its implementations.

Similarly, these Skills Sector Councils have been carried out various development affairs during the year 2018 and those are as follows.

9.3.1.1 Skills Sector Council - Construction industry

- Train training instructors on new technological innovations and applications of them through the relevant training instructors engaged in the construction sector.
- Provide contribution to increase the composition of assessors for the National Vocational Qualifications (NVQ) Level 03/04 in construction sector.
- Conduct workshops for enhance the teaching method of NVQ Level 03 and NVQ Level 04 courses which are newly introduced for the training instructors in the construction sector.
- Organize workshops required to fill knowledge of the applicants relevant to construction sector who were directed to obtain NVQ through RPL method.
- Take actions to develop curriculums for the occupations of Construction Technician, Plumber, Bar Bender and Draughtsman in the contractions sector jointly with National Apprentice and Industrial Training Authority (NAITA).
- Implement the programmes to aware public on environmental friendly constructions in par to the “World Skills Day”.
- Present the progress on evaluation the learning process of a diploma course in selected Colleges of Technology (CoT) through the CoT in Kurunegala.

9.3.1.2 Skills Sector Council - Information and Communication Technology

A number of workshops to train instructors on preparing curriculums have been conducted during year 2018, with the contribution of Skills Sector Council - Information and Communication Technology Industry. The attention was paid to the centers which have equipped with facilities to implement the said courses and the opportunity was given to train instructors in those centers as the first step of the programme. The training courses on following curriculums have been conducted for the instructors representing Department of Technical Education and Training, Vocational Training Authority, National Apprentice and Industrial Training Authority and National Youth Services Council

1. Associate Software Developer
2. Associate Creative Designer
3. IT Support

- Develop a Policy Statement for the development of National Information Communication Technology.

Various industries are representing in this Skill Sector Council and in view of taking these all industries in one objective, a series of policies have been developed in the year 2018.

- Identify a recourse person's composite for Information Technology Industry.

During the year 2018, a recourse person's composite has been identified to carry out trainings relevant to Information Communication Technology, prepare policies and identify a recourse person's composite to improve the curriculums.

- Identify the sector to be developed as per the requirement of industries.

Identify the sectors to be developed as per the various opportunities existing in the industry and analyzed the progress of them and the sub - committees have been developed for the implementations and nominated an officer for each sub - committee and assign the duties. There were twelve such sub - committees have been conducted in the year 2018.

- Train students.

The Skills Sector Council conducted workshops in the training institutions of Jaffna and Anuradhapura, for the NVQ level 05 students, to develop the soft skills which are applicable for industrial training and industry.

- Conduct workshops for the officers related to educational sector.

On the request of Ministry of Education, the Provincial Educational Directors and principals were given aware on the utilization of Information Technology in future world and the technological utilization in school system.

- Conduct international relationships.

In year 2018, Memorandum of Understanding (MoU) has been signed with the Skill Development Council – Islamabad and Skill Sector Council - Information Communication Technology was invited to the World Economic Convention held in Bangladesh.

- E Citizen Programme

A series of programmes named "E Citizen" have been organized with the support of the University of Kelaniya to improve the knowledge of all citizens on modern technology and to obtain a simple recognition on it using Electronic media.

9.3.1.3 Skills Sector Council - Manufacturing and Engineering Services

- Endorse the National Competency Standards on the occupation of Solar Power Technology Technician jointly with Apprentice and Industrial Training Authority by TVEC
- 1. Solar Power Technology Technician - NVQ level 3 and 4
- 2. Polymer Technology Technician
- 3. Electrician
- 4. Pressure Machine Technician
- 5. Constructions Machines Technician
- 6. Vehicles Testing Technician

Development of National Competency Standards

1. Recycle Assistant
 2. Pharmacist
 3. Production Assistant
- Implementation of the second stage of training trainers as the instructors of Welding course in IETI institute in Katubeddha.
 - Open the Web site page of Skills Sector Council.
 - Conduct a workshop to provide new technological knowledge for the instructors of Carpentry.
 - Conduct an awareness workshops to the managers on “Artificial Intelligent”.
 - Conduct the workshop on “Workplace Health”
 - Conduct a workshop to train trainees for the instructors in “Auto Mobile Technician” course.
 - Organize workshops to valid “HR Gender Toolkit”.
 - Evaluation diploma courses available in the Colleges of Technology (CoT’s) with the support of experts in the sector.
1. Manufacturing Technology, Level 05 – College of Technology, Kandy
 2. Automobile Technology, Level 05 - College of Technology, Maradana
 3. Refrigerator and Air Condition Technician course, Level 04 - College of Technology, Anuradhapura
 4. Electrical Technology, Level 05 - College of Technology, Galle

- Conduct a workshop to train trainees for the instructors in “Automobile Technology” course.
- Enter to an agreement to analyze the skills gap between the industry and engineering services sector.
- Organize the programmes to obtain ideas on women employment.
- Organize the programme of “Development of strategic plans” aiming the districts of Colombo and Trincomalee.
- Conduct programmes for preparing “Hand Book” for the Electrical Technicians.

9.3.1.4 Skills Sector Council – Tourism Industry

- Plan the implementation of evaluation process of the trainers in Tourism sector jointly with National Apprentice and Industrial Training Authority (NAITA) aiming the district of Kandy.
- Plan the evaluation activities of the sectors relevant to Hotels and Tourism Sector, for 100 applicants of Recognition in Recognition of Prior Learning (RPL) method.
- Take initial steps required to conduct the “Skills Gap Analyzing Programme” in respective of “Hotels and Tourism sector”.
- Agree to develop the curriculums in respect of Hotel sector with the participation of National Apprentice and Industrial Training Authority (NAITA).
- Enter to the process of match the “SLITM” courses syllabus in compliance to the NVQ Standards.

9.3.2. Provide financial aid and guidance to the Skills Sector Councils which perform the development activities to enhance the Technical and Vocation Education Sector (TVE)

The Public Liaison Division evaluates the proposals submitted to the development activities performed by the Skills Sector Council, to enhance the Technical and Vocation Education Sector and provides financial aid as per the necessity of the functions which can be implemented among those proposals. Accordingly, provisions have been allocated by TVEC, to the Skills Sector Council – Information and Communication Technology, in the year 2018 and its work have been concluded and the payments also have been recovered.

9.3.3 Conduct meetings for Chairmen to review progress of the Skills Sector Councils and to explain the future functions

During the year 2018, seven (07) meetings of chairmen were conducted in each month to review the progress of the Skills Sector Council and implementation of future programmes and solve the issues arisen in launching the activities.

Similarly, meetings of the members of Skills Sector Council – Information and Communication Technology and two programmes were conducted on Skills Standards.

9.3.4 Evaluation the services of District Career Guidance centers

At present, there are 27 District Career Guidance Centers are being implemented in island wide. The Public Liaison Division conduct a programme to evaluate the said centers through studying the records on the services carried out by all aforesaid centers in year 2018 aiming to motivate the officers through evaluation of the services of those centers. As such, records have been submitted by the Career Guidance Centers in the districts of Galle, Nuwara - Eliya, Anuradhapura, Kurunegala and the evaluation has been carried out to the Career Guidance Center of Kurunegala, in year 2018, by analyzing those records.

9.3.5 Conduct programmes on the new development measures of the technical and vocational education sector in district - wise and awareness programmes for public, school students, school leavers on exiting employment opportunities.

The awareness programmes for the students, on technical and vocational education sector, were conducted in Vavuniya, Anuradhapura, Baticaloa, Ampara, Monaragala, Badulla, Nuwara -Eliya, Kurunegala, Polonnaruwa, Gampaha and Rathnapura districts and approximately 2,200 students were participated in the said workshops. Most of the students were gained vast knowledge on these institutions and the District Career Guidance Centers were assigned the responsibility to provide further awarenesses.

9.3.6 Prepare a News Bulletin on the functions of TVEC to aware the employees

TVEC printed a News bulletin to publish the services of the Commission, to the public and to provide correct information. Accordingly, actions have been taken to prepare the News Bulletin including all the information of each Division, in the year 2018.

9.3.7 Prepare handbills on training institutions purview under the Ministry and aware the public, schools students, parents on TVEC

TVEC printed and distributed handbills including the information of TVEC and Vocational Education Sector, in the exhibitions conducted in various places, relevant to technical education and training sector and to the training institutions.

9.3.8 Give a publicity on Vocational Training Sector jointly with mass-medias and distribution of information

In the year 2018, the public relation division distributed information on technical vocational education and aware the public on vocational developments through mass-medias. The resource contribution was given by the national radio, private radio programmes and Rupavahini programmes.

9.3.9 Conduct special programmes for selected groups on existing opportunities in the technical and vocational education sector

The benefits of the technical educational and vocational training sector should provide to each citizen in an equal manner. As one step of this, an awareness program was conducted for the women and special needs required persons, to obtain their contribution to the vocational sector. TVEC has conducted awareness programmes in Olan Institution, Don Bosco Institution, Wellaweli Women Society and the Verod Institution in Vavuniya with the participation of all the members of those institutions. Similarly, the National Human Resources Development Councils has provided the resource contribution for 04 programmes in career guidance and job placement which organized in district and provincial levels.

9: 3: 11 Conduct programs in provincial level for the sectors which are not cover through the Skills Sector Councils

Identifying and improving of training requirements as per the employments, with the support of industrialists in each district, training institutions, representatives of public and non – government technical and vocational organizations, Commerce and industry chambers and build the well relationship between the training institutions and industrialists through strengthen the training through developing the soft skills required for industry and solving varies issues are the key objectives of this. Accordingly, this programme was implemented covering 11 districts and the District Coordinating Committee was assigned to conduct this meeting, in each 3 month. These Regional Industry Forums were conducted in Vavuniya, Anuradhapura, Baticaloa, Ampara, Moanaragala, Badulla, Nuawara - Eliya, Trincomalee, Polnnaruwa and Kurunegala districts.

9.3.12 Conducted publicity programs jointly with Skills Sector Councils, Commerce and industry chambers and District Career Guidance centers

The Public Liaison Division conducted a series of program to develop the technical and vocational education and training sector for the youth and vocational training receivers, with the support of Commerce and industry chambers and District Career Guidance Centers.

A workshop with the participation of Beauty Culture and Hair Stylist technicians was held in the Divisional Secretariat in Wattala and 7 workshops were conducted in Trincomalee, Ampara, Kalutara, Galle and Rathnapura, during the month of July, August, September and December.

9.3.13 Implementation of National Career Guidance Regulatory Committee for policy development

National Career Guidance Regulatory Committee was established to strengthen the career guidance service in the technical and education sector and a large number of representatives were participated, from the institutions which engaged in guiding activities in the vocational education sector. There the necessity of implementation of the career guidance service as a general service, was identified and accordingly, 7 committees were appointed in order to cover all the sectors to study the career guidance service in Broadway and handed over the responsibility of developing the reports to the committees.

9.3.14 Provide provisions required for District Career Guidance Centers to develop and improve the General Career Guidance Centers.

The financial provision has granted to the relevant District Career Guidance Center office to provide for 12 General Career Guidance centers in order to maintain the center in attractive manner. Accordingly, 8 Technical Colleges and Colleges of Technology (CoTs) which established the District Career Guidance Centers (Galle, Rathnapura, Anuradhapura, Baticaloa, Kurunegala, Colombo, Vavuniya, Kegalle) and 3 centers under the Apprentice and Training institutions (Matara, Badulla, Colombo) and the center in Thangalla under the Vocational Training Authority (Hambantota district) were provided the financial assistance and concluded the development activities.

9.3.15 Investigations to formulize the industrialized training.

Find out whether the students in industrialized training are received the training in proper manner and identify the issues arisen to the industry and the students in industrialized training are the key objective of this programme. Accordingly, 10 industries have been observed randomly and the identified issues have been included in the reports and sent to the respective institutions.

9.3.16 Conduct Skills Development Programmes for the Skills Development Assistants, Career Guidance Officers, and the officers in the Career Guidance sector.

The main officers who take accurate information of the technical, vocational education and training to the community, are Career Guidance Officers and Skills Development Officers. The Public Liaison Division of the TVEC is performs the major duty of updating the knowledge of the said officers and aware them in fresh data. An awareness program was conducted for all the officers in the districts of Vavuniya, Ampara and Batticaloa and identify the requirement of conducting a Skill Development Program for the said officers. Accordingly, a program was conducted in the TITP Institution, with the participation of group of officers, to identify the training requirements to be developed. A workshop for 3 days was conducted for 4 groups of all the Career Guidance Officers and the Skills Development Assistants in Sri Lanka through obtaining the suitable resource contributions for the identified training requirements.

9.3.16 Produce necessary actions to produce a documentary programme for the Tertiary and Vocational Education Commission.

The initial activities have been taken to produce a documentary program to present for the public in accurate and attractive manner on the services performs by the Commission, in the year 2018.

The special programmes implemented by the Public Liaison Division

- Take actions with the projects / programmes which provided the financial assistance for the development of technical vocational education and training sector.
- Organize and participate in the programmes including exhibitions to aware the overall community on the services of TVEC.
- Provide the resource contribution for the development of Technical Vocational Education and Training Sector.
- Provide representation of TVEC for the programmes related to the sector conducted in national level.
- Take required actions to solve the issues and conduct well relationship in the private training institutions which are accredited in the TVEC.
- The “Youwun Pura” program held in the Kurunegala district in the year 2018 was coordinated through the Public Liaison Division and provide information to the public through conducting an exhibition stall.
- Take actions to aware all the public who are interested in vocational education and provide required information through an exhibition stall conducted in the exhibition of “Vision of the 2020”, Monaragala, during the year 2018.

- Mr. Manjula Vidanapthirana, Director (Acting) and Mrs. K. A. D. Hasanthi Lakmini Assistant Director, were participated in the staff meetings of the Skills Sector Councils.
- Add articles by the Public Liaison Division to the “TVET Guide” which is produced by the Information Systems (IS) Division of the TVEC.
- The officers of the Public Liaison Division were participated in the District Coordinating Committees and proposed suggestions to these committees to act jointly with Regional Industry Councils.
- Take actions to hold a workshop by calling applications through publishing in the newspaper advertisements, to obtain the assistance of experts who can be served as volunteers to cover the other sectors which are not accounted under Skills Sector Councils.
- Provide contribution to prepare a policy statements on the qualifications which are to be fulfilled and the rules and regulations to those who come as workers foreign countries.
- Provide support to the interviews, conducted by the Ministry, to select Skills Development Assistants for the foreign scholarships.
- As per the request of TVEC, provide participation for duties in other divisions.
- Take actions to publish newspaper advertisements required for the functions of the divisions which are implementing to fulfill the objectives of TVEC.
- Take actions to update and conduct and TVEC Facebook.

10.0 Information Systems Division

The Information Systems Division of the TVEC collects various data and information from various sources and analyzes those data using modern technology for the purpose of dissemination to needy parties. In view of this the computer and Communication Technology are being utilized and that make it for the users to utilize the information for required purposes. Institutional development can be achieved by sharing information. The Information Systems Division of the TVEC, has made arrangements to undertake this important activity with the help of modern technology and is being instrumental in providing required information for strategic decisions making for the betterment of the organizations.

Key objectives of the Information Systems (IS) Division

The information division is developing, establishing and maintaining information system in order to facilitate smooth functioning of main activities of the TVEC. During the year 2018, the division was comprised of a Director, Labor Market Analyst and Statistician (acting), Deputy Director and Librarian, Deputy Director (Acting), 3 Assistant Directors, Development Officer, Co-ordinating Officer and Computer Graphic Designer and Computer Hardware Technician.

The key functions and programs of the Information Systems Division

- Analyze the labor market information on demand.
- Publish the “TVET Guide” for the coming year and maintain a required information system.
- Conduct the UNEVOC regional center and continue its functions and programmes.
- Develop and conduct the labor market information system and the web page.
- Compile and publish the labor market information (LMI) bulletin.
- Compile and publish the TVEC Newsletter.
- Develop and maintain computer system in order to maintain successful implementation of activities of the other divisions of the TVEC.
- Develop IT based software which is required for providing facilities to register training institutions and the new applicants who expects registration and provide information to such institutions in order to carry out activities successfully.
- Develop, maintain and update TVEC web site which provides information to general public with regard to the services of the TVEC.
- Maintain IT based software required for printing NVQ certificates and provide instructions to other registered training institutions to enter the required date and to manage those data.

- Connect with the Management Information System (MIS) of the Skills Sector Development Programme (SSDP) and provide necessary information to TVEC.
- Identify the needs of purchasing computers and allied equipment required for each divisions which implemented under the TVEC and provides the required specifications and technological instructions.
- Prepare network for the computers, provide internet and e - mail facilities to the institution. Maintain the “Servers” required for this, properly and update hardware and software components of servers.
- Provide library service associated information facilities to the staff and maintain the library.
- Analyze and provide the labor market information on request.
- Create computer graphic designs required for the activities of the TVEC.

Main Information Systems of this division is comprised of Labor Market Information System, NVQ Certificates Awarding Information System, Planning and Research System and Registration of the Institutions Information System and Courses Accreditation Information System. The division has been able to undertake following activities and servicers during the year 2018.

10.1 Develop and maintain a Labor Market Information System (LMI)

TVEC has established a Labor Market Information System in order to provide information on current employment demands and other labor market information in Sri Lanka.

The Labor Market information which obtained from the data surveys and analyzing, have been published for the usage of policy providers, career guidance officers, employment placement agencies, trainers, employers and jobs seekers etc.

The information can be obtained through the labor Market Information (LMI) Bulletin, published by the TVEC and web page of TVEC. (website:www.tvec.gov.lk)

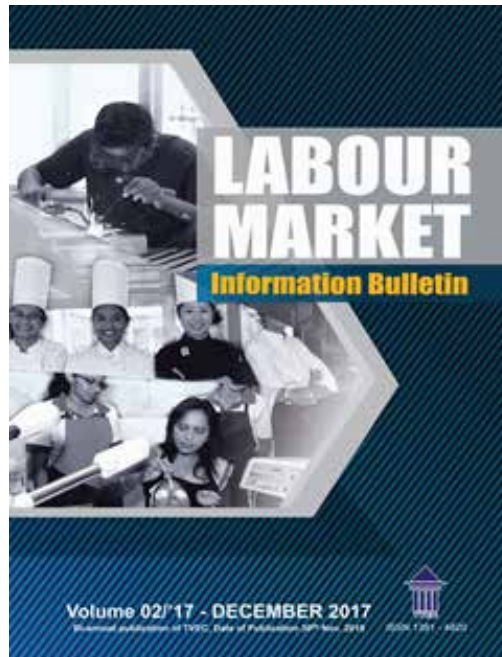
10.2 Compile and publish the Labor Market Information (LMI) Bulletin

Table 8.1: Count of Newspaper job advertisements

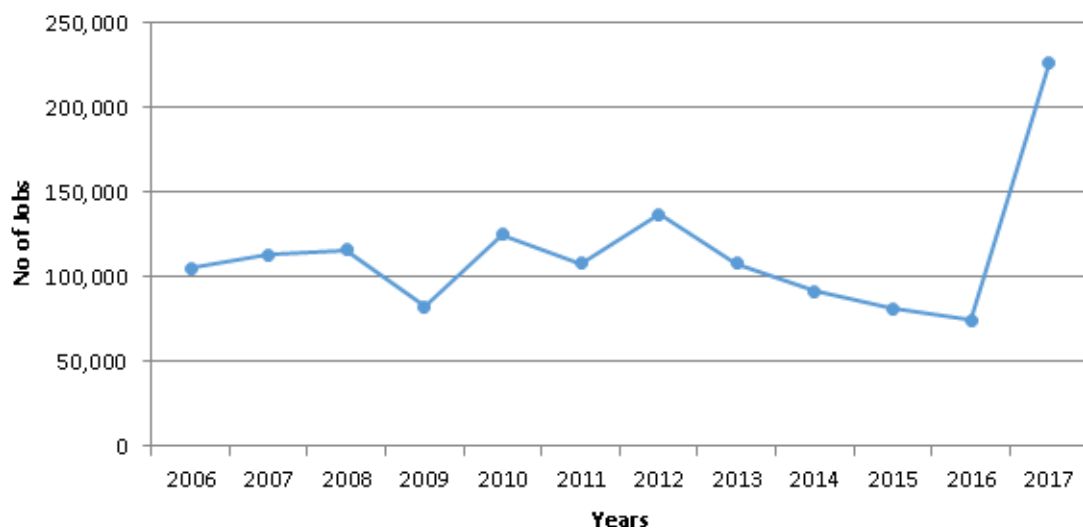
Year	No. of advertisements published
2006	104,839
2007	113,060
2008	116,157
2009	82,167
2010	124,741
2011	108,193
2012	136,994

Year	No. of advertisements published
2013	107,698
2014	91,430
2015	81,369
2016	74,245
2017*	226,555

(* Since the year 2017, the “Lankadeepa” newspaper has been utilized instead of “Silumina” Newspaper)



Following bar graph depicts the Newspaper job advertisements published in the newspapers since 2006 – 2017



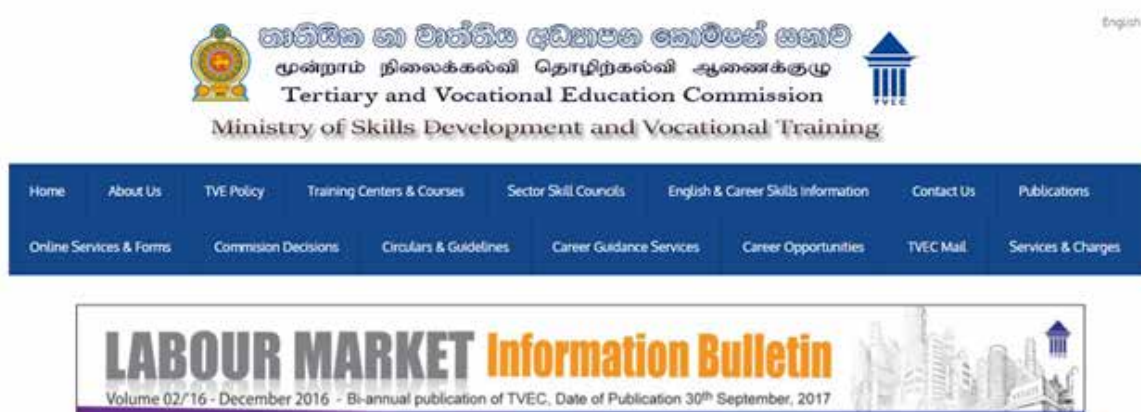
With the intention of further the confirming of reliability of count of job advertisement information, published in Newspaper, the information in e-mail web pages, were taken into consideration.

10.3 Labor Market Information web page

An updated LMI web page has been maintained during 2018 for the purpose of providing reliable labor market information efficiently and effectively for the users. The information in this web site has been further improved by adding “interactive graphs” and “tables” in 2018. Through the web page, information of following categories were provided.

- Current labor market information analysis
- Courses details can be viewed from the internet
- Previous labor market information bulletins
- Concepts and definitions on labor market
- Browsing to useful websites
- Assistance to prepare bio data sheets
- Information of job vacancies
- List of 10 demand occupations in technical and allied sectors
- Course information through the annual TVET guide
- In addition to the conceptual applications, definitions and terminologies, words, labour market advertisements, the various information submitted by the employees are also been publishing in this web page.

An image of the LMI webpage is given below.



[Unemployment](#)
[Supply of Labour](#)
[Job Demand](#)
[Employment](#)

10.4 Internet, e-mail and intranet facilities

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

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

During the year 2018, internet and e-mail facilities have been broadened in order to increase the efficiency of using modern technology for effective communication of staff members of the TVEC.

10.5 Develop and maintain the website of the TVEC

The IS division administers the TVEC web site. The web sites include the activities of TVEC, updated and accurate LMI, and new developments of the TVET sector etc. This information is useful for those interested in developments of the TVET sector.

Following is an image of the TVEC web page.



The facilities provided in the year 2015 has been increased in the year 2018, to enhance the facilities of providing NVQ results to the training institutions and to provide the relevant information on assessments results to those institutions.

The Webpage has been facilitated to access to the following Web Pages.

- Labor Market Information (LMI)
- National Vocational Qualification (NVQ)
- Institute Registration and Course Accreditation
- Planning and Research
- Intranet
- Research cell of TVEC
- News and Events
- Information System
- TVET Guide
- Award of NVQ
- Download of Application and Information
- Internal web net

The web pages listed below have been further developed during 2018 and connected to the internet.

10.6 Registration and accreditation web site

All details pertaining to institute registration and course accreditation are available in this website. Further training institutions registered with TVEC, accredited courses, Quality Management System information, registered application forms, registration renewal application forms and accreditation application forms etc., are included in this website. This website was further improved by adding “Online” registration facilities for the courses and institutions and online payment system through the website. This process is broadened in the year 2018 too.



10.7 Training institutions

The web facility for registration and, accreditation.

The information on institute registered and courses which are accredited though this facility can be checked through internet and anyone can find the information as following procedures.

1. Training institutions by province and sector.
2. Training institutions by province ownership.
3. Training institutions by province name or part of institute's name.
4. Training institutions by course name and district.

SEARCH INSTITUTE/COURSE					
Search	Course	Institute	Address	Telephone	District
☐ Institute	Certificate for Computer Graphic Designer (Basic Vocational Skills)	3D Mind	245/1, Kandy Road, Kribathgoda.	0115653168	Gampaha
☒ Course	Higher Diploma Course in Graphic Design	A.D.O. Colombo (Pvt) Ltd	No. 28, Launes Road, Colombo 04	0113742480	Colombo
Province (Optional)					
Western					
District (Optional)					
Select District					
SS Division (Optional)					
Select SS Division					
Sector (Optional)					
Select Sector					
Course Name					
Graphic Design					
SUBMIT					
	Certificate in Graphic Designing	American Institute of Computer Technology	No.3 L/1, Fernando Road, Wellawatta, Colombo 06	0112363932	Colombo
	Certificate for Computer Graphic Designer (Basic Vocational Skills)	Aono Nado Education Foundation	Aono Nado Computer Training School Aluthgama Road Matugama	0342243765	Kalutara
	Certificate in Graphic Designing	Art Academy	335/A/1, Kotte Road, Nugegoda	0112-824008	Colombo
	Certificate in Computer Graphic Designing	Asian Computer Education (Pvt) Ltd	230 L/1, George R De Silva Mawatha, Colombo 13.	03388726	Colombo
	Certificate Course for Computer Graphic Designer	Asian Computer House and Asian Computer Academy,	No. 159/C.O. Airport Road, Peesawatta, Andambalama.	0112265658	Gampaha
	Certificate for Computer Graphic Designer	Bentacom Multimedia and Computer Studies	84, Colombo Road, Gampaha	0332236000	Gampaha
	Certificate for Computer Graphic Designer	Bentacom Multimedia and Computer Studies	No.26, Denovila Road, Meerigama	033 22 7401	Gampaha
	Certificate Course in Graphic Designing	Beyond Basics College of Information and Communication Technology (Pvt) Ltd	290 L/1, Maralle Road, Koswatta, Thalangama	0112 791821	Colombo

10.8 Planning and Research website

This web page includes technical, Vocational Education and training policies, Corporate Plan, Annual Action Plan, Vocational Education and Training (VET) Plans and details of financial assistance provided. This site provides access to Research Cell where research cell objectives, establishment of Research Cell, Types of Researches and Details of researches in progress are included. Those interested in TVET Researches can be used the information through this web site.

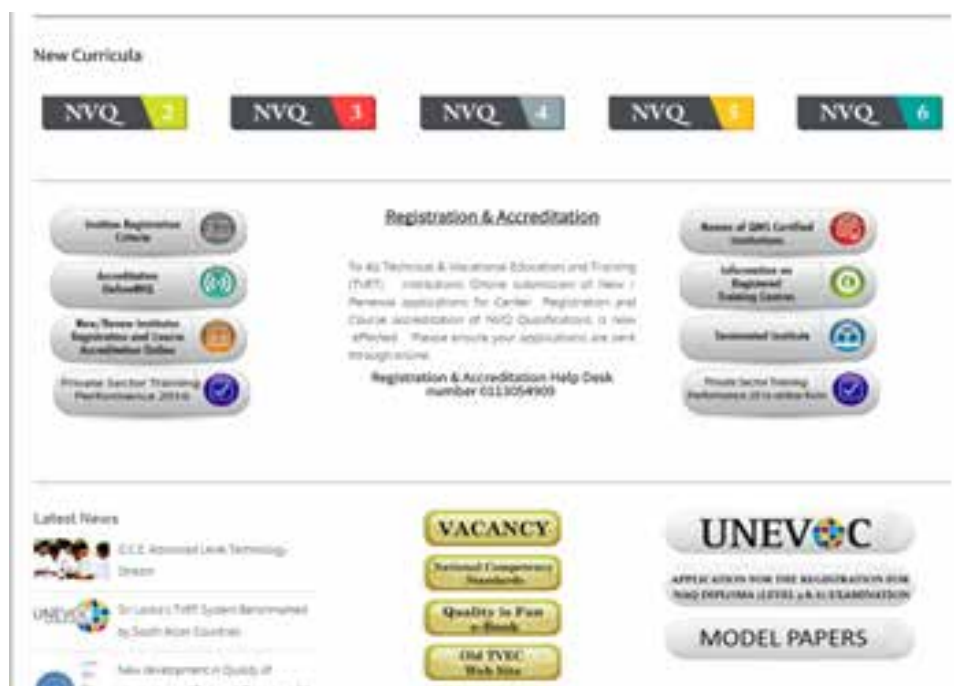
Following is an image of Planning and Research web page.



10.9 Web page of Information System Division

This web page was developed and maintain in the year 2018 by the IS division to provide browsing facility of the said division.

An image of this web site is given below.



In addition to the above information the IS division has been able to develop and maintain following databases in 2018.

- Registered training centers and accredited courses
- Details of the NVQ certificate holders.
- Newspaper advertisements, survey details.

Further IS division was able to maintain Local Area Network (ALAN), internet and e-mail systems, network firewall in order to provide efficient services to the users during 2018.



10.10 TVET Guide

In addition to the publication of LMI bulletin, the IS division of the TVEC has been able to publish TVET Guide – 2019 during the year 2018.

This TVET Guide provides details of vocational training courses available in the public sector of Sri Lanka, qualification to intake for the courses, courses fees, and the details of registered training institutions and accredited. The qualifications required to follow courses in each institutions by provincial level have been categorized.

An image of TVET Guide – 2019 is depicted below.



This publications has included in the web site of the TVEC so as to include the 9 provinces. Among them

1. Details of the training institutions by province and academic sectors.
2. Details of the training institutions by province and educational qualifications
3. Details of the training courses by province and academic sectors

An image of TVET Guide is depicted below.

During the year 2018 two TVEC newsletters have been published in view of aware the functions of the TVEC and distributed among the registered training institutions and other stakeholders, free of charge.

[illegible]

10.12 Library of TVEC

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

- Provide books and researches reports of TVET Sector.
- Administration and distribution of the publications of the TVEC.
- Provide facilities for the reference of periodicals.
- Reading facilities of daily newspapers and other documentation facilities.
- Other reference, documentation facilities and information services.

Details of purchasing the publications of TVEC during the past years depicted as follows.

Details of purchasing of books for the library, during the period 2006 – 2018 are as follows.

Year	Total Value (Rs)
2006	99,513.00
2007	150,000.00
2008	195,000.00
2009	99,288.00
2010	50,000.00
2011	25,000.00
2012	50,000.00
2013	50,000.00
2014	50,000.00
2015	50,000.00
2017	50,000.00
2018	50,000.00

In addition to that, the library provided inter library lending service for the users who sought books which are not available in TVEC library. In order to provide information needed for staff members, the library provided exchange services in association with other libraries.

The staff members were provided with library membership and facilities of the British Council and thus giving opportunities to the staff of the TVEC, to refer the international publications in the year 2018.

10.13 The special programmes and the newly prepared programmes organized by the Information Systems (IS) Division in the year 2018.

The National Skills Development Report in respect of Vocational Training sector for the year 2016 and 2017 was prepared and published in the year 2018.

This Report provides a basic information on skills obtained in the labour market of Sri Lanka during the year 2016 and 2017. It is expected to provide mid-term and long term trends and best estimates in the Labour Market from this report.

Further, this report depicted the information based on the realization of past data and predictions which change the results of the labour supply and demand. The main logical opinion behind those predictions is, providing useful, standard information and the projections with transparent, broad, gradual and fixed manner. This report further provides policy analysis and changing the employable patterns and the general nature on the effects of skills necessities.

10.14 New Information Systems software prepared in the year 2018

The webpage created in view of providing Information Dash Board data which connects the data stores of Information Systems division, has been updated in a new image, during the year 2018.

Following data have been depicted as new data in the website.

- Active registered training institutions
- Active accredited courses
- Issuing certificates by the training providers
- Provide certificates by the training providers

In addition to that, a new software system has been created to facilitate the receiving of details of the common examinations conducted by the TVEC, automatically.

ACTIVE COURSE ACCREDITATIONS AS AT 2018-01

Sector	Percentage
Government	41.4%
Social services	34.3%
Other	24.3%

Ownership Type	Percentage
Government	70.9%
Private	28.1%
Other	1.0%

COURSE ACCREDITATION WITHIN THE YEAR 2016

	NAITA	DTET	VTA	NYSC	Private	Other	Total
NEW	0	0	0	0	10	7	17
RENEW	1	2	2	2	10	12	29

Institute	No. of Institutes	Reg. Expired	Valid	Renewal Apps./Attended	New Apps./Attended	No. Registered Courses	Valid Accredited Courses	Accreditation Applications
NAITA	66	48	18	28/10	0/0	198	68	30
VTA	237	131	106	119/48	0/0	1087	617	286
DTET	39	10	29	7/4	0/0	736	393	144
NYSC	42	31	11	15/7	0/0	228	62	31

Institute	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Line Total
NAITA	343	6071	34775	21083	0	0	62272
DTET	62	2039	14052	8668	2092	187	27100
NYSC	13	1153	3491	3929	0	0	8586

TERTIARY AND VOCATIONAL EDUCATION COMMISSION
STATEMENT OF COMPREHENSIVE INCOME FOR THE YEAR ENDED 31ST DECEMBER 2018

REVENUE	NOTE	2018 (Rs)	2017 (Rs)	2016 (Rs)
Treasury Grants	01	138,056,007	123,422,576	111,334,030
Projects Grants	02	54,135,555	56,517,948	43,498,836
Operating Income Generated	03	40,721,852	17,551,157	12,892,261
Financial Grants Returned		20,986		
Non Operating income Generated	04	362,212	320,888	334,786
		233,296,611	197,812,569	168,059,913
Staff Loan Interest and Other Interest Income	05	966,413	831,614	569,400
Profit on Disposal of Assets				
		234,263,024	198,644,183	168,629,313
Differed Income			10,287,724	10,709,174
		243,221,327	208,931,907	179,338,487
EXPENDITURES				
Board Directors & Committee Observers Allowances	06	730,531	334,881	969,480
Personal Emoluments	07	72,335,945	60,526,230	59,632,035
Traveling Expenses	08	812,182	2,393,790	1,813,491
Supplies & Consumables used	09	8,697,873	7,888,983	6,638,910
Maintenance Expenses	10	6,350,539	5,661,316	3,996,515
Rehabilitation Expenses	11	1,652,163	630,359	1,443,053
Contractual Services	12	12,707,820	13,203,376	10,757,571
Operational Expenses	13	56,279,705	49,830,111	51,936,841
		159,566,758	140,469,046	137,187,896
Projects Expenses	14	54,068,925	49,797,969	42,166,573
		213,635,683	190,267,015	179,354,469
Net Surplus (Deficit) Before Provision		29,585,644	18,664,892	-15,982
PROVISION FOR THE YEAR				
Gratuity Provision			1,752,096	
NET SURPLUS (DEFICIT) AFTER PROVISION		29,585,644	16,912,796	-15,982

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


A.S. Amarasinghe
 Deputy Director (Finance)


R.D.S. Kumararatne
 Director General

TERTIARY AND VOCATIONAL EDUCATION COMMISSION
STATEMENT OF FINANCIAL POSITIONS AS AT 31ST DECEMBER 2018

DESCRIPTION	NOTE	2018 (Rs)	2017 (Rs)	2016 (Rs)
Non Current Assets				
Property Plant & Equipment	15	29,296,226	34,567,929	34,880,154
Current Assets				
Debtors	16	8,664,138	9,223,344	7,882,420
Deposits & Receivables	17	15,435,476	9,977,296	5,087,031
Inventory	18	2,958,906	2,258,857	1,319,100
Cash & Cash Equivalents	19	38,399,595	17,476,470	17,551,752
		65,458,115	38,935,967	31,840,303
TOTAL ASSETS		94,754,341	73,503,896	66,720,457
EQUITY AND LIABILITIES				
Accumulated Fund		175,452	175,452	175,452
Translation Reserve	20	37,136,079	14,799,749	299,124
		37,311,531	14,975,201	474,576
Non Current Liabilities				
Deffered Income	21	29,296,226	34,567,929	34,880,154
Provision for Gratuity Schedule -01		16,757,188	13,710,352	11,968,256
		46,053,414	48,278,281	46,848,410
		83,364,945	63,253,482	47,322,986
Current Liabilities				
Creditors	22	521,140	455,130	7,175,841
Refundable Deposits & Payables	23	10,868,256	9,795,284	12,221,630
		11,389,396	10,250,414	19,397,471
TOTAL LIABILITIES		94,754,341	73,503,896	66,720,457

"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)



R.D.S. Kumararatne
Director General



Prof. Dayantha S. Wijeyesekara
Chairman

TERTIARY AND VOCATIONAL EDUCATION COMMISSION
CHANGES IN EQUITY AS AT 31ST DECEMBER 2018

	Accumulated Fund	Translation Reserve	Total
	Rs	Rs	Rs
Balance as at 01.01.2016	175,452	(1,316,891)	(1,141,439)
Correction of Depreciation		33,731	33,731
Prior Year Adjustment		1,378,797	1,378,797
Over / under provision adjustment		219,469	219,469
During the year Surplus /(Deficit)		(15,982)	(15,982)
Balance as at 31.12.2016	175,452	299,124	474,576
Prior Year Adjustment		1,157,183	1,157,183
Opening balance difference		195,539	195,539
Over / under provision adjustment		(3,764,893)	(3,764,893)
During the year Surplus /(Deficit)		16,912,796	16,912,796
Balance as at 31.12.2017	175,452	14,799,749	14,975,201
Opening balance Adjustment		2,139,760	2,139,760
Surplus/Deficit during the year		29,585,644	29,585,644
Prior Year Adjustment		(9,389,424)	(9,389,424)
Rounding up transaction		350	350
Balance as at 31.12.2018	175,452	37,136,079	37,311,531

TERTIARY AND VOCATIONAL EDUCATION COMMISSION
CASH FLOWS STATEMENT YEAR ENDED 31ST DECEMBER 2017

NET OPERATING SURPLUS /(DEFICIT) FOR THE YEAR	2018 (Rs)	2017 (Rs)	2016 (Rs)
Surplus (Deficit) from Ordinary Activities	29,585,644	16,912,796	(15,982)
Profit on disposal of Fixed Assets			
ADJUSTMENT OF NON CASH MOVEMENTS			
Prior year adjustment	(9,389,424)	1,157,183	1,378,797
Depreciation	8,958,303	10,287,724	10,709,174
Opening Balance difference	1,975,224	195,538	(1)
Adjustment		(3,764,893)	219,469
Rounding up transactions	350		
Gratuity Provision	3,046,836	1,742,096	(1,016,932)
Differed Income	-	(312,225)	(891,972)
	28,905,230	26,218,219	10,382,553
Interest Income			
Gratuity paid			
OPERATING SURPLUS /(DEFICIT) BEFORE WORKING CAPITAL CHANGES	28,905,230	26,218,219	10,382,553
Increase/Decrease in Debtors	559,206	(1,340,924)	-425739
Increase/Decrease in Deposits & Receivables	(5,458,181)	(4,890,265)	(1,033,472)
Increase /Decrease in Inventory	(700,049)	(939,757)	(769,137)
Increase/Decrease in Creditors	66,010	(6,720,711)	5,492,139
Increase/Decrease in Refundable Deposit & Payables	1,072,973	(2,426,346)	5,023,347
	(-4,460,041)	(16,318,003)	8,287,138
Interest Income			
NET CASH IN OPERATING ACTIVITIES	24,445,189	9,900,216	18,669,711
CASH FLOW FROM INVESTING ACTIVITIES			
Acquisition of property, Plant & Equipments	(3,522,064)	(9,975,499)	(9,683,470)
Net Disposal value of Fixed Assets			
Proceeds from Sale of Property, Plant & Equipment			
NET CASH FROM / (USED IN) INVESTING ACTIVITIES	(3,522,064)	(9,975,499)	(9,683,470)

CASH FLOW FROM FINANCING ACTIVITIES			
Accumulated Fund			
Reserves (Transfer to the General Treasury)			
NET CASH FROM / (USED IN) FINANCING ACTIVITIES			
Net Increase/(Decrease) in Cash & Cash Equivalents.	20,923,125	(75,282)	8,886,241
Cash & Cash Equivalents at the beginning of the year	17,476,470	17,551,752	8,665,511
NET CASH & CASH EQUIVALENTS AT THE END OF THE YEAR	38,399,595	17,476,470	17,551,752
NOTES TO THE CASH FLOW STATEMENT CASH & CASH EQUIVALENTS AT THE END OF THE YEAR			
Peoples Bank Y.M.B.A.Branch A/c No-078-1001-722-66044	29,951,031	8,159,707	5,247,176
Peoples Bank Y.M.B.A.Branch A/c No-078-1001-122-68324	2,978,140	4,208,448	7,976,652
Peoples Bank Y.M.B.A.Branch A/c No-078-1001-422-66050	494,510	550,011	180,789
Call Deposit	4,975,914	4,558,304	4,147,135
	38,399,595	17,476,470	17,551,752

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



A.S.Amarasinghe
Deputy Director (Finance)



R.D.S.Kumararatne
Director General

TERTIARY AND VOCATIONAL EDUCATION COMMISSION
NOTES FOR THE STATEMENT OF COMPREHENSIVE INCOME FOR THE YEAR ENDED
31ST DECEMBER 2018

	SUB NOTE	2018 (Rs)	2017 (Rs)	2016 (Rs)
01. Treasury Grants				
Recurrent Grant		130,000,000	119,850,000	104,000,000
Capital Grant -Rehabilitation	1.1	1,660,000	640,000	1,560,000
Capital Grant -Acquisition of Property , Plant & Equipments	1.2	1,943,993	9,627,424	4,453,970
Capital Grant -Capacity Building	1.3	6,396,007	2,932,576	5,774,030
		140,000,000	133,050,000	115,788,000
Less :Transfer to Differed Income		1,943,993	9,627,424	4,453,970
Grants to be returned to the Treasury				
		138,056,007	123,422,576	111,334,030
02. Projects Grants				
Short Term Programme (Local/ Foreign)	2.1	213,630	17,322,377	9,243,043
SSDD	2.2	53,921,925	39,195,571	34,255,793
		54,135,555	56,517,948	43,498,836
03. Operating Income Generated				
Institutes Registration Fees	3.1	1,938,800	1,551,047	1,901,300
Institutes Accreditation Fees	3.2	2,098,400	1,410,000	3,371,900
NVQ Certificate Printing Income (Net)	3.3	35,598,038	12,393,192	4,803,385
Assessor Registration Fees	3.4	99,650	73,739	56,500
Sale of Publications	3.5	838,750	861,500	1,517,847
Net Income From Record Books Sales	3.6	148,214	1,261,680	1,241,329
		40,721,852	17,551,158	12,892,261
04. Non Operating Income Generated				
Sales Of Obsolete Items		13,603	6,133	37,495
Income Of Assign Vehicle for Personal Use		25,617		
Non Refundable deposit		6,000	20,500	45,451
Other Income			6,000	10,500
Cancelled cheques				
Unpresented Cheques				
Recovery of Excess Telephone bills		208,992	288,255	241,430
		362,212	320,888	334,876

TERTIARY AND VOCATIONAL EDUCATION COMMISSION
NOTES FOR THE STATEMENT OF COMPREHENSIVE INCOME FOR THE YEAR ENDED
31ST DECEMBER 2018

	SUB NOTE	2018 (Rs)	2017 (Rs)	2016 (Rs)
05. Staff Loan Interest & Other Interest Income				
Commission Loan Interest Income		34,517	39,772	79,853
Distress Loan Interest		512,765	379,658	237,506
Special Advance Interest		1,522	1,015	1,830
Fixed Deposit Interest		417,610	411,169	250,211
		966,413	831,614	569,400
06. Board Directors & Committee Observers Allowances				
Honorarium of Board Members		667,161	244,888	802,500
Audit & Mgt. Member Fees		63,370	89,993	166,980
		730,531	334,881	969,480
07. Personal Emoluments				
Salaries & Wages		56,892,874	47,807,117	49,008,089
EPF Contribution		5,886,544	7,501,011	5,685,581
ETF Contribution		1,491,155	1,356,698	1,440,940
Overtime & Holiday Pay		2,265,263	1,579,155	1,260,925
Payment for Trainees		932,050	1,307,250	1,336,500
Chairman Allowance		825,525	975,000	900,000
Gratuity		4,042,534		
		72,335,945	60,526,231	59,632,035
08. Traveling Expenses				
Domestic		675,744	435,410	468,646
Foreign		136,437	1,958,380	1,344,845
		812,182	2,393,790	1,813,491
09. Supplies & Consumables used				
Printing, Stationery & Office Requisites	9.1	3,967,414	4,540,038	3,258,382
Fuel Expenses	9.2	2,346,043	1,389,337	2,348,666
Transport Expenses		236,130	21,514	8,863
Uniform		126,000	124,000	126,000
Newspapers & Magazine Expenses		108,730	119,170	115,020
Other Service Expenses		1,195,355	1,239,430	171,516
Entertainment Expenses		282,401	216,239	314,533
Photocopy Allowance			2,500	5,500
Staff welfare		435,800	236,755	290,430
Total		8,697,873	7,888,983	6,638,910

TERTIARY AND VOCATIONAL EDUCATION COMMISSION
NOTES FOR THE STATEMENT OF COMPREHENSIVE INCOME FOR THE YEAR ENDED
31ST DECEMBER 2018

	SUB NOTE	2018 (Rs)	2017 (Rs)	2016 (Rs)
10. Maintenance Expenses				
Motor Vehicle Insurance & Maintenance	10.3	5,320,986	4,590,028	3,447,090
Plant, Machinery & Equipment Maintenance		146,741	466,639	141,053
Building & Structure Maintenance		388,808	206,200	23,861
Computer Maintenance		402,750	268,365	217,195
Mechanical & Electronic Goods		64,117	34,234	106,161
General Maintenance		27,137	95,851	61,155
		6,350,539	5,661,316	3,996,515
11. Rehabilitation Expenses				
Rehabilitation Vehicles		696,387	239,660	915,550
Rehabilitation Plant Machinery & Equipment		193,100		459,800
Rehabilitation Building & Struture		762,676	390,699	67,703
		1,652,163	630,359	1,443,053
12. Contractual Services				
Telecommunication		3,125,459	3,601,843	2,584,912
Postal Charges		213,500	310,816	526,870
Electricity Expenses		2,993,048	2,382,769	2,740,253
Water		167,512	222,332	157,463
Rates & Taxes & Rent		171,360	171,360	190,400
Security Charges		2,187,920	1,129,013	1,231,650
Janitorial Charges		1,424,590	1,218,445	1,329,267
Audit Fees		250,000		250,000
Legal Charges & Stamp Fee		7,500		162,500
Subscription & Member Fees - Domestic		43,282	46,300	46,129
Subscription & Member Fees - Foreign			13,484	
Subscription for periodicals			3,000	
Staff Training & Development		1,015,750	495,796	860,371
Money Transist Insurance		15,073	14,366	13,480
Service Agreements		1,092,825	401,026	664,276
Transfer for adjustment			3,192,826	
		12,707,820	13,203,376	10,757,571

TERTIARY AND VOCATIONAL EDUCATION COMMISSION
NOTES FOR THE STATEMENT OF COMPREHENSIVE INCOME FOR THE YEAR ENDED
31ST DECEMBER 2018

	SUB NOTE	2018 (Rs)	2017 (Rs)	2016 (Rs)	
13. Operational Expenses					
Institute Registration Expenses	13.1	443,935	142,430	853,701	
Financial Grants	13.2	1,444,105	1,658,780	1,318,435	
Accreditation Expenses	13.3	273,110	379,092	1,041,279	
NVQ Programmes Expenses	13.4	34,366,382	32,950,571	31,380,277	
Sector VET Plan Preparation Expenses	13.5	1,774,478	18,504	2,607,538	
Development of Provincial VET Plan			321,946	526,938	
LMI Expenses	13.6	3,043,365	2,274,710	1,440,947	
IL Activities	13.7	4,200,139			
Establisishing Quality Management System Expenses		56,580			
Development Of Competency Standards,Translation of Standards		954,517	535,775	1,029,666	
Research Expenses For TVET Sector Improvement		414,020	473,045	867,750	
Financial Assistant Monitoring & Coordination Expenses		83,550	35,090	43,800	
Translation Fees		267,222	752,445	117,336	
Transfer Account					
Depreciation		8,958,303	10,287,724	10,709,174	
		56,279,705	49,830,111	51,936,841	
14. Projects Expenses					
Short Term Programme Expenses	14.1	147,000	12,573,088	7,910,780	
SSDD	14.2	53,921,925	37,224,881	34,255,793	
		54,068,925	49,797,969	42,166,573	
Property , Plant & Equipment					
COST	NOTE	01.01.2018	Addition	Disposal	31.12.2018
Vehicles	15.1	68,451,256	-		68,451,256
Furniture & Fittings	15.2	5,916,054	451,787		6,367,841
Plant & Equipment	15.3	7,231,158	33,900		7,265,058
Office Equipment	15.4	9,229,038	1,524,938		10,753,976
Computer & Accssories	15.5	27,924,546	1,466,518		29,391,064
Library Books	15.6	953,850	44,921		998,771
Name Board	15.7	519,290	-		519,290
Computer Software	15.8	7,784,979	-		7,784,979
		128,010,171	3,522,064		131,532,235

Deppreciation	%	01.01.2018	For the Year	Disposal	31.12.2018
Vehicles	25%	55,087,982	3,340,818		58,428,800
Furniture & Fittings	10%	3,207,852	294,604		3,502,456
Plant & Equipment	25%	1,329,152	1,475,896		2,805,048
Office Equipment	25%	5,622,101	936,515		6,558,616
Computer & Accssories	33%	21,096,648	2,325,758		23,422,406
Library Books	25%	747,576	55,245		802,821
Name Board	25%	445,979	18,327		464,306
Computer Software	25%	5,740,416	511,140		6,251,556
		93,277,706	8,958,303		102,236,009
		34,732,465			29,296,226
		SUB NOTE	2018 (Rs)	2017 (Rs)	2016 (Rs)
16. Debtors					
Operational Debtors	16.1	304,695	304,695	304,695	
Staff Loan Granted	16.2	8,359,443	8,918,649	7,577,725	
		8,664,138	9,223,344	7,882,420	
17. Deposits & Receivables					
Advance For Staff Officers and Others		10,955,039	8,498,349	488,527	
Claim Receivable From Outside Institutes	17.1	2,887,219		2,988,766	
Claim Receivable From Staff Members		279,855	279,855	444,679	
Pre payments	17.2	36,856	11,556	74,092	
Personal Dialog Bill Recovery		559,774	470,802	23,754	
Recoverable NVQ Certificate Printing Expenses	17.3	716,733	716,733	1,067,213	
Advance Payment on Public Sector Grants					
		15,435,476	9,977,296	5,087,031	
18. Inventory					
Inventory - Record Books			836,452	614,842	
Inventory -Stationery		345,666	624,505	704,258	
Inventory - Certificate		2,613,240	797,900	797,900	
		2,958,906	2,258,857	1,319,100	
19. Cash & Cash Equivalentents					
Peoples Bank Y.M.B.A.Branch A/c No-078-1001-722-66044		29,951,031	8,159,707	5,247,176	
Peoples Bank Y.M.B.A.Branch A/c No-078-1001-122-68324		2,978,140	4,208,448	7,976,652	
Peoples Bank Y.M.B.A.Branch A/c No-078-1001-422-66050		494,510	550,011	180,789	
Fixed Deposit		4,975,914	4,558,304	4,147,135	
		38,399,595	17,476,470	17,551,752	

TERTIARY AND VOCATIONAL EDUCATION COMMISSION
NOTES FOR THE STATEMENT OF COMPREHENSIVE INCOME FOR THE YEAR ENDED
31ST DECEMBER 2018

	SUB NOTE	2018 (Rs)	2017 (Rs)	2016 (Rs)
20. Translation Reserve				
Translation Reserve -Beginning of the year		14,799,749	299,124	-1,316,891
Opening balance Adjustment (TVET Guide Income)		2,139,760		33,731
Over/ under provision adjustment			-3,764,893	219,469
Net Surplus (Dificit) For the Year		29,585,644	16,912,796	-15,982
Opening balance Adjustment		350	195,538	
Prior Year Adjusment		(9,389,424)	1,157,183	1,378,797
		37,136,079	14,799,749	299,124
21. Deferred Income				
Deferred Income -Beginning of the year		34,567,929	34,880,154	35,772,126
Opening balance adjustment				
Accumulated Depreciation Adjustment		164,536		33,732
		34,732,465	34,880,154	35,805,858
Add:-Property , Plant & Equipments		1,943,990	9,975,499	4,453,970
Assets granted by the project		1,578,074		5,329,500
		38,254,529	44,855,653	45,589,328
Less: Net Value of -Disposed Fixed Assets				
		38,254,529	44,855,653	45,589,328
Less:Charged to the Financial Performance in the Year		8,958,303	-10,287,724	-10,709,174
Deferred Income -End of the year		29,296,226	34,567,929	34,880,154
22. Creditors				
Operational & Other Creditors	22.1	521,140	455,130	7,175,841
23. Refundable Deposit & Payables				
Payable to Treasury	23.1	1,805,160	1,587,308	600,087
Payable to Inland Revenue Department	23.2	105,789	78,328	48,251
Refundable Project Grants	23.3	4,739,767	4,859,767	4,768,448
Personal Emoluments Payable	23.4	1,618,562	20,683	950,530
Tender Deposits Payable		641,809	592,994	181,428
Audit Fee Payble		500,655	1,170,080	1,170,080
Retention Money		954,372	563,491	162,091
VET Plan Preparation				
Deposit for QMS		15,000	15,000	15,000
Research & Other Payable				3,427,229

TERTIARY AND VOCATIONAL EDUCATION COMMISSION
NOTES FOR THE STATEMENT OF COMPREHENSIVE INCOME FOR THE YEAR ENDED
31ST DECEMBER 2018

	SUB NOTE	2018 (Rs)	2017 (Rs)	2016 (Rs)
Transfer Account		49,536	49,536	743,524
Transfer for Adjustment		20,965		
Accrued Expenses		221,120	662,575	
Cheque Cancellation Account		110,927	110,927	70,367
Vocational Training Authority (Over payment for certificates)		84,594	84,595	84,595
Payable Financial Grants			1,658,780	
		10,868,256	9,795,284	12,221,630

TERTIARY AND VOCATIONAL EDUCATION COMMISSION
SUB NOTES FOR THE STATEMENT OF COMPREHENSIVE INCOME FOR THE YEAR ENDED
31ST DECEMBER 2018

	2018 (Rs)	2017 (Rs)	2016 (Rs)
2.1. Short Term Programme (Local) & Foreign)			
Ministry of Youth Affairs (Soft Skill)			5,147,654
Foreign Programme - Nepal Programme			191,238
Short term locals Programme	202,000	4,272,220	978,500
Touch Your Future	11,630	13,050,158	717,060
WUSC			732,350
Bangladesh			171,241
UNFPA			1,305,000
	213,630	17,322,378	9,243,043
2.2. Skills Sector Development Division			
SSDD Grants	53,921,925	39,195,571	34,255,793
3.1. Institutes Registration Fees			
Institute Registration Fees	1,932,400	1,536,147	1,847,500
Institute Grading Fees			1,000
Penalty on Institute Registration	6,400	14,900	52,800
	1,938,800	1,551,047	1,901,300
3.2. Courses Accreditation Fees			
Accreditation Fees	2,098,400	1,410,000	1,881,900
Evaluation Fees			1,490,000
	2,098,400	1,410,000	3,371,900
3.3. NVQ Certificate & Other Income			
NVQ Certificate - New	1,914,675	967,240	1,958,190
NVQ Certificate - Reprinting	38,400	52,725	706,445
NVQ Certificate Printing - Duplicate	40,125	57,950	18,000
NVQ Mapping Fees	5,334,200	252,687	205,000
QMS Evaluation Fees		419,500	
QMS Certification Fee	3,340,000		
NVQ Assessment Fee	12,500	20,000	211,000
Certificate Attestation Fee (Non NVQ)	1,063,750		
NVQ Exam Fees	23,854,388	10,623,090	1,704,750
	35,598,038	12,393,192	4,803,385

	2018 (Rs)	2017 (Rs)	2016 (Rs)
3.4. Assessors Registration Fees			
NVQ Assesors Registration Fees	99,650	73,739	56,500
NVQ Assesor Licence Fees			
	99,650	73,739	56,500
3.5. Sales of Publications			
CBT Standard Sales			45,000
CBT Curriculum Sales	654,500	477,475	685,275
VET Plan Sales		1,000	8,000
TVET Guide Sales	500	2,500	16,900
LMI Books Sales	2,700	1,350	20,400
Other Publications Sales	181,050	379,175	802,950
Less: CBT Selling Expenses			
Standard Printing Expenses			27,900
Commission on Standard Selling			33,678
	838,750	861,500	1,517,847
3.6. Net Income From Records Books			
Record Books Sales	2,401,650	3,028,080	3,296,275
Opening Stock of Records Books	836,452	614,842	549,963
Trainee Record Books Printing	1,416,984	1,988,010	1,955,800
Commission on Record Books Sales			164,025
	2,253,436	2,602,852	2,669,788
Less : Closing Stok of Trainee Record Books		836,452	614,842
Less:Total Cost of Record Books Printing	2,253,436	1,766,400	2,054,946
	148,214	1,261,680	1,241,329
9.1. Printing, Stationery & Office Requisites			
Stationery & Office Requisites	2,383,128	2,108,750	2,639,879
Printing Charges	475,348	849,592	198,528
Advertisment Expenses	1,108,938	1,581,696	419,975
	3,967,414	4,540,038	3,258,382
9.2. Fuel Expenses			
Fuel & Lub. for Assign MV	1,615,668	836,944	1,318,549
Fuel & Lub. for Pool MV	730,375	552,393	1,030,117
Fuel & Lub. for Off. Transport MV			
	2,346,043	1,389,337	2,348,666

	2018 (Rs)	2017 (Rs)	2016 (Rs)
10.3. Motor Vehicle Insurance & Maintenance			
MV Maintenance Expenses KE - 0488	270,284	359,625	120,165
MV Maintenance Expenses KB - 9869	237,372	235,200	162,862
MV Maintenance Expenses KF-6350	375,310	565,087	389,502
MV Maintenance Expenses KF-7354	19,183	59,410	68,353
MV Maintenance Expenses 18-1901	284,548	40,464	14,037
MV Maintenance Expenses PB 4729	401,030	275,118	209,968
MV Maintenance Expenses 57-7603	419,286	167,635	184,589
MV Maintenance Expenses PD- 2405	481,122	293,713	204,415
MV Maintenance Expenses KR- 7697	328,323	228,343	181,381
MV Maintenance Expenses KS- 2350	296,174	275,463	266,495
MV Maintenance Expenses KS- 2645	358,144	328,295	210,354
MV Maintenance Expenses NB- 2942	523,244	512,714	370,774
MV Maintenance Expenses PE-0572	410,540	488,707	381,947
MV Maintenance Expenses NC-0021	379,052	485,860	234,221
MV Maintenance Expenses PF -6302	537,373	274,394	448,027
	5,320,986	4,590,028	3,447,090
13.1. Institute Registration Expenses			
Institute Registration Evaluation Fees	174,365		780,286
Travelling (Fuel) expenses for Institute Registration	2,000	9,180	52,445
Evaluation & Registration Program	267,570	133,250	20,970
	443,935	142,430	853,701
13.2. Financial Grants			
Financial Assistants - Public			126,500
Financial Assistants - Private	1,444,105	1,658,780	856,835
Financial Assistants - Vulnerable			335,100
	1,444,105	1,658,780	1,318,435
13.3. Accreditation Expenses			
Course Evaluation Fees	131,050	319,010	819,400
Fuel Expenses for Accreditation		59,700	163,879
Accreditation Program	142,060	382	58,000
	273,110	379,092	1,041,279
13.4. NVQ Programmes Expenses			
NVQ Programmes	523,362	236,288	610,560
NVQ Assesments Support		377,065	803,803
Promotional Programs	379,013	576,756	123,850
ISO Certification and Implementation	100,903	109,995	163,616
NVQ Assessment Fee	17,908,976	23,627,595	24,872,078

	2018 (Rs)	2017 (Rs)	2016 (Rs)
NVQ Exam Fee	13,787,818	4,747,235	2,268,500
NVQ Certificate Printing	277,810	2,417,712	2,107,870
Assessor Licence Fee	4,650	68,975	
Monitoring & Implementing	1,378,069	562,300	
NVQ Online System			430,000
Auditing of Assessment	5,782	226,650	
	34,366,382	32,950,571	31,380,277
13.5. Sector VET Plan Perpetration Expenses			
VET Plan - New	1,230,478	18,504	690,098
Vet Plan - Update	544,000		1,917,440
	1,774,478	18,504	2,607,538
13.6. LMI & TVET Guide Expenses			
LMI Bulletin / News Letter - Printing	721,615	460,954	422,756
LMI Data Coding & Entry Fees	1,106,917	493,912	346,978
TVET Guide Printing	972,413	509,716	241,250
LMI / News letter postal charges	241,080	136,720	428,113
UNEVOC activities	1,340	673,408	1,850
LMI Survey			
	3,043,365	2,274,710	1,240,947
13.7. Industrial Liasion Activities			
Development & Monetoring	435,185	460,954	422,756
Development & Monetoring	2,143,151		
Development & Monetoring	623,785		
Development & Monetoring	50,756		
Development & Monetoring	947,263		
	4,200,139		
14.1. Short Term Programme (Local/Foreign)			
UNICEF Programme			
Touch Your Future Programme (14.2.1)		10,009,839	729,835
Youth Conference			
UNFPA			1,325,973
Bangladesh Programme			165,692
Soft skills programme (Budget Proposal)			5,007,654
Afgan Programme	147,000		63,650
Nepal Programme			109,856
WUSC			494,945
UNIVOC		2,563,249	
Other			13,175
	147,000	12,573,088	7,910,780

	2018 (Rs)	2017 (Rs)	2016 (Rs)
14.2. Skills Sector Development Programme			
Baseline Survey			335,444
Accreditation Policy	1,344,859	136,850	155,100
NCS & GNVQ	2,462,794	2,368,998	240,801
Quality Management System	2,064,212	3,993,950	2,886,866
Other	250	1,897,649	5,122,068
LMIS & Skills Report	616,480	1,254,155	1,083,764
Allowances	1,868,412	1,182,489	623,349
Staff Training & Development	1,113,921	3,588,429	4,148,355
Registration of Training Institutes	1,200,680	323,450	521,810
Assessment Fee	25,095,899	16,340	463,844
Soft Skills & Career Guidance	277,991	42,450	1,957,951
Building Development	3,275,326	8,454,616	1,315,075
NVQ Exam	155,129		
Research	1,226,430	726,015	968,035
Sector Councils	10,621,592	11,641,174	14,201,077
Skill gap Analysis	693,420		
Trainee Allowances	1,582,800		
Soft Skills/English Programme	321,730	1,598,318	232,254
	53,921,925	37,224,881	34,255,793
16.1. Operational Debtors			
ATC Computer Institute			
Sakura Computer Institute	167,895	167,895	167,895
Sundry Debtors	136,800	136,800	136,800
	304,695	304,695	304,695
16.2. Staff Loan Granted & Advance Recoverable			
Commission Loan Granted to Staff	708,544	1,012,319	1,332,488
Distress Loan	7,357,304	6,731,598	6,184,465
Tsunami Special Loan	39,000	39,000	39,000
Festival Advance	62,300	694,800	11,050
Special Advance	19,122	67,522	10,722
Tsunami Special Loan (II)	173,173	373,410	
	8,359,443	8,918,649	7,577,725
17.1. Advance For Staff Officers and Others			
Advance for Staff Officers	3,077,593	2,340,132	488,527
Project Advance - Information & Communication Sector Council	1,276,756	1,395,342	
Project Advance - Manufacturing & Engineering Sector Council	4,455,933	4,491,870	

	2018 (Rs)	2017 (Rs)	2016 (Rs)
Project Advance -Construction Sector Council	1,246,507	270,980	
Project Advance -Tourism Sector Council	898,251	25	
	10,955,039	8,498,349	488,527
17.2. Claim Receivable From Outside Institutes			
Others			
Ministry of Youth Affairs			1,147,005
SSDD	2,887,219		1,841,761
	2,887,219		2,988,766
17.3. Pre payments			
Pre Payment of Cash in Transist Insurance	11,556	11,556	11,556
Pre Payment Service Agreements	25,300		62,536
	36,856	11,556	74,092
17.4. Recoverable NVQ Certificate Printing Expenses			
Recoverable from NAITA	78,931	78,931	78,931
Recoverable from VTA			
Recoverable from NYSC	16,800	16,800	16,800
Recoverable from DTET	254,988	254,988	254,988
Recoverable from CGTTI	74,750	74,750	74,750
NGO Public and Private Institute	291,264	291,264	291,264
	716,733	716,733	716,733
22.1. Creditors			
Operating Creditors	29,214	455,130	7,175,841
Creditors -Staff	361,730		
Other Creditors	130,196		
	521,140	455,130	7,175,841
23.1. Payable to Treasury			
Royalty Deducted	1,805,160	1,587,308	600,087
Nopay Deductions			
	1,805,160	1,587,308	600,087
23.2. Payable to Inland Revenue Department			
Withholding Tax Deducted	59,511	43,700	10,700
Stamp Duty Deducted	46,278	34,628	36,600
PAYE Tax Deducted			951
	105,789	78,328	48,251

	2018 (Rs)	2017 (Rs)	2016 (Rs)
23.3. Refundable Project Grants			
RUEDA Returnable Grants	48,923	48,923	48,923
ILO Returnable Grants	3,103,402	3,103,402	3,103,402
Short Term Returnable Grants (Foreign/Local)	1,583,950	1,703,950	1,612,631
TEDP Returnable Grants	3,492	3,492	3,492
Ministry of Youth Affairs and Skills Development			
	4,739,767	4,859,767	4,768,448
23.4. Personal Emoluments Payable			
Overtime & Holiday Pay		20,683	13,217
ETF	9,566		122,258
EPF	1,608,995		815,055
	1,618,562	20,683	950,530

TERTIARY AND VOCATIONAL EDUCATION COMMISSION
SCHEDULE FOR STATEMENT OF FINANCIAL POSITION FOR THE YEAR ENDED
31ST DECEMBER 2018

Schedule 01 - Gratuity Provision

NAME	Em- ployee No	Appointment Date	No of Years	Salary (Rs.)	Gratuity Provision (Rs.)
Keerthi W.G.S.A.	5	2001.02.01	17	37,584.00	319,464
Jeewantha N,W,G.N.	6	2001.02.01	17	41,570.00	353,345
Sirisena K.	9	2001.02.05	17	34,210.00	290,785
De Silva R.N.P.	10	2001.03.01	17	37,584.00	319,464
Manjula D.B.R	11	2001.03.01	17	42,768.00	363,528
Udayakanthi Y.P.S.	12	2001.02.01	17	41,570.00	353,345
Asanka Rangana M.N.	15	2001.09.03	17	32,256.00	274,176
Hagodarachchi G.K..	20	2001.11.01	17	38,536.00	327,556
Edirisooriya M.L.N.S.	22	2001.11.02	17	71,679.00	609,272
Indika Sampath H.B.	24	2001.11.16	17	42,768.00	363,528
Amarasekara P. S.	25	2001.11.15	17	33,162.00	281,877
Dinesh B.K.S.	26	2001.11.16	17	33,162.00	281,877
Ajith Kusum P.P.	28	2001.12.03	17	71,679.00	609,272
Anura Weerakoon W.M.T.	31	2002.07.01	16	71,679.00	573,432
Wijesekara S.	40	2005.04.20	13	32,448.00	210,912
Kumara W.V.P.C.J.	41	2005.05.16	13	30,354.00	197,301
Perera V.	43	2005.06.15	13	94,815.00	616,298
Thirvnaukkarasu S.	46	2005.01.04	13	64,099.00	416,644
Gunathilake P.M.C.P.	47	2005.01.18	13	55,472.00	360,568
Widana Kankanamge D.H.	48	2005.01.03	13	64,099.00	416,644
Ganepola G.A.M.U.	49	2005.01.02	13	71,389.00	464,029
Dharmasena U.A.P.	51	2005.01.03	13	52,143.00	338,930
De Silva M.D.C.	56	2005.10.06	13	34,728.00	225,732
Samaraweera R.J.	57	2005.11.21	13	67,131.00	436,352
Bandula P.	58	2006.02.20	12	32,448.00	194,688
Amarasinghe A.S.	60	2006.05.16	12	76,227.00	457,362
Kumara G.G.S.	62	2006.07.14	12	30,900.00	185,400
S.U.K.Rubasinghe	65	2007.02.02	11	78,597.00	432,284
M.Vidanapathirana	66	2007.02.02	11	64,099.00	352,545
J.A.D.J.Jayalath	68	2007.08.01	11	95,407.00	524,739
P.P.P.Nanayakkara	70	2007.10.15	11	64,099.00	352,545
W.A.W.C.Premarathna	71	2007.11.01	11	74,993.00	412,462
W.J.L.A.Damayanthi	72	2007.12.12	11	64,099.00	352,545
G.D.K.V.S,Mangala	73	2008.02.01	10	30,996.00	154,980
R.G.A.T.Kumara	74	2008.11.03	10	33,696.00	168,480
N.D.Wijesekara	75	2008.11.03	10	33,696.00	168,480
C/F					12,760,834

NAME	Em- ployee No	Appointment Date	No of Years	Salary (Rs.)	Gratuity Provision (Rs.)
B/F					12,760,834
S.S.Kalpage	76	2008.11.03	10	30,402.00	152,010
G.C.J..De Silva	78	2009.09.01	9	33,360.00	150,120
K.T.Amarasinghe	80	2009.11.30	9	32,544.00	146,448
D.M.S.J.Siripala	81	2009.11.30	9	30,140.00	135,630
K.S.Sameera	84	2011.08.01	7	30,140.00	105,490
G.C.S.M.Nanayakkara	85	2011.08.01	7	30,140.00	105,490
B.S.J.Vipulsi	86	2012.01.02	7	52,143.00	182,501
H.M.A.D.K.Herath	87	2012.01.02	7	54,353.00	190,236
D.N.I.D.De Silva	90	2012.01.02	7	52,143.00	182,501
Chandi Menaka	91	2012.03.01	6	31,354.00	94,062
A.P.Indrani	92	2012.03.01	6	27,422.00	82,266
I.G.Kalpa Udara	93	2012.07.10	6	44,454.00	133,362
P.Muthukumarana	94	2012.11.03	6	42,768.00	128,304
H.G.K.N.Bandara	97	2013.02.01	5	55,472.00	138,680
C.H.W.Darshanika	98	2013.03.01	5	31,116.00	77,790
P.G.S.Chaturangani	99	2013.06.06	5	31,116.00	77,790
K.D.L.P.Karunadasa	101	2013.07.15	5	52,143.00	130,358
T.A.W.Madushani	103	2013.07.15	5	34,066.00	85,165
K.W.A.Anuruddika	104	2013.07.15	5	33,020.00	82,550
N.L.S.Dayaratne	105	2013.09.02	5	28,412.00	71,030
B.G.N.Kamalpriya	106	2013.09.10	5	29,712.00	74,280
Udawatta G.J.	107	2014.01.16	4	52,143.00	104,286
Mathan R,	110	2014.01.27	4	54,353.00	108,706
De Silva E.A.K	112	2014.02.10	4	57,710.00	115,420
Samarawickrama C.C.K.	116	2014.08.01	4	33,713.00	67,426
Handapangoda B,C.	117	2014.09.15	4	52,143.00	104,286
Kumara H.L.K.S.	118	2014.09.22	4	29,498.00	58,996
Kariyawasam P.D.S.	119	2014.10.01	4	61,067.00	122,134
A.H.N.Sandamali	122	2015.06.03	3	34,419.00	51,629
H.A.D.Darshika	123	2015.06.04	3	34,419.00	51,629
L.K.Kohomban	125	2015.06.06	3	33,360.00	50,040
N.H.S.Darshana	126	2015.06.07	3	33,360.00	50,040
S.B.Karunanayaka	128	2015.06.08	3	33,360.00	50,040
B.L.K.P.Sandeepani	129	2015.06.09	3	30,640.00	45,960
I.M.G.H.Lakmal	131	2015.07.08	3	28,016.00	42,024
H.M.V.N.Herath	132	2015.07.22	3	32,068.00	48,102
P.W.S.Bashini	136	2016.09.01	2	52,143.00	52,143
N.Rajaksha	137	2016.09.01	2	49,961.00	49,961
C/F					164,59,716

NAME	Em- ployee No	Appointment Date	No of Years	Salary (Rs.)	Gratuity Provision (Rs.)
B/F					164,59,716
W.G.S.Kumara	138	2016.10.03	2	52,143.00	52,143
E.C.U.Gunatunga	139	2016.09.01	2	52,143.00	52,143
W.M.W.B.Wijesinghe	140	2016.09.01	2	52,143.00	52,143
K.A.D.H.Lakmini	141	2016.09.01	2	52,143.00	52,143
Jayamini Madhusa	145	2017.05.22	1	27,620.00	13,810
H.G.Nipuna Hansaka	146	2017.05.22	1	30,164.00	15,082
E.W.D.wijayanga	148	2017.05.22	1	30,164.00	15,082
D.W.Ishani	149	2017.05.22	1	30,164.00	15,082
Ravindu Randika Kumara	151	2017.08.25	1	27,620.00	13,810
V.N.Rammawadu	152	2017.08.25	1	32,068.00	16,034
					16757188

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



ජාතික විගණන කාර්යාලය

தேசிய கணக்காய்வு அலுவலகம்

NATIONAL AUDIT OFFICE



මගේ අංකය
எனது இல.
My No.

විවේද/විවිච්ඡි/1/18/21

ඔබේ අංකය
உமது இல.
Your No.

දිනය
திகதி
Date

2019 සැප්තැම්බර් 30 දින

අධ්‍යක්ෂ ජනරාල්

තෘතීයික හා වෘත්තීය අධ්‍යාපන කොමිෂන් සභාව

තෘතීයික හා වෘත්තීය අධ්‍යාපන කොමිෂන් සභාවේ 2018 දෙසැම්බර් 31 දිනෙන් අවසන් වර්ෂය සඳහා වූ මූල්‍ය ප්‍රකාශන සහ වෙනත් තෛතික හා නියාමන අවශ්‍යතා පිළිබඳව 2018 අංක 19 දරන ජාතික විගණන පනතේ 12 වන වගන්තිය ප්‍රකාරව විගණකාධිපති වාර්තාව

විගණනය කරන ලද මූල්‍ය ප්‍රකාශන හා යථෝක්ත වාර්තාව මේ සමඟ එවමි.


ආර්.එම්.ජේ.රත්නායක

වැඩබලන විගණකාධිපති

- පිටපත :- 1. ලේකම් : කර්මාන්ත හා වාණිජ කටයුතු දිගු කාලීනව අවතැන් වූ පුද්ගලයන් නැවත පදිංචි කිරීම, සමුපකාර සංවර්ධන සහ වෘත්තීය පුහුණු හා නිපුණතා සංවර්ධන අමාත්‍යාංශය.
2. ලේකම් : මුදල් අමාත්‍යාංශය.

My No. : VTY/E/TVEC/1/18/21

Date : 30th September 2019

The Director General,
Tertiary and Vocational Education Commission

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

1. Financial Statements

1.1 Audited opinion

Financial Statement of Tertiary and Vocational Education Commission as at 31st December 2018 and Comprehensive Income Statement, Declaration of Rights Change, Cash Flow Statement, Notes and Summary of the Financial Statements for the year ended in 31st December 2018 was audited under my direction in terms of the provisions of the National Audit Act No. 19 of 2018 and the Finance Act No. 38 of 1971, which should be read in conjunction with Article 154 (1) of the Constitution of the Democratic Socialist Republic of Sri Lanka. My report will be tabled in Parliament in accordance with Article 154 (6) of the Constitution.

It is my view that except for the impact of the facts described in the basis section on the audited opinion of my report, the financial status as at 31.12.2018 and financial performance and cash flow for the year ended in December 31, 2018 reflect the true and fair position of the Sri Lankan Public Sector Accounting Standards.

1.2 The basis for the audited opinion

- (a) Although the assets and liabilities should not be recouped except as required or permitted by the Sri Lankan Public Sector Accounting Standards in terms of paragraph 48 of the Public Sector Accounting Standard (SLSI), has compensated Rs. 1 024 520, total of 23 advance credit balances from Rs. 4 102 112, total of 39 advance debit balances as at 31st December, 2018 and mentioned Rs. 3 077 593 as advancement under current assets of the financial statements.

- (b) When preparing a cash flow statement in accordance with paragraphs 30 (b) and (c) of the Sri Lanka Public Sector Accounting Standards 02, from gratuity allocation of Rs. 4,042,534 which should be stated under the non-cash items for the year under review, Rs. 995 688 of gratuity payments made within the year in cash as a cash flow has stated under non-cash items as Rs. 3,046,836 of gratuity allocation after the compensation.
- (c) When preparing cash flow statement in accordance with the Sri Lanka Public Sector Accounting Standards 02 deferred income of Rs. 8,958,303 of comprehensive income statement for the year has stated as Rs. 5,271,703 under non-cash items.
- (d) When preparing cash flow statement in accordance with the Sri Lanka Public Sector Accounting Standards 02, treasury received of Rs. 1,943,990 as capital grants in the year under review and Rs. 1,578,074 received from skills sector councils hasn't stated as cash flow.
- (e) As per the 47 paragraph of Sri Lanka Public Sector Accounting Standards 07, revaluation should be made on the change in the fair value of the property, plant and equipment and should be revaluated every three or five years when there are significant changes in fair value, but revaluation hasn't made since 2008 for the net value of Rs. 29,296,226 depicted at the Financial Statement for the year under review.
- (f) As per the 65 paragraph of Sri Lanka Public Sector Accounting Standards 07, as the effective life of non-current assets is not reviewed annually, the cost of Rs. 100,694,617 has been depreciated in full, but is still in use. Accordingly, action hasn't been taken to revise the estimated error according to the Sri Lanka Public Sector Accounting Standards 3.
- (g) As per the 61 paragraph of Sri Lanka Public Sector Accounting Standards 19, although a reliable estimate should be made using actuarial estimation techniques in calculating gratuity allocations, Commission has made a gratuity allocation of Rs. 16,754,188 based on the last salary and service period of the officer.
- (h) Total paid of Rs. 1,959,974 related to previous years, in the year under review, has accounted as expenses within the year under review due to that the surplus was showed less than that amount.
- (i) The amount of Rs. 940,628 which should be paid for employee provident fund and employee trust fund for December 2017 hasn't accounted in previous year's accrued expenses, the paid amount for this matter has been adjust to the accrued expenses of the year under review.
- (j) Due to Rs. 1,683.048 EPF amount, paid through a bank account for three months, has been stated as unrecognized payments in the bank reconciliation, the cash balance and the balance of the Employees Provident Fund account payable has stated over than the respective amount in financial statements.

- (k) As a result of being accounted the valuable books and certificates valued Rs. 3,456,740 to be recognized as final stock by December 31 of the year under review, as expense for the year, the surplus and final inventory of the year were understated.
- (l) Due to the total expenses of Rs. 1,696,187 for the year under review has accounted as expenses of previous year, the surplus of the year under review has stated over than the amount.
- (m) The detailed sub document of the staff advance balance total of Rs. 1,879,170 of financial statement for 31st December 2018, was not submitted to the audit.
- (n) According to the financial statements for the year ended 31st December, the balance of the loan was Rs. 7,357,304 but according to the detailed schedule, that balance was Rs. 6,977,460, and the difference of Rs. 379,844 was made by this.

I performed the audit in accordance with the Sri Lanka Auditing Standards (SLAuS). My responsibility under these audit standards is further described in the section entitled "Auditor's Responsibility in Auditing Financial Statements" of this Report. I believe that the audit evidences I have obtained are sufficient and appropriate to provide the basis for my audited opinion.

1.3 Responsibilities of the managing and controlling parties on financial statements

It is the responsibility of the Management to prepare these financial statements in accordance with the Sri Lanka Public Sector Accounting Standards and to ensure that the internal controls necessary to make the financial statements are adequately presented without any inaccuracies that may result from fraud or error.

In preparing the financial statements, it is the responsibility of the management to determine the continuity of the Commission, and to maintain accounting and commission's ongoing basis unless the management intends to liquidate it or cease operations in the absence of any other option. The management is also responsible for disclosing matters relating to the continued existence of the commission.

Responsibility on Commission's financial reporting process is held by the controlling parties.

Subject to subsection 16 (1) of the National Audit Act No. 19 of 2018, the Commission shall maintain proper books and records of its income, expenses, assets and liabilities in order to prepare annual and periodic financial statements.

1.4 Auditor's responsibility in financial auditing statements

It is my intention to provide reasonable assurance that there are no fraudulent misrepresentations in financial statements and to issue the Auditor's Report containing with my opinion. Fair certification is a high-level guarantee, but it does not always ensure that the audit disclosures are adequate when conducting audits in accordance with Sri Lanka Auditing Standards. Frauds and mistakes are likely to result in adequate disclosure due to individual or collective impact and are expected to affect the economic decisions of users based on these financial statements.

I audited in accordance with Sri Lanka Audit Standards with professional judgment and professional compliance.

- Obtaining adequate and appropriate audit evidence is based for my opinion by identifying the risks of financial statements that may result in fraud or misrepresentation of financial statements and to mitigate risks of fraud or wrongdoing by planning appropriate audit procedures during the assessment. The impact of fraud is stronger than the effect of inaccurate misrepresentation and the use of visibility, forgery, intentional avoidance or internal control avoidance can lead to fraud.
- Internal control of the Commission is understood to be relevant to the planning of audit procedures in a timely manner, but is not intended to express an opinion on the effectiveness of internal control.
- Fairness of used accounting policies and accounting estimates and related disclosures made by management was appreciated.
- The relevance of the Commission's continued existence of accounting has been determined based on the audit evidence obtained as to whether there is sufficient uncertainty as to the existence of the Commission as a result of the circumstances. If I conclude that there is sufficient uncertainty, my audit report should focus on such disclosures in the financial statements and, if that disclosure is not sufficient, my opinion should be modified.
- The submission, structure and content of the financial statements included in the disclosure were evaluated and the underlying transactions and events included appropriately and reasonably in financial statements were evaluated.

The controlling parties were briefed on key audit findings, key internal control deficiencies and other issues identified during my audit.

2. Report on other legal and regulatory requirements

The National Audit Act No 19 of 2018 contains special provisions relating to the following requirements.

In accordance with the requirements set out in Section 12 (a) of the National Audit Act No. 19 of 2018, I have obtained all the information and explanations required for the audit, excluding the impact of what is described in the section as the basis for the audited opinion of my report. My investigation shows that the Commission had maintained its proper financial records.

The financial statements presented by the Commission are in line with the previous year as required by Section 6 (1) (d) (iii) of the National Audit Act No 19 of 2018

The recommendations made by me in the last year have been included in the financial statements as required by Section 6 (1) (d) (iv) of the National Audit Act No 19 of 2018.

In limiting the course of action and the evidence and quantitative facts obtained, I have not noticed anything to submit following statements:

- That no member of the Board of the Commission has any connection directly or in any manner outside the normal business arrangement as required by Section 12 (d) of the National Audit Act No 19 of 2018
- Have acted in non-compliances with any applicable written law or other general or special directives issued by the Board of the Commission other than the following observations as required by Section 12 (e) of the National Audit Act No 19 of 2018.

Rules /Refer to the command	Description
(a) Financial Regulations Code of Democratic Socialist Republic of Sri Lanka.	
(i) Financial Regulations 135	An officer who had not delegated powers over money control had certified 200 vouchers in respect of Rs. 8,903,532 expenditures.
(ii) Financial Regulations 257	Contrary to the provisions of the Financial Regulations, payments have made for 403 vouchers in related to Rs. 19,182,032 without certifying.
(iii) Financial Regulations 371 (2) (b) paragraph Public Financial Circular No. 03/2015 dated On 14 July 2015	(i) Although Ad hoc sub imprest should be made only to a Staff Officer, the Commission has, on 85 occasions, has issued Rs 3,327,069 Ad hoc sub imprest. (ii) Though Ad hoc sub imprest up to Rs.100,000 at one time can be issued for staff officers, the Commission has issued from Rs.115,000 to Rs. 378,000 in 20 occasions.
(iv) Financial Regulations 371 (2) (c) paragraph	Any Ad hoc sub imprest granting arrangement should be approved by the Director General of the Public Accounts Department, but approval has not received to provide such imprest to sector councils.
(v) Financial Regulations 371 (5) & 373 paragraphs	The imprest settlement should not be delayed by more than 31 December of the financial year, and had not taken action to settle the imprest issued for the years 2017 and 2018 amounted of Rs. 7,877,446

(vi) Financial Regulations 372 paragraph	The head of the department, the Regional Head or any other authorized officer shall inspect the imprest not less than once a month, but no such supervision has been made in respect of the advances made to the Skills Sector Council
(vii) Financial Regulations 395 (b) (c) paragraphs	Bank reconciliation statements from January 2018 to July 2019 have not been prepared for the bank account maintained by the Commission
(b) 9.3.1 (vii) Public Business Circular No. perid/12 dates on 02 June 2003	Acting appointments were given to 07 top management positions within a period of 05 to 28 months, in spite of the fact that the acting appointment was made in a particular case and should not be given for more than three months.
(c) 2.1 paragraph of Treasury Circular no.842 dated on December 19,1978	Action hasn't obtained to maintain fixed asset register
(d) 3.1.6 section of public financial circular no.05/2016 dated on 31st March 2016	According to the circular, the goods survey reports of the previous year should be forwarded to the Auditor General before the 17th of every financial year, goods Survey Reports for 2018 have not been submitted as of August 19, 2019

- Non-compliance with the powers, functions and duties except the following observations as required under Section 12 (g) of the National Audit Act No. 19 of 2018.

Powers, functions and duties

Observations

(a) The general purposes of the Commission was to co-ordinate and develop the tertiary education and vocational education system

at all levels to meet the human resource needs of the economy in terms of section 2 of the Tertiary and Vocational Education

Act No. 20 of 1990.

Although the Commission had prepared the training plans and sent them to the relevant vocational training institutes, no follow-up was made on their implementation.

(b) No person or institution shall be conducted tertiary/vocation education courses without registering under the section 15 (1) and 16 (1) of the Tertiary and Vocational Education Act, No. 20 of 1990

The Commission has not taken steps to identify the tertiary and vocational educational institutions operating in the country without registering with the Commission and to update such information

- The resources of the Council are not procured and utilized efficiently and effectively during the time period in accordance with the relevant rules in terms of the provisions of the National Audit Act (d) of the Act No 19 of 2018
- According to the 49.1 of contract bidding document for the first stage of renovation of the 8th floor of the building belonging to the line ministry, Rs. 466,856 should be recovered as of May 23, 2017, for 142 delayed days but Rs.144,658 has recovered for only 44 delayed days, by reducing of Rs. 322,194.

03. Other audit observations

- (a) The Maruti car that was bought for Rs.2,150,000 in the year 2008 has been inactive from running since 18th September 2017.
- (b) Rs.3,103,402 granted by the World Labor Organization in 2015 for the preparation of vocational education and training plans had not been spent and it has been stated as payable over a period of more than three years in financial statements. Rest of the amount hasn't spent on the project has been deposited without the approval of treasury or board of directors.
- (c) 7354 books of 15 categories, valued at Rs. 13,00645, were printed by a private institution under Treasury funds for the purpose of providing for apprentices was kept in the library without issuing.
- (d) A total of 6769 books, under 13 categories valued at Rs. 2,119,675 received to the library for sale were issued to the outsiders on the bulk, free of charge, on verbal instructions of the Chairman, after noted down it in log book.
- (e) All data entered into the system had been destroyed since 9 May 2017 as a result of the inaccessible computerized accounting package used for financial sector accounting. Also, the data could not be retrieved as did not follow the standard safeguards for storing data outside the computer. The final auditor's report of VTY/E/TVEC/1/17/19 dated on 08th February, 2019 also revealed that, but no investigation was carried out until July 31, 2019.
- (f) The Commission has spent a sum of Rs. 11,057,124 from year 2016 to 2018 for construction & installation of the Building belonging to the Line Ministry, but there was no written agreement and feasibility study done for the matter.

R.M.J.Rathnayake

Acting Auditor General

Auditor General
Department of Auditor General
Baththaramulla

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

Herewith submit the answers for the audit report no. VTY/E/TVEC/1/18/21 dated on 30.09.2019.

1. Financial Statements

1.2. Basis for Opinion

- (a) The gratuity value mentioned in the cash flow statement is the difference between the closing balances of the previous year and the closing balance of the year under review. Steps have been taken to reveal the value paid in cash and the allocation for the particular year separately in annual report.
- (b) The value of deferred income to the cash flow statement is shown as the difference between the balance of the previous year and the balance of the year under review. Steps have been taken to mention it in annual report separately.
- (c) Assets valued at Rs. 1,943,990.00 purchased using Treasury grants in the year under review and assets valued at Rs. 1,578,074.00 purchased using provisions allocated from the Skills Sector Development Project are listed as financing activities under the heading of cash flow from investing activities.
- (d) Steps have been taken for revaluation of property and plant.
- (e) As calculations are process according to the depreciation diminishing balance basis, the assets are not fully depreciated. It is advised to review and revise the effective life of assets in accordance with paragraph 65 of Standard 07.
- (f) Gratuity allocation so far has been calculated from half the salary earned by the employee for the last month of the year and substitute it from the service period of the respective officer. Accordingly, as noted in the audit, it is advised to calculate gratuity allocations as per actuarial valuation.
- (g) Actions have been taken to account expenditures relating to previous years, which has been accounted as the cost for the year under review, through previous year adjustment account.
- (h) It has been advised to correct the provident fund for 2018 in annual report by adjusting the provident fund for December 2017, the amount of Rs. 820,530.00 with previous year's account.
- (i) Steps will be taken to apply double entries for the months of June, October and December of year 2018 for the months that have been directly deposited Rs. 1,683,048 for employee provident fund. Has advised to disclose it in annual report.
- (j) Student report books were not available as at 31.12.2018 and only the cost of the remaining stationery and certificates were accounted as final inventory. Accordingly, it is advised to calculate the value of other printed books and to disclose their value in the Annual Report as shown by the audit.

- (k) According to the audit, it has been instructed to check and rectify the amount recorded as previous year's expenditure of Rs. 1,696,187.
- (l) Advised to submit a detailed document on the balance of Rs. 1,879,170.00 which is in advance balances.
- (m) It is advised to thoroughly inspect and correct this difference in the disaster loan register before the submission of annual report.

2. (a)

- i. Vouchers have been certified by the Assistant Director of the Accounts Division on the need to expedite the process of settling the payments for assessors as it has been delayed for 3 years. Systematic delegation for respective certification has been fulfilled by financial power delegation in year 2019.
- ii. Although the signature is omitted because the expense certification is done through a computerized accounting package, financial control is built into the system so that the payment can be made only after the official has approved the cost through the accounting package.
- iii.
 - i. As per the audit, steps have been taken to make advances only to the Staff Officers herein after, although advances have been issued so far to Management Assistants on the requirements of the work.
 - ii. Actions have been taken to issue advance payments per staff officer, at one point, only up to Rs. 100,000.00 in accordance with the instructions given by the audit and the revised Financial Regulations of 2015.
 - iii. Advised and practically implemented to settle the advance payments as soon as it has been issued.
 - iv. The approval for imprest of sector councils is obtained by submitting annual estimates to the board meeting of Tertiary and Vocational Education Commission. Then sector councils will be presented to obtain advance payments, quarterly. Such advance payments are issued to the Sector Councils in accordance with the estimated amount approved at the Board Meeting.
 - v. Since the Skills Sector Council operates as a private limited entity, its fiscal year is 31st March in each year. Hence, payment settlements of projects underway in December are made in January or February of the following year. This is also being delayed due to practical problems as it takes up to February, March to settle these payments and as the lack of funds in sector Skills Councils to pay salaries to the officers.

However, the Tertiary and Vocational Education Commission has instructed the relevant Skills Sector councils to fulfill all financial activities from 31st December 2018.

- vi. Actions will be taken to issue quarterly advance as per the approval obtained from the Commission for the plan prepared and submitted by Skill sector councils. The respective Sector Councils are engaged in settling these advances monthly and further quarterly progress reports have been submitted within the year 2018. Also, the monthly meeting of the Chairmen of the Sector Councils was held under the aegis of the Director General of the Commission. They have discussed about monthly tasks and the guidance was provided for future activities. Further, director level Officers at the Commission have appointed officially for the director boards of each councils and the overall work is monitored by respective officers in monthly board meetings. Also, the relevant reports and progress are discussed at each monthly meeting.

- vii. With the failure of the 2017 Accounting Package, the delay occurred in re-entering all financial data into the new package was affected for this situation and will take actions to complete the bank reconciliation for year 2018 within the month of September 2019, and bank reconciliations for year 2019 will be completed within the coming two months.

- (b) Explaining reasons for granting acting appointment beyond 3 months.

	Designation	Reason
01	Director General	The vacancy for the post of Director General has been filled as per Cabinet Decision No. 19/1198/115/025 dated on 28.05.2017.
02	Deputy Director General	The acting allowance was paid in accordance with Section 12.5.4 of Chapter VII of the Establishments Code. Interviews for this position were held on 18.05.2018 and due to delay in holding the board meeting, making the appointment was delayed. With the board approval obtained on 27.08.2017 the permanent appointment was made on 14.09.2018
03	Director (Admin)	Director (Admin)'s sudden resignation on 01.05.2018 made the respective position vacant. Accordingly a temporary acting officer was appointed. The following procedure has been taken to fill the relevant vacancies. 1. Newspaper advertisements were published on 21.08.2019 for all vacant director posts
04	Director (Quality Assurance and Assessment Regulations)	
05	Director (Industry Liaisons)	
06	Deputy Director	Has been appointed to the post of Deputy Director from 13.01.2016 on the necessity of service as the post vacated on 22.08.2016 due to Mrs. Laksara Edirisuriya, Labor Market Analyst's abroad migration for 5 years.
07	Deputy Director (Planning and Research)	Planning and Research Division at TVEC had a vacant for Deputy Director post and this appointment was made by the Director General on the necessity of service but no financial benefit or additional salary has been paid for this. However, as of now, the post of Acting Deputy Director is not functioning.

Further, out of the existing and acting appointments in the year 2018, acting appointments have been made only in respect of these seven positions for more than three months

- (c) A fixed asset register is maintained and advised to correct shortcomings and submit it to the audit.
- (c) It is advised to carry out the inventory items survey for the year 2018, on 07.09.2019 and submit accurate documents to the audit.

Powers, Functions and Duties

- (a) The Commission has prepared 18 Sector Training Plans and Vocational Training Plans related to 08 Provincial Training Plans. The following will apply for follow up actions.

- i. Course accreditation
 - ii. According to this training plan, financial aids will provide for infrastructure facilities.
 - iii. This follow-up was carried out at the Commission's national vocational qualification Steering Committee meetings in every two months. Representatives of all vocational training institutions of the Ministry have participated in this meeting. Launching programs will be implemented for all vocational training plans to be completed and progress will be followed up in said National Vocational Qualification steering Committee meeting, in order to make this more effective in the future. The brief meeting notes are available of the event if needed.
- (b.)** A database with the information on registered training institutes is maintained by this Commission and for public awareness it is displayed on the commission's website, www.tvec.gov.lk under the Information on Registered Training Centers. It contains information about 2709 registered institutes so far.

Registration of a training center is limited up to two years and must be renewed it accordingly. A prior notification will be given through an email to apply for renewal of the registration before the expiry date of 3 months. Once the application is made, the re-registration will be done according to the renewal procedure.

There are 807 Vocational Training Centers that have been registered as at 31.06.2018. Following the instructions given on SSDP 2017 Auditor General Report by the Assistant Auditor General and with the implementation of them in 2018, the TVEC has been able to provide registration for more number of training institutes from 807 as at 03.06.2018 to 1096 as at 31.12.2018.

Accordingly, the number of valid registered training institutions has increased to 1314 by 30.09.2017. It is a growth of 62%. 919 letters have already been sent out for institutes with expired registrations to inform the legal requirement of registration for training institutes, and 244 institutes amongst have identified as closed institutes. There are also 470 unregistered institutes in the system, as they did not meet the eligibility criteria for registration from institute inspection.

Accordingly, it is informed that the Commission has a database of registrations and meantime a methodology is being followed to register unregistered institutions.

However, it is difficult to deal with training institutes which are operating without TVEC registration due to lack of legal provisions and procedures required to take legal actions against such institutes. As a relevant measure, the Commission has proposed to amend the Act.

In addition, public has been briefed time to time through print and electronic media.

- The resources of the Commission are not efficiently and effectively utilized in accordance with the relevant rules and regulations of the requirements of Section 12 (h) of the National Audit Act No. 19 of 2018.

The contract was to commenced on 30/11/2016 and to be completed on 31.12.2016. However, the final bill was submitted on 13.02.2016 after completing the task. Accordingly, the delay to complete the work was 44 days. Delayed fee of Rs. 144,658 was charged for this. However, the delay period specified by the audit was based on 23/05/2017, the date of the letter from the relevant contracting agency confirming that they completed the work. Hence, from actual completion date of work 13.02.2016 to the date issued this letter 23.05.2017, was the time period measured the works completed by this contract and rectified the flaws indicated by the Technical Evaluation Committee. Accordingly, final bill submission date after the actual completion of work is calculated as the delayed period and it is 44 days.

3. Other Audit Observations

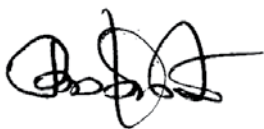
- (a.) Actions have been taken to dispose Maruti-type KF-7354 car due to expensiveness and lack of spare parts for the reparation of the said vehicle. A copy of the letter of recommendation provided by the assigned committee for this matter is attached herewith. (annex 01).
- (b.) The value of the three fixed deposits was transferred to the Employee Loan Account after the approval obtained by the Commission on 21.08.2019.
- (c.) 6800 books of 5 categories valued of Rs. 744,800 printed in 2016 are English language books for National Vocational Qualification (NVQ). However, the policy decisions taken at some time not to provide NVQs for the English language have diminished the demand for these English books. Therefore, with the approval of the Commission, it's being prepared a systematic mechanism to distribute these English Books to the Government Vocational Training Centers, free of charge.

554 other books in 10 categories valued at Rs. 5454,845 are labor market information, guide to vocational education training (TVET Guide) and Skill Report of each year. These have been distributed among the relevant stakeholders. As the vocational sector officers, researchers and various donor agencies visit us to receive this publication, hence, a considerable number of copies are kept in the library to meet these requirements

- (d.) On verbal instructions of then Chairman, these books have been issued free of charge for workshops to promote English Language in training sector. All relevant measures have been taken to prevent such situations in the future.
- (e.) At present the Director General has appointed a committee to inquire the destruction of the accounting database and to act as mentioned herein.
- (f.) A report from the Central Engineering Consultancy Bureau was obtained on October 31, 2018, as the officials continued to complain on risky situation of working at this building.

The report states that the 8th floor is not in a good position to perform duties and it should be replaced. Accordingly, we vacated the eighth floor of this Ministry building and instead we were given an office space on the 6th floor from the same building.

Accordingly, from the letter, Ministry no: 02-03 / 03/01/2019 dated on 08/09/2017, part of the office space of the eighth floor has been acquired by the Ministry. And one part of the floor is used as our store for documents.



R.D.S.Kumaratne

Director General

Copies

- Secretary – Ministry of Industry & Commerce, Resettlement of Protracted Displaced Persons, Co – operative Development and Vocational Training & Skills Development (For information)
- Audit Superintendent – Government Audit Division (For information)
- Deputy Director (Internal Audit and Investigation) – Tertiary and Vocational Education Commission (For information)

Tertiary and Vocational Education Commission

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