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Information of the TVEC

Name of institute : Tertiary and Vocational Education Commission

Name of Ministry : Ministry of Youth Affairs and Skills Development

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Vision of the TVEC

Tertiary and Vocational Education with quality and relevance for all seekers

Mission of the TVEC

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

Director General's Message

In 2012, we were able to accomplish many important works to strengthen the TVEC and its service delivery activities. In order to meet the challenges in implementation of NVQ framework, it became necessary to revise the Tertiary and Vocational Education Acts. Having a few round of discussions with stakeholders and having obtained public views, TVEC submitted the draft Act to the Ministry and it has already obtained Cabinet approval to revise the Act. With dedicated effort of the Ministry officials and the visionary leadership of Hon. Minister of Youth Affairs and Skill Development, we hope that revised Act will be passed by the Parliament in 2013.

In 2012, TVEC was able to get approved the Schemes of Recruitment of TVEC from the Salaries and Cadre Commission and the Department of Management Services. Further, TVEC was able to get approval of the Department of Management Services to establish a separate Directorate with staff to carry out quality assurance in NVQ Assessment. Though SOR and the new directorate was not implemented in 2012 due to some amendments and reforms, I record that getting approval as a remarkable achievement as that would definitely lead to improve the quality delivery of services of TVEC and NVQ qualifications.

TVEC has long standing problem to provide transport to officers with a vehicle fleet of more than 20 years of age. In 2012, TVEC was able to get 6 new vehicles with the Treasury assistance and therefore, now it is expected to better service delivery from TVEC staff.

In the area of service delivery, TVEC was able to register 187 new training institutes, accredit 271 training courses and issue 18,111 NVQ certificates during the year under review. I had a continuous dialogue with staff of Standards and Accreditation division to improve the process of registration and accreditation and as a result new scheme of registration was developed and submitted for commission approval. All non registered training institutions that put newspaper advertisements were contacted and made them aware of legal requirement of registration and majority of them positively responded.

In order to improve the NVQ Assessment, TVEC was able to implement the licensing of NVQ Assessors and with award of 152 license certificates. Further, efficiency and effectiveness of printing NVQ certificates was immensely improved by facilitating on-line data transfer form leading public TVET institutions.

In the area of planning, during the year 2012, TVEC was able to develop new one VET Plan and revise two Industry sector VET Plans in 2012. Though 2 provincial VET Plans were

started in 2012 for NWP and Northern provinces, it was not able to complete as a VET Plan cannot be completed within one year. Having understood, one year is not sufficient for a development of VET Plans, TVEC started development of VET Plans identified for 2013 in last quarter of 2012. TVEC has a grants scheme to assist training centers to purchase new training equipment and TVEC was able to assist many centers in 2012 too. With these grants, in 2012, TVEC was able to spent 91% of the capital vote.

Based on the Memorandum of Understanding signed by the Ministry of Youth Affairs and Skills Development with the Ministry of Foreign Employment Promotion and Ministry of Education in 2012, TVEC initiated actions to introduce NVQ to pupils who follow IT education in schools and train assessors in the training centres of Foreign Employment Bureau to undertake assessment of House Keeping Assistants leaving for foreign employments.

In the area of international cooperation, both Nepal and Afghanistan sent delegation of senior officials to study Sri Lanka TVET System and NVQ Framework. Further, TVEC was able to initiate discussion with many donor agencies. With all these works, we could record 2012 as a year with forward march of TVEC.

B. H. S. Suraweera

Acting Director General

1.0 Introduction

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

The general objectives of the TVEC are as follows;

- a. Policy development, planning, co-ordination and development of the Tertiary Education and Vocational Education at all levels in keeping with human resource needs of the economy
- b. Development of a nationally recognized system for granting of Tertiary Education awards and Vocational Education awards including certificates, and other academic distinctions; and
- c. Maintenance of academic and training standards in institutes, agencies and all other establishments providing Tertiary Education and Vocational Education.

2.0 Organization structure of the TVEC

The TVEC is operating under the purview of the Ministry of Youth Affairs and Skills Development. The governing board of the TVEC is composed of a Chairman and 17 other members appointed as per the provisions of the TVE (amendment) Act No.50 of 1999.

The composition of the governing board of the Commission during the year 2012 was as follows;

Members appointed as per section 6(1) (h) of the Act;

1. Prof. Dayantha S. Wijeyesekera - Chairman
Tertiary and Vocational Education Commission
2. Dr. Thusitha Tennakoon - Member
Representative from the federation of Chambers of Commerce and Industry of Sri Lanka. (Served until February 2012, Mr. Gerald Ruberu has served from 26th May 2012 to November 2012. Mr. Nalin Attygala has been serving in the Board of Governance since 28th November 2012)
3. Dr. K. L. Chandrathilake - Member
Representative from the Employers' Federation of Ceylon
4. Mr. Nandadasa Rajapakse - Member
Representative from the Chamber of Small and Medium Scale Industry
5. Mr. C. Lal de Alwis - Member
Representative from the National Chamber of Commerce
6. Mr. Tissa Seneviratne - Member
Representative from the National Chamber of Industry
7. Mr. C. J. Gunaseela - Member
Representative from the Chamber of Commerce and Industry Sabaragamuwa Province
8. Mr. I. S. Thilakawardhane - Member
Representative from the Ceylon Chamber of Commerce

9. Mr. Senerath Jayasundera, Attorney at Law - Member
Member appointed by the Hon. Minister
10. Dr. G. Wijesooriya - Member
Member appointed by the Hon. Minister

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

- (a) Mr. B. H. S. Suraweera - Member
Actg. Director General, Tertiary and Vocational Education Commission
- (b) Dr. Tissa Jinasena - Member
Chairman, National Apprentice and Industrial Training Authority (NAITA)
(Served until 14th November 2012, Mr. K. A. C. Arunadeva Silva, Chairman NAITA has been serving since 15th November 2012)
- (c) Mr. Dhammika Hewapathirana - Member
Chairman, Vocational Training Authority of Sri Lanka (VTA)
(Served until August 2012. Colonel S. S. R. Ratnayake, Chairman VTA has been serving in the Board of Governance since 04th October 2012)
- (d) Dr. H. C. Ambawatta - Member
Director General, Department of Technical Education and Training
(Served until October 2012. Mr. W. A. Jayawickrama, Actg. Director General DTET has been serving in the Board of Governance since 19th November 2012)
- (e) Prof. K. Kapila C. K. Perera - Member
Director General, Sri Lanka Institute of Advanced Technical Education
- (f) Mr. P. H. A. S. Wijayeratne - Member
Director (National Budget Department)
Representative from the Ministry of Finance and General Treasury
- (g) Mr. Lesley Devendra - Member
Representative from the Trade Unions

3.0 Staff of the TVEC

The Director General serves as the Chief Executive Officer of the TVEC. In order to assist him, staff composed of one (01) Deputy Director General, four (04) Directors, six (06) Deputy Directors and 65 other staff members have been appointed to carry out the functions and programs of the TVEC implemented during the year 2012. In view of achieving the objectives of the TVEC, the programs and activities have been organized under the following divisions.

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

Though a cadre of 83 is approved by the Department of Management Services for the TVEC, a total of 65 staff members were in service as at 31st December 2012 of which details are given below;

Table 3.1: Details of Staff of the TVEC

Title of position		Number of approved positions	Number in service as at 31 st December 2012
01.	Director General	01	-
02.	Deputy Director General	01	01
03.	Director	05	03
04.	Director (Administration)	01	01
05.	Labour Market Analyst	01	01
06.	Deputy Director / Assistant Director	14	09
07.	Deputy Director (Finance)	01	01
08.	Internal Auditor	01	01
09.	Assistant Director (Legal)/Board Secretary	01	01
10.	Statistician	01	01
11.	Librarian / Documentation Officer	01	01
12.	Administrative Officer	01	01
13.	Translator (Sinhalese, Tamil, English)	01	-
14.	Development Officer	12	08
15.	Information Technology Officer	01	01
16.	Information Technology Assistant	01	-
17.	Computer Applications Assistant	04	04

18.	Library / Documentation Assistant	01	01
19.	Management Assistant (ClassII, Class II, Class III)	15	14
20.	Driver (Class I, Class II, Class III)	12	10
21.	Office Assistant	07	07
	Total	83	65

The Governing board of the TVEC identified the need of establishing a separate Directorate for conducting examinations and assessments in the TVET sector. Approval for recruiting required staff and set up the division was obtained from the Management Services Department in the year 2012. Accordingly, the Management Services Department has approved recruiting following positions for the new directorate.

Director	– 1 position
Deputy Director/Assistant Director	– 2 positions
Development Officer	– 2 positions

Management Services Department's approval was sought for the revisions made to the Scheme of Recruitment of the new Directorate and the recruitment was delayed until the approval is obtained. In addition to the said positions, 2 more posts on Assistant Director and 2 posts of Drivers were also approved during the year under review. For Driver posts vacant, 2 Drivers were recruited at the interviews held in two occasions. Two persons selected as Drivers at the first interview were not reported to work on the appointment and hence the second interview was held. Only one Driver of the two Drivers selected at the second interview has reported to work on 02.01.2013. Interviews were held in the year 2012 for recruitment to the posts of Translator, Information Technology Assistant, and Library/ Documentation Assistant and however, as there were no suitable candidates for these posts it was not able to fill those vacancies. Action has been initiated to call applications again and conduct the interviews for these posts. Approval of the Ministry was sought to recruit suitable persons for other vacancies remain vacant.

4.0 Administration and Finance Division

The Administration and Finance Division is established with 30 staff members including the Director (Administration), Deputy Director (Finance) and an Administrative Officer for the purpose of carrying out the activities of managing human resources, finance management, and providing infrastructure facilities in order to effectively and efficiently carry out the functions and programs of the TVEC.

In order to provide required human resources, the Administration division was able to recruit following persons to the corresponding positions during the year under review.

4.1 New appointments made in 2012

Name	Designation	Date
Mrs. B. S. J. Vipulsi	Development Officer	02.01.2012
Mrs. H. M. A. D. K. Herath	Development Officer	02.01.2012
Mr. H. S. Abeygunathilake	Development Officer	02.01.2012
Mr. Nadesh de Silva	Development Officer	02.01.2012
Mr. I. G. Kalpa Udara	Development Officer	02.01.2012
Mr. Prasanga Muthukumarana	Development Officer	03.11.2012
Mrs. Chandi Menaka	Management Assistant	01.03.2012
Mrs. A. P. Indrani	Office Assistant	01.03.2012

4.2 Resignations in 2012

Name	Designation	Date
Mr. P. G. Ananda	Development Officer	01.03.2012
Mrs. P. M. Chandani	Development Officer	28.03.2012
Mr. Y. L. A. S. R. Liyanarachchi	Development Officer	01.06.2012
Mr. Ranil Nishantha Hapugoda	Management Assistant	30.09.2012
Mrs. G. N. Mallawarachchi	Deputy Director	01.09.2012

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

Name	Designation	Date
Mr. B. H. S. Suraweera	to cover up the duties of Director General	17.12.2011
Mr. S. U. K. Rubasinghe	to cover up the duties of Director (Standards & Accreditation)	01/07/2009

As the tenure of the Director General was ended on 30.11.2011, Mr. B. H. S. Suraweera, Deputy Director General was appointed to cover up the duties of the Director General and he had performed duties till 31.12.2012. The Ministry has called applications to recruit a suitable person for the Post of Director General and has had the interviews as well. Accordingly, the Ministry will appoint a suitable person for the post vacant in due course.

Preparation of Scheme of Recruitment of the TVEC was started in the year 2006 under the supervision and monitoring of the Salaries and Cadre Commission. As the new Scheme of Recruitment was expected to be approved by the Management Services Department and the Salaries and Cadre Commission, recruitment to the post of Director (Standards and Accreditation) which remains vacant was delayed. Though the Scheme of Recruitment has been approved as of end of the year under review, the Governing Board has suggested some amendments and hence the same has been submitted to the Management Services Department for approval. Hence recruitment to the position vacant was still delayed till the approval is received. Action will be taken to call applications for the position vacant after receiving the approval of the Management Services Department.

4.4 Local and foreign training

With the view of enhancing subject knowledge of staff of the TVEC, opportunities for local and foreign training were provided for them during the year under review. Following table gives details of officers who attended such training during January to December of the year 2012.

Local Training

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

Table 4.1: Local Training

Name	Designation	Subject/topic	Duration
Mr. B. H. S. Suraweera	Deputy Director General	Workshop On Effective Proposal Writing -National Science Foundation	One Day
Mr. P. C. P. Jayathilake	Director (Planning & Research)	Maximizing National productivity for sustainable growth-OPA	08/10/2012 - 09/10/2012
Mr. J. A. D. J. Jayalath	Director (Information	Japanese Style of Management- Jasteca Institute	08/27/2012

Name	Designation	Subject/topic	Duration
	Systems)		
Mrs. A. S. Amarasinghe	Deputy Director (Finance)	IFRS IFRS Part Two Prag Institute -DO-	21/08/2012 - 18/ 09/ 2012
Mr. S. U. K. Rubasinghe	Deputy Director	Japanese Style of Management- Jasteca Institute	08/27/2012
Mr. P. P. Ajith Kusum	Deputy Director	Workshop On Effective Proposal Writing-National Science Foundation	One Day
Mrs. Chandrani Premaratne	Deputy Director	Japanese Style of Management- Jasteca Institute	08/27/2012
Mrs. P. P. Nanayakkara	Assistant Director	Workshop On Effective Proposal Writing- National Science Foundation	One Day
Mr. G. A. M. U. Ganepola	Assistant Director	Professional Development programme In Project Management- NIBM	1900 hrs
Mrs. Nelum Samarakoon	Assistant Director	Workshop On Managing Legal matters In Government Institutions- Sri Lanka Foundation	06/11/2012 - 08/11/2012
Mr. W. M. T. A. Weerakoon	Librarian / Documentation Officer	01.National conference on Library	21/06/2012 and 28/08/2012
		02.Japanese Style of Management- Hotel Renuka Jasteca Institute	28/08/2012
Mrs. G. D. N. M. Perera	Administrative Officer	Special Education Diploma (For vulnerable group)-National Institute of Education	2012 Academic year
		Coordination of Prepare SOR- NHRDC	11/12/2012
Mrs. B. S. J. Vipulsi	Development Officer	Coordination of Prepare SOR- NHRDC	11/12/2012
Mr. I. G. Kalpa Udara	Development Officer	Positive attitudes t wards proved government service-NHRDC	11/05/2012
		Coordination of Prepare SOR- NHRDC	11/12/2012

Name	Designation	Subject/topic	Duration
Mr. W. G. Suminda Arunakeethi	Management Assistant	Coordination of Prepare SOR-NHRDC	11/12/2012
Mr. H. B. Indika Sampath	Management Assistant	Positive attitudes towards proved government service-NHRDC	11/05/2012
Mr. D. W. Nimal Gunasiri	Office Assistant	Personal Grooming Business & Social Etiquette-SDFL	03/22/2012
		Higher Productivity K.K.S. Training NILS	04/10/2012-05/10/2012
Mr. M. W. Asanka Rangana	Office Assistant	Higher Productivity K.K.S. Training-NILS	11/10/1012 - 12/10/2012
Mr. J. Thilak Dhammika	Office Assistant	Higher Productivity K.K.S. Training -NILS	04/12/2012 - 05/12/2012
Mr. M. V. C. Jagath Kumara	Office Assistant	Higerh Productivity K.K.S. Training -NILS	11/10/1012 - 12/10/2012
Mrs. I. P. Indrani	Office Assistant	Higher Productivity K.K.S. Training -NILS	11/10/1012 - 12/10/2012
Mr. S. S. Kalpage	Office Assistant	Higher Productivity K.K.S. Training NILS	11/10/1012 - 12/10/2012
Mr. G. G. Saman Kumara	Office Assistant	Personal Grooming Business & Social Etiquette-SDFL	03/22/2012

Table 4.2: Foreign training / seminars

Name	Designation	Subject/topic	Duration
Mr. B. H. S. Suraweera	Deputy Director General	01.South Asia Regional Conference -India	2012/06/25-2012/06/26
		02.Unevoc Coordinators-Germany	2012/09/11 - 2012/09/14
Mr. P. C. P. Jayathilake	Director (Planning & Research)	01. Green Jobs in Asia Regional Conference -Indonesia	2012/08/29 – 2012/08/31
		02. Setting up of technology Development fund-Malaysia	2012/12/03 – 2012/12/07
Mr. J. A. D. J. Jayalath	Director (Information Systems)	01.Third Asia Regional Programme-India	2012/01/30-2012/02/04
		02. UNESCO-UNEVOC Special Session-China	2012/05/12-2012/05/18

Name	Designation	Subject/topic	Duration
		03. International Forum on the role of the UNEVOC network in transforming TVET for a Sustainable future-Bonn, Germany	2012/11/14 - 2012/11/16
Mr. Vajira Perera	Director (NVQ)	Study Tour On Sri Lanka - Malaysia Knowledge Exchange On Skills Development Strategies-Malaysia	2012/07/23-2012/07/28
Mr. S. U. K. Rubasinghe	Deputy Director (Standards & Accreditation)	Study Tour On Sri Lanka - Malaysia Knowledge Exchange On Skills Development Strategies-Malaysia	2012/07/23-2012/07/28
Mr. Ajith Powatte	Deputy Director (Planning & Research)	Study Tour On Sri Lanka - Malaysia Knowledge Exchange On Skills Development Strategies-Malaysia	2012/07/23-2012/07/28
Mr. G. A. M. U. Ganepola	Development Officer	KRIVET Asia Pacific TVET Experts workshop capacity Building of TVET TEACHERS-Korea	2012/10/22 – 2012/12/26
Mr. P. M. C. P. Gunathilake	Development Officer	HOD Executive Training in Information technology-Singapore	2012/06/10 - 2012/06/23
Mrs. Y. P. S. Udayakanthi	Computer Applications Assistant	HOD Executive Training in Information technology-Singapore	2012/06/10 – 2012/06/23

4.5 Reimbursement of annual professional membership fees

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

1. Prof. Dayantha Wijaysekera - Chartered Institute of Logistics and Transport
Chairman - Institute of Civil Engineers - London

- | | | |
|----|---|--|
| 2. | Mr. B. H. S. Suraweera
Actg. Director General | - Institution of Engineers Sri Lanka
Sri Lanka Institute of Training and
Development |
| 3. | Mr. W. P. M. P. Premachandra
Director (Administration) | - Association of Accounting
Technicians of Sri Lanka |
| 4. | Mr. J. A. D. J. Jayalath
Director (Information Systems) | - The Chartered Institute for IT (BCS)
The Computer Society of Sri Lanka |
| 5. | Mrs. H. M. A. D. K. Herath
Development Officer (Information Systems) | - The Computer Society of Sri Lanka |
| 6. | Mr. S. U. K. Rubasinghe
Actg. Director (Standards and Accreditation) | - Institution of Engineers Sri Lanka |
| 7. | Mrs. Nelum Samarakoon
Assistant Director (Legal)/ Board Secretary) | - Bar Association of Sri Lanka |

4.6 Financial progress

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

The estimated expenditure of the Commission for year 2012 was as follows;

*	For recurrent expenditure	-	55.073 Mn.
*	For capital expenditure	-	12.239 Mn.

During the year under review, the General Treasury has released Rs. 50.3 Mn for recurrent expenditure and Rs. 10.13 Mn for capital expenditure of the TVEC.

When it compared with estimated expenditure of 2012 with that of 2011, an increase of recurrent expenditure by 14% and a contraction of capital expenditure by 63% were observed during the year under review.

It was able to deposit Rs. 800,000.00 which remained as an excess in the account No. 078-1001-1226834 in a 3 month call deposit account. The TVEC expected an estimated income of

Rs. 4.773 when it prepares the budget estimates of 2012. The TVEC has been able to gather an actual income of Rs. 4.459 during the year under review of which details are given below.

	Estimated income	Actual Income
1. Net income by selling of student record books	1,453,996.00	1,292,645.00
2. Registration fees	584,950.00	584,950.00
3. Course accreditation fees	1,114,550.00	1,114,550.00
4. Other	<u>1,620,246.00</u>	<u>1,467,790.00</u>
Total	<u>4,773,742.00</u>	<u>4,459,935.00</u>

4.7 Internal audit

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

1. The Audit and Management Committee meetings were held in five occasions on 28.02.2012, 27.06.2012, 02.08.2012, 29.08.2012, and 13.12.2012 during the year under review.
2. The committee has focused on following key areas and gave instructions to necessary actions.
 - Internal audit program and its activities
 - Financial reports and annual report of the TVEC
 - Annual work performance of the TVEC
 - Internal control and systems of the TVEC
3. Though it was targeted to cover 12 audit areas in the year under review, it was able to really undertake audits pertaining to 10 areas in 2011. However, two unplanned audits were undertaken as directed by the Director General and the Audit and Management Committee.
4. With the intention of developing a performance based budget as done in the past years, a computerized accounting system was installed and was functional in the year 2012 as well. Computerized accounting system is composed of accounting process up to

preparation of trial balances, stock control, procurements, making bill settlements, levying of payments, fixed assets schedules and other internal control systems.

4.8 Legal affairs

1. Registration of training institutions as per the provisions of the Act

All institutions in the public, private or nongovernmental sector must obtain registration of the Tertiary and Vocational Education Commission as per section 14(I) and 15(I) of the TVE act No. 20 of 1990 to be able to legally run a training centre or to conduct or provide vocational training programs. The TVEC undertakes legal actions against those institutions that operate without being registered with the TVEC. About 55 such institutions have been informed this requirement officially and 33 institutions have positively responded to the TVEC.

2. Amendment of the Act

The TVE act is 22 years old and it does not clearly indicate the legal process to be adopted against those unregistered training institutions which has prevented the TVEC taking legal actions against those institutions.

Provisions have been brought in to the new amended act to strengthen the legal side of the training institute registration activity.

Also, it was required to bring necessary provisions to the parliamentary act to streamline implementation of National Vocational Qualifications framework which was introduced in 2004 and the process of registration of training institutions and accreditation of courses. Amendment of the Act was essential to effectively face the challenges of implementing reform process of the Technical and Vocational Education and Training sector of the country.

In order to give effect to this requirement, the governing board of the TVEC had appointed a legal committee and the committee had discussions with the Heads of divisions of the TVEC and other stakeholders. Accordingly the committee had drafted the amendment act and published the same in the website of the TVEC for public comments. Having obtained the public comments, the amended draft act was submitted to the Ministry of Youth Affairs and Skills Development for necessary further action. The Ministry has submitted the draft act to the Cabinet of Ministers and obtained

approval to proceed further. The draft act will be forwarded to the Parliament for approval in 2013.

3. Action taken against training institutions

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

Accordingly, Assistant Director (legal) of the TVEC has taken action to submit the legal papers with observations to the Attorney General's Department to institute legal action against those institutions. Initial discussions were held on 27.06.2012, 12.10.2012 and 28.11.2012 between the Directors of the TVEC and the officials of the Attorney General's Department in this regard.

4. Prevention of misuse of TVEC name and Logo

Complaints have been receiving regarding misuse of TVEC name and logo by many training institutions. In order to take legal actions against these institutions, the TVEC must have sole ownership of its name and logo. According, action was taken on 24.08.2012 to register the TVEC logo and the title of NVQ with the National Intellectual Property office which has strengthened the legal identity of the TVEC.

5.0 Planning and Research Division

The Planning and Research (P&R) division is responsible for giving effect to the general objective No. 1 set out in the Tertiary and Vocational Education (TVE) Act No.20 of 1990 i.e. “planning, co-ordination and development of the tertiary education and vocational education at all levels in keeping with human resource needs of the economy”. The Planning and Research division is responsible for giving effect to the following activities;

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

The division was consisted of seven (07) staff members, inclusive of one Director, one Deputy Director, two (02) Assistant Directors, and two supportive staff members as of year 2012.

The Planning & Research division has carried out the following programs under each of aforementioned core activities in the year 2012:

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

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

Under the monitoring program, an activity was implemented in the year 2012 to physically evaluate the training institutions that were given financial assistance in the previous years. In addition, new institutions were also evaluated for award of financial assistance in 2012.

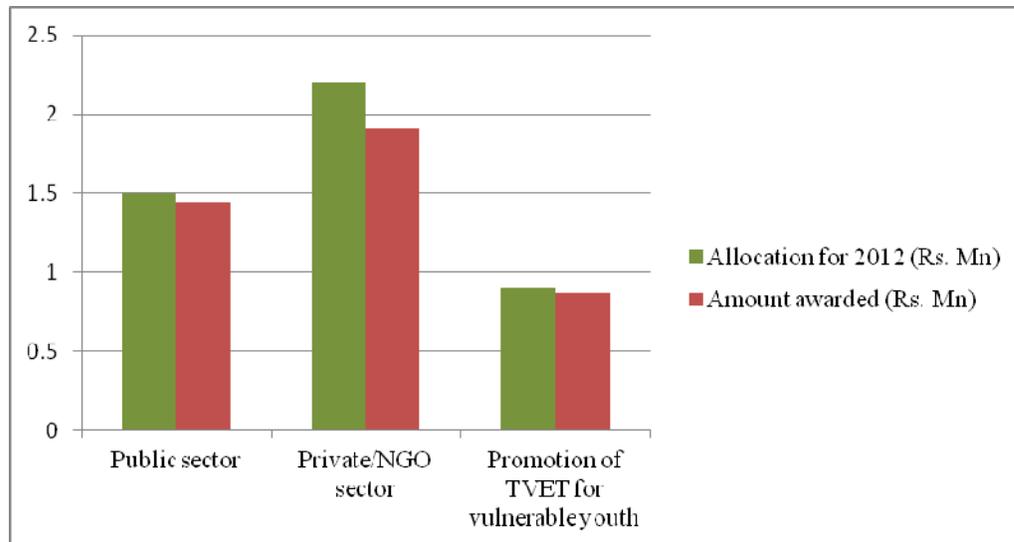
During the year under review, the program was implemented island wide and was able to award expected allocation of financial assistance during the year 2012. Table 5.1 depicted below gives details of financial assistance provided during the year by sector.

Table 5.1: Sector wise distribution of financial assistance awarded in 2012

Sector	Allocation for 2012 (Rs. Mn)		No. of courses targeted	No. of courses awarded (revised allocation)	No. of institutions	Amount awarded (Rs. Mn)
	Original	Revised				
Public sector	3.0	1.5	16	10	10	1.44
Private/NGO sector	2.0	2.2	15	15	10	1.91*
Promotion of TVET for vulnerable youth	0.9	0.9	11	11	06	0.87
Total	5.9	4.6	42	36	26	4.41

*Rs. 0.227 Mn. was to be spent in 2013

Chart 5.1: Sector wise distribution of financial assistance awarded in 2012



Details of providing financial assistance by the scheme are given as follows.

5.1.1 Awarding of financial assistance to public sector training institutions

The purpose of this scheme is to implement training activities identified in Vocational Education and Training (VET) plans prepared by the TVEC. Opportunities are given to get the relevant courses accredited and award certificates under the NVQ framework. Training institutions that have been operating under the Ministry of Youth Affairs and Skills Development were given financial grants over the past years. Accordingly, the main training networks operating under the Ministry i.e Vocational Training Authority, National Youth Services Council, National Apprentice and Industrial Training Authority, Department of Technical Education and Training were given relatively a large amount grants to upgrade the courses conducted by them.

As directed by the Ministry, action was initiated to award grants to institutions outside the Ministry and called applications from training centres operating external to the Ministry. Accordingly, priority was given to upgrade courses conducted by the provincial councils. Training Directors of provincial councils were invited to the TVEC to discuss about the program. Training staff of Uva and Southern provincial councils were trained on NVQ system and the conversion of courses in to competency based training was commenced in the two provinces.

An allocation of Rs. 3.0 Mn was available to be awarded among 16 courses under this program in 2012 which was decided in 2011. Based on the guidelines issued in December 2011 by the Ministry, the TVEC had to distribute the available grants allocation among the institutions outside of the Ministry and hence was not able to spend Rs. 3.0 Mn among 16 courses. Accordingly, the allocation was revised to Rs.1.5 Mn and Rs. 1.44 Mn. was distributed among 10 courses conducted by 10 institutions operated by provincial councils. Table 5.2 depicted below provides details of financial assistance provided to public sector training institutes, by industry sector.

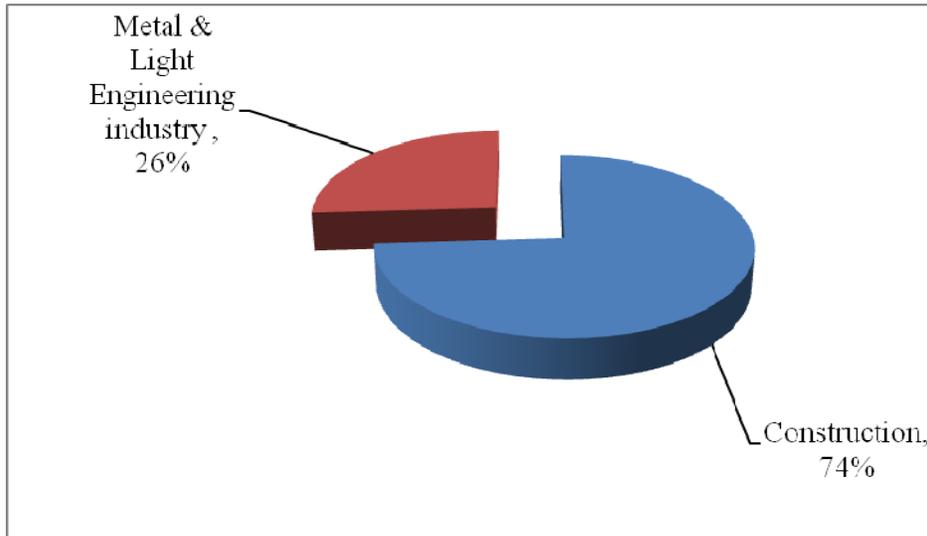
Table 5.2: Awarding of financial assistance to public sector training institutions by industry sector -2012

No.	Industry Sector	Number of Courses	Amount awarded (Rs.)	%
1	Construction	07	1,075,295.00	74%
2	Metal & Light Engineering industry	03	371,357.00	26%
	Total	10	16,988,909.00	100%

As shown in the table 5.2 above, it was able to award financial assistance covering 2 industry sectors where 74% of financial assistance was awarded to courses that train youth for construction industry sector which has a higher labour market demand locally and

internationally. 26% of grants were awarded to courses in Metal & Light Engineering industry sector. An analysis is depicted in chart 5.2 below.

Chart 5.1: Awarding of financial assistance to public sector training institutions, by industry sector - 2012



The table 5.3 below gives the details of financial assistance awarded to different training institutions in the public sector in 2012.

Table 5.3: Awarding of financial assistance to public sector training institutions - 2012

No.	Name of the Institute	Industry Sector	Training Course and NVQ Level	Awarded amount (Rs.)
Central Provincial Council				
1.	Technical Training Institute (Carpentry), Kahawatta, Gampola	Construction Industry	Woodcraftsman (Furniture) NVQ Level 4	167,350.00
2.	Technical Training Institute (Carpentry), Udagama, Atabage	Construction Industry	Woodcraftsman (Furniture) NVQ Level 4	58,000.00
3.	Technical Training Institute (Carpentry), Mariyawatta, Gampola	Construction Industry	Woodcraftsman (Furniture) NVQ Level 4	132,500.00

No.	Name of the Institute	Industry Sector	Training Course and NVQ Level	Awarded amount (Rs.)
4.	Technical Training Institute (Carpentry), Uyanwatte, Polgolla	Construction Industry	Woodcraftsman (Furniture) NVQ Level 4	202,000.00
5.	Technical Training Institute Pitiyagedara, Wattegama	Metal and Light Engineering Industry	Welder NVQ Level 3	109,682.00
6.	Technical Training Institute (Carpentry), Kadugannawa	Metal and Light Engineering Industry	Welder NVQ Level 3	54,050.00
7.	Technical Training Institute (Carpentry), Galewela	Construction Industry	Woodcraftsman (Furniture) NVQ Level 4	216,850.00
8.	Technical Training Institute (Carpenter), Haguranketha	Construction Industry	Woodcraftsman (Furniture) NVQ Level 4	216,950.00
9.	Technical Training Institute (Metal Work), Boralessa Road Haguranketha	Metal and Light Engineering Industry	Welder NVQ Level 3	207,625.00
Sub Total – Central Provincial Council				1,365,007.00
Southern Provincial Council				
10.	Technical Training Institute (Carpentry), Amalagoda, Akuressa	Construction Industry	Woodcraftsman (Furniture) NVQ Level 4	81,645.00
Sub Total – Southern Provincial Council				81,645.00
Total				1,446,652.00

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

As per the Revised Annual Implementation Plan of 2012, an allocation of Rs. 2.2 Mn was available to be disbursed among 15 courses conducted by private and NGO sector training institutions in the year 2012 for the purpose of improving quality and labour market relevance

of training programs. The Planning and Research division took action to post mail the relevant applications to the training institutions registered with the TVEC. Thereafter the applications received were assessed by Officers of the TVEC and accordingly selected suitable institutions for awarding of financial assistance.

Through the assessment process, 15 courses conducted by 10 institutions in the Private/NGO sector were selected and awarded Rs. 2.1 Mn. utilizing the allocation of the year 2011. Accordingly, it was able to spend 95.4% of the allocation in the year 2012. Table 5.4 provides details of institutions, courses and amounts of grants awarded in the year under review.

Table 5.4 Awarding of financial assistance to training institutions in the private & NGO sectors – 2012

No.	Name and Address of the institute	Industry Sector	Training course and NVQ Level	Approved Amount (Rs.)	Reimbursement amount (Rs.)
1.	International Hotel School No. 48, Station Road, Mount Lavinia	Food Technology	Baker NVQ Level 4	234,150.00	234,150.00
2.	Sri Sobhitha Vocational Training Center, Samadhi Niketana, Diyakobala	Construction Industry	Wood Craftsman (Furniture) NVQ Level 4	204,400.00	204,400.00
		Metal and Light Engineering Industry	Welder NVQ Level 4	41,055.00	41,055.00
		Rubber and Plastic Industry	Rubber Processing Machine Operator NVQ Level 4	52,465.00	52,465.00
3.	Mercy Vocational Training Centre, P.O Box 01Puttalam, Colombo Road, Madurankuliya	Metal and Light Engineering Industry	Welder Accredited NVQ Level 4	115,012.80	Purchasing to be completed by end of January 2013
		Electrical and Electronic Industry	Electrician From NVQ Level 3 to NVQ Level 4	112,112.00	
4.	Sarvodaya Shramadana Sangamaya Carpentry Training Centre Sarvodaya District Centre, Purijjala,	Construction Industry	Wood Craftsman (Furniture) NVQ Level 4	71,575.00	71,575.00

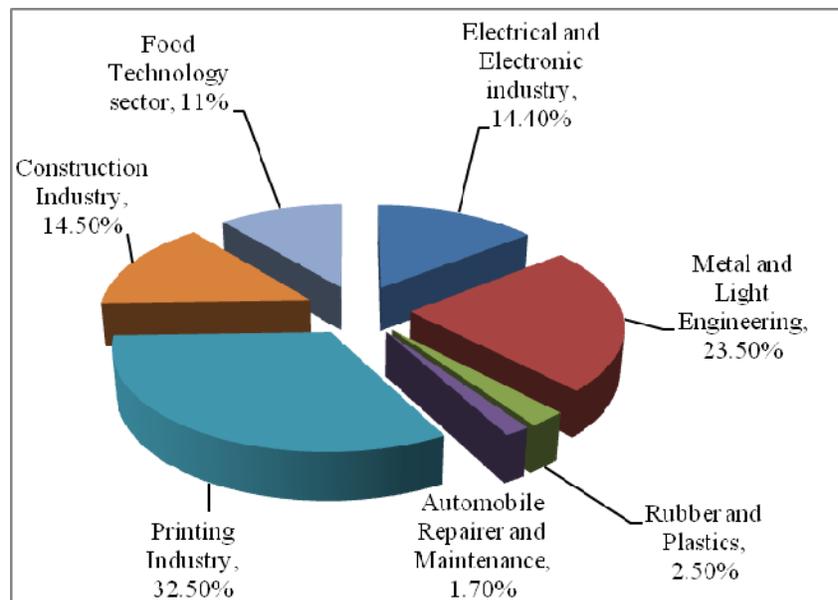
No.	Name and Address of the institute	Industry Sector	Training course and NVQ Level	Approved Amount (Rs.)	Reimbursement amount (Rs.)
	Matale				
5.	St. Anthony's Technical Institute, 104, Tissa Road, Monaragala	Construction Industry	Woods Craftsman (Furniture) NVQ Level 4	11,970.00	11,970.00
		Metal and Light Engineering Industry	Welder NVQ Level 3	346,500.00	346,500.00
6.	H/ Sri Kavanthissa Vocational Training Centre, Kataragama Road, Tissamaharama	Automobile Repairer and Maintenance Industry	Automobile Electrician NVQ Level 3	36,512.00	36,512.00
7.	Gamini Disanayake Institute of Technology & Vocational Studies Sri Sumangala Mawatha Hawa Eliya Nuwara Eliya	Printing Industry	Computer Graphic Designer NVQ Level 4	473,200.00	473,200.00
8.	Samadhi Community Development Foundation "Samadhi Medura" No.47, Sri Rathnapala Mw., Mathara	Printing Industry	Computer Graphic Designer NVQ Level 4	221,200.00	221,200.00
9.	St. Joseph's Technical Institute 345, Power House Road, Trincomalee	Construction Industry	Refrigeration & Air Conditioning Mechanic NVQ Level 3	21,070.00	21,070.00
		Electrical and Electronic Industry	Electrician NVQ Level 3	44,502.50	44,502.50
10.	Don Bosco Vocational Training Centre, Nochchiyagama	Electrical and Electronic Industry	Electrician NVQ Level 3	151,533.90	151,533.90
Total				2,137,258.20	1,910,133.40

In awarding of grants to private and NGO sector training institutions, priority was given to the printing industry sector courses where the private training providers show relatively a high interest in providing training. A percentage of 32.5 of the total grants were awarded to improve quality and relevance of training in that sector. Table 5.5 gives an details of grants awarded by industry sector and corresponding chart 5.3 gives an analysis of grants awarded.

Table 5.5: Awarding of financial assistance to training institutions in the private & NGO sectors by industry sector– 2012

Industry sector	No. of courses	Amount awarded (Rs.)	%
Electrical and Electronic industry	03	308,148.00	14.4
Metal and Light Engineering	03	502,568.00	23.5
Rubber and Plastics	01	52,465.00	2.5
Automobile Repairer and Maintenance	01	36,512.00	1.7
Printing Industry	02	694,400.00	32.5
Construction Industry	04	309,015.00	14.5
Food Technology sector	01	234,150.00	11.0
Total	15	2,137,258.00	100%

Chart 5.3: Awarding of financial assistance to training institutions in the private & NGO sectors by industry sector– 2012



5.1.3 Awarding of financial assistance to promote training for vulnerable people

A grants scheme has been developed and implemented by the TVEC for assisting training institutions that provide training for vulnerable/disadvantaged youth to purchase necessary high-tech equipment for training courses. The purpose of the scheme is to promote training for

vulnerable/disadvantaged people of the country without the condition of accreditation. In the budget of 2012, Rs. 0.9 Mn was allocated for disbursement among 11 courses and it was able to meet the target as expected. The training institutions that are registered under the TVEC and courses to which financial assistance were awarded in 2012 are given in table 5.6 below. .

Table 5.6: Awarding of financial assistance to promote training for vulnerable people-2012

No.	Name of the Institute	Ownership	Industry Sector	Name of the Training Course	Total
1.	Lasallian Community Education Services, No. 25 & 51, Temple Road, Mutwal, Colombo 15	NGO	Electrical and Electronic Industry	Electrician	104,810.00
			Metal and Light Engineering Industry	Welder	66,650.00
2.	Rajarata Womens' Foundation, no. 410, Olukadha, Kekirawa	NGO	Social, Community and Personal Services	Beautician & Hairstylist	24,575.00
			Textile & Garments industry	Tailor	71,210.00
			Food Technology	Cook	5,990.00
3.	Vocational Training Institute, Department of Social Services, Thelumbuyaya, Agunakolapelassa	Department of Social Services	Food Technology	Baker	95,000.00
			Construction Industry	Wood Craftsman	76,950.00
4.	The Association of Women with Disabilities, Pahalagama Road, Koongollewa Talawa	NGO	Textile & Garments industry	Tailor	45,020.00
5.	Sukitha Women's Vocational Training Institute	NGO	Textile & Garments industry	Tailor	53,050.00

No.	Name of the Institute	Ownership	Industry Sector	Name of the Training Course	Total
	Padukka Road Horana				
6.	Vocational Training Institute Department of social Service Liyangemulla Seeduwa	Department of Social Services	Textile & Garments industry	Tailor	77,300.00
			Leather Good Manufactur er Industry	Leather Goods Manufactu rer	237,000.00
Total					857,555.00

Through the above scheme, it was able to provide financial assistance of Rs. 0.87 Mn to purchase equipment for 11 courses conducted by 6 institutions in the public and NGO sectors. It was able to disburse 96.6% of the allocation available for this purpose in 2012.

5.1.4 Monitoring program for fund utilization

An annual program is implemented to see whether the grants recipient public and private sector registered institutions utilize the grants for agreed purposes.

This program was implemented in the year 2012 as well to physically evaluate the training institutions that were given financial assistance in the year 2011 and was able to evaluate 31 institutions out of 60 that were given financial assistance in 2011. In the public sector, 29 institutions were not able to complete the procurements as agreed and hence were not evaluated during the year. It was found by the evaluation that 9 training institutions in the private sector have been able to obtain accreditation from the TVEC as an outcome of the financial grants scheme. Other private institutions were being worked on the accreditation process and it was observed that these institutions would get accreditation in short period of time. During the evaluation program, 14 public sector institutions were also evaluated. Details of the program implementation are given in table 5.7 below.

Table 5.7: Findings of monitoring program

Sector	No. of Institutes	No. of courses	No. of courses evaluated	Amount of grant provided (Rs.)	No. of students trained	
					2011	2012
Public institutes	29	40	14	16,998,909.00	282	226
Private institutes	13	19	18	4,886,223.00	243	211
Promotion training for Vulnerable persons	04	11	09	1,993,495.00	57	64
Total	46	70	41	23,868,627.00	582	501

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

The TVEC has been engaged in developing Vocational Education and Training (VET) Plans for key industry sectors since 1999 with the objective of identifying skills requirements of the industry. Development of new VET plans and updating of previous VET plans are taking place in this program.

It was able to complete 2 update VET plans that were being prepared. Also, it was able to start developing a new VET plan in 2012 for transport and storage sector which is an emerging sector that apparently has a growing employment potential.

Reviewing and updating of 10 previous VET plans have been commenced and it was able to complete draft manpower estimate reports of the 10 industry sectors by end of 2012. A summary of details of the new and updated VET Plans is given in table 5.8 below.

Table 5.8: details of the new and updated VET Plans

Industry sector		Allocation (revised) (Rs.)	Physical progress of work	Capital Progress (Rs.)
New VET Plans	Telecommunication sector	160,000.00	Completed the report	160,000.00
	Transport and Storage sector	160,000.00	Contracted work assigned to the Uniconsultants of the Moratuwa University	160,000.00
Update VET	Electrical and Electronics sector	427,270.00	Completed and published	427,270.00

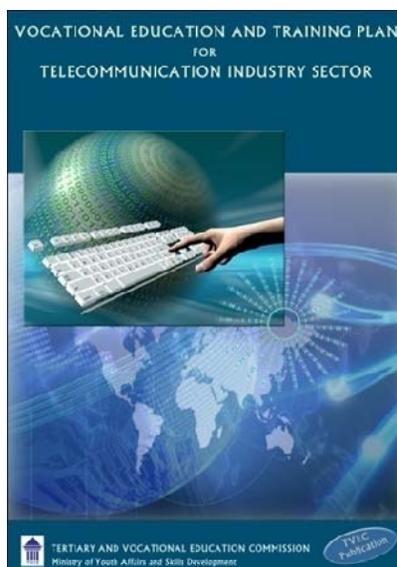
Industry sector		Allocation (revised) (Rs.)	Physical progress of work	Capital Progress (Rs.)
Plans	Hotel & Tourism industry	215,000.00	Completed the report	214,700.00
	Preparation of manpower estimates for 10 industry sectors	550,000.00	Completed 10 draft reports – Construction, Printing, Gems and Jewelry, Automobile Repair and Maintenance, Food and Beverages, Beauty Culture, Metal and Light Engineering, Plantation, Paramedical, Textile and Garments	550,000.00

Details of development process of each VET plan are given below.

5.2.1 Preparation of new VET Plans

- **Telecommunication sector**

Preparation of Telecommunication sector VET Plan was being done in collaboration with Telecommunication and Electronics Engineering department of the University of Moratuwa and the work was completed as expected in 2012. Final payment Rs. 427,270.00 was paid including the printing cost of the VET plan. An image of the cover page of the printed VET plan is given below.

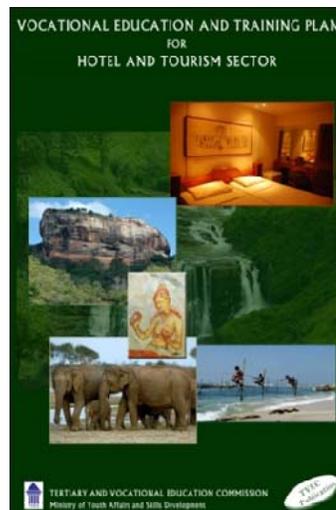


- **Transport and Storage sector**

Preparation of Transport and Storage sector VET Plan was started in 2012 and it was assigned to the Uniconsultancy Services of the University of Moratuwa on contract basis. An initial expenditure of Rs. 160,000.00 was incurred in 2012 and it is expected that the work will be completed in 2013. Commencement of the work was delayed as not being able to obtain tender proposals from the University due to trade union action of the University Teachers Association. Open tenders were called through newspapers and accordingly, the Uniconsultancy Services was selected through a tender evaluation process and the work was assigned to them for development.

5.2.2 Revision and update of VET Plans

Revision of Electrical and Electronics industry sector VET Plan and the Hotel and Tourism Industry sector VET plan has been completed in 2012. Revision and updating of VET plans took a new facet in 2012 and accordingly revision of 10 VET plans and preparation of manpower estimates started simultaneously with the approval of the governing board of the TVEC. By end of 2012, draft reports of 10 sectors were available and this work is expected to be completed in first quarter of 2013. Images of cover pages of two updated VET plans are depicted below.



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

In the year 2009, the TVEC commenced development of geographic based Vocational Education and Training (VET) Plans in fulfilling provisions of the TVE Act No. 20 of 1990. By the year 2012, preparation of provincial VET plans for Sabaragamuwa, Eastern and Southern provinces have been completed.

Development of two provincial VET plans for North Western (Wayamba) and Northern provinces has been started in 2012. Northern Province VET plan development is funded by the International Labour Organization's Colombo Office and Rs. 0.66 Mn has been spent in 2012 for Northern VET Plan development work.

North Western provincial VET plan was being developed with the funds from the General Treasury and, Rs. 0.8093 Mn was spent in 2012 for this purpose. These two provincial VET plans are expected to be completed in first quarter of 2013. Commencement of North Western VET plan was delayed due to unexpected delay in obtaining Chief Minister's approval and hence the work is targeted to be completed in first quarter of 2013.

5.3.1 Implementation of Provincial VET Plans

- Under the implementation of Sabaragamuwa Provincial VET plan, a training program was held for skills upgrading of technicians in Sabaragamuwa province which was funded by the TVEC where Rs. 76,000.00 was spent.
- For the purpose of implementation of Southern provincial VET plan, two consultative meetings were held in Galle where TVEC senior staff took part and gave technical inputs for implementation of recommendations of the VET plan.

5.4 Implementation of research studies in the TVET sector

Research proposals were called from researchers of training institutions operating under the Ministry Youth Affairs and Skills Development in the year 2012. Accordingly, the TVEC received 13 research proposals and after evaluation of all proposals 03 proposals that apparently would not bring any useful recommendations were left out and balance 10 proposals were implemented with the approval of the governing board of the TVEC. The estimated expenditure of the 10 research studies was Rs. 1.0 Mn. however, for 2012, only Rs. 0.8 Mn was approved. Actual expenditure for these researches in 2012 was Rs. 471,051.00 and as the studies are carried forward to 2013, the balance expenditure is expected to be incurred in 2013.

An amount of Rs. 70,683.00 was spent for research related workshops held in 2012. The remaining balance expenses would be incurred in 2013 as per the approval of the governing board of the TVEC.

Table 5.9 contains the list of research studies being implemented along with the expenditure incurred for each research study in 2012.

Table 5.9: Research studies – 2011/2012

No.	Research title	Research Team	Approved cost (Rs.)	Amount spent in 2012 (Rs.)	Amount to be spent in 2013 (Rs.)
2011					
1.	The study on relationship between school youth's job interests and realities of world of work	Department of Technical Education and Training	66,500.00	56,500.00	10,000.00
2.	Study on Foreign Employability of candidates whose certificate were certified by TVEC on the request of Foreign Employment Missions	Tertiary and Vocational Education Commission	94,750.00	63,490.00	18,000.00
3.	The study to explore means of improving effectiveness of NVQ level 5 ICT courses commenced at Colleges of Technology	Department of Technical Education and Training	78,500.00	65,500.00	10,000.00
4.	Effectiveness of Quality Management System in CoTs	Department of Technical Education and Training	120,000.00	15,000.00	105,000.00
5.	Study of Effectiveness of NVQ Level 5 & 6 Diploma Programmes Conducted by the College of Technologies	Department of Technical Education and Training	64,000.00	56,000.00	8,000.00

No.	Research title	Research Team	Approved cost (Rs.)	Amount spent in 2012 (Rs.)	Amount to be spent in 2013 (Rs.)
6.	Study for Searching Reasons for Decline the Pass Rate of the Courses of NVQ Level 5 in Colleges of Technology	Department of Technical Education and Training	99,000.00	20,000.00	79,000.00
7.	Tracer Study on ICT NVQ Level 5 & 6 Courses	Tertiary and Vocational Education Commission	197,000.00	7,500.00	189,000.00
8.	Study on consistency of NVQ Assessment System	Tertiary and Vocational Education Commission	141,750.00	120,050.00	10,000.00
9.	Develop case studies of TVET Passed outs with Successful Careers	Tertiary and Vocational Education Commission	165,000.00	65,000.00	100,000.00
Workshops and other expenses				70,685.00	
			1,028,511.00	541,736.00	1,570,247.00

Two research studies which were approved by the Governing board of the TVEC were not continued due to heavy workload of respective Researchers in 2012. No expenses incurred for these researches of which details are given in table 5.10 below.

Table 5.10: Research studies that were not implemented in 2012

No.	Title of the research study	Estimated cost (Rs.)	Reasons for not implementation
1	Feasibility Study on Conducting Quality Audits in TVET centers (e- Audits)	54,000.00	The study was given up due to lapses in MIS implemented in training centres
2	The study to investigate the effective use of equipment purchased for training centres by the Technical Education Development Project	163,000.00	The study was given up due to heavy workload carried out by the research team members.

5.5 Review and update of Corporate Plan and prepare Annual Implementation Plan of the TVEC

The Corporate Plan of the TVEC was updated as a rolling plan to be valid for 5 year period (2013-2017) based on the guidelines of ten year plan of the Ministry of Youth Affairs and Skills Development that was developed based on the guidelines of the “vision for new Sri Lanka” development horizon program of the “Mahinda Chinthana”. Annual Implementation Plan of 2012 was developed based on the Corporate Plan. Quarterly targets of the Annual Implementation Plan were decided based on the funding from the Government budget and other donor agencies. An image of the cover page of updated Corporate Plan is depicted below.



6.0 Standards and Accreditation Division

As per the provisions of the Tertiary and Vocational Education Act No. 20 of 1990 and the policy guidelines set out in Development Plan for Registration of Training Institutions published in Government Gazette (Extra ordinary) No. 887/8 dated 05th September 1995, the TVEC shall establish and maintain systems for quality assurance of delivery of training in TVET institutions in the country. Towards this end, the Standards and Accreditation division of the TVEC implements following 3 programs;

1. Registration of training institutions
2. Accreditation of training courses
3. Providing guidance for establishment of quality management systems and auditing of same

In order to carry out programs and activities of the division, Ten (10) officers including an Actg. Director, one (01) Deputy Director, three (03) Assistant Directors, One (01) Development Officer, three (03) Management Assistants, and one (01) Office Assistants were in service during the year 2012. In order to achieve the objectives of the division, following are the details of programs implemented and progress achieved in relation to each program during 2012 by the Standards and Accreditation division.

6.1 Registration of training institutions

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

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

As per the Annual Implementation Plan of 2012, it was expected to evaluate 144 new institutions for registration and expected to register 120 institutions under the TVEC. The division was able to evaluate 280 training institutions and register 187 institutions during the year under review where details are given in the table 6.1 below.

Table 6.1: Evaluation of training institutions for registration

	No. of institutions	
	Target	Progress
Evaluation	144	280
Registration	120	187

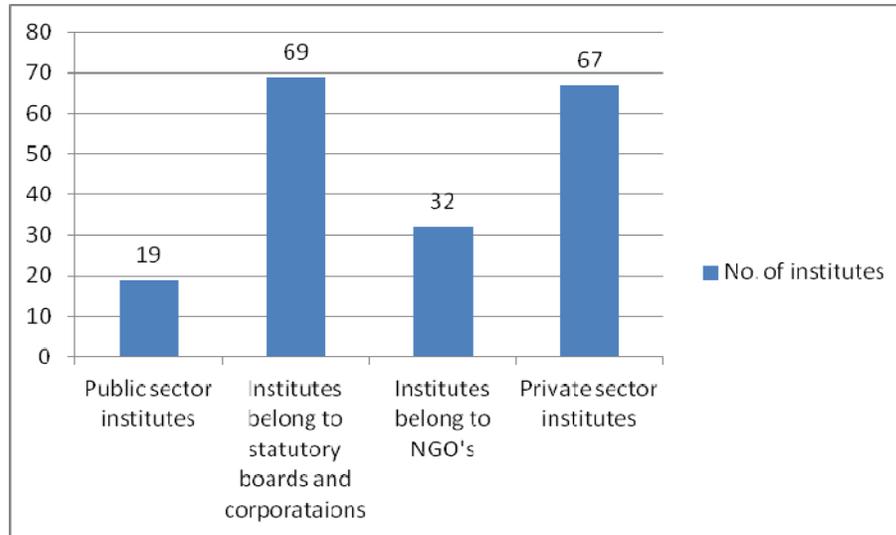
As shown in table 6.1 above, the division was able to undertake an excess of 136 new training institutions evaluations and register an excess of 67 compared to targets of the year 2012. The reason for this positive progress is that all completed applications were evaluated and all those applicants who fulfilled registration requirements have been registered. Reasons for receiving more applications may be due to awareness creation through print media, handbills, socialization of importance of being registered with the TVEC, and promotion programs implemented by the TVEC may have attributed to this progress.

Due to not fulfilling the requirements for registration, 93 applicants were not able to get through the assessment and hence not registered and these applicants have been instructed as to how they should prepare for registration. Following is an analysis of newly registered training institutions by ownership during the year 2012.

1. Institutions belong to public sector	-	19
2. Institutions belong to statutory bodies/corporations	-	69
3. Institutions belong to Non Governmental Organizations	-	32
4. Institutions belong to private sector firms	-	67
Total	-	<u>187</u>

The Chart 6.1 below shows the newly registered institutions by ownership in 2012.

Chart 6.1: Registered institutions by ownership



6.2 Renewal of registration of training institutions

As per the criteria for registration of training institutions published in the Government Gazette (extra ordinary) No. 887/8 dated 07th September 1995, applicant training institutions are awarded provisional registration certificate valid for a period of 2 years or 3 years. On completion of the registration period, the institutions are required to reapply for renewal of their registration.

It was expected to renew registration of 250 institutions during the year 2012 and out of this number, the TVEC has been able to evaluate 282 during the year under review. (this includes the institutions of which registration was expired in 2011). From these evaluations, 250 institutions have been able to get the renewal done and, 31 institutions were not able to get through the assessment for renewal of registration due to following reasons.

- Not found conducting any courses by the time of assessment
- Inadequate time duration of courses
- Not submission of CVs and certificates of training staff and copies of curricula of courses
- Not providing training as per curricula submitted with the application
- Lack of sufficient evidence to prove that registered courses and the courses for which renewal is sought are really being provided at the institute

- Lack of workshop facilities and training equipment in relation to number of courses
- Lack of space in the workshops

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

Table 6.2: Evaluation of training institutions for renewal of registration

	No. of institutions	
	Target	Progress
Evaluation	250	280
Registration	250	250

6.3 Programs implemented during the year 2012 to promote registration of training institutions

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

1. Awareness creation through newspaper advertisements

- Advertisements were published regarding selecting an institute for the purpose of training in Silumina, Sunday Lankadeepa, Weerkesarie and Sunday Observer on 02nd September 2012 and
- Advertisements were repeated on 23rd December 2012 in the same newspapers.

2. Awareness creation through handbills

Action was taken to print and disseminate handbills on registration and renewal of registration in Sinhalese and Tamil media.

A list of institutions newly registered and institutions that got their registration renewed up to October 2012 has been published in Government Gazette published on 20th February 2013. TVEC website (www.tvec.gov.lk) provides details of registered training institutions online.

6.4 Accreditation of courses

National Vocational Qualifications (NVQ) Framework of Sri Lanka was introduced in the year 2004. The primary purpose of accreditation program which was started in the year 2006 with the introduction of NVQ framework was to upgrade the standard of courses provided by registered training institutions in the country. In the accreditation initiative, criteria are developed so as to be able to identify suitable training institutions and courses for award of national qualifications under the National Vocational Qualifications (NVQ) framework as per the competencies required by the industry as indicated in relevant National Competency Standards.

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

The table 6.3 shown below provides details of assessment and accreditation targets and actual progress achieved during the year 2011, by sector.

Table 6.3: Details of assessment and accreditation targets and actual progress - 2012

	Assessments		Accreditation	
	Target	Progress	Target	Progress
Public sector	400	409	340	214
Private & NGO sector	50	89	36	57
Total	450	498	376	271

As shown in the table 6.3 above, it was able to accredit 214 courses conducted by public sector institutions in the year 2012 itself. Accordingly, the cumulative number of courses accredited in the public sector institutions has increased to 857.

It was able to assess 89 courses conducted by private and NGO sector institutions and was able to accredit 57 courses in the year 2012. Accordingly, the cumulative number of courses accredited in the private and NGO sector institutions has increased to 359.

Accordingly, there were 1225 accredited courses in the country, by end of 2012.

As per the table 6.3 above, the progress of assessment of public sector courses was outnumbered the target by 9 courses and the same for private/NGO sector courses outnumbered by 39 courses. This total increase of 48 courses may be attributed to introduction of NVQ into the Government recruitment scheme by the Ministry of Public

Administration, introduction of new National Competency Standards, and receive of more applications for accreditation due to increasing popularity of NVQ among general public.

Though the assessment evaluations increased than the assessment target, number of courses accredited has been decreased by 120 courses than the target in the public sector. This may be attributed to lack of training equipment, inadequate number of teachers, not conducting courses as per the national standards and curricula and other reasons.

Unlike in the public sector, the standards & accreditation division has been able to surpass private/NGO sector accreditation target by 21 courses. It was able to assess a total of 498 courses and accredit 271 courses during the year under review.

The table 6.4 shown below gives details of total number of accredited courses by end 2012, by institutions.

Table 6.4: Total number of accredited courses by main training provider as at end of 2012

Main training provider	No. of accreditation applications received in 2012	No. of accreditation assessments done in 2012*	No. of courses accredited in 2012	Total No. of courses accredited by end of 2012
National Apprentice & Industrial Training Authority	31	27	18	66
National Youth Services Council	45	66	31	64
Department of Technical Education & Training	21	45	26	192
Vocational Training Authority of Sri Lanka	138	244	130	535
Other Government Institutions	53	27	09	09
Private & NGO sector institutions	89	89	57	359
Total	377	498	271	1225

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

6.5 Renewal of accreditation

The validity period of accreditation is 03 years and therefore the training institutions that conduct accredited courses must take actions to renew accreditation of these courses on completion of accreditation validity period. Accordingly, during the course of year 2012, there were 85 courses in the public sector institutions and 54 courses of private/NGO sector institutions of which validity period of accreditation seize to be effective. Out of these courses, 79 public sector courses were assessed and of which, accreditation status of 68 courses has been renewed. The assessment included the applications received in the last year as well. In the private/NGO sector, 41 courses were also assessed and out of that, 35 courses were found suitable for renewal of accreditation during the year.

Renewal of accreditation of 11 courses in the public sector and 06 courses in the private/NGO sector could not be done due to following reasons;

- Courses not conducted according to lesson plans and year plans submitted with application
- Disparity between course content being taught and the requirements of relevant National Competency Standards and curricula
- Continuous assessment not being conducted properly and no records being maintained
- Student record books and other records not being maintained
- Machinery, equipment and tools that were existed at the first accreditation not available at the time of assessment for renewal of accreditation

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

Table 6.4: Details of reaccredited courses by main training provider

Main training provider	No. of applications received in 2012 for renewal of accreditation	No. of assessments done in 2012 for reaccreditation*	No. of courses reaccredited in 2012
National Apprentice & Industrial Training Authority	02	05	04
National Youth Services Council	-	09	06
Department of Technical Education & Training	19	25	20
Vocational Training Authority of Sri Lanka	26	40	38
Other Government Institutions	04	-	-
Private & NGO sector institutions	28	41	35
Total	39	120	103

Note: * Applications received in last year were also assessed

* Applications received in December were not assessed

6.6 Programs implemented to promote accreditation of training courses

With the view of promoting the accreditation program, the Standards & Accreditation division organized 06 awareness workshops during the year under review which were attended by instructors of training institutions in all over the country. The division was able to train 126 instructors of these institutions on preparation of training delivery documents for accreditation of courses.

6.7 Activities implemented in order to launch the ISO 9001:2008 Quality Management System

The tools of institute registration and course accreditation have been used to assure quality of training delivery. In order to further strengthen the quality of training, the TVEC guides training institutions to establish and maintain quality management systems at training institutions. It is an essential requirement to establish and maintain a quality management system in a registered training institution that conducts accredited courses at NVQ level 5 and 6 as set out in the NVQ operations manual.

The Technical Education Development Project had introduced quality management system based on the ISO 9001:2008 and IWA: 2007 quality standards.

The Standards & Accreditation division is entrusted with the responsibility of introducing systems and procedures for establishing and maintaining Quality Management Systems in training institutions.

Following measures were taken in the year 2012 by the Standards & Accreditation division in order to establish and maintain Quality Management Systems in TVET institutions.

- During the year under review, 06 training institutions have submitted their quality manuals to the TVEC. The Standards & Accreditation division reviewed these quality manuals and sent them back to the relevant institutions for corrections and further requested to resubmit them with the QMS application. By the end of the year under review, 04 Colleges of Technology (CoTs) have submitted QMS applications and 05 private/NGO sector training institutions have been audited for conformity by the Standards & Accreditation division.
- Recommended to award QMS conformity certificates to 04 private/NGO sector training institutions.
- Two (02) Training programs were held on establishing QMS and auditing of same for the TVET institutions that have shown interest and taken positive steps to establish QMS. The program was attended by 35 officers.

6.8 Attestation of registration status

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

On the request of the Ministry of Foreign Affairs, 275 certificate attestation letters have been issued on request during the year 2012

Also, 262 certificate attestation letters have been issued for the purpose of recruitment and promotion in public sector institutions.

6.9 Revenue generated by the Standards & Accreditation division in 2012

	Rs.
Sale of Students' records books	3,279,500.00
Fees charged for registration of institutions	- 584,950.00
Fees charged for Accreditation of courses	- 1,114,550.00
Total revenue generated by the Standards and Accreditation division in 2012	4,979,000.00

7.0 National Vocational Qualifications (NVQ) Division

The NVQ division has been entrusted with the task of implementation of National Vocational Qualification framework in the country and towards this end, following key programs have been implemented by the NVQ division in 2012.

- i. Social marketing of NVQ system and related activities in order to popularize NVQ among general public
- ii. Development and timely revision of National Competency Standards and related documents
- iii. Direct and indirect programs to implement National Vocational Qualifications system
- iv. Establishment of quality management system in the TVEC and reapply for recertification while ensuring continuous application of quality practices
- v. Other activities implemented external to the Annual Implementation plan of 2012

Accordingly, the programs and activities implemented by the NVQ division during the year under review were as follows;

7.1 Social marketing of NVQ system and related activities in order to popularize NVQ among general public

- i. As per the Annual Implementation Plan of 2012, three (03) NVQ awareness creation programs were to be held for School Principals who were undergoing Education Diploma course at the National Institute of Education training centre at Meepe. During the year, all 03 programs have been implemented where a total of 267 School Principals were attended.
- ii. As per the Annual Implementation Plan of 2012, four (04) NVQ awareness creation programs were to be held for the industry employers. One program with two sessions of awareness were held for the staff members of the Ceylon German Technical Training Institute, one program with three sessions was held for Ports Authority employees and one program for Engineers of the MAGA company were held as expected. This program was confined to three (03) institutions as the programs conducted were held in several sessions.
- iii. Ten (10) NVQ awareness programs were held outside Colombo using NVQ Delegates trained by the TVEC in which 1137 participants were attended. These program were held in following areas;
 - ❖ One program held at Vidatha Center, Kotapola
 - ❖ One program held at Divisional Secretariat office at Buttala
 - ❖ Two programs held at Vidatha Center, Malimboda

- ❖ One program held at Young Men’s Buddhist Associations, Biyagama
 - ❖ One program held at Bishops College, Colombo
 - ❖ One program held at the BMICH, Colombo
 - ❖ One program held at Vocational Training Center, Kalubowila
 - ❖ One program held at Vocational Training Center, Wellawatta
 - ❖ One program held at Pelwatta Sugar Corporation, Buttala
- iv. In line with “Deyata Kirula” exhibition 10000 leaflets were printed and distributed during the year under review where details are as follows;
- Handbills on RPL –2000 copies (Sinhalese)
 - Handbills on RPL – 1000 copies (Tamil)
 - Handbills on NVQ – 5000 copies (Sinhalese)
 - NVQ Handbook - Sinhalese (new edition) – 1000
 - NVQ Handbook - Tamil (new edition) – 1000
- v. During the year under review, the TVEC had attended two (02) exhibitions as expected in the Annual Implementation Plan where details are given below;
- “Dayata Kirula” national exhibition held in Oyamaduwa, Anuradhapura
 - Exhibition held at Pannipitiya Dharmapala Vidyalaya

7.2 Development of new National Competency Standards

- i. During the year under review, 13 new National Competency Standards have been developed and endorsed for implementation, which are listed below.
- Milk Collecting Centre Assistant
 - Milking Machine Operator
 - Assistant Factory Officer (Tea)
 - Assistant Factory Officer (Rubber)
 - Florist
 - Physical Fitness Trainer
 - Optician
 - Interior Decorator
 - Animal Feed Mill Operator
 - Animal Feed Production assistant
 - Dairy Farming Assistant
 - Rigger
 - Assistant Field officer (Tea)

ii. Following National Competency Standards have been revised and endorsed.

- Electrician – Maritime electrical aspects included
- Information and Communication Technology Technician

iii. Development of Assessment Resources

The National Apprentice and Industrial Training Authority (NAITA) was allocated required funds for development of assessment resources for the National Competency Standards developed in the year 2011/ 2012. The allocation available in the TVEC for 2012 was utilized for development of assessment resources for 18 occupations which are listed below.

- Fishing Vessel Skipper
- Boat Building Technician
- Fishing Technician
- Rigger
- Floriculture and Landscape Gardening Technology
- Draughtperson
- Fishing Technician
- Assistant Factory Officer (Rubber)
- Electrician
- Dairy Farming Assistant
- Physical Fitness Trainer
- Automobile Painter
- Beautician
- Hair Dresser
- Assistant Field Officer (Tea)
- Assistant Factory Officer (Tea)
- Milk Collecting Centre Assistant
- Milking Machine Operator

iv. During the year 2012, 17 Curriculum in the following occupations have been revised.

- Aluminum Fabricator
- Automobile Painter
- Automobile Tinker
- Automobile Air Condition Mechanic
- Baker
- Beautician
- Computer Network Technician
- Computer Application Assistant
- Computer Graphic Designer
- Electrician
- ICT
- Offset Litho Machine Operator
- Mechanic
- Metal Fabricator
- Radio TV Allied Equipment Repairer
- Tea Factory Mechanic
- Basic Competencies To Work

v. New National Competency Standard for Agricultural Production Technology at NVQ Level 5 & 6 was developed during the year 2012.

vi. Preparation of soft copies of National Competency Standards and allied documents

The TVEC has been able to earn an income of Rs. 535,250.00 by selling soft copies of National Competency Standards and allied documents during the year under review.

vii. Under mentioned 05 National Competency Standards and 02 curriculum outlines have been translated in to Tamil language.

National Competency Standards

1. Plant Nursery Development Assistant
2. Baker
3. Wood Craftsmen (Furniture)
4. Nurse Assistant
5. Field Assistant (Agriculture)

Curriculum outlines

1. Electrician
2. Radio TV Allied Equipment Repairer

7.3 Other direct and indirect projects implemented for Promotion of NVQ framework

i. As per the Annual Implementation Plan of 2012, it was able to organize two workshops for launching of NCS as expected in 2012. For these two workshops, 70 participants were attended where details are given below.

1st workshop

- Optician

2nd workshop

- Assistant Factory Officer (Tea)
- Assistant Factory Officer (Rubber)
- Milking Machine Operator
- Milk Collecting Centre Assistant

- ii. Seven NVQ related circulars have been published in the TVEC website during the year 2012 which are listed below.
- * Circular No. 1/2012 – Equating National Diploma in Engineering Technology (Civil) with NVQ level 5
 - * Circular No. 2/2012 – Trainer – Trainee ratio for delivery of TVET
 - * Circular No. 3/2012 – Equating National Diploma in Engineering Sciences (Civil Engineering) with NVQ level 6
 - * Circular No. 4/2012 – Guidelines for conducting NVQ level 5 and 6 courses
 - * Circular No. 5/2012 – Equating National Diploma in Engineering Sciences (Mechanical Engineering) with NVQ level 6
 - * Circular No. 6/2012 – Equating National Certificate in Technology (Mechanical Engineering) with NVQ level 5
 - * Circular No. 7/2012 – Equating National Certificate in Industrial Technology (Civil) with Construction Technology at NVQ level 5
- iii. Equating Non-NVQ courses with NVQ levels and award them NVQ certificates. This measure is valid for a limited period of time.

At the examination held for those who have done Non-NVQ courses in order to award NVQ equating letters, 11 candidates were found successful of which details are given below.

Course	No. of certificates
NCT (Civil)	05
NDES (Civil)	03
NDET (Civil)	03
	<u>11</u>

7.4 Activities pertaining to establishing of ISO 9001:2000 and extending validity of the certificate

The TVEC has been able to get through the third party audit held for extension of ISO certificate in 2012 and become eligible for extension of the quality certificate for another three years.

7.5 Other activities implemented by the NVQ division

- A simple software was developed for sale of soft copies of NCS and allied documents and handed it to the Library for use enabling the Library to understand current stock of CDs and inform the NVQ division for burning of required number of CDs.
- Required funds for development of National Competency Standards for Dental Attendant and Solid Waste Disposal Assistant was obtained from the relevant lead body i.e Dentists Association and the ILO
- Made arrangements to recognize “WARM – Work Adjustments for Recycling and Managing Wastes” as a teaching material in relevant TVET centres.
- Developed question papers for annual written test introduced for Beauty Culture and Hair Stylist occupations.
- Arranged initial foundation for giving NVQ for CIMA and AAT and Chartered Accountants professions.
- Made a presentation via Skype technology to the United Nations Organization’s ILO branch in Thailand on facilities provided for “Green Jobs” in the NVQ framework.

7.6 Assessment Coordination Unit of the NVQ division

Key activities of the Assessment Coordination Unit of the NVQ division are given below;

- i. Regulation of competency based assessments for award of NVQ
- ii. Maintenance of competency based Assessors registry

The unit works for achieving above key functions and following activities have been implemented by the unit during the year under review.

i. Conducting inter-agency NVQ steering committee meetings

Inter agency NVQ steering committee which has been implemented over the past few years is a mechanism adopted for identifying policy issues of NVQ framework implementation and give feasible solutions in order to rectify the issues. During the year 2012, the Committee was expected to meet 6 times as per the Annual Implementation Plan and it was able to organize 5 meetings of the Committee. Due to a policy issue raised by members on Terms of Reference of the Committee, the Committee was not convened during April – September 2012 period thus not being able to conduct one meeting as per the Annual Implementation Plan of the TVEC.

ii. Estimating Assessor requirements and occupations in which Assessors are required

Though it was targeted to make two estimates during the year under review, only one estimate was required and thus only one estimate was done by the division.

iii. Maintaining Competency Based Assessors registry

The assessment unit of the NVQ division maintains the Assessors Registry for the purpose of conducting competency based assessments before awarding of National Vocational Qualifications. Following tasks have been implemented by the assessment unit under this particular activity.

- **Conducting interviews to select suitable persons to train and assign work as Assessors**

The Assessment unit of the TVEC continuously invites applications from suitable persons to work as competency based assessors. Out of the applications, suitable persons are selected by interviews and it was expected to have 4 interviews during the year and an interview was held for 5 days to select the suitable persons.

- **Conducting workshops to train Competency based Assessors**

Those who selected through the interviews, were undergone a 5 days training program at the University of Vocational Technology (Univotec). During the year 2012, it was expected to organize 06 training programs and it was able to organize 08 such programs in association with the Univotec and thus train 208 competency based Assessors during the year 2012.

On the request of Bureau of Foreign Employment and the Sri Lanka Institute of Tourism and Hotel Management, 02 training programs were held for the purpose of training of their employees to work as Assessors and thus were able to exceed the target set for training of Assessors in the year 2012.

- **Appointment of Licensed Assessors**

Those registered Assessors who have done 25 assessments become eligible to forward applications to be Licensed Assessors. The TVEC has been entrusted with the responsibility of giving License to those who become eligible at the Interviews to

receive License from the TVEC. By end of April 2012, applications were sent to those who were eligible to become as Licensed Assessors and 138 such persons have sent completed applications to the TVEC. Out of the applicants, 108 appeared for a test followed by an interview and 76 persons were found suitable to receive License from the TVEC and they were issued License to work as Competency based Assessors.

- **Giving approval to conduct competency based assessments**

Private sector training institutions whose courses have been accredited has to conduct competency based assessments at the end of the courses against the relevant national Competency Standards. These assessments are supposed to be done by registered competency based assessors who should be selected by the respective institutions. Training institutions need to submit these details to the assessment unit of the TVEC and obtain approval to employ assessors for assessments. The assessment unit checks the assessors' details using the database and gives approval or suggests another assessor as per criteria for approving assessors for assessments. During the year under review, 334 such approvals have been given to the training institutions where the target was 150 such approvals.

- **Progress review of implementation of RPL system**

The National Apprentice and Industrial Training Authority (NAITA) is the body that is given power to conduct assessments for award of NVQ through the mode of Recognition of Prior Learning. During the year 2012, two progress review meetings were held with the officers of the NAITA who are engaged in assessments through RPL mode.

- **Maintaining consistency of competency based assessments**

One of the key activities of the assessment unit of the NVQ division is ensuring consistency of competency based assessments that take place in various training centers. In order to maintain consistency of assessments, workshops with Assessors are held and, in 2012, it was able to conduct 10 such workshops with Assessors as expected.

- **Auditing of competency based assessments**

The intent of the random audits is to monitor whether assessments are conducted according to agreed terms and conditions and the requirements of National Competency Standards. Seven (07) assessments that were being conducted at private training centers were randomly audited during the year as planned.

- **Conducting audits while assessments being held**

Conducting random audits while the competency based assessments are being taken place is another important activity undertaken by the assessment unit of the TVEC. It was able to conduct 08 such audits out of the 10 audits as targeted in the Annual Implementation Plan of the TVEC.

7.8 Issuing of NVQ certificates

During the year under review, the TVEC has been able to print and distribute 18,111 NVQ certificates of which details are given in Table 7.1 below.

Table 7.1: NVQ certificate holders and number of certificates issued by institute - 2012

Institution	Number of certificate holders			Number of certificates		
	CBT	RPL	Total	CBT	RPL	Total
Department of Technical Education and Training	1,297	-	1,279	1,316	-	1,316
National Apprentice and Industrial Training Authority	900	2,703	3,602	1,214	3,374	4,588
Vocational Training Authority	5,323	301	5,622	6,737	402	7,139
National Youth Services Council	379	-	379	534	-	534
Private	3,608	-	3,608	4,534	-	4,534
Total	11,489	3,004	14,490	14,335	3,776	18,111

Source: Certificate database of the TVEC

Table 7.2: No. of Certificates Printed – Private/NGO sector Vocational Training Institutes - 2012

Name of Institute	No. of Certificates
P01/0179 – Swiss Lanka Hotel School	14
P01/0213 – Asia Lanka International Training Centre	11
P01/0222 - Roots Hair & Beauty Salon and Academy	15
P01/0223 - Prima Ceylon Ltd- Sri Lanka	02
P01/0102 – Sasika Dress Line	08
P01/0247 - Technique International (Pvt) Ltd	71
P01/0253 - International Academy of Beauticians (Pvt) Ltd	233
P01/0257 – Win - Stone Hotel School	47
P01/0311 – Skill Development and Management (Pvt) Ltd.	11
P01/0322 - Infonet Computer Training School	22
P01/0274 – Technology and Computer Training (Pvt) Institute	37
P01/0325 – Ramanie Arsekularatne International Academy	24
P01/0295 - Salon Le Coiffeur Thilaque	24
P01/0308 - Frills Baking, Cooking and Confectionaries Training Centre	24
P04/0090 – COM Computer Institute	07
P02/0152 – Ranliya Institute (Private)	25
P01/0326 - Ranmali Associates International (Pvt.) Ltd	37
P03/0048 – Juliston Lanka International (Pvt) Institute	37
P01/0345 - Creative Academy	74
P01/0391 - Ranjana Salon & Academy	35
P06/0047 – Ruhunu Rural Women’s Organization	19
P06/0055 – Boseth Foundation	10
P02/0021 - Diesel and Motor Engineering Company Ltd	60
P02/0045 - Don Bosco Technical Centre	126
P02/0084 - MDP Computer Training Centre	45
P02/0097 - Beetacom Multimedia and Computer Studies	20
P02/0104 – Technology and Computer Training Institute	70
P02/0123 – SMI Professional Nurses Training Institute	40
P02/0157 – Kramski Training centre	15
P02/0159 - Good Shepherd Sisters	126
P02/0182 - Jayani School of Hair, Beauty and Bridal School	47
P03/0019 - Iqraa Technical Training Institute	89

P03/0067 - Agio Sirilak Sahanasewa Vocational Training Centre	65
P03/0076 - Conny Computer Training Centre	19
P04/0007 - Jesuit Academy	13
P04/0071 - N.K.I. Computer Training Institute	32
P04/0094 – One World Foundation	79
P04/0105 - Lideke Wary Educational Institute	54
P05/0001 – Dehami Social Service Foundation	05
P05/0071 - Saviya Women's Organization	10
P06/0040 – Sri Kawanthissa Vocational Training Centre	12
P07/0043 - Institute of Professional Computer Studies	53
P09/0016 - Cholankanda Youth Training Centre	42
P09/0051 - Don Bosco Technical Institute- Kandy	12
P09/0091 - Sunethra Hair and Beauty Academy	30
P09/0107 - Jayani Hair / Beauty and Bridal Dressing Teaching Academy	13
P10/0038 - Infomax Computer Technology	10
P11/0034 - Thondaman Vocational Training Centre	127
P12/0076 – Microcom Technological Academy	87
P12/0092 – Wayamba Technical College (Private)	322
P12/0104 – Siyasi Academy	183
P13/0030 - Tech Vithanika	60
P14/0038 - Bishop Leo Technical Institute	43
P06/0064 – Asiri I.C.T.A. Centre	11
P07/0053 – Gem and Jewelry Research and Training Institute	03
P14/0056 – Future in Our Hands Development Foundation	25
P15/0025 – St. Anthony's Technical Institute	88
P15/0028 – SOS Children's Villages of Sri Lanka	63
P16/0041 – SOS Children's Villages Sri Lanka	30
P09/0123 – Salon Rosita Hair and Beauty Studio (Private)	67
P16/0083 – Sri Lanka Chamber of Construction Industry	130
P18/0011 – Advance Training Center (ATC)	49
P12/0113 – High Tec Lanka International	215
P18/0031 – Social Welfare Organization Ampara District (SWOAD)	19
P18/0033 – Social Welfare Organization Ampara District (SWOAD)	04
P12/0126 – Salon Kusum Hair Beauty and Bridal Academy	16
P20/0031 – Lanka Jathika Sarvodaya Shramadana Sangamaya, Batticaloa	11

P20/0035 – Royal Computer Training Institute	62
P20/0036 – Miani Technical Institute	212
P15/0039 – Wellassa Development Foundation	23
P14/0042 – Vocational Training Centre for Disabled	09
P21/0009 – Organization of Rehabilitation of the Handicapped	18
P01/0240 – Little Buds	11
P02/0073 – Diyagala Boys Town	17
P13/0039 – Mercy Education Complex	173
P15/0021 – Welfare Development Centre	82
P18/0034 – Bodhiraja Foundation	12
P19/0022 – Sarvodaya Ampara	89
P20/0054 – GIZ- Sri Lanka	35
P20/0055 – GIZ- Sri Lanka	93
P20/0056 – GIZ- Sri Lanka	56
P20/0058 – GIZ- Sri Lanka	56
P20/0060 – GIZ- Sri Lanka	30
P20/0061 – GIZ- Sri Lanka	45
P21/0019 – CCI SL	84
Total	4534

Source: TVEC Database

In addition to above, the TVEC has reprinted 320 NVQ certificates in 2012 of which details are given below.

Type	No. of Certificates
Re-printed certificates by reason of printing error	318
Duplicate certificates for misplaced certificates	02
Total	320

Source- TVEC Database

Table 7.3: No. of Certificates Printed by Occupation

Code	Occupation	Department of Technical Education and Training	National Apprentice and Industrial Training Authority	National Apprentice and Industrial Training Authority (Recognition of Prior Learning)	Vocational Training Authority	National Youth Services Council	Private	Total
A01T001	Agricultural Machinery Technology	12	0	0	0	0	0	12
BCS01	Basic Competencies to Work	0	0	99	0	0	0	99
D15S001	Fruit and Vegetable Processor	0	0	09	0	0	0	09
D15S002	Baker	0	0	62	151	23	152	388
D15T001	Food Technology	22	0	0	0	0	0	22
D18S007	Fashion Designer	0	0	0	0	0	08	08
D18S001	Industrial Sewing Machine Operator	0	0	10	120	0	0	130
D18S002	Work-study Officer	0	0	0	05	0	0	05
D18S004	Tailor	0	0	112	50	0	121	283
D19S001	Leather and Footwear Maker	34	0	0	20	0	0	54
D22S001	Computer Desktop Publisher	0	0	02	0	0	0	02
D22S002	Computer Graphic Designer	0	114	12	75	06	93	300
D28S003	Litho Machine Operator	0	02	01	24	0	0	27
D22S004	Book Binder	0	0	01	0	0	0	01
D26S001	Lapidarist	0	0	01	0	0	0	01
D28S001	Metal Fabricator	0	10	32	29	0	0	71
D28S002	Welder	21	63	242	604	16	185	1131
D29S003	Tool and Die maker	0	0	0	0	0	05	05
D28S004	Fitter (General)	0	0	03	0	0	0	03
D28T001	Welding Technology	07	0	0	0	0	0	07
D29S001	Machinist	36	10	21	96	0	25	188

Code	Occupation	Department of Technical Education and Training	National Apprentice and Industrial Training Authority	National Apprentice and Industrial Training Authority (Recognition of Prior Learning)	Vocational Training Authority	National Youth Services Council	Private	Total
D29S002	Refrigerator and Air-conditioner Mechanic	33	48	42	211	14	211	559
D29S004	Sewing Machine Mechanic	0	0	04	05	0	0	09
D29T001	Production Technology	18	0	0	0	0	0	18
D32S001	Radio, TV and Allied Equipment Repairer	22	08	43	146	14	104	337
D32S001	Mechatronics	14	0	0	0	0	0	14
D33T001	Mechatronics Technology	24	0	0	0	0	0	24
D36S001	Wood Craftsman (Furniture)	18	28	146	345	0	82	619
D36S002	Jewelry Stone Setter	0	0	0	23	0	0	23
D36S003	Jewelry Maker	0	0	0	39	0	3	42
E40S001	Electrician	96	81	307	953	51	409	1897
E40S002	Household Electronic Equipment Repairer	17	0	10	84	0	08	119
E40S003	Electric Motor Winder	0	0	05	236	0	2	243
E40S005	Boiler Operator	0	0	02	0	0	0	02
E41S001	Plumber	02	45	92	152	0	116	407
F45S001	Bar Bender	0	0	0	0	0	03	03
F45S002	Painter (Building)	0	0	09	0	0	0	09
F45S003	Aluminum Fabricator	29	0	05	235	0	44	313
F45S004	Wood Craftsman (Building)	0	42	78	36	0	136	292
F45S005	Construction Craftsman (Masonry)	08	69	272	186	0	155	690
F45S006	Construction Site Supervisor	0	0	18	0	0	11	29
F45S008	Construction Machine Operator	0	0	0	0	0	209	209
F45T001	Construction Technology	57	0	0	0	0	0	57
F45S009	Draughtsperson	0	0	68	0	0	36	104
G50S001	Automobile Air-conditioning Mechanic	0	0	0	19	0	0	19

Code	Occupation	Department of Technical Education and Training	National Apprentice and Industrial Training Authority	National Apprentice and Industrial Training Authority (Recognition of Prior Learning)	Vocational Training Authority	National Youth Services Council	Private	Total
G50S002	Automobile Electrician	0	34	07	67	0	0	108
G50S003	Automobile Mechanic	103	337	206	218	31	310	1205
G50S004	Automobile Painter	0	13	55	43	0	0	111
G50S005	Automobile Fitter	08	24	20	33	0	0	85
G50S006	Motor cycle Mechanic	0	0	71	414	31	58	574
G50S007	Three wheeler Mechanic	0	0	20	0	0	11	31
G50S009	Outboard Motor Mechanic	0	48	03	13	0	0	64
G50T001	Automobile Technology	47	0	0	0	0	0	47
G52T001	Refrigerating and Air-conditioning Technology	21	0	0	0	0	0	21
H55S001	Waiter/Steward	0	0	07	0	0	39	46
H55S003	Cook	0	0	15	0	0	11	26
I63S001	Store Keeper	0	0	11	0	0	0	11
I63S002	Heavy Vehicle Operator	0	0	0	0	0	06	06
I64S001	Telecommunication Technician	18	0	0	0	0	0	18
I64T001	Telecommunication Technology	06	0	0	0	0	0	06
K72S001	Computer Hardware Technician	06	0	43	246	48	70	413
K72S002	Computer Network Technician	0	0	09	0	0	19	28
K72S003	Computer Applications Assistant	384	238	486	1076	57	768	3009
K72S004	Information and Communication Technology Technician	12	0	04	0	0	63	79
K72T001	Information and Communication Technology	241	0	0	0	0	0	241
K74S001	Secretary	0	0	06	0	0	0	06
K74S004	Clerk	0	0	03	0	0	08	11
K74S005	Photographer	0	0	01	0	0	0	01

Code	Occupation	Department of Technical Education and Training	National Apprentice and Industrial Training Authority	National Apprentice and Industrial Training Authority (Recognition of Prior Learning)	Vocational Training Authority	National Youth Services Council	Private	Total
M80S001	Pre-School Teacher	0	0	22	0	0	11	33
N85S001	Bio-Medical Technician	0	0	02	0	0	0	02
N85S002	Nurse Assistant	0	0	0	0	0	230	230
O90S002	Municipal Solid Waste Operation Assistant	0	0	76	0	0	0	76
O93S001	Beautician	0	0	425	780	123	554	1882
O93S002	Hair Stylist	0	0	174	405	120	258	957
	Total	1316	1214	3374	7139	534	4534	18111

Source- TVEC Database

Table 7.4: Number of NVQ Certificates Issued by Gender - 2012

Institute	Male	Female	Total
Department of Technical Education & Training (DTET)	814	465	1279
National Apprentice and Industry Training Authority (NAITA)	2632	970	3602
Vocational Training Authority (VTA)	3999	1623	5622
National Youth Services Council (NYSC)	205	174	379
Private	2167	1441	3608
Total	9817	4673	14490

Source- TVEC Database

Table 7.5: A Comparison between NVQ Certificates Issued in 2011 and 2012 (Both CBT and RPL Modes)

Mode	2011	2012	Number of certificates increased
Competency Based Training (CBT)	14,576	14,335	241
Recognition of Prior Learning (RPL)	1,996	3,776	1780
Total	16,572	18,111	1,539

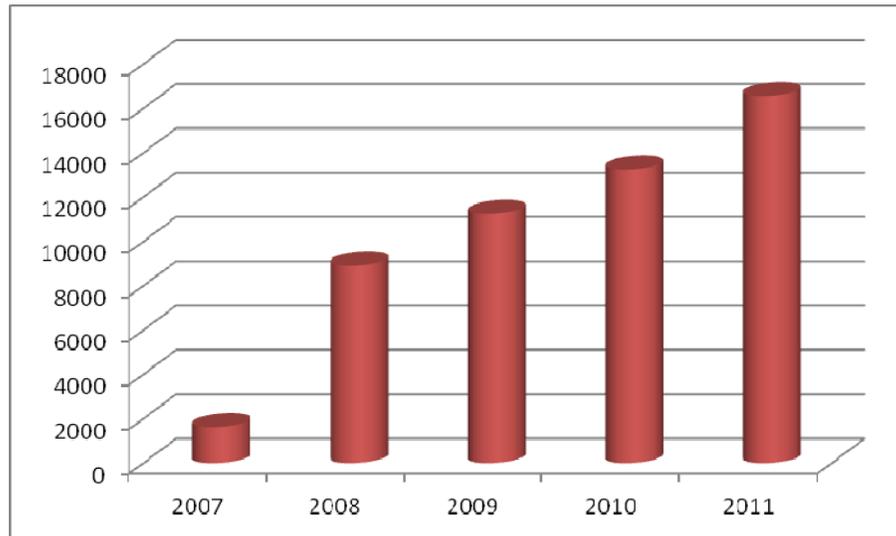
Source- TVEC Database

Table 7.6: Total Number of Certificates Printed from 2007 to 2011

Certificates	2008	2009	2010	2011	2012	Total
No. of Certificates	8,915	11,249	13,256	16,572	18,111	68,103

Source- TVEC Database

A Comparison of Printed Certificates from 2007 to 2011



From the inception of National Vocational Qualifications framework up to 2012, 68,103 certificates have been issued.

8.0 Information Systems Division

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

Among the key objectives of the Information Systems (IS) division of the TVEC, developing, establishing and maintaining information systems remain key functions in order to facilitate smooth functioning of main activities of the TVEC. During the year under review, the division was comprised of a Director, Labour Market Analyst, Statistician, Librarian/Documentation Officer, Junior Programmer/Analyst programmer, Development Assistant, Computer Operator, and an Office Assistant.

Main activities and programs of the IS division included;

- Develop and maintain labour market information system
- Compile and publicize Labour Market Information (LMI) bulletin
- Compile and publicize TVEC Newsletter
- Administering databases of registered training institutes and accredited courses
- Maintenance of NVQ certificate printing system
- Develop and maintain Education Management Information System (EMIS)
- Develop and maintain TVEC website
- Develop and maintain TVEC Intranet
- Provide electronic communication systems for the internal staff and develop and maintain local area network of the TVEC
- Develop IT based software in order to facilitate effective implementation of main activities of the TVEC
- Maintenance of the Library for the purpose of providing library facilities to internal staff of the TVEC, and

- Analyze and present labor market information on demand, were among key activities of the division

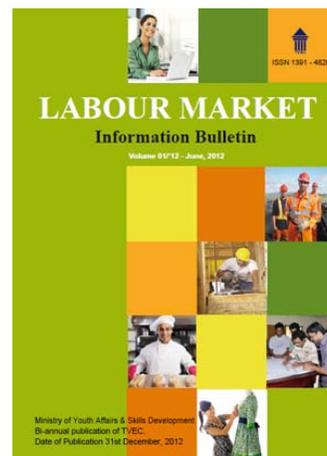
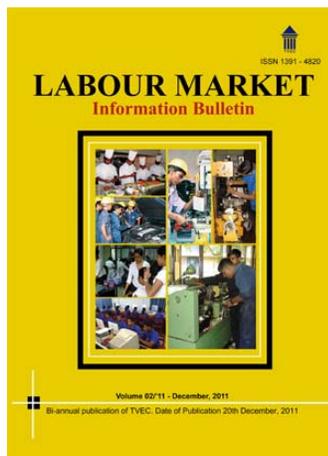
Main information system of the IS division is comprised of Labour Market Information System, Education Management Information System (EMIS), NVQ Certificate Awarding Information System, and the Registration Information System and Accreditation Information System. The division has been able to undertake and complete following activities during the year 2012.

8.1 Develop and maintain Labour Market Information (LMI) system

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

8.2 Compile and publicize Labour Market Information (LMI) bulletin

The IS division has been able to publish two (02) LMI bulletins during the year 2012 through which a comprehensive analysis of labour market trends of 2011 and that of first quarter 2012 are included in the two bulletins. Useful information are provided in the bulletins for the use of job seekers, employers, career guidance officers, TVET Planners, employment placement agencies and other stakeholders and organizations etc.



During the year 2012, the IS division has taken action to improve the quality of the Labour Market Information bulletin by adding TVET research findings, labour force statistics in order to give it a new look and make it attractive for those who has interest on changing labour market trends.

The LMI bulletins include useful information on local and foreign demand for skills, current industry employment calculated based on newspaper job advertisements, employment placements, envisaged qualifications, gender, and experience etc. Job advertisements appeared in “Silumina” and “Sunday Observer” and the Government Gazette since 2005 up to first half of 2012 are presented in the table 8.1 given below.

Table 8.1: Count of Newspaper job advertisements

	Year							
	2005	2006	2007	2008*	2009*	2010*	2011	2012* 1 st half
No. of job advertisements	83,527	104,839	113,060	116,157	82,167	124,741	108,193	71,121

Note: * Jobs appeared in Government Gazettes included

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

8.2.1 LMI Webpage

An updated LMI webpage has been maintained during the year 2012 for the purpose of providing reliable labour market information efficiently and effectively for the users.

Through the webpage, information of following categories were provided;

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

An image of the LMI Webpage is given below.



8.2.2 Internet, email and intranet facilities

As per the circular on use of email for sharing of information pertaining to official matters, staff of the TVEC is provided with facilities to log on to internet and use email with the view of increasing efficiency and also to reduce cost of sharing information. Facilities are provided to gather new knowledge through the internet and increase efficiency of communication between staff members. An intranet is also maintained in order to share information between internal staff members. These facilities are commended by the users as they possess flexibility and easy-to-use features which facilitate easy exchange of information.

Following internal and external reports are uploaded to the internet;

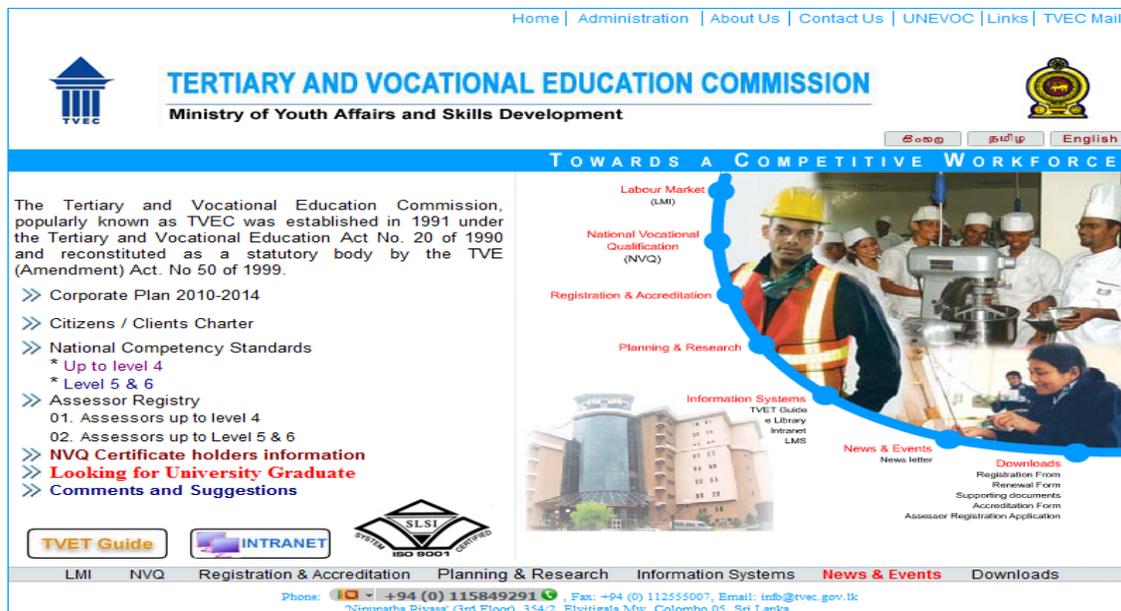
- Internal policies, procedures, guidelines and divisional reports
- Legal requirements
- Regulatory requirements

TVEC staff is given exclusive opportunities to log on to the intranet via the website of the TVEC. The Information Systems (IS) division of the TVEC maintains the intranet for the purpose of sharing information between staff members of the TVEC.

8.2.3 Maintain website of the TVEC

The IS division administers the TVEC website which includes details of activities of TVEC, updated and accurate LMI, and new developments of the TVET sector etc. for information of the stakeholders. This information are useful for those who has interest on development of the TVET sector.

Following is an image of the TVEC Webpage;



The main Webpage provides access to following WebPages;

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

- Download of applications and information
- Internal web net

Following databases and data sources are included in the Website in 2012 which can be accessed through search engine facilities provided;

- Corporate Plan 2013-2017 of the TVEC
- TVET Policy framework
- Citizens' Charter
- Registered training institutions
- TVET sector course details
- NVQ circulars and guidelines
- NVQ Operations Manual
- Accredited course list
- National Competency Standards list
- TVET Guide
- Competency Based Assessors list
- Vocational Education and Training (VET) Plans
- Details of financial assistance provided to training institutions
- Research and Education reports and
- other research and TVEC research reports

In the year 2012, the TVEC website was hit 2,679,515 times by various web users of which statistics are given below.

Web Usage Statistics 2012 – Summary By Month										
Month	Daily Avg.				Monthly Total					
	Hits	Files	Pages	Visits	Sites	KBytes	Visits	Pages	Files	Hits
Dec-12	8949	6326	1613	484	8568	41056452	15014	50013	196132	277431
Nov-12	8174	5716	1399	429	7495	23994336	12877	41978	171507	245232
Oct-12	8702	5978	1494	461	7663	21782704	14301	46321	185336	269779
Sep-12	10273	7412	1894	438	7346	17158850	13165	56821	222389	308213
Aug-12	6319	4398	1228	359	5816	9304507	11155	38080	136368	195891
Jul-12	7512	5119	1435	401	6454	11566155	12455	44488	158705	232886

Jun-12	6965	4756	1478	380	6189	9790092	11414	44354	142702	208963
May-12	6641	4333	1367	385	6349	10274841	11935	42394	134339	205893
Apr-12	4988	3229	1035	294	4639	6906745	8839	31074	96896	149647
Mar-12	6240	4118	1203	295	5219	8098258	9159	37313	127688	193443
Feb-12	6225	4122	1105	308	5121	7595633	8954	32070	119547	180542
Jan-12	6825	4567	1257	335	5621	8220086	10391	38989	141590	211595
Totals						175748659	139659	503895	1833199	2679515

The WebPages listed below have been further developed and maintained during 2012 by the IS division of the TVEC.

a. Registration & Accreditation website

Information pertaining to institute registration and course accreditation are available in this website. Training institutions registered with the TVEC, accredited courses, quality management system information, registration application forms, registration renewal application forms, and accreditation application forms etc., are included in this website.

Following is an image of the webpage;

TERTIARY AND VOCATIONAL EDUCATION COMMISSION

Registration and Accreditation

All persons managing, running or controlling any institute for the provision of tertiary education or vocational education shall apply for registration. The application for registration could be obtained from the office or download from the TVEC web. Applicant institute should provide correct and adequate information required in the application attaching copies of supporting documents wherever appropriate.

After receiving the completed application with supporting documents, TVEC officials visit the training institution for onsite evaluation. Evaluation is done by considering the criteria setout in Development Plan published in Extraordinary Gazette No. 887/8 dated 7th September 1995.

The Evaluation Shall Cover Following Aspects.

1. Curriculum and Course Material
2. Training Delivery and Assessment
3. Qualification, Experience and Pedagogical Skills of the Staff
4. Logistics and Training Facilities
5. Management and Record Maintenance
6. Student Welfare and Support Services

Registered Institutes

Accredited Courses

Online registration and accreditation information

Information on institute registration and course accreditation can be accessed through the internet and can be get information on institutes by;

1. province and sector
2. province and ownership
3. province and institute
4. course name and district.
- 5.

An image of the search engine is given below.

The screenshot shows a web interface titled "List of Registered Institutes". It features four search filters, each with a header bar and a search area:

- Select institutes by Province and Sector:** Includes a dropdown for "Select a Province", a dropdown for "Select Industry Sector", and a "List" button.
- Select Institutes by Province and Ownership:** Includes a dropdown for "Select a Province", a dropdown for "Select Ownership", and a "List" button.
- Find Institutes by Name:** Includes a text input field for "Enter first few letters of the institute name" and a "List" button.
- Find Courses and Institutes by Course Name:** Includes a text input field for "Enter first few letters of the course name", a dropdown for "Select a District", and a "List" button.

b. Planning & Research website

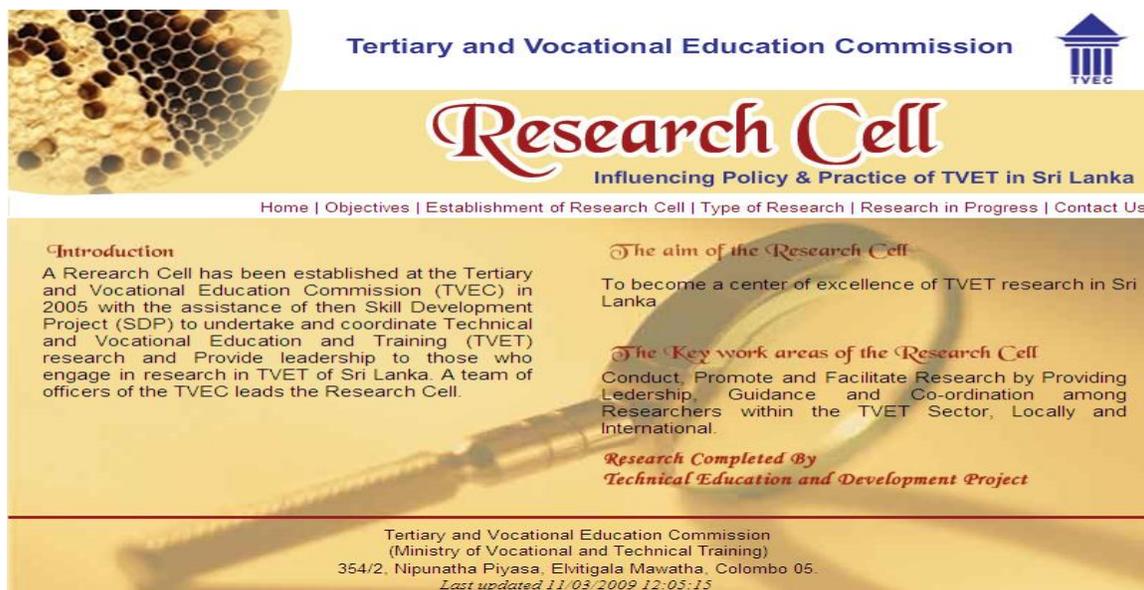
This website includes TVET Policies, Corporate Plan, Annual Implementation Plan, Vocational Education and Training (VET) plans and financial assistance details of the current year. This site provides access to Research Cell website where Research Cell objectives, establishment of Research Cell, types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

Following is an image of the Planning & Research webpage;



A survey was done in 2012 on the web browsers of this website and it was found that about 20,000 of local and foreign browsers use this Research Cell website.

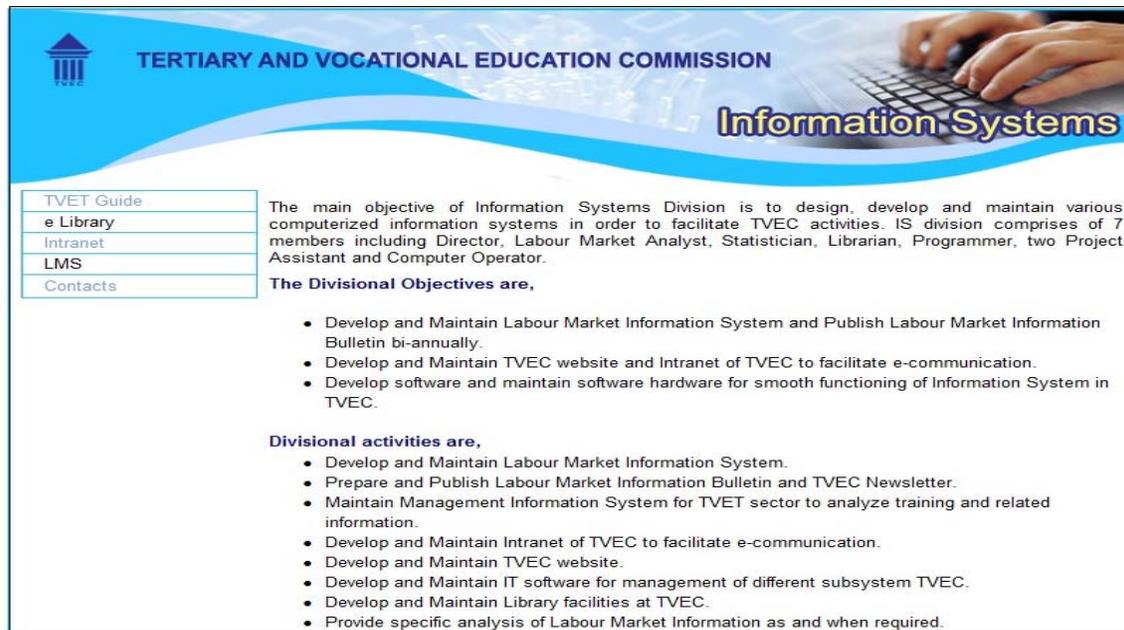
The image given below is the front page of the Research Cell website.



c. Webpage of the Information Systems division

This is a new website developed and maintained throughout the year 2012 by the IS division which has been used to include information pertaining to IS division which includes browsing facility for e library, intranet, LMS etc.

An image of the IS webpage is give below;



In addition, the IS division has been able to develop and maintain following databases in 2012:

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

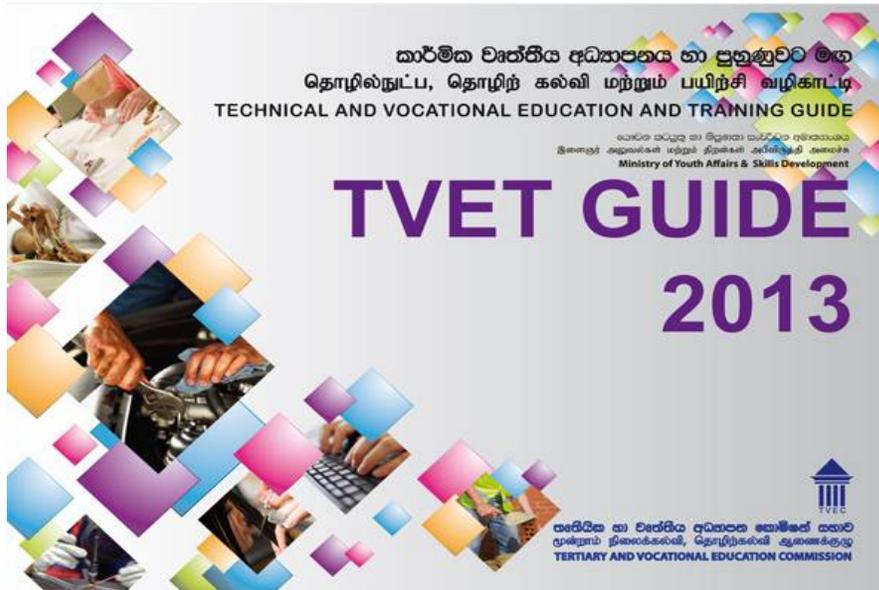
The IS division administers Local Area Network (LAN) of the TVEC and its accessories, internet facilities, email, central database, and computer firewall, in order to provide efficient computer and communication facilities to the staff members and other stakeholders during the year 2012.

8.2.4 TVET Guide

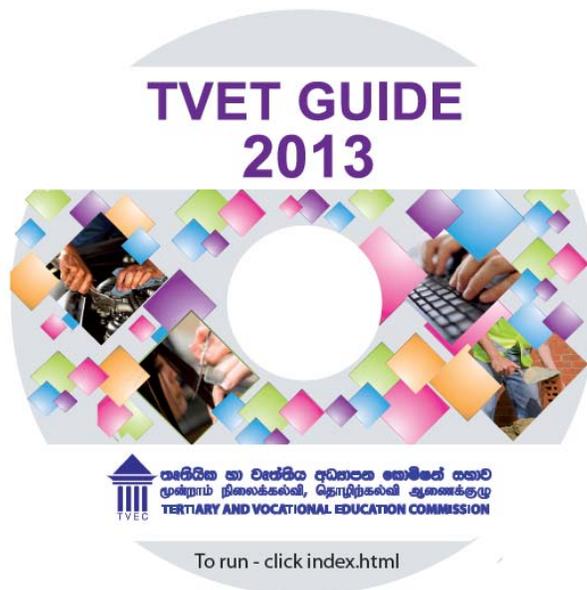
In addition to the LMI Bulletin, the IS division of the TVEC has been able to publish TVET Guide-2013 during the year 2012 which provides details on public sector TVET courses, institutes, entry requirements, fees applicable to year 2012, and details of accredited courses.

The IS division took actions to prepare and publish TVET Guide by province during the year 2012. The TVET Guide provides information on courses and entry qualifications by provinces.

An image of TVET Guide 2013 is depicted below.



In addition, the TVET Guide is prepared as a CD in all three languages of which an image is depicted below.



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

- Industry sectors by province
- Qualifications by province
- Training sectors by industry and province

The TVET Guide is accessible through the Website.

An image of the searching facility is depicted below.



This is a comprehensive guide on the Technical and Vocational Education and Training Opportunities available at the public sector training what Technical and Vocational Education and Training sector Provides for their future career. .

TThis Guide has three indexes which support easy access to field of study, educational qualifications required and institute name. The info province wise. .

Select Institutes by Province and Field of studies

----- Select a Province ----- ----- Select a Fields of studies -----

Select Institutes by Province and Educational Qualifications Required

----- Select a Province ----- ----- Select a Qualification -----

Select Courses by Province, Institutes and Fields of studies

----- Select a Province ----- ----- Select a Institute -----

--- Select a Fields of studies ---

8.2.5 TVEC Newsletter

During the year under review, the IS division was able to develop and publish two (02) TVEC newsletters to make aware the relevant parties regarding new activities and programs undertaken by the TVEC. Newsletters were disseminated among the registered training institutes and other stakeholders during the year 2012.

Two images of newsletters published during the year 2012 are depicted below.



8.2.6 Library of the TVEC

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

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

Details of purchase of books for the Library during the period 2006 -2012 are given below;

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

In addition, the Library provided the inter library lending service for the service seekers who sought books which are not available in the TVEC Library. In order to provide information needed for staff members, the library provided exchange services in association with the British Council. The staff members were provided with Library facilities of other libraries of other institutions. Arrangements provided to use facilities of the British Council library as well. Under this service, opportunities were provided to staff members to use international publications.

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

An image of the ibsys software is given below;

LIBSYS library management system
 Welcome : Weerakoon Mudiyansele Thennedara Anura Weerakoon Logout

Home Media Operations **Media Inventory** Member System Data Reports Media Requests Permission

Books Journal/Periodical Special Collection CD/DVD Collection All View

List View New Delete List

Books List View

Filter Settings

Title ISBN Call No Date Received
 Authors Editors Translators Compilers
 Accession No Key Words Class No Publisher

Filter

Show 50 entries Search:

Accession Number	Title	Author/s	ISBN	Copies	Action
002442	Upan da sita	Wickramasinghe, martin	955-8415-05-7	1	
002441	Eda heladiwa	Karunathna, devid	955-21-0223-5	1	
002440	Manusath uyana	Bandusila, s.m.	955-95290-1-3	1	
002439	Mage naduwa ewarai	Wijesuriya, sarath	978-955-652-105-4	1	
002438	Lankawata awenika kurullo	Kumara, shirly upul	978-955-1462-01-7	1	
002437	Gewaththata ena kurullo	Kumara, shirly upul	978-955-1462-03-1	1	

8.2.7 Geographic Information System (GIS)

A Geographic Information System (GIS) has been established and maintained at the TVEC (<http://www.tvec.gov.lk/pathfinder>).

It is expected to give access to any training institute in the country electronically using modern computer technology. Information of proximity from cities, courses, location etc can be downloaded from the system.

It is expected to explore the possibility of accessing the internet through the web based GIS. Those who require updated information about training provision can be obtained using the GIS. Open source software has been used for the development of the GIS and hence has occurred a lower cost in this exercise. At the first step, training institutions located in the North Central and Sabaragamuwa provinces have been connected to the GIS. In 2012, inclusion of training centres located in Southern, North Central and Eastern provinces have been completed. It is expected to continue the activity up to year 2014.

An image of the GIS is given below.

The screenshot displays the 'Geographical Information System' interface for the Tertiary and Vocational Education Commission (TVEC). The header features a compass, the TVEC logo, the title 'Geographical Information System', and the subtitle 'Tertiary and Vocational Education Commission'. A search bar and 'User Guide' link are present. The main content area is titled 'VOCATIONAL CENTRE PATH FINDER' and is divided into four sections:

- ADVANCE SEARCH:** Contains four dropdown menus for 'Select Your Industry Sector', 'Select Type of Institution', 'Select Your Province', and 'Select Your District', along with a 'Find Institute' button.
- No Location Found:** A message indicating that no results were found for the current search criteria.
- Map:** A Google Maps view of Thimbingasyaya, Sri Lanka, with a red pin marking a location. The map shows streets like Gregory's Rd, Mawatha, and Narahenpita Railway.
- Advance Mapping:** A section with a button and three photographs: a group of students in a computer lab, a group of students in a workshop, and a building with a sign for 'NVQ'.

At the bottom, there is a copyright notice: 'Copyright © 2011 MapInfo. All Rights Reserved.'

9.0 International Cooperation

Strengthening of international cooperation in the TVET sector

An active wing of UNIVOC of the UNESCO of which the head office is located in Bonn, Germany has been established in the TVEC. The TVEC took part in the international conference organized by the UNIVOC of UNESCO held in Shanghai, China which drew attention all over the World. This international conference was attended by other countries in the Asia which was a great opportunity to share experiences of countries in the Asia and to tie up the international cooperation among the countries. A notable feature of the conference was the agencies and representatives who organized the same conferences in previous years took part the conference held in Shanghai. It was decided at this conference that the TVEC to be designated as a regional sub centre of the UNIVOC. Accordingly the TVEC has been nominated as the regional sub centre and thus the Asian countries like, Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan and Iran endorsed the decision and accepted the TVEC as the regional sub centre of the UNIVOC.

Regional cooperation extended by the TVEC in 2012

Pakistan

In fulfilling a request made by the UNIVOC office in Pakistan, Ministry of Youth Affairs and Skills Development and the TVEC provided expert assistance to the Pakistan on TVET. The TVEC provided expert technical assistance for the development of the TVET in the country. In addition, few groups of Pakistan TVET experts visited Sri Lanka for study the Sri Lanka TVET system. Development of National Competency Standards in association with the industry was done where the Sri Lankan experts and Pakistan experts took part. The TVEC and the Ministry of Youth Affairs helped Pakistan in 2006 and 2008 as well and through the current cooperation these ties were further strengthened.

Bhutan

The Officials of Bhutan who are engaged in TVET has done a comparative study on TVET between Bhutan and Sri Lanka. Several teams from Bhutan visited Sri Lanka for this purpose. A theoretical and practical training on standards and curriculum development was done for the Bhutan Officials at the UNIVOTEC. A two week training course on quality assurance of TVET was done by the TVEC for these teams of officials. Another two week programs was conducted in 9th – 20th January 2012 by the TVEC and Ministry on NVQ and competency based assessments for the these officials



Nepal

The Nepal has identified the TVEC as the regulatory body for implementation of National qualifications framework in Sri Lanka. A 3-member senior team from Nepal visited Sri Lanka in June 2012 for the purpose of studying TVET sector of Sri Lanka. The TVEC provided accommodation and all other learning facilities for this group during their visit. A several sessions were held with Sri Lanka TVET experts to share experiences and learn from each other.



Afghanistan

On the request of UNESCO Office in Kabul, Afghanistan a study visit was organized by the TVEC in association with the Ministry of Youth Affairs and Skills Development in Sri Lanka. This visit was held in 8th – 14th November 2012 for a group of representatives of Institute of Education and Skills Training Policy. From the Afghanistan side, the visit was coordinated by the head office of the UNESCO in Kabul, Afghanistan.

The purpose of this training program was to improve current status of TVET institutes in Afghanistan. It was expected a parallel development in both formal and informal TVET provision in Afghanistan. The visiting team was comprised of 6 members lead by the Deputy Minister responsible for TVET in Afghanistan.

The visiting team was given an opportunity to explore the Skills and Innovation exhibition held at the MBICH from 02nd – 08th November 2012. Also the team was given the chance to visit training centres during their stay in Sri Lanka. It should be noted here that regional cooperation between Asian countries i.e India, Nepal, Bangladesh, Pakistan, Afghanistan, Bhutan, and Maldives. Sri Lanka is commended by the Asian countries for its successful implementation of National Vocational Qualifications framework.



Opportunities received to Sri Lanka through the TVEC as a result of regional cooperation

Singapore

A training program was organized by the TVEC and Ministry of Youth Affairs and Skills Development with the funding assistance from the Themasek Foundation, Singapore. The

training was provided at the Nanyang Polytechnic, Singapore for about 670 Sri Lankan TVET staff members at Managerial and instructor level. Nanyang Polytechnic has provided training for 160 Sri Lankan lead trainers at training programs held in Singapore in 2012 in the areas of Electrical, Electronic, Mechatronic and IT. This programs was jointly organized by the TVEC and the Ministry of Youth Affairs and Skills funded by the Themasek Foundation in Singapore which operates as a charitable organization. The Themasek Foundation provides funding assistance for education opportunities, health opportunities, and other emergency situations.

The key purpose of this training program was to enhance the capacities of Sri Lankan TVET staff and thereby increase the quality of training delivery thus making the instructors more capable and effective and strengthen TVET pathways up to Diploma levels within the NVQ framework of Sri Lanka.

Opportunities offered by Themasek Foundation and the ITE Education Services

The TVEC and the Ministry of Youth Affairs jointly initiated a training program on pedagogy for instructors of the TVET system of Sri Lanka which was funded by the Themasek Foundation and the ITE Education Services of Singapore realizing the importance of capacity building of TVET instructional staff. The program was held in Sri Lanka at the Univotec and in ITE, Singapore where 120 instructors were trained batch wise.

It was expected that these 120 instructors would train another 600 trainers in their respective workplaces creating a multiplier effect.



Netherlands

The third conference of the UNESCO was held in China in 2012 where after discussions with the CINOP organization in Netherlands, a program was designed and offered to Netherland jointly with the Ministry of Youth Affairs in order to award certificate through Recognition of Prior Learning (RPL) and organize programs on career guidance and counseling for youth.

A program official from Netherlands visited Sri Lanka to study this initiative and make recommendations to the TVEC and the Ministry of Youth Affairs where it was expected to enhance the international cooperation between the two countries.



10.0 Special programs

Quality inspection of training institutions

The Ministry of Youth Affairs and Skills Development decided to conduct a special inspection on training centres operating under its purview which was assigned to the TVEC for implementation. Accordingly, the TVEC conducted the inspection among all institutions operating under main training networks of the Ministry during February and March 2012. The program covered following institutions operating under each main training provider.

Main training provider	No. of training centres inspected
Department of Technical Education and Training	38
National Apprentice and Industrial Training Authority	54
Vocational Training Authority	248
National Youth Services Council	42
	382

A comprehensive report of 2069 courses conducted by above institutions has been prepared and submitted to the Ministry.

“Touch your future” program

The Ministry of Youth Affairs and Skills Development initiated a competition to select the best among the craftsmen who have been trained in institutions under the Ministry and the implementation of the competition was assigned to the TVEC. Accordingly, the TVEC has effected following activities in relation to the program.

The competition was effected in preliminary and final levels on 18 occupations. Test papers were developed by the TVET sector expert teachers, University lecturers and industry representatives which was coordinated by the TVEC where 36 papers were developed for 18 occupations. The test papers developed accordingly were validated by teams of officers appointed by the TVEC. The tests were held at the TVEC registered training centres and the assessment panels were appointed by the TVEC. Certificate and prize giving ceremony for winners of the competition was held at the BMICH in November 2012.

TERTIARY AND VOCATIONAL EDUCATION COMMISSION

**STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 31ST DECEMBER 2012**

	NOTE	<u>2012</u> <u>(Rs.)</u>	<u>2011</u> (Rs.)
REVENUE			
Treasury Grants	01	57,985,658	73,063,385
Projects Grants	02	8,054,613	3,488,544
Operating Income Generated	03	4,270,572	3,469,182
Financial Grants Returned		224,617	280,968
Non Operating income Generated	04	<u>99,790</u>	<u># 20,808</u>
		70,635,250	80,322,887
Staff Loan Interest Income	05	242,444	<u># 208,929</u>
Profit on Disposal of Assets			
		<u>70,877,694</u>	<u>80,531,816</u>
Differed Income		<u>12,333,184</u>	<u>5,261,473</u>
		83,210,878	85,793,289
EXPENDITURES			
Board Directors & Committee Observers Allowances	06	584,793	<u># 415,648</u>
Personal Emoluments	07	29,601,196	<u># 24,537,957</u>
Traveling Expenses	08	855,484	<u># 651,940</u>
Supplies & Consumables used	09	5,535,425	<u># 4,025,722</u>
Maintenance Expenses	10	2,998,041	1,722,416
Rehabilitation Expenses	11	1,942,699	<u># 1,855,908</u>
Contractual Services	12	6,434,387	<u># 6,902,099</u>
Operational Expenses	13	<u>13,375,560</u>	<u># 35,547,196</u>

		61,327,585	75,658,888
Projects Expenses	14	<u>8,054,613</u>	<u># 3,297,126</u>
		69,382,198	78,956,014
Depreciation		<u>12,333,184</u>	<u>5,261,473</u>
		81,715,382	84,217,486
NET SURPLUS (DEFICIT) BEFORE PROVISION		1,495,496	1,575,803
PROVISION FOR THE YEAR			
Gratuity Provision		1,440,279	1,176,759
		<u>83,155,661</u>	<u>85,394,245</u>
NET SURPLUS (DEFICIT) AFTER PROVISION		<u><u>55,217</u></u>	<u><u>399,044</u></u>

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

A.S.Amarasinghe
Deputy Director (Finance)

Dr.S.D.R.Perera
Director General

TERTIARY AND VOCATIONAL EDUCATION COMMISSION

**STATEMENT OF FINANCIAL POSITIONS
AS AT 31ST DECEMBER 2012**

DESCRIPTION	NOTE	<u>2012 (Rs.)</u>		<u>2011 (Rs.)</u>
ASSETS				
Non Current Assets				
Property Plant & Equipment	15	43,715,697		18,343,062
Current Assets				
Debtors	16	6,883,527		5,451,372
Deposits & Receivables	17	1,996,281		783,529
Inventory	18	493,539		654,890
Cash & Cash Equivalents	19	6,934,823		8,911,362
		<u>16,308,170</u>		<u>15,801,152</u>
TOTAL ASSETS		<u>60,023,867</u>		<u>34,144,214</u>
EQUITY AND LIABILITIES				
Equity				
Accumulated Fund		175,452		175,452
Translation Reserve	20	3,862,963	#	5,672,262
		<u>4,038,415</u>		<u>5,847,714</u>
Non Current Liabilities				
Deffered Income	21	43,715,697	#	18,343,062
Provision for Gratuity Schedule -01		6,557,426		5,479,389
		<u>50,273,123</u>		<u>23,822,451</u>
		54,311,538		29,670,165
Current Liabilities				
Creditors	22	2,098,032		2,144,372
Refundable Deposits & Payables	23	3,614,297		2,329,677
		<u>5,712,329</u>		<u>4,474,049</u>
TOTAL LIABILITIES		<u>60,023,867</u>		<u>34,144,214</u>

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

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

.....
Dr.S.D.R.Perera
Director General

**TERTIARY AND VOCATIONAL EDUCATION
COMMISSION**

**CHANGES IN EQUITY
AS AT 31ST DECEMBER 2012**

	Accumulated Fund (Rs.)	Translation Reserve (Rs.)	Total (Rs.)
Balance As At 01.01.2011	175,452	5,274,685	5,450,137
During the year Surplus /(Deficit)		399,044	399,044
Prior Year Adjustment	<u> </u>	<u>(1,467)</u>	<u>(1,467)</u>
Balance as at 01.01.2012	175,452	5,672,262	5,847,714
Transfer to the General Treasury		(1,500,000)	(1,500,000)
Previous year Adjustment		(364,519)	(364,519)
Opening balance difference		3	3
During the year Surplus /(Deficit)		55,217	55,217
Balance as at 31.12.2012	<u><u>175,452</u></u>	<u><u>3,862,963</u></u>	<u><u>4,038,415</u></u>

TERTIARY AND VOCATIONAL EDUCATION COMMISSION

CASH FLOWS STATEMENT YEAR ENDED 31ST DECEMBER 2012

	<u>2012 (Rs.)</u>	<u>2011 (Rs.)</u>
NET OPERATING SURPLUS /(DEFICIT) FOR THE YEAR		
Surplus (Deficit) from Ordinary Activities	55,217	399,044
Profit on disposal of Fixed Assets		
ADJUSTMENT OF NON CASH MOVEMENTS		
Prior year adjustment	(364,519)	(1,467)
Depreciation	12,333,184	5,261,473
Opening Balance difference	3	
Gratuity Provision	1,440,279	1,176,759
Differed Income	25,372,633	1,205,566
	38,836,797	6,222,614
Interest Income	242,444	208,929
Gratuity paid	362,242	
OPERATING SURPLUS /(DEFICIT) BEFORE WORKING CAPITAL CHANGES	38,232,111	6,013,685
Increase/Decrease in Debtors	(1,432,154)	(609,908)
Increase/Decrease in Deposits & Receivables	(1,212,752)	194,182
Increase /Decrease in Inventory	161,351	(545,182)
Increase/Decrease in Creditors	(46,340)	402,238
Increase/Decrease in Refundable Deposit & Payables	1,284,620	(1,344,044)
	(1,245,275)	(1,902,714)
Interest Income	242,444	208,929
NET CASH IN OPERATING ACTIVITIES	37,229,280	4,319,900
<u>CASH FLOW FROM INVESTING ACTIVITIES</u>		
Acquisition of property, Plant & Equipments	(38,597,238)	(4,662,299)
Net Disposal value of Fixed Assets	891,419	14,020
Proceeds from Sale of Property, Plant & Equipment		
NET CASH FROM / (USED IN) INVESTING ACTIVITIES	(37,705,819)	(4,648,279)

CASH FLOW FROM FINANCING ACTIVITIES

Accumulated Fund

Reserves (Transfer to the General Treasury)	<u>(1,500,000)</u>	<u>-</u>
NET CASH FROM / (USED IN) FINANCING ACTIVITIES	(1,500,000)	
Net Increase/(Decrease) in Cash & Cash Equivalents.	(1,976,539)	(328,378)
Cash & Cash Equivalents at the beginning of the year	<u>8,911,362</u>	<u>9,239,740</u>
NET CASH & CASH EQUIVALENTS AT THE END OF THE YEAR	<u>6,934,823</u>	<u>8,911,362</u>

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	2,032,822	4,212,388
Peoples Bank Y.M.B.A.Branch A/c No-078-1001-122-68324	3,712,026	4,420,768
Peoples Bank Y.M.B.A.Branch A/c No-078-1001-422-66050	389,975	278,206
Call Deposit	<u>800,000</u>	<u>-</u>
	<u>6,934,823</u>	<u>8,911,362</u>

NOTES TO THE FINANCIAL STATEMENTS

1. Depreciation method was changed from straight line method to diminishing balance method with effect from year 2008.
2. A revaluation was carried in year 2008, for asset, those had zero balance at the year ended 2007.
3. Classes of Assets are determined according to nature and their usage of the entity.
4. Comparative figures of the previous year was adjusted to make the comparability Of Financial Statements.
5. During the year 2012, vehicles granted by the General Treasury (value of Rs.33,250,000) and Finance module (EMIS) granted by the TEDP project (value of Rs.2,902,900) were capitalized and recorded through the Deferred Income Account.
6. Cost of the Student Record Books held at the year end was shown as inventory in The Financial Statements.

CONTINGENT LIABILITIES

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

ACCOUNTING POLICIES

01. GENARAL

- 1.1. Accounting Convention of the Tertiary & Vocational Education Commission are prepared under the historical cost convention, except for the revaluation carried out in 2003 & 2008, of certain property plant and Equipment and in accordance with the Accounting standards laid down by the Institute of Chartered Accountants of Sri Lanka. The financial statements are prepared in Sri Lanka Rupees (Rs).
- 1.2 Conversion of Foreign currencies.
All foreign exchange transactions are converted into Sri Lanka Rupees of the Exchange rates prevailing at the time the transactions were affected.
- 1.3 Post Balance Sheet Events
All material Post Balance Sheet events have been considered and made appropriate Adjustment to or disclosures have been made in the Financial Statements.
- 1.4 Comparative Information
Necessary comparative figures have been reclassified to confirm to the current year's presentation.

02. ASSETS & BASES OF THEIR VALUATION

2.1 Property, Plant & Equipment.

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

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

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

03. CHANGE IN ACCOUNTING POLICY

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

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

ASSETS	RATE
01. Vehicle	25%
02. Furniture & Fittings	10%
03. Office Equipment	25%
04. Computer & Accessories	33%
05. Computer Printers	33%
06. Plant & Equipment	25%
07. Name Board	25%
08. Library Books	25%
09. Computer Software	25%

04. TRADE DEBTORS & OTHER RECEIVABLES

4.1 Receivables are stated at the amounts they are estimated to realize.

4.2 Cash & Cash Equivalents

Cash & Cash equivalents are defined as at bank.

05. LIABILITIES & PROVISIONS

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

5.1 Retirements benefit cost

5.1.1 Defined contribution Plans –EPF & ETF

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

5.1.2 Retirement Gratuity

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

5.2 Accounting for Grants

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

5.3 Capital Commitments and contingent liabilities.

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

06. FINANCIAL PERFORMANCE

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

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

6.3 All costs incurred in operation and maintaining capital assets has been charged to revenue.

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

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

07. FINANCE OF THE COMMISSION

The Surplus recorded for the year 2012, before providing for gratuity, was Rs.1,495,496

TERTIARY AND VOCATIONAL EDUCATION COMMISSION

**NOTES FOR THE STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 31ST DECEMBER 2012**

	SUB NOTE	<u>2012</u> <u>(Rs.)</u>	<u>2011 (Rs.)</u>
01 Treasury Grants			
Recurrent Grant		50,300,000	43,158,385
Capital Grant -Rehabilitation	01.1	593,000	1,905,000
Capital Grant -Acquisition of Property , Plant & Equipments	01.2	2,444,342	3,095,000
Capital Grant -Capacity Building	01.3	7,092,658	28,000,000
		<u>60,430,000</u>	<u>76,158,385</u>
Less :Transfer to Differed Income		2,444,342	2,205,341
Grants to be returned to the Treasury		-	889,659
		<u>57,985,658</u>	<u>73,063,385</u>
02 Projects Grants			
TEDP Grants	02.1	-	811,066
ILO Grants		1,405,850	819,913
RUEDA Grants		780,100	1,078,274
Short Term Programme (Foreign)		1,325,829	779,291
Short Term Programme (Local)		4,542,834	-
		<u>8,054,613</u>	<u>3,488,544</u>
03 Operating Income Generated			
Institutes Registration Fees	03.1	571,950	609,100
Institutes Accridation Fees	03.2	1,114,050	1,025,200
NVQ Certificate Printing Income	03.3	647,285	540,690
Assessors Registration Fees	03.4	192,375	147,425
Sales of Publications	03.5	459,017	400,050
Net Income From Records Books Sales	03.6	1,285,895	746,717
		<u>4,270,572</u>	<u>3,469,182</u>
04 Non Operating Income Generated			
Sales Of Obsolete Items		44,280	4,108
Unpresented Cheque to the Bank		5,850	4,000
Income Of Assign Vehicle for Personal Use		10,200	12,700
Non Refundable deposit		1,300	-
Fuel Income from outside Institutes (recovery)		10,840	-
Other Income		27,320	-

99,790 20,808

TERTIARY AND VOCATIONAL EDUCATION COMMISSION

**NOTES FOR THE STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 31ST DECEMBER 2012**

	SUB NOTE	<u>2012</u> <u>(Rs.)</u>	<u>2011</u> (Rs.)
05 Staff Loan Interest Income			
Commission Loan Interest Income		51,205	45,799
Distress Loan Interest		187,574	148,913
Special Advance Interest		3,665	14,217
		<u>242,444</u>	<u>208,929</u>
06 Board Directors & Committee Observers Allowances			
Honorarium of Board Members		491,993	367,648
Audit & Mgt. Member Fees		92,800	48,000
		<u>584,793</u>	<u>415,648</u>
07 Personal Emoluments			
Salaries & Wages		23,513,226	20,144,348
EPF Contribution		2,797,491	2,250,337
ETF Contribution		699,921	563,083
Overtime & Holiday Pay		671,858	619,614
Payment for Trainees		1,318,700	438,075
Chairman Allowance		600,000	522,500
		<u>29,601,196</u>	<u>24,537,957</u>
08 Traveling Expenses			
Domestic		297,266	262,088
Foreign		558,218	389,852
		<u>855,484</u>	<u>651,940</u>
09 Supplies & Consumables used			
Printing, Stationery & Office Requisites	09.1	3,421,507	1,733,749
Fuel Expenses	09.2	1,734,380	1,831,230
Transport Expenses		17,359	11,902
Uniform		74,203	54,220
Newspapers & Magazine Expenses		101,460	122,500
Other Service Expences		59,129	158,991
Entertainment Expenses		117,987	106,030
Photocopy Allowance		9,400	7,100

5,535,425	4,025,722
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TERTIARY AND VOCATIONAL EDUCATION COMMISSION

**NOTES FOR THE STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 31ST DECEMBER 2012**

	SUB NOTE	<u>2012</u> <u>(Rs.)</u>	<u>2011</u> (Rs.)
10 Maintenance Expenses			
Motor Vehicle Insurance & Maintenance	10.3	2,430,979	1,444,125
Plant, Machinery & Equipment Maintenance		153,666	104,914
Building & Structure Maintenance		176,511	68,997
Computer Maintenance		121,442	63,524
Mechanical & Electronic Goods		14,784	7,824
General Maintenance		100,659	33,032
		<u>2,998,041</u>	<u>1,722,416</u>
11 Rehabilitation Expenses			
Rehabilitation Vehicles		753,478	1,010,183
Rehabilitation Plant Machinery & Equipment		1,148,058	684,250
Rehabilitation Building & Structure		41,163	161,475
		<u>1,942,699</u>	<u>1,855,908</u>
12 Contractual Services			
Telecommunication		1,571,606	1,501,121
Postal Charges		111,245	107,150
Electricity Expenses		2,411,718	2,617,638
Water		96,035	144,832
Rates & Taxes & Rent		141,555	341,555
Security Charges		623,902	801,575
Janitorial Charges		486,535	342,045
Audit Fees		220,080	75,000
Legal Charges & Stamp Fee		37,500	54,000
Subscription For Periodical		3,250	14,056
Subscription & Member Fees - Domestic		34,130	51,209
Subscription & Member Fees - Foreign		28,852	8,350
Staff Training & Development		186,580	358,151
Money Transist Insurance		16,907	11,386
Service Agreements		464,492	474,031

6,434,387 6,902,099

TERTIARY AND VOCATIONAL EDUCATION COMMISSION

**NOTES FOR THE STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 31ST DECEMBER 2012**

	SUB NOTE	<u>2012</u> <u>(Rs.)</u>	<u>2011</u> <u>(Rs.)</u>
13 Operational Expenses			
Institute Registration Expenses	13.1	791,408	733,353
Financial Grants	13.2	2,994,813	23,865,478
Accreditation Expenses	13.3	2,285,775	1,511,277
NVQ Programmes Expenses	13.4	1,818,987	2,019,415
VET Plan Preparation Expenses	13.5	1,597,803	1,625,129
Development of Provincial VET Plan		809,374	-
LMI Expenses	13.6	1,511,929	2,214,130
Establishing Quality Management System Expenses		33,002	8,873
Development Of Competency Standards		655,850	2,000,000
Research Expenses For TVET Sector Improvement		525,835	1,365,576
Financial Assistant Monitoring & Coordination Expenses		197,344	66,213
Translation Fees		136,102	136,392
Preparation of Policy Document		17,338	1,360
		<u>13,375,560</u>	<u>35,547,196</u>
14 Projects Expenses			
Expenses on ILO Grants	14.1	1,405,850	819,913
Expenses on RUEDA Grants	14.2	780,100	1,078,274
Expenses on TEDP Grants	14.3	-	619,649
Short Term Programme Expenses (Foreign)		1,325,829	

				779,291
Short Term Programme Expenses (Local)	14.4	4,542,834	-	
		<u>8,054,613</u>	<u>3,297,127</u>	

TERTIARY AND VOCATIONAL EDUCATION COMMISSION

NOTES FOR THE STATEMENT OF FINANCIAL POSITION FOR THE YEAR ENDED 31ST DECEMBER 2012

15 Property , Plant & Equipment

		<u>COST</u>			
	NOTE	<u>01.01.2012</u>	<u>Addition</u>	<u>Disposal</u>	<u>31.12.2012</u>
Vehicles	15.1	23,517,256	33,250,000	(3,450,000)	53,317,256
Furniture & Fittings	15.2	4,344,846	36,632	-	4,381,478
Plant & Equipment	15.3	100,249	10,700	-	110,949
Office Equipment	15.4	3,919,678	574,400	-	4,494,078
Computer & Accssories	15.5	12,710,265	1,332,495	-	14,042,760
Library Books	15.6	660,902	50,046	-	710,948
Name Board	15.7	519,290	-	-	519,290
Computer Software	15.8	2,603,014	3,342,965	-	5,945,979
		48,375,500	38,597,238	(3,450,000)	83,522,738
		<u>DEPPRECIATION</u>			
	Rate	<u>01.01.2012</u>	<u>For the Year</u>	<u>Disposal</u>	<u>31.12.2012</u>
Vehicles	25%	17,691,904	8,282,419	(2,558,581)	23,415,742
Furniture & Fittings	10%	1,813,891	254,402	-	2,068,293
Plant & Equipment	25%	42,842	6,250	-	49,092
Office Equipment	25%	1,987,025	503,595	-	2,490,620
Computer & Accssories	33%	7,104,855	1,937,511	-	9,042,366
Library Books	25%	415,450	65,531	-	480,981
Name Board	25%	107,385	102,976	-	210,361
Computer Software	25%	869,086	1,180,500	-	2,049,586

		30,032,438	12,333,184	(2,558,581)	39,807,041
		<u>18,343,062</u>			<u>43,715,697</u>
		SUB	NOTE	<u>2012</u>	<u>2011</u>
				<u>(Rs.)</u>	<u>(Rs.)</u>
16	Debtors				
	Operational Debtors		16.1	330,109	27,528
	Staff Loan Granted		16.2	6,553,418	5,423,844
				<u>6,883,527</u>	<u>5,451,372</u>
17	Deposits & Receivables				
	Advance For Staff Officers			67,592	13,453
	Claim Receivable From Outside Institutes		17.1	-	130,977
	Claim Receivable From Staff Members			48,394	48,300
	Pre payments		17.2	11,077	259,469
	Personal Dialog Bill Recovery			46,964	12,269
	Recoverable NVQ Certificate Printing Expenses		17.3	375,602	305,831
	Advance Payment on Public Sector Grants			1,446,652	-
	Transfer Account			-	13,230
				<u>1,996,281</u>	<u>783,529</u>

TERTIARY AND VOCATIONAL EDUCATION COMMISSION

NOTES FOR THE STATEMENT OF FINANCIAL POSITION FOR THE YEAR ENDED 31ST DECEMBER 2012

		SUB	NOTE	<u>2012</u>	<u>2011</u>
				<u>(Rs.)</u>	<u>(Rs.)</u>
18	Inventory				
	Inventory - Record Books			493,539	654,890
				<u>493,539</u>	<u>654,890</u>
19	Cash & Cash Equivalents				
	Peoples Bank Y.M.B.A.Branch A/c No-078-1001-722-66044			2,032,822	4,212,388
	Peoples Bank Y.M.B.A.Branch A/c No-078-1001-122-68324			3,712,026	4,420,768

Peoples Bank Y.M.B.A.Branch A/c No-078-1001-422-66050		389,975	278,206
Call Deposit		800,000	-
		<hr/>	<hr/>
		6,934,823	8,911,362
		<hr/> <hr/>	<hr/> <hr/>
20 Translation Reserve			
Translation Reserve -Beginning of the year		5,672,262	5,274,685
Net Surplus (Dificit) For the Year		55,217	399,044
Transfer to loan account		(1,500,000)	-
Opening balance Adjustment		3	-
Prior Year Adjusment		(364,519)	(1,467)
		<hr/>	<hr/>
		3,862,963	5,672,262
		<hr/> <hr/>	<hr/> <hr/>
21 Deferred Income			
Deferred Income -Beginning of the year		18,493,066	17,287,499
Accumulated Depreciation Adjustment		(150,004)	1,818,761
		<hr/>	<hr/>
		18,343,062	19,106,260
Add:-Property , Plant & Equipments		38,597,238	4,662,299
		<hr/>	<hr/>
		56,940,300	23,768,559
Less: Net Value of -Disposed Fixed Assets		(891,419)	(14,020)
		<hr/>	<hr/>
		56,048,881	23,754,539
Less:Charged to the Financial Performance in the Year		(12,333,184)	(5,261,473)
		<hr/>	<hr/>
Deferred Income -End of the year		43,715,697	18,493,066
		<hr/> <hr/>	<hr/> <hr/>
22 Creditors			
Operational Creditors	22.1	2,098,032	2,144,372
		<hr/>	<hr/>
		2,098,032	2,144,372
		<hr/> <hr/>	<hr/> <hr/>

TERTIARY AND VOCATIONAL EDUCATION COMMISSION

**NOTES FOR THE STATEMENT OF FINANCIAL POSITION
FOR THE YEAR ENDED 31ST DECEMBER 2012**

	SUB NOTE	<u>2012</u> <u>(Rs.)</u>	<u>2011</u> <u>(Rs.)</u>
23 Refundable Deposit & Payables			
Payable to Treasury	23.1	87,317	983,349
Payable to Inland Revenue Department	23.2	21,240	28,918
Refundable Project Grants	23.3	2,238,829	1,036,447
Personal Emoluments Payable	23.4	490,527	9,775
Combined Allowance & Travelling Payable		17,563	2,938
Payable For Preparation of Policy Documents		1,360	-
NVQ Promotional Programme		-	49,000
Tender Deposits Payable		14,250	14,250
Audit Fee Payable		440,160	205,000
Private Sector Grants		227,125	-
Retention Money		75,926	-
		<hr/>	<hr/>
		3,614,297	2,329,677

TERTIARY AND VOCATIONAL EDUCATION COMMISSION

**SUB NOTES FOR THE STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 31ST DECEMBER 2012**

	<u>2012 (Rs.)</u>	<u>2011 (Rs.)</u>
01.1 Capital Grant -Rehabilitation		
Building & Structures	80,000	200,000
Plant, Machinery & Equipment	150,000	685,000
Vehicles	<u>363,000</u>	<u>1,020,000</u>
	<u>593,000</u>	<u>1,905,000</u>
01.2 Capital Grant -Acquisition of Property , Plant & Equipments		
Vehicles		
Furniture & Office Equipments	852,740	410,000
Plant, Machinery & Equipment	525,930	1,410,000
Building & Structures	-	-
Others	<u>1,065,672</u>	<u>1,275,000</u>
	<u>2,444,342</u>	<u>3,095,000</u>
01.3 Capital Grant -Capacity Building		
Development of Competency Standards	655,850	2,000,000
Conduct Research For TVET Sector		
Improvement	575,604	2,000,000
VET Plan Implementation-Public Sector	1,450,000	17,000,000
Financial Assistance For Private Sector	2,200,000	5,000,000
Financial Assistance For Vulnerable People	900,000	2,000,000
Development of Provincial VET Plan	<u>1,311,204</u>	<u> </u>
	<u>7,092,658</u>	<u>28,000,000</u>

02.1	TEDP Grants		
	Development of Competency Standards	-	187,500
	TEDP Grants For ATPA	-	623,566
		-	811,066
03.1	Institutes Registration Fees		
	Institute Registration Fees	541,250	549,700
	Institute Grading Fees	22,000	32,000
	Penalty on Institute Registration	8,700	27,400
		571,950	609,100
03.2	Courses Accreditation Fees		
	Accreditation Fees	1,097,250	1,020,200
	Evaluation Fees	16,800	5,000
		1,114,050	1,025,200

TERTIARY AND VOCATIONAL EDUCATION COMMISSION

SUB NOTES FOR THE STATEMENT OF COMPREHENSIVE INCOME FOR THE YEAR ENDED 31ST DECEMBER 2012

	<u>2012 (Rs.)</u>	<u>2011 (Rs.)</u>
03.3	NVQ Certificate Income	
	NVQ Certificate - New	608,110
	NVQ Certificate - Reprinting	16,675
	NVQ Certificate Printing - Duplicate	7,500
	NVQ Mapping Fees	15,000
		647,285
		540,690

03.4	Assessors Registration Fees		
	NVQ Assessors Registration Fees	67,125	50,425
	NVQ Assesor Licence Fees	125,250	97,000
		<u>192,375</u>	<u>147,425</u>
03.5	Sales of Publications		
	CBT Standard Sales	26,750	165,950
	CBT Curriculum Sales	419,972	212,750
	VET Plan Sales	15,650	1,200
	TVET Guide Sales	5,000	6,500
	NVQ Framework Sales	-	550
	LMI Books Sales	15,300	9,350
	TVEC Theme Song CD Sales	-	3,750
		<u>482,672</u>	<u>400,050</u>
	Less: CBT Selling Expenses	23,655	-
		<u>459,017</u>	<u>400,050</u>
03.6	Net Income From Records Books		
	Record Books Sales	3,272,750	1,550,550
	Opening Stock of Records Books	654,890	109,708
	Trainee Record Books Printing	1,662,670	1,212,096
	Commission on Record Books Sales	162,834	114,071
	Printing Expenses		22,848
		<u>2,480,394</u>	<u>1,458,723</u>
	Less : Closing Stok of Trainee Record Books	493,539	654,890
	Less:Total Cost of Record Books Printing	1,986,855	803,833
		<u>1,285,895</u>	<u>746,717</u>
09.1	Printing, Stationery & Office Requisites		
	Stationery & Office Requisites	1,511,660	1,243,669
	Printing	995,946	354,007
	Charges		
	Advertisment Expenses	913,901	136,073
		<u>3,421,507</u>	<u>1,733,749</u>
09.2	Fuel Expenses		
	Fuel & Lub. for Assign MV	377,248	657,505
	Fuel & Lub. for Pool MV	670,432	1,158,660
	Fuel & Lub. for Off. Transport MV	686,700	15,065
		<u>686,700</u>	<u>15,065</u>

	<u>1,734,380</u>	<u>1,831,230</u>
10.3 Motor Vehicle Insurance & Maintenance		
MV Maintenance Expenses KE - 0488	282,845	139,088
MV Maintenance Expenses KB - 9869	308,305	170,263
MV Maintenance Expenses KF-6350	179,106	202,321
MV Maintenance Expenses KF-7354	241,380	154,120
MV Maintenance Expenses 18-1895	5,935	58,836
MV Maintenance Expenses 18-1896	37,930	91,489
MV Maintenance Expenses 17-9179	435	48,784
MV Maintenance Expenses 18-1901	104,594	81,002
MV Maintenance Expenses PB 4729	282,784	242,748
MV Maintenance Expenses 51-9654	3,950	107,460
MV Maintenance Expenses 57-7603	162,370	148,015
MV Maintenance Expenses PD- 2405	205,591	-
MV Maintenance Expenses KR- 7697	122,116	-
MV Maintenance Expenses KS- 2350	100,079	-
MV Maintenance Expenses KS- 2645	113,535	-
MV Maintenance Expenses NB- 2942	158,345	-
MV Maintenance Expenses PE-0572	121,679	-
	<u>2,430,979</u>	<u>1,444,126</u>
13.1 Institute Registration Expenses		
Institute Registration Evaluation Fees	288,030	258,490
Travelling (Fuel) expenses for Institute Registration	115,225	148,601
Evaluation & Registration Program	<u>388,153</u>	<u>326,262</u>
	<u>791,408</u>	<u>733,353</u>
13.2 Financial Grants		
Financial Assistants - Public		16,988,909
Financial Assistants - Private	2,196,298	4,886,224
Financial Assistants - Vulnerable	<u>798,515</u>	<u>1,990,345</u>
	<u>2,994,813</u>	<u>23,865,478</u>

TERTIARY AND VOCATIONAL EDUCATION COMMISSION

**SUB NOTES FOR THE STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 31ST DECEMBER 2012**

	<u>2012 (Rs.)</u>	<u>2011 (Rs.)</u>
13.3 Accreditation Expenses		
Course Evaluation Fees	1,038,990	962,121
Travelling (Fuel) Expenses for Accreditation	359,390	264,522
Accreditation Program	887,395	284,634
	<u>2,285,775</u>	<u>1,511,277</u>
13.4 NVQ Programmes Expenses		
NVQ Programmes	458,639	490,388
NVQ Assessments Support	320,888	424,249
Promotional Programs	940,728	1,001,178
ISO Certification and Implementation	98,732	103,600
	<u>1,818,987</u>	<u>2,019,415</u>
13.5 VET Plan Perpetration Expenses		
VET Plan - New	600,440	640,000
Vet Plan - Update	919,682	980,404
Provincial Vet Paln Preparation	77,681	4,725
	<u>1,597,803</u>	<u>1,625,129</u>
13.6 LMI & TVET Guide Expenses		
LMI Bulletin / News Letter - Printing	628,235	741,900
LMI Data Coding & Entry Fees	327,909	253,079
TVET Guide Printing	451,514	870,114

	LMI / News letter postal charges	92,786	51,135
	Other Expenses (TVET Guide)	<u>11,485</u>	<u>297,902</u>
		<u>1,511,929</u>	<u>2,214,130</u>
14.1	ILO Expenses		
	Eastern Province VET Plan Expenses		
	Eastern Province VET Plan Expenses	-	546,424
	Nothern Province VET Plan Expenses		
	Consulting & Data Collection Fee	311,412	-
	Allowances	76,282	-
	Printing Expenses of East Province VET Plan Work Shop	-	-
	Fuel Expenses	400	-
	Development of NCS		
	Development Expenses of NCS	249,311	250,000
	VET Plan Implementation		
	VET Plan Implementation	649,765	16,839
	Travelling	40,440	-
	Provincial VET Plan postal charges	12,240	-
	Assessor Payment	66,000	-
	Accommodation	-	6,650
		<u>1,405,850</u>	<u>819,913</u>

TERTIARY AND VOCATIONAL EDUCATION COMMISSION

**SUB NOTES FOR THE STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 31ST DECEMBER 2012**

	<u>2012 (Rs.)</u>	<u>2011 (Rs.)</u>
14.2	Expenses-RUEDA	
	Stationery Expenses	85,664
	Allowances	780,100
	Development NCS Expenses-RUEDA	
	Transport Expenses	-
	Allowance RUEDA	19,815
	Work Shop Expenses	-
		342,550
		630,245

	<u>780,100</u>	<u>1,078,274</u>
14.3 TEDP Expenses		
ATPA Expenses	-	619,649
	<u>-</u>	<u>619,649</u>

TERTIARY AND VOCATIONAL EDUCATION COMMISSION

**SUB NOTES FOR THE STATEMENT OF FINANCIAL POSITION
FOR THE YEAR ENDED 31ST DECEMBER 2012**

	<u>2012 (Rs.)</u>	<u>2011 (Rs.)</u>
16.1 Operational Debtors		
Cornerstone College Pvt Ltd	-	27,503
Toyota Lanka	-	25
ATC Computer Institute	162,214	-
Sakura Computer Institute	167,895	-
	<u>330,109</u>	<u>27,528</u>
16.2 Staff Loan Granted & Advance Recoverable		
Commission Loan Granted to Staff	1,239,764	1,217,158
Distress Loan	5,215,594	4,087,626
Tsunami Special Loan	39,000	39,000
Festival Advance	54,560	78,060
Special Advance	4,500	2,000
	<u>6,553,418</u>	<u>5,423,844</u>
17.1 Claim Receivable From Outside Institutes		
RUEDA	-	130,977
	<u>-</u>	<u>130,977</u>
17.2 Pre payments		
Pre Payment of Motor Vehicles Insurance	-	151,757
Pre Payment of Cash in Transit Insurance	11,077	13,992
Pre Payment Service Agreements	-	93,720
	<u>11,077</u>	<u>259,469</u>

17.3	Recoverable NVQ Certificate Printing Expenses		
	Recoverable from NAITA	120,432	85,907
	Recoverable from VTA	173,320	212,824
	Recoverable from NYSC	3,680	3,680
	Recoverable from DTET	78,170	3,420
		<u>375,602</u>	<u>305,831</u>

TERTIARY AND VOCATIONAL EDUCATION COMMISSION

SUB NOTES FOR THE STATEMENT OF FINANCIAL POSITION FOR THE YEAR ENDED 31ST DECEMBER 2012

	<u>2012 (Rs.)</u>	<u>2011 (Rs.)</u>
22.1	Operational Creditors	
	Print Wave Pvt Ltd	638,032
	Suntel Pvt Ltd	282,401
	Sri Lanka Telecom	1,445
	Lanka Bell Pvt Ltd	116,861
	S.Wijesekara	33,053
	Associated Motor Ways	30,731
	Sumitra Enterprises	1,400
	Ruzells Pvt Ltd	10,989
	Sri Lanka State Trading Company	8,160
	Ewis Pvt Ltd	66,600
	Government Printing Corporation	219,057
	Print Line	317,240
	John Keells Office Automation	78,400
	Panaudio Pvt Ltd	210,000
	Sundry Creditors	208,300
	Sri Lanka Telecom Services	387,240
	Youth Services	24,234
	Selacine	114,781
	Asia Pasific Co.	97,758
	VS Inormation Systems	534,744
	Metropolitan Computers	146,029
	United Stationery	370,000
	Colombo South Corporative	17,136
	Chandradasa Motors	95,050
		21,714
		5,500
		<u>2,098,032</u>
		<u>2,144,372</u>
23.1	Payable to Treasury	
	Royalty Deducted	78,023
		93,690

Savings in capital money granted		889,659
Nopay Deductions	9,294	
	<u>87,317</u>	<u>983,349</u>
23.2 Payable to Inland Revenue Department		
Withholding Tax Deducted	16,800	20,016
Stamp Duty Deducted	4,440	7,442
PAYE Tax Deducted	-	1,460
	<u>21,240</u>	<u>28,918</u>

TERTIARY AND VOCATIONAL EDUCATION COMMISSION

SUB NOTES FOR THE STATEMENT OF FINANCIAL POSITION FOR THE YEAR ENDED 31ST DECEMBER 2012

	<u>2012 (Rs.)</u>	<u>2011 (Rs.)</u>
23.3 Refundable Project Grants		
GTZ Returnable Grants	-	30
RUEDA Returnable Grants	48,923	-
ILO Returnable Grants	1,697,301	877,751
Short Term Returnable Grants (Foreign)	474,563	155,174
TEDP Returnable Grants	3,492	3,492
NAITA Returnable Grants	14,550	
	<u>2,238,829</u>	<u>1,036,447</u>
23.4 Personal Emoluments Payable		
Overtime & Holiday Pay	20,985	2,975
Trainee Allowance	-	6,800
ETF	58,678	
EPF	391,118	
Salaries & Wages	19,746	
	<u>490,527</u>	<u>9,775</u>

TERTIARY AND VOCATIONAL EDUCATION COMMISSION
SCHEDULE FOR STATEMENT OF FINANCIAL POSITION
FOR THE YEAR ENDED 31ST DECEMBER 2012

Schedule 01-Gratuity Provision

Name	Employee No	Appointment Date	No of Years	*Salary (Rs.)	Gratuity Provision (Rs.)
Premachandra W.P.M.P.	2	2001.07.15	11	60,279.50	331,537
D.W.Suranga Dammika	4	2001.02.01	5	12,550.00	31,375
Keerthi W.G.S.A.	5	2001.02.01	11	23,767.00	130,719
Jeewantha N,W,G.N.	6	2001.02.01	11	22,818.25	125,500
Gunasiri D.W.N.	7	2001.02.01	11	21,248.50	116,867
Kumara N.A.C.	8	2001.02.02	11	22,249.00	122,370
Sirisena K.	9	2001.02.05	11	22,249.00	122,370
De Silva R.N.P.	10	2001.03.01	11	23,571.50	129,643
Manjula D.B.R	11	2001.03.01	11	23,571.50	129,643
Udayakanthi Y.P.S.	12	2001.02.01	11	27,441.25	150,927
Asanka Rangana M.N.	15	2001.09.03	11	20,811.50	114,463
Dhammika J.T.	18	2001.10.26	11	20,811.50	114,463
Hagodarachchi G.K..	20	2001.11.01	11	24,158.00	132,869
Dias K.M.G.P.S.K.	21	2001.11.01	11	22,818.25	125,500
Edirisooriya M.L.N.S.	22	2001.11.02	11	43,547.00	239,509
Indika Sampath H.B.	24	2001.11.16	11	22,484.75	123,666
Amarasekara P. S.	25	2001.11.15	11	21,616.50	118,891
Dinesh B.K.S.	26	2001.11.16	11	21,616.50	118,891
Ajith Kusum P.P.	28	2001.12.03	11	43,547.00	239,509
Sunil P.K.	29	2001.12.18	11	49,929.50	274,612
Anura Weerakoon W.M.T.	31	2002.07.01	10	43,547.00	217,735
Jayathilake P.C.P.	32	2002.08.01	10	61,314.50	306,573
Jayakodi J.D.N.P.	37	2004.01.19	8	30,989.00	123,956
Suraweera B.H.S.	39	2005.01.03	8	70,399.50	281,598
Wijesekara S.	40	2005.04.20	7	21,317.50	74,611
Kumara W.V.P.C.J.	41	2005.05.16	7	20,526.50	71,843
Perera V.	43	2005.06.15	7	56,484.50	197,696
Perera G.D.N.M	44	2005.01.13	7	30,293.25	106,026
Thirvaukarasu S.	46	2005.01.04	7	38,567.50	134,986
Gunathilake P.M.C.P.	47	2005.01.18	7	26,015.25	91,053
Widana Kankanamge D.H.	48	2005.01.03	8	37,877.50	151,510
Ganepola G.A.M.U.	49	2005.01.02	8	36,100.75	144,403
Dharmasena U.A.P.	51	2005.01.03	8	26,015.25	104,061
C/F					4,999,374

TERTIARY AND VOCATIONAL EDUCATION COMMISSION
SCHEDULE FOR STATEMENT OF FINANCIAL POSITION
FOR THE YEAR ENDED 31ST DECEMBER 2012

Schedule 01-Gratuity Provision

Name	Employee No	Appointment Date	No of Years	*Salary (Rs.)	Gratuity Provision (Rs.)
B/F					4,999,374
De Silva M.D.C.	56	2005.10.06	7	23,962.50	83,869
Samaraweera R.J.	57	2005.11.21	7	40,166.00	140,581
Bandula P.	58	2006.02.20	6	21,168.00	63,504
Amarasinghe A.S.	60	2006.05.16	6	45,674.50	137,024
Kumara G.G.S.	62	2006.07.14	6	20,526.50	61,580
S.U.K.Rubasinghe	65	2007.02.02	5	43,547.00	108,868
M.Vidanapathirana	66	2007.02.02	5	38,567.50	96,419
J.A.D.J.Jayalath	68	2007.08.01	5	55,219.50	138,049
P.P.P.Nanayakkara	70	2007.10.15	5	38,567.50	96,419
W.A.W.C.Premarathna	71	2007.11.01	5	42,701.75	106,754
W.J.L.A.Damayanthi	72	2007.12.12	5	37,877.50	94,694
G.D.K.V.S.Mangala	73	2008.02.01	4	21,018.50	42,037
R.G.A.T.Kumara	74	2008.11.03	4	21,984.50	43,969
N.D.Wijesekara	75	2008.11.03	4	21,984.50	43,969
S.S.Kalpage	76	2008.11.03	4	20,121.50	40,243
B.L.M.Madusanka	77	2009.09.01	3	21,817.75	32,727
G.C.J..De Silva	78	2009.09.01	3	21,817.75	32,727
H.G.Piyumi Dilani	79	2009.11.30	3	21,651.00	32,477
K.T.Amarasinghe	80	2009.11.30	3	21,651.00	32,477
D.M.S.J.Siripala	81	2009.11.30	3	21,817.75	32,727
M.S.M.T.N.D.Samarakoon	82	2011.02.01	1	36,100.75	18,050
Vindya Hansani	83	2011.04.05	1	21,484.25	10,742
K.S.Sameera	84	2011.08.01	1	20,570.00	10,285
G.C.S.M.Nanayakkara	85	2011.08.01	1	20,570.00	10,285
B.S.J.Vipulsi	86	2012.01.02	1	23,790.00	11,895
H.M.A.D.K.Herath	87	2012.01.02	1	23,790.00	11,895
H.S.Abeygoonathilake	89	2012.01.02	1	23,790.00	11,895
D.N.I.D.De Silva	90	2012.01.02	1	23,790.00	11,895
					6,557,426

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

**TERTIARY AND VOCATIONAL EDUCATION COMMISSION
SCHEDULE FOR STATEMENT OF FINANCIAL POSITION
FOR THE YEAR ENDED 31ST DECEMBER 2012**

Schedule 02-Festival Advance

NAME	AMOUNT (Rs.)
W.P.M.P.Premachandra	1,000
K.Sirisena	1,000
R.N.P. de Silva	1,000
.Champika Jagath Kumara	1,000
Y.P.S.Udayakanthi	1,000
D.W.N.Gunasiri	1,000
N.W.G.Jeewantha	1,000
D.B.R.Manjula	1,000
Menaka U.P.C.	1,000
W.S.N.Sampath	2,260
P.K.Sunil	1,000
D.W.Suranga	300
B.K.Sriyantha	1,000
P.S.Amarasekara	1,000
S.K.Dias	1,000
H.B.I.Sampath	1,000
N.Jayakodi	1,000
B.H.S.Suraweera	1,000
Asanka Rangana	1,000
A.Weerakon	1,000
Janak de Silva	1,000
T.Senthuran	1,000
U.P.A.Dharmasena	1,000
D.C.de Silva	1,000
De Silva D.N.I.D.	1,000
Ajith Kusum	1,000
V.Perera	1,000
P.Bandula	1,000
S.Wijesekara	1,000
Nanayakkara G.C.S.M.	1,000
Hansani.W.A.C.	1,000
Sameera K.S.	1,000
Vipulsi B.S.M.	1,000
Herath H.M.A.D.K.	1,000

W.K.D.Harischandra	1,000
C/F	35,560

**TERTIARY AND VOCATIONAL EDUCATION COMMISSION
SCHEDULE FOR STATEMENT OF FINANCIAL POSITION
FOR THE YEAR ENDED 31ST DECEMBER 2012**

Schedule 02-Festival Advance		AMOUNT
NAME		(Rs.)
B/F	35,560
M.Vidhanapathirana	1,000
G.G.Saman Kumara	1,000
A.S.Amarasinghe	1,000
S.U.K.Rubasinghe	1,000
S.S.Kalpage	1,000
R.G.A.T.Kumara	1,000
P.P.P.Nanayakkara	1,000
W.J.L.A.Damayanthi	1,000
S.J.Siripala	1,000
Suminda Arunakeerthi	1,000
N.A.C.Kumara	1,000
G.D.N.M.Perera	1,000
W.A.W.C.Premaratne	1,000
K.T.Amarasinghe	1,000
Thilak Dhammika	1,000
G.K.Hegodaarachchi	1,000
G.A.M.U.Ganapola	1,000
Manel Madushanka	1,000
Nelum Samarakoon	1,000
		54,560

Schedule 03-Staff Loan		AMOUNT
NAME		(Rs.)
B.K.Sriyantha Dinesh	9,716
D.W.N.Gunasiri	33,312
P.P.K.Ajith	40,252
D.W.Suranga Dammika	19,445
G.A.M.U.Ganepola	15,268
Indika Sampath	22,208
K.M.G.P.S.K.Dias	36,088
K.Sirisena	31,924
N.W.G.N.Jeevantha	19,432
Nirodha Jayakody	21,210
P.Bandula	30,512
P.S.Amarasekara	40,252

R.N.P.de Silva	43,028
R.Semasinghe	147
C/F	362,794

**TERTIARY AND VOCATIONAL EDUCATION COMMISSION
SCHEDULE FOR STATEMENT OF FINANCIAL POSITION
FOR THE YEAR ENDED 31ST DECEMBER 2012**

Schedule 03-Staff Loan	AMOUNT
NAME	(Rs.)
B/F	362,794
S.S.Kalpage	40,252
W.G.S.Arunakeerthi	26,372
W.P.M.P.Premachndra	45,804
Y.P.S.Udayakanthi	38,864
D.B.R.Manjula	43,028
Champika J.Kumara	19,432
A.S.Amarasinghe	31,924
W.J.L.A.Damayanthi	31,924
Sadda Mangala	34,700
M.Vidanapathirana	48,580
B.H.S.Suraweera	19,457
Asanka Rangana	48,580
U.A.P.Dharmasena	35,100
P.P.P.Nanayakkara	34,700
R.G.A.T.Kumara	15,268
D.M.S.J.Siripala	38,864
G.K.Hegodaarachchi	47,909
S.Wijesekara	44,416
G.D.N.M.Perera	29,148
N.A.C.Kumara	30,536
D.C.de Silva	27,760
G.G.Saman Kumara	47,192
N.D.Wijesekara	43,028
Manel Madushanka	27,760
H.G.Piyumi Dilani	26,372
	1,239,764

Schedule 04-Tsunami Loan

	AMOUNT
	(Rs.)
D.W.Suranga Dammika	39,000
	39,000

Schedule 05-Distress Loan

NAME	AMOUNT
	(Rs.)

Ajith Kusum	99,984
B.K.Sriyantha Dinesh	30,310
C/F	130,294

**TERTIARY AND VOCATIONAL EDUCATION COMMISSION
SCHEDULE FOR STATEMENT OF FINANCIAL POSITION
FOR THE YEAR ENDED 31ST DECEMBER 2012**

Schedule 05-Distress Loan	AMOUNT
NAME	(Rs.)
B/F	130,294
Asanka Rangana	127,912
G.A.M.U.Ganepola	224,964
Indika Sampath	132,924
J.T.Dhammike	29,232
K.M.G.P.S.K.Dias	121,740
K.Sirisena	129,688
N.W.G.N.Jeewantha	45,314
P.Bandula	119,880
P.S.Amarasekara	30,310
R.N.P.de Silva	141,403
N.A.C.Kumara	137,808
U.G.Palitha	72,730
W.P.M.P.Premachndra	224,964
S.U.K.Rubasinghe	237,462
R.G.A.T.Kumara	120,328
Y.P.S.Udayakanthi	159,536
B.H.S.Suraweera	42,000
S.Wijesekara	127,851
W.K.Bernard	57,536
M.D.C.de Silva	43,974
Champika J.Kumara	122,844
A.S.Amarasinghe	216,632
P.P.P.Nanayakkara	224,964
M.Vidanapathirana	225,040
P.G.Ananda	1,297
G.D.N.M.Perera	184,680
D.K.W.S.Mangala	27,199
R.J.Samaraweera	48,620
Anura Weerakoon	133,312
J.D.N.P.Jayakody	97,530
T.Senthuran	120,814
Suminda Arunakeerthi	109,252
J.A.D.J.Jayalath	141,644
D.B.R.Manjula	106,769
G.K.Hegodaarachchi	80,921

Perera V.	154,142
G.G.Saman Kumara	55,680
C/F	4,509,190

**TERTIARY AND VOCATIONAL EDUCATION COMMISSION
SCHEDULE FOR STATEMENT OF FINANCIAL POSITION
FOR THE YEAR ENDED 31ST DECEMBER 2012**

Schedule 05-Distress Loan		AMOUNT
NAME		(Rs.)
B/F	4,509,190
W.J.L.A.Damayanthi	162,474
U.A.P.Dharmasena	150,072
N.D.Wijesekara	111,072
S.S.Kalpage	95,316
Edirisooriya M.L.N.S.	187,470
		5,215,594

**TERTIARY AND VOCATIONAL EDUCATION COMMISSION
FINANCIAL HIGHLIGHTS 2012**

CATEGORY/OBJECTIVE TITLE	ESTIMATES	REVISED	ACTUAL	PERCENTAGE
CAPITAL EXPENDITURE	ESTIMATES	EXPENDITURE		%
	Rs.'000	Rs.'000	Rs.'000	
Acquisition of fixed Assets				
Furniture & Office Equipment	853	853	835	98
Plant & Machinery	526	526	526	100
Library Books	50	50	50	100
	<u>1,429</u>	<u>1,429</u>	<u>1,411</u>	99
Rehabilitation and improvements				
Building & Structures	41	41	41	100
Plant & Machinery	1,148	1,148	1,148	100
Vehicles	760	760	754	99
	<u>1,949</u>	<u>1,949</u>	<u>1,943</u>	100
Development Capital Expenses				
V.E.T.Plan Implementation	1,450	1,450	1,447	100
Revision of National Competency Standards	679	679	656	97
Financial Assistant to Private Sector Training Institute	2,200	2,200	2,196	100
Conduct Researches	800	800	526	66
Financial Assistant to promote training for vulnerable people	900	900	799	89
Development of Provincial VET Plan	1,800	1,800	809	45
Upgrading MIS Software	440	440	440	100
Hardware	592	592	592	100
	<u>8,861</u>	<u>8,861</u>	<u>7,465</u>	
Total Capital Expenditure	<u><u>12,239</u></u>	<u><u>12,239</u></u>	<u><u>10,819</u></u>	88
RECURRENT EXPENDITURE				
Salaries & Wagers	20564	23,600	23,513	100
EPF Contribution Expenses	2304	3,151	2,797	89
ETF Contribution Expenses	576	750	700	93
Overtime & Holiday Pay	740	673	672	100

Payment for Trainees	432	1,318	1,319	100
Chairman Allowance	600	600	600	100
Gratuity		362	362	100
	25,216	30,454	29,963	98
Traveling Expenses				
Domestic	310	299	297	99
Foreign	575	558	558	100
	885	857	855	100
Supplies & Consumables used				
Printing, Stationery & Office Requisites	3455	3419	3,422	100
Fuel Expenses	1775	1734	1,734	100
Transport Expenses	10	17	17	100
Uniform	74	74	74	100
Newspapers & Magazine Expenses	150	90	101	112
Other Service Expenses	98	46	59	128
Entertainment Expenses	100	99	118	119
Photocopy Allowance	12	7	9	129
	5674	5486	5,534	101

CATEGORY/OBJECTIVE TITLE	ESTIMATES	REVISED	ACTUAL	PERCENTAGE
	Rs.'000	ESTIMATES Rs.'000	EXPENDITURE Rs.'000	%
CAPITAL EXPENDITURE				
Maintenance & Expenses				
Vehicle Maintenance and Insurance	2,438	2,447	2,431	99
Plant & Machinery	160	176	154	88
Building & Structure	176	177	177	100
Computer Maintances	122	121	121	100
Mechanical & Electronic Goods	25	21	15	71
General Maintenance		76	101	133
	2,921	3,018	2,999	99

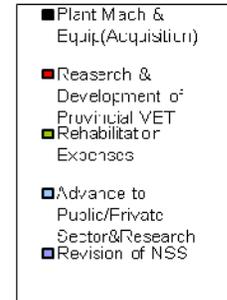
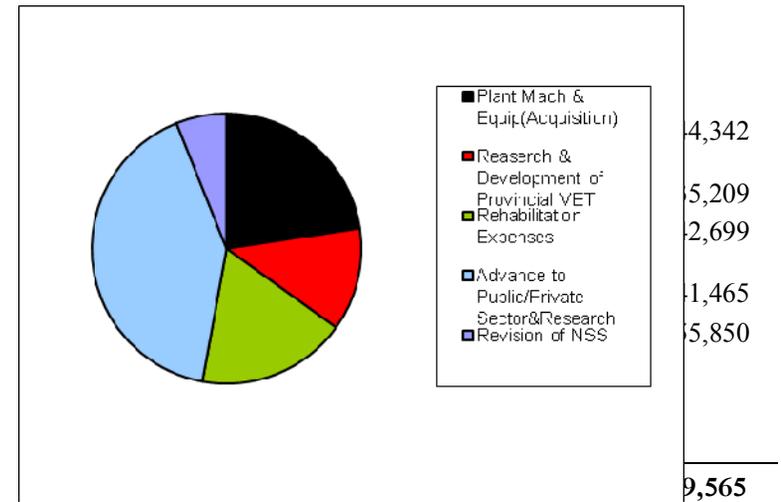
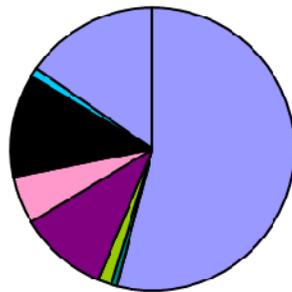
Contractual Services				
Telecommunication	1600	1652	1,572	95
Postal Charges	123	112	111	99
Electricity Expenses	2800	2411	2,412	100
Water	200	96	96	100
Rates & Taxes& Rent	142	142	142	100
Security Charges	625	613	624	102
Janitorial Charges	494	497	487	98
Audit Fees *	100	50	220	440
Legal Charges& Stamp Fee	40	37	38	103
Subscription For Periodical	3	3	3	100
Subscription & Member Fees - Domestic	40	34	34	100
Subscription & Member Fees - Foreign	25	29	29	100
Staff Training & Development	200	186	186	100
Money Transist Insurance		12	17	142
Service Agreements	465	464	464	100
	<u>6,857</u>	<u>6,338</u>	<u>6,435</u>	<u>102</u>
Operational Expenses				
Institute Registration Expenses	800	776	791	102
Accreditation Expenses	2000	2286	2,286	100
NVQ Programmes Expenses	1882	1836	1,819	99
VET Plan Perpetration Expenses	1620	1598	1,598	100
LMI Expenses	1695	1493	1,512	101
Estalishing Quality Management System Expenses	30	33	33	100
Financial Assistant Monitoring & Coordination Expenses	200	197	197	100
Translation Fees	100	119	136	114
Preparation of Policy Document	50	17	17	100
Honorarium (Board of Directors & Audit & Management)	639	565	585	104
	<u>9,016</u>	<u>8,920</u>	<u>8,974</u>	<u>101</u>
Total Recurrent Expenditure	<u>50,569</u>	<u>55,073</u>	<u>54,760</u>	<u>99</u>

* Note : Invoice of the Audit fee for the year 2010 was received during the year 2012. Therefore provision made for the year 2011 and 2012 was adjusted appropriately.

Financial Highlights

Recurrent Expenditure

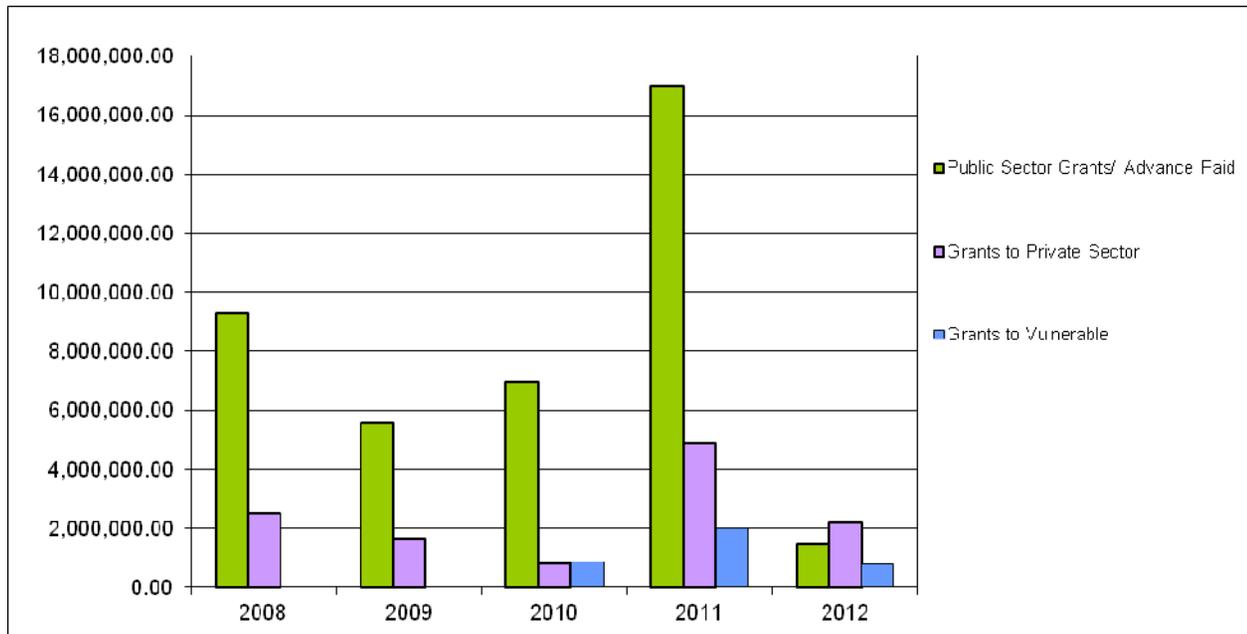
	(Rs.)
Personal Emolument	29,601,196
Gratuity paid	362,000
Traveling Expenses	855,484
Supplies & Consumable used	5,535,425
Maintenance Expenditure	2,998,041
Contractual Services	6,434,387
Board of Directors & Audit & Mang	584,793
Operational Expenses	8,389,688
Total	54,761,014



4,342
5,209
2,699
1,465
5,850
9,565

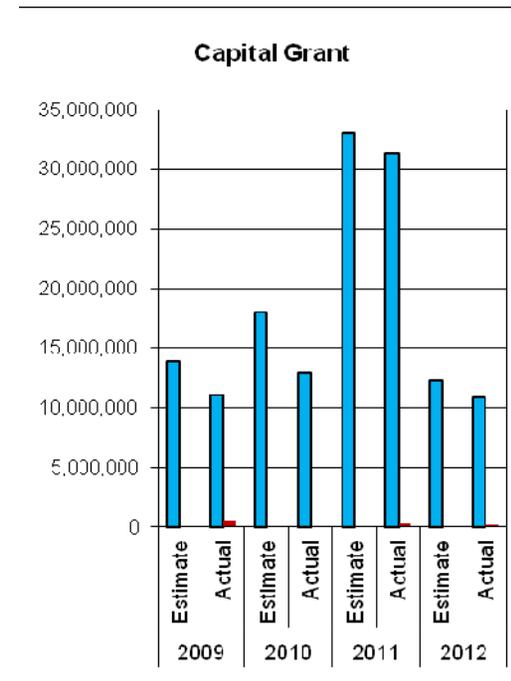
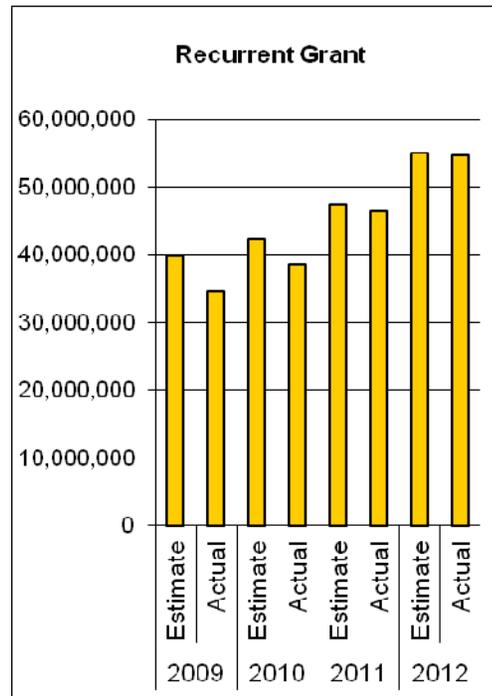
Financial Highlights
Grants to Public & Private Sector Institutes

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
Public Sector Grants/ Advance Paid	9,284,625	5,565,474	6,938,571	16,988,909	1,446,652
Grants to Private Sector	2,496,171	1,647,699	806,144	4,886,224	2,196,298
Grants to Vulnerable			858,164	1,990,345	798,515
Total (Rs.)	11,780,796	7,213,173	8,604,888	23,867,489	4,443,477



Budget Estimates, Actual Expenditure and Grants Return received

	<u>2009</u>		<u>2010</u>		<u>2011</u>		<u>2012</u>	
	<u>Estimate</u>	<u>Actual</u>	<u>Estimate</u>	<u>Actual</u>	<u>Estimate</u>	<u>Actual</u>	<u>Estimate</u>	<u>Actual</u>
Recurrent Grant	39,716,000	34,739,967	42,200,000	38,523,832	47,370,000	46,571,924	55,073,712	54,761,014
Capital Grant	13,907,000	11,087,344	18,000,000	12,978,832	33,000,000	31,292,303	12,239,500	10,819,565
Grant Return Received		541,052		6,865		280,968		224,617
Total (Rs.)	53,623,000	46,368,364	60,200,000	51,509,529	80,370,000	78,145,195	67,313,212	65,805,196



The Director General
Tertiary and Vocational Education Commission

Report of the Auditor General on the Financial Statements of the Tertiary and Vocational Education Commission for the year ended 31 December 2012 in terms of Section 14(2)(c) of the Finance Act, No. 38 of 1971.

The audit of financial statements of the Tertiary and Vocational Education Commission for the year ended 31 December 2012 comprising the balance sheet as at 31 December 2012 and the comprehensive income statement, statement of changes in equity and cash flow statement for the year then ended and a summary of significant accounting policies and other explanatory information was carried out under my direction in pursuance of provisions in Article 154(1) of the Constitution of the Democratic Socialist Republic of Sri Lanka read in conjunction with Section 13(1) of the Finance Act, No. 38 of 1971 and Section 10(d)(2) of the Tertiary and Vocational Education (Amendment) Act, No. 50 of 1999. My comments and observations which I consider should be published with the Annual Report of the Commission in terms of Section 14(2)(c) of the Finance Act, appear in this report. A detailed report in terms of Section 13(7)(a) of the Finance Act, was furnished to the Director General of the Commission on 22 May 2013.

1:2 Management's Responsibility for the Financial Statements

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

1:3 Auditor's Responsibility

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with Sri Lanka Auditing Standards. Those Standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatements.

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

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

1:4 Basis for Qualified Audit Opinion

My opinion is qualified based on the matters described in paragraph 2.2 of this report.

2. Financial Statements

2:1 Qualified Opinion

In my opinion, except for the effects of the matters described in paragraph 2:2 of this report, the financial statements give a true and fair view of the financial position of the Tertiary and Vocational Education Commission as at 31 December 2012 and its financial performance and cash flows for the year then ended in accordance with Generally Accepted Accounting Principles.

2:2 Comments on Financial Statements

2:2:1 Accounting Deficiencies

The following accounting deficiencies were observed.

- (a) As action in terms of agreements had not been taken on the financial assistance amounting to Rs.1,529,862 given to 07 institutions during the years 2006 to 2008 that financial assistance should have been shown in the accounts as money recoverable. But it had not been so done. In addition, a sum of Rs.3,360,399 had been given to 12 Centres of the Vocational Training Authority of Sri Lanka in the preceding year for the purchase of equipment for the courses and the

unexpended sum of Rs.1,414,588 out of that had not been shown in the financial statement as receivables.

- (b) Income from the sale of publications had been understated by a sum of Rs.389,500.

2:2:2 Lack of Evidence for Audit

The schedules, confirmation of balances, Board of Survey Reports, etc. required for the examination of the stock of Students Progress Report Books valued at Rs.493,539, deposits amounting to Rs.2,557,490 and the balances receivable had not been produced for audit.

2:2:3 Non-compliance with Laws, Rules, Regulations and Management Decisions

The following non-compliances were observed.

Reference to Laws, Rules, Regulations, etc. -----	Non-compliance -----
(a) Establishments Code of the Republic of Sri Lanka ----- Chapter xiv Section 4.5	Disregarding the limits on the payment of combined allowance as specified in the Establishments Code on the payment of travelling allowance a sum of Rs.14,649 had been overpaid in 13 instances.
(b) Public Administration Circulars No. 26/92(1) 03 August 1994 and No. 01/2002 of 25 February 2002	The State Emblem and name had not been printed on all the Government motor vehicles excluding the allocated motor vehicles.
(c) Public Administration Circular No. 22/99 of 08 October 1999 – Paragraph 1.3.1(iii)	Six officers who should be provided with group transport facilities had been provided with motor vehicles separately for travelling.
(d) Public Enterprises Circular No. PED/12 of 02 June 2003. -----	
(i) Section 5.2.1	The forecasted statements of financial position and the cash flow statement had not

been presented with the budgets prepared from the year 2009.

(ii) Section 8.3.5(a)

Allocation of motor vehicles by a Corporation in the “C” Grade could be made only for the Chairman, Chief Executive Officer and the Executive Directors. Contrary to that provision, the Deputy Director General of the Commission which falls under “C” Grade had been provided with a motor vehicle and had been paid fuel allowance amounting to Rs.496,800 at the rate of Rs.165,600 per year from the year 2010 to the year under review.

(e) Public Administration Circular No. 13/2008 of 26 June 2008 Paragraph 7

Even though group transport facilities can be provided for a maximum of 50 kilometres out and back, transport facilities exceeding that limit had been provided to 02 officers.

3. Financial Review

3:1 Financial Results

According to the financial statements presented, the operations of Commission for the year ended 31 December 2012, before providing for gratuity had resulted in a surplus of Rs.1,495,496 as compared with the corresponding surplus of Rs.1,575,803 for the preceding year. The deterioration of the financial result for the year under review by a sum of Rs.80,307 as compared with the preceding year had been due to the reasons such as decrease in the income and the increase in the expenditure.

4. Operating Review

4:1 Performance

4:1:1 Annual Action Plan

The Commission had failed to reach the targets of the Action Plan for the year under review and the details thereon are given below.

- (a) Even though provision amounting to Rs. 5 million had been made for the grant of financial assistance for 35 courses of the Vocational Training Institutions of the private sector and the Non-Governmental Organizations Sector, financial assistance had been granted only for 19 courses. The Director General of the Commission informed the audit in May 2013 that even though the grant of financial assistance for 35 courses was expected, this situation had arisen from the larger amounts allocated as the equipment available with the institutions for the courses were below the expected level.
- (b) Even though plans had been made for renewal of the registration of 225 institutions in the year, the registrations of 211 institutions only had been renewed. That represented 93.8 per cent of the targets.
- (c) The targets for the accreditation of training courses, the applications received and the numbers evaluated and accredited in the year under review are given below.

(d)

Institutions Providing Training	Targeted Number of Courses	Applications made for Courses	Number of Courses Evaluated	Number of Courses Accredited	Accredited Courses as a Percentage of the Courses Evaluated %
National Apprenticeship and Technical Training Authority	400	31	27	18	
National Youth Services Council		45	66	31	
Department of Technical Education and Training		21	45	26	
Vocational Training Authority of Sri Lanka		138	244	130	
Other Government Institutions		53	27	9	
		<u>288</u>	<u>409</u>	<u>214</u>	52
Private and Non-governmental Organizations	50	89	89	57	64
	<u>450</u>	<u>377</u>	<u>498</u>	<u>271</u>	
	<u>=====</u>	<u>=====</u>	<u>=====</u>	<u>=====</u>	

- (e) The information on the number of applications received from the institutions supplying training in the year under review for the renewal of accreditation of training courses, the number evaluated and the number of renewals of accreditations is given below.

Institutions Providing Training	Targeted Number of Courses	Applications received from Courses	Number of Courses Evaluated	Number of Accreditation of Courses Renewed	Accreditation Renewed Courses as a Percentage of Courses Evaluated %
National Apprenticeship and Technical Training Authority		02	05	04	
National Youth Services Council		--	09	06	
Department of Technical Education and Training	96	19	25	20	
Vocational Training Authority of Sri Lanka		26	40	38	
Other Government Institutions		04	--	--	
		51	79	68	86
Private and Non-Governmental Organizations	57	28	41	35	85

- (f) National Vocational Qualifications Division

Even though the issue of 200 licences to the Evaluators had been targeted for the expansion and maintenance of the National Vocational Qualification System, the actual issues had been only 76 licences.

- (g) According to the Corporate Plan for the year 2012, plans had been made for conducting a survey of the Training Institutions maintained Island-wide. But that had not been done.

4:2 Management Inefficiencies

The following observations are made.

(a) Grant of Financial Assistance

- (i) There were instances wherein 10 Government Institutions, private institutions and Non-governmental Organizations provided with financial assistance in the preceding year had not carried out certain activities such as purchase of equipment, accreditation and the refund of unutilized money. Details appear below.

Institution	Value of Financial Assistance Obtained
-----	-----
	Rs.
National Youth Services Council	3,103,030
National Vocational Training Authority of Sri Lanka	7,382,110
Department of Technical Education and Training	4,119,919
Department of Industrial Development and Enterprises Promotions	383,850
Sri Lanka Institute of Printing	2,000,000
Private and Non-governmental Organizations	2,137,258

- (ii) Sixty eight courses of the State Sector in 15 districts for which financial assistance for accreditation amounting to Rs.19,213,747 had been granted from the year 2006 to 2010 had not been accredited even by March 2013.
- (b) According to Section 14 of the Tertiary and Vocational Education Act, No. 20 of 1990 Vocational and Training Institutions should be registered and renewed on time. Even though 2,300 institution had been registered since the establishment of the Commission 809 institutions only had renewed the registration in the year 2012.

- (c) Even though 20 researches had been conducted at a cost of Rs.1,955,835 in the years 2010, 2011 and 2012, the contribution for the achievement of the objectives of the Commission by the conduct of researches had been inadequate due to the reasons such as the non-determination of requirements, non-engaging of competent person non-implementation of reports, non-preparation of a methodology for the implementation of researches, non-signing of agreements for researches conducted by the officers of the Commission, non-submission of reports during the specified periods and the absence of supervision of researches which had been assigned to the Vocational and Technical University.
- (d) According to the agreement entered into with the University of Moratuwa for the preparation of Vocational Education and Training Plan for the Electrical and Electronics Industry (VET PLAN) the preparation and submission of the report had been delayed by 7 months. The liquidated damages recoverable in terms of the conditions of the agreement amounting to Rs.105,000 had not been recovered.
- (e) According to the agreement entered into with the Sri Lanka Institute of Tourism and Hotel Management for the preparation of the Vocational Education and Training Plans for the Tourism and Hotels Industry. The preparation and submission of the report had been delayed by 12 months. The liquidated damages recoverable in terms of the conditions of the agreement amounting to Rs.205,920 had not been recovered.

4:3 Resources of the Commission given to other Government Institutions

An employee recruited on 02 January 2012 contrary to the provisions in the Public Enterprises Circular No. PED/12 of 02 June 2003 had been attached to the line Ministry since the date of recruitment and the Commission had paid a sum of Rs.328,302 as salaries and allowances in the year under review.

4:4 Staff Administration

The particulars of the approved and the actual cadre of the Commission as compared with the preceding year are given below.

Particulars	2012			2011		
	Number Approved	Actual Number	Number of Vacancies	Number Approved	Actual Number	Number of Vacancies
-----	-	-	-	-	-	-
Executive Grades	31	23	08	26	23	03
Clerical and Allied Grades	32	26	06	30	22	08
Junior Grades	19	16	03	17	16	01
Casual and Temporary	01	01	--	01	01	--
	----	----	----	----	----	----
	83	66	17	74	62	12
	====	====	====	====	====	====

5. Accountability and Good Governance

5:1 Budgetary Control

The budget for the year under review had been revised. The variances between the amounts shown in the revised budget and the actual amounts ranged between 15 per cent to 56 per cent. Therefore the budget had not been made use of as an effective instrument of management control.

6. Systems and Controls

Deficiencies in systems and controls observed during the course of audit were brought to the notice of the Director General of the Commission from time to time. Special attention is needed in respect of the following areas of control.

- (a) Accounting
- (b) Financial Control
- (c) Motor Vehicles Utilization
- (d) Staff Management
- (e) Budgetary Control

H.A.S. Samaraweera
Auditor General

31.05.2013

Auditor General

Auditor General's Department

Battaramulla

Report of the Auditor General on the Financial Statements of the Tertiary and Vocational Education Commission for the year ended 31 December 2012 in terms of Section 14(2)(c) of the Finance Act No. 38 of 1971

Herewith I enclose the clarifications and responses for the audit queries sent to us on 27.05.2013 with regard to above by your letter No. 3P/E/TVEC/FA/12 dated 22.05.2013. I kindly request you to release the final report considering the clarifications submitted herewith.

2.2.1 Accounting deficiencies

(a) Accounting practice in relation to awarding of financial grants up to year 2011 was that the total grant amount was accounted as expenditure. However, since the year 2012, the practice has been changed and now it has accounted as an advance (receivable) until the beneficiary institute settles the amount. Accordingly, action has been taken to adjust the amount receivable before the year 2012 as an advance receivable.

However, the public sector institutes to which the grants were awarded has not taken action to use the money for the intended purpose. Action will be taken to recover the amounts from the relevant institutes as suggested in the query if that is feasible to do so.

(b) The reason for not divulging the amount of Rs. 389,500.00 as an income was that these amounts are accounted for on the cash basis. The other amounts referred in the query as sales normally accounted for as incomes.

2.2.2 Lack Of Evidence For Audit

Though a survey has been done in relation to fixed assets we could not submit the report thereof due to a delay in preparation of the report. However, the report concerned has been submitted to the Audit Superintendent on 29.05.2012.

Student record book stock (Rs. 493,539.00 - schedule of survey report)

A copy of the stock book balance as at 31.12.2012 has been submitted to you with the accounts on 28.02.2013. However, a copy of the same is enclosed herewith for necessary information please.

Debtors	Rs. 330,109.00
Creditors	Rs. 2,098,032.00

Letters have been sent by post to all debtors and creditors on 20.02.2012 to verify the balance with a copy to me but none of them have responded. Copies of letters sent to them are annexed herewith for your information please.

Deposits and accounts receivable worth Rs. 2,557,490.00

Balance verification letters pertaining to advances paid as financial grants by the Commission and other accounts receivables have not been sent. Action will be taken from next year onwards to obtain the verification letters to that effect.

2.2.3 Non compliance to rules, regulations and management decisions

- (a) Approval of the Board of governance has been obtained under memo No. 155/9 to make subsistence payments of Rs. 1,000.00 and 750.00 in the special projects funded by external parties. Accordingly, the refereed travelling subsistence payments have been made in the projects implemented for Southern and Eastern VET Plan development.
- (b) Government logo, institute name and institute logo have been printed in all pool vehicles except the assigned vehicles.
- (c) Directors of the TVEC serve as Heads of respective divisions and they are the Executive Directors of the respective divisions to whom vehicles were assigned to till 2005. As per the query raised in 2005, the assigned vehicles facility was removed from the Directors and provided official transport. For various activities these Directors go out of office and work late hours and leave office at different times and hence not possible to provide group transport. One Director cannot wait until the other finishes the work and need lot of time to provide group transport which finally affects the productivity of the organization. In order to overcome the issues created a vehicle was assigned to each division and that vehicle was used to provide the transport the Director of the division.

Now it has requested the Cabinet approval to assign the vehicles to the Directors and will act as per the decision of the Cabinet of Minister. Until a decision is made by the Cabinet, the Secretary of the Line Ministry has issued a directive to assign the vehicles to the Directors as per section 1:1(6) v of public administration circular No. 82/99.

(d) (i) Section 5.2.1

In 2009, submitted as appropriately. In 2010 it was not able to prepare cash and other statements as budget was received in several points of time. In 2011, it was not able to submit and in 2012, a forecasted balance sheet and cash forecast were submitted to the Audit department.

(i) Section 8.5.3(a)

Though audit queries were raised in 2005/2006/2007/2008 in relation to assigning vehicles to Directors, no query was raised in relation to assigning vehicle to Deputy Director General. Though the subsequent audit query No. JF/H/TVEC/AQ/2005/07 dated 28.03.2008 has raised the issue of providing excess fuel to Deputy Director General but it has not pointed out that a vehicle cannot be assigned to Deputy Director General. Deputy Director General of the TVEC undertakes supervising operation activities of the TVEC with the Director General and also he is the second senior most officer in charge of the TVEC. Also the General Treasury had allocated required allocations to purchase a vehicle for sole use of the Deputy Director General. Also when the predecessor was recruited a cabinet approval was obtained to assign a vehicle to then Deputy Director General. Thus the assigning of official vehicles to the current Deputy Director General was done considering this cabinet approval.

The point that a Deputy Director General of a "C" grade institution is not entitled an official vehicle was raised in 2012 in the audit query of 2011. A vehicle was assigned to current Deputy Director General from 17.12.2011 to 28.02.2013 in which time he acted as the Director General of the TVEC.

- (e) Secretary of the Line Ministry has issued a directive assign vehicles to Directors of the TVEC as per the Pubic Administration circular 22/99 until the approval of the Cabinet is received to assign vehicles to the Directors of the TVEC. Hence this issue will not arise in the future.

4 Review of operations

4.1 Performance

4.1.1 Annual Implementation Plan

- (a) Though it was expected to award grants to 35 courses the status of the existing equipment was below the expected quality level, it was compelled to give more grants than expected and hence more money had to be allocated for respective courses and thus aroused this situation.

The objective of the grants scheme is to facilitate accreditation the courses concerned and hence half the required equipment cannot be given. Therefore, it was able to provide grants only to 19 courses.

- (b) During the year under review, it was expected to renew registration of 225 institutions and it was able to evaluate 281 institutions for that purpose. Accordingly 211 institutions that meet the registration criteria have been reregistered.
- (c) When an assessment is made for accreditation of a course, attention is given to adequacy of curriculum in relation to the relevant national competency standard, adequacy of equipment, classrooms and workshops, adequacy of teacher qualifications, and plans and documentation in order to conduct the course are considered.

A desk evaluation of applications is made in office and those applicants who have not properly completed the applications and those not submitted required information are rejected and only the suitable applications are sent for evaluations. Also all applications that are evaluated not able to get through the assessment and therefore the percentages referred in the query better not to identify as problems.

Though it was able to assess 409 courses for accreditation only 214 fulfilled the required criteria and only those that fulfilled the criteria have been accredited. Those applicants whose application have been rejected have been informed the reasons to that effect and asked to resubmit after attending to the requirements informed to.

- (d) As mentioned in “e” above, all applications assessed for accreditation not being able to get the accreditation is a normal issue.

Though 79 courses have been assessed for accreditation only 68 met the criteria and those courses that fulfilled the criteria have been re accredited. Action will be taken to inform the relevant institutions to fulfill the accreditation requirements to be able to obtain the renewal of accreditation.

- (e) Applications were invited from suitable persons for consideration to award license to eligible assessors. Only 109 applications have been received and only 76 were able to get through the examination and subsequent interview conducted.
- (f) When the Corporate Plan for 2012 was prepared in 2011 it was recognized the importance of doing a survey and discussed the initiative with the World University Service of Canada (WUSC) and decided to do it with them. However, the funds required for the survey was not available with the WUSC and hence it was not able to do the survey. Efforts were made to do the survey using in-house resources by sending letters to Divisional Secretaries. Accordingly, letters were sent to 330 Divisional Secretaries and out of that 69 have responded. As per the information sent by them, applications were sent to the institutions that are not registered and action has been taken to register suitable institutes.

4.2 Management inefficiencies

(a) Awarding of grants

- (i) By now, 10 institutes have completed purchasing of equipment and 09 institutes have sent the TVEC invoices related to those purchases by 12.12.2012.
- (ii) National Youth Services Council has completed the purchasing and sent the TVEC all relevant invoices. A letter has been sent to them on 02.01.2013 asking to return the balance if any to the TVEC.
- (iii) The VTA has been informed to complete the purchasing and letters to that effect have been sent on 06.01.2012 and 04.05.2012. Ministry also has been made aware on this matter.

Ten courses conducted by 6 institutes of the Department of Technical Education and Training were awarded grants and out of that purchasing of 5 courses of 2 institutes have been completed and sent the TVEC relevant invoices. Another institute has informed the TVEC that they have completed purchasing using the grants.

The other 3 institutes have been requested to complete the purchasing and send the invoices through letters sent on 30.08.2012, 06.01.2012, and 08.02.2013.

In response, they have informed the TVEC through their letters on 24.09.2012, 20.11.2012 and 22.03.2013 that purchasing are being done at the moment. Industry Development Department has completed the purchasing and sent the TVEC the invoices on 24.03.2012. The relevant course also was accredited. Sri Lanka Training Institute has completed purchasing and sent the TVEC relevant invoices on 01.12.2012.

- (iv) When the grants scheme was implemented for public sector institutes, the institutes under the Ministry were given priority. The Ministry has issued a directive to get all the courses provided by the institutes under the Ministry accredited by end of 2012.

This is an opportunity to get these course accredited by engaging the accreditation process in collaboration with relevant institutes.

- (b) The registered institutes are supposed to get the registration renewed on completion of the registration validity period. When these institutes are evaluated for renewal, it has been found that some of the private institutes are no longer being in existence. Following table provides details on number of institutes that have maintained a valid registration over the past 5 years.

Year	Number of institutes that maintained a valid registration
2008	606
2009	672
2010	680
2011	697
2012	809

It is observable in the table that the number of institutes that maintained a valid registration has been increasing and it was the year 2012 that recorded the highest number of valid registrations. It has been reported that some institutes run the institutes without

getting the registration renewed. Following measures have been introduced to mitigate this situation.

1. Send renewal application to relevant institutes 3 months before the registration is expired
2. Charge a fee for delay from those institutes that do not get it done to encourage them to do it on time
3. Maintaining a valid registration has been made a compulsory requirement when issuing NVQ certificates
4. Maintaining a valid registration has been made a compulsory requirement when awarding grants

To mitigate this situation, there is a need of taking legal action against those institutes and as per the current provisions of the Act it has very little room to take legal action against those institutes. Approval of the Cabinet of Ministers has been obtained to amend the current Act and it is expected to include required provisions in the amended Act with regard to this matter.

- (c) Annually, TVEC invites research proposals from 18 institutions under the Ministry for conducting research. These institutions are leaders in training areas and researches are basically related to issues on training provided by them. Research committee of the TVEC select suitable and usable topics for conducting research. Hence we cannot accept the idea that we do not identify and consider the research priorities. So as per the Annual Implementation Plan, research program is implemented according to a designed methodology.

There is no way of engaging an agreement when a research is done by a researcher of the TVEC. Usually an agreement is signed between two parties. Heads of institutes signed as parties on behalf of researchers of the institutes and on behalf of the TVEC the Director General signed. So it is not possible to sign an agreement in relation to researches done by researchers of the TVEC.

As board approval is obtained before the research are implemented, the researchers of the TVEC also bounded by the requirements applicable to other researchers.

The method we call “on-the-job-research” is adopted for the researches implemented by the TVEC as the TVET sector does not have dedicated researchers similar to other sectors. So there is uncontrollable delays in completing researches in specified time.

Supervision of researches being implemented is not assigned to the Univotec but it was assigned the duty to look at 10 research proposals and make necessary corrections. This duty was done by the Univotec and corrected proposals have been implemented with the approval of the Governing board of the TVEC.

- (d),(e) Action will be taken to extend the validity period of agreements in considering the possible delays.

The reason for inclusion of the condition of charging 2% penalty on delay in completion of work is to get the work on time. Due to uncontrollable reasons like lack of labour market information etc. the final reports are not submitted within the specified time.

As a solution to sort of issues, action will be taken to extend the validity period of agreements considering the possible delays.

Requests for extensions will be obtained from relevant institutions in the future.

4.3 Assets of the TVEC released to other institutions

By the letter of the Secretary of the Ministry No. 2/1/3/2/27(1) dated 13.03.2012, a directive was given to release the officer concerned to the staff of Hon. Minister. Accordingly, the officer was released upon the directive of the Ministry (annexure 6).

The letter further directed to pay the salary and allowances by the TVEC as given in annexure 1 above.

4.4 Staff management

- (a) Though interviews have been held in several occasions the selected candidates have not reported to work. Out of the 17 vacant positions, 05 positions are in the newly developed Examination and Assessment division (Approved by the Management Services Department by letter No. DMS/E4/47/3/2781 dated 15.06.2012. As the Board of the TVEC has amended the name of the new division as Quality Assurance Assessment Control, a request was made to the Management Services Department on 28.11.2012. This request was yet to be approved and once it is approved action will be taken to recruit the suitable persons for the vacant 05 positions. Recruitment to other positions will be done in near future.

Already we have taken action to publish newspaper advertisements and conducted interviews to recruit suitable persons to the positions of Administrative Officer, Translator, Librarian/Documentation Assistant.

- (b) New Director General has been appointed on 01.03.2013 and he has reported to work.
- (c) Scheme of Recruitment has been approved by the Management Services Department by their letter No. DMS/E4/47/3/2781(1) dated 17.07.2012.

5. Accounting practices and good governance

5.1 Budgetary control

Though the budget of the year under review was revised actual expenditure has been exceeded than allocations of 11 votes in the recurrent budget. The reasons for these excess expenditure were mainly due to not adjusting the audit expenses as per the actual expenditure of the previous year, incurring of overhead expenses, payment of language translation fees, and increase in newspaper expenditure etc.

6. Systems and Control

Action has been taken to make corrective actions for all the audit queries raised by the Audit department by managing and controlling the systems of the TVEC. The TVEC has been awarded the ISO 9001:2000 quality management system by the Sri Lanka Standards Institution since April 2009 for its satisfactory operation of processes.

Dr. S. D. R. Perera
Director General

CC: Secretary, Ministry of Youth Affairs and Skills Development - fip