

வார्षிக வர்வாவ
**ANNUAL
REPORT**
ஆண்டு அறிக்கை

2019



தர்தரித வ வர்தரித அடதரத தைததத் ததாவ
மூன்றாம் தரிதககல்வி, ததாழிற்கல்வி ஆணைக்குழு
TERTIARY AND VOCATIONAL EDUCATION COMMISSION

திரததா த்ரிதத, ர்கிரத்த வ ததிரத ததததா அததததத
திரத்தத் அரிவிருத்தி, ததாழில்வாய்ப்பு மற்றும் ததாழிலாளர் ததவுதத் அமைத்த
Ministry of Skills Development, Employment & Labour Relations

Content	Page Number
Information of the TVEC	II
Vision and Mission of the TVEC	III
Message of the Chairman	IV
Message of the Director General	VI
1.0 Introduction	1
2.0 Organization Structure of the TVEC	1
3.0 Staff of the TVEC Organizational	3
4.0 Administration and Finance Division	5
5.0 Planning and Research Division	21
6.0 Registration, Accreditation and Quality Management Systems Division	29
7.0 Standards, Curricula and National Vocational Qualification (NVQ) Division	35
8.0 Quality Assurance and Assessment Regulation Division	41
9.0 Industry Liaisons Assurance (Vocational and Industry) Division	51
10.0 Information Systems Division	61
Financial Statement	75 - 97
Statement Of Comprehensive Income	75
Statement Of Financial Positions	76
Changes In Equity	77
Cash Flows Statement	78
Notes For The Statement Of Comprehensive Income	79
Sub Notes For The Statement Of Comprehensive Income	88
Schedule for Statement of Financial Position - Schedule 01 - Gratuity Provision	95
Report Of The Auditor General	99
Audit Answers	107

Information of the Commission

Institute	:	Tertiary and Vocational Education Commission.
Ministry	:	Ministry of Skills Development, Employment & Labour Relations.
Address	:	3rd Floor, “Nipunatha Piyasa” 354/2, 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

Towards 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

Vidya Jyothi Professor Dayantha Wijeyesekera

The year 2019 started while I was as the Chairman and Mr. Janaka Jayalath was the Acting Deputy Director General. The duties of the Deputy Director General were covered by Mr.S.U.K.Rubasinghe, Director, Registration and Accreditation, in absence of Mr.Janaka Jayalath at Sri Lanka.

At the beginning of the year, with the concurrence of Heads of Departments, the Commission restructured the administrative process, which enhanced the efficiency and competency of all Divisions and officers. After the misconception of the parties, the Tertiary and Vocational Education Commission was re-established as the regulatory body in the TVET sector.

The main task was to review the National Vocational Qualification System (NVQ), where Mr. David Leith's; an internationally experienced consultant in the field, knowledge was being able to apply for the matter. This was to take effect after Easter, but was hampered by the prevailing situation in the country. But with the active support of the National Vocational Qualification Division it was able to achieve successfully. Further, a workshop was held with the participation of representatives of the industry.

However, filling the position of Director General was an immediate matter and this appointment should be made via advertisements published in newspapers. Two Cabinet Memorandums were submitted to appoint a Director General for an interim period, accordingly Mr. R.D.S. Kumaratne was appointed as Director General for a period of one year from the beginning of June 2019 in terms of the Public Administration Circular of 3/2018.

However, for the past two years, three Director Posts have been vacant and officers are appointed on acting basis. Due to various reasons, the acting period of relevant posts were expired hence, these posts were advertised with other vacancies. However, due to various issues such as the presidential election, these posts are still remaining as vacancies.

The Tertiary and Vocational Education Commission in collaboration with the National Education Commission has contributed to the launch of the National Policy on Technical and Vocational Education which is a function of the Tertiary and Vocational Education Commission. A workshop was held to implement this program. But this should have been implemented earlier.

Considering the end of the year, performance of the Tertiary and Vocational Education Commission was not in the level as the beginning of the respective year according to the stakeholders' expectation. Performance of the Skills Sector Council needs to be more effective than this and through this, the rationalization of technical and vocational education and training programs should be formalized.

For the purpose of providing Career Guidance, the Information Systems Division prepared copies of TVET Guide 2019 in district wise and provided extensive information through the Tertiary and Vocational Education Commission's website, but it was not sufficient to meet Career Guidance requirements. The National Vocational Qualification Division prepared the necessary documents with limited staff and showed the best possible guidance to the stakeholders. Despite the shortage of staff, the Registration

and Accreditation Division has once again carried out its duties throughout the country. Similarly, the Quality Assurance and Assessment Regulatory Division has made major changes in procedures to overcome many shortcomings, including irregularities. Planning and research division has formulated several plans to promote TVET researches.

The Tertiary and Vocational Education Commission has not been able to proceed with the amendment plans due to non-participation of National Apprentice and Industrial Training Authority (NAITA) and the Commission corporatively and the non-appointment of the Board of Directors and joint committee, in a complete manner.

Based on a circular issued by the Secretary to the President, I offered to resign as Chairman in the beginning of December 2019, if necessary, instead, appointment letter was issued to re-occupy the post with effect from the 2nd day of the next year as per the Tertiary and Vocational Education Commission (Amendment) Act No. 20 of 1990.



Vidya Jyothi Professor Dayantha Wijeyesekera
Chairman

Message of the Director General

Tertiary and Vocational Education Commission (TVEC) was initiated in 1992 as the regulatory body in the TVET sector and was established by the Parliament Act No. 20 of 1990. The primary responsibility of the Tertiary and Vocational Education Commission is policy making, quality assurance and to co-ordinate and develop the tertiary and vocational education in the country. According to the amendment of this Act of 1999, 10 members including the Chairman among the 17 members of the Commission are the representatives from Employers' Association, Trade Union, for the contribution of the private sector. The aim of this amendment is to introduce measures in formulating the vocational training policies of Sri Lanka based on labor market requirements and to implement them with the contribution of private sector.

Tertiary and vocational education and training are considered as a factor that can directly contribute to the economic development of the country and I would like to point out that the Tertiary and Vocational Education Commission has been entrusted with a wide-ranging role in achieving these objectives.

The Tertiary and Vocational Education Commission maintained a recurrent expenditure of Rs. 130 million and a capital expenditure of Rs. 10 million in the year 2019. The specialty of this is that the Tertiary and Vocational Education Commission has generated an income of Rs. 48.7 million, exceeding its services generated estimated revenue of Rs. 36 million during the year.

During the year 2019, the Tertiary and Vocational Education Commission has issued 78,007 certificates for National Vocational Qualification Certificate holders. This is an upswing of 26% compared to the year 2018. (No. of Certificates in 2018 is 61,150). In addition according to the Annual Action Plan for the year 2019, the Commission has targeted a number of registered assessments for 700 institutions, out of which 697 institutions were evaluated.

The Tertiary and Vocational Education Commission has further implemented the promotion of new research that can contribute to the improvement of vocational courses and standards. Accordingly, steps have been taken to implement 06 new researches and 02 short projects in the year 2019.

Action has been taken to review and present the labor market publications and data by the Tertiary and Vocational Education Commission to provide more comprehensive and up-to-date information on the labor market.

Training courses and standards were further expanded with the business sector to create a workforce commensurate with the demand in the business sector targeting the market needs. Tertiary and Vocational Education Commission has contributed to promote the activities of the Sector Skills Councils created for this purpose.

The contribution of the business community can play a valuable role in the formulation, implementation and evaluation of policies. The direct involvement of the business community is essential in this manner. We look forward to their direct contribution to create a win-win situation as they can contribute to the systematic delivery of skilled labor requirements relevant to the business sector.



R.D.S. Kumaratne
Director General

1.0 Introduction

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

The general objectives of the Commission are as follows:

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

2.0 Organizational Structure of the Tertiary and Vocational Education Commission

Operating under the Ministry of Skills Development and Vocational Training, this Commission consists of 12 members including a Chairman who is appointed in accordance with the provisions of the Tertiary and Vocational Education (Amendment) Act, No. 50 of 1999.

Composition of the Commission for the year 2019.

Appointments made under Section (6: 1) (d) of the Act,

- | | | |
|---|---|----------|
| 1. Prof. Dayantha S. Wijeyesekera
Tertiary and Vocational Education Commission | - | Chairman |
| 2. Dr. Raja Jayamaha
Representative appointed by H.E. President | - | Member |
| 3. Ven. Dr. Kirinde Assaji Thero
Representative appointed by the H.E President | - | Member |

- | | | | |
|----|---|---|--------|
| 4. | Hon. N.A.H Anthony Humer Pinto
Representative appointed by the H.E President | - | Member |
| 5. | Buddhika Ruwan Madihahewa
Representative appointed by the H.E. President | - | Member |
| 6. | Mr. Vadivel Putharasigammani
Representative appointed by the H.E. President | - | Member |

Appointments made under Section 6 (1) (a) to (g) of the Act,

- | | | | |
|----|--|---|--------|
| 1. | Mr. RDS Kumararatne
Director General
Tertiary and Vocational Education Commission | - | Member |
| 2. | Mr. Nasir Ahmed
Chairman
National Apprenticeship and Industrial Training Authority | - | Member |
| 3. | Mr. Ravi Jayawardena
Chairman
Vocational Training Authority of Sri Lanka | - | Member |
| 4. | Mrs. PNK Malalasekera
Director General
Department of Technical Education and Training | - | Member |
| 5. | Prof. KTMU Hemapala
Director General
Sri Lanka Institute of Advanced Technological Education | - | Member |
| 6. | Mr. Hemal Kasthuriarachchi
Ministry of Finance
Treasury Representative | - | Member |

3.0 Staff of the Commission

Director General of the Commission serves as the Chief Executive Officer and is assisted by a staff of 91 members, including a Deputy Director General, four Directors and 25 Deputy Directors / Assistant Directors to fulfill the tasks in year 2019. Accordingly, activities have been organized under the following sections to achieve the objectives of the Commission efficiently.

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

As per the provisions of the Department of Management Services, a staff of 116 has been approved for the Commission, but as at 31.12.2019, the staff was 91. Details are given below

Table 3.1 Staff of the Commission 2019

Designation		Number of. approved positions	Number in service as at 31st December 2018
1	Director General	01	01
2	Deputy Director General	01	01
3	Director	07	04
4	Labor Market Analyst	01	01
5	Deputy/Assistant Directors	29	25
6	Deputy Director (Internal audit and Investigations)	01	01
7	Assistant Director (Legal/Secretary of Board of Directors)	01	01

Designation		Number of. approved positions	Number in service as at 31st December 2018
8	Deputy Director (Finance)	01	01
9	Statistician	01	01
10	Deputy Director (Information services)	01	01
11	Administrative Officer	01	01
12	Translator (Sinhala/Tamil/English)	01	01
13	Program Coordinating Officer	06	05
14	Development Officer	17	11
15	Information Technology Officer	01	00
16	Information Technology Assistant	02	01
17	Computer Application Assistant	06	04
18	Management Assistant (Grade i/ Grade ii/ Grade iii)	16	12
19	Information Assistant	01	00
20	Driver (Grade i/Grade ii/Grade iii)	14	12
21	Office Assistant	07	07
TOTAL		116	91

Newspaper advertisements were published on 30.05.2019 for the posts of Translator, Driver, Management Assistant, Computer Application Assistant, Development Officer and Information Technology Assistant. Accordingly, on 30.08.2019, interviews were conducted only for the two posts of Translator and Driver.

Interviews were conducted for 24 qualified candidates for the post of Driver and were recommended to conduct a practical test for the qualified candidates. However, due to the Presidential election, all recruitments were suspended.

The number of applications received for the posts of Development Officer, Computer Application Assistant, Management Assistant, IT Assistant is 2110. However, due to the Presidential election, all recruitments were suspended.

Interviews were conducted for two qualified applicants who applied for the post of Translator. Mrs. I.W.S.A. Dissanayake who participated for the interview was selected for the respective position by the interview panel on 30.08.2019 and was given the appointment on 14.11.2019.

4. Administration and Finance Division

Perform the roles of managing human and financial resources, providing infrastructure facilities which are required to carry out the function of the commission effectantly and effectively.

Related to the Human Resource Management, following officers were recruited to the Commission during the year 2019 to fill the respective vacancies.

4.1 New appointments in 2019

Name		Designation	Date appointed
1	Mr.R.D.S.Kumararatne	Director General	06.06.2019
2	Mrs.I.W.S.A.Dissanayake	Translator	19.11.2019

4.2 Resigning from duties in 2019

Name		Designation	Date appointed
1	Mrs. H.W. Iresha Kumuduni	Development Officer	10.04.2019
2	Mr. H.G.K.N. Bandara	Assistant Director	16.06.2019
3	Mr. H.G. Nipuna Hansaka	Management Assistant	10.06.2019
4	Mrs. C.H. Vimukthi Darshika	Management Assistant	01.07.2019
5	Mrs. H.G.C. Shanika	Development Officer	30.07.2019
6	Miss. K.W. Piumi Upsara	Development Officer	01.08.2019
7	Mr. Sameera Atapattu	Information Technology Officer	19.09.2019
8	Mr. G.G. Thushara Smapath	Driver	02.09.2019
9	Mr. D.K. Jayakodi	Driver	31.12.2019

4.3 Officers who have been elected by the Commission for the post of acting / covering up duties for the year 2019

Name		Designation	Date appointed
1	Mr. J.A.D.J. Jayalath	Director General	21.11.2018
2	Dr. Ajith Polwatta	Director (Quality Assurance and Assesment Regulations)	02.10.2018
3	Mr. R.J. Samaraweera	Director (Administration)	25.06.2018
4	Mrs. A.S. Kalpage	Deputy Director (Internal Audit and Investigation)	25.06.2018
5	Mr. S.U.K. Rubasinghe	Director General	16.03.2019 -26.04.2019

4.4 Local and foreign training

In order to improve the subject knowledge of the staff of the Commission, the officers have been directed to attend local and foreign training seminars. Accordingly, the details of the officers who participated in the local training seminars from January to December 2019 are as follows.

Name		Division	Designation	Title of the Training	Institute	Time Duration
1	Mrs. Dilrukshi Herath	Quality Assurance and Assessment Regulations Division	Assistant Director	Innovative Grant Proposals for Successful Funding	University of Colombo	1 Day
2	Miss. Kusala Panangala	Administration Division	Administrative Officer	Functions and Responsibilities of the leave clerk	NILS	2 Days 2019.02.25
3	Miss. K.W. Sujani Dilhara Withana	Administration Division	Computer Application Assistant	Functions and Responsibilities of the leave clerk	NILS	2 Days 2019.02.25
4	Mr. Prasanga Muthukumarana	Registration, Accreditation and QMS Division	Programe Coordinating Officer	Certificate in English For Office Management	NILS	7 Days
5	Mrs. Vimarshi Rammawadu	Information System Division	Information Technology Assistant	Certificate in English For Office Management	NILS	8 Days
6	Miss. P.L.I.A.S. De Soysa	Internal Audit and Investigation Division	Development Officer	Formal disciplinary inquiry	NILS	2 Days
7	Miss. Kasuni Bamunusinghe	Legal Division	Management Assistant	Formal disciplinary inquiry	NILS	2 Days
8	Miss. K.W.Sujani Dilhara Withana	Administration division	Computer Applcation Assistant	Bachelor of Labor Studies	University of Colombo	3 Years
9	Mr. T.G. Ravindu Randika	Chairman Division	Office Assistant	Function Development Program	SDFL	3 Days Pro-gramme
10	Mrs. H.G.C. Shanika	Industrial Liaision Division	Development Officer	Function Development Program	SDFL	3 Days Pro-gramme

	Name	Division	Designation	Title of the Training	Institute	Time Duration
11	Mrs. H.A. Dewindi Darshanika	Internal Audit and Investigation division	Development Officer	Function Development Program	SDFL	3 Days Programme
12	Miss. P.L.I.A.S. De Soysa	Internal Audit and Investigation Division	Development Officer	Function Development Program	SDFL	3 Days Programme
13	Mr. A.M. Sameera Madhushan	Information Systems Division	Information Technology Officer	Function Development Program	SDFL	3 Days Programme
14	Miss. Jayamini Madhusa	Information Systems Division	Office Assistant	Function Development Program	SDFL	3 Days Programme
15	Miss. Kasuni Bamunusinghe	Legal Division	Management Assistant	Function Development Program	SDFL	3 Days Programme
16	Mrs. B.S.J. Vipulsi	Training Standards, Curriculums and NVQ Division	Assistant Director	Function Development Program	SDFL	3 Days Programme
17	Miss. L.N. Kankanange	Training Standards, Curriculums and NVQ Division	Development Officer	Function Development Program	SDFL	3 Days Programme
18	Miss. P.W.S.Bhashini	Planning and Research Division	Assistant Director	Function Development Program	SDFL	3 Days Programme
19	Mr. M.W.A. Asanka Rangana	Planning and Research Division	Office Assistant	Function Development Program	SDFL	3 Days Programme
20	Mrs. Y.P.S. Udayakanthi	Quality Assurance and Assessment Regulation Division	Programme Co-ordinating Officer	Function Development Program	SDFL	3 Days Programme
21	Miss. A.K.K. Kohamban	Quality Assurance and Assessment Regulation Division	Development Officer	Function Development Program	SDFL	3 Days Programme

	Name	Division	Designation	Title of the Training	Institute	Time Duration
22	Miss. K.W. Piumi Apsara	Quality Assurance and Assessment Regulation Division	Development Officer	Function Development Program	SDFL	3 Days Programme
23	Mr. W. Vajira Bandara	Registration, Accreditation and QMS Division	Assistant Director	Function Development Program	SDFL	3 Days Programme
24	Mr. Nadeeka Jeewantha	Registration, Accreditation and QMS Division	Programme Coordinating Officer	Function Development Program	SDFL	3 Days Programme
25	Mrs. A.H.N. Sandamali	Registration, Accreditation and QMS Division	Development Officer	Function Development Program	SDFL	3 Days Programme
26	Mrs. Vimukthi Darshanika	Administration Division	Management Assistant	Function Development Program	SDFL	3 Days Programme
27	Mrs. U.P. Chandi Menaka	Director General division	Management Assistant	Function Development Program	SDFL	3 Days Programme
28	Mrs. R.S. Ferenando	Finance Division	Assistant Director	Function Development Program	SDFL	3 Days Programme
29	Mrs. Danushka Chamali De Silva	Finance Division	Management Assistant	Function Development Program	SDFL	3 Days Programme
30	Mrs. K.A.D. Hasanthi Lakmini	Industry Liaison division	Assistant Director	Function Development Program	SDFL	3 Days Programme
31	Mrs. A.S.Kalpage	Internal Audit and Investigation Division	Assistant Director	Function Development Program	SDFL	3 Days Programme
32	Mr. G.C. Janak De Silva	Internal Audit and Investigation Division	Development Officer	Function Development Program	SDFL	3 Days Programme

	Name	Division	Designation	Title of the Training	Institute	Time Duration
33	Mr. W.G.Saman Kumara	Information Systems Division	Assistant Director	Function Development Program	SDFL	3 Days Programme
34	Mrs. V.N. Rammavadu	Information Systems Division	Information Technology Assistant	Function Development Program	SDFL	3 Days Programme
35	Mrs. P.D.S. Kariyawasam	Legal Division	Assistant Director (Legal/ Secretary of Board of Directors)	Function Development Program	SDFL	3 Days Programme
36	Mrs. H.M.A.K.D. Herath	Training Standards, Curriculums and NVQ Division	Assistant Director	Function Development Program	SDFL	3 Days Programme
37	Mrs. H.R.M.U.U. Wijebandara	Training Standards, Curriculums and NVQ Division	Assistant Director	Function Development Program	SDFL	3 Days Programme
38	Mr. U.A. Priyantha Dharmasena	Planning and Research Division	Assistant Director	Function Development Program	SDFL	3 Days Programme
39	Miss. G.V.L.Piyumali	Planning and Research Division	Development Officer	Function Development Program	SDFL	3 Days Programme
40	Mrs. Anusha Kumari De Silva	Quality Assurance and assessment regulation Division	Assistant Director	Function Development Program	SDFL	3 Days Programme
41	Mrs. P.Chathuri Upeksha	Quality Assurance and assessment regulation Division	Assistant Director	Function Development Program	SDFL	3 Days Programme
42	Miss. T.A.W. Madhushani	Quality Assurance and assessment regulation Division	Development Officer	Function Development Program	SDFL	3 Days Programme

	Name	Division	Designation	Title of the Training	Institute	Time Duration
43	Mrs. H.W. Iresha Kumuduni	Quality Assurance and assessment regulation Division	Development Officer	Function Development Program	SDFL	3 Days Programme
44	Mr. Sajith Buddhika Karunanayake	Quality Assurance and assessment regulation Division	Development Officer	Function Development Program	SDFL	3 Days Programme
45	Mrs. Vipuli Nadheesha Herath	Quality Assurance and assessment regulation Division	Computer Application Assistant	Function Development Program	SDFL	3 Days Programme
46	Mrs. D.W. Ishani	Quality Assurance and assessment regulation Division	Management Assistant	Function Development Program	SDFL	3 Days Programme
47	Miss. A.P. Indrani	Quality Assurance and assessment regulation Division	Office Assistant	Function Development Program	SDFL	3 Days Programme
48	Mrs. Niluka Rajapakshe	Administration Division	Assistant Director	Function Development Program	SDFL	3 Days Programme
49	Mr. H.G.K.N. Bandara	Registration, Accreditation and QMS Division	Assistant Director	Function Development Program	SDFL	3 Days Programme
50	Mr. Prasanga Muthukumarana	Registration, Accreditation and QMS Division	Program Coordinating Officer	Function Development Program	SDFL	3 Days Programme
51	Mr. N.H.S. Darshana	Registration, Accreditation and QMS Division	Development Officer	Function Development Program	SDFL	3 Days Programme
52	Mrs. P.G.A. Shashika Chathurangani	Registration, Accreditation and QMS Division	Management Assistant	Function Development Program	SDFL	3 Days Programme

	Name	Division	Designation	Title of the Training	Institute	Time Duration
53	Mr. G.G. Saman Kumara	Registration, Accreditation and QMS Division	Office Assistant	Function Development Program	SDFL	3 Days Programme
54	Mrs. G.L. Masakorala	Registration, Accreditation and QMS Division	Assistant Director	Function Development Program	SDFL	3 Days Programme
55	Mr. N.L. Sandaruwan	Administration Division	Office Assistant	ICT Level 4	VTA	720 hrs
56	Mrs. Hasanthi Lakmini	Industry Liaison Division	Assistant Director	Masters of Social Sciences Degree Programmes in Sociology	University of Kelaniya	2 Years
57	Mr. P.M.C.P. Gunathilake	Information Systems Division	Deputy Director (acting)	Mater of Information Technology Degree Programme	University of Colombo	2 Years
58	Mrs. Nisansala Dilrukshi	Finance Division	Management Assistant	Staff of the Finance Division of the Institutions	SIDA	12 Days
59	Mr. Nalin De Silva	Finance Division	Management Assistant	Staff of the Finance Division of the Institutions	SIDA	12 Days
60	Mrs.U.P.Chandi Menaka	Quality Assurance and Assesment Regulation Division	Management Assistant	Bachelor in Arts General Degree (External)	University of Kelaniya	3 Years
61	Mr. R.J. Samaraweera	Administration Division	Director Admin (acting)	Masters of regional Development and Planning	University of Colombo	2 Years
62	Ms. Kasuni Bamunusinghe	Legal Division	Management Assistant	Bachelor in Labor Studies	University of Colombo	3 Years

Name		Division	Designation	Title of the Training	Institute	Time Duration
63	Mrs. G.L. Masakorala	Registration, Accreditation and QMS Division	Assistant Director	Lead Auditor ISO 9001 - 2015 Training Programme	SLSI	5 Days
64	Mrs. Kusala Panangala	Administration Division	Administrative Officer	Lead Auditor ISO 9001 - 2015 Training Programme	SLSI	5 Days
65	Mrs. E.C.U. Gunathunga	Quality Assurance and Assessment Regulation Division	Assistant Director	Master In Labour Relation and Human Resource Management	University of Colombo	2 Years
66	Mr. H.B.I. Sampath	Administration Division	Programme Coordinating Officer	Workshop on Training Need Assessment for Year 2020	SSDP	1 Day
67	Mr. Vajira Wijesinghe	Industry Liaison Division	Assistant Director	Workshop on Training Need Assessment for Year 2020	SSDP	1 Day

4.5 Attending for foreign conferences

For the invitations received by Tertiary and Vocational Education Commission for the year 2019, following officers made their participation for respective seminars.

Name		Division	Designation	Title of the Training	Institute	Time Duration
1	Mr. R.D.S. Kumararatne	Director General Division	Director General	Conferance	Korea	21.10.2019 - 26.10.2019
2	Mr. J.A.D.J. Jayalath	Deputy Director General Division	Deputy Director General	PHD Study Leaves	Thailand	15.11.2019 - 01.12.2019
						31.03.2019 - 01.05.2019
				Conferance	German	08.09.2019 - 13.09.2019
				Workshop		22.06.2019 - 06.07.2019
3	Mr. G.A.M.U. Ganepola	Information Systems Division	Director	Conferance	Germany	08.09.2019 - 13.09.2019
				Workshop		27.03.2019 - 30.03.2019
4	Mrs. W.A.W.C. Pramaratne	Training Standards, Curriculums and NVQ Division	Director	Workshop	Thailand	09.06.2019 - 11.06.2019
5	Mr. Manjula Vidanapathirana	Industry Liaison Division	Director (acting)	Workshop	United kingdom	03.03.2019 - 09.03.2019
6	Mrs. P.P.P. Nanayakkara	Quality Assurance and Assesment Regulation Division	Deputy Director	Youth Skills Forum	India	28.10.2019 - 01.11.2019
7	Mrs. A.S. Amarasingha	Finance Division	Deputy Director	Seminar	China	09.12.2019 - 12.12.2019

Name		Division	Designation	Title of the Training	Institute	Time Duration
8	Mr. W.K.D. Harischandra	Registration, Accreditation and QMS Division	Deputy Director	Seminar	China	09.12.2019 - 12.12.2019
9	Mrs. E.A.K. De Silva	Quality Assurance and Assessment Regulation Division	Assistant Director	Seminar	China	09.12.2019 - 12.12.2019
10	Mrs. H.M.A.D.K. Herath	Training Standards, Curriculums and NVQ Division	Assistant Director	Seminar	China	09.12.2019 - 12.12.2019
11	Mr. Priyantha Dharmasena	Planning and Research Division	Assistant Director	Seminar	China	09.12.2019 - 12.12.2019
12	Mr. H.G.K.N. Bandara	Registration, Accreditation and QMS Division	Assistant Director	Workshop	India	03.03.2019 - 09.03.2019

4.6 Annual Professional Membership Fee Reimbursement

The payments have been reimbursed for following officers in paying membership fees for professional bodies.

1. **Mr. J.A.D.J. Jayalath** - Deputy Director General.
British Computer Society.
The Computer Society of Sri Lanka.
2. **Mrs. A.S. Amarasinghe** - Deputy Director (Finance) .
Sri Lanka Chartered Accountants Certified.
Business Accountant Membership Fees.
3. **Mr. R.J. Samaraweera** - Deputy Director (Internal Audit and Investigation Division).
Sri Lanka Chartered Accountants Certified.
Business Accountant Membership Fees.
4. **Mr. S.U.K. Roobasinghe** - Director (Registration, Accreditation and QMS Division)
Institute of Chartered Engineers of Sri Lanka.
5. **Mr. Vajira Perera** - Planning and Research Division.
Institute of Chartered Management of Sri Lanka.
Royal Society of Chemistry - United Kingdom (Member).
6. **Dr. Mrs.H.M.A.D.K. Herath** - Assistant Director.
The Computer Society of Sri Lanka.

4.7 Financial Progress

Treasury provided the provisions required for the Tertiary and Vocational Education Commission.

The Commission has estimated its expenditure for the year 2019 as follows.

- Rs. 130 million for recurrent expenditure.
- Rs. 9 million for capital expenditure.
- Estimated revenue is Rs. 36 million rupees.

The Treasury had released the full amount estimated by the commission for the year 2019.

The details of the income in the year 2019 are as follows.

Type of income	Estimated Income (Rs.)	Actual Income (Rs.)
Institute registration income	1,910,000.00	2,873,500.00
Accrediting and assessing Institutes	2,000,000.00	2,594,000.00
Certificate issuance	1,575,000.00	3,429,530.00
Certificate Compatibility	1,000,000.00	4,715,500.00
NVQ certification	1,000,000.00	1,227,000.00
Examination Fees	24,000,000.00	27,802,180.00
Curriculum Sales	700,000.00	712,000.00
Book Sales	215,000.00	6,450.00
Student record book sales	2,500,000.00	4,348,050.00
Assessing and assessment revenue	100,000.00	100,050.00
Quality Management Certifications	1,000,000.00	890,000.00
Total income	36,000,000.00	48,698,260.00

4.8 Internal Audit and Investigation

The Internal Audit Division conduct audits related to the functions of the Tertiary and Vocational Education Commission. As in previous conducts years, the Internal Audit and Inquiry was carried out in accordance with the Audit Plan, seeking compliance with the circular guidelines and other rules applicable to the Commission on the adequacy of internal controls.

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

Auditing and Investigating and proposing or modifying new policies were done by the Director General and Audit and Management Committee. During the year, necessary steps were taken to forward the proposals for relevant officers which were required to keep the shortcomings of the Commission to its minimum level.

1. Audit and Management Committee

In 2019, the Audit and Management Committee met on two occasions and recommended Management Decisions to the Commission on the following matters.

- i. Implement internal audit plan.
- ii. Financial report review and related management decisions.
- iii. Management decisions related to the annual action plan.
- iv. Performance of internal audit and investigation.
- v. Review management decision regarding the performance of the Commission.
- vi. Auditor General's Report Review.
- vii. Various management decisions related to other operations and controls.

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

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

From January 1, 2019 to December 31, 2019, the Audit and Management Committee consisted of the following members of the Commission:

I. The Audit and Management Committee of July 21, 2019 consisted with the following members:

- Mr. Hemal Kasthuriarachchi (Member of the Commission) - Chairman of the Committee
- Dr. Raja Jayamaha (Member of the Commission) - Member of the Committee
- Mr. Buddhika Madihahewa (Member of the Commission) - Member of the Committee
- Mr. S.C Jagath (Chief Internal Auditor, Ministry) - Observer
- Mrs. L.A.P.S Gunasekara (Government Audit Division) – Observer

II. The Audit and Management Committee of October 11, 2019 consisted with the following members:

- Mr. Hemal Kasthuriarachchi (Member of the Commission) - Chairman of the Committee
- Dr. Raja Jayamaha (Member of the Commission) - Member of the Committee
- Mr. Buddhika Madihahewa (Member of the Commission) - Member of the Committee
- Mrs. R.M.D.M Kumari (Internal Audit Division, Ministry) - Observer
- Mrs. L.A.P.S Gunasekara (Government Audit Division) – Observer

4.9 Legal Affairs

Progress in amending the Act

The Tertiary and Vocational Education Act No. 20 of 1990 has been amended by the (Amendment) Act No. 50 of 1999. The Tertiary and Vocational Education Commission, after recognizing the importance of incorporating the necessary legal provisions in the Act to regulate the registration of institutions, took steps to further strengthen the relevant Act.

The draft prepared by the Legal Draftsman's Department has been submitted to the Commission and forwarded to the Ministry for further action. Further, after the appointment of the new Commission in July 2017, the draft has been sent back to the Ministry with amendments and the Ministry is to submit the draft to the Legal Draftsman's Department.

Since the inclusion of National Apprentice and Industrial Training Authority in the Act No. 20 of 1990, for further consideration of the Bill to avoid possible discrepancies between institutional objectives and powers in amending the Act, the Commission has appointed a committee representing both institutions.

Further, a draft regulation prepared as per the instructions given by the Minister at the meeting on 21.11.2018 has been forwarded to the Ministry to prepare regulations regarding the essential matters to avoid delays in considering and amending the entire Act at once. Its representatives were appointed on behalf of the Board of Directors of the Tertiary and Vocational Education Commission.

A Committee consisting of members of the Tertiary and Vocational Education Commission and the National Apprentice and Industrial Training Authority was appointed with the approval of the Commission on 10.12.2018. Its representatives were appointed on behalf of the Board of Directors of the Tertiary and Vocational Education Commission. Due to the vacancy in the Board of Directors of the National Apprenticeship and Industrial Training Authority in 2019, there was some difficulty in convening this committee until respective members were appointed.

Steps taken to register unregistered Tertiary and Vocational Training Institutes

Necessary steps were taken to register and legally conduct tertiary and vocational educational institutions under the pursuit of Tertiary and Vocational Education Commission, which are operated as non-registered institutes at TVEC. Accordingly institutions were directed for registrations, by advertising newspaper articles and sending awareness letters for such institutes and so far 85 letters have been sent for year 2019, in which, about 25 institutions have submitted positive responses. Further, letters have also been directed to all print and electronic media outlets with the instructions to follow verification procedure prior to advertise on such institutions.

Legal actions taken against the institutions that haven't utilised financial assistance properly

Under Section 04 (e) and 04 (d) of the Tertiary and Vocational Education Act No. 20 of 1990 legal actions were obtained to recover the loan from an institute who hasn't utilized the financial grants for the proper implementation of the institute and course accreditation. Accordingly, necessary documents have been sent to the Attorney General's Department to take legal action against the following institutions.

Samadhi Community Development Foundation and Sri Sobhitha Vocational Training Institute were called to the Mediation Board but had not participated. Therefore, a non-conciliation certificate has been issued and the case will be referred to the Attorney General's Department for prosecution. Following the issuance of the summons to the Sri Sobhitha Vocational Training Institute, the matter was settled after considering their request, and action was taken to return the goods to the Commission.

Conducting investigations

The Tertiary and Vocational Education Commission, as the regulatory body in this field, has also prompted trainees and appraisers of relevant institutions to lodge complaints regarding issues arising in training centers in various fields. As an impartial mediator, it conducts certain investigations to resolve the issues. Accordingly, action was taken to conduct investigations of four relevant institutions in the year 2019.

Conducting the meeting of the commission

The Assistant Director (Legal) of the Tertiary and Vocational Education Commission works as the Secretary of the Commission. Due to the non appointment of Board of Directors, 05 Board Meetings were held after appointing the members from January to July 2019.

5.0 Planning and Research Division

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

- Coordinating the preparation, updating and implementation of vocational education and training plans for each field.
- Preparation and implementation of provincial vocational education training plans in Sri Lanka
- Formulation and update of industrial and vocational education and training policies.
- Coordinating research studies in the field of technical and vocational training.
- Updating the Corporate plan of the Tertiary and Vocational Education Commission and preparing the Annual Action Plan accordingly.
- Preparation of monthly, quarterly and annual progress reports of the Commission and implementation of relevant reviews.
- Preparation of preliminary work on financial assistance to private and non-government vocational training institutes.

The Planning and Research Division consists from 04 staff members to implement the programs to accomplish the above tasks. The staff consists from a Director, an Assistant Director, a Development Officer, and a Computer Application Assistant (this officer has resigned from the Commission).

Accordingly, the Planning and Research Division has implemented the following programs in 2019.

5.1 Implementation of the first phase of the process of providing financial assistance to private and non-government vocational training institute

The Commission implements this program to provide training equipment required to improve the quality of vocational and industrial training courses to be relevant to the labor market, conducted in the private sector and non-governmental vocational training institutes. This will enable training courses in the private sector and non government organisations to be accredited in accordance with national competency standards, thereby enabling the awarding of National Vocational Qualifications (NVQ) Certificates.

Under the Financial Aid Program for the year 2019, applications have been called from Registered Training Institutions at Tertiary and Vocational Education Commission and preliminary assessing have been conducted for selected training institutes and have forwarded to the Registration and Accreditation Division of the Commission for further actions.

5.2 Developing and updating Vocational Education and Training plans (VET Plan)

The Planning and Research Division is engaged in the preparation of vocational education and training plans to identify training needs in the field of vocational education and training. Accordingly, the training plan for the automobile sector was updated and completed in the year 2019. Process implemented in achieving this purpose is mentioned under 5.2.1. Although the Provincial Training Plan for the Western Province was implemented in 2013, plans were made to complete its work in 2019 due to its partial completion. This training plan is expected to be completed by 2020.

a) Prepare updated training plan for automobile industry

Under the Vocational Education and Training Plan Update Program, the update of the plan for the automobile industry was initiated in the second quarter of 2018 and Multi-Tech Solutions uncovered the counselling section. Rs. 2,720,000.00 was spent to prepare this plan in year 2019. The report was successfully completed within the year and accordingly validation program and launching program were held for relevant sector officers. Fifty officers were participated for this program which was spearheaded by the Chairman of DIMO, Mr. Ranjith Pandithage. The respective vocational education training plan has been printed and copies have been issued to the relevant institutions.



The front page of the training plan



A photograph of the program spearheaded by the Chairman of DIMO (04.10.2019)

5.3 Implementing research studies in the field of technical and vocational education and training

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

5.3.1 New Research Studies

During the year 2019, research proposals and proposals for short projects were invited from training institutes under the Ministry of Skills Development and Vocational Training. The year 2019 provided opportunities for short projects in addition to researches due to the shortcomings identified in implementing the research proposals received for the year 2019. The aim was to achieve short-term issues and developments related to the field of vocational education in a short period of time, at the end of the short projects. Accordingly, the Research Cell received 27 research proposals and 02 short projects representing various institutions. Out of these, 06 researches and 02 short projects were selected to be implemented

for the year 2019. After the proposals were evaluated by the Research Steering Committee, the Commission's approval was obtained to implement 06 research studies and 02 short projects, which were timely matters relevant with the field. (One among the short projects was not implemented) The Research Cell and Research Committee of the Tertiary and Vocational Education Commission conducted the tasks related to implement researches, and provided necessary advice to maintain the quality of the research studies. Rs.2.0 millions of financial sponsorship was provided by Sector Skills Development Project. Expenditure allocated for each research study is shown in Table 5.4 below.

Further, partially completed researches in year 2018 were completed in full manner. The booklet prepared with the summaries of said projects were distributed after.



Table 5.4: Research Studies financially sponsored by the Sectoral Skills Development Project - 2019

No.	Research Title	Objective of the Research	Research Team	Approved amount (Rs.)	Amount spent in the year 2018 (Rs.)
1.	A Study on the Impact of Trainee Performance on Foundation Program on NVQ Levels 05 and 06 of Diploma Courses at the University of Ratmalana - A Detailed Analysis of Trainee Performance from 2015 to 2018	Identifying the Impact of Foundation Programs on Training Performance for Diploma Courses in Ratmalana Technical College The objectives are, • Develop appropriate foundation programs that affect the performance of trainers • Determining the importance of foundation programs for training performance	University of Vocational Technology	60,000.00	30,000.00
2.	Professional Nature of Graduates who completed Degree Courses at Ocean University during the period of 2010-2014	• Identifying the impact of the degree program according to the job status and job performance of graduates at Ocean University. • Identify the difference between degree and job status, after categorizing jobs according to the received data • Proposing an action plan for graduate student development	Ocean University	190,000.00	95,000.00

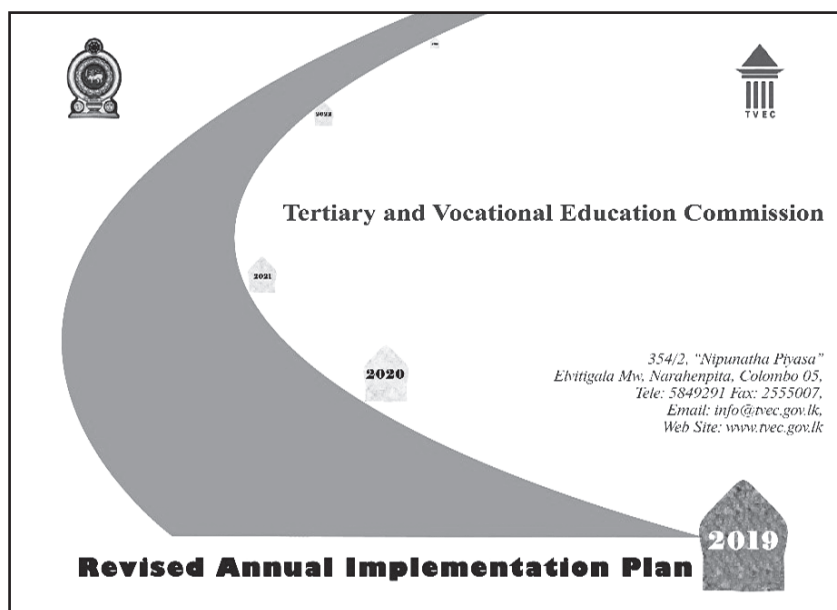
No.	Research Title	Objective of the Research	Research Team	Approved amount (Rs.)	Amount spent in the year 2018 (Rs.)
3.	Study on Women's Participation in Technical and Vocational Education Skills Related to the Maritime Sector in Sri Lanka	Review factors affecting for women in accessing and participating for Vocational Education and Training Programs in Maritime Training ● Improve women's access to training and education. ● Find out the employment status of male graduates and female graduates who have passed within last 10 years. ● Submit proposals and suggestions for greater participation of women in vocational education relevant to the fisheries and shipping sectors	Ocean University	280,000.00	140,000.00
4.	Studying the Automated Mobile Trade Course of the National Apprenticeship and Industrial Training Authority at the desired NVQ level and in the awarded NVQ level model (CBT & EBT)	● Identify the difference between the level of apprentices recruited and level of qualifications awarded by National Apprentices and Industrial Training Authority for the automotive machinery trade	National Apprentices and Industrial Training Authority	120,000.00	60,000.00

No.	Research Title	Objective of the Research	Research Team	Approved amount (Rs.)	Amount spent in the year 2018 (Rs.)
		Understand the comparison of CBT and EBT of courses at National Apprentices and Industrial Training Authority			
5.	Study on Student's Attitudes towards Technical and Vocational Education and Training in the Northern Province	Study on Student's Attitudes towards Technical and Vocational Education and Training in the Northern Province	National Apprentices and Industrial Training Authority	63,000.00	31,500.00
6.	Minimizing the Poverty among Sri Lankan Youth through the Role of Technical and Vocational Education	Review the role of technical and vocational education in poverty alleviation in Sri Lanka. - To study whether Technical Degrees Program offered by the University of Technology can make a living for the youth of Sri Lanka. - Review the role of technical and vocational education in reducing poverty in Sri Lanka.	University of Technology	195,000.00	97,500.00
Small Projects					
7	Teacher Training in Occupational Safety for the Vocational Training Sector in Thirteen Years of School Education	- Training teachers under thirteen years of school education for the safety of vocational training. - Training Teacher Trainers in Grade 12-13.	National Institute of Occupational Safety and Health	500,000.00	250,000.00
Total				1,408,000.00	704,000.00

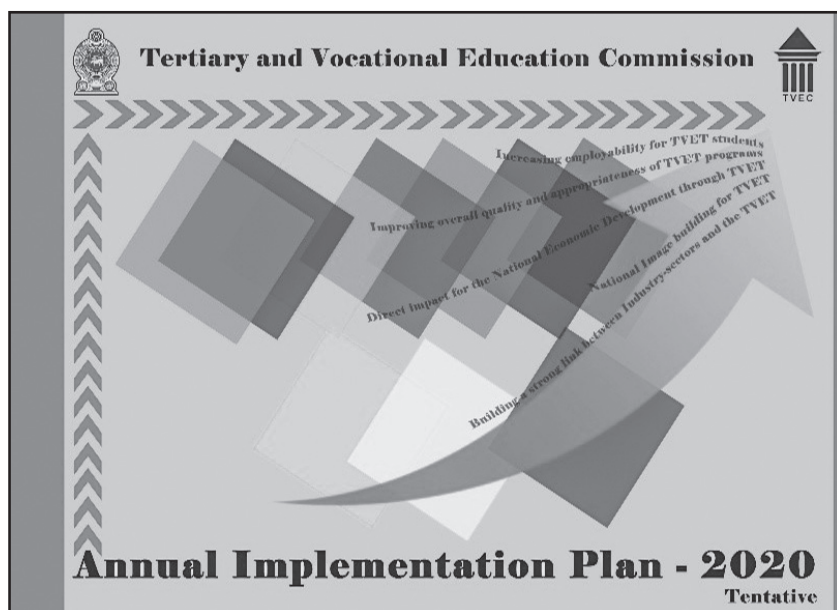
Rs. 2 million was provided as a grant from the Skills Development Fund for research studies started in 2019 and it was possible to spend 50% of the said approved allocation in 2019. The balance is to be paid in 2020 after the completion of the research studies.

5.3.2 Annual Action Plan - 2019

The Planning and Research Division prepared the Annual Action Plan for the year 2019, discussed it with all Divisions, and has obtained the approval of the Commission. Further, in the year 2020, the Annual Action Plan was prepared in the above manner and the approval of the Commission was obtained.



Annual Action Plan 2019



Annual Action Plan 2020

The Planning and Research Division is also supposed to prepare the corporative plan. Accordingly, an outline was prepared and completed in year 2019. This corporate plan stands for the period 2020 - 2024.

The Planning and Research Division is due to prepare a development plan in accordance with the Act of Parliament. A committee consisting of 05 teams has been appointed for this purpose. Furthermore, in this process, the National Vocational Training Policy and the Central Bank Report Resolutions will be used as sources for the above plans.

6.0 Course Registration, Accreditation and Quality Management Systems Division

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

1. Registration of Vocational Training Institutions
2. Course Accreditation
3. Implementing Quality Management System (QMS)
4. Recommendations for providing financial assistance to institutions

This Commission grants financial assistance to the training institute where there is a shortage of training equipment for the accreditation of courses. Applications were called in the year 2019 to grant financial assistance to selected sectors.

20 applications were received and the eligibility for selection was examined. However, it has not recommended to provide financial assistance to any institute in the year 2019.

This Division consists from 12 officers; a Director, 02 Deputy Directors, 02 Assistant Directors, 02 Program Coordinators, 02 Development Officers and 02 Managment Assistants and Office Assistant to implement the above 3 factors.

6.1. Registration of Vocational Training Institutions

Registration of vocational training institutes is a legal requirement and all vocational training institutes operating in the country should be registered with the Commission. (In accordance with the above Act) The Commission grants registration to the institutes for a period of two years after reviewing the adequacy of infrastructure facilities, training equipment, qualifications of Instructors, training methodologies and adequacy of curriculums.

The numbers according to the classification of evaluations (new and updated) for institutional registration are given in the table below.

Type of Institute	No. of Institutes		Total
	New Registrations	Update Registrations	
Targeted- No. of assessing	300	400	700
Number of applications received	315	369	684
No. assessed	296	401	697

The training institutes which have been approved for the registration of training institutes in the year 2019 are given below according to their ownership.

Institute – Type of ownership	Registered No (new)	Registered No. (updated)
Public Institutes	15	56
Statutory or Corporations, Boards	17	61
Personal	121	189
Collection	153	306

Nearly 1290 vocational training institutes registration were in validated statue and ownership of the training institutes are as follows.

- | | | |
|--|---|-----|
| 1. Public Institutes/Statutory Corporations/Statutory Boards | - | 582 |
| 2. Private/Non-government Institites | - | 708 |

Experienced Officers in vocational training sector are employed for training institutes' registration process. 46 Skills Development Officers assigned to the Divisional Secretariats under the Ministry of Skills Development and Vocational Training have been trained to obtain their services in related with the above evaluation.

Issuing letters of confirmation on registration for registered vocational training institutes

This Division issues letters confirming the registration of the relevant training institutes to the Ministry of Foreign Affairs for the certificate holders expect to travel abroad. More than 1280 such letters have been issued to the Ministry of Foreign Affairs in 2019.

6.2 Course Accreditation to Issue NVQ Certificates

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

The assessing process of the course accreditation in the year 2019 is as shown in the table below. The final assesment for trainees undergoing in accredited courses are done by this Commission and based on the result NVQ qualifications are awarded.

Type of Institute	No.of course Accreditation Assesments		Total
	New	Updated	
No.of Targeted Assesments	340	600	940
No.of Accredited Assesments	690	740	1430

The total number of courses accredited by this Commission in the year 2019 are 926 and it is as below according to the ownership.

Ownership of the Institute	No.of Accredited Course (New)	No.of Accredited Course (Updated)
Public Institutes	155	124
Statutory or Corporations, Boards	270	306
Private	138	65

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

This Council conducts external quality audits for the installation of Quality Management Systems in vocational training institutes. Quality Management System in 49 institutes in year 2019. The following training institutes provided certification for the installations were made of Quality Management System.

1. Swiss Lanka Training Center - National Youth Services Council - Eraminiyaya
2. Sri Lanka College of Agriculture - Paranthan
3. Defence Services Vocational Training Center - Wattala
4. National Youth Services Council - Puttlam
5. Jaffna College Institute of Agriculture Vocational Training Center
6. Vocational Training Center-Mahiyanganaya
7. Vocational Training Center - Nawalapitiya
8. National Youth Services Council - Kahatagas Digiliya
9. Youth Center National Youth Services Council - Anuradhapura
10. Vocational Training Center - Angammimana Gampola
11. Vocational Training Center - Yayawatta
12. College of Technology - Hasalaka
13. Sri Lanka German Training Institute - Kilinochchi
14. University College - Batangala
15. Ulapane Training Center - National Youth Services Council
16. Youth Empowerment Center - National Youth Services Council - Matara
17. Vocational Training Center - Wellawatte
18. Vocational Training Center - Kirinda
19. Ocean University - Mattakkuliya
20. Vocational Training Center - Mawathagama
21. DIMO (Pvt) Ltd. - Welawiriya
22. District Vocational Training Center - Marawila

23. Vocational Training Center - Wegiriya
24. United Tractor (Pvt) Ltd
25. National Youth Services Council - Rikillagaskada
26. National Youth Services Council - Polgolla
27. Vocational Training Center - Gothatuwa
28. Vocational Training Center - Rajagiriya
29. Technic International (Pvt) Ltd.
30. Little Buds Training Center
31. District Vocational Training Center - Saragama Kurunegala
32. Sri Lanka College of Agriculture - Agunukolapelessa
33. Sri Lanka College of Agriculture - Kuruwita
34. Juliston Lanka International (Pvt) Ltd.
35. Technical College - Kuliyaipitiya
36. Don Bosco Vocational Training Center - Matiyagane - Narammala
37. College of Technology - Kurunegala
38. Colombo School of Construction Technology (Pvt) Ltd
39. Technical College - Matale
40. District Vocational Training Center - Nuwara Eliya
41. Technical College - Dambulla
42. Aquinas College of Higher Studies - Colombo
43. Sri Lanka College of Agriculture - Wariyapola
44. Technical College - Nuwara Eliya
45. National Youth Services Council Matara - Panadura
46. University College - Kuliyaipitiya
47. District Vocational Training Center - Peradeniya
48. College of Agriculture - Vavuniya
49. District Vocational Training Center – Veyangoda

In addition, 05 one day programs have been conducted to create awareness on the implementation of Quality Management System in training centers. Nearly 200 officers from vocational training institutes have participated in this event.

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

The amount earned by the Commission in the year 2019 from the institution registration, course accreditation and related activities are as follows.

Training Center Registration Fee Revenue	-	Rs.	2,873,500.00
Accreditation Fee Revenue	-	Rs.	2,594,000. 00
Student Record books Sale	-	Rs.	4,348,050.00
Quality Management (QMS) Certificates Issuance	-	Rs.	890,000. 00
Letters confirming the registration of training institutes	-	Rs.	1,227,000.00
Registration Expiry Penalty	-	Rs.	77,200 .00
This amount has been credited to the treasury	-	Rs.	12,009,750.00

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

7.0 National Skills Standards, Curriculum and National Vocational Qualification Division

7.1. Preparation of National Skills Standards and Skills Based Curriculums relevant to the trades are major requirements for the implementation of the National Vocational Qualification Framework. Accordingly, the following new National Skills Standards were developed and authorized in 2019.

7.1.1 The new National Skills Standards and Curriculums prepared on the advice of the Industrial Councils are as follows.

● Hydrolic Technician	Level 4
● Production Assistant	Level 4
● Recycling Industry Assistant	Level 4
● Tourist three wheeler driver	Level 4
● Floriculture and Landscape Development Assistant	Level 4
● Multimedia Design Assistant	Level 4
● Automobile Air Conditioning Mechanic	Level 4
● Software Developer	Level 4
● Caregiver (Child)	Level 2/3/4
● Caregiver (Adult)	Level 4
● Blood Collection Officer	Level 4
● Garment Designer	Level 4
● Automation and Robotics	Level 5/6
● Agricultural Research and Production Assistants	Level 4
● AutomobileTechnology Sales Assistant	Level 4
● Printing and Graphic Arts Technology	Level 5
● Sports Massager	Level 3/4
● Automobile Color Technician	Level 4
● Recreational Water Sports Science	Level 5/6
● Multimedia Design Assistant	Level 4
● Rigger	Level 4
● Machine Welder	Level 4

7.1.2 Only the developed National Skills Standards are listed below

- Meteorological Technology Level 6

7.1.3 Only the prepared Curriculums are listed below

- Preschool Managment Level 5/6
- Pharmacist Level 4
- Livestock Production Technology Level 5/6

7.2 After updating the following National Skills Standards and Curriculums, the Tertiary and Vocational Education Commission authorized it to implement.

7.2.1 Updated Skills Standards and Curriculums are as follows.

- Bar Bender Level 3
- Receptionist – Hotel Industry Level 4
- Dental Surgery Nurse Assistant Level 4
- Refrigeration and Air Conditioning Technician Level 4
- Automobile Air Conditioning Mechanic/Technician Level 3/4
- Computer Technician Level 3
- Photographer Level 4
- Production Supervisor (Sewing) Level 4
- Construction Site Supervisor Level 4
- Tile - floor installer Level 4
- Fitness Trainer Level 4
- Cinnamon Field Operations Level 3/4
- Cinnamon Factory Operations Level 3/4
- High Speed Sewing Machine Operator Level 3/4
- Multi-Skilled Craftsman Level 3/4
- Automobile Electrical Technician Level 3/4

● Threewheeler Technician	Level 4
● Interior Decorator	Level 4
● Plumber	Level 3/4
● Secretarial Practices	Level 4
● Construction Equipment Technician	Level 4
● Architect	Level 4
● Painter (building)	Level 3
● Backboard Motor Mechanic	Level 3
● Room Assistant Hotel Industry	Level 3

7.2.2 Only Updated Skills Standards are listed below

● Agricultural production technology	Level 5/6
--------------------------------------	-----------

7.3 Translation Activities of National Skills Standards and Curriculums

The following National Skills Standards and Curriculums / were translated into Sinhala

- Plumber
- Caregiver (Elder)
- Construction Architect
- Three-wheeler mechanic
- Aluminum fabricator and interior decorator
- Photographer
- High speed sewing machine technician
- Tile floor installer

The following skills standards and curriculums were translated into Tamil

- Plumber Technician
- Construction Architect
- Aluminum fabricator and interior decorator
- Three-wheeler mechanic
- Secretary Practices
- Cinnamon field operations
- Cinnamon factory operations
- Back board motor industry
- Care Provider (Child)
- Nurse Assistant
- Tile- floor installer

Only skills standards translated into Tamil are as follows

- Agricultural Assistant
- Refrigeration and air conditioning Technician
- Hairdresser

Only curriculums translated into Tamil are as follows.

- Hand machine Technician
- Aquaculture Technician

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

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

Course Name	National Vocational Qualification Level	No. of equivalence certificates issued
National Certificate of Technology (Civil Engineering)	Level 5	04
National Certificate in Industrial Technology (Civil Engineering)	Level 5	13

In order to award National Vocational Qualification to the recipients of National Technical Certificates, applications were called through a newspaper advertisement to test their knowledge through a common examination. Then professional examination was held to award National Vocational Qualification Equivalency Certificates for qualified candidates.

Course Name	National Vocational Qualification (NVQ) Level	No. of equivalence certificates issued
National Certificate of Technology (Civil Engineering) and National Certificate of Industrial Technology (Civil Engineering)	Level 5	40

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

Name of the Institute	Course Name	NVQ Level	No. of equivalence certificates issued
Vocational Training Authority of Sri Lanka / National Apprenticeship and Industrial Training Authority	National Diploma in Information and Communication Technology	Level 5	12
University of Vocational Technology	National Diploma in Technical and Vocational Education	Level 5	01
	National Diploma in Quantitative Survey	Level 6	04
Institute of Engineering Technology	National Diploma in Engineering	Level 6	09

Name of the Institute	Course Name	NVQ Level	No.of equivalence certificates issued
Sri Lanka Institute of Advanced Technological Education	Higher National Diploma in Information Technology	Level 6	08
	Higher National Diploma in Civil Engineering	Level 6	06
	Higher National Diploma in Agreculture Technology	Level 6	02
	Higher National Diploma in Electronic and electronic Engineering	Level 6	01

7.5 Preparing copies of National Skills Standards and Curriculum

This Division sells CDs containing soft copies of the prepared National Skills Standards and related documents. In 2019, Rs. 742,000.00 has been earned by selling 1,484 CDs.

7.6 Conducting inter-corporate national professional qualification steering committee meetings

A committee consisting of senior officials of the public and private institutions in implementing the National Vocational Qualification Scheme has been set up to identify problems arising when implementing the system and to seek collective decisions and implement new proposals. During the year 2019, 11 such committee meetings were held.

7.7 National Skills Standards Development and Monitoring Committee

The National Skills Standards Development and Monitoring Committee has been established and implemented to consider and approve the labor market demand for the development of national vocational standards, both locally and internationally, to maintain the quality of national vocational standards and resolve issues arising in National Skills Standards and other relevant documents.

During the year 2019, 11 such committee meetings were held. Relevant decisions have been made and progress has been reviewed.

8. Quality Assurance and Assessment Regulation Division

8.1 Introduction.

In July 2016, the Tertiary and Vocational Education Commission established the Quality Assurance and Assessment Regulation Division by merging the Assessment and Control Division of the National Vocational Qualification Division with the NVQ Certification Division. Financial assistance for this purpose was provided by the Sector Skills Development Program.

Accordingly, this Division consists from a Director, a Deputy Director, 04 Assistant Directors, 01 Program Coordinator, 03 Development Officers, 04 Management Assistants and 02 Computer Application Assistants. The following activities were carried out in the year 2019 by utilizing these human resources.

8.2 Implementation and regulation of the National Vocational Qualifications System.

8.2.1 Maintaining the pool of Assessors

8.2.1.1 Speculate the No. of Assessors required

The speculate report on the number of assessors required was prepared considering the developed National Skills Standards, the number of Assessors registered in the pool at the end of 2017 and the geographical spread of the respective officers.

8.2.1.2 Conducting interviews to select candidates for training as Skills Assesors.

Applications were also invited from the private sector for the appointment of Skills Assessment Officers. There isn't stand specific time limit for calling these applications and the selection of suitable candidates will be done by the interview panel.

Individuals with expertise in the relevant professions will be appointed to the Board of Interviews. It was planned to conduct 20 such interviews in the year 2019, but according to the demand and requirements, 614 such Assessors were trained and added to the pool during the last 19 days.

8.2.2 Conducting and facilitating training programs for Assessors

10 relevant training programs were conducted under this.

957 Assessors have been interviewed in the year 2019 and 614 of them have been selected as Assessors.

8.2.3 Issuing licenses to Assessors

Assessor license were given to 15 Assessors in the year 2019.

8.2.4. Concluding competency based assessment activities

Under this 03 activities were carried out as follows.

- Granting approval to conduct assessments in private sector training centers.
- Granting approval to conduct assessments in public sector training centers.
- Conducting progress review meetings.

8.2.4.1 Granting approval to conduct assessments in private sector training centers

Qualified apprentices who have completed the courses conducted by the private sector training institutes; accredited and registered at Tertiary and Vocational Education Commission, will be assessed and awarded with National Vocational Qualifications

When relevant criteria are met, the assessments should be processed by appointing Assessors in the Assessors Pool. The number of requests received for assessments in the year 2019 were 1073 from various training centers / institutions. In detail, 1792 requests were received from private sector and 1073 were received from public sector.

8.2.4.2 Granting Approval to Conduct Assessments in Public Sector Training Centers

The Quality Assurance and Assessment Regulation Division of the Commission performed the function of providing approval to conduct assessments in public sector training institutes. 1792 such approvals were granted during the past year and the requests were made from the following training centers belonging to the Ministry of Youth Affairs and Skills and other active public sector.

Institutions under the Ministry of Skills Development and Vocational Training

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

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

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

However, there was a high demand in 2019 for the assessments of National Vocational Qualifications by public and private institutions. 2865 such approvals were granted during the past year.

The following facts may be the reasons for this,

- Recognition of National Vocational Qualifications for Foreign Employment
- Ministry of Public Administration notifies the relevant institutions to utilise National Vocational Qualification System in recruiting and promoting persons to Ministries / Departments.
- Gradual recognition of National Vocational Qualifications in the society
- Equalising NVQ level 3 to G.C.E. (O/L) and NVQ level 4 to G.C.E. (A/L)

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

These 03 institutions are,

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

8.2.5 Conducting progress review meetings on Recognition of Prior Learning

Progress review meetings were held from time to time. Issues and challenges regarding the Recognition of Prior Learning system were discussed with the National Apprentice and Industrial Training Authority and the Vocational Training Authority at steering committee meetings and Board of Examinations meetings. In addition, a meeting was held with the officials of the Foreign Employment Bureau. Through this bureau, special training courses are being conducted in islandwide training centers for “house keeper” and “care giver” who expected to travel abroad for respective jobs. These courses conduct final assessments according to the Recognition of Prior Learning system and award National Vocational Qualifications.

8.3 Ensuring consistency in competency-based assessments

8.3.1 Conducting workshops on ensuring consistency in competency-based assessments consolidation and updating the knowledge of Assessors

Five workshops were planned to be conducted during the year to achieve said objectives and succeeded accordingly. This skills based assessment system was started in the year 2005 and training Assessors was also started in the same year. Steps have been taken to update the assessment process and new field knowledge at these workshops.

8.3.2 Supervision of Skills Assessment Activities in Public and Private Sector Training Centers

194 competency-based assessments conducted at public and private sector training institutes were supervised during the year under review. 288 requests were recieved from public sector competency based assessments in 2019 and it was fulfilled. As per the results of that review, Assessors were adviced by top management when the assesment process and principles were violated, and other relevant disciplinary decisions were taken in accordance with NVQ Circular No. 2017/1. Accordingly, 838 supervisions were carried out.

8.4 Investigation of Complaints

During the past year, 11 written complaints regarding the assessments were investigated. Appropriate steps were taken to ensure that the assesments were conducted in a proper manner.

8.5 Conducting general written examination to test knowledge

8.5.1 Conducting general written examination to award National Vocational Qualification- Level 4

The written examination to test the knowledge of the applicants in the following vocational fields was conducted as described below.

Table 8.2.1 Applicants participated in the general examinations held in the year 2019

Field	February	April	July	Total
Automobile Mechanic	663	88	766	1517
Baker	326	57	570	953
Beautician	2413	383	2501	5297
Construction Site Supervisor	500	40	247	787
Cook	487	68	848	1403
Draughtperson	742	129	256	1127
Electrician	967	417	588	1972
Hairdresser	2475	429	2153	5057

Field	February	April	July	Total
Information and Communication Technology Technician	5165	922	6127	12214
Nurse Assistant	7	6	106	119
Preschool Teacher (Early childhood development)	359	219	3869	4447
Quantity Surveying Assistant	636	127	896	1659
Refrigeration and Airconditioning Technician	318	25	133	476
Total	15058	2910	19060	37028

Source - Database of the Tertiary and Vocational Education Commission.

In the year 2018, 13 courses were selected to develop the question pools online and the respective question tasks were completed by the mid of 2019.

The written test of National Vocational Qualification- Level 4 of the above courses was conducted by the Tertiary and Vocational Education Commission in January, April and July 2019. The results of all these tests were released in the same year.

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

The General Written Examination for the National Vocational Qualification Level 5 and 6 of ICT, Quantity Surveying, Construction Technology, Cosmetology, Agriculture Production Technology, Mechatronic Technology, Ref & AC Technology, Production Technology, Pre School Management, Diploma in Printing Technology, Drafting Technology, Mechanical Technology courses were conducted by calling for applications in the year under review with the requests of relevant institutes.



8.6 Payments of Assessors

Allowance and traveling costs of the Assessors who participated in the assessments conducted at the following institutions functioning under the Line Ministry, were paid by the Assessment Division of the Commission.

1. Department of Technical Education and Training
2. Sri Lanka Vocational Training Authority (for Skills Based Courses)
3. National Apprenticeship and Industrial Training Authority (for Skills Based and Institutional Training Courses)

1949 allowance vouchers of Assessors under this heading were certified by the Assessment Unit and submitted to the Accounts Division. The total value of those vouchers was Rs. 12, 453,000.

8.7 Issuing National Vocational Qualification Certificates

8.7.1 Issuing National Vocational Qualification Certificates

The Tertiary and Vocational Education Commission has issued 65212 certificates during the year 2019 and respective details are given below.

Applicants participated in the general examinations held in the year 2019

Institute	No. of Certificates				Certificate Awarded			
	Skills based Assessment System	Industrial work training system	Recognition of Prior Learning System	Total	Skills based Assessment System	Industrial work training system	Recognition of Prior Learning System	Total
Department of Technical Education and Training	11117		82	11199	10096		67	10163
National Apprentice and Industrial Training Authority	2833	3342	5212	11387	2517	3258	4577	10352
National Youth Council	1933			1933	1688			1688

Institute	No.of Certificates				Certificate Awardess			
	Skills based Assesment System	Industrial work training system	Recognition of Prior Learning System	Total	Skills based Assesment System	Industrial work training system	Recognition of Prior Learning System	Total
Private Sector	27792			27792	24379			24379
Vocational Training Authority	23407		2289	25696	19014		1859	20873
Total	67082	3342	7583	78007	57694	3258	6503	67455

Source - Database of the Tertiary and Vocational Education Commission.

The no. of certificates issued during the year 2019 for NVQ 1 to NVQ 6 levels according to the respective institutions are as shown as below.

Table 8.7.2 Certificates issued during the year 2019

Institution	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Total
Department of Technical Education and Training		534	4028	5190	1342	105	11199
National Apprentice and Industrial Training Authority		1697	5556	4134			11387
National Youth Council	42	125	508	1258			1933
Private Sector	2120	1345	17340	6068	424	495	27792
Vocational Training Authority	855	1531	12868	10075	361	6	25696
Total	3017	5232	40300	26725	2127	606	78007

Source - Database of the Tertiary and Vocational Education Commission.

The following table shows the National Vocational Qualification Certificates (Gender basis) issued by the training institutes for the year 2019.

Table 8.3.7 National Vocational Qualification Certificates issued (Gender basis) for Year 2019

Institution	Male	Female	Total
Department of Technical Education and Training	4299	6900	11199
National Apprentice and Industrial Training Authority	3464	7923	11387
National Youth Council	1253	680	1933
Private Sector	15408	12384	27792
Vocational Training Authority	9059	16637	25696
Total	33483	44524	78007

Source - Database of the Tertiary and Vocational Education Commission.

During the year 2018, 1095 certificates were reprinted by the Tertiary and Vocational Education Commission. The details are as follows.

Table 8.7.4 Details of Reprinted Certificates 2019.

Type of certificate	Number of Certificates
Certificates reprinted due to typographical errors	897
Duplicate copies for misplaced certificates	102

Source - Database of the Tertiary and Vocational Education Commission.

Table.8.7.5 Comparison on No. National Vocational Qualifications Certificates issued in EBT, CBT and RPL of the year of 2019

Training Method	No.of Certificates
Skills based Assesment System	67082
Industrial work training system	3342
Recognition of Prior Learning System	7583

Source - Database of the Tertiary and Vocational Education Commission.

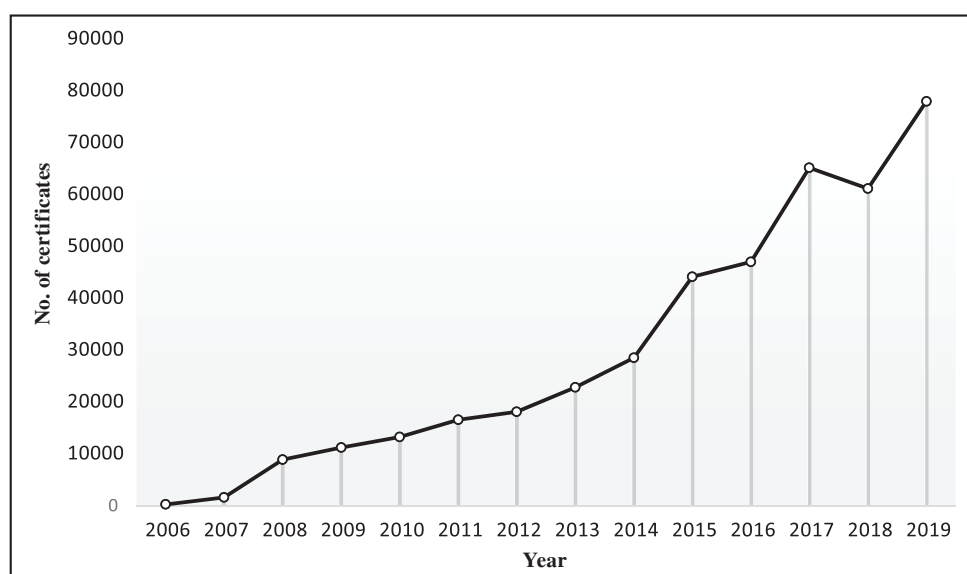
Certificates issued since 2006 are showed in the following table.

Table 8.7.6 Total number of certificates issued from 2006 to 2019.

Year	No. of certificates
2006	259
2007	1,629
2008	8,915
2009	11,249
2010	13,256
2011	16,572
2012	18,111
2013	22,855
2014	28,546
2015	44,148
2016	47,017
2017	65212
2018	61150
2019	78007
Total	416,926

Source - Database of the Tertiary and Vocational Education Commission.

Graph 8.7.1: Number of certificates issued from 2006 to 2019.



The Tertiary and Vocational Education Commission has issued 416,926 certificates from the inception of the National Vocational Qualification Framework to the end of 2019.

9.0 Industry Liaisons Assurance (Vocational and Industry) Division

9.1 Background

This division was established in the year 2016 under the name of Industrial Liaisons Division and it is currently performing its role as Public Relations (Professional and Industrial) Division with the aim of expanding its public service activities by 2018.

The Division expanded its role, by activating Sector Skills Councils for the first time in Sri Lanka and providing career guidance in the field of technical education and training, and establishing information center since January 1st, 2019 to liaise with the public as well as the institution.

9.2 Objectives of the Industry Liaisons (Vocational and Industrial) Division

Arrangements to provide skilled manpower required for the industry through the field of technical education and vocational training, increase public awareness and knowledge, take necessary steps to strengthen the career guidance service to provide proper guidance to the youth who are aspiring to enter the professional world are the main objectives of the Industrial Liaisons (Professional and Industrial) Division. In order to achieve this objective, it is the primary responsibility of the Industrial Liaisons Division to implement the following sub-objectives.

- Obtaining industry contribution for the development of skills standard and training courses utilized in the field of technical education and vocational training.
- Educate the academic staff of industrial vocational education and training on technological changes and new trends taking place in the industry and provide training, if required.
- Examine whether there is a skill gap between the currently offered vocational training and the demand in the industry, and take actions to make the necessary conclusions and corrections.
- Follow up and take necessary steps to strengthen the industry related training for apprentices in the field of industrial vocational education and training.
- Apprentices who have completed their training in the field of Technical Education and Training are made aware of the employment opportunities available in the industry and coordinate career guidance centers to assist them in finding employments and prepare them to promote in their careers.

- Aware the technicians with lack of formal training, in collaboration with the Industrial Skills Councils to issue qualification certificates.
- To create a positive image on industries and their jobs.
- Take necessary actions to make the services of the Commission more effective and efficient.
- Attract school leavers by acknowledging them on vocational and industry sectors.
- Take necessary actions to make the entire community aware of the field of technical education and vocational training.
- Take necessary actions to implement general career guidance services
- Take necessary steps for the development of the field of industrial vocational education and training by enhancing the relationship with various professionals and professional groups.

9.3 Role

The following activities have been accomplished by the Industry Liaisons Division during the year 2019 to achieve the above objectives.

9.3.1. Direct the funds provided from Sector Skills Development Program to the maintenance of 4 Sector Skills Councils and take necessary action to make them more effective. Perform work in the relevant field through a voluntary committee in the field of health and care

With the contribution of the Industry Liaisons Division, four Sector Skills Councils were in active mode in 2019 and the Tourism Sector Skills Council, which was inactive in 2018, was also activated in some extent at the year 2019. Accordingly, the following Sector Skills Councils were in active mode in the year 2019.

1. Construction Industry Sector Skills Council.
2. Information and Communication Technology Industry Sector Skills Council.
3. Product and Engineering Services Sector Skills Council.
4. Tourism Industry Sector Council.

The Sector Skills Development Program provided administrative expenses required to maintain four Sector Skills Councils through Tertiary and Vocational Education Commission. And these provisions were reimbursed by the Sector Skills Councils from the third quarter of 2019 onwards. In addition, the Volunteer Committee on Health and Care carried out curriculum development activities related to that field.

The Sector Skills Councils carried out a number of development activities in the year 2019 and the respective functions are as follows.

i. Construction Industry Sector Skills Council.

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

- Utilized 29 Technical Level Officers working in Construction Industries as National Vocational Qualification Assessors.
- Conducted a workshop for 76 Assessors in service to improve their professional knowledge.
- Directed 120 students who have completed theoretical training to industrial training.
- Reviewed 3 curriculums in 3 workshops for Grade 13 Continuing Education
- Acknowledged the public on the Sector Council at the Techno 2019 Industrial Exhibition on the invitation of the Institution of Engineers of Sri Lanka (IESL)
- Implemented flexible education programs for employees working in the industrial sector. 16 nominations were submitted by 2 industries.
- Obtained representation of 4 Leading Industries for the Sector Skills Council.
- Prepared two leaflets to educate and update Trainers / Assessors and Trainees on new trends / job opportunities / job fields in construction industry through specialized career guidance services.
- Submitted the advice and suggestions required for the preparation of new skills based training courses, to the Tertiary and Vocational Education Commission (Pre Fabricator and Elector, Plasterer, Brick and Block Layer, Wood Craftsman Form Work & Aluminum Fabricator/ Erector)
- Identify and present courses that need to be reviewed from the curriculums currently in use (Construction Equipment Operator, Survey Field Assistant, Scaffolder, Construction Site Supervisor, Draughts person, Auto cad draughtsman) Road Construction Site Supervisor, Wood Craftsman (Buildings), Road Construction Site Equipment Operator)
- Identify three suitable industries for setting up professional forums

ii. Information and Communication Technology Skills Sector Council.

The following activities were carried out by the Information and Communication Technology Skills Sector Council in the year 2019.

- Conducted information technology awareness programs for 700 youth.
- Provided career guidance and counseling to 200 unemployed youth.
- Conducted programs to improve the technical knowledge for 305 students in the field of vocational training
- Implemented training programs for 160 teachers on utilising new technology.
- Introduced alternative methods for 970 students to enter in to the field of information technology.
- Conducted soft skills development programs for 1015 students in the field of vocational training.
- Made 102 publications to promote the field of vocational training through websites and social networks.
- Registered 26 new industrialists as resource persons.
- Provided training in ICT for 80 officers through SL Armed Forces.
- Completion of curriculum development by obtaining industry resources for 4 National Vocational Qualification Levels.
- Introducing an alternative methodology as a solution to the existing problems in the National Vocational Qualification Methodology.
- Developed Information Technology Curriculum at the University of Jayewardenepura.
- Worked in unity to develop information technology in agreement with two universities.

iii. Product and Engineering Services Sector Skills Council.

- Completion of Skills Gap Analysis Survey in 2019 for Metal Related Industries, Electrical, Electronics, Rubber and Plastic Sectors
- Initiated the development of National Skills Standards for Fabricator (Metal) and Paper Recycling Industries.
- Provided resources contribution for validation of National Skills Standard of Electronic Appliances Technician, Computer Numerical Controller, Supply and Material Management, Electronics and Telecommunication Technician and Automotive Technician.
- Implemented training programs for 25 three-wheeler and automotive Instructors, 22 Aluminum Fabricator Instructors, 25 welding Instructors, 20 woodworker Instructors, 15 motor winding Instructors and 23 logic controllers.
- Conducted awareness programs for HR Managers in Trade Zones for flexible learnings.

iv. Tourism Industry Sector Skills Council

- Served for about 4 months after recruiting a Manager for the Tourism Sector Skills Council. Subsequently, two managers were recruited and both have now resigned from the Sector Skills Council. The members of the Board of Directors of the Council contributed to various programs for the development of the relevant field.

9.3.2. Providing funds and guiding for Sector Skills Councils for development activities related to the upliftment of the field of technical education and vocational training

- Sector Skills Councils did not request additional funds from the Tertiary and Vocational Education Commission for development activities in the year 2019 and the funds for development programs carried out were provided by the relevant institutions in line with the roles of the institutions.

9.3.3 Conducting discussions with the chairmen and institutional officers of the Sector Skills Councils to review the progress of the councils and to explain the future activities

- 4 Chairmen meetings were held in 2019 to review the progress of Sector Skills Councils and to implement future programs as well as to address on issues in the implementation of the programs..

9.3.4 Strengthening and assessing the services of the District Career Guidance Centers

Assessing were carried out at the Anuradhapura, Kandy, Vavuniya, Ratnapura and Galle centers to find out the existing infrastructure facilities and the services rendered by the District Career Guidance Centers in the year 2019.

9.3.5. Conducting programs at the district level on new dimensions of development in the field of technical education and vocational training and making necessary arrangements to conduct awareness programs for the general public, school children and school leavers about existing employment opportunities

Awareness programs were conducted at Mahiyanganaya Vocational Training Institute, Ampara Vocational Training Institute, Ampara Technical College, Moneragala Technical College and Wellawaya District Vocational Training Institute to direct students towards industry related training goals.

About 660 students take part in this program. Awareness program for school drop outs was held at the Kekirawa Rajarata Community Center with the participation of 65 youths. Awareness program for about 50 students of Pitipana Maha Vidyalaya was conducted in September 2019. Parents and children at the Udawatte School in Hanguranketha were acknowledged and about 200 people participated.

9.3.6. Prepared a Code of functions of Tertiary and Vocational Education Commission for the awareness of the clients

In order to aware the public and other institutions on the services of the Tertiary and Vocational Education Commission, a handbook containing information on the role of all Divisions was created and 5000 copies were printed.

9.3.7. Prepared leaflets to make aware the officers, the public and school children about the training institutes under the Ministry and the Tertiary and Vocational Education Commission

Leaflets in Sinhala and Tamil mediums were printed to distribut in exhibitions, awareness programs and for training institutes related to the field of technical education and vocational training.

9.3.8. Advertising and disseminating information about the field of vocational training via Medias

Industry Liaisons Division conducted public awareness campaigns in the year 2019 using the Medias to disseminate information on technical education and vocational training to create awareness on professional development and participated in many such programs. Resource contributions were made from National Radio as well as private radio programs and television programs.

9.3.9. Awareness Programme for selected groups and persons with special needs about the opportunities available in the field of technical and vocational education

Awareness program for field officers of Medawachchiya Divisional Secretariat and Palagala Divisional Secretariat was conducted in July 2019 and about 130 field officers were participated. In addition, 65 field officers of the Rabewa Divisional Secretariat were briefed in August.

9.3.10. Conducting special programs on career guidance and soft skills

Five soft skills development programs required for the industry of students engaged in the field of technical education and training were conducted at Maradana Technical College and conducted 2 programs in each vocational training institutes at Baddegama, Kandy, Narahenpita.

9.3.11. Conducting programs at the provincial level for areas not covered by the Sectoral Skills Councils

Industrialists in each district, representatives of training institutes, NGOs involved in industrial and vocational education, and the Chamber of Commerce and Industry jointly identified and developed training needs for areas not covered by the Sector Skills Councils, developed soft skills required for the industry, solved various problems to achieve the objective of strengthening industrial training to build a better relationship between training institutes and industrialists. Accordingly, in the year 2019 it was held in Ampara, Gampaha, Kegalle, Kalutara and Kandy districts.

9.3.12. Conducted publicity campaigns jointly by the Sector Skills Council, the Chamber of Commerce and Industry as well the District Career Guidance Centers

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

In order to further strengthen the career guidance service for the field of technical education and training, three meetings of the Career Guidance Regulatory Committee; which was established in 2018, were held in 2019 with the participation of representatives from a number of professional organizations in the field of vocational education.

9.3.14. Providing necessary provisions to the District Career Guidance Centers for the development and improvement of the General Career Guidance Centers

Provisions have been granted by the Tertiary and Vocational Education Commission for the development and improvement of District Career Guidance Centers in the year 2019. Its purpose is to prepare the place in a way that is beautifully appealing to those looking for career guidance. Accordingly, in the year 2019, provisions were granted for the career guidance centers in Kandy, Galle, Anuradhapura, Technical Colleges, in first phase and in the second phase provisions were provided for career guidance centers in Gampaha, Kurunegala, Ratnapura, Galle. The renovation work has been completed in accordance with the provisions obtained so far.

9.3.15. Submit recommendations based on discussions and assessments on the systematic conduct of industrial training

The investigation on proper conduct of industrial training was carried out in the year 2018 and necessary steps were taken in the year 2019 to discuss and find solutions to the problems identified. Accordingly, enrollment of more students for the registered industries in the Sector Skills Councils were taken place in the year 2019.

9.3.16. Conducting skill development programs for Skills Development Officers, and Career Guidance Officers

In the year 2019, the Tertiary and Vocational Education Commission updated the knowledge of the career guidance officers by providing the knowledge on the latest data as they are responsible to carry out the accurate data on the field of technical and vocational training to the community. There were two programs held at the Tangerine Hotel in Waskaduwa as a three day program. One event was held at the Dolphin Hotel, Negombo. The program was conducted in Tamil at the Sudu Araliya Hotel, Polonnaruwa. Also, two computer training programs for four days were conducted to Career Guidance Officers at the Sri Lanka Foundation Institute. The number of officers who participated in all these programs was about 245.

9.3.17. Arrangements for the production of documentaries on the Tertiary and Vocational Education Commission

Special programs conducted by the Industry Liaisons Division

Working with projects / programs that support the development of the field of technical education and vocational training.

- Organizing and participating in programs including exhibitions to make the entire community aware of the services of the Tertiary and Vocational Education Commission.
- Provide resources for the development of the field of technical education and vocational training.
- Represent Tertiary and Vocational Education Commission in programs related to the field conducted nationally.
- Attend board meetings of Sector Skills Councils
- Posting articles from the Industry Liaisons Division for TVET Guide compiled by the Information Systems Division of the Tertiary and Vocational Education Commission.
- Provide full time contribution to the programme of “Touch your future”
- Officers of the Industry Liaisons Division were involved in the District Coordinating Committees and made necessary proposals to these Committees to work in collaboration with the Local Industrial Councils.
- Coordinate and conduct the special programs of Youth Forum 2019 in Hambantota, Enterprise Sri Lanka in Anuradhapura and Jaffna Districts and Stay Together for the Country in Jaffna District, and provided information to the public by maintaining an exhibition stall.
- Contribute to vocational training meetings and programs organized by the Prime Minister's Office for persons with special needs and provide necessary guidance.
- Contribute to the interviews conducted by the Ministry to select Skills Development Officers for Foreign Scholarships.
- Participate and act on requests for duties in other Divisions of the Tertiary and Vocational Education Commission.
- Take necessary actions to update and maintain TVEC facebook page.

10.0 Information Systems Division

The Information Systems Division of the Commission collects various information and processes it as required and provides such information to the relevant parties. Computer and communication technology will be utilized for this purpose, which will make the use of information more accessible and usable. Organizational development can be achieved through collective use of information. Information Systems Division of Tertiary and Vocational Education Commission utilizes the latest technology to provide essential informations. The rapidly growing database of information provides strategies and provisions for the successful use of that information for organizational development.

Main Objectives of the Information Systems Division

Development, installation and maintenance of information systems required to streamline and facilitate the work of the Tertiary and Vocational Education Commission. The Information Systems Division in 2019 consisted of a staff with a Director, Acting Market Analyst and Statistician, Deputy Director and Librarian, Acting Deputy Director, 3 Assistant Directors and a Computer Graphic Artist.

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

- Analyze labor market information on demand.
- Publish TVET Guide for next year and maintain required information system.
- Conduct UNEVOC Regional Center and implement its functions continuously.
- Develop and maintain the labor market information system web page.
- Preparation and publication of the Labor Market Information Code.
- Create and publish newsletter of Tertiary and Vocational Education Commission
- Designing and maintaining computer systems for the successful operation of other Divisions operating under the Tertiary and Vocational Education Commission.
- Maintaining the computer software required to facilitate the registered and unregistered institutions under the Commission and provide such information to institutes required to carry out respective activities successfully.
- Creating, maintaining and updating the TVEC website which is required to provide information to the public about the services provided by our Commission.
- Maintaining computer software required for NVQ certificate printing, advising registered training institutes to enter required data and managing such data.
- Providing necessary information to the Tertiary and Vocational Education Commission in connection with MIS under SSDP programme

- Identify the requirements for the purchase of computers and related equipment required for each Division operating under the Tertiary and Vocational Education Commission and provide the necessary specifications and technical advice.
- Provide internet and e-mail facilities within the Commission, Computer networking and proper maintenance of the Server and update hardware and software accordingly.
- Maintain and provide library service and related information facilities to the staff of the Commission.
- Analyzes and compiles labor market information as required, creates computer graphics required for the work of the Commission, etc.

The main information system of this Division consists from the labor market information system, the National Vocational Qualification award system, the planning and research system and the information system and institutional registration and course accreditation information system. During the year 2019, this division has been able to perform the following major functions and services.

10.1 Development and maintenance of the labor market information system

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

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

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

10.2 Prepare and publish labor market information code

During the year 2019, the Information Systems Division was able to publish two labor market information publications. These publications have been able to transparently analyze and present the nature of the Sri Lankan labor market in early 2018 and late 2018.

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

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

During the year 2019, the Information Systems Division has been acted to improve the quality of labor market information code.

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

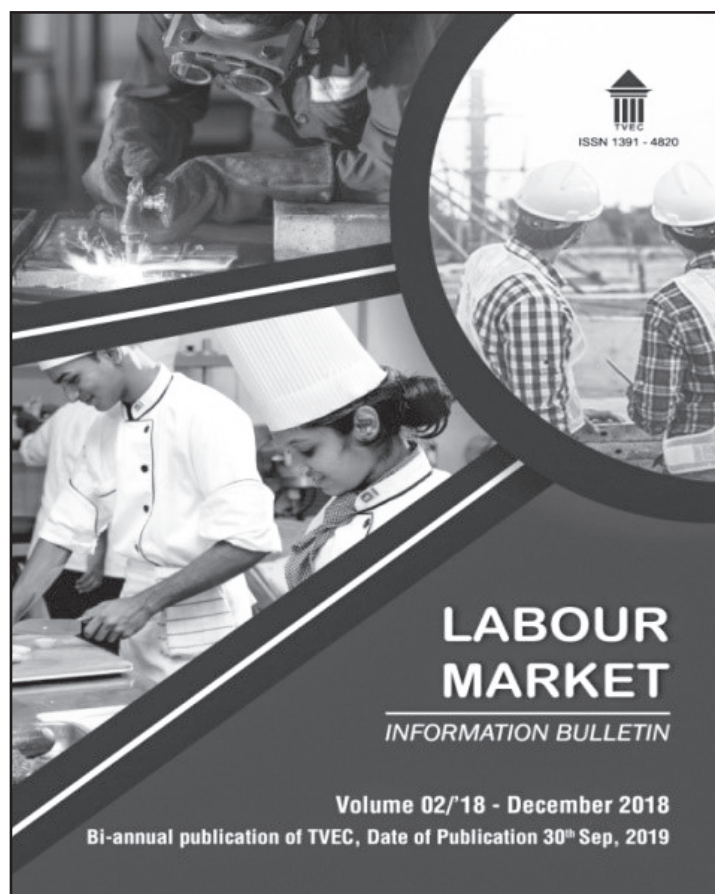
The labor market information publication includes job related information such as job demand, job opportunities, educational qualifications, gender / experience, etc. in each industry based on local and foreign jobs, archived from local and foreign newspaper advertisements.

Table 8.1 shows the number of advertisements surveyed from the newspapers of Silumina and “Sunday Obserever” from 2006 to 2016 and from Lankadeepa and Sunday Obserever from the year 2017 up to now.

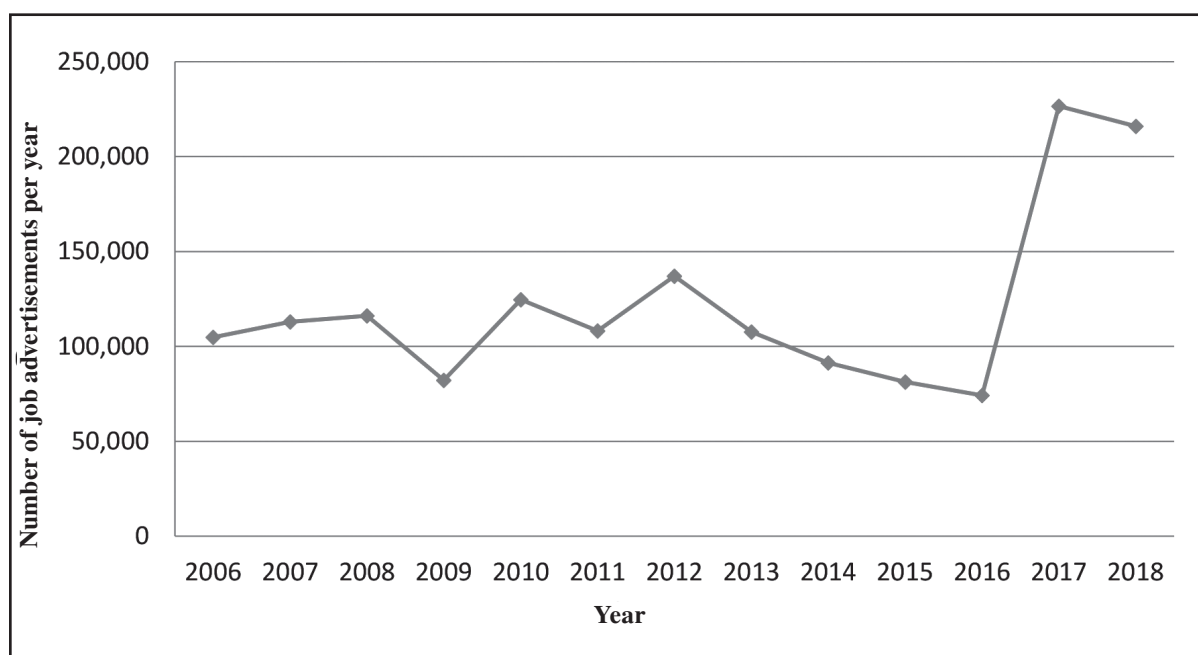
Table 8.1 Number of job advertisements compiled

Year	Number of job advertisements per year
2006	104,839
2007	113,060
2008	116,157
2009	82,167
2010	124,741
2011	108,193
2012	136,994
2013	107,698
2014	91,430
2015	81,369
2016	74,245
2017*	226,555
2018	215,991

(*use Lankadeepa, instead of Silumina since year 2017)



The following column chart shows the job advertisements of 2006-2018



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

10.3 Labor Market Information Web Page

This website has been updated and maintained in the year 2019 with the objective of providing an efficient and effective labor market information service for users.

- Analysis of current labor market information.
- Access to training course information online.
- Previous labor market information publications.
- Concepts and definitions of the labor market.
- Access to useful websites.
- Assisting in making application forms with biographical data.
- Ability to obtain job vacancy information.
- Measures have been taken to provide important information such as displaying 10 high demand jobs in the industrial and allied professional fields.
- Annual TVET Guide course details.
- In addition to conceptual terms definitions and glossaries on labor market information, words of labor market job advertisements, various information provided by employees have been updated and published in this web page.

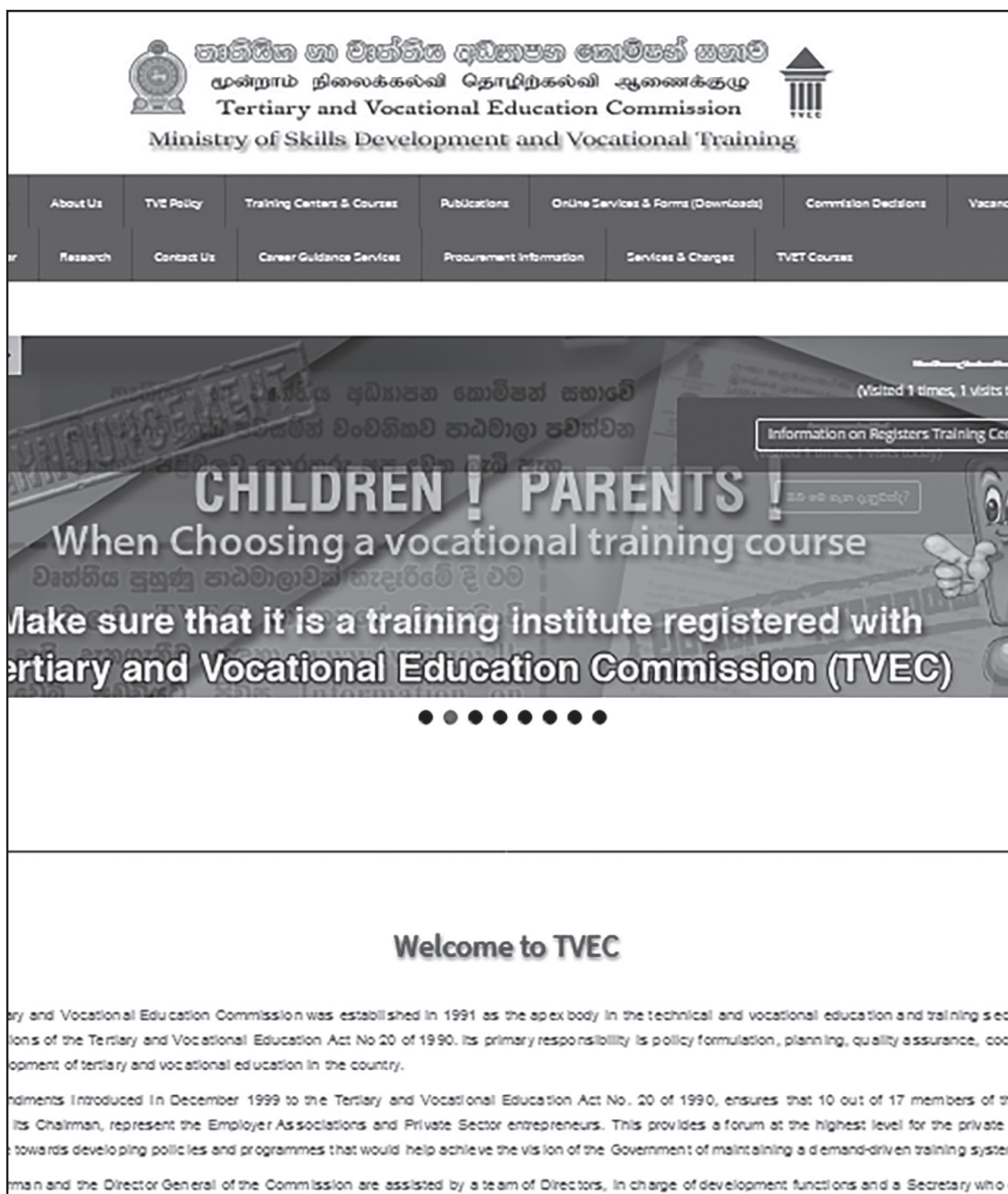
10.4 Internet, and email facilities

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

E-mail and Internet facilities have been enhanced in 2019 to provide more access to information for the staff of the Tertiary and Vocational Education Commission.

10.5 Development and maintenance of the website of the Tertiary and Vocational Education Commission

The Information Systems Division manages the Commission's website. The Commission's website includes activities of the Commission, more accurate and up-to-date information on labor market information, and introductions to the Commission's new improvements and developments in the field of vocational and technical education training. This information is extremely useful to those who are interested in that field.



The facilities provided in 2015 for data entry have been upgraded in 2019 in order to access for NVQ results and evaluation results to institutes.

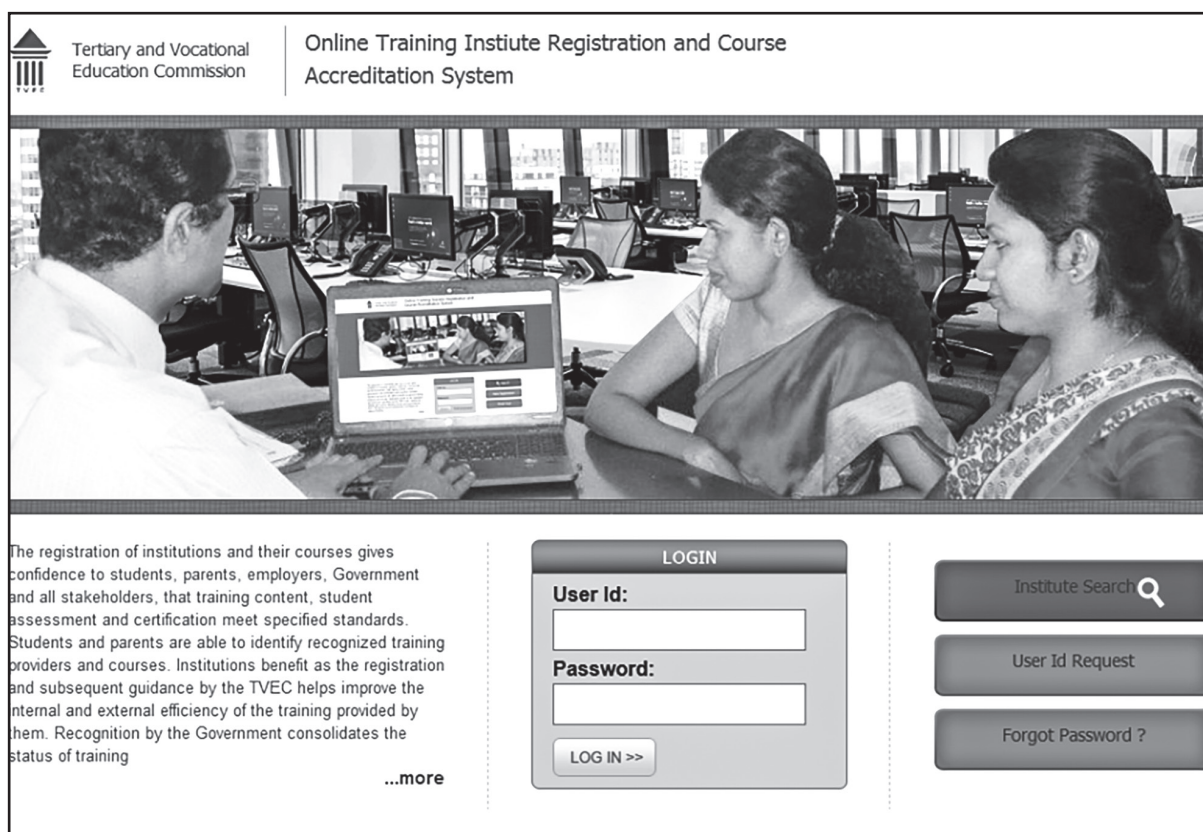
The following web pages can be accessed through the Commission's main website;

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

10.6 Registration and Accreditation Website

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

Below is an image of this web site.



10.7 Training Institutions

Registration and Accreditation Information Web Facility

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

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

10.8 Planning and Research Website

Planning and Research website includes details on vocational education and training planning policies, corporate plans, annual plans, vocational training plans, and financial assistance. A separate website has been set up for the research cell, which includes the objectives of the research cell, types of research aimed at establishing the research cell, and the progress of other researches. Groups interested in research can access the progress of the research and information about it.

10.9 Information Systems Division Website

Information Systems Division developed and maintained this web site in 2019 to provide information on that Division. In addition to the above information, the Information Systems Division has developed and maintained the following databases in 2019.

1. Registered Training Centers and Accredited Courses.
2. Information on National Vocational Qualification bearers.
3. Newspaper Advertising Survey Information.

In addition, the Information Systems Division has been maintained internal computer network, internet and electronic mail systems, computer network access barriers, network firewall etc in the year 2019 to improve the efficiency of the Commission.

10.10 Technical and Vocational Education / Training Guide (TVET Guide)

In addition to the Labor Market Information Publication by the Information Systems Division of the Commission, the TVET Guide Publication on Technical and Vocational Education Training for the Year 2020 was published at the end of the year 2019.

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

A copy of TVET GUIDE 2020



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

- 01. Institutional details by provincial and academic areas
- 01. Institutional details according to provincial and educational qualifications
- 01. Course information is available according to provincial and academic areas.

Below shown is an image of the web page.

This is a comprehensive guide on the Technical and Vocational Education and Training opportunities available at the public and private sector training institutions. Students can find out what Technical and Vocational Education and Training sector Provides for their future career. This Guide has six indexes which support easy access to field of study and educational qualifications required.

Search Courses By;

- ☐ Training Sector
- ☐ Course Name
- ☐ Entry Qualification
- ☐ Course Mode
- ☐ District
- ☐ Training Provider

Search Courses By Candidate Requirements;

Enter Course Name:

Select Course Mode:

Select District:

Select Entry Qualification:

Enter Your Age:

In order to create awareness about the work done by the Tertiary and Vocational Education Commission in the year 2019, two newsletters were published and distributed free of charge to all registered training centers and stakeholders.

[illegible][illegible]

10.12 Library of the Commission

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

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

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

The membership of the Library of the British Council has also been obtained. It facilitates access to additional books and the library has taken steps in 2019 to provide international knowledge for readers.

10.13 Special programs and specially prepared services from the Information Systems Division in the year 2019

The National Skills Development Report pertaining to the field of vocational training for the years 2018/2019 was prepared and published in 2019.

The National Skills Development Report of 2018 and 2019 provides a preliminary report on the skills available in the Sri Lankan labor market. This report also provides information on medium to long term trends in the labor market.

This report also shows that the outcome of labor supply and demand projections is based on an understanding of past data and assumptions around the key factors that make a difference. The argument behind such predictions is that there are a number of comprehensive, systematic, consistent and transparent projections that provide useful metric information and transparency for all participants in the labor market.

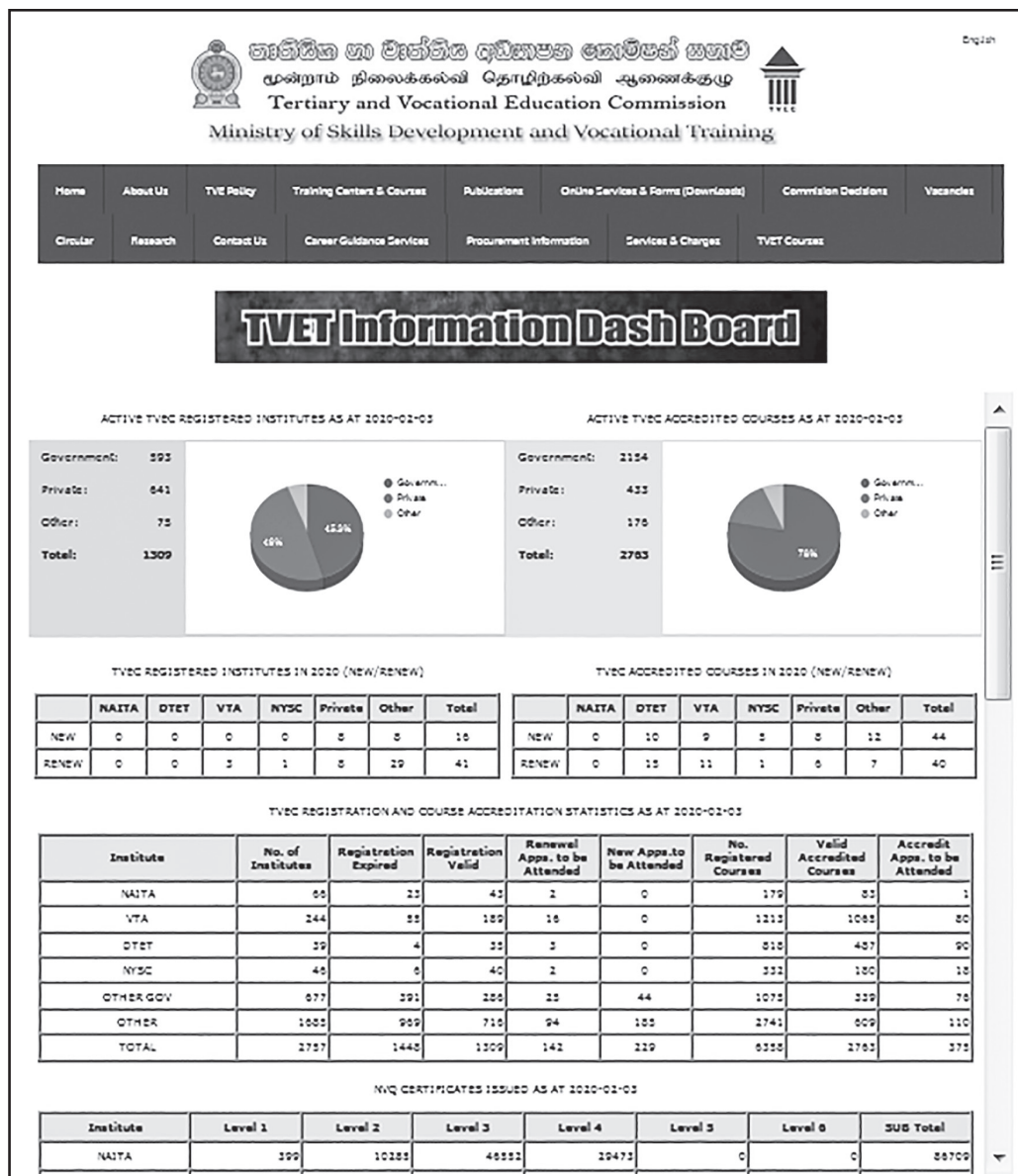
This report provides useful information on policy analysis and the general nature of changes in employment patterns and their impact on skills requirements.

10.14 New Information Systems Software Developed in 2019

In 2019, the Information Systems Division updated the webpage that was created for the purpose of providing dynamic information dashboard on the website that links to the real-time database.

The following information is provided on the website.

1. Active registered training institutes
2. Active Accredited Courses
3. Issuance of certificates by training providers
4. Certification by training providers



In the year 2019, a system was successfully developed through the website to apply examinations, to issue examination tickets and to issue examination results of Knowledge Assessment Tests conducted by the Commission.

TERTIARY AND VOCATIONAL EDUCATION COMMISSION
STATEMENT OF COMPREHENSIVE INCOME FOR THE YEAR ENDED 31ST DECEMBER 2019

REVENUE	NOTE	2019 (Rs)	2018 (Rs)	2017 (Rs)
Treasury Grants	01	136,260,126	138,056,007	123,422,576
Projects Grants	02	40,173,953	54,135,555	56,517,948
Operating Income Generated	03	45,177,812	40,721,852	17,551,157
Financial Grants Returned		287,675	20,986	
Non Operating income Generated	04	71,993	362,212	320,888
		221,978,846	233,296,611	197,812,569
Staff Loan Interest and Other Interest Income	05	714,459	966,413	831,614
Profit on Disposal of Assets				
		222,693,305	234,263,024	198,644,183
Differed Income		7,849,676	8,958,303	10,287,724
		230,542,981	243,221,327	208,931,907
EXPENDITURES				
Board Directors & Committee Observers Allowances	06	342,337	730,531	334,881
Personal Emoluments	07	76,924,458	72,335,945	60,526,230
Traveling Expenses	08	1,305,468	812,182	2,393,790
Supplies & Consumables used	09	10,692,989	8,697,873	7,888,983
Maintenance Expenses	10	6,006,287	6,350,539	5,661,316
Rehabilitation Expenses	11	1,330,351	1,652,163	630,359
Contractual Services	12	11,861,917	12,707,820	13,203,376
Operational Expenses	13	67,322,485	56,279,705	49,830,111
		175,786,292	159,566,758	140,469,046
Projects Expenses	14	40,181,505	54,068,925	49,797,969
		215,975,083	213,635,683	190,267,015
Net Surplus (Deficit) Before Provision		14,567,897	29,585,644	18,664,892
PROVISION FOR THE YEAR				
Gratuity Provision				1,752,096
NET SURPLUS (DEFICIT) AFTER PROVISION		14,567,897	29,585,644	16,912,796

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 2019

DESCRIPTION	NOTE	2019 (Rs)	2018 (Rs)	2017 (Rs)
Non Current Assets				
Property Plant & Equipment	15	27,087,974	29,296,226	34,567,929
CURRENT ASSETS				
Debtors	16	13,401,905	8,664,138	9,223,344
Deposits & Receivables	17	26,406,065	15,435,476	9,977,296
Inventory	18	3,270,017	2,958,906	2,258,857
Cash & Cash Equivalents	19	41,610,507	38,399,595	17,476,470
		84,688,495	65,458,115	38,935,967
TOTAL ASSETS		111,776,469	94,754,341	73,503,896
EQUITY AND LIABILITIES				
Accumulated Fund		3,327,777	175,452	175,452
Translation Reserve	20	50,215,690	37,136,079	14,799,749
		52,841,507	37,311,531	14,975,201
NON CURRENT LIABILITIES				
Deffered Income	21	27,087,974	29,296,226	34,567,929
Provision for Gratuity Schedule -01		20,582,534	16,757,188	13,710,352
		47,670,508	46,053,414	48,278,281
		100,512,015	83,364,945	63,253,482
CURRENT LIABILITIES				
Creditors	22	4,645,621	521,140	455,130
Refundable Deposits & Payables	23	5,916,873	10,868,256	9,795,284
		11,264,455	11,389,396	10,250,414
TOTAL LIABILITIES		111,776,469	94,754,341	73,503,896

"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 2019

	Accumulated Fund	Translation Reserve	Total
	Rs	Rs	Rs
Balance as at 01.01.2017	175,452	299,124	474,576
Correction of Depreciation		1,157,183	1,157,183
Prior Year Adjustment		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
Prior Year Adjustment		2,139,760	2,139,760
Opening balance difference		29,585,644	29,585,644
Over / under provision adjustment		-9,389,424	-9,389,424
During the year Surplus /(Deficit)		350	350
Balance as at 31.12.2018	175,452	37,136,079	37,311,531
Opening balance Adjustment			
Surplus/Deficit during the year	3,152,325	14,567,899	17,720,224
Prior Year Adjustment		-1,488,286	-1,488,286
Rounding up transaction			
Balance as at 31.12.2019	3,327,777	50,215,690	53,543,467

TERTIARY AND VOCATIONAL EDUCATION COMMISSION
CASH FLOWS STATEMENT YEAR ENDED 31ST DECEMBER 2019

	2019 (Rs)	2018 (Rs)	2017 (Rs)
NET OPERATING SURPLUS /(DEFICIT) FOR THE YEAR			
Surplus (Deficit) from Ordinary Activities	14,567,899	29,585,644	16,912,796
Profit on disposal of Fixed Assets			
ADJUSTMENT OF NON CASH MOVEMENTS			
Prior year adjustment	-1,488,286	(9,389,424)	1,157,183
Depreciation	7,849,676	8,958,303	10,287,724
Opening Balance difference		1,975,224	195,538
Adjustment			(3,764,893)
Rounding up transactions	-5	350	
Gratuity Provision	4,117,366	3,046,836	1,742,096
Differed Income	-7,849,676	-5,271,703	(312,225)
	1,927,113	28,905,230	26,218,219
Interest Income			
Gratuity paid	292,016		
OPERATING SURPLUS /(DEFICIT) BEFORE WORKING CAPITAL CHANGES	16,904,956	28,905,230	26,218,219
Increase/Decrease in Debtors	-4,737,767	559,206	(1,340,924)
Increase/Decrease in Deposits & Receivables	-10,977,876	(5,458,181)	(4,890,265)
Increase /Decrease in Inventory	-311,111	(700,049)	(939,757)
Increase/Decrease in Creditors	4,124,481	66,010	(6,720,711)
Increase/Decrease in Refundable Deposit & Payables	- 4,951,383	1,072,973	(2,426,346)
	(-16,151,695)	(-4,460,041)	(16,318,003)
Interest Income			
NET CASH IN OPERATING ACTIVITIES	58,587	24,445,189	9,900,216
CASH FLOW FROM INVESTING ACTIVITIES			
Acquisition of property, Plant & Equipments	-5,641,424	(3,522,064)	(9,975,499)
Net Disposal value of Fixed Assets			

	2019 (Rs)	2018 (Rs)	2017 (Rs)
Proceeds from Sale of Property, Plant & Equipment			
NET CASH FROM / (USED IN) INVESTING ACTIVITIES	-5,641,424	(3,522,064)	(9,975,499)
CASH FLOW FROM FINANCING ACTIVITIES			
Accumulated Fund	3,152,325		
Capital Frants from the Treasury & SSDD for Acquisitions	5,641,424		
Reserves (Transfer to the General Treasury)			
NET CASH FROM / (USED IN) FINANCING ACTIVITIES			
Net Increase/(Decrease) in Cash & Cash Equivalents.	3,210,912	20,923,125	(75,282)
Cash & Cash Equivalents at the beginning of the year	38,399,595	17,476,470	17,551,752
NET CASH & CASH EQUIVALENTS AT THE END OF THE YEAR	41,610,507	38,399,595	17,476,470
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	39,771,616	29,951,031	8,159,707
Peoples Bank Y.M.B.A.Branch A/c No-078-1001-122-68324	424,004	2,978,140	4,208,448
Peoples Bank Y.M.B.A.Branch A/c No-078-1001-422-66050	1,414,887	494,510	550,011
Call Deposit		4,975,914	4,558,304
	41,610,507	38,399,595	17,476,470

Singed 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 2019

	SUB NOTE	2019 (Rs)	2018 (Rs)	2017 (Rs)
01. Treasury Grants				
Recurrent Grant		130,000,000	130,000,000	119,850,000
Capital Grant -Rehabilitation	1.1	1,950,000	1,660,000	640,000
Capital Grant -Acquisition of Property, Plant & Equipments	1.2	3,560,000	1,943,993	9,627,424
Capital Grant -Capacity Building	1.3	4,390,000	6,396,007	2,932,576
		139,900,000	140,000,000	133,050,000
Less :Transfer to Differed Income		3,639,874	1,943,993	9,627,424
Grants to be returned to the Treasury				
		136,260,126	138,056,007	123,422,576
02. Projects Grants				
Short Term Programme (Local/Foreign)	2.1	2,777,923	213,630	17,322,377
SSDD	2.2	37,396,030	53,921,925	39,195,571
		40,173,953	54,135,555	56,517,948
03. Operating Income Generated				
Institutes Registration Fees	3.1	2,873,500	1,938,800	1,551,047
Institutes Accreditation Fees	3.2	2,594,000	2,098,400	1,410,000
NVQ Certificate Printing Income (Net)	3.3	38,064,210	35,598,038	12,393,192
Assessor Registration Fees	3.4	100,500	99,650	73,739
Sale of Publications	3.5	748,475	838,750	861,500
Net Income From Record Books Sales	3.6	797,127	148,214	1,261,680
		45,177,812	40,721,852	17,551,158
04. Non Operating Income Generated				
Sales Of Obsolete Items		33,207	13,603	6,133
Income Of Assign Vehicle for Personal Use		37,500	25,617	20,500
Non Refundable deposit			6,000	6,000
Recovery of Excess Telephone bills		1,286	208,992	288,255
Royalty Income (Book Publishing)			108,000	
		71,993	362,212	320,888

TERTIARY AND VOCATIONAL EDUCATION COMMISSION
NOTES FOR THE STATEMENT OF COMPREHENSIVE INCOME FOR THE
YEAR ENDED 31ST DECEMBER 2019

	SUB NOTE	2019 (Rs)	2018 (Rs)	2017 (Rs)
05. Staff Loan Interest & Other Interest Income				
Commission Loan Interest Income		49,068	34,517	39,772
Distress Loan Interest		344,446	512,765	379,658
Special Advance Interest		3,359	1,522	1,015
Fixed Deposit Interest		317,585	417,610	411,169
		714,459	966,413	831,614
06. Board Directors & Committee Observers Allowances				
Honorarium of Board Members		259,024	667,161	244,888
Audit & Mgt. Member Fees		83,313	63,370	89,993
		342,337	730,531	334,881
07. Personal Emoluments				
Salaries & Wages		57,641,438	56,892,874	47,807,117
EPF Contribution		6,398,083	5,886,544	7,501,011
ETF Contribution		1,600,148	1,491,155	1,356,698
Overtime & Holiday Pay		5,422,423	2,265,263	1,579,155
Payment for Trainees		920,000	932,050	1,307,250
Chairman Allowance		825,000	825,525	975,000
Gratuity		4,117,366	4,042,534	
		76,924,458	72,335,945	60,526,231
08. Traveling Expenses				
Domestic		787,748	675,744	435,410
Foreign		517,720	136,437	1,958,380
		1,305,468	812,182	2,393,790

TERTIARY AND VOCATIONAL EDUCATION COMMISSION
NOTES FOR THE STATEMENT OF COMPREHENSIVE INCOME FOR THE
YEAR ENDED 31ST DECEMBER 2019

	SUB NOTE	2019 (Rs)	2018 (Rs)	2017 (Rs)
09. Supplies & Consumables used				
Printing, Stationery & Office Requisites	9.1	4,409,956	3,967,414	4,540,038
Fuel Expenses	9.2	2,939,105	2,346,043	1,389,337
Transport Expenses		1,361,028	236,130	21,514
Uniform		152,000	126,000	124,000
Newspapers & Magazine Expenses		132,020	108,730	119,170
Other Service Expences		801,198	1,195,355	1,239,430
Entertainment Expenses		268,857	282,401	216,239
Photocopy Allowance				2,500
Staff welfare		628,825	435,800	236,755
		10,692,989	8,697,873	7,888,983
10. Maintenance Expenses				
Motor Vehicle Insurance & Maintenance	10.3	4,890,352	5,320,986	4,590,028
Plant, Machinery & Equipment Maintenance		50,140	146,741	466,639
Building & Structure Maintenance		576,364	388,808	206,200
Computer Maintenance		291,450	402,750	268,365
Mechanical & Electronic Goods		178,421	64,117	34,234
General Maintenance		19,559	27,137	95,851
		6,006,287	6,350,539	5,661,316
11. Rehabilitation Expenses				
Rehabilitation Vehicles		1,176,794	696,387	239,660
Rehabilitation Plant Machinery & Equipment			193,100	
Rehabilitation Building & Struture		153,557	762,676	390,699
		1,330,351	1,652,163	630,359

TERTIARY AND VOCATIONAL EDUCATION COMMISSION
NOTES FOR THE STATEMENT OF COMPREHENSIVE INCOME FOR THE
YEAR ENDED 31ST DECEMBER 2019

	SUB NOTE	2019 (Rs)	2018 (Rs)	2017 (Rs)
12. Contractual Services				
Telecommunication		3,305,604	3,125,459	3,601,843
Postal Charges		505,541	213,500	310,816
Electricity Expenses		2,628,081	2,993,048	2,382,769
Water		122,613	167,512	222,332
Rates & Taxes & Rent		214,200	171,360	171,360
Security Charges		2,337,096	2,187,920	1,129,013
Janitorial Charges		1,087,257	1,424,590	1,218,445
Audit Fees			250,000	
Legal Charges & Stamp Fee		138,923	7,500	
Subscription & Member Fees - Domestic		33,512	43,282	46,300
Subscription & Member Fees - Foreign		16,401		13,484
Subscription for periodicals				3,000
Staff Training & Development		566,222	1,015,750	495,796
Money Transist Insurance		14,867	15,073	14,366
Service Agreements		891,600	1,092,825	401,026
Transfer for adjustment				3,192,826
		11,861,917	12,707,820	13,203,376
13. Operational Expenses				
Institute Registration Expenses	13.1	1,286,777	443,935	142,430
Financial Grants	13.2	-	1,444,105	1,658,780
Accreditation Expenses	13.3	1,222,478	273,110	379,092
NVQ Programmes Expenses	13.4	45,694,062	34,366,382	32,950,571
Sector VET Plan Preparation Expenses	13.5	1,996,240	1,774,478	18,504
Development of Provincial VET Plan				321,946
LMI Expenses	13.6	2,194,614	3,043,365	2,274,710
IL Activities	13.7	5,217,125	4,200,139	
Estabilishing Quality Management System Expenses		43,308	56,580	
Development Of Competency Standards, Translation of Standards		1,536,747	954,517	535,775

TERTIARY AND VOCATIONAL EDUCATION COMMISSION
NOTES FOR THE STATEMENT OF COMPREHENSIVE INCOME FOR THE
YEAR ENDED 31ST DECEMBER 2019

		SUB NOTE	2019 (Rs)	2018 (Rs)	2017 (Rs)
Research Expenses For TVET Sector Improvement			96,815	414,020	473,045
Financial Assistant Monitoring & Coordination Expenses			13,000	83,550	35,090
Translation Fees			171,644	267,222	752,445
Depreciation			7,849,676	8,958,303	10,287,724
			67,322,485	56,279,705	49,830,111
14. Projects Expenses					
Short Term Programme Expenses		14.1	2,785,474	147,000	12,573,088
SSDD		14.2	37,396,030	53,921,925	35,634,563
			40,181,505	54,068,925	48,207,651
15. Property , Plant & Equipment					
COST	NOTE	01.01.2019	Addition	Disposal	31.12.2019
Vehicles	15.1	68,451,256	-		68,451,256
Furniture & Fittings	15.2	6,367,841	262,584		6,630,425
Plant & Equipment	15.3	7,265,058	210,350		7,475,408
Office Equipment	15.4	10,753,976	235,551		10,989,527
Computer & Accssories	15.5	29,391,064	4,930,229		34,321,293
Library Books	15.6	998,771	2,711		1,001,482
Name Board	15.7	519,290	-		519,290
Computer Software	15.8	7,784,979	-		7,784,979
		131,532,235	5,641,424		137,173,659
Deppreciation	%	01.01.2018	For the Year	Disposal	31.12.2019
Vehicles	25%	58,428,800	2,505,614		60,934,414
Furniture & Fittings	10%	3,502,456	299,088		3,801,544
Plant & Equipment	25%	2,805,048	1,151,002		3,956,050
Office Equipment	25%	6,558,616	1,068,880		7,627,496
Computer & Accssories	33%	23,422,406	2,378,539		25,800,945
Library Books	25%	802,821	49,452		852,273

TERTIARY AND VOCATIONAL EDUCATION COMMISSION
NOTES FOR THE STATEMENT OF COMPREHENSIVE INCOME FOR THE
YEAR ENDED 31ST DECEMBER 2019

		SUB NOTE	2019 (Rs)	2018 (Rs)	2017 (Rs)
Name Board	25%	464,306	13,746		478,052
Computer Software	25%	6,251,556	383,356		6,634,912
		102,236,009	7,849,676		110,085,685
		29,296,226			27,087,974.15
		SUB NOTE	2019 (Rs)	2018 (Rs)	2017 (Rs)
16. Debtors					
Operational Debtors		16.1	304,695	304,695	304,695
Staff Loan Granted		16.2	13,097,210	8,359,443	8,918,649
			13,401,905	8,664,138	9,223,344
17. Deposits & Receivables					
Advance For Staff Officers and Others		17.1	13,849,894	10,955,039	8,498,349
Claim Receivable From Outside Institutes		17.2	10,275,692	2,887,219	
Claim Receivable From Staff Members			279,855	279,855	279,855
Pre payments		17.3	36,856	36,856	11,556
Personal Dialog Bill Recovery				559,774	470,802
Recoverable NVQ Certificate Printing Expenses		17.4	1,963,768	716,733	716,733
Advance Payment on Public Sector Grants					
			26,406,065	15,435,476	9,977,296
18. Inventory					
Inventory - Record Books			262,500		836,452
Inventory - Stationery			543,219	345,666	624,505
Inventory - Certificate			2,464,298	2,613,240	797,900
			3,270,017	2,958,906	2,258,857

TERTIARY AND VOCATIONAL EDUCATION COMMISSION
NOTES FOR THE STATEMENT OF COMPREHENSIVE INCOME FOR THE
YEAR ENDED 31ST DECEMBER 2019

	SUB NOTE	2019 (Rs)	2018 (Rs)	2017 (Rs)
19. Cash & Cash Equivalents				
Peoples Bank Y.M.B.A.Branch A/c No-078-1001-722-66044		39,771,616	29,951,031	8,159,707
Peoples Bank Y.M.B.A.Branch A/c No-078-1001-122-68324		424,004	2,978,140	4,208,448
Peoples Bank Y.M.B.A.Branch A/c No-078-1001-422-66050		1,414,887	494,510	550,011
Fixed Deposit			4,975,914	4,558,304
		41,610,507	38,399,595	17,476,470
20. Translation Reserve				
Translation Reserve -Beginning of the year		37,136,079	14,799,749	299,124
Opening balance Adjustment (TVET Guide Income)			2,139,760	
Over/ under provision adjustment				-3,764,893
Net Surplus (Dificit) For the Year		14,567,899	29,585,644	16,912,796
Opening balance Adjustment			350	195,538
Prior Year Adjusment		-1,488,286	(9,389,424)	1,157,183
		50,215,690	37,136,079	14,799,749
21. Deferred Income				
Deferred Income -Beginning of the year		29,296,226	34,567,929	34,880,154
Opening balance adjustment				
Accumulated Depreciation Adjustment			164,536	
		29,296,226	34,732,465	34,880,154
Add:-Property , Plant & Equipments		3,639,873	1,943,990	9,975,499
Assets granted by the project		2,001,551	1,578,074	
		34,937,650	38,254,529	44,855,653

TERTIARY AND VOCATIONAL EDUCATION COMMISSION
NOTES FOR THE STATEMENT OF COMPREHENSIVE INCOME FOR THE
YEAR ENDED 31ST DECEMBER 2019

	SUB NOTE	2019 (Rs)	2018 (Rs)	2017 (Rs)
Less: Net Value of -Disposed Fixed Assets				
		34,937,650	38,254,529	44,855,653
Less:Charged to the Financial Performance in the Year		7,849,676	8,958,303	-10,287,724
Deferred Income -End of the year		27,087,974	29,296,226	34,567,929
22. Creditors				
Operational & Other Creditors	22.1	4,645,621	521,140	455,130
23. Refundable Deposit & Payables				
Payable to Treasury	23.1	539,140	1,805,160	1,587,308
Payable to Inland Revenue Department	23.2	117,659	105,789	78,328
Refundable Project Grants	23.3	1,587,442	4,739,767	4,859,767
Personal Emoluments Payable	23.4	1,030,396	1,618,562	20,683
Tender Deposits Payable		621,611	641,809	592,994
Audit Fee Payble		500,655	500,655	1,170,080
Retention Money		656,124	954,372	563,491
Deposit for QMS		15,000	15,000	15,000
Research & Other Payable				
Transfer Account		49,536	49,536	49,536
Transfer for Adjustment		1,600	20,965	
Accrued Expenses		379,594	221,120	662,575
Cheque Cancelation Account			110,927	110,927
Vocational Training Authority			84,594	84,595
Payable Financial Grants				1,658,780
Information & Communication Sector Council		418,116		
		5,916,873	10,868,256	9,795,284

TERTIARY AND VOCATIONAL EDUCATION COMMISSION
SUB NOTES FOR THE STATEMENT OF COMPREHENSIVE INCOME FOR THE
YEAR ENDED 31ST DECEMBER 2019

	2019 (Rs)	2018 (Rs)	2017 (Rs)
2.1. Short Term Programme (Local) & Foreign)			
Short term locals Programme		202,000	4,272,220
Touch Your Future	1,282,538	11,630	13,050,158
UNFPA	1,495,386		
	2,777,923	213,630	17,322,378
2.2. Skills Sector Development Division			
SSDD Grants	37,396,030	53,921,925	39,195,571
	37,396,030	53,921,925	39,195,571
3.1. Institutes Registration Fees			
Institute Registration Fees	2,796,300	1,932,400	1,536,147
Institute Grading Fees			
Penalty on Institute Registration	77,200	6,400	14,900
	2,873,500	1,938,800	1,551,047
3.2. Courses Accreditation Fees			
Accreditation Fees	2,594,000	2,098,400	1,410,000
	2,594,000	2,098,400	1,410,000
3.3. NVQ Certificate & Other Income			
NVQ Certificate - New	3,318,555	1,914,675	967,240
NVQ Certificate - Reprinting	66,600	38,400	52,725
NVQ Certificate Printing - Duplicate	44,375	40,125	57,950
NVQ Mapping Fees	4,715,500	5,334,200	252,687
QMS Evaluation Fees			419,500
QMS Certification Fee	890,000	3,340,000	
NVQ Assessment Fee		12,500	20,000
Certificate Attestation Fee (Non NVQ)	1,227,000	1,063,750	
NVQ Exam Fees	27,802,180	23,854,388	10,623,090
	38,064,210	35,598,038	12,393,192
3.4. Assessors Registration Fees			
NVQ Assesors Registration Fees	100,500	99,650	73,739
NVQ Assesor Licence Fees			
	100,500	99,650	73,739

	2019 (Rs)	2018 (Rs)	2017 (Rs)
3.5. Sales of Publications			
CBT Standard Sales			
CBT Curriculum Sales	742,025	654,500	477,475
VET Plan Sales	900		1,000
TVET Guide Sales		500	2,500
LMI Books Sales	450	2,700	1,350
TVEC Theme Song CD Sales			
Other Publication Sales	5,100	181,050	379,175
	748,475	838,750	861,500
3.6. Net Income From Records Books			
Record Books Sales	4,348,050	2,401,650	3,028,080
Opening Stock of Records Books		836,452	614,842
Trainee Record Books Printing	3,813,423	1,416,984	1,988,010
Commission on Record Books Sales			
	3,813,423	2,253,436	2,602,852
Less : Closing Stok of Trainee Record Books	262,500		836,452
Less:Total Cost of Record Books Printing	3,550,923	2,253,436	1,766,400
	797,127	148,214	1,261,680
9.1. Printing, Stationery & Office Requisites			
Stationery & Office Requisites	2,073,338	2,383,128	2,108,750
Printing Charges	512,390	475,348	849,592
Advertisement Expenses	1,824,228	1,108,938	1,581,696
	4,409,956	3,967,414	4,540,038
9.2. Fuel Expenses			
Fuel & Lub. for Assign MV	2,164,407	1,615,668	836,944
Fuel & Lub. for Pool MV	774,698	730,375	552,393
Fuel & Lub. for Off. Transport MV			
	2,939,105	2,346,043	1,389,337
10.3. Motor Vehicle Insurance & Maintenance			
MV Maintenance Expenses KE - 0488	449,477	270,284	359,625
MV Maintenance Expenses KB - 9869	312,469	237,372	235,200
MV Maintenance Expenses KF-6350	409,003	375,310	565,087
MV Maintenance Expenses KF-7354		19,183	59,410
MV Maintenance Expenses 18-1901	123,577	284,548	40,464
MV Maintenance Expenses PB 4729	586,251	401,030	275,118
MV Maintenance Expenses 57-7603	145,294	419,286	167,635

	2019 (Rs)	2018 (Rs)	2017 (Rs)
MV Maintenance Expenses PD- 2405	335,733	481,122	293,713
MV Maintenance Expenses KR- 7697	125,965	328,323	228,343
MV Maintenance Expenses KS- 2350	223,594	296,174	275,463
MV Maintenance Expenses KS- 2645	190,611	358,144	328,295
MV Maintenance Expenses NB- 2942	668,306	523,244	512,714
MV Maintenance Expenses PE-0572	280,789	410,540	488,707
MV Maintenance Expenses NC-0021	458,609	379,052	485,860
MV Maintenance Expenses PF -6302	580,676	537,373	274,394
	4,890,352	5,320,986	4,590,028
13.1. Institute Registration Expenses			
Institute Registration Evaluation Fees	1,087,537	174,365	
Travelling (Fuel) expenses for Institute Registration	33,100	2,000	9,180
Evaluation & Registration Program	166,140	267,570	133,250
	1,286,777	443,935	142,430
13.2. Financial Grants			
Financial Assistants - Public			
Financial Assistants - Private		1,444,105	1,658,780
Financial Assistants - Vulnerable			
		1,444,105	1,658,780
13.3. Accreditation Expenses			
Course Evaluation Fees	1,222,478	131,050	319,010
Fuel Expenses for Accreditation			59,700
Accreditation Program		142,060	382
	1,222,478	273,110	379,092
13.4. NVQ Programmes Expenses			
NVQ Programmes		523,362	236,288
NVQ Assessments Support			377,065
Assessor Registration	171,480		
Promotional Programs	70,560	379,013	576,756
ISO Certification and Implementation	117,728	100,903	109,995
NVQ Assessment Fee	12,141,216	17,908,976	23,627,595
NVQ Exam Fee	25,985,268	13,787,818	4,747,235
NVQ Certificate Printing	4,231,951	277,810	2,417,712
Assessor Licence Fee	6,150	4,650	68,975
Monitoring & Implementing	2,087,978	1,378,069	562,300
NVQ Online System	388,671		

	2019 (Rs)	2018 (Rs)	2017 (Rs)
Auditing of Assessment	49,950	5,782	226,650
Assessor Refresher Programme	443,110		
	45,694,062	34,366,382	32,950,571
13.5. Sector VET Plan Perpetration Expenses			
VET Plan - New	8,000	1,230,478	18,504
Vet Plan - Update	1,988,240	544,000	
	1,996,240	1,774,478	18,504
13.6. LMI & TVET Guide Expenses			
LMI Bulletin / News Letter - Printing	474,890	721,615	460,954
LMI Data Coding & Entry Fees	601,869	1,106,917	493,912
TVET Guide Printing	736,835	972,413	509,716
LMI / News letter postal charges	183,120	241,080	136,720
UNEVOC activities	197,900	1,340	673,408
LMI Survey			
	2,194,614	3,043,365	2,274,710
13.7. Industrial Liason Activities			
Development & Monetoring	1,313,796	435,185	
Strengthen Career Guidance	2,563,554	2,143,151	
Regulate Career Guidance	217,392	623,785	
Conduct Steering Committee	23,028	50,756	
Promotional Programme	823,084	947,263	
Job Placement	276,270		
	5,217,125	4,200,139	
14.1. Short Term Programme (Local/Foreign)			
Touch Your Future Programme	1,283,472		10,009,839
UNFPA	1,502,002		
Afgan Programme		147,000	
UNIVOC			2,563,249
	2,785,474	147,000	12,573,088
14.2. Skills Sector Development Programme			
Accreditation Policy	1,802,650	1,344,859	136,850
NCS & GNVQ	10,269,473	2,462,794	2,368,998
Quality Management System	870,037	2,064,212	3,993,950
Other		250	1,897,649
LMIS & Skills Report	878,004	616,480	1,254,155

	2019 (Rs)	2018 (Rs)	2017 (Rs)
Allowances	1,841,104	1,868,412	1,182,489
Staff Training & Development		1,113,921	3,588,429
Registration of Training Institutes	891,643	1,200,680	323,450
Assessment Fee	4,776,100	25,095,899	16,340
Soft Skills & Career Guidance	1,419,560	277,991	42,450
Building Development		3,275,326	8,454,616
NVQ Exam		155,129	
Research	1,780,745	1,226,430	726,015
Sector Councils	9,600,728	10,621,592	11,641,174
Skill gap Analysis	690,736	693,420	
Trainee Allowances	1,475,238	1,582,800	
Soft Skills/English Programme		321,730	8,000
Quality Award	1,100,012		
	37,396,030	53,921,925	35,634,563
16.1. Operational Debtors			
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	2,217,302	708,544	1,012,319
Distress Loan	10,573,880	7,357,304	6,731,598
Tsunami Special Loan	39,000	39,000	39,000
Festival Advance	67,300	62,300	694,800
Special Advance	103,122	19,122	67,522
Special Advance Interest receivable	3,359		
Tsunami Special Loan (II)	93,247	173,173	373,410
	13,097,210	8,359,443	8,918,649
17.1. Advance For Staff Officers and Others			
Advance for Staff Officers	5,319,048	3,077,593	2,340,132
Project Advance - Information & Communication Sector Council		1,276,756	1,395,342
Project Advance - Manufacturing & Engineering Sector Council	4,831,430	4,455,933	4,491,870
Project Advance - Construction Sector Council	3,235,393	1,246,507	270,980
Project Advance - Tourism Sector Council	464,023	898,251	25
	13,849,894	10,955,039	8,498,349

	2019 (Rs)	2018 (Rs)	2017 (Rs)
17.2. Claim Receivable From Outside Institutes			
SSDD	10,275,692	2,887,219	
	10,275,692	2,887,219	
17.3. Pre payments			
Pre Payment of Cash in Transist Insurance	11,556	11,556	11,556
Pre Payment Service Agreements	25,300	25,300	
	36,856	36,856	11,556
17.4. Recoverable NVQ Certificate Printing Expenses			
Recoverable from NAITA		78,931	78,931
Recoverable from VTA	1,272,866		
Recoverable from NYSC		16,800	16,800
Recoverable from DTET	254,988	254,988	254,988
Recoverable from CGTTI	74,750	74,750	74,750
Recoverable from Survey Department	69,900		
NGO Public and Private Institute	291,264	291,264	291,264
	1,963,768	716,733	716,733
22.1. Creditors			
Operating Creditors	2,082,380	29,214	455,130
Creditors -Staff	1,417,876	361,730	
Other Creditors	1,145,365	130,196	
	4,645,621	521,140	455,130
23.1. Payable to Treasury			
Royalty Deducted	539,140	1,805,160	1,587,308
Nopay Deductions			
	539,140	1,805,160	1,587,308
23.2. Payable to Inland Revenue Department			
Withholding Tax Deducted	59,511	59,511	43,700
Stamp Duty Deducted	58,148	46,278	34,628
PAYE Tax Deducted			
	117,659	105,789	78,328

	2019 (Rs)	2018 (Rs)	2017 (Rs)
23.3. Refundable Project Grants			
RUEDA Returnable Grants		48,923	48,923
ILO Returnable Grants		3,103,402	3,103,402
Short Term Returnable Grants (Foreig/Local)n	1,583,950	1,583,950	1,703,950
TEDP Returnable Grants	3,492	3,492	3,492
Ministry of Youth Affairs and Skills Development			
	1,587,442	4,739,767	4,859,767
23.4. Personal Emoluments Payable			
Overtime & Holiday Pay			20,683
ETF	1,589,120	9,566	
Salary	9,759		
EPF	887,159	1,608,995	
	1,030,396	1,618,562	20,683

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	18	42,010.00	378,090
Jeewantha N,W,G.N.	6	2001.02.01	18	48,016.00	432,144
Sirisena K.	9	2001.02.05	18	37,956.00	341,604
De Silva R.N.P.	10	2001.03.01	18	42,010.00	378,090
Manjula D.B.R	11	2001.03.01	18	47,339.00	426,051
Udayakanthi Y.P.S.	12	2001.02.01	18	45,985.00	413,865
Asanka Rangana M.N.	15	2001.09.03	18	35,722.00	321,498
Hagodarachchi G.K..	20	2001.11.01	18	42,548.00	382,932
Edirisooriya M.L.N.S.	22	2001.11.02	18	79,887.00	718,983
Indika Sampath H.B.	24	2001.11.16	18	48,016.00	432,144
Amarasekara P. S.	25	2001.11.15	18	37,068.00	333,612
Dinesh B.K.S.	26	2001.11.16	18	37,068.00	333,612
Ajith Kusum P.P.	28	2001.12.03	18	79,887.00	718,983
Anura Weerakoon W.M.T.	31	2002.07.01	17	81,600.00	693,600
Wijesekara S.	40	2005.04.20	14	35,938.00	251,566
Kumara W.V.P.C.J.	41	2005.05.16	13	33,544.00	218,036
Perera V.	43	2005.06.15	14	106,210.00	743,470
Thirvnaukkarasu S.	46	2005.01.04	14	71,322.00	499,254
Gunathilake P.M.C.P.	47	2005.01.18	14	62,908.00	440,356
Widana Kankanamge D.H.	48	2005.01.03	14	71,322.00	499,254
Ganepola G.A.M.U.	49	2005.01.02	14	81,778.00	572,446
Dharmasena U.A.P.	51	2005.01.03	14	57,934.00	405,538
De Silva M.D.C.	56	2005.10.06	14	39,320.00	275,240
Samaraweera R.J.	57	2005.11.21	14	74,748.00	523,236
Bandula P.	58	006.02.20	13	35,938.00	233,597
Amarasinghe A.S.	60	2006.05.16	13	86,739.00	563,804
Kumara G.G.S.	62	2006.07.14	13	34,162.00	222,053
S.U.K.Rubasinghe	65	2007.02.02	12	89,922.00	539,532
M.Vidanapathirana	66	2007.02.02	12	73,035.00	438,210
J.A.D.J.Jayalath	68	2007.08.01	12	106,876.00	641,256
P.P.P.Nanayakkara	70	2007.10.15	12	73,035.00	438,210
W.A.W.C.Premarathna	71	2007.11.01	12	83,814.00	502,884
C/F					14,313,150

NAME	Em- ployee No	Appointment Date	No of Years	Salary (Rs.)	Gratuity Provision (Rs.)
B/F					14,313,150
W.J.L.A.Damayanthi	72	2007.12.12	12	71,322.00	427,932
G.D.K.V.S,Mangala	73	2008.02.01	11	35,400.00	194,700
R.G.A.T.Kumara	74	2008.11.03	11	37,392.00	205,656
N.D.Wijesekara	75	2008.11.03	11	37,392.00	205,656
S.S.Kalpage	76	2008.11.03	11	33,625.00	184,938
G.C.J..De Silva	78	2009.09.01	10	36,680.00	183,400
K.T.Amarasinghe	80	2009.11.30	10	39,230.00	196,150
K.S.Sameera	84	2011.08.01	8	33,302.00	133,208
G.C.S.M.Nanayakkara	85	2011.08.01	8	33,302.00	133,208
B.S.J.Vipulsi	86	2012.01.02	8	57,934.00	231,736
H.M.A.D.K.Herath	87	2012.01.02	8	61,661.00	246,644
D.N.I.D.De Silva	90	2012.01.02	8	59,167.00	236,668
Chandi Menaka	91	2012.03.01	7	34,701.00	121,454
A.P.Indrani	92	2012.03.01	7	31,554.00	110,439
I.G.Kalpa Udara	93	2012.07.10	7	55,468.00	194,138
P.Muthukumarana	94	2012.11.03	7	47,339.00	165,687
P.G.S.Chaturangani	99	2013.06.06	6	34,432.00	103,296
K.D.L.P.Karunadasa	101	2013.07.15	6	59,167.00	177,501
T.A.W.Madushani	103	2013.07.15	6	37,478.00	112,434
K.W.A.Anuruddika	104	2013.07.15	6	36,584.00	109,752
N.L.S.Dayaratne	105	2013.09.02	6	31,330.00	93,990
B.G.N.Kamalpriya	106	2013.09.10	6	32,818.00	98,454
H.R.M.U.U.Wijebandara	107	2014.01.16	5	55,427.00	138,568
Mathan R,	110	2014.01.27	5	61,661.00	154,153
De Silva E.A.K	112	2014.02.10	5	65,402.00	163,505
Samarawickrama C.C.K.	116	2014.08.01	5	38,276.00	95,690
Handapangoda B,C.	117	2014.09.15	5	57,934.00	144,835
Kumara H.L.K.S.	118	2014.09.22	5	32,576.00	81,440
Kariyawasam P.D.S.	119	2014.10.01	5	69,143.00	172,858
A.H.N.Sandamali	122	2015.06.03	4	37,877.00	75,754
H.A.D.Darshika	123	2015.06.04	4	38,276.00	76,552
L.K.Kohomban	125	2015.06.06	4	36,680.00	73,360
N.H.S.Darshana	126	2015.06.07	4	36,680.00	73,360
S.B.Karunanayaka	128	2015.06.08	4	36,680.00	73,360
B.L.K.P.Sandeepani	129	2015.06.09	4	33,894.00	67,788
I.M.G.H.Lakmal	131	2015.07.08	4	30,658.00	61,316
H.M.V.N.Herath	132	2015.07.22	4	35,239.00	70,478
C/F					19,703,208

NAME	Em- ployee No	Appointment Date	No of Years	Salary (Rs.)	Gratuity Provision (Rs.)
B/F					19,703,208
Sujani Dilhara	134	2017.08.29	2	35,508.00	35,508
P.W.S.Bashini	136	2016.09.01	3	57,934.00	86,901
N.Rajapaksha	137	2016.09.01	3	55,468.00	83,202
W.G.S.Kumara	138	2016.10.03	3	57,934.00	86,901
E.C.U.Gunatunga	139	2016.09.01	3	57,934.00	86,901
W.M.W.B.Wijesinghe	140	2016.09.01	3	57,934.00	86,901
K.A.D.H.Lakmini	141	2016.09.01	3	57,934.00	86,901
Jayamini Madhusa	145	2017.05.22	2	30,434.00	30,434
E.W.D.wijayanga	148	2017.05.22	2	33,356.00	33,356
D.W.Ishani	149	2017.05.22	2	33,356.00	33,356
Ravindu Randika Kumara	151	2017.08.25	2	30,434.00	30,434
V.N.Rammawadu	152	2017.08.25	2	35,508.00	35,508
Nuwangi Kankanamge	155	2018.04.02	1	37,079.00	18,540
G.V.I.Piumali	156	2018.04.02	1	37,079.00	18,540
R.S. Fernando	159	2018.04.02	1	56,701.00	28,351
A.S.Kalpage	162	2018.04.02	1	55,468.00	27,734
G.L.Masakorala	163	2018.04.02	1	56,701.00	28,351
P.L.I.A.Sde Zoysa	164	2018.04.02	1	37,039.00	18,520
P.A.P.K.Panangala	167	2018.07.02	1	45,985.00	22,993
					20,582,534

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

My No. : VTY/E/TVEC/1/19/28

Date : 2020/08/10

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 2019, in terms of Section 12 of the National Audit Act No. 19 of 2018 on the Financial Statements and other Legal and Regulatory Requirements.

The above report is attached with this.

W.P.C.Wickramarathne

Auditor General

- Cc:
1. Secretary – Ministry of Skills Development, Employment and Labor Relations
 2. Secretary – Ministry of Finance, Economic and Policy Development

My No. : VTY/E/TVEC/1/19/28

Date : 2020/08/10

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 2019, 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 2019 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 2019 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, 2019 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) 01, the amount of Rs. 456,000 received for the implementation of the projects during the year under review was offset by the project expenditure instead of being accounted for as income.

- (b) According to paragraph 13 of 07 of the Public Sector Accounting Standard of Sri Lanka, the total amount to be capitalized under property, plant and equipment of Rs. 197,097 were cut against the profit of the year, as vehicle and building maintenance costs.
- (c) Although revaluations should be made on the fair value change of property, plant and equipment in accordance with paragraph 47 of 7 of Sri Lanka Public Sector Accounting Standard, assets with a net worth of Rs. 27,087,974 of financial statement had not been revalued since 2008.
- (d) Failure to review the effective lifetime of non-current assets annually as per paragraph 65 of Sri Lanka Public Sector Accounting Standard 7, costs valued for assets of Rs.70,494,799 have been identified as productive lifetime is over, but are still in use. Accordingly, the estimated error had not been rectified in accordance with the Sri Lanka Public Sector Accounting Standard 3.
- (e) According to paragraph 34 of 08 Sri Lanka Public Sector Accounting Standards 08, an outsider has filed a lawsuit seeking compensation of Rs. 1,200,000, which was not disclosed in the financial statements.
- (f) For the year under review, the total of Rs. 2,783,258 for miscellaneous expenditure, printing and sector expenditure and Rs. 840,727 of certificate income had been omitted from the accounts.
- (g) The total amount of Rs. 2,501,102 paid for assessed fees, salaries and overtime allowances were accounted as expenses of the year under review instead of being adjust to profits for that year.
- (h) Due to non-accounting the income and expenditure for the year as per the bank reconciliation in December 2019 by identifying direct credits of Rs 1,463,907 and direct debits including payments on standing orders amounting to Rs. 1,002,905 during the year, the revenue and expenditure was depicted as less than the respective amounts.
- (i) Detailed schedules for audit has not been submitted for Rs. 1,879,170, in the advance balance of the Financial Statement as at 31st December 2019 which continues from 2017
- (j) Regarding the expired cheques worth of Rs. 323,028 not submitted for payments included in bank reconciliation statements, the account is erroneously debited to the creditor's account instead of crediting when making creditors as per Monetary Regulation 396, and the respective account has been stated reducing Rs. 646,056.

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 any 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
Financial Regulations Code of Democratic Socialist Republic of Sri Lanka.	
(a) Financial Regulations clauses 103 (1), 104 (3) ,104 (4)	Financial regulations had not been complied with in connection with the accident on August 25, 2016 of a vehicle belonging to the Commission.
(b) Financial Regulations 395 (c)	Although bank reconciliation declarations on the status of each bank account at the end of each month should be prepared before the 15th of the following month, the bank balance statements for the main current account of the Commission from December 2019 to February 2020 has not being prepared and submitted for the audit by June 15, 2020.
(c) Financial Regulations 188 (2)	Deposited in the bank but had not been complied with the financial regulations for non- realized 309 cheques from 06 to 24 months with the total value of Rs. 3,209,720.
(d) Financial Regulation 396	Although has issued, 517 expired cheques with the total value of Rs. 6, 497,642 517 of had not been complied with as per the referral regulations
(e) Financial Regulation 371 (2) (e) paragraph and Public Financial Circular No.3/2015	(i) Although Ad hoc sub imprest should be made only to a Staff Officer, the Commission on 110 occasions has issued Ad hoc sub imprest for 28 non staff officers of total value Rs3, 3,097,597.

	(ii) Though Ad hoc sub imprest up to Rs.100,000 at one time can be issued for staff officers, on the contrary, without the approval of the Treasury Ad hoc imprest of a range from Rs.102,000 to Rs. 3,894, 302 was issued for 30 officers in 45 occasions. (iii) Although Ad hoc sub imprest should be paid off soon after the completion of relevant work, and even after more than a year has elapsed since the advance was received, the amount which had not been settled till June 30, 2020 was still remains as Rs. 2,760,082 as debit balances and Rs. 593,236 as credit advance balances.
--	--

- Has been worked with 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
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 VET plans and sent them to the relevant vocational training institutes, the recommendations to be implemented had not been given to the relevant vocational training institute in follow ups.

- 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 (h) of the Act No 19 of 2018.

03. Other audit observations.

- a. According to the final assessment process of the Commission, the Assessors should submit the results of the assessment to the Tertiary and Vocational Education Commission within two weeks from the date of the final assessments, the results were submitted to the Commission more than 03 months after the assessments. The observation was based on information obtained from the Investigation and Evaluation Division of VTA, Sri Lanka.
- b. During the audit conducted on 03rd December 2019, it was observed that the assessments for apprentices of 28 training courses related to the tourist hotel industry conducted in 13 training centers for the year 2018 had not been carried out.
- c. Although Sector Development Project has expended Rs.2, 034,886 for tourism industry sector council established under the Tertiary and Vocational Education Commission in year 2018, to formulate national skills standards, the national skills standards for Chef and Bakery courses had not been updated.

W.P.C.Wickramarathne

Auditor General

Auditor General,
Auditor General's Department,
Battaramulla.

Auditor General's Report of Tertiary and Vocational Education Commission for the year ended in 31st December 2019, 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/1/19/28 dated on 10.08.2020.

1.2

- a. Actions will be taken to make accounting entries for income and expenses separately without offsetting each other.
- b. As the building of the office premises belongs to the Ministry, the improvements made to the buildings are accounted as capital expenditure, under the building renovation cost. As indicated by the audit, if the lifespan of vehicles increased by fitting accessories to them, actions will be taken to account such expenses under the Vehicle Account.
- c. Although revaluation should be made for property, plant and equipment depending on value change as per the paragraph 47 of Sri Lanka Public Sector Accounting Standards No. 7, however, unusable assets identified through first assets verification in year 2018 were removed from fixed assets register and the register was updated. Accordingly, actions will be taken to revalue fixed assets in this year.
- d. Since declining balance method is used to measure institutes' depreciations, any asset should depreciate for over a long period of time. Accordingly, there are no any fully depreciated assets.
- e. The case is yet to be heard and still in the process of finalizing a date. Further, since no summons has been issued to the first defendant so far, and no provision has been made in the financial statements for for this purpose, hence, actions will take to expose this as an improper asset.

- f. Actions will be taken to transfer the various accounts valued of Rs. 912,943.00 to the previous year's adjustment account, which had been left out from 2019 accounts and accounted in 2020 as expenditures. Further, the vouchers valued of Rs. 1,322,569.00 which should be paid off to Government Printing Press has been submitted on 30.06.2020, thus, it has been accounted for the year 2020 under the previous received on 30.06.2020 year adjustment account.

Although the Commission prepares accounts on accrual basis, the Skills Sector Development Project make account entries based on cash basis. Accordingly, the expenses incurred up to the last day of a particular year are only accounted as expenses of the respective year. Hence, as indicated in the audit, actions will be taken to transfer the amount paid in the current year Rs. 547,746.00, to the previous year's adjustment account.

Certificate income due was also checked from files of the said Division and has been accounted. Actions will be taken to check the difference indicated in audit and to make account entries.

- g. As the assessment fee is paid subject to the provisions applicable to each year, the remaining vouchers of the previous year will be paid in 2020. For that reason, even if it is accounted for the current year, actions will be taken to transfer it to the previous year's adjustment account. Further, salary arrears and overtime allowances of the salary increments paid for previous year will be adjusted into previous years' account.
- h. There had been a long delay in preparation of Bank Reconciliation Report for the year 2019. This direct crediting was identified in the process of preparing bank reconciliation report for the said year. The statement of accounts for the year 2019 had been prepared, at the time this unaccounted direct credit was identifying, thus, this has been adjusted under respective of the year 2020.

There had been a long delay in preparation of Bank Reconciliation Report for the year 2019. This direct debiting was identified in the process of preparing bank reconciliation report for the said year. The statement of accounts for the year 2019 had been prepared, at the time this unaccounted direct debit was identifying, thus, this has been adjusted under respective of the year 2020.

- i. Actions will be taken to submit subdocuments related to the advance value of Rs. 1,879,170.00 in advance account.
- j. The sum of a set of expenses Rs. 323,028.00 for 2016,2017 should be accounted under the current account of PB -044, but these expenses were erroneously accounted in PB - 324. This error was corrected when the bank reconciliations of PB - 044 were preparing. The above expenditure which has been recorded in the current account PB - 324 has been credited to the creditors' account on 03.09.2019 (due to the expiry of 06 months in checks)

However, in preparing the PB - 044 bank reconciliation, the above error was recorded as 01.01.2019 due to a problem with the accounting software when debiting the amount of Rs. 323,028.00 from the account, but in fact the error was corrected only after 03.09.2019 (After preparing the 2020 Statement of Accounts) i.e. after crediting the amount to the creditor's account.

Reference to rules/commands

- a. The matter was investigated by the Commission's Internal Inquiry Board and it was recommended that the full amount of money spent on repairing the vehicle should be recovered from the driver, so, the total cost will be deducted from his salary in installments.
- b. Due to the issue occurred in computer software in year 2017, there was a long delay in the preparation of bank reconciliations for year 2018 and 2019. However, this situation has been considerably rectified and the bank reconciliation for December 2019 has been submitted to Audit Division on 23.06.2020. Actions have been taken to prepare the monthly bank reconciliation – 2020, before the end of third quarter of the year by eliminating this delay completely to submit bank reconciliation reports to the Audit Division in accordance to the Monetary Regulation 359 (c).
- c. This situation has arisen due to the delay occurred in preparing bank reconciliations, hence, actions will be taken to inspect and to make relevant adjustments for unrealized cash deposits of the year 2017 and 2018.
- d. This situation has arisen due to the delay occurred in preparing bank reconciliations, hence, actions will be to make relevant adjustments for expired cheques.
- e. (I,II) Such imprests will be taken issued in previous years. As per the previous year's audit report and its instructions, strict action has been taken as of 03.07.2019 in accordance to the Financial Regulations 371 (2) and the Public Finance Circular dated 14th July 2015.

In addition, actions will be taken to seek the approval of the Treasury, for advances exceeding this limit during examinations. However, it is to be mentioned that verbal instructions received from Treasury were followed for exceeded advances in examination process in year under review.

(III) Actions have been taken to settle these imprests immediately, once the work completed.



J.A.D.J. Jayalath
Director Generala (Actg)

Cc Secretary - (Ministry of Skills Development, Employment & Labour Relations) –(f.y.i)

Superintendent of Audit - Government Audit Division (f.y.i)

Deputy Director (Internal Audit and Investigation) -
Tertiary and Vocational Education Commission (f.y.i)

Tertiary and Vocational Education Commission
Ministry of Skills Development, Employment & Labour Relations

3rd Floor, "Nipunatha Piyasa"
354/2, Elvitigala Mawatha, Narahenpita, Colombo 05.

Telephone : 011-7608000 | Fax : 011-2555007 | e-mail : info@tvec.gov.lk

www.tvec.gov.lk